



# THE VIRGIN ISLANDS DEPARTMENT OF **EDUCATION**

**REQUEST FOR PROPOSALS (RFP) - DOE-2021-007**  
**for the**

**Review, Update, and Printing of the Virgin Islands State Rules and Territorial Guidelines on  
Special Education and Procedural Safeguards for Parents**

**Proposal Date: May 3, 2021**

Pursuant to 17 V.I.C. §60(d), the Government of the Virgin Islands Department of Education shall receive proposals for the work described below. Proposals shall be received no later than **Friday, May 28, 2021 at 4:30 p.m.** Atlantic Standard Time.

## **I. GENERAL INFORMATION**

### **A. PURPOSE / OVERVIEW**

It is the intent of the Virgin Islands Department of Education, State Office of Special Education (VIDE/SOSE) to contract an experienced legal firm or qualified consultant to provide direct services to include the transcription, review, modification, update/revision and translation. These services are being requested for the current VIDE IDEA State Rules, VIDE Territorial Rules, and the Procedural Safeguards for Parents, in accordance with The Individuals with Disabilities Education Act, as reauthorized in 2004 (IDEA) and most recently, as amended through Public Law 114-95, the Every Student Succeeds Act, in December 2015. The current VIDE State Rules were last amended in 2009 and does require legal review to ensure the efficacy of the document. This amending process should ensure that the updated documents are accurate as it relates to current IDEA Rules and Regulations.

### **B. BACKGROUND**

#### **Virgin Islands Department of Education**

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

| <b>ST. THOMAS/ST. JOHN SCHOOL DISTRICT</b> | <b>Number</b> |
|--|---------------|
| <b>Schools</b>                             | <b>11</b>     |
| Elementary Schools                         | 6             |
| Middle Schools                             | 2             |
| K-8  | 1             |
| High Schools                               | 2             |
| <b>Programs</b>                            | <b>3</b>      |
| Day Adult Program                          | 1             |
| Skill Center                               | 1             |
| Alternative Ed Program                     | 1             |
| Total Schools and Programs                 | 14            |
| <b>Number of Students</b>                  | <b>5,542</b>  |
|  |               |
| <b>ST. CROIX SCHOOL DISTRICT</b>           |               |
| <b>Schools</b>                             | <b>11</b>     |

|  |                |
|--|----------------|
| Elementary Schools                               | 4              |
| K-8  | 4              |
| Junior Schools                                   | 1              |
| High Schools                                     | 2              |
| <b>Programs</b>                                  | <b>3</b>       |
| Adult Ed   | 1              |
| Alternative Ed                                   | 1              |
| Career and Technical Ed                          | 1              |
| Total Schools and Programs                       | 14             |
| <b>Number of Students</b>                        | <b>5,451</b>   |
| <b><u>BOTH DISTRICTS</u></b>                     |                |
| <b>TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS</b> | 22             |
| <b>TOTAL NUMBER OF PROGRAMS</b>                  | 6              |
| <b>TOTAL NUMBER OF STUDENTS</b>                  | <b>10, 993</b> |
| <b>TOTAL NUMBER OF TEACHERS/ADMINISTRATORS</b>   | 1,124          |

On the island of St. John, one (1) school serves the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Division of the State Office of Special Education has been designated and will serve as the DOE liaison on this project.

#### **C. ADMINISTRATIVE STRUCTURE**

Honorable Racquel Berry Benjamin, Commissioner heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents.

#### **SUBMISSION OF PROPOSAL**

All interested parties shall submit ***one*** (1) electronic copy of proposals, which are to be delivered to the Department of Education no later than **Tuesday, May 28, 2021 at 4:30 p.m** Atlantic Standard Time at **[bids@vide.vi](mailto:bids@vide.vi)**

Electronic submissions must include the Company's Name – Solicitation Number and Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 001 – T-2020(P) – March 16, 2020.

#### **Proposal Inquiries**

All questions and/or inquiries regarding this RF should be addressed and emailed and addressed to the following:

Khadila D. Joseph, MPA  
Territorial Director of Procurement

Department of Education  
1834 Kongens Gade  
St. Thomas, U.S. Virgin Islands 00820

**D. CONTRACT TYPE**

The contract awarded under this RFP will for a fixed cost professional service Contract. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

**E. CONTRACT TERMS**

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of fourteen (14) months.

**F. SELECTION OF CONTRACTOR**

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
  - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).

**H. INCURRED COSTS**

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

**I. LATE PROPOSALS**

Any Proposal received after the exact time specified for receipt will not be considered.

**J. GIFTS FROM CONSULTANT**

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for

appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

## **K. LICENSES, FEES & TAXES**

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

## **L. PROPOSAL FORMAT**

Each proposal must also meet the following minimum requirements:

### ***Part I: Narrative***

#### **1) Table of Contents**

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

#### **2) Executive Summary/Proposal Overview**

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

#### **3) Required Parts and Documents**

The proposal must include components of Section I. F.

#### **4) Technical Response**

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

### ***Part II: Cost Proposal***

The proposal shall provide the proposed compensation for the services to be provided as described in Section II.

## **M. FEDERAL FUNDING/DEBARMENT CERTIFICATION**

The proposed bidder certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The proposed bidder shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT”.

## **II. SCOPE OF SERVICES**

### **Overview**

The Virgin Islands Department of Education, State Office of Special Education (VIDE/SOSE) is seeking one qualified firm to review, transcribe, modify and update its *Territorial Rules and Regulations*, and the *Procedural Safeguards for Parents*, in accordance with The Individuals with Disabilities Education Act, as reauthorized in 2004 (IDEA) and most recently, as amended through Public Law 114-95, the Every Student Succeeds Act, in December 2015. The current VIDE State Rules were last amended in 2009 and requires legal review to ensure the efficacy of the document.

Proposal responses should be written to address any and all federal guidelines in regards to changing or updating rules to include the designated periods of public review and hearings, etc.

### **ATTACHMENT A**

### **Tasks/ Deliverables**

These services also include the transcription of existing to an electronic format for all three documents and should include a period of review between the vendor and VIDE/SOSE to clarify any state specific language or legislation.

The selected Contractor shall also create three (3) versions of the Procedural Safeguards for Parents and provide printed versions of the document in English, Spanish, and French Creole. The selected Contractor shall provide electronic formats of each document, along with printed and bound copies should be submitted to the VIDE/SOSE after a final review and approval by identified Department of Education’s State Office of Special Education’s team members. The required amount of hardcopies per each document are detailed as follows:

- 30 VIDE/SOSE State Rules
- 30 VIDE Territorial Manual
- 500 (English) Procedural Safeguards for Parents
- 150 (Spanish) Procedural Safeguards for Parents
- 150 (French Creole) Procedural Safeguards for Parents

The project shall be completed no later than August 31, 2022.

### III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

### IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) Current *Virgin Islands Business License* issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (2) One (1) current *Certificate(s) of Good Standing/Existence*, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing*, *Certificate of Existence*, or *Certificate of Status* from the state of registration.
- (3) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (4) *Articles of Incorporation or Organization*, as applicable; or documents governing operation.
- (5) *Certificate of Liability Insurance* indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than One Hundred Thousand Dollars and Zero (\$100,000.00)] for any one occurrence. The Contractor must provide a *Certificate of Liability Insurance* and *Declaration/Endorsement* pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (6) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.
- (7) System for Award Management (SAM) certifying the Contractor's' eligibility to receive contract awards appropriated with federal funds; [www.sam.gov](http://www.sam.gov).
- (8) *Certificate of Resolution*, as to the authorized negotiator and signer of a contract.

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.