



Solicitation Information

RFP#BB003359

TITLE: DACUM (Developing a Curriculum) Consultant

Submission Deadline: October 15, 2015 at 10:00 AM Eastern Daylight Time (EDT)

Questions concerning this solicitation must be received by the Community College of RI at purchasing@ccri.edu no later than **Thursday, October 8, 2015 by 12:00 PM** eastern daylight time. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

NAME OF BUYER: Lisa Fontes
TITLE OF BUYER: Purchasing Officer

Note to Applicants:

Offers received without the entire completed three-page RIVIP Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Community College of Rhode Island is soliciting proposals for an experienced DACUM Certified Consultant with expertise in working with community and/or technical colleges with preference for prior consultations in developing curriculum in Advanced Manufacturing.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. CCRI assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the College at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the College.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's EIN or Social Security number as evidenced by a W9, downloadable from the State's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

10. Vendors are advised that all materials submitted to the College for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the College's website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1
Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8670 or visit the website www.mbe.ri.gov or contact Dorinda.Keene@doa.ri.gov.

SECTION 2: BACKGROUND

The Community College of Rhode Island is soliciting the professional services of an experienced, certified DACUM (Developing a Curriculum Analysis) consultant with experience in working with community and/or technical colleges. The successful vendor must demonstrate prior experience and expertise in working with employers in the field of Advanced Manufacturing. The College is seeking a consultant to assist in reviewing an existing associate degree program focused on Advanced Manufacturing. Phase I of the consulting process will consist of assisting in the planning of the one-day DACUM analysis session involving Advanced Manufacturing Subject Matter Experts with deliverables that include an Advanced Manufacturing DACUM Report, the Results of a Validation Survey, and the opportunity for a summary meeting. Depending on the outcome of the DACUM Report, the College may wish to include a Phase 2 that involves Curriculum Mapping and Development Plan.

The successful vendor must demonstrate evidence of DACUM certification, have experience in working with SME in Advanced Manufacturing within two-year college settings, and provide references upon request.

SECTION 3: SCOPE OF SERVICES

Scope of Work

The consultant's work will include Phase I and potential Phase II of the DACUM process; **the costs of each Phase should be provided separately in the returned bid:**

Phase I:

1. Conducting a planning webinar with CCRI's TAACCCT-3 Project Leaders
2. Facilitating a 1-day onsite (CCRI's Warwick campus) analysis section involving Advanced Manufacturing Subject Matter Experts (typically to include 10-12 SME's)
3. Conduct online validation survey and compile results
4. Facilitate 1-2 follow-up webinars to review DACUM results and Finalize DACUM report
5. Deliverables will include:
 - a. Advanced Manufacturing DACUM Report
 - b. Validation Survey Results
 - c. DACUM Webinar meeting summaries

Phase 2:

1. Conduct a 1-day on-site work session that includes Advanced Manufacturing faculty and TAACCCT-3 Project Leaders to map DACUM tasks to existing advanced manufacturing course
2. Develop a curriculum that reflects the results of #1

SECTION 4: TECHNICAL PROPOSAL

This will be a "Qualifications Based Selection (QBS)" process. Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the CONSULTANT to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The school will select the top ranked firm based on the criteria herein as it may apply to the specific Scope of Work. Consultant must provide one (1) original and four (4) copies of your technical proposal or an electronic file of all requested documents.

1. CAPABILITY AND EXPERIENCE OF THE CONTRACTOR (30 POINTS): The Firm's qualifications and past experience will be evaluated to determine the extent and relevancy of similar projects (e.g. other TAACCCT grants) performed within the past three years. The

Firm's proposed approach will be evaluated to determine the extent to which it understands the tasks necessary to successfully accomplish each item and the methods proposed for approaching the tasks identified as necessary for accomplishing the objectives.

2. PAST PERFORMANCE (15 POINTS): The Firm's relevant past performance working with design of the evaluation of impact/ outcomes analysis, data collection and analysis, development of interim and final reports and their experience in these areas will be evaluated to determine the extent of providing successful completion of similar projects, taking into consideration timeliness and degree of customer satisfaction for each project. Higher scores will be given to Firms whose past performance has exhibited the most success on similar grant evaluation projects. In investigating the Firm's past performance, the College will consider references submitted by the Firm and may consider information from other sources.

3. DEFINED PROJECT APPROACH & PROJECT SCHEDULE (14 POINTS): The Firm's outline and description for evaluating the performance objectives must include a detailed project management schedule that will be evaluated to determine the likelihood of success.

4. PROFESSIONAL REPUTATION & EXPERIENCE OF INDIVIDUALS PROPOSED FOR THE PROJECT (10 POINTS): Proposed staffing (professional, technical, support, and contracted) need to have demonstrated experience and qualifications to complete the identified tasks. The information submitted for this factor should convincingly describe the capability of the Firm's organization to participate in this project and effectively demonstrate a thorough understanding of the scope of services contained in this solicitation.

5. PROFESSIONAL SERVICES FEE COST PROPOSAL – (30 POINTS): The lowest bidder will receive the full 30 points. All other bidders will receive a number of points prorated for their total fee proposal as it reflects a proportion of the low bid (e.g. a bid of twice the amount of the low bid would receive 15 points).

SECTION 5: COST PROPOSAL

The contractor must prepare a separate cost proposal which includes all provided services, database access, and requested deliverables identified above. Contractor must, in a separate sealed envelope provide a cost proposal. Please provide one (1) original and four (4) copies of cost proposal.

SECTION 6: EVALUATION AND SELECTION

In order to select the Vendor or Firm that will be awarded this RFP, the RFP responses are evaluated in the following manner.

The College will convene a Selection Committee that will score each response. The response will be scored in the following categories, in which each category is given a weight factor expressed in a percentage of the total. The evaluation categories are listed in item 4 below.

Proposals will be reviewed by a Technical Review Committee (described above). To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Community College of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
CAPABILITY AND EXPERIENCE OF THE CONTRACTOR	30 POINTS
PAST PERFORMANCE	15 POINTS
DEFINED PROJECT APPROACH & PROJECT SCHEDULE	15 POINTS
PROFESSIONAL REPUTATION & EXPERIENCE OF INDIVIDUALS PROPOSED FOR THE PROJECT	10 POINTS
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Community College of RI at purchasing@ccri.edu no later than the date and time indicated on page one of this solicitation. Please reference **RFP #** on all correspondence. Questions shall be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information

Offerors are encouraged to submit written questions to the CCRI Purchasing Office at purchasing@ccri.edu. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock will not be considered.

Responses (an original plus four (4) copies) shall be mailed or hand-delivered in a sealed envelope marked "**RFP#**" to:

CCRI Purchasing Office
Community College of Rhode Island
Knight Campus
400 East Avenue
Warwick, RI 02886-1807

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to CCRI by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to CCRI will not be considered. The official time clock is in the purchasing office of CCRI.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P bidder certification cover sheet attached.
2. A completed and signed W-9 attached.
3. **A separate Technical Proposal** (including one (1) original and four (4) copies) describing the qualifications and background of the applicant and all other information described earlier in the solicitation.

4. **A separate, signed and sealed Cost Proposal** (including one (1) original and four (4) copies), describing the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

CONCLUDING STATEMENTS

Terms and Conditions of Submission

CCRI reserves the right to cancel this RFP, or reject any or all proposals or parts of thereof, to waive any formality in same, or accept any proposal deemed to be in the best interest of the school. Any proposal not received by the designated date and time will be determined late and not be considered. Applicants may withdraw their proposals, by written request, prior to, but not after the set time for proposal submission. Thereafter, proposals are irrevocable for a period of not less than sixty (60) days, and may not be withdrawn or modified.

Notwithstanding the above, CCRI reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

CCRI may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>



Community College of Rhode Island

400 East Ave
Warwick RI 02886

Date: 10/02/15

Vendor Info:

<p>Name:</p> <p>Address:</p> <p>Phone:</p> <p>Fax:</p> <p>Contact Person:</p> <p>Email:</p>

Ship To: Community College of RI
400 East Ave
Warwick RI 02886

CONDITIONS OF OFFER:

1. In accordance with Chapter 37-2-54(3) of the Rhode Island General Laws "No purchase or contract shall be binding on the State or any agency thereof unless approved by the Department of Administration or made under general regulations which the Chief Purchasing Officer may prescribe" including change orders and other type of contracts.

"Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the State".

2. I/we certify that I or my firm possesses all licenses and certification required by Federal and State Law and regulation as they pertain to the requirements of this solicitation.

3. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from this solicitation.

4. Offers must be signed and dated by a person authorized to enter into contracts on behalf of vendor. Signature commits vendor to the terms and prices specified on this contract for a period of 30 calendar days from the bid opening date.

Requisition: R0044894

Item	Quantity	UOM	Description	Unit Price	Total
			<p>CLOSING DATE & TIME: OCTOBER 15, 2015 AT 10:00AM</p> <p>.</p> <p>RULES FOR SUBMITTING OFFERS:</p> <p>.</p> <p>*****IMPORTANT*****</p> <p>BID RESPONSE MUST BE SUBMITTED USING CCRI BID FORM. ANY OTHER FORM SUBMITTED WILL BE CONSIDERED NON-RESPONSIVE AND WILL BE DISQUALIFIED.</p> <p>.</p> <p>VENDOR NAME MUST APPEAR ON ALL PAGES.</p> <p>.</p> <p>IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED.</p> <p>.</p> <p>A COMPLETE, SIGNED BID/OFFER PACKAGE, INCLUDING A COMPLETED TWO-PAGE COMMUNITY COLLEGE OF RI BIDDER CERTIFICATION FORM/CONTRACT OFFER MUST BE SUBMITTED WITH THE SPECIFIC BID/RFP NUMBER, DATE, AND TIME OF BID CLOSING NOTED ON THE ENVELOPE.</p> <p>.</p> <p>MAIL TO:</p>		
					CONTINUED

NOTE TO VENDOR: The College is a tax-exempt public educational institution.

**THIS IS A SOLICITATION FOR BID
NOT A PURCHASE ORDER.
DO NOT SHIP ANY PRODUCT
BASED ON THIS DOCUMENT.**

Vendor Signature _____ Date _____
Not valid unless signed by authorized agent of vendor



Community College of Rhode Island

400 East Ave
Warwick RI 02886

Date: 10/02/15

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1			<p>(Continued...)</p> <p>PURCHASING OFFICE COMMUNITY COLLEGE OF RI 400 EAST AVENUE WARWICK, RI 02886 *****</p> <p>. BIDS MISDIRECTED TO OTHER LOCATIONS OR WHICH ARE NOT PRESENT AT THE COMMUNITY COLLEGE OF RHODE ISLAND PURCHASING OFFICE AT THE TIME OF CLOSING FOR WHATEVER CAUSE WILL BE CONSIDERED TO BE LATE AND WILL NOT BE OPENED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE PURCHASING OFFICE OF COMMUNITY COLLEGE OF RI. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.</p> <p>. FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".</p> <p>.</p>		
					CONTINUED

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1			<p>(Continued...)</p> <p>EACH BID/OFFER MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. IF ATTACHMENTS ARE REQUIRED, BE SURE THEY ARE INCLUDED IN THE PACKAGE. (E.G., BID SURETIES, SPECIAL LICENSES, SAMPLES, SPEIFICATIONS THAT DIFFER FROM SOLICITATION).</p> <p>. BID PRICE IS NET F.O.B DESTINATION AND SHALL INCLUDE INSIDE DELIVERY AT NO EXTRA COST.</p> <p>. BIDDING: (a) A SINGLE PRICE SHALL BE QUOTED FOR EACH ITEM AGAINST WHICH A PROPOSAL IS SUBMITTED. THIS PRICE WILL BE THE MAXIMUM IN EFFECT DURING THE AGREEMENT PERIOD. ANY PRICE DECLINE AT THE MANUFACTURER'S LEVEL SHALL BE REFLECTED IN A REDUCTION OF THE AGREEMENT PRICE TO THE COLLEGE</p> <p>. (b) QUANTITIES, IF ANY, ARE ESTIMATED ONLY. THE AGREEMENT SHALL COVER THE ACTUAL QUANTITIES ORDERED DURING THE PERIOD. DELIVERIES WILL</p>		

CONTINUED

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1			<p>(Continued...)</p> <p>BE BILLED AT THE SINGLE, FIRM, AWARDED UNIT PRICE QUOTED REGARDLESS OF THE QUANTITIES ORDERED</p> <p>.</p> <p>(c) BID PRICE IS NET F.O.B. DESTINATION AND MUST INCLUDE ALL APPLICABLE FREIGHT CHARGES.</p> <p>.</p> <p>(d) BIDS FOR SINGLE ITEMS AND/OR A SMALL PERCENTAGE OF TOTAL ITEMS LISTED, MAY, AT THE COLLEGE'S SOLE OPTION, BE REJECTED AS BEING NON-RESPONSIVE TO THE INTENT OF THIS REQUEST</p> <p>.</p> <p>ORDERING:</p> <p>(a) THE COLLEGE WILL SUBMIT INDIVIDUAL ORDERS FOR THE VARIOUS ITEMS AND VARIOUS QUANTITIES AS MAY BE REQUIRED DURING THE AGREEMENT PERIOD</p> <p>.</p> <p>(b) EXCEPTION - REGARDLESS OF ANY AGREEMENT RESULTING FROM THIS BID, THE COLLEGE RESERVES THE RIGHT TO SOLICIT PRICES SEPARATELY FOR ANY EXTRA</p>		
					CONTINUED

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1			(Continued...) LARGE REQUIREMENTS FOR DELIVERY TO SPECIFIC DESTINATIONS. THE STATE/CCRI, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.		
1	1.00	EA	DACUM (Developing a Curriculum) Consultant-Phase I DACUM Certified Consultant expertise in working with community and/or technical colleges preference for prior consultations in developing curriculum in Advanced Manufacturing. must demonstrate prior experience and expertise in working with employers in the field of Advanced Manufacturing. Phase I:	\$ _____	\$ _____

CONTINUED

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1			(Continued...) 1. Assisting in the planning of the one-day DACUM analysis session involving Advanced Manufacturing Subject Matter Experts deliverables that include: 1. Advanced maufacturing DACUM Report 2. Results of a Validation Survey 3. Opportunity for a summary meeting Vendor must demonstrate evidence of 1. DACUM certification 2. Experience in working with SME in Advanced Manufacturing within two-year college settings 3. Provide references upon request See atachment for further details- Section 3		
2	1.00	EA	DACUM Consultant - Phase II DACUM Consultant - Phase II Curriculum Mapping 1. Conduct a 1-day on-site work session	\$ _____	\$ _____

CONTINUED

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Warwick RI 02886

CONDITIONS OF OFFER:

1. In accordance with Chapter 37-2-54(3) of the Rhode Island General Laws "No purchase or contract shall be binding on the State or any agency thereof unless approved by the Department of Administration or made under general regulations which the Chief Purchasing Officer may prescribe" including change orders and other type of contracts.

"Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the State".

2. I/we certify that I or my firm possesses all licenses and certification required by Federal and State Law and regulation as they pertain to the requirements of this solicitation.

3. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from this solicitation.

4. Offers must be signed and dated by a person authorized to enter into contracts on behalf of vendor. Signature commits vendor to the terms and prices specified on this contract for a period of 30 calendar days from the bid opening date.

Requisition: R0044894

Item	Quantity	UOM	Description	Unit Price	Total
2			(Continued...) that includes Advanced Manufacturing faculty and TAACCCT-3 Project Leaders to map DACUM tasks to existing advanced manufacturing course Development Plan 1. Develop a curriculum that reflects the results of #1 above		

NOTE TO VENDOR: The College is a tax-exempt public educational institution.

**THIS IS A SOLICITATION FOR BID
NOT A PURCHASE ORDER.
DO NOT SHIP ANY PRODUCT
BASED ON THIS DOCUMENT.**

Vendor Signature

Date

Not valid unless signed by authorized agent of vendor

State of Rhode Island
PAYER'S REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION

THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

Form box for Social Security No. (SSN)

Employer ID No. (EIN)

Form box for Employer ID No. (EIN)

NAME

ADDRESS

(REMITTANCE ADDRESS, IF DIFFERENT)

CITY, STATE AND ZIP CODE

CERTIFICATION: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
(2) I am not subject to backup withholding either because: (A) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (B) the IRS has notified me that I am no longer subject to backup withholding.
(3) As it relates to the "E-Verify" program, I/We certify that I/We have registered to utilize the e-verify program (www.dhs.gov/E-Verify) to ensure compliance with federal and state law. I understand and agree that I am required to continue to utilize the services of the E-Verify program for as long as I continue to do business with the State of Rhode Island. I further understand that my failure to continue to utilize the services of the E-Verify program will adversely affect my ability to continue to do business with the State of Rhode Island and my ability to do business with the State of Rhode Island in the future.

Certification Instructions -- You must cross out item (2) above if you have been notified by IRS that you are subject to backup withholding because of under-reporting interest or dividends on your tax return. However, if after being notified by IRS that you were subject to backup withholding you received another notification from IRS that you are no longer subject to backup withholding, do not cross out item (2).

PLEASE SIGN HERE

SIGNATURE TITLE DATE TEL NO.

BUSINESS DESIGNATION:

- Please Check One: Individual [] Medical Services Corporation [] Government/Nonprofit Corporation []
Partnership [] Corporation [] Trust/Estate [] Legal Services Corporation []

NAME: Be sure to enter your full and correct name as listed in the IRS file for you or your business.

ADDRESS, CITY, STATE, AND ZIP CODE: Enter your primary business address and remittance address if different from your primary address). If you operate a business at more than one location, adhere to the following:

- 1) Same T.I.N. with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
2) Different T.I.N. for each different location -- submit a completed W-9 form for each T.I.N. and location. (One year-end tax information return will be reported for each T.I.N. and remittance address.)

CERTIFICATION -- Sign the certification; enter your title, date, and your telephone number (including area code and extension).

BUSINESS TYPE CHECK-OFF -- Check the appropriate box for the type of business ownership.

Mail to: Community College of RI, Purchasing Office, 400 East Avenue, Warwick RI 02886 or Fax to (401) 825-2328

Please provide:

E-Mail address for Bid Solicitation: Fax:

E-Mail address for PO processing: Fax:



COMMUNITY COLLEGE
OF RHODE ISLAND

Purchasing Office

RIVIP BIDDER CERTIFICATION COVER FORM

SECTION 1 - BIDDER INFORMATION

Solicitation Number: _____
Solicitation Title: _____

Bid Proposal Submission

Deadline Date & Time: _____
RIVIP Vendor ID #: _____
Bidder Name: _____
Address: _____
Telephone: _____
Fax: _____
Contact Name: _____
Contact Title: _____
Contact Email: _____

SECTION 2 —DISCLOSURES

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-3, and if "Yes," provide details below. Complete Disclosure 4.

____ 1. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

____ 2. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.

____ 3. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

____ 4. List each officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder.

Disclosure details (continue on additional sheet if necessary):



COMMUNITY COLLEGE
OF RHODE ISLAND

Purchasing Office

SECTION 3 —CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE BIDDER CERTIFIES THAT:

___ 1. The Bidder will immediately disclose, in writing, to the CCRI Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

___ 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the CCRI Purchasing Agent in writing.

___ 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the CCRI Purchasing Agent in writing.

___ 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the CCRI Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

___ 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.

___ 6. This bid proposal is not a collusive bid proposal. Neither the Bidder, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

___ 7. The Bidder: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___ 8. The Bidder will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.

