

Table of Contents

Tab 1

Table of Contents

Tab 2

RFP Cover Sheet and All Addenda Acknowledgements
Attachment A
Confirmation of Offeror's Acceptance

Tab 3

Proprietary/Trade Secret Material

Tab 4

Attachment B – Data Security Plan

Tab 5

Attachment C – Offeror Data Sheet

Tab 6

Attachment D – Professional Development Offering
Tabs D-I – D-XXVII

Tab 7

Attachment E – Pricing Schedule

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
REQUEST FOR PROPOSAL (RFP)

Issue Date: June 10, 2015 RFP# DOE-PDO-2015-11
Title: Professional Development Options for VPI+ Early Learning Providers
Commodity Code: 92416 and 92441
Issuing Agency: Commonwealth of Virginia
Department of Education
101 North 14th Street
Richmond, Virginia 23219
Using Agency And/Or Location
Where Work Will Be Performed: Virginia Public School Divisions

Initial Period Of Contract: From Date of Contract Award Through June 30, 2019 (renewable).

Sealed Proposals Will Be Received Until **2:00 P.M., July 10, 2015** For Furnishing The Goods/Services Described Herein. No proposal shall be accepted after this deadline unless the due date has been previously changed by an Addendum.

All Inquiries For Information Should Be Directed To: Marie Williams Via E-mail marie.williams@doe.virginia.gov by **5:00 P.M., July 1, 2015**.

PROPOSALS MUST BE DELIVERED TO THE JAMES MONROE BUILDING, 101 N. 14TH STREET, RICHMOND, VA, 23219, 21ST FLOOR, DEPARTMENT OF EDUCATION PROCUREMENT OFFICE, TO THE ATTENTION OF: Marie Williams (See Section X, #7. Identification of Proposal Envelope.) This is NOT a mailing address. It is recommended that proposals be hand delivered or express delivered in advance of the due date and time set for receipt of proposals.

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

* Virginia Contractor License No. _____ * DSBSD-certified Small Business No. _____
Class: _____ Specialty Codes: _____

Name And Address Of Firm:

School Readiness Consulting, LLC
912 Thayer Ave
Suite 209
Silver Spring, MD Zip Code: 20910
eVA Vendor ID or DUNS #: 011039929
Fax Number: (877) 447-0327
E-mail Address: weiss@schoolreadinessconsulting.com

Date: 7/9/15
By: Rebecca Weiss
(Signature In Ink)
Name: Rebecca Weiss
(Please Print)
Title: Finance & Operations Manager
Telephone Number: (877) 447-0327 x722

PREPROPOSAL CONFERENCE: An optional proposal conference will be held at **11:00 A.M on June 23, 2015**, in the Harrison Conference Room on the 24th floor of the Monroe Building, located at 101 N. 14th Street, Richmond, VA 23219 (Reference: Section X, Paragraph 8 herein). If special ADA accommodations are needed, please contact Marie Williams at 804 225-2040 or marie.williams@doe.virginia.gov by **11:00 A.M on June 18, 2015**.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

June 29, 2015

ADDENDUM NO.1 TO ALL OFFERORS

Reference – Request for Proposal:	RFP #DOE-PDO-2015-11
Commodity Code:	92416 and 92441
Dated:	June 10, 2015
For Delivery To:	Department of Education
Offer Due:	Until 2:00 PM, July 10, 2015
Pre-proposal Conference:	11:00 a.m., June 23, 2015

The above is hereby changed to read:

1. Reference Section II. BACKGROUND, Page 5, Table I, Total # New Classrooms Years 1-4 for Henrico: change “10” to “53.”
2. Reference Section IV. STATEMENT OF NEEDS, page 9, D: change text to “The contractor must certify that all employees and subcontractors who will provide services on school property have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child, and agree to provide such certification on a form required by the local school division, if requested (see VA Code§ 22.1-296.1).”
3. Reference Section V. B. SPECIFIC PROPOSAL INSTRUCTIONS #2: add “iv. Certification that all employees and subcontractors who will provide services on school property have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child, and agreement to provide such certification on a form required by the local school division, if requested (see VA Code§ 22.1-296.1).”
4. Reference Attachment D and references to Attachment D on page 12 and 24: Replace original Attachment D with “Attachment D – Revised Response Template for Professional Development Offering.”
5. Reference Attachment E and references to Attachment E on page 12 and 24: Replace original Attachment E with “Attachment E – Revised Pricing Schedule.”

Note: A signed acknowledgment of this addendum and attachment must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original RFP document. The original RFP document must be signed.

Marie Williams, VCO
Director of TCP, Procurement, & FA
804-225-2040

School Readiness Consulting LLC
Name of Firm

Rebecca WT Finance + Operations Manager
Signature /Title

7/9/15
Date

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The offeror: **School Readiness Consulting, LLC**

is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

School Readiness Consulting accepts the General and Special Terms and Conditions of RFP# DOE-PDO-2015-11 in Sections IX and X of the Request for Proposal.

School Readiness Consulting's proposal contains no proprietary or trade secret materials.

Data Security Template

If professional development offerings are delivered online, or sensitive data is collected or transferred as part of the professional development offering, the Offeror must complete this template. If any questions are not applicable, the Offeror must explain why.

Our professional development offerings will not be delivered online, nor will sensitive data be collected as a part of these offerings.

OFFEROR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: Rebecca Weiss Phone: 877-447-0327 x722

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

4 Years 4 Months

4. Vendor Information: eVA Vendor ID: VS0000105842 or DUNS Number: 011039929

5. Indicate below a listing of at least three (3) current or recent accounts, school districts or states, for which the same or similar services proposed were provided. Include the length of service and the name, address, email address, and telephone number of the point of contact.

A. Company: Washington DC Office of the State Superintendent of Education, Division of Early Learning

Contact: Julie Wennekes, Supervisor of Professional Learning

Phone: (202) 741-6498 Email: julie.wennekes@dc.gov

Project: Professional learning sessions, Community of Practice, and Webinars for teachers and instructional coaches on classroom practices that are assessed by the Pre-K, Toddler, and Infant CLASS

Dates of Service: Feb – Sept. 2015 \$ Value: 99,900

B. Company: District of Columbia Public Schools, Office of Specialized Instruction

Contact: Lori Chabay, Ph.D., Director of Early Childhood Curriculum & Instruction

Phone: (202) 698-1067 Email: lori.chabay@dc.gov

Project: Professional development on coaching for coaches and instructional leaders; CDA classes for instructional assistants

Dates of Service: Oct 2014 – Sept 2015 \$ Value: 174,000

C. Company: Baltimore City Public Schools

Contact: Perry Gorgen, Director, Early Learning Programs

Phone: (443) 642-3990 Email: ptgorgen@bcps.k12.md.us

Project: Consultation and professional learning sessions on development of comprehensive coaching program

Dates of Service: July 2014 – June 2015 \$ Value: 49,500

D. Company: _____

Contact: _____

Phone:() _____ Email: _____

Project: _____

Dates of Service: _____ \$ Value: _____

I certify the accuracy of this information.

Signed: Rebecca Weis Title: Finance and Operations Manager Date: 7/2/15