

Request For Proposals

Adult Education Data Consulting Services

The Piedmont Unified School District ("District"), on behalf of 14 Adult Education Consortia ("Consortia") collaborating across the Bay Region is soliciting proposals from an experienced individual or firms to assist the Consortia in considering whether or not to pool funds to acquire a shared data system for collecting, exchanging, and reporting information about Adult Education students. The consultant's work would include a decision by the Consortia about whether to pool funds, and to facilitate a process for gathering requirements, evaluating and selecting a system, as well as leading a variety of collaborative work related to local data collection as time and resources permit. The Consortia is comprised of the following institutions:

Accel San Mateo County Consortium
Chabot-Las Positas/Mid-Alameda County Consortium
Contra Costa Adult Education Consortium
Foothill De Anza / NSCCSTC
Gavilan Regional Adult Career and Education Services
Marin County Adult Education Block Grant Consortium
Monterey Peninsula CCD
Napa Valley Adult Education Consortium
Northern Alameda Consortium for Adult Education
Salinas Valley Adult Education Consortium
San Francisco Adult Education Consortium
Santa Cruz County Adult Education Consortium
South Bay Consortium for Adult Education
Southern Alameda County Consortium (Ohlone CCD)

Each consultant or firm responding to this RFP should be prepared and equipped to provide complete and detailed services in an expeditious and timely manner and enable the Consortia to meet critical time deadlines and schedules. If you are interested in providing data consulting services for or on behalf of the Consortia, please submit a detailed summary of your qualifications in accordance with this RFP. The deadline for receipt of your PROPOSAL is December 15th, 2016 at 5:00 pm ("Response Deadline"). Note that proposals delivered after the Response Deadline may not be considered.

Michael Brady
Fiscal Agent for the Consortia
Piedmont Unified School District
mbrady@piedmont.k12.ca.us

All submittals will become the property of the District. Information in the proposals will become public property and subject to disclosure laws. The District reserves the right to make use of any information or

ideas in the proposals, reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. All costs associated with the preparation or submissions of qualifications, for this RFP are solely the responsibility of the candidates.

In order for the District to make an informed decision regarding selection of a candidate among responsible and responsive candidates, your proposal must contain the following described elements or evidence that meets or exceed the requirements stated hereto in this RFP.

RFP PROCESS

The District, on behalf of the Adult Education Consortium, intends to select a qualified candidate for guidance in development, implementation, and monitoring of a proposed comprehensive shared data system for collecting, exchanging, and reporting information about Adult Education students among participants of the Adult Education Consortium.

Upon award of this RFP, the District will enter into a professional services agreement for the development of a project implementation and funding plan. Prior to entering into a contractual agreement for project implementation, an agreed upon scope of work and project pricing will require separate approval.

SCOPE OF SERVICES

The data consultant will take the directions from the Bay Region Adult Education Data (BRAED) Team, which shall be comprised of data subject matter experts from participating Adult Education Consortium and its Chair, to complete the following:

1. Plan, schedule, notice, procure locations, create agendas for and facilitate all BRAED Team meetings and conference calls;
2. Inventory current local data collections systems in use, identifying which participating AE Consortia are using what systems, including the degree to which they are using them for purposes of determining where local data collection can be aligned, as well as other uses; **(Expected completion date: April 2017)**
3. Develop and vet desired specifications to determine what data to track and how to efficiently track it, both for purposes of improving student outcomes and to satisfy required reporting, building off of work already done by WestEd/Ed Results Partnership, specifications put forward by the AEBG office, and others; **(Expected completion date: April 2017)**
4. Develop parameters that addresses the needs of the participating members and manage the process of soliciting potential vendors to submit proposals and the process for reviewing proposals and selecting a vendor in the event the Consortia determine they wish to procure a vendor of a shared system, **(Expected completion date: April 2017)**
5. Act as a single point of contact for data vendors interested in providing services to AE Consortia, coordinating presentations from those vendors as desired by participating AE Consortia, and following up on the outcomes of those presentations as applicable;

6. Track and, with the help of the BRAED Team, inform data developments at the state level;
7. Explore collaboration with the Workforce Development Boards' initiatives for data integration, with the potential of leveraging funds for purposes of aligning to their efforts to create common data portals and collection, where feasible;

Your proposal shall at a minimum, include all of the following:

Cover Letter

A cover letter containing an introduction, including name, address, telephone number, and e-mail address of the person(s) authorized to represent the institution regarding all matters related to the proposal. Cover letter should also include number of years in business and date your firm was established. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

Business Information

Provide the following information for your firm and all sub-consultants:

- Company/Firm/Individual Name
- Address
- Telephone
- Website URL (if applicable)
- Name and email of main contact
- Federal Tax I.D. Number
- Number of current projects and present workload and where possible, projected workload for the period in question, for those individuals proposed to work on the project
- Proof of Errors and Omission insurance and coverage amounts

Relevant Project Experience

Provide information about prior services prepared by you or your firm on at least three other projects

References

Provide three references you have worked with in the past five (5) years. Two of the references can be for existing clients. However, one of the references must be for a client you no longer do work for.

Fees

Provide your fee schedule. If you plan to propose charging any costs for additional services, describe the types of costs to be covered and a proposed fee schedule. Be sure to include overhead and other special charges. The proposed budget for the services outlined is approximately \$80,000.

Payment is in accordance with deliverables as outlined below (based on scope of services):

1. Provision of an inventory of current local data collections systems in use, identifying which participating AE Consortia are using what systems, including the degree to which they are using them and other information Consortia are interested in collecting, for purposes of determining where local data collection can be aligned, as well as other uses
2. Reaching a decision about whether or not to procure a shared data system
3. As applicable, procuring a shared data system

PROPOSAL INSTRUCTIONS

Ink or Typewritten. All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the proposal.

Signature Verification. To be considered for award, each proposal must be signed by a legally authorized representative of your company.

Proposal Documents. Failure to completely execute and submit the required documents before the submittal deadlines will render a proposal non-responsive.

Informed Respondent. It will be your responsibility to be fully informed as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at your firm's own risk and relief cannot be secured on the plea of error.

Confidential Information. It is understood that proposals made in response to the RFP may contain technical, financial, or other data where public disclosure may cause substantial injury to the Proposer's competitive position or that would constitute a trade secret. To protect this data from disclosure, please clearly identify the pages that contain such information. The District assumes no responsibility for disclosure or use of unmarked data.

CRITERIA FOR SELECTING CONSULTANTS

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting a consultant.

Timeliness and Completeness of Proposal

To receive maximum consideration, your firm's PROPOSAL must be received by the Response Deadline.

In addition, your firm's PROPOSAL will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFP. Interested firms should submit a proposal as to how they would go about working with the Consortia to achieve the outcomes and deliverables outlined, including how your firm will engage the Consortia vs the BRAED Team; anticipated #/frequency of calls and/or meetings; process for identifying applicable vendors; decision making process to be used; and skills/experience the consultant will rely on to do this effectively.

A budget demonstrating how funds will be used should also be submitted.

Record of Past Performance

This includes work quality, completion of work on schedule, cost controls, contracts held with other entities as well as the response of references provided

The District also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFPs, (iii) reject any and all submittals.

The District is not obligated to explain any deficiencies in any proposal, nor accept requests for justification from firms not selected.

Scoring Criteria

- a) **Background:** i.e. qualifications, experience, resources, financial solvency. (80 points)
- b) **Project History & References:** i.e. relevant past project experience. (80 points)
- c) **Project Approach:** i.e. approach to project, training, etc. (30 points)
- d) **Additional Benefits & Added Value:** i.e. additional benefits resulting from implementation and respondent's added value elements. (10 points)
- e) **Savings:** i.e. savings approach and track record. (30 points)
- f) **Response:** responsiveness and compliance with the requirements of the proposal. (5 points)

Total Maximum Point Valuation: 235

Proposed Timeline

November 15, 2016	RFP Released
December 5, 2016	Written Questions about this RFP Due
December 8, 2016	Phone Conference Call to address Written Questions
December 15, 2016	RFP Responses Due by 5:00PM
January 6, 2016	Respondent Awarded
January 13, 2016	Start of Work

QUESTIONS REGARDING RFP PROCESS

Please call or email Michael Brady at 510-594-2717 or mbrady@piedmont.k12.ca.us if you have any questions. All questions must be submitted by December 5th (ten days before the Response Deadline). Responses should be limited to 4-5 pages and submitted by email by the deadline of December 15, 2016 at 5:00 pm to the Fiscal Agent. A conference call will be held on 12/8/2016, from 10-11AM to answer all questions submitted by December 5th, 2016.

Call details are as follows:

Dial-in Number: 1-888-450-4821

Participant Passcode: 446976

REPRESENTATION AND CERTIFICATION

The undersigned hereby acknowledges and affirms that:

- He/she is the Consultant or is a duly authorized agent with the authority to submit a Proposal on behalf of the Consultant (corporate or other authorization confirmation may be requested prior to final contract execution).
- He/she has read the complete RFP documents and all amendments issued pursuant thereto.
- The Proposal complies with State conflict of interest laws. The Consultant certifies that no employee of its firm has discussed, or compared the Proposal with any other Consultant or District employee, and has not colluded with any other Consultant or District employee.
- If the Consultant’s Proposal is accepted by the District, the Consultant will enter into a contract with the District to provide the Services described by the Proposal on the terms mutually acceptable to the District and the Consultant.
- THE DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

I understand that, by virtue of executing and returning this required response form with the Proposal, I further certify, that the I understand and do not dispute any of the contents of the requirements (except as may be noted in the response).

Provider Name: _____

Address: _____

Telephone: _____

FAX: _____

E-Mail: _____

By: _____

Date: _____

Manual signature of Authorized Agent

Printed Name and Title of Authorized Agent:
