

Additional Information Regarding Vendors Performing Work in Replacement of State Employees

This document contains copies of purchase order contracts obtained by OMB by which a nongovernmental person or entity agrees with any department, commission, board, council, agency, or public corporation to provide services, valued at one hundred fifty thousand dollars (\$150,000) or more, which are substantially similar to and in replacement of work normally performed by an employee of the department, commission, board, council, agency or public corporation. For additional supporting contract documents, you may submit a public records request to the Department of Administration in accordance with the Rhode Island Access to Public Records Act (“APRA”), R.I. Gen. Laws § 38-2-1 *et seq.* APRA forms, procedures and other information for the Department of Administration are available at <http://www.admin.ri.gov/publicrecords/index.php>.

Fiscal Year: FY19

Agency: Department of Elementary and Secondary Education

Vendor Name: NORTHERN RHODE ISLAND COLLABORATIVE

Total Amount Paid to Vendor for Services: \$310,499.10

Summary of Services Rendered to Agency:

Identifying Code	Service Type	Description	Amount	Notes
PO 3574110	Training And Educational Services		\$310,499.10	

Note: Some of the above payments may have been made under the terms of a master price agreement (MPA). MPAs are solicited as requests for proposals or requests for quotes and may have cap limits for pricing and cap limits for project cost. MPAs provide agencies with access to qualified vendors, expedited process, and opportunities for mini-bids. Such purchases are made directly under the MPA and do not require a separate and unique contract. All MPAs are public and can be viewed at <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>.

Contents:

Item Number	Document ID	Description	Notes
Item 1	PO 3574110	Purchase Order contract	

ITEM 1



Purchase Order

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

COPY

NORTHERN RHODE ISLAND COLLABORATIVE
640 GEORGE WASHINGTON HWY
LINCOLN, RI 02865
UNITED STATES

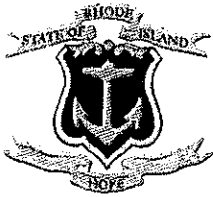
Purchase Order Number
3574110-1
Reference Contract Number

S H I P T O	RIDE OFFICE OF SPECIAL NEEDS 255 WESTMINSTER ST, RM 406 PROVIDENCE, RI 02903 UNITED STATES	PO Date: 20-AUG-18 Buyer: * AUTOCREATE Shipping: PAID Terms: NET 30 Vendor #: 1250	I N V O I C E	DOA CONTROLLER ONE CAPITOL HILL, 4TH FLOOR SMITH ST PROVIDENCE, RI 02908 UNITED STATES
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FY19 APA-18308 IDEA SYSTEMS OF SUPPORT						
Department			Type of Requisition	Requisition Number	Bid Number	
RIDE OFFICE OF SPECIAL NEEDS			ARCH, ENG & CONSULT	1574887		
Line	Code	Description	Quantity	Unit	Unit Price	Total
1	918.32 G2	APA-18308 FY19 MTSS IMPLEMENTATION SPECIALIST (1)	1456	Hour	77.75	113,204.00
2	918.32 G2	APA-18308 FY19 MTSS IMPLEMENTATION SPECIALIST (2)	1457	Hour	71.71	104,481.47
3	918.32 G2	APA-18308 FY19 MTSS TECHNOLOGY SPECIALIST	1456	Hour	83.43	121,474.08
4	918.32 G2	APA-18308 FY19 PURCHASED SERVICES	30075	Each	1	30,075.00
5	918.32 G2	APA-18308 FY19 OTHER EXPENDITURES	54491.45	Each	1	54,491.45
Total:						423,726.00

STATE PURCHASING AGENT
Nancy R. McIntyre

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
 Shepard Building
 255 Westminister Street
 Providence, Rhode Island 02903-3400

CONTRACT AGREEMENT

BETWEEN: Rhode Island Department of Education
 Office of Educator Quality and Certification
 255 Westminister Street
 Providence, Rhode Island 02903

AND: Northern Rhode Island Collaborative
 640 George Washington Highway
 Suite 200
 Lincoln, RI 02865

FEIN: 05-0430847

RELATING TO: IDEA Systems of Support

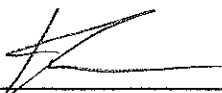
Work and activities by **Northern Rhode Island Collaborative** to be undertaken in accordance with the attached SECTION I Terms and Conditions and SECTION II Work Program Specifications in consideration of compensation to be paid by the Rhode Island Department of Education (RIDE) as set forth in SECTION III Budget.

THIS CONTRACT IS NOT VALID OR LEGALLY BINDING UNTIL SIGNED BY BOTH PARTIES AND A PURCHASE ORDER HAS BEEN ISSUED BY THE OFFICE OF PURCHASES. DO NOT PERFORM ANY WORK ON THIS CONTRACT UNTIL A PURCHASE ORDER IS ISSUED.

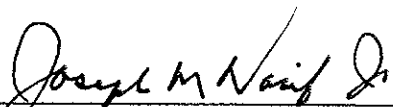
ACCEPTED:

RHODE ISLAND DEPARTMENT
 OF EDUCATION

Northern RI Collaborative



 Ken Wagner, Ph.D.
 Commissioner



 Joseph M. Nasif, Jr.
 Executive Director

DATE: _____

DATE: 5/18/18

SECTION I

A. SPECIFIC TERMS AND CONDITIONS

1. Vendor: Northern Rhode Island Collaborative

Address: 640 George Washington Highway, Suite 200, Lincoln, RI 02865

FEIN #: 05-0430847
2. Starting Date July 1, 2018

Termination Date June 30, 2023
3. Contract Officer: J. David Sienko
(for the Dept. of Education)

Project Officer: Emily Klein
4. Project Officer: Joseph M. Nasif, Jr.
(for the Vendor)
Contact Information: Phone Number: 495-2000
Email Address: jnasif@nric-ri.org
5. Contract Amount \$2,190,623
6. Special Conditions:
RIDE reserves the right to extend the contract for up to twelve months by mutual written consent.

Subsequent years' activities are dependent on the availability of funding and may be modified by mutual consent

SECTION I (continued)

Article 1

Parties to Agreement. This Agreement is made by and between the Rhode Island Department of Elementary and Secondary Education (RIDE) and the party specified in SECTION I A1 (the Contractor).

Article 2

Period of Performance. This Agreement will be effective on the starting date as specified in SECTION I A2 and, unless renewed or extended, will expire on the termination date as specified in SECTION I A2. It is understood and agreed by and between the parties that this Agreement covers work and services to be provided by the Contractor for the period specified in SECTION I A2.

Article 3

Modification of Agreement. This Agreement may be amended or extended by mutual written consent provided that such consent may not be unreasonably withheld, and further provided, that there is a fiscal appropriation for any extension.

Article 4

Contract Officer. The Contractor agrees to maintain close and continuing communication with the RIDE contract officer, as specified in SECTION I A3, throughout the performance of work and services undertaken under the terms of the Agreement. The contract officer is responsible for authorizing all payments made by RIDE to the Contractor under this Agreement.

Article 5

Project Officer. The project officer, as specified in SECTION I A4, is responsible for coordinating and reporting work performed by the Contractor under this agreement.

Article 6

Delays. Whenever the Contractor has knowledge that any actual or potential situation is delaying, or tends to delay the timely performance of work under this Agreement, the Contractor shall immediately give written notice thereof, including all relevant information with respect thereto, to RIDE.

Article 7

Funding. In consideration of work and services performed by the Contractor in accordance with SECTION II of this Agreement, RIDE agrees to reimburse the Contractor for allowable costs incurred by the Contractor under this Agreement in an amount not to exceed the amount specified in SECTION I A5 and in accordance with estimated expenditures as set forth in SECTION III Budget. Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at: www.gsa.gov/perdiem. RIDE shall process all invoices within 30 days of date of invoice. All payments are provisional pending the final audit by appropriate state and/or federal officials.

Article 8

Federal Funding Provisions. Funds made available to the Contractor under this Agreement are or may be derived from federal funds made available to RIDE. The provisions of Article 7 and SECTION III notwithstanding, the Contractor agrees to make claims for reimbursement under this Agreement in accordance with federal policies governing allowable costs to be charged against federal grants. The Contractor agrees that no expenditures claimed for reimbursement under this Agreement will be claimed for reimbursement under any other agreement, grant, or contract that the Contractor may hold which provides funding from state or federal sources. The Contractor further agrees to be liable for audit exceptions that may arise from examination of expenditures: (a) claimed by the Contractor for reimbursement under this Agreement, and/or (b) submitted by the Contractor in meeting any cost participation requirements.

In executing this Agreement the Contractor is serving as grantee or independent contractor under a federal grant or contract between the federal government and RIDE. The master grant award or cooperative agreement made to RIDE by the federal government governing activities under this Agreement is, therefore, made a part of this agreement. The Contractor specifically agrees to abide by all applicable federal requirements for grantees, contractors, or independent contractors receiving federal funds including, but not limited to, those requirements set forth or referenced in the master grant or contract relating to this Agreement and in 2CFR Chapter 1, Chapter II, Part 200, et.al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Article 9

Prepayment. Articles 7 and 8 notwithstanding, prepayment will be allowed provided that it is requested and approved under the appropriate mechanism and subsequently accounted for with proper documentation.

Article 10

Administrative, Contractual, or Legal Remedies. The Contractor shall, in a satisfactory and proper manner in accordance with industry standards, complete all obligations and duties as stipulated in this Agreement. Failure of the Contractor to perform or deliver required work, services, or reports under this Agreement may result in the withholding of payments by RIDE to the Contractor. RIDE reserves the right to seek any and all administrative, contractual and/or legal remedies for a breach of contract by the Contractor, including but not limited to, the withholding of payments as set forth herein and/or termination of the Agreement as set forth in Article 11.

The Contractor understands and agrees that failure to meet its requirements under this Agreement may also result in withdrawal of other state or federal funds that may have been made available to the Contractor hereunder, at the option of RIDE.

Article 11

Termination of Agreement. In the event that either of the parties materially fails to perform its obligations under this Agreement, the other of the parties may terminate this

Agreement upon written notification of termination setting forth the nature of the failure to perform said obligations under this Agreement. Prior to termination, the terminating party shall give the other party thirty (30) days to cure the alleged defect or otherwise commence activities designed to remedy the alleged defect.

RIDE may, without cause, terminate this Agreement at any time upon giving sixty (60) days advance notice in writing to the Contractor. The above mentioned sixty (60) days written notice notwithstanding, the State expressly reserves the unilateral right to terminate, amend and/or reduce services and payments under this Agreement, effective immediately upon written notice to the Contractor in the event that the funding underlying the participation of RIDE is eliminated, limited or curtailed.

In the event of termination by either party, all property and finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Agreement, shall be assigned as described herein in Article 17. Notice of the effective date of termination will include the reports that must be completed.

In the event of termination by either party, final payment by RIDE to the Contractor for work and services provided by the Contractor under this Agreement up to the effective date of termination shall be made in proportion to work completed and allowable expenses incurred, in accordance with the principles of cost reimbursement, agreements and contracts. Notwithstanding the foregoing, costs related to any reports required to be completed after the effective date of termination will be reimbursed. Notwithstanding the foregoing, the Contractor shall not be relieved of liability to RIDE for damages sustained by RIDE by virtue of any breach of this Agreement by the Contractor; and RIDE may withhold payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due to RIDE from the Contractor is determined.

Article 12

Indemnification and Insurance. The Contractor shall hold harmless and indemnify the State of Rhode Island, RIDE, and their officers, employees, and agents from and against all liability, damage, loss, claims, demands, and actions of any nature whatsoever, including the cost of defending any action (including reasonable attorneys fees), which arise out of or are connected with, or are claimed to arise out of or be connected with any of the services provided to the State under this Agreement. The foregoing provision shall not be deemed to be released, waived or modified by reason of any insurance provided by the Contractor under the provisions of this Agreement. Contractor agrees to add the State of Rhode Island and RIDE as additional insureds under its general liability policy and to provide RIDE with a certificate of insurance verifying that the State and RIDE are additional insureds under said policy.

Article 13

Recordkeeping/Inspection of Records and Reports. The Contractor agrees to keep discrete financial records of expenditures made under this Agreement, including time records of employees whose work is to be charged in whole or in part to this Agreement; to maintain such records in accordance with standard accounting practices; to make such

records available on request to appropriate state and/or federal officials for examination or audit, ensure that audits are conducted in accordance with 2CFR Chapter I, Chapter II, Part 200 Subpart F, Audit Requirements, if applicable, and to keep such records on file until the final audit of RIDE records under the federal grant funding of this Agreement, or until such time as federal provisions permit the records to be discarded. All management correspondences that accompany audit reports must be sent to RIDE. If a client served by this contract is charged for service, the Contractor must report this income.

Article 14

On-Site Inspection. The Contractor agrees to permit on-site monitoring, evaluation, and inspection of all activities related to this Agreement by officials of the RIDE, its designee, and, where appropriate, the federal government.

Article 15

Partnership. It is understood and agreed that nothing herein is intended or should be construed in any manner as creating or establishing the legal relation of partnership between the parties hereto, or as constituting the employees, agents, or representatives of the Contractor included in this Agreement as employees, agents, or representatives of RIDE.

Article 16

Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

Article 17

Proprietorship. RIDE and the Contractor shall be considered Joint Owners (as that term is defined by US Copyright Law) of all intellectual property including finished or unfinished documents, computer software, data studies, and reports prepared or acquired by the Contractor under this Agreement and for which reimbursement was claimed under this Agreement. RIDE will own all tangible property and equipment acquired by the Contractor under this Agreement and for which reimbursement was claimed under this Agreement. The Contractor further understands and agrees to abide by federal regulations, requirements, and policies governing the disposition of equipment or property purchased with funds made available to the Contractor under this Agreement or with funds identified by the Contractor as matching expenditures under this Agreement. The Contractor agrees to maintain an equipment inventory list under this Agreement and to identify related equipment properly for inspection.

Article 18

Copyright. Reports or other documents produced in whole or in part under this Agreement shall either bear no copyright notice or indicate that the Contractor and RIDE are Joint Owners of the copyright.

Article 19

Rights to Inventions Made. If the award meets the definition of a "funding agreement" under 37 CFR 401.2(a) and the Contractor wishes to enter into a contract with a small business or non-profit or organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement", the Contractor must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Article 20

Publicity. The Contractor will give due credit to RIDE and the appropriate state and/or federal agencies. RIDE will be credited on all media announcements, billboards, and educational materials produced or developed under the scope of this Agreement. RIDE will give due credit to the Contractor on all media announcements, billboards, and educational materials produced or developed under the scope of this Agreement.

Article 21

Interest of the Contractor. The Contractor covenants that it presently has no pecuniary interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed.

Article 22

Equal Employment Opportunity. The Contractor agrees to abide by applicable provisions of 41 CFR Part 60-1.4 and Executive Order 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor agrees to not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin under any program or activities undertaken in behalf of this Agreement. In addition, the Contractor agrees to establish a procedure for complaint from any person who believes that such discrimination is being practiced in any activity relating to this Agreement.

Article 23

Drug Free Workplace Policy. The Contractor agrees to maintain and enforce its Drug Free Workplace Policy. The Contractor acknowledges that a violation of the Drug Free Workplace Policy may, at RIDE's option, result in termination of this Agreement.

Article 24

Environmental Tobacco Smoke. The Contractor agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by the entity and used routinely or regularly for the provision of RIDE day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by federal grant, contract, loan or loan guarantee. The law also

applies to children's services that are constructed, operated or maintained with such funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.

Article 25

Subcontracts. Any proposed subcontract under this Agreement shall be submitted to the Rhode Island Department of Elementary and Secondary Education contract officer for approval prior to execution. Failure to comply with the provisions of this article could result in denial of reimbursement for such non-approved sub contractual services.

Article 26

Department of Administration's Approval. This Agreement shall take effect upon the issuance of a purchase order by the Department of Administration's Division of Purchases.

Article 27

Licensure/Certification. The Contractor shall have any and all licenses necessary to operate his/her facility in place prior to the start date of this Agreement and for the duration of the contract period. Further, all personnel delivering RIDE services shall be licensed/certified and/or registered as required by law.

Article 28

Byrd Anti-Lobbying Amendment (45 CFR 2543.87). The Contractor must comply with all federal laws restricting and/or limiting lobbying activities of recipients of federal funds including, but not limited to those covered under 31 U.S.C. Section 1352.

Article 29

Incorporation by Reference and Interpretation. The State Purchasing Act, the State Purchasing Regulations and the State of Rhode Island Office of Purchases General Conditions of Purchase are incorporated herein by reference, hereinafter collectively referred to as the State's General Conditions of Purchase. This Agreement consists of the following contract documents: (a) this Agreement; (b) the Proposal and (c) the RFP and Purchase Order, all of which may be collectively referred to throughout this Agreement as "Contract Documents." In the event any conflict shall arise among the provisions of the foregoing documents, said conflict shall be resolved by giving priority to the documents in the order set forth above.

Article 30

Laws of Rhode Island and Venue. It is expressly agreed by the Parties that this Agreement shall be governed by the laws of the State of Rhode Island. Jurisdiction and venue for any and all legal actions, whether arising in law and/or equity, shall be brought in the Rhode Island Superior Court, in, with, and for the County of Providence, State of Rhode Island.

Article 31

Suspension and Debarment. Non-federal entities are prohibited by Federal Executive Orders 12549 (3 CFR 1986 Comp., p.189) and 12689 (3 CFR 1989 Comp., p. 235) from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. By signing this Agreement the Contractor certifies that the organization and its principals are not suspended or debarred, proposed for disbarment, declared ineligible, or voluntarily excluded by any federal agency from federal procurement and non-procurement programs.

Article 32

Davis-Bacon Act. For prime construction contracts in excess of \$2,000, the Contractor must comply with the Davis-Bacon Act (40 USC 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

Article 33

Contract Work Hours and Safety Standards Act. For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, the Contractor must comply with the Contract Work Hours and Safety Standards Act (40 USC 3702-3704, as supplemented by the Department of Labor regulations (29 CFR Part 5)).

Article 34

Clean Air and Federal Water Pollution Control Acts. For contracts in excess of \$150,000, the Contractor must comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251-1387).

Article 35

Recovered Materials. The Contractor must comply with the Section 6002 of the U.S. Environmental Protection Agency's Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act (October 21, 1976) which encourages the use of recovered materials and promotes buy-recycled efforts.

SECTION II

I. BACKGROUND/OVERVIEW/PURPOSE:

The Rhode Island Department of Education is contracting to provide services for the administration and management of professional learning and coaching for IDEA Indicators 9 and 10. The objective of this request is to provide on-going training and coaching of school personnel to support the development of prevention and intervention frameworks in schools and districts each year. The vendor will work closely with the schools and Local Education Agency (LEA) to execute the deliverables of the project. Additionally, all training and support will be aligned to the Common Core State Standards (CCSS).

History

The Individuals with Disabilities Education Act (IDEA), 2004, and the Rhode Island Regulations Governing the Education of Children with Disabilities, 2010, require that states improve students outcomes to correct the problem of disproportionate identification of students by race/ethnicity as having disabilities. Under this reauthorization, the U.S. Office of Special Education Programs (OSEP) requires each state to address disproportionality as a critical indicator in its State Performance Plan and Annual Performance Report. In addition, IDEA requires that states develop criteria for identification of specific learning disabilities. Rhode Island's state criteria include the use of a process of Response to Intervention (RTI). Specifically, the IDEA and Rhode Island regulations state:

States are responsible for identifying disproportionality in LEAs and, where identified, to examine the policies, procedures, and practices of these LEAs to determine whether these are part of the root cause leading to inappropriate identification. A key approach that IDEA introduced for addressing instances of disproportionality identified in school districts is the concept of "Comprehensive Coordinated Early Intervening Services" for students age 3 through Grade 12 who need additional academic and behavioral support to succeed in general education through a system of instructional supports and evaluation. Research supports the use of a process of Multi-Tiered System of Support (MTSS) to enable more appropriate identification practices for students suspected of having a disability and to improve performance of both students with and without disabilities.

Purpose:

This project will continue to build the capacity needed for Rhode Island to move forward with on-going virtual and/or face-to-face coaching and technical assistance in school districts identified as evidencing disproportionate identification and/or significant disproportionality as well as supporting best practice in all RI districts. The vendor will provide project coordination, fiscal oversight, staffing, and professional learning, including engagement of experts in the field of comprehensive coordinated early intervening services, data based individualization, and multi-tiered systems of support. This extension of RIDE's capacity will offer the specialized leadership and professional learning necessary to enable RI schools and districts to prevent or reduce disproportionality of students by race/ethnicity by improving academic and social emotional student outcomes through sustainable, district or school-wide prevention and intervention frameworks.

This project will support the Rhode Island Department of Education (RIDE) Office of Student, Community and Academic Support (OSCAS) effort in three ways:

1. Coordinate and support a prevention and intervention framework of tiered instruction, which will better enable districts to appropriately identify and serve students with disabilities particularly in the areas of Learning Disabilities, Other Health Impairments, and Emotional Disturbance. To ensure schools receive professional learning opportunities aligned to their specific needs, the project will customize the training, technical assistance, and coaching plans to increase the likelihood of adoption of practices that lead to implementation and sustainability. Schools will have the opportunity to identify a particular area of focus, which will allow for differentiating training opportunities to meet the needs across all schools. Selection of a training focus and the entry point will be based on needs assessment, data analysis, and goal setting with the school team, including administrators, and a technical assistance provider.
2. Assist and support the RIDE OSCAS in designing and implementing refinements of the project to ensure alignment with key RI Initiatives – Multi-Tier Systems of Support; preventing and reducing disproportionality; Specially Designed Instruction and Data-based Individualization; and Comprehensive, Coordinated Early Intervening Services (CCEIS); Collaborative for Effective Educator Development, Accountability and Reform (CEEDAR); State Systemic Improvement Plan Math Project; 3rd Grade Reading, and Social Emotional Learning. Coordination of work will build district capacity to improve student outcomes.
3. Report to RIDE on activities, deliverables, and outcomes as required.

II. SCOPE OF THE WORK:

NRIC will coordinate professionals engaged in building statewide capacity to:

- deliver ongoing, virtual and/or face-to-face professional learning and coaching, supporting schools and districts in
 - implementing activities of comprehensive, coordinated early intervening services
 - conducting needs assessments,
 - revising practices and procedures for the identification of children with disabilities,
 - developing intervention and specially designed instruction within a tiered, problem-solving framework;
- conduct evaluation activities;
- establish and maintain collaboration and communication across related initiatives
- provide models and tools for using educator and classroom data to inform decisions about professional learning and development
- work with school districts to prepare current educators in cultural competency and promote best practices that develop students' cultural competency
- support a statewide focus on assessment literacy and use of data to support instructional decision-making
- clarify the distinction between strong, universal core instruction, differentiated learning, general education interventions, and specially designed instruction through coaching and professional learning activities

To meet the ongoing needs of RI Educators with their development and implementation of multi-tiered system of supports (MTSS) for academics, behavior, and social and emotional

learning (SEL), NRIC's goal is to reach the broadest audience within the limited capacity of financial and human resources.

Through a three-pronged approach NRIC will:

1. Develop and utilize an online learning platform to utilize a variety of ways to provide resources and ongoing in-service professional development to educators.
2. Provide strategic, prioritized face-to-face technical assistance and coaching to schools to pilot, spotlight and problem-solve issues around implementation of specific practices
3. Align current and past initiatives of the department of education (cross department and agency) as well as those selected by districts/schools.

This approach will address how educators use data to inform, engage in practices to support improved student outcomes and develop systems that encourage optimal ability for educators to implement all facets of a multi-tiered framework.

Specific Activities / Tasks

Collaborate with RIDE staff to:

- Develop and submit to RIDE for approval a project implementation plan which will address the expectations of the Scope of Work
 - Identify a Project Coordinator to lead all communication and coordinate activities with RIDE
 - Manage all project deliverables in accordance with the Project Implementation Plan
 - Develop a methodology to score applicant schools for project participation
 - meetings, both online and in person.
 - Effectively integrate and leverage existing RIDE initiatives/materials/programs in the work.
 - Assess and address changing needs and emerging issues from the RIDE Initiatives such as the 3rd Grade Reading Goal, SEL, NCII, MTSS, RIDE's Unified Approach to Statewide Education (RIGL 16-97-9)
 - Disseminate materials to stakeholder groups in consultation with RIDE to share project resources and successful practices statewide
 - Report to RIDE on activities, deliverable, and outcomes annually at a minimum.
- Maintain or increase the level of professional and support staff to accomplish the work outlined with capacity to articulate job descriptions and hiring should vacancies arise.
 - Retain existing personnel and hire, train and supervise qualified trainers and coaches as needed
 - Provide space and administrative supports as needed for project related activities

Deliverables and Schedule

1. Coordinate and support a prevention and intervention framework of tiered instruction, which will better enable districts to appropriately identify and serve students with disabilities particularly in the areas of Learning Disabilities, Other Health Impairments, and Emotional Disturbance.

Deliverables	Evidence	Timeline	Progress Report to RIDE
Provide direct technical assistance and capacity building activities (training, consultations, communities of practice and professional learning communities, coaching, networking and/or online resources) for identified districts or schools as part of a tiered prevention and intervention framework.	Needs assessments, Agendas, attendance, and participant feedback, written log of activities, evaluation and fidelity measures, schedule of online courses and communities of practice, course outlines, gant charts of work plan	Ongoing	Quarterly
Meetings with RIDE staff, partners from various RIDE initiatives as needed, higher education MTSS partners, and project consultants to review project progress towards deliverables and review and modify as necessary technical assistance and professional learning plans.	Agendas and progress notes on meeting minutes/action plans	Ongoing beginning no later than Sept 2018	3-4 times a year
Sustainable online products for professional learning tools and resources which may include facilitation guides, fidelity resources, facilitated or self-paced courses and modules, online communities of practice, etc.	Web and/or print materials, tracking/analytics of online resources,	<ul style="list-style-type: none"> • Learning environment/p platform determined by Sept 2018 • Minimum of 3 interactive opportunities plus accompanying tools and resources by June 2019 • 3 additional interactive opportunities 	3-4 times a year

Schedule of coaching	Calendar and subsequent TA logs including attendees, participant feedback	ongoing	Mid-year and end of year check-in
Evaluation of effectiveness and fidelity	Pre/post-tests of knowledge, participant satisfaction, fidelity checks, student outcome data where feasible	ongoing	Annual report

2. Assist and support the RIDE OSCAS in designing and implementing refinements of the project to ensure alignment with key RI Initiatives such as Multi-Tier Systems of Support; preventing and reducing disproportionality; Specially Designed Instruction and Data-based Individualization; Comprehensive, Coordinated Early Intervening Services (CCEIS); CEEDAR; State Systemic Improvement Plan Math Project; 3rd Grade Reading; Unified Approach to Statewide Education (RIGL 16-97-9) and Social Emotional Learning. Coordination of work will build district or school capacity to improve student outcomes.

Deliverables	Evidence	Timeline	Progress Report to RIDE
Collaborate with the RI Math Project and other work teams and vendors as needed to develop direct technical assistance and capacity building activities (training, consultations, study groups, networking and/or web-based resources) for districts or schools.	Agendas, MOUs, attendance, and participant feedback, written log of activities	Ongoing	2-3 times a year
Meetings with RIDE staff, NCII, CEEDAR and AIR project staff, higher education partners, and other project consultants to review alignment and progress towards deliverables; review and modify technical assistance and professional learning	Agendas and progress notes on meeting minutes/action plans	Ongoing	3-4 times a year



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

To: RIDE Vendors
From: Mark Dunham, Director of Finance
RI Department of Education
CC: Marliot Blanco, Controller
David Abbott, Deputy Commissioner
Date: May 7, 2013
RE: Required Documentation for Payment

Please review the information required for payment by the Rhode Island Department of Elementary and Secondary Education (RIDE). This information should either be included on the invoice or submitted as an attachment to the invoice. Failure to provide the documentation will result in payment delays.

- **Work may not begin prior to the receipt of an authorized purchase order** from the State of RI Purchasing Department. The State is not financially liable for any work performed by a vendor without authorization.
- **Payment for vendor staff time;** the salary charged for vendor's employees must equal the amount on the vendor proposal, contract, and the authorized purchase order. The following information must be included in or attached to the invoice.
Name, Position (if applicable), Rate of Pay, Amount of hours, Total cost, Time period of charge, i.e. June 1-June 30, or week ending 6/14/13, and name of project.
- **Payment for travel** must include the name of the employee traveling, the origin and destination of the trip, the method of travel, and the dates of travel. Each trip must be listed separately. Receipts for travel are not required to be submitted with the invoice but must be available for review by RIDE in the event of a billing dispute.
- **Reimbursements:** Receipts or copies of receipts must be submitted with invoices for all items that are reimbursements to the vendor or reimbursements plus as defined in the bid and the contract. Examples of such items are consultant services, printing, space rental, mailings, and food and beverage. Your RIDE contact will be able to provide guidance and clarifying information on this matter.

Please remember items billed must match your purchase order which should match your contract and final work proposal. Payment requests that exceed the available balance in a contract budget category cannot be honored; however, the department can request budget modifications within the contract if expenditures are in different budget categories than originally anticipated.

Thank you for your assistance with this very important matter, providing the required documentation with your invoice will result in a smooth payment process and a timely payment.

Please attach this detail to your organization's typical invoice format

Invoice Date: _____

Vendor Name: _____

Purchase Order #: _____

Invoice #: _____

Period of Service: _____

Please ensure the details included on the invoice tie to the the detail on the purchase order.

EMPLOYEE SALARY AND BENEFIT DETAIL *

PO Line #	EMPLOYEE NAME	TITLE	BUDGET			EXPENDITURES			
			HOURLY RATE	NUMBER OF HOURS	TOTAL	INVOICED TO DATE	HOURS REQUESTED	AMOUNT REQUESTED	REMAINING
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
	TOTAL				\$0.00	\$0.00	0.0000	\$0.00	\$0.00

* Fringe Benefits are included in the applicable employee's hourly rates

CONSULTANT DETAIL

PO Line #	CONSULTANT NAME	TITLE	BUDGET			EXPENDITURES			
			HOURLY RATE	NUMBER OF HOURS	TOTAL	INVOICED TO DATE	HOURS REQUESTED	AMOUNT REQUESTED	REMAINING
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
	TOTAL				\$0.00	\$0.00	0.0000	\$0.00	\$0.00

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

PO Line #	EXPENSE CATEGORY	DESCRIPTION	BUDGET	EXPENDITURES			
				INVOICED TO DATE		AMOUNT REQUESTED	REMAINING
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
			\$0.00	\$0.00		\$0.00	\$0.00

TOTAL REQUESTED

III. PAYMENT TERMS:

Invoices will be submitted no more than monthly, detailing work accomplished and deliverables provided to date. Payment is contingent on successful completion of delineated work, consistency with approved expenditures, and provisions of deliverables as scheduled. Please see the attached policy about documentation to include with the invoice and sample invoice. Annual amounts will be in accordance with the following schedule:

State Fiscal Year	Account IDEA 10.072.2725132.02	Total
FY 2019	19.10.072.2725132.02	\$423,726
FY 2020	20.10.072.2725132.02	\$431,662
FY 2021	21.10.072.2725132.02	\$440,201
FY 2022	22.10.072.2725132.02	\$443,545
FY 2023	23.10.072.2725132.02	\$451,489
		\$2,190,623

APPENDIX A

BUDGET

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Employee Salary and Benefits	339,105	347,541	356,655	364,324	372,418
2. Purchased Services	30075	30075	30000	26675	26425
3. Supplies and Materials	7500	7500	7500	7500	7500
4. Travel	12000	11500	11000	10000	10100
5. Printing	0	0	0	0	0
6. Office Expense including rental, internet, postage, etc.	8450	8450	8450	8450	8450
7. Other: Equipment	13,596	13,596	13,596	13,596	13,596
8. Other: project management	13,000	13,000	13,000	13,000	13,000
Subtotal	423726	431662	440201	443570	451489
Indirect Cost *	0	0	0	0	0
TOTAL	423726	431662	440201	443545	451489

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

** Attach a copy of the approved indirect cost documentation*

BUDGET DETAIL SHEET *
FISCAL YEAR 2019

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS <i>36 weeks</i>	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Michele Walden-Doppke	MTSS Implementation Specialist	40	77.75	113,207
Ellen Reinhardt	MTSS Implementation Specialist	40	71.71	104,423
TBD	MTSS Technology Specialist	40	83.43	121,475
TOTAL REQUEST				\$339,105

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TBD	Facilitated Learning course Consultants	64	75	4800
TBD	COPs/PLCs Course Consultants	48	Up to 75	3600
TBD	Online Management System	50	75	3750
TBD	Google Consultant	30	65	1950
TBD	Regional experts in MTSS and disproportionality	210	75	15975
TOTAL REQUEST				\$30,075

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Educational materials, references and books for trainings	7500

Travel ***	In and out of state for project meetings and conferences	12,000
Equipment	Annual licenses and fees including technical assistance for online professional learning tools and platforms	13, 596
Office Expense	Internet, office space, postage, copies, etc.	8450
Other: Project Management	Project oversight	13,000
Indirect Cost		

Total \$54546

Grand Total \$423,726

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

BUDGET DETAIL SHEET *
FISCAL YEAR 2020

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Michele Walden-Doppke	MTSS Implementation Specialist	40	78.98	114,989
Ellen Reinhardt	MTSS Implementation Specialist	40	73.48	106,989
TBD	MTSS Technology Specialist	40	86.24	125,563
TOTAL REQUEST				\$347,541

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TBD	Facilitated Learning course Consultants	128	75	9,600
TBD	COPs/PLCs Course Consultants	96	Up to 75	7,200
TBD	Online Management System	50	75	3750
TBD	Google Consultant	30	65	1950
TBD	Regional experts in MTSS and disproportionality	101	75	7575
TOTAL REQUEST				\$30075

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Educational materials, references and books for trainings	7500
Travel ***	In and out of state for project meetings and conferences	11500
Office Expense	Internet, office space, postage, copies, etc	8450
Other: Project Management	Project oversight	13,000
Equipment	Annual licenses and fees including technical assistance for online professional learning tools and platforms	13, 596
Indirect Cost		0

Total \$54,046

Grand Total \$431,662

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

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BUDGET DETAIL SHEET *
FISCAL YEAR 2021

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Michele Walden-Doppke	MTSS Implementation Specialist	40	81.05	118,015
Ellen Reinhardt	MTSS Implementation Specialist	40	75.25	109,569
TBD	MTSS Technology Specialist	40	88.65	129,071
TOTAL REQUEST				\$356,655

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TBD	Facilitated Learning course Consultants	228	75	17100
TBD	COPs/PLCs Course Consultants	72	Up to 75	5400
TBD	Online Management System	50	75	3750
TBD	Google Consultant	30	75	1950
TBD	Regional experts in MTSS and disproportionality	24	75	1800
TOTAL REQUEST				\$30000

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Educational materials, references and books for trainings	7500

Travel ***	In and out of state for project meetings and conferences	11000
Office Expense	Internet, office space, postage, copies, etc	8450
Other: Project Management	Project oversight	13,000
Equipment	Annual licenses and fees including technical assistance for online professional learning tools and platforms	13, 596
Indirect Cost		0

Total \$53546

Grand Total \$440,201

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

BUDGET DETAIL SHEET *
FISCAL YEAR 2022

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Michele Walden-Doppke	MTSS Implementation Specialist	40	82.80	120,557
Ellen Reinhardt	MTSS Implementation Specialist	40	76.57	111,840
TBD	MTSS Technology Specialist	40	90.69	131,927
TOTAL REQUEST				\$364,324

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TBD	Facilitated Learning course Consultants	160	75	12000
TBD	COPs/PLCs Course Consultants	95	Up to 75	7125
TBD	Online Management System	45	75	3375
TBD	Google Consultant	25	65	1625
TBD	Regional experts in MTSS and disproportionality	Up to 34	75	2550
TOTAL REQUEST				\$26675

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Educational materials, references and books for trainings	7500
Travel ***	In and out of state for project meetings and conferences	10000
Office Expense	Internet, office space, postage, copies, etc	8450
Other: Project Management	Project oversight	13,000
Equipment	Annual licenses and fees including technical assistance for online professional learning tools and platforms	13, 596
Indirect Cost		0

Total \$52546

Grand Total \$443,545

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BUDGET DETAIL SHEET *
FISCAL YEAR 2023

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Michele Walden-Doppke	MTSS Implementation Specialist	40	84.64	123,239
Ellen Reinhardt	MTSS Implementation Specialist	40	78.46	114,245
TBD	MTSS Technology Specialist	40	92.67	134,934
TOTAL REQUEST				\$372,418

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TBD	Facilitated Learning course Consultants	200	75	15000
TBD	COPs/PLCs Course Consultants	55	Up to 75	4125
TBD	Online Management System	38	75	2850
TBD	Google Consultant	20	65	1300
TBD	Regional experts in MTSS and disproportionality	42	75	3150
TOTAL REQUEST				\$26425

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Educational materials, references and books for trainings	7500

Travel ***	In and out of state for project meetings and conferences	10100
Office Expense	Internet, office space, postage, copies, etc	8450
Other: Project Management	Project oversight	13000
Equipment	Annual licenses and fees including technical assistance for online professional learning tools and platforms	13, 596
Indirect Cost		0

Total \$52,646

Grand Total \$451,489

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

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