



## GOVERNMENT OF PUERTO RICO

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DEPARTMENT OF EDUCATION  
Auxiliary Secretariat of Federal Affairs

### **REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES TO DEVELOP AND EXECUTE A MODEL TO ENSURE A PATHWAY TO POSTSECONDARY SUCCESS**

(Approval is subject to the availability of funds)

The deadline to submit proposals is June 12, 2018 until 4:30 p.m., in the mail area of the Auxiliary Secretariat of Federal Affairs (ASFA) or through email to [propuestasDE@de.pr.gov](mailto:propuestasDE@de.pr.gov). Proposals delivered by hand in the mail area of the ASFA or using the federal or private mail delivery system will be accepted no later than the date and time indicated above.

P.O. Box 190759, San Juan PR 00919-0759 • Tel.: (787)773-2380



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## **Introduction**

The Puerto Rico Department of Education (PRDE) has put forth a Consolidated State Plan in accordance with the Every Student Succeeds Act (ESSA). As part of said Plan, the PRDE has stated that it strongly believes it is important for students in Puerto Rico to continue their education after high school. To reach this goal, the PRDE is focused on supporting new models that help students develop the full range of competencies necessary for successful transitions to post-secondary education and career in today's global economy and society.

The PRDE believes that all students can graduate from high school, successfully transition to post-secondary education, and engage in meaningful career opportunities. This belief is grounded in its firm conviction that all students can be:

- Exceptionally well prepared for next steps in life.
- Informed of opportunities to connect to success in high school, college, and career.
- Empowered to make choices that prepare them for success.

A significant opportunity exists to support this vision by helping more students connect to success in secondary and post-secondary endeavors, arguably one of the most crucial moments in young people's lives. To this end, the PRDE is requesting proposals to comply with its Consolidated Plan and with the pursuit of the goals and objectives of the agency.

## **Scope of Work**

The PRDE seeks to increase the number of Puerto Rico students who connect to success, both in and beyond high school. To reach this goal, the PRDE is focused on supporting new models that help students develop the full range of competencies necessary for successful transitions to college and workforce success in today's global economy and society.

These competencies can be developed through a variety of opportunities in the community beyond the traditional high school walls. Strong connections with business and community organizations enable schools to provide meaningful opportunities for career exploration and immersion, as well as an introduction to the realities of the workplace.

This Request for Proposals (RFP) is the next stage of PRDE's education strategy to support a new vision for young people on the path to adult success. The PRDE seeks to support and learn alongside the community in developing a model to ensure that all students can achieve college or other post-secondary certification and progress on the pathway to adult and workforce success.

The PRDE seeks to develop and scale—through a new model—student access to high-quality learning experiences that look beyond traditional classrooms and programs of study to effectively boost students' college and career readiness and successful post-secondary transitions. This RFP is intended to support the planning and design of a comprehensive model that blends the lines between high school, college, career, and the community. Further, the RFP is intended to support the design of schools that open all post-secondary options to all students and help students identify their interests and goals.

This RFP addresses a planning and design phase, for which applicants are invited to submit proposals for up to three years of planning. The planning phase may include activities such as:

- Analytics
- Culture, Systems & Structures
- Wrap-Around Services
- Individualized Student Growth Plans
- Implementation
- Sustainability

The PRDE is seeking professional services to provide a comprehensive model to best support the communities to make it possible for all young people to earn a college degree or other post-secondary credential, and workforce success. This model can address readiness gaps and promote successful post-secondary transitions by utilizing an expanded definition of what it means to be college and career ready, and through a comprehensive model that offers a wide range of learning opportunities that align with that definition. While mastery of academic standards and subjects remain essential to student success, additional competencies are required for students to succeed in secondary achievement, post-secondary enrollment and persistence, and career/workforce pathways.

### **Project Objectives**

Applicants are invited to submit proposals for up to three years of planning to support development of their comprehensive model. Design activities that include, but are not limited to, the following:

- Identify resources and strategies to close or eliminate barriers that inhibit progress on the pathway to adult success.
- Develop strategies to leverage resources and create opportunities for coordination and shared services across the support services and philanthropic domains.
- Help to facilitate for scale, quality and sustainability of programs.
- Create individualized plans for students and to track their progress along a pathway to adult success.

### **GENERAL INSTRUCTIONS**

#### **Eligible entities**

Nonprofits and Institutions of Higher Education are authorized to submit proposals. They must be authorized to do business in Puerto Rico, with experience and expertise in providing applied research and technical assistance for the benefit of communities seeking to help more students get on a path to adult success.

Entities must also demonstrate that they have the resources and financial stability to provide services to the PRDE.

### **Deadline for inquiries**

The deadline to submit questions through [ayuda\\_propuesta@de.pr.gov](mailto:ayuda_propuesta@de.pr.gov) will be **June 7, 2018**.

### **Proposal submission**

The deadline to submit proposals at the mail area of the Auxiliary Secretariat of Federal Affairs (ASFA) or through email to [propuestasDE@de.pr.gov](mailto:propuestasDE@de.pr.gov) is **June 12, 2018 until 4:30 p.m.**

**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 the proposal accompanied with a USB with the entire proposal in PDF format.

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

Proposals deliver 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 guide, 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, quality and scope of the Proposal, project budget narrative and justification.
- 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.
- 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.
- 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.

### **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:

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

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 (35 points)
- Quality and Scope of the Plan (50 points)
- Project budget narrative and justification (15 points)

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 (35 points)**

1. (5 points) Provide a profile of your organization, including the mission and vision statements.
2. (20 points) What is your organization's capacity and experience in offering a comprehensive model to best support the communities to make it possible for all young people to earn a college degree or other post-secondary credential, and workforce success? (Please include attachments with evidence for this section)
3. (10 points) Describe how the organization will integrate the proposed model into its current structure; include details regarding alignment of staff, physical, and financial resources

**Quality and Scope of the Plan (50 points)**

1. (5 Points) The proposal thoroughly demonstrates the effectiveness of its Comprehensive Model to ensure a successful post-secondary pathway.
2. (15 points) The proposal provides evidence of a commitment of the institutional resources and personnel necessary to support the proposed activities, meet the project's objectives, and assess the impacts of the model.
3. (15 points) Alignment between proposed services and the goals of PRDE's Consolidated Plan.
4. (15 points) The proposal includes a clear narrative of the project base that take into account proven practices, strategies, a description of the proposed activities and how the entity will deliver and measure project impact for each activity and for the whole project.

**Project budget narrative and justification (15 points)**

1. (5 points) The proposal includes a budget and costs narrative and justification for the stated costs.

2. (5 points) The proposal includes a description of the entity fiscal wellness and how that will allow to complete the project in a successful way.
3. (5 points) The scope of the proposed activities is reasonable in light of the amount of funding to be provided, and the project will be cost-effective considering the number and types of activities to be supported.



**APPLICATION FORM**



**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES TO DEVELOP AND EXECUTE A MODEL  
TO ENSURE A PATHWAY TO POSTSECONDARY SUCCESS**

<b>Applicant Information</b>	
<b>Name of the person submitting the proposal:</b>	
<b>Entity name:</b>	
<b>Type of Entity:</b> a. Nonprofit _____ b. Institution of Higher Education _____	
<b>Contact Information:</b> <ul style="list-style-type: none"><li>• Postal Address: _____</li><li>• Physical Address: _____</li><li>• Phone number: _____</li><li>• Fax: _____</li><li>• E-mail address: _____</li></ul>	
<b>Authorize Personnel:</b> Name: _____ Position: _____ Signature: _____ Date: _____	

**I. Proposal Table of Contents:**

<b>REQUIREMENTS</b>		<b>Page number</b>
I.	Cover sheet	
II.	Executive summary (35 points)	
III.	Quality and Scope of the Plan (50 points)	
IV.	Project budget narrative and justification (15 points)	
V.	Attachments	
	Attachment A. General Certification	
	Attachment B. Non-plagiarism certification	
	Attachment C. Information about Incorporators	
	Attachment D. Basic Information for Contracting Processes	

**Attachment A: General Certification**



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**GENERAL CERTIFICATION**

1. I understand that this proposal is only a request to compete for federal funds and that it is not a commitment or obligation of the Department of Education to grant the funds requested.
2. I understand that the approval of this proposal is not an authorization from the Department of Education to begin offering services under it.
3. I understand that any false information provided herein will result in the rejection of my proposal and / or termination of my participation in the Program, even if this fact is discovered after the date of approval of my proposal, or when the contract is signed.
4. I guarantee that there is no conflict of interest between my person, or members of my corporation or entity, and the Department of Education or its employees.
5. I understand that as a proponent I will assume all the costs of preparing the application.
6. I understand and agree that failure to submit the required documents in the period indicated, the Department of Education may suspend the process of signing contract and reallocate the funds, as applicable.
7. I understand and accept that the approval of proposals, the allocation of funds and the implementation of projects under this process is subject to the Federal Department of Education assigns to the Department of Education of Puerto Rico the funds approved by the United States Congress for the development of the programs included in this request for proposals.

I certify that all information provided here is correct and that I am the proponent, or the person authorized to represent him/her.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment B: Certification of no plagiarism**



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**NON-PLAGIARISM CERTIFICATION**

The signature and delivery of this document certifies that the person who signs understands and ensures that:

- A. The proposal presented is an original work of the entity or agent presenting the proposal
- B. In the event plagiarism is discovered, the Department of Education has the right at its discretion to remove the request or proposals and not be considered for evaluation or approval for such cause.
- C. Plagiarism of the work of another person or entity may result in prosecution by the aggrieved person or entity or in a complaint against the Department of Education or other agency.

Entity Name: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment C: Information about incorporators**



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**INFORMATION ABOUT INCORPORATORS  
(This attachment applies to all legal entities)**

Information on the incorporators, members of the Board of Directors and Officers of private corporations with or without profit, companies and other types of private legal entities authorized to do business in Puerto Rico that request federal funds

- (1) Name of the Corporation / entity: \_\_\_\_\_
- (2) Type of entity: \_\_\_ corporation \_\_\_ company \_\_\_ other type of entity.
- (3) \_\_\_ for profit \_\_\_ non-profit
- (4) If it is a corporation: Date of incorporation: \_\_\_\_\_
- (4a.) Designated office: physical address, mailing address, telephone number, fax, email  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (4b.) Resident Agent of the corporation: Full name, residential physical address, postal address, telephone number, fax, email  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (4c.) Incorporators:  
Full name, residential physical address, postal address, telephone number, fax, email  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4d.) Current members of the Board of Directors:  
Full name, title, residential physical address, postal address, telephone number, fax,  
email

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(4e.) Current officers:  
Full name, title, residential physical address, postal address, telephone number, fax,  
email

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(5) Societies or other type of legal entity

(5a.) Designated office: physical address, mailing address, telephone number, fax, email

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(5b.) Information about partners and owners:  
Full name, title, residential physical address, postal address, telephone number, fax,  
email

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**Attachment D: Basic information for contracting processes**



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**BASIC INFORMATION FOR CONTRACTING PROCESSES**

<b>Employer Social Security</b>	
<b>Full name (including middle name and both surnames) of the person authorized to sign the contract</b>	
<b>Marital Status</b>	
<b>Position</b>	
<b>Place of residence</b>	

NOTE: In addition to this document please include a corporate resolution certifying who is the person authorized to sign on behalf of this corporation/entity.