GOBIERNO DE PUERTO RICO

DEPARTAMENTO DE EDUCACIÓN
Secretaría Auxiliar Asuntos Federales

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES TO THE PUERTO RICO DEPARTMENT OF EDUCATION

Introduction

- The Puerto Rico Department of Education (PRDE) is issuing this Request for Proposal ("RFP") seeking qualified vendors who have education project management consulting experience to provide as needed services to assist PRDE in planning, implementing and exercising its responsibilities and duties in its function as a State Education Agency (SEA) and Local Education Agency (LEA).

- Specifically, selected vendors will provide services, without limitation, in the following areas: advisory and consulting services, extensive information support, legal advisory, policy services and analysis, support and technical assistance, financial and programmatic consulting and project management.

Scope of Work

PRDE will receive proposals for consulting services. Services to be delivered will include, but are not necessarily limited to the following:

- Provide consulting services that may include advisory and technical assistance in the application and implementation of state and federal laws and regulations applicable to federal funds.
- Advice, support and technical assistance to the management of the Auxiliary Secretariat of Federal Affairs (ASFA) of the PRDE, as well as any other office of the Department that requires it and is authorized by the Auxiliary Secretary of Federal Affairs, in the identification, planning and documentation of the best practices, both programmatic and fiscal, for the implementation of federal programs authorized under the Every Student Succeeds Act (ESSA), as well as other federal laws and administered by the Department.

Scope of Work

- Advice, support and technical assistance in the presentation of alternatives for the preparation of the budget, accounting of expenses, creation of financial reports and use of federal funds, based on the federal requirements established in ESSA, as well as other federal laws, in order to ensure the proper use of federal funds.
- Advice, support and technical assistance in the design, development and updating of administrative processes related to the use and management of federal funds of ASFA and other areas of the Department, in order to be more effective and efficient in compliance with the applicable regulation.
- Technical assistance in the analysis of reasonableness and permissibility in the use of federal funds.
- Creation, development and implementation of administrative processes that require the use and management of federal funds to the various offices and programs under ASFA.
- Assessment of exiting business processes to identify opportunities to create efficiencies, improve effectiveness, and create evaluation systems for offices and programs

Scope of Work

- Assistance in the creation of a performance management system/culture/practice
- Provide recommendations to improve operational procedures that impact federal funds and assists in their implementation, including identifying effective practices from other states and school systems that can be used to improve the services to participating children in PRDE
- Support and technical assistance in the process of preparing reports requested from the state and/or the federal government related to federal funds. Develop strategies for making required reporting more useful to the daily operations to the agency and integrated into programming planning and decision making
- Support and technical assistance in creation and evaluation of procedures manuals, circular letters, regulations and administrative memoranda of compliance with state and federal requirements.
- Support defining the key performance indicators for programs and program staff and assistance in the development of training and technical assistance supports that will improve the preparation and qualifications of program staff.

Scope of Work

- Recommend fiscal and monitoring controls to administer federal funds; planning and operational supports to ensure the implementation of changes in associated business processes
- Develop, design and offer customized onsite training for PRDE staff and develop knowledge transfer strategies that can be used to measure changes in staff performance and skill set
- Provide legal advice to the programs administered by ASFA that allows the Department to comply with the requirements, norms and terms of validity that the different programs demand.
- Prepares guides, manuals and procedures in compliance with state and federal regulations, rules and statutes applicable to the Department.
- Identify areas of opportunities in current use of consultant support in offices and determine strategies for reducing reliance on external support for general operations.

Eligible entities

- Entities that are authorized to do business in Puerto Rico, with expertise and five years or more of experience in providing the required services. Proponents must provide qualified key personnel and team members with consulting experience with proven success. Consultant's work will begin in 2019. A consulting contract will be offered for an initial one-year term, with an opportunity for annual one-year renewals.

- Entities must also demonstrate that they have the resources and financial stability to provide services to the PRDE. Proposals for services in a specific area or specialty will be allowed

- The entities that currently provide to PRDE some of the services requested in this process, can only submit proposal for other services.

- Entities can submit proposals for services in selected areas as indicated in the sections of introduction and scope of work of this RFP. The entity must provide an accurate explanation for the reasons to offer only a portion of the requested services.

Deadline for inquiries

- The deadline to submit questions through ayuda_propuesta@de.pr.gov will be **February 1, 2019**.

Proposal submission

- The deadline to submit proposals at the mail area of the Auxiliary Secretariat of Federal Affairs (ASFA) or through email (32MB) to propuestasDE@de.pr.gov is **February 8, 2019 until 4:30 p.m**.

Proposal submission

Amendments to the proposal document will not be accepted after the proposal has been filed.

Potential contractors that deliver in person, by messenger or through the federal or private mail delivery system must submit one (1) original proposal and three (3) identical copies accompanied with a USB with the entire proposal in PDF format.

The proposals must be addressed to Yanín M. Dieppa Perea, Esq., Assistant Secretary of the Auxiliary Secretariat of Federal Affairs.

Proposals delivered in person, by messenger or through the federal or private mail delivery system must be sent to the following address:

Auxiliary Secretariat of Federal Affairs

Mail Area

Federico Costa Street # 150

Hato Rey, Puerto Rico, 00919-0759

You must use the Form that is included in this RFP. You cannot alter the format and content of the official Form included in this RFP, except where indicated otherwise. Forms that correspond to proposal guides from previous years will not be accepted.

Additional Instructions

- The proposal must be completed in all its parts and duly signed in blue ink pen
- The proposal must be written on a computer and on letter-size paper (8.5 x 11), including the tables and the cover page.
- The proposal must include the following parts: executive summary, experience in providing the services, team qualifications, work plan, business references, fee schedule, potential conflict of interest.
- The proposal content can be submitted in Spanish or English.
- Times New Roman or Arial font.
- Font size 11 or 12.
- Double space, except for tables.

Additional Instructions

- Written on only one side of the paper.
- The pages must be numbered.
- Attachments that have not been expressly requested should not be included (e.g. letters of recommendation, copies of acknowledgments, needs study forms, photos, etc.).
- The proposal must be delivered with a binder clip.
- The submitted proposals must NOT identify the entity or institution in any part of it, except in those part that are so requested. The attachments must be included in the manner established in the application form. The applicant will refer to itself in the content of the proposal as “entity” or “institution”, as preferred, instead of the name. You can only mention the name of the “entity” or “institution” on the cover and the attachments that require it.
- Proposals written on stamped paper or with watermarks showing the name, symbol or emblem of the entity will not be evaluated.
- Check documents carefully before submitting them officially, as amendments to the proposal document will NOT be accepted, nor will it replace or add pages in the proposal, once submitted.

Procedure after filing proposals

- Each proposal will be evaluated according to the criteria established by the PRDE for the selection of professional services. PRDE reserves the right to reject or deny applications that do not meet the requirements that appear in this RFP, in the information package documents that will be available on the Department's web page, or with the applicable provisions of law, state rules and federal regulations. The determination of the proposals awarded by the PRDE is not subject to appeal or revision. The PRDE reserves the right to substitute or modify the concept of the proposal in equal conditions. In addition, PRDE can use approved proposals as models of projects or effective practices.

- Those suppliers whose proposals are approved will have to grant a contract of professional services with the PRDE.

- For the granting of the contract, the supplier will maintain at its own cost, a performance bond with the terms and conditions of the contract to be granted, for an amount not less than $500,000 and a professional liability insurance to cover acts of negligence or misconduct for an amount not less that $500.000.

Evaluation Criteria

The first step within the evaluation procedure will be the initial screening were PRDE will assess if the proposals comply with all three main things:

- If the proposal complies with the purpose of the services required;
- If the proposal has all sections of the form completed, including the attachments, as required; and
- If the entity shows evidence that it has experience of 5 years or more providing the services requested in this RFP.

Evaluation Criteria

A panel of reviewers will be gathered and provided comprehensive training on the evaluation rubric that will be utilized to score all proposals. Each proposal will be scored by the reviewers whose scores will be averaged to calculate an overall proposal score. Proposals whose score is **80** or more will be recommended for approval and will be required to negotiate according to the criteria that the PRDE identifies that must be reviewed. Proposals whose score is **79** or less will be denied.

The criteria of evaluation of the proposal are as follows:

- Executive summary (5 points)
- Experience in providing the services (25 points)
- Team qualifications (25 points)
- Work plan (25 points)
- Business references (5 points)
- Fee Schedule (15 points)
- Potential conflicts of interest (will be evaluated in the initial screening)

Evaluation Criteria

Proposals receiving an overall proposal score deeming them fundable may be requested to participate in an interview to address any clarifying questions raised during the proposal scoring process.

The Department may approve more than one proposal if deemed necessary. PRDE reserves the right to negotiate or establish the costs of these services prior to signing the contract. All corporate or entity legal documents required must be available prior to the signing of the contract.

Executive Summary (5 points)

- Provide a profile of your organization, including mission and vision statements.

Experience in providing the services (25 points)

- Describe the experiences of the company and its personnel in providing services similar to the services set forth above.
- Please indicate whether you have experience working with the PRDE or with public entities, and years of experience performing like services.
- Evidence of the applicant having offered similar services in the past. Ability to provide the required professional services as evidenced by past performance in terms of client contact, satisfaction, and responsiveness.
- Provide specific examples of the services or tasks previously provided by the entity as considered in this RFP.
- Provide a detailed description how the entity will address each of the services or tasks proposed to develop.

Team qualifications (25 points)

- Attach resumes of personnel (or sub-consultants, if any) who will be providing the services. Please identify any specific credentials or certifications relevant to these services that are held by your company or its employees.
- Please also discuss any commitments you make to staff continuity, including your staff turnover experience in the last three years.

Work plan (25 points)

- Provide a description of the plan or approach, the role of each staff member (or sub-consultants, if any) expected to perform the services, and the proposed time frames for completion of the services.

Business references (5 points)

- Provide a list of three (3) verifiable client references.
- The three (3) professional references should be able to substantiate the quality of service provided.
- Provide a description of the services provided.

Fee Schedule (15 points)

- A proposed schedule of fees (and expenses), including hourly rates for persons performing the services or fixed rate for completion of the services.
- Please also describe how you bill for questions on technical matters that may arise throughout the year.
- Applicants must demonstrate that the proposed fee schedule and other miscellaneous chargeable expenses are reasonable according to industry standards, years of experience, and geographic area.

Potential conflicts of interest

- Disclose any known facts that would or might create a conflict of interest with PRDE If you were awarded a contract for the services.

Contact Information

- Funds Allocation Unit
- Email: propuestasDE@de.pr.gov
- Phone: 787-773-2380/2045/2015