**REQUEST FOR PROPOSALS (RFP) NO:**

**PRDE-SAA-2019-001**

**TEXTBOOKS/INSTRUCTIONAL MATERIALS**

**ADOPTION PROCESS AND ACQUISITION**

1. **GENERAL INFORMATION:**

The Puerto Rico Department of Education (“PRDE”), as the Government of Puerto Rico’s responsible agency for managing the Puerto Rico public education system and its curricula, is conducting a continuation of the adoption process of textbook/instructional materials. This “RFP” responds to the necessity of textbooks and instructional materials that were not adopted under the “RFP” previously issued on April 2018. By means of this Request of Proposal (“RFP”) PRDE is hereby requesting all interested publishers, distributors and other providers or suppliers of textbooks and/or instructional materials (hereinafter referred to as “Proposers”) to submit proposals for adoption into PRDE’s list of approved textbooks and instructional materials and their acquisition for the subject matters listed below.

1. All textbooks/instructional materials (“T&IMs”) must consist of the following components:
2. Textbooks/Instructional materials (including digital content) to be used by students.
3. Resource materials (including digital content) to be used by teachers.
4. Professional development training for the duration of the agreement to be signed by PRDE and the selected provider(s) (as such term is defined in this RFP).
5. Both Spanish and English versions of T&IMs will be considered for the PRDE’s various programs.
6. Proposers may submit a proposal for T&IMs for one or more of the following subject areas and grade levels within the content area and sequence. (Each grade level has approximately 20,000 students):
	1. Mathematics (Trigonometry 11, Fundamentals of calculus 12, Statistics, General Mathematics 12)
	2. Science (Biological Sciences 7, Physics 8, Earth Sciences 9 and Physics, Environmental Sciences for 12
7. Proposers must guarantee that all adopted T&IMs will be available for acquisition for a period of five (5) years.
8. Upon obtaining all necessary approvals, the DEPR will enter into written agreements with the providers of the adopted T&IMs.
9. The DEPR will issue purchase orders for the T&IMs.
10. **DEFINITIONS:**

The following terms and definitions shall apply to this RFP:

1. **Textbooks/Instructional Materials** - substantive instructional products that are essential tools in a classroom environment that enables teachers to achieve their program or subject area goals.
2. **Resource materials** – materials which are supportive and/or supplementary instructional aids.
3. **Professional development training** – continuing education of teachers in the areas of pedagogy and related “best” practices as it relates to the implementation of maximal utilization of T&IMs and other resources and the Puerto Rico Content Standards.
4. **Electronic Devices**– use of audios, videos, and computers to provide additional assistance in enhancing the curriculum and stimulating cognitive development. eBooks – electronic versions (e-Pub) of printed books readable on a personal computer or mobile device and often offering features unavailable in print books (e.g., search ability, note sharing, knowledge transfer via social networking).
5. **PRODUCT SPECIFICATIONS**
6. All proposals must include evidence to attest to the scientific research-based T&IMs and its proven effectiveness in schools of similar demographics. All claims must be substantiated by data.
7. All proposals must include evidence to demonstrate the alignment of the T&IMs to the Puerto Rico Content Standards adopted by the PRDE. The Puerto Rico Content Standards can be found in the PRDE’s website.
8. All T&IMs must include an eBook (e-Pub) version accessible on android, iOS and Windows mobile devices. Contents should be downloadable and viewable without an internet connection.
9. All T&IMs must include a fully web-based version of the complete text, including interactive, and multimedia features appropriate for student use, including home use, and accessible on a variety of digital devices and operating systems. May include supplemental digital materials and enhancements such as virtual manipulatives, interactive games, and video appropriate for collaborative and individual learning environments. Should provide an emphasis to maximize efficiencies and provide “green” solutions with digital content that provides whole group instruction while offering differentiated instructional opportunities. Similarly, the digital content should have provisions for maintaining a current and accurate reflection of the data presented to minimize dated curriculum. May include web based assignments or simulations to promote practice and mastery of skills and concepts. May include enhanced representation and presentation of the course and textbook content, including web-based activities designed to augment and enhance in-class instruction: Targeted assessment of student progress and learning outcomes with solutions that can be delivered and assessed in a digital environment. Should include dynamic learning activities and digital curriculum that are optimized for multi-sensory integration in a 21st Century Classroom:
* A balanced assessment program with a student monitoring component including, but not limited to, formative and summative assessments on a digital platform.
* Differentiated Instructions, including the needs of diverse Learners.
* Focused on foundational concepts that will meet the diverse needs of Tier I, Tier II, and Tier III students.
* Connection to real-world.
* Social Content Review and Cultural Pluralism
* Balanced perspective building from the conceptual with appropriate rigor as outlined by the Puerto Rico Content Standards.
1. If the digital curriculum is not available or functioning (unrelated to internet connectivity) on the date agreed upon in the agreement, due to reasons attributable, in whole or in part, to the Proposer, a $500.00 per day will be assessed.
2. All proposals must include professional development for using digital curriculum on electronic devices and web-based tools to support the development of learning communities that connect students and teachers.
3. **PROPOSAL FORMAT AND OTHER CONSIDERATIONS**
4. **RFP is issued for the benefit of the PRDE**. This RFP is issued exclusively for the benefit of the PRDE and its purpose is to allow the PRDE to obtain all necessary information to evaluate and select the T&IMs providers who can provide the products which can best meet the specifications and needs of the PRDE.
5. **Compliance with RFP instructions, conditions and specifications**. All proposals must comply with the instructions, terms, conditions, and specifications included in this RFP. Any proposal that does not comply with these requirements may be rejected or disqualified from consideration.
6. **Letter of intention**: All Proposers interested in submitting a proposal are required to send a letter of intention on or before 5:00 PM on Friday, February 22, 2019 to the following e-mail: academico-suplidores@de.pr.gov.
7. **Response deadline:** All Proposals and related documents, samples and other materials must be delivered in person on or before 3:00 PM on Friday, March 1, 2019 at: Calle Federico Costa #150, San Juan, PR 00919-0759 Attention: Office of Academic Affairs. Any proposal received after the time and date specified herein will be disqualified from consideration by the PRDE.
8. **Proposal documents.** In addition to the documents which are required to demonstrate compliance with Product Specifications included in Part III of this RFP, all Proposals must provide the information and documents included in this section. All proposals must be duly marked with the title of this RFP, shall be submitted in a binder (except for textbooks and the resource materials) and shall include:
9. **Executive Summary**. All proposals should include an Executive Summary where each Proposer describes the most important aspects of the T&IMs included in its proposal. This Executive Summary may include a general description of the T&IMs, technological aspects related to the electronic material to be supplied, delivery of purchased products, technical limitations, relevant qualifications of the Proposer as well as other relevant information that the DEPR should consider.
10. **Accompanying materials**. All proposals must include TWO (2) COPIES of each student text and teacher’s edition, ONE digital copy of each, in each subject area. Additional copies and accompanying materials may be requested from selected publishers after the initial process is completed. Samples shall become property of PRDE.
11. **Publisher Cover Sheet**. All textbooks submissions must be accompanied by TWO (2) COPIES of the Publisher Cover Sheet.
12. **Price List**. A price list must be included. Price shall be considered but need not be the sole determining factor. While we are not holding any Proposer to a “not to exceed” amount, we do expect the Proposer to provide competitive market prices, to be specific as to cost per item(s) and to support and justify the expense of such items. Prices should include delivery to PRDE’s designated site(s) (schools, central or regional warehouses, etc.) and professional development and must be firm for a period of five (5) years.

Discounts for bulk purchases will be given serious consideration. The discount must be clearly explained in the Price Proposal and Proposer must indicate that the price of delivery and professional development is included.

This Price Proposal constitutes Proposer’s official price proposal to the PRDE. Please insure the accuracy of this information.

1. **Availability of T&IMs**. Each Proposer must certify in writing that the price and availability of all adopted textbooks and associated materials, are guaranteed for a term of five (5) years.

Furthermore, Proposers must certify that they will be able to meet the PRDE’s purchase demands for all adopted T&IMs within a reasonable amount of time not to exceed forty five (45) calendars days from date of purchase order.

1. **No conflict of interest**. All Proposers must include with their proposal a written certification indicating that there is no conflict of interest in the provision of the products and in the provision of products and services requested under this RFP. Puerto Rico law prohibits the existence of a conflict of interest, whether direct or indirect, with respect to a firm or its officers or employees when supplying goods or services to a government entity.

1. **No legal action against the Government of Puerto Rico**. Upon submitting a proposal all Proposers must disclose in writing whether they have any legal suit or other proceeding(s) against the Government of Puerto Rico or whether the Government of Puerto Rico has any legal suit or proceeding against the Proposer. The Proposer must include copy of all documents related to such a proceeding and specify the present stage of the suit or proceeding.
2. **Certificate of Non-Collusion**. All Proposers must certify in writing that they have developed their proposals independently and that there has been no agreement, coordination or collusion between them and other providers or Proposers or between them and a Government of Puerto Rico employee, official or representative, with the object of preventing the PRDE from obtaining competitive proposals in response to this RFP.
3. **Registration with the Puerto Rico General Services Administration**. All Proponents must be registered in the Registry of qualified government suppliers of the General Services Administration. Certificate of registration must be included in the proposal package.
4. **Bid Bond**. Evidence of bid bond as required in this RFP. Proposers should submit a bid bond in the amount of $25,000.00.
5. **Financial documents.**  Proposers must include audited, revised or compiled financial statements for the previous two years and bank statements for the previous year.
6. Submission packets not submitted in the manner designated above or incomplete packets may not be considered for adoption by the PRDE.
7. **Validity of Proposals.** Each Proposer must certify that the terms and conditions of their proposals, including prices, shall be valid for a period of at least 180 days from the date of its delivery to the PRDE. This term can be extended upon agreement of the PRDE and the Proposer.
8. **Questions.** For clarification regarding curriculum subject content areas or appropriate submission information or other questions pertaining to the adoption process please address all your questions on or before 5:00 PM on Friday, February 22, 2019 to: academico-suplidores@de.pr.gov .
9. **No contact.** Except as indicated herein, during the course of the adoption process, it is forbidden for any potential Proposer to contact the DEPR, its employees and representatives. DO NOT CONTACT OR SEND ANY SAMPLES to any PRDE employee or providers, contractors or consultants of the PRDE. This may be grounds for disqualification.
10. **Amendments or cancellation of RFP.** The terms and conditions of this RFP may be amended before the submittal date, at the PRDE’s sole discretion. Any amendment to this RFP will be publicly notified by the same or similar means as the initial RFP was issued. This RFP may be cancelled or postponed at the PRDE’s sole discretion.
11. **Cost of Proposals.** All costs associated with the preparation of a proposal for this RFP shall be exclusively borne by the Proposer. The PRDE will not pay or reimburse any Proposer for costs incurred in the preparation and submittal of a proposal, including the cost of all textbooks and materials submitted, shipping, bonds, etc.
12. **OTHER TERMS AND CONDITIONS**
13. **No minimum amounts.** The DEPR shall be under no obligation to purchase a minimum amount of any of the T&IMs adopted by the DEPR. The amount of students per matter provided are only approximate and are intended exclusively to provide some context to Proposers so that they can better prepare their proposals. Furthermore, Proposers are advised that, even if one or more of their proposed T&IMs are adopted by the DEPR, the DEPR will not be under any obligation to purchase any specific amount of the items that were adopted. Amounts to be purchased shall be exclusively determined by the DEPR, at its sole discretion and based on its needs.
14. **Delivery date:** For initial purchase of adopted T&IMs, materials must be delivered within 45 calendars days from purchase order date (purchase orders to be issued during last week of March 2019) but in no case later than April 15, 2019, unless otherwise agreed to by the PRDE and the provider. Notwithstanding, the electronic version of all the books shall be received and accepted by the DEPR within the next 15 calendars days from the purchase order date. A late delivery penalty of one percent (1%) per day of the undelivered portion of a purchase order shall be imposed on all late deliveries. The total penalty for any late delivery shall not exceed the value of the undelivered portion of the purchase order. For other purchases delivery should be made within 45 calendars days of Purchase Order date.
15. **Acceptance or rejection of proposals.** The DEPR may, at its sole discretion, accept or reject any and all proposals received pursuant to this RFP. Also, the DEPR may, at its sole discretion, accept minor deviations from the terms of this RFP and negotiate directly any specific terms with any Proposer whose proposal is accepted partially or in its totality. Once submitted, a proposal may not be withdrawn by the Proposer.
16. **Governmental approvals**. Subject to the availability of funds and all required governmental approvals, the DEPR will enter into one year written agreements with the providers of the adopted T&IMs. These agreements may be extended for four (4) one year terms, at the PRDE’s sole discretion and subject to the availability of funds and the required approvals.
17. **Insurance requirements.** Upon award and signature of agreement the chosen Proposer(s) must submit appropriate insurance policies including the PRDE as an additional insured.
18. **EVALUATION OF PROPOSALS.**
19. **Summary of the evaluation process and other proceedings.** The PRDE shall engage in an evaluation process as follows:
20. Receipt and opening of Proposal packages to determine compliance with this RFP’s requirements.
21. Detailed evaluation and scoring of the academic and technical contents of each proposal to identify potential T&IMS to be adopted.
22. Economic evaluation of the proposals and the financial situation of Proposers.
23. Evaluation of non-academic and non-economic aspects of the Proposal (ie. Compliance with delivery requirements, professional development, etc.)
24. Analysis of presentation(s) of the finalists (if applicable).
25. Determination of T&IMs for adoption for each program and recommendations to the Secretary of the PRDE.
26. Referral of the adopted T&IMs to PRDE’s regions for their review and consideration.
27. Notification of results to the Proposers.
28. Approval and signature of agreements
29. Submittal of purchase orders
* The PRDE may, at its sole discretion, alter, omit or add to the evaluation process in order to achieve its objectives.
1. **Objectives of Evaluation Process.** All Proposals shall be evaluated in accordance to the Specifications and the contents of this Proposal. The principal objectives of the evaluation process are:
2. Selecting the best T&IMs for the PRDE’s different programs, subject matters and grades of the PRDE, taking into consideration the PRDE’s present and near future needs and plans.
3. Guarantee immediate and effective access to the T&IMs in all its versions (paper and electronic) and permit their implementation in the PRDE’s curriculum in a fast and effective, but flexible, way.
4. Obtaining the participation of experienced Proposers with proven T&IMs who can address and solve daily technical, delivery, and administrative issues in a short amount of time.
5. Guarantee providers with a proven track record who have the financial solvency to manage and address the needs of the PRDE.
6. Guarantee a quality process that minimizes the risks for the PRDE and guarantees fair prices.
7. Guarantee a fair process that results in an advantageous agreement between the PRDE and providers.

The above objectives are implicit to the evaluations of all T&IMs and are not to be considered as selection criteria or methodology of evaluation.

1. **Evaluation Committee.** All proposals will be evaluated by an Evaluation Committee to be composed of various PRDE officials specialized in different the different subject matters and representing different offices of the DEPR and representatives of the parents of students community. The Evaluation Committee may avail itself of the expertise of other PRDE personnel as deemed necessary to perform their duties. Evaluations will take into consideration the contents of this RFP, the Puerto Rico Content Standards, the price proposals and terms and conditions of each proposal. Each proposal shall be evaluated to verify adherence to the requirements of this RFP and scored by the individual members of the Evaluation Committee, using rubrics for such purposes. Upon completion of the evaluation the Evaluation Committee shall create a list of the Proposers who obtained the top scores with a recommendation for adoption to the Secretary of the PRDE.
2. **Regional Committees.** Once the adoption process has been completed and approved by the Secretary of the PRDE, the list of the adopted T&IMs shall be referred to the educational Regions of the PRDE for their evaluation and consideration. These Regional Committees shall be composed of persons with experience in the different subject matters and representatives of the school communities. They may avail themselves of the expertise of other PRDE personnel as deemed necessary to perform their duties. Each Regional Committee shall evaluate and consider the adopted T&IMs based on rubrics established for these purposes. Upon completion of this process the Regions shall notify the PRDE’s central offices which T&IMs shall be used in the Region.
3. **Presentations.** At any time during the evaluation process PRDE may, at its sole discretion, require presentations of one or various of the highest scoring Proposers. The date, time, place, and contents of the presentations shall be informed to the Proposer. However, the Proposer must be prepared to answer questions about all aspects of its proposal. The presentations cannot be used by a Proposer to change the terms of its proposal.
4. **Additional T&IMs**. After evaluation by the Evaluation Committee and identification of the top scoring proposals the PRDE may request additional copies of all T&IMs adopted for the review and consideration of the PRDE Regions. Therefore, Proposers should have a sufficient amount of the items readily available for this purpose.
5. **Information during evaluation.** During the evaluation process and until final adoption determinations are made, the PRDE shall be under no obligation to inform Proposers of its proceedings.
6. **Decision is final.** Proposers must acknowledge and accept that the evaluation process of proposals requires that the PRDE exercise a certain amount of discretion and its decision shall be final and accepted by all Proposers.
7. **Proceedings after adoption process.** Once the adoption process is concluded the PRDE will enter into negotiations and the signature of an agreement with all Proposers whose T&IMs have been adopted. All agreements are subject to compliance with all applicable laws and regulations.
8. **Performance Bond** A performance bond for 20% of the maximum amount payable under the resulting agreement shall be required of each chosen Proposer.