

**REQUEST FOR PROPOSALS FOR  
EDUCATION COSTING OUT STUDY**

**ISSUING OFFICE:**

**PA Department of Education  
Bureau of Management Services, Procurement  
333 Market Street, 15<sup>th</sup> Floor  
Harrisburg, PA 17126-0333**

**On behalf of the**

**STATE BOARD OF EDUCATION  
333 Market Street, First Floor  
Harrisburg, PA 17126-0333**

**RFP NUMBER:**

**CN00022214**

**DATE OF ISSUANCE:**

**October 6, 2006**

**REQUEST FOR PROPOSALS FOR EDUCATION COSTING-OUT STUDY**

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### CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to <a href="mailto:cathanders@state.pa.us">cathanders@state.pa.us</a>	Potential Offerors	9 a.m., Oct. 16, 2006
Answers to Potential Offeror questions posted to the DGS website ( <a href="http://www.dgsweb.state.pa.us/comod/main.asp">http://www.dgsweb.state.pa.us/comod/main.asp</a> ) no later than this date. No pre-proposal conference is planned.	Issuing Office	Oct. 28, 2006
Please monitor website for all communications regarding the RFP.	Potential Offerors	Ongoing
Sealed proposal must be received by the Issuing Office at: <b>PA Dept. of Education, 333 Market Street, 15<sup>th</sup> Floor, Harrisburg, PA 17126-0333, ATTN: Procurement Office</b>	Offerors	12:00 Noon, Nov. 8, 2006

## PART I

### GENERAL INFORMATION

**I-1. Purpose.** This request for proposals (RFP) provides to those interested in submitting proposals for the subject procurement (“Offerors”) sufficient information to enable them to prepare and submit proposals for the State Board of Education’s consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need for an Education Costing-out Study (“Project”).

**I-2. Issuing Office.** The PA. Dept. of Education, Bureau of Management Services (“Issuing Office”) has issued this RFP on behalf of the Commonwealth and its State Board of Education. The sole point of contact in the Commonwealth for this RFP shall be Cathy Anderson, Procurement Manager, at (717) 783-9792 or by e-mail at [cathanders@state.pa.us](mailto:cathanders@state.pa.us), the Issuing Officer for this RFP. Please refer all inquiries to the Issuing Officer.

**I-3. Scope.** This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which offerors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.

**I-4. Problem Statement.** Section 2599.3(a) of the School Code directs the State Board “to conduct or provide for a comprehensive State-wide costing-out study to arrive at a determination of the basic cost per pupil to provide an education that will permit a student to meet the State’s academic standards and assessments.” 24 P.S. § 25-2599.3(a). As provided by the statute, the study must review both the adequacy and equity of State and local funding support of the Commonwealth’s public schools. 24 P.S. § 25-2599.3(b). Additional detail is provided in **Part IV** of this RFP.

**I-5. Type of Contract.** It is proposed that if the Issuing Office enters into a contract as a result of this RFP, it will be a fixed cost contract containing the Standard Contract Terms and Conditions as shown in **Appendix A** and posted as STD-274 (SAP) at <http://www.dgs.state.pa.us/procurement/cwp/view.asp?a=3&q=124561>. The Issuing Office, in its sole discretion, may undertake negotiations with offerors whose proposals, in the judgment of the Issuing Office, show them to be qualified, responsible and capable of performing the Project.

**I-6. Rejection of Proposals.** The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received as a result of this RFP.

**I-7. Incurring Costs.** The Issuing Office is not liable for any costs the Offeror incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

**I-8. Preproposal Conference.** There will be no preproposal conference for this RFP. If there are any questions, please forward them to the Issuing Officer in accordance with Section I-9.

**I-9. Questions & Answers.** If an Offeror has any questions regarding this RFP, the Offeror must submit the questions by email (with the subject line “RFP CN00022214 Question”) to the Issuing Officer named in Part I, Section I-2 of the RFP. If the Offeror has questions, they must be submitted via email no later than the date indicated on the Calendar of Events. The Offeror shall not attempt to contact the Issuing Officer by any other means. The Issuing Officer shall post the answers to the questions on the DGS website by the date stated on the Calendar of Events.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFP in accordance with RFP Part I, Section I-10. Each Offeror shall be responsible to monitor the DGS website for new or revised RFP information. The Issuing Office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation. The required protest process for Commonwealth procurements is described on the DGS website at [www.dgs.state.pa.us](http://www.dgs.state.pa.us) .

**I-10. Addenda to the RFP.** If the Issuing Office deems it necessary to revise any part of this RFP before the proposal response date, the Issuing Office will post an addendum to the DGS website at [www.dgsweb.state.pa.us/comod/main.asp](http://www.dgsweb.state.pa.us/comod/main.asp). It is the Offeror’s responsibility to periodically check the website for any new information or addenda to the RFP. Answers to the questions asked during the Questions & Answers period also will be posted to the website as an addendum to the RFP.

**I-11. Response Date.** To be considered for selection, hard copies of proposals must arrive at the Issuing Office on or before the time and date specified in the RFP Calendar of Events. The Issuing Office will **not** accept proposals via email or facsimile transmission. Offerors who send proposals by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Offerors. The hour for submission of proposals shall remain the same. The Issuing Office will reject, unopened, any late proposals.

**I-12. Proposals.** To be considered, Offerors should submit a complete response to this RFP, using the format provided in Part II, providing **eight (8) paper copies** of the proposal to the Issuing Office. In addition to the paper copies of the proposal, Offerors shall submit **one complete and exact copy of the technical proposal on CD-ROM** in Microsoft Office or Microsoft Office-compatible format. The CD should clearly identify the Offeror and include the name and version number of the virus scanning software that was used to scan the CD before it was submitted. The Offeror shall make no other distribution of its proposal to any other Offeror or Commonwealth official or Commonwealth consultant. Each proposal page should be numbered for ease of reference. An official authorized to bind the Offeror to its provisions must sign the proposal. For this RFP, the proposal must remain valid for 120 days or until a contract

is fully executed. If the Issuing Office selects the Offeror's proposal for award, the contents of the selected Offeror's proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations. The information in the proposal will become a public record upon contract execution, except as limited by Section 106 (b)(1) of the *Commonwealth Procurement Code*, 62 Pa. C.S. § 106 (b)(1).

Each Offeror submitting a proposal specifically waives any right to withdraw or modify it, except that the Offeror may withdraw its proposal by written notice received at the Issuing Office's address for proposal delivery prior to the exact hour and date specified for proposal receipt. An Offeror or its authorized representative may withdraw its proposal in person prior to the exact hour and date set for proposal receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the proposal. An Offeror may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification which complies with the RFP requirements.

**I-13. Disadvantaged Business Information.** The Issuing Office encourages participation by small disadvantaged businesses as prime contractors, joint ventures and subcontractors/suppliers and by socially disadvantaged businesses as prime contractors.

Small Disadvantaged Businesses are small businesses that are owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages. The term includes:

- a. Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority business enterprises (MBEs) and women business enterprises (WBEs) that qualify as small businesses; and
- b. United States Small Business Administration-certified small disadvantaged businesses or 8(a) small disadvantaged business concerns.

Small businesses are businesses in the United States that are independently owned, are not dominant in their field of operation, employ no more than 100 persons and earn less than \$20 million in gross annual revenues (\$25 million in gross annual revenues for those businesses in the information technology sales or service business).

Socially disadvantaged businesses are businesses in the United States that BMWBO determines are owned or controlled by a majority of persons, not limited to members of minority groups, who are subject to racial or ethnic prejudice or cultural bias, but which do not qualify as small businesses. In order for a business to qualify as "socially disadvantaged," the offeror must include in its proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the business person's color, ethnic origin or gender.

Questions regarding this Program can be directed to:

Department of General Services  
Bureau of Minority and Women Business Opportunities  
Room 611, North Office Building  
Harrisburg, PA 17125  
Phone: (717) 787-6708  
Fax: (717) 772-0021  
Email: [gs-bmwbo@state.pa.us](mailto:gs-bmwbo@state.pa.us)

Program information and a database of BMWBO-certified minority- and women-owned businesses can be accessed at [www.dgs.state.pa.us](http://www.dgs.state.pa.us), DGS Keyword: BMWBO. The federal vendor database can be accessed at <http://www.ccr.gov> by clicking on *Dynamic Small Business Search* (certified companies are so indicated).

**I-14. Information Concerning Small Businesses in Enterprise Zones.** The Issuing Office encourages participation by small businesses, whose primary or headquarters facility is physically located in areas the Commonwealth has identified as *Designated Enterprise Zones*, as prime contractors, joint ventures and subcontractors/suppliers.

The definition of headquarters includes, but is not limited to, an office or location that is the administrative center of a business or enterprise where most of the important functions of the business are conducted or concentrated and location where employees are conducting the business of the company on a regular and routine basis so as to contribute to the economic development of the geographical area in which the office or business is geographically located.

Small businesses are businesses in the United States that are independently owned, are not dominant in their field of operation, employ no more than 100 persons and earn less than \$20 million in gross annual revenues (\$25 million in gross annual revenues for those businesses in the information technology sales or service business).

There is no database or directory of small businesses located in Designated Enterprise Zones. Information on the location of *Designated Enterprise Zones* can be obtained by contacting:

Aldona M. Kartorie  
Center for Community Building  
PA Department of Community and Economic Development  
4<sup>th</sup> Floor, Commonwealth Keystone Building  
400 North Street  
Harrisburg, PA 17120-0225  
Phone: (717) 720-7409  
Fax: (717) 787-4088  
Email: [akartorie@state.pa.us](mailto:akartorie@state.pa.us)

**I-15. Economy of Preparation.** Offerors should prepare proposals simply and economically, providing a straightforward, concise description of the Offeror’s ability to meet the requirements of the RFP. The technical proposal is limited to 20 typed single-space pages, including attachments. Type must be in a minimum of 12 pitch type.

**I-16. Alternate Proposals.** The Issuing Office has identified the basic approach to meeting its requirements, allowing Offerors to be creative and propose their best solution to meeting these requirements. The Issuing Office will not accept alternate proposals.

**I-17. Discussions for Clarification.** Offerors may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and Offeror responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

**I-18. Prime Contractor Responsibilities.** The contract will require the selected Offeror to assume responsibility for all services offered in its proposal whether it produces them itself or by subcontract. The Issuing Office will consider the selected Offeror to be the sole point of contact with regard to contractual matters.

**I-19. Proposal Contents.** Offerors should not label proposal submissions as confidential or proprietary. The Issuing Office will hold all proposals in confidence and will not reveal or discuss any proposal with competitors for the contract, unless disclosure is required:

- i) Under the provisions of any Commonwealth or United States statute or regulation; or
- ii) By rule or order of any court of competent jurisdiction.

After a contract is executed, however, the successful proposal is considered a public record under the *Right-to Know Law*, 65 P.S. § 66.1—66.9, and therefore subject to disclosure. The financial capability information submitted under **Part II, Section II-7** shall not be disclosed in the final contract. All material submitted with the proposal becomes the property of the Commonwealth of Pennsylvania and may be returned only at the Issuing Office’s option. The Issuing Office, in its sole discretion, may include any person other than competing Offerors on its proposal evaluation committee. The Issuing Office has the right to use any or all ideas presented in any proposal regardless of whether the proposal becomes part of a contract.

**I-20. Best and Final Offers.** The Issuing Office reserves the right to conduct discussions with Offerors for the purpose of obtaining “best and final offers.” To obtain best and final offers from Offerors, the Issuing Office may do one or more of the following:

- i) Enter into pre-selection negotiations, including the use of an online auction;
- ii) Schedule oral presentations; and

- iii) Request revised proposals.

The Issuing Office will limit any discussions to responsible Offerors (those that have submitted responsive proposals and possess the capability to fully perform the contract requirements in all respects and the integrity and reliability to assure good faith performance) whose proposals the Issuing Office has determined to be reasonably susceptible of being selected for award. The Criteria for Selection found in **Part III, Section III-4**, shall also be used to evaluate the best and final offers. Price reductions offered through any reverse online auction shall have no effect upon the Offeror's Technical Submittal. Dollar commitments to Disadvantaged Businesses and Enterprise Zone Small Businesses can be reduced only in the same percentage as the percent reduction in the total price offered through negotiations, including the online auction.

**I-21. News Releases.** Offerors shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.

**I-22. Restriction of Contact.** From the issue date of this RFP until the Issuing Office selects a proposal for award, the Issuing Officer is the sole point of contact concerning this RFP. Any violation of this condition may be cause for the Issuing Office to reject the offending Offeror's proposal. If the Issuing Office later discovers that the Offeror has engaged in any violations of this condition, the Issuing Office may reject the offending Offeror's proposal or rescind its contract award. Offerors must agree not to distribute any part of their proposals beyond the Issuing Office. An Offeror who shares information contained in its proposal with other Commonwealth personnel and/or competing Offeror personnel may be disqualified.

**I-23. Debriefing Conferences.** Offerors whose proposals are not selected will be notified of the name of the selected Offeror and given the opportunity to be debriefed. The Issuing Office will schedule the time and location of the debriefing. The debriefing will not compare the Offeror with other Offerors, other than the position of the Offeror's proposal in relation to all other Offeror proposals. An Offeror's exercise of the opportunity to be debriefed does not constitute the filing of a protest.

**I-24. Issuing Office Participation.** Offerors shall provide all services, supplies, facilities, and other support necessary to complete the identified work, except as otherwise provided in this Part I, Section I-24. The Issuing Office will support this project through a Project Officer, who will be the Executive Director, State Board of Education, or his designee. In addition, a State Board committee composed of four members of the State Board will provide ongoing oversight and participate in both the on-site meetings and monthly conference calls. A stakeholders group will be assembled to provide input at the initial phase of the project. The Issuing Office will assist in the project by providing meeting space, when available, for meetings in the Harrisburg area. The Issuing Office will also coordinate meeting space for meetings held throughout the state.

**I-25. Term of Contract.** The term of the contract will commence on the Effective Date and will end one-year from that date. The Issuing Office will fix the Effective Date after the contract has been fully executed by the selected Offeror and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The selected Offeror shall not start the performance of any work prior to the Effective Date of the contract and the Commonwealth shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the Effective Date of the contract.

**I-26. Offeror's Representations and Authorizations.** By submitting its proposal, each Offeror understands, represents, and acknowledges that:

- a. All of the Offeror's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the Proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- b. The Offeror has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other Offeror or potential offeror.
- c. The Offeror has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Offeror or potential offeror for this RFP, and the Offeror shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- d. The Offeror has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The Offeror makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Offeror, the Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Offeror has disclosed in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the Offeror and except as the Offeror has otherwise disclosed in its proposal, the Offeror has no outstanding, delinquent obligations to the Commonwealth including, but not limited

to, any state tax liability not being contested on appeal or other obligation of the Offeror that is owed to the Commonwealth.

- h. The Offeror is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Offeror cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- i. The Offeror has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.
- j. Each Offeror, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Offeror's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- k. Until the selected Offeror receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Offeror shall not begin to perform.

**I-27. Notification of Selection.** The Issuing Office will notify the selected Offeror in writing of its selection for negotiation after the Issuing Office has determined, taking into consideration all of the evaluation factors, the proposal that is the most advantageous to the Issuing Office.

**I-28. RFP Protest Procedure.** The RFP Protest Procedure is on the DGS website at <http://www.dgs.state.pa.us>. A protest by a party not submitting a proposal must be filed within **seven** days after the protesting party knew or should have known of the facts giving rise to the protest, but no later than the proposal submission deadline specified in the Calendar of Events of the RFP. Offerors may file a protest within **seven** days after the protesting Offeror knew or should have known of the facts giving rise to the protest, but in no event may an Offeror file a protest later than **seven** days after the date the notice of award of the contract is posted on the DGS website. The date of filing is the date of receipt of the protest. A protest must be filed in writing with the Issuing Office.

**I-29. Use of Electronic Versions of this RFP.** This RFP is being made available by electronic means. If an Offeror electronically accepts the RFP, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Offeror's possession and the Issuing Office's version of the RFP, the Issuing Office's version shall govern.

## PART II

### PROPOSAL REQUIREMENTS

Offerors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal. Each Proposal shall consist of the following **three** separately sealed submittals:

- a. Technical Submittal, which shall be a response to RFP Part II, Sections II-1 through II-8;
- b. Disadvantaged Business Submittal, in response to RFP Part II, Section II-9; and
- c. Cost Submittal, in response to RFP Part II, Section II-10.

The Issuing Office reserves the right to request additional information which, in the Issuing Office's opinion, is necessary to assure that the Offeror's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Issuing Office may make investigations as deemed necessary to determine the ability of the Offeror to perform the Project, and the Offeror shall furnish to the Issuing Office all requested information and data. The Issuing Office reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy the Issuing Office that such Offeror is properly qualified to carry out the obligations of the RFP and to complete the Project as specified.

**II-1. Statement of the Problem.** State in succinct terms your understanding of the problem presented or the service required by this RFP.

**II-2. Management Summary.** Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

**II-3. Work Plan.** Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in **Part IV** of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of person hours allocated to each task. Include a Program Evaluation and Review Technique (PERT) or similar type display, time related, showing each event. If more than one approach is apparent, comment on why you chose this approach.

**II-4. Prior Experience.** Include experience in conducting state-level education costing-out studies. Also include experience in using professional judgment panels, successful school district and evidence-based approaches. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to must

be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

**II-5. Personnel.** Include the number of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the Project. For key personnel, include the employee's name and, through a resume or similar document, the Project personnel's education and experience in education costing-out studies. Indicate the responsibilities each individual will have in this Project and how long each has been with your company. Identify by name any subcontractors you intend to use and the services they will perform. Indicate the percentage of a fulltime schedule each employee or subcontractor will be spending on this project and their hourly rate.

**II-6. Training.** If appropriate, indicate recommended training of agency personnel. Include the agency personnel to be trained, the number to be trained, duration of the program, place of training, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

**II-7. Financial Capability.** Describe your company's financial stability and economic capability to perform the contract requirements. Financial documents such as audited financial statements or recent tax returns will be acceptable to the Commonwealth.

**II-8. Objections and Additions to Standard Contract Terms and Conditions.** The Offeror will identify which, if any, of the terms and conditions (contained in **Appendix A**) it would like to renegotiate and what additional terms and conditions the Offeror would like to add to the standard contract terms and conditions. The Offeror's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office's sole discretion, would be in the best interest of the Commonwealth. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions. The Offeror shall not request changes to the other provisions of the RFP, nor shall the Offeror request to completely substitute its own terms and conditions for **Appendix A**. All terms and conditions must appear in one integrated contract. The Issuing Office will not accept references to the Offeror's, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the Offeror must submit its proposal, including the cost proposal, on the basis of the terms and conditions set out in **Appendix A**. The Issuing Office will reject any proposal that is conditioned on the negotiation of terms and conditions other than those set out in **Appendix A**.

**II-9. Disadvantaged Business Submittal.**

a. **Disadvantaged Business Information.**

- i) To receive credit for being a Small Disadvantaged Business or a Socially Disadvantaged Business or for entering into a joint venture agreement with a Small Disadvantaged Business or for subcontracting with a Small Disadvantaged Business (including purchasing supplies and/or services through a purchase agreement), an Offeror must include proof of Disadvantaged Business qualification in the Disadvantaged Business Submittal of the proposal, as indicated below:
- 1) A Small Disadvantaged Businesses certified by BMWBO as an MBE/WBE must provide a photocopy of their BMWBO certificate.
  - 2) Small Disadvantaged Businesses certified by the U.S. Small Business Administration pursuant to Section 8(a) of the *Small Business Act* (15 U.S.C. § 636(a)) as an 8(a) or small disadvantaged business must submit proof of U.S. Small Business Administration certification. The owners of such businesses must also submit proof of United States citizenship.
  - 3) All businesses claiming Small Disadvantaged Business status, whether as a result of BMWBO certification or U.S. Small Business Administration certification as an 8(a) or small disadvantaged business, must attest to the fact that the business has 100 or fewer employees.
  - 4) All businesses claiming Small Disadvantaged Business status, whether as a result of BMWBO certification or U.S. Small Business Administration certification as an 8(a) or small disadvantaged business, must submit proof that their gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax return or audited financial statement.
- ii) All businesses claiming status as a Socially Disadvantaged Business must include in the Disadvantaged Business Submittal of the proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the business person's color, ethnic origin or gender. The submitted evidence of prejudice or bias must:
- 1) Be rooted in treatment that the business person has experienced in American society, not in other countries.
  - 2) Show prejudice or bias that is chronic and substantial, not fleeting or insignificant.

- 3) Indicate that the business person's experience with the racial or ethnic prejudice or cultural bias has negatively impacted his or her entry into and/or advancement in the business world.

BMWBO shall determine whether the Offeror has established that a business is socially disadvantaged by clear and convincing evidence.

iii) In addition to the above verifications, the Offeror must include in the Disadvantaged Business Submittal of the proposal the following information:

- 1) The name and telephone number of the Offeror's project (contact) person for the Small Disadvantaged Business.
- 2) The business name, address, name and telephone number of the primary contact person for each Small Disadvantaged Business included in the proposal. The Offeror must specify each Small Disadvantaged Business to which it is making commitments. The Offeror will not receive credit for stating that it will find a Small Disadvantaged Business after the contract is awarded or for listing several businesses and stating that one will be selected later.
- 3) The specific work, goods or services each Small Disadvantaged Business will perform or provide.
- 4) The estimated dollar value of the contract to each Small Disadvantaged Business.
- 5) Of the estimated dollar value of the contract to each Small Disadvantaged Business, the percent of the total value of services or products purchased or subcontracted that will be provided by the Small Disadvantaged Business directly.
- 6) The location where each Small Disadvantaged Business will perform these services.
- 7) The timeframe for each Small Disadvantaged Business to provide or deliver the goods or services.
- 8) The amount of capital, if any, each Small Disadvantaged Business will be expected to provide.
- 9) The form and amount of compensation each Small Disadvantaged Business will receive.

- 10) For a joint venture agreement, a copy of the agreement, signed by all parties.
- 11) For a subcontract, a signed subcontract or letter of intent.
- iv) The Offeror is required to submit only **one** copy of its Disadvantaged Business Submittal. The submittal shall be clearly identified as Disadvantaged Business information and sealed in its own envelope, separate from the remainder of the proposal.
- v) The Offeror must include the dollar value of the commitment to each Small Disadvantaged Business in the same sealed envelope with its Disadvantaged Business Submittal. The following will become a contractual obligation once the contract is fully executed:
  - 1) The amount of the selected Offeror's Disadvantaged Business commitment;
  - 2) The name of each Small Disadvantaged Business; and
  - 3) The services each Small Disadvantaged Business will provide, including the timeframe for performing the services.
- vi) A Small Disadvantaged Business can be included as a subcontractor with as many prime contractors as it chooses in separate proposals.
- vii) An Offeror that qualifies as a Small Disadvantaged Business and submits a proposal as a prime contractor is not prohibited from being included as a subcontractor in separate proposals submitted by other Offerors.

**b. Enterprise Zone Small Business Participation.**

- i) To receive credit for being an enterprise zone small business or entering into a joint venture agreement with an enterprise zone small business or subcontracting with an enterprise zone small business, an Offeror must include the following information in the Disadvantaged Business Submittal of the proposal:
  - 1) Proof of the location of the business' headquarters (such as a lease or deed or Department of State corporate registration), including a description of those activities that occur at the site to support the other businesses in the enterprise zone.
  - 2) Confirmation of the enterprise zone in which it is located (obtained from the local enterprise zone office).

- 3) Proof of United States citizenship of the owners of the business.
- 4) Certification that the business employs 100 or fewer employees.
- 5) Proof that the business' gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax return or audited financial statement.
- 6) Documentation of business organization, if applicable, such as articles of incorporation, partnership agreement or other documents of organization.

ii) In addition to the above verifications, the Offeror must include in the Disadvantaged Business Submittal of the proposal the following information:

- 1) The name and telephone number of the Offeror's project (contact) person for the Enterprise Zone Small Business.
- 2) The business name, address, name and telephone number of the primary contact person for each Enterprise Zone Small Business included in the proposal. The Offeror must specify each Enterprise Zone Small Business to which it is making commitments. The Offeror will not receive credit for stating that it will find an Enterprise Zone Small Business after the contract is awarded or for listing several businesses and stating that one will be selected later.
- 3) The specific work, goods or services each Enterprise Zone Small Business will perform or provide.
- 4) The estimated dollar value of the contract to each Enterprise Zone Small Business.
- 5) Of the estimated dollar value of the contract to each Enterprise Zone Small Business, the percent of the total value of services or products purchased or subcontracted that each Enterprise Zone Small Business will provide.
- 6) The location where each Enterprise Zone Small Business will perform these services.
- 7) The timeframe for each Enterprise Zone Small Business to provide or deliver the goods or services.

- 8) The amount of capital, if any, each Enterprise Zone Small Business will be expected to provide.
  - 9) The form and amount of compensation each Enterprise Zone Small Business will receive.
  - 10) For a joint venture agreement, a copy of the agreement, signed by all parties.
  - 11) For a subcontract, a signed subcontract or letter of intent.
- iii) The dollar value of the commitment to each Enterprise Zone Small Business must be included in the same sealed envelope with the Disadvantaged Business Submittal of the proposal. The following will become a contractual obligation once the contract is fully executed:
- 1) The amount of the selected Offeror's Enterprise Zone Small Business commitment;
  - 2) The name of each Enterprise Zone Small Business; and
  - 3) The services each Enterprise Zone Small Business will provide, including the timeframe for performing the services.

**II-10. Cost Submittal.** The information requested in this **Part II, Section II-10** shall constitute the Cost Submittal. The Cost Submittal shall be placed in a separate sealed envelope within the sealed proposal, separated from the technical submittal. Any proposal failing to meet this requirement will be automatically disqualified. The total proposed cost shall be broken down into the following components: Labor Costs, Labor Overhead, Travel and Subsistence, Consultant Costs, any subcontractor costs, Supplies and Materials, Itemized direct costs, General Overhead.

Offerors should **not** include any assumptions in their cost submittals. If the Offeror includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Offerors should direct in writing to the Issuing Office pursuant to **Part I, Section I-9**, of this RFP any questions about whether a cost or other component is included or applies. All Offerors will then have the benefit of the Issuing Office's written answer so that all proposals are submitted on the same basis.

- a. **Direct Labor Costs.** Itemize to show the following for each category of personnel with a different hourly rate:
  - i) Category (e.g., partner, project manager, analyst, senior auditor, research associate).
  - ii) Estimated hours.

- iii) Rate per hour.
- iv) Total cost for each category and for all direct labor costs.
- b. **Labor Overhead.** Specify what is included and rate used.
- c. **Travel and Subsistence.** Itemize transportation, lodging and meals per diem costs separately. Travel and subsistence costs must conform with the requirements of the most current version of Commonwealth Management Directive 230.10, *Travel and Subsistence Allowances*. The Issuing Office may accept higher rates normally paid by an Offeror, if those rates were approved by the Offeror's officials and published prior to submitting this proposal to the Issuing Office.
- d. **Consultant Costs.** Itemize as in (a) above.
- e. **Subcontract Costs.** Itemize as in (a) above.
- f. **Cost of Supplies and Materials.** Itemize.
- g. **Other Direct Costs.** Itemize.
- h. **General Overhead Costs.** Overhead includes **two** major categories of cost, operations overhead and general and administrative overhead. Operations overhead includes costs that are not **100%** attributable to the service being completed, but are generally associated with the recurring management or support of the service. General and administrative overhead includes salaries, equipment and other costs related to headquarters management external to the service, but in support of the activity being completed. Specify what specific items are included and the rates used.
- i. **Fee or Profit.**
- j. **Total Cost.**

**The Issuing Office will reimburse the selected Offeror for work satisfactorily performed after execution of a written contract and the start of the contract term, in accordance with contract requirements, and only after the Issuing Office has issued a notice to proceed.**

**II-11. Domestic Workforce Utilization Certification.** Complete and sign the Domestic Workforce Utilization Certification contained in **Appendix B** of this RFP. Offerors who seek consideration for this criterion must submit in hardcopy the signed Domestic Workforce Utilization Certification Form in the same sealed envelope with the Cost Submittal.

**PART III**

**CRITERIA FOR SELECTION**

**III-1. Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal must be:

- a. Timely received from an Offeror;
- b. Properly signed by the Offeror; and

**III-2. Technical Nonconforming Proposals.** The Issuing Office reserves the right, in its sole discretion, to waive technical or immaterial nonconformities in an Offeror’s proposal.

**III-3. Evaluation.** The Issuing Office has selected a committee of qualified personnel to review and evaluate timely submitted proposals. Independent of the committee, BMWBO will evaluate the Disadvantaged Business Submittal and provide the Issuing Office with a rating for this component of each proposal. The Issuing Office will notify in writing of its selection for negotiation the responsible Offeror whose proposal is determined to be the most advantageous to the Commonwealth as determined by the Issuing Office after taking into consideration all of the evaluation factors. The Issuing Office will award a contract only to an Offeror determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, *Contractor Responsibility Program*.

**III-4. Criteria for Selection.** The following criteria will be used, in order of relative importance from the highest to the lowest weighted factors, in evaluating each proposal:

- a. **Technical:** Evaluation will be based upon the following in order of importance:
  - i) Soundness of Approach
  - ii) Knowledge/Understanding the Problem
  - iii) Experience on a Statewide Level : Letters of Reference are required
  - iv) Personnel Qualifications
- b. **Cost.**
- c. **Disadvantaged Business Participation:**

Evaluation will be based upon the following in order of priority:

- |                        |                                                                                                          |
|------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Priority Rank 1</b> | Proposals submitted by Small Disadvantaged Businesses.                                                   |
| <b>Priority Rank 2</b> | Proposals submitted from a joint venture with a Small Disadvantaged Business as a joint venture partner. |

**Priority Rank 3**                      Proposals submitted with subcontracting commitments to Small Disadvantaged Businesses.

**Priority Rank 4**                      Proposals submitted by Socially Disadvantaged Businesses.

Each proposal will be rated for its approach to enhancing the utilization of Small Disadvantaged Businesses and/or Socially Disadvantaged Businesses. Each approach will be evaluated, with Priority Rank 1 receiving the highest score and the succeeding options receiving scores in accordance with the above-listed priority ranking

To the extent that an Offeror qualifies as a Small Disadvantaged Business or a Socially Disadvantaged Business, the Small Disadvantaged Business or Socially Disadvantaged Business cannot enter into subcontract arrangements for more than **40%** of the total estimated dollar amount of the contract. If a Small Disadvantaged Business or a Socially Disadvantaged Business subcontracts more than **40%** of the total estimated dollar amount of the contract to other contractors, the Disadvantaged Business Participation scoring shall be proportionally lower for that proposal.

d. **Enterprise Zone Small Business Participation:** The following options will be considered as part of the final criteria for selection:

**Priority Rank 1**                      Proposals submitted by an Enterprise Zone Small Business will receive the highest score.

**Priority Rank 2**                      Proposals submitted by a joint venture with an Enterprise Zone Small Business as a joint venture partner will receive the next highest score for this criterion.

**Priority Rank 3**                      Proposals submitted with a subcontracting commitment to an Enterprise Zone Small Business will receive the lowest score for this criterion.

**Priority Rank 4**                      Proposals with no Enterprise Zone Small Business Utilization shall receive no points under this criterion.

To the extent that an Offeror is an Enterprise Zone Small Business, the Offeror cannot enter into contract or subcontract arrangements for more than **40%** of the total estimated dollar amount of the contract in order to qualify as an Enterprise Zone Small Business for purposes of this RFP.

- e. **Domestic Workforce Utilization:** Each proposal will be scored for its commitment to use domestic workforce in the fulfillment of the contract. Maximum consideration will be given to those Offerors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States. Those who propose to perform a portion of the direct labor outside of the United States will receive a correspondingly smaller score for this criterion. Offerors who seek consideration for this criterion must submit in hardcopy the signed Domestic Workforce Utilization Certification Form in the same sealed envelope with the Cost Submittal. The certification will be included as a contractual obligation when the contract is executed.

**PART IV**  
**WORK STATEMENT**

**IV-1. Objectives.**

**a. General.** As authorized by section 2599.3 of the Public School Code of 1949 (School Code) – added by section 15.1 of Act 114 of 2006, which was approved by the Governor on July 11, 2006 – the State Board of Education (State Board) seeks proposals from qualified applicants to conduct a comprehensive costing-out study of Pennsylvania’s program of primary and secondary education, i.e., the Commonwealth’s kindergarten—grade 12 public education system.

Section 2599.3(a) of the School Code specifically directs the State Board “to conduct or provide for a comprehensive Statewide costing-out study to arrive at a determination of the basic cost per pupil to provide an education that will permit a student to meet the State’s academic standards and assessments.” 24 P.S. § 25-2599.3(a). As provided by the statute, the study must review both the adequacy and equity of State and local funding support of the Commonwealth’s public schools. 24 P.S. § 25-2599.3(b).

To conduct the costing-out study, the General Assembly has expressly authorized the State Board “to hire or retain consultants, utilizing a request for proposal procedure, as necessary, to assist in the performance of its duties under ... section [2599.3].” 24 P.S. §25-2599.3(c). The State Board has determined that it is necessary and appropriate to retain a consultant to conduct the Statewide costing-out study. As required by the statute, the State Board has consulted with specified leaders of the General Assembly in developing this request for proposals (RFP) and has attained the assent of a majority of those leaders before releasing this RFP. *See* 24 P.S. § 25-2599.3(d).

The Commonwealth’s taxpayers invested approximately \$22 billion to educate more than 1.8 million students through its system of 501 school districts, 29 intermediate units, 82 area career and technology centers and 109 charter schools in the 2004-2005 school year. School district expenditures per student statewide averaged \$10,850, but from district to district this number varies significantly from a low of \$7,822 to a high of \$20,433 per student. In the average classroom of 25 students, this is a difference of up to \$315,275 per class per year.

Though more money does not always equate to improvement in student achievement, adequate funding is required to support the basic activities necessary for all students to achieve proficiency in the state academic standards. Equity in the distribution of public resources is necessary to ensure that all students, no matter in which school district they might live, have an equal opportunity to learn and achieve at the levels specified by state academic standards or, when appropriate, alternate academic standards for students with severe cognitive disabilities.

**b. Specific.** Contractor will conduct, on behalf of the State Board of Education, a comprehensive Statewide costing-out study to arrive at a determination of the basic cost per pupil to provide an education that will permit students to meet the State's academic standards and assessments.

The study shall consider both the adequacy and equity of State and local funding. The terms adequacy and equity as defined by Act 114 as follows:

Adequacy-The term adequacy shall mean whether sufficient resources, both State and local, are being committed to meet established performance standards and assure academic success for all.

Equity-The term equity shall mean whether public resources being committed to education are distributed in such a way that all children, regardless of race, gender, ethnicity, disability, socioeconomic status and geography, have an equal opportunity to succeed in school.

At a minimum, the study shall include all of the following elements:

- 1) Determine what educational resources and related expenditures are required to provide a quality primary and secondary education for each student in the Commonwealth's public schools. The study shall include examining exemplary school districts that are high-performing and low-spending. As part of the determination to be conducted under this paragraph, a review shall be conducted of school district tax efforts in support of public schools, including both local and State tax support.
- 2) Examine the potential use of geographic cost-of-education indexing in the Commonwealth.
- 3) Investigate additional funding that may be necessary to meet needs unique to schools and students including all of the following:
  - a. Poverty.
  - b. Limited English proficiency.
  - c. Students with disabilities.
  - d. Scarcity and density of population.
  - e. Issues related to the rural, urban or suburban nature of the school district.
  - f. Gifted students
- 4) Study the issue of student population growth and decline to determine the cost impact of both factors.
- 5) The effect of student transportation costs on school district expenditures.

- 6) The effect of other variables, such as school district size, that impact educational expenditures.

Contractor shall, at a minimum, use each of the following methodologies in conducting its research necessary to address the issues described above:

1) *Professional judgment panels*-At a minimum, professional judgment panels shall be convened in at least 9 geographic regions of the Commonwealth (see Appendix C). Contractor may propose additional panels based on its analysis of economic, demographic and educational factors. Representative panels shall include rural, suburban and urban school districts. Each panel is to be composed of educators and others such as parents, legislators and representatives of business selected by the contractor. The panels are tasked to design model schools and the essential instructional and support service program components that will assist all students to attain proficiency in the State academic standards. The panels shall include analysis of the difficulty of the educational task. The costs associated with these models shall then be determined.

2) *Successful school districts*-A statistical modeling approach that determines the resources used by the best school districts as determined by test scores, attendance, graduation rates and related data. This amount is then used to determine the resources needed to achieve similar results in every school.

3) *Evidence-based*-Education policy experts develop models based on research-proven instructional and support services practices that have demonstrated success in assisting students to attain proficiency. A determination is then made as to the cost to develop and implement the model schools and requisite program components.

The applicant may propose enhancements and alternatives to these methods. Applicants that choose to do so shall provide a thorough explanation of the alternative proposed and state why it is superior to the method it is proposed to replace.

#### **IV-2. Nature and Scope of the Project.**

The General Assembly directs the State Board of Education to conduct or provide for a comprehensive Statewide costing-out study to arrive at a determination of the basic cost per pupil to provide an education that will permit a student to meet the State's academic standards and assessments. The study shall consider both adequacy and equity and determine what educational resources are required to provide a quality primary and secondary education for each student in the Commonwealth's public schools; examine exemplary school districts that are high-performing and low-spending school districts; review school district tax efforts in support of public schools, including both local and State tax support; examine the potential use of geographic cost-of-education indexing in the Commonwealth; and, study the issue of student population growth and decline to determine the cost impact of both factors. The study is also to investigate additional categories of funding that may be necessary to meet needs unique to schools and students including all of the following: poverty; limited English proficiency;

students with disabilities; scarcity and density of population; issues related to the rural, urban or suburban nature of the school district; and, gifted students.

### **IV-3. Requirements.**

An interim report must be submitted to the State Board within five months and final report within eleven months of final contract approval. The contractor shall provide briefings on both the interim and final reports at the next regularly scheduled meeting of the State Board after the contractor submits the reports to the Board.

### **IV-4. Tasks.**

Contractor is to conduct the costing-out study as described in Section IV-1.b. in accordance with the following timeline. The applicant may propose enhancements and alternatives to these methods. Applicants that choose to do so shall provide a thorough explanation of the alternative proposed and explain why it is superior to the method it is proposed to replace.

#### **Timelines:**

Contract executed – study begins	Week 1
Meet with State Board Committee	Week 2
Begin Information & data collection	
Meet with stakeholders panel	Before or during week 4
Telephone briefing of State Board Committee	Monthly
Assemble & conduct professional Judgment panels	
Conduct evidence-based research	
Identify & study successful school districts	
Perform analysis of data	
Develop interim findings	
Prepare interim report	
Submit Interim report to State Board	Before or during week 20
Meet with Committee & brief State Board	Before or during week 28
Continue research & analysis	
Prepare & submit final report	
Submit final report to State Board	Before or during week 48
Meet with Committee & Brief State Board	Before or during week 52
Brief House and Senate Education Committees	Before or during week 52
Conduct 6 regional public briefings	Before or during week 52

### **IV-5. Reports and Project Control.**

A State Board of Education committee shall provide oversight and guidance to the contractor on this project. The point of contact for the committee shall be the Executive Director of the State Board of Education or his designee.

The contractor shall meet with a stakeholder group established by the State Board composed of educators and interested parties within one month of final contract approval. The purpose of this meeting is for the State Board and contractor to obtain information and recommendations on stakeholder considerations for the conduct of the study. It will also provide the contractor with an opportunity to consult with key stakeholders. The recommendations of the stakeholder group are for informational purposes. They are not binding on either the contractor or State Board.

- a. **Task Plan.** A work plan for each task that identifies the work elements of each task, the resources assigned to the task, and the time allotted to each element and the deliverable items to be produced. Where appropriate, a PERT or GANTT chart display should be used to show project, task, and time relationship.
- b. **Status Report.** Representatives of the contractor shall meet with the State Board committee upon final contract approval, and upon submission of the interim and final reports. The contractor shall provide the committee monthly briefings during the term of the contract via conference calls arranged at times mutually convenient to the committee and contractor.

The contractor shall provide an interim report that addresses the initial research completed to date with interim findings and recommendations to the State Board no later than five months after the date of the signing of the contract. The contractor shall provide a face-to-face briefing in Harrisburg on the interim report at the next regularly scheduled meeting of the State Board after its submission of the interim report.

The contractor shall provide 100 copies of the interim report. The contractor shall also provide a copy of the interim report on a CD in both Microsoft Word and PDF file formats. The CD shall be provided when the printed copies of the reports are submitted. The CD should clearly identify the Interim Report and include the name and version number of the virus scanning software that was used to scan the CD before it was submitted.

The contractor shall provide a Microsoft PowerPoint presentation on CD that summarizes and highlights the major findings of the interim report.

- c. **Problem Identification Report.** An “as required” report, identifying problem areas. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include Offeror recommendations with supporting rationale.

- d. **Final Report.** The contractor shall submit the final report no later than 11 months (48 weeks) after final execution of the contract.

The contractor shall provide 500 copies of the final report. The contractor shall also provide a copy of the final report on a CD in both Microsoft Word and PDF file formats. The CD should clearly identify the Final Report and include the name and version number of the virus scanning software that was used to scan the CD before it was submitted.

The contractor shall provide a Microsoft PowerPoint presentation on CD that summarizes and highlights the major findings of the final report.

The contractor shall also provide a briefing on the final report at the next regularly scheduled meeting of the State Board after its submission and acceptance by the Board.

The contractor shall present its findings to the House and Senate Education Committees and to other legislative committees, if requested by the committees.

Contractor shall also present the report's findings at six regional public briefings scheduled by the State Board. The briefings shall include a PowerPoint presentation and handouts for the audience.

The final report shall, at a minimum, include the following elements:

- i) Executive summary
- ii) Introduction and overview
- iii) Research Methods
  - 1) Professional judgment panels, including analysis of the difficulty of the educational task.
  - 2) Successful school districts
  - 3) Evidence-based
  - 4) Other
- iv) Findings
  - 1) Per Student Cost Determinations
  - 2) Geographic cost-of-education indexing
  - 3) School district tax efforts
  - 4) Supplemental funding necessary to meet unique needs related to:
    - a) Poverty
    - b) Limited English proficiency
    - c) Students with disabilities
    - d) Scarcity and density of population
    - e) Rural, urban and suburban settings
    - f) Gifted students
  - 5) Population growth and decline

- 6) Student transportation costs
- 7) School size and other variables that effect cost
- v) Summary of findings, conclusions and recommendations
- vi) Appendix-includes all supporting documentation; e.g., flow-charts, forms,
- vii) Participants, questionnaires, etc.

**IV-6. Contract Requirements—Disadvantaged Business Participation and Enterprise Zone Small Business Participation**

All contracts containing Disadvantaged Business participation and/or Enterprise Zone Small Business participation must also include a provision requiring the selected contractor to meet and maintain those commitments made to Disadvantaged Businesses and/or Enterprise Zone Small Businesses at the time of proposal submittal or contract negotiation, unless a change in the commitment is approved by the BMWBO. All contracts containing Disadvantaged Business participation and/or Enterprise Zone Small Business participation must include a provision requiring Small Disadvantaged Business subcontractors, Enterprise Zone Small Business subcontractors and Small Disadvantaged Businesses or Enterprise Zone Small Businesses in a joint venture to perform at least **50%** of the subcontract or Small Disadvantaged Business/Enterprise Zone Small Business participation portion of the joint venture.

The selected contractor’s commitments to Disadvantaged Businesses and/or Enterprise Zone Small Businesses made at the time of proposal submittal or contract negotiation shall be maintained throughout the term of the contract. Any proposed change must be submitted to BMWBO, which will make a recommendation to the Contracting Officer regarding a course of action.

If a contract is assigned to another contractor, the new contractor must maintain the Disadvantaged Business participation and/or Enterprise Zone Small Business participation of the original contract.

The selected contractor shall complete the Prime Contractor’s Quarterly Utilization Report (or similar type document containing the same information) and submit it to the contracting officer of the Issuing Office and BMWBO within **10** workdays at the end of each quarter the contract is in force. This information will be used to determine the actual dollar amount paid to Small Disadvantaged Business and/or Enterprise Zone Small Business subcontractors and suppliers, and Small Disadvantaged Business and/or Enterprise Zone Small Business participants involved in joint ventures. Also, this information will serve as a record of fulfillment of the commitment the selected contractor made and for which it received Disadvantaged Business and Enterprise Zone Small Business points. If there was no activity during the quarter then the form must be completed by stating “No activity in this quarter.”

**NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF DISADVANTAGED BUSINESSES STATUS OR ENTITLE AN OFFEROR TO RECEIVE CREDIT FOR DISADVANTAGED BUSINESSES UTILIZATION.**

**APPENDIX A**  
**STD-274 (SAP) Standard Terms & Conditions**

**Information on the Standard Terms and Conditions may be secured at the PA  
Department of General Services website, utilizing this link:**

**<http://www.dgs.state.pa.us/procurement/site/default.asp>**

**Please scroll down the document listing and click on the STD-274 (SAP) listing to  
view this document.**

**APPENDIX B**  
**DOMESTIC WORKFORCE UTILIZATION CERTIFICATION**

Each proposal will be scored for its commitment to use the domestic workforce in the fulfillment of the contract. Maximum consideration will be given to those offerors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States. Those who propose to perform a portion of the direct labor outside of the United States will receive a correspondingly smaller score for this criterion.

In order to be eligible for any consideration for this criterion, offerors must complete and sign the following certification. This certification will be included as a contractual obligation when the contract is executed. Failure to complete and sign this certification will result in no consideration being given to the offeror for this criterion.

I, \_\_\_\_\_ [title] of \_\_\_\_\_ [name of Contractor] a \_\_\_\_\_ [place of incorporation] corporation or other legal entity, ("Contractor") located at

\_\_\_\_\_, [address], having a Social Security or Federal Identification Number of \_\_\_\_\_, do hereby certify and represent to the Commonwealth of Pennsylvania ("Commonwealth") (Check **one** of the boxes below):

All of the direct labor performed within the scope of services under the contract will be performed exclusively within the geographical boundaries of the United States.

OR

\_\_\_\_\_ percent (\_\_\_\_%) [Contractor must specify the percentage] of the direct labor performed within the scope of services under the contract will be performed within the geographical boundaries of the United States. Please identify the direct labor performed under the contract that will be performed outside the United States:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

[Use additional sheets if necessary]

The Department of General Services [or other purchasing agency] shall treat any misstatement as fraudulent concealment of the true facts punishable under Section 4904 of the *Pennsylvania Crimes Code*, Title 18, of Pa. Consolidated Statutes.

Attest or Witness:

\_\_\_\_\_  
 Corporate or Legal Entity's Name

\_\_\_\_\_  
 Signature/Date

\_\_\_\_\_  
 Signature/Date

\_\_\_\_\_  
 Printed Name/Title

\_\_\_\_\_  
 Printed Name/Title

APPENDIX C  
PROFESSIONAL JUDGMENT PANEL REGIONS-BY COUNTY  
Based on Geographic Regions & Average Prof. Educator Salaries

**Southeast**

Bucks	\$72,601
Chester	\$58,092
Delaware	\$60,790
Montgomery	<u>\$66,502</u>
	<b>\$64,496</b>

**City of Philadelphia**

Philadelphia	<b>\$57,286</b>
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**Lehigh Valley**

Berks	\$53,762
Carbon	\$47,961
Lehigh	\$55,215
Monroe	\$49,425
Northampton	<u>\$52,332</u>
	<b>\$51,739</b>

**Susquehanna Valley**

Adams	\$51,489
Centre	\$52,539
Clinton	\$54,770
Columbia	\$49,415
Cumberland	\$49,557
Dauphin	\$50,911
Franklin	\$50,042
Lancaster	\$52,653
Lebanon	\$52,191
Lycoming	\$54,611
Montour	\$50,649
Northumberland	\$47,552
Schuylkill	\$49,257
Snyder	\$53,065
Union	\$49,761
York	<u>\$53,089</u>
	<b>\$51,347</b>

**Southwest**

Allegheny	\$58,475
Armstrong	\$55,353
Beaver	\$51,439
Butler	\$51,952
Fayette	\$52,353
Greene	\$49,752
Indiana	\$55,625
Washington	\$50,742
Westmoreland	<u>\$53,731</u>
	<b>\$53,269</b>

**Northwest**

Clarion	\$47,342
Crawford	\$47,908
Erie	\$49,562
Lawrence	\$53,978
Mercer	\$51,369
Venango	<u>\$49,142</u>
	<b>\$49,884</b>

**Northeast**

Bradford	\$54,566
Lackawanna	\$50,895
Luzerne	\$55,289
Pike	\$51,343
Sullivan	\$58,899
Susquehanna	\$50,369
Wayne	\$57,012
Wyoming	<u>\$55,208</u>
	<b>\$54,198</b>

APPENDIX C, continued  
PROFESSIONAL JUDGMENT PANEL REGIONS-BY COUNTY  
Based on Geographic Regions & Average Prof. Educator Salaries

**Northern Tier**

Cameron	\$45,528
Clearfield	\$48,107
Elk	\$51,957
Forest	\$50,001
Jefferson	\$48,063
McKean	\$48,175
Potter	\$48,187
Tioga	\$46,801
Warren	<u>\$43,480</u>
	<b>\$47,811</b>

**Southern Alleghenies**

Bedford	\$48,734
Blair	\$49,279
Cambria	\$50,853
Fulton	\$46,819
Huntingdon	\$42,889
Juniata	\$43,805
Mifflin	\$46,342
Perry	\$46,123
Somerset	<u>\$47,888</u>
	<b>\$46,970</b>

**Statewide  
Average**

**\$55,474**

**Pennsylvania Department of Education  
On Behalf of the State Board of Education**

*Questions & Answers*

**1). Are there specific individuals that the PDE anticipates will need trained as part of this effort? If so, how many? And, what are these individuals job titles and geographical location?**

Response: The RFP calls for the contractor to meet once each month either on-site or by phone with the State Board of Education oversight committee. The purpose of these meetings is for the contractor to consult with and brief the committee as to its accomplishments to date and next steps in performing the study. The RFP also provides for the contractor to conduct at least six regional public information sessions as to the findings contained in the final report. Finally, the contractor is required to provide a briefing to the full State Board of Education and, if requested, to committees of the General Assembly. With the exception of regional public briefings that are to be held throughout the state, all other briefings will be in Harrisburg.

**2). Does the PDE have a plan or budget to solicit participants for the representative professional judgment panels as referenced on page 22 of the RFP--or will the vendor be solely responsible for soliciting and securing these participants?**

Response: The vendor is responsible for the identification and selection of members to serve on the professional judgment panels. The Board expects the vendor will consult with the Board when identifying and selecting the membership of the panels. The Board is available to serve as a resource to help guide the vendor when it seeks to identify and select panelists.

**3) The RFP calls for submission of 100 copies of an interim report and 500 copies of the final report. As those reports are outlined in the RFP, we would anticipate a final report, including technical appendices that would be several hundred pages long. Is it your intent that we provide 100 and 500 copies of that document, or are you expecting a summary type report of approximately 40 to 50 pages in those quantities, and final copies of the full, longer report and its associated appendices to be submitted for publication via the World Wide Web?**

**It seems to us that the answer to this question has considerable budgetary implications, which need to be clarified before we can complete our cost proposal.**

Response: The Board requests paper copies of the entire report in the specified quantities.

**4) How does the state want the contractor to treat charter schools, online schools and other choice options in the costing study?**

*Response:* The costs incurred by school districts for children attending/enrolling in charter and cyber charter schools should be taken into account. This factor should be varied based upon the access and utilization of charter schools in each region and school district in the Commonwealth.

**5) Has the state adopted a particular definition of sparsity in its existing funding formulas?**

*Response:* Sparsity has not been a variable utilized in the existing Basic Education Funding formula.

**6) Is school level expenditure data available in Pennsylvania either from the Department of Education or from some other source?**

*Response:* The Department of Education receives financial data at school district level and not by individual school building. Potentially this level of detail may be available at some school districts but not all school districts.

**7) Proprietary Information. As a technical research consulting firm, we believe that detailed disclosure of any proposed technical approach is proprietary and mark it as such on all proposals. Information including research methodologies developed under previous activities remain the intellectual property of (redacted name). Please elaborate on what legal assurances we will receive that information contained in our proposal will not be used for any other purposes than evaluation and review of the proposed activity.**

*Response:* As outlined in the request-for-proposal (I-19), proposals received by the Commonwealth are considered the property of the Commonwealth. The selected proposal will not only be used for the purpose of the evaluation and review but it will also be converted into the contract agreement if the proposal is accepted. Proposals submitted in response to request-for-proposals are confidential as they are not considered public documents. However, contracts are public documents. Therefore potential bidders who do not wish to disclose proprietary information should NOT include such information in their proposal.

**8) Indirect Costs. We consider indirect cost information as proprietary. It is our policy to normally not disclose this information. Also, please indicate the type of contract (basis of cost) that is anticipated under the proposed activity. If the contract is not anticipated as a cost reimbursable agreement, please elaborate on the need for cost breakdown on indirect costs.**

*Response:* Proposed bids are to follow the format and line-items contained in Section II-10 of the RFP. In addition to the information outlined in I-5 Type of contract, which indicates that the agreement will be a fixed cost contract, the contract will provide for payment on a cost reimbursement basis.

**10) Start date. What is the estimated start date for this contract?**

*Response:* Work is expected to begin upon full execution of the contract. We estimate this will take place in early to mid-December.

**11) Interim report content. What type of content are you anticipating for the interim report given that it is likely the project will only be partially completed after 20 months? Is this more like a detailed progress report on the various project dimensions?**

*Response:* The Board seeks a report that outlines the status of work to date including any preliminary findings. Also please note the interim report is due during or before the 20<sup>th</sup> week.

**12) Scoring of proposals. How will this be scored and how many points will be allocated to the various dimensions mentioned in the RFP?**

*Response:* The weighted criteria for selection are outlined in order of importance in Part III of the RFP. The Commonwealth does not disclose the allocation of points for the criteria used to evaluate the proposals.

**13) Attachments and appendices. On page 5 of the RFP, you mention that the “technical proposal is limited to 20 typed single-space pages, including attachments. On page 9 of the RFP, you state, “Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal.” How are detailed resumes to be handled in the proposal. Are these regarded as “attachments,” appendix materials, and are they included in the 20 page limitation you specify? Can we use the appendices to provide examples of previous similar studies the Offerer has completed in other states or more detailed descriptions of analytical procedures that might be used in the proposed study?**

*Response:* Resumes cannot be excluded from the 20 page limit for the technical portion as the RFP is written. However, because of the concern raised at exceeding the 20 page limit, the State Board has agreed to accept a brief summary of primary staff in the narrative portion of the technical submission in lieu of formal resumes. Descriptions of previous work, references and the proposed methodology are to be provided in the technical portion of the proposal. See II-3 and II-4.

Copies of previous studies and technical procedures submitted as attachments, enclosures or appendices not specifically requested in the RFP will not be considered.

**14) Financial statements. The RFP asks for financial statements. We assume that these are included among the appendices to the proposal and not among the 20 pages. Is that correct?**

*Response:* Audited financial statements are excluded from the 20 page technical proposal page limit. Audited financial statements must be included as part of the cost proposal.

**15) Region-specific panel meetings. The RFP specifies a minimum of nine region-specific professional judgment panels. Is it necessarily expected that these panel meetings need to take place in nine different locations or is the state open to conducting these panels more centrally if efficiency would dictate doing so?**

*Response:* The Board seeks a recommendation from vendors as to the most effective and efficient means to accomplish this objective.

**16) Coordination and support by the State. Section I-24 in the RFP states, “The Issuing Office will also coordinate meeting space for meetings held throughout the state.” Does the Issuing Office’s “coordination” imply procurement and payment for the use of these facilities or only logistical support in arranging these accommodations? Can you elaborate on the nature of the support to be provided by the state?**

*Response:* The Issuing Office will arrange for or schedule the use of meeting space at public facilities at no charge to the extent space is available on the dates requested. Should the vendor want to hold meetings when public space is not available, the vendor may need to arrange for alternative meeting space. Should vendors wish to provide refreshments or meals to meeting attendees this cost should be budgeted.

**17) Support of data collection. Section I-24 in the RFP states, “The Issuing Office will support this project through a Project Officer, who will be the Executive Director, State Board of Education, or his designee. In addition, a State Board committee composed of four members of the State Board will provide ongoing oversight and participate in both the on-site meetings and monthly conference calls.” What types and levels of support can be expected from the Issuing Office in terms of aiding the Offeror in gaining access to necessary state education and fiscal data collected and maintained by the State?**

*Response:* State Board staff will work directly with the vendor to obtain from the Department or Office the necessary state education and fiscal data collected and maintained by the State. This includes identification of the source of data, data definitions, format and limitations of data. Where necessary schedule meetings with key personnel and the vendor to discuss data issues.

**18) Stakeholder input. Section I-24 in the RFP states, “A stakeholders group will be assembled to provide input at the initial phase of the project.” Does this imply that the stakeholders group is entirely at the discretion of the Issuing Office? Will the Issuing Office accept any input in appointing this group of individuals from the Offeror? In a similar vein, what kind of support can the Offeror expect from the Issuing Office with respect to the selection of participants for the professional judgment panels?**

*Response:* The Board expects that a stakeholders group will be assembled and that the vendor will consult with it.. The Board will work with the vendor to solicit interested individuals and organizations to participate on the group. Over the past year a number of interested individuals and organizations have expressed interest in assisting in this work. The stakeholders group is designed to provide a vehicle for the interested parties to provide input that may be of value in conducting the study.

The Board will assist the vendor in the identification and selection of participants for the professional judgment panels.

**19) Meetings. Section IV-3. Requirements states, “An interim report must be submitted to the State Board within five months and final report within eleven months of final contract approval. The contractor shall provide briefings on both the interim and final reports at the next regularly scheduled meeting of the State Board after the contractor submits the reports to the Board.” In addition, there are several other briefings to be made. From Section IV-4. Tasks:**

- a. Meet with State Board Committee **Week 2\***
- b. Meet with stakeholders panel **Before or during week 4\***
- c. Meet with Committee & brief State Board **Before or during week 28\***
- d. Meet with Committee & Brief State Board **Before or during week 52\***
- e. Brief House and Senate Education Committees **Before or during week 52\***
- f. Conduct 6 regional public briefings **Before or during week 52\*\***

**These items in italics with asterisks are required meetings. Are there any other in-person meetings that will be required to discuss analysis plans, present results, etc.? Will it be possible for the meetings and briefings listed in the last three items to be done during a single trip to the State or does the state envision multiple trips for these activities?**

*Response:* The meetings outlined in Section IV of the RFP, which are outlined above, are the only in-person meetings required. Other meetings will be handled through conference calls. It is unlikely the briefings to the House and Senate Education Committees will be able to be coordinated with the other activities. It is possible that the 6 regional public briefings could be held following the meeting and briefing to the State Board.