



**Solicitation Information  
February 4, 2016**

**RFP#BB003361-3 (Round 3)**

**TITLE: Dual Enrollment Management System**

**Submission Deadline: February 12, 2016 at 10:00 AM (Eastern Daylight Time)**

Questions concerning this solicitation must be received by the Community College of Rhode Island at [purchasing@ccri.edu](mailto:purchasing@ccri.edu) no later than January 29, 2016 (EST). 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 M. Fontes  
TITLE OF BUYER: Purchasing Officer

**Note to Applicants:**

Offers received without the entire completed three-page RIVIP Generated 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 (CCRI) seeks a cloud-based, Software as a Service (SaaS) tool for Dual/Concurrent Enrollment Management. The vendor should have a minimum of 5 clients in production and 10 clients under contract at least 3 of whom should use Banner. The cloud environment must be ISO 27001 and SOC 1 certified.

The product will streamline and automate the enrollment of high school students in college credit courses, ensure college standards are met for courses offered in the respective high schools, and manage a high school instructor's information and credentials for those who teach the CCRI credit courses.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Community College of RI pursuant to this Request, other than to name those offerors who have submitted proposals.

### **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 CCRI 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 CCRI 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 CCRI Purchasing Office.
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 FEIN or Social Security number as evidenced by a W9, attached.
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 CCRI 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 Division of Purchases 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) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [dorinda.keene@doa.ri.gov](mailto:dorinda.keene@doa.ri.gov).

## **SECTION 2: BACKGROUND**

The Community College of Rhode Island is soliciting proposals for a cloud-based, Software as a Service (SaaS) tool for Dual/Concurrent Enrollment Management.

## **SECTION 3: SCOPE OF SERVICES**

### **General Scope of Work**

#### ***Scope of Services***

Vendor will provide CCRI a fully configurable and sophisticated workflow that is seamless, compatible and automatically exchanges data with CCRI's Banner information system. The workflow should dynamically adjust based on previous selections or steps.

The vendor will provide a live webinar demonstration of their product and its functionality where the CCRI team can interact with the vendor as questions or concerns arise.

The vendor will assist with the implementation of the product, will provide webinar trainings for high school counselors and other staff and will provide recordings of webinars for viewing anytime. The vendor will also provide technical support staff and help desk service.

The vendor must prepare a separate sealed cost proposal which includes all provided services, database access, and requested deliverables listed on pages 7 and 9.

The product must guide students through the registration process to ensure registration items are met and send out reminders for outstanding items.

After the student initiates the registration process creating a student account, emails and/or text message alerts must be sent automatically to the students/parents/high school administrators and college personnel to inform them of the status of the registration or necessary approvals. The product must ensure college registration requirements be met including biographical/demographical information that will be verified in CCRI's Banner information system prior to being moved into Banner. The product must have the ability to collect high school transcripts and test scores. Data must be tracked and students notified automatically regarding their registration status through this product.

The Vendor's product must provide CCRI with tools to ensure college student and course standards are met and information is managed for high school instructors who teach the college course(s). Permission from parents/guardians, guidance counselors, high school administrators and college personnel must be automated and emails and/or text alerts sent to each individual for approval prior to the student's registration in the college course(s).

The Vendor's product must include a course search that allows students to search by location, type, subject, time and high school requirement. Vendor's product must provide a drop/add feature (change of schedule). Depending on the date of add/drop, the system must be able to charge or not charge a student's account depending on the circumstances.

The product must also include an approval process for all course types as well as an audit trail for such courses. The product must have the ability to report on all college courses offered at high schools, on campus, on-line and off campus. In addition, tracking must be able to document and manage high school instructor qualifications who teach college credit courses.

Vendor's product will perform data validation prior to "pushing" application into Banner. Should the data contain errors, the student's information will not be moved into Banner until reviewed and resolved.

Vendor will provide a secured encrypted FTP site. The Vendor's site and the College's site will have access to the FTP site. Data should go through an XML process. Payment acceptance must be PCI-DSS compliant.

The tool must have reporting capabilities to facilitate the Colleges' normal bill and pay process which includes third party billings or have the ability to allow for consent to pay, and accept payments in the form of credit and debit cards, bank debits, tuition waivers, high school payments, student payments, state payments, scholarships, third party payments and split payments. When necessary, the product must be able to generate detailed information enabling CCRI to bill individual high schools.

Vendor should be familiar with the National Association of Concurrent Enrollment Partnerships (NACEP.)

Data must be stored in one database within the vendor's product allowing for the required reporting to college, state and local agencies.

Vendor will define the reporting capabilities of their product.

The vendor will secure professional liability insurance for any breaches of data.

#### **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 Vendor 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.

##### ***Evaluation Factors***

In order to select the Vendor 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:

Narrative and format: The separate technical proposal should address specifically each of the required elements:

**1. VENDOR CAPABILITY AND EXPERIENCE (20 POINTS):** The vendor's qualifications and past experience will be evaluated to determine the extent and relevancy of similar projects performed within the past three years. The vendor'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 (20 POINTS):** The vendor's relevant past performance working with Higher Education clients in providing a cloud-based, Software as a Service (SaaS) Dual/Concurrent Enrollment Management tool and their experience in this area will be evaluated to determine the extent of providing successful completion of similar projects. Higher scores will be given to vendors whose past performance has exhibited the most success on similar projects in Higher Education. In investigating the vendor's past performance, the College will consider references submitted by the vendor and may consider information from other sources. The vendor will include the names, titles and contact information of three current Banner clients who have been using their product for the past three years. In a letter addressed to the CCRI Purchasing Office, these clients will include information stating why they selected the vendor, describe the implementation process in conjunction with the vendor, the amount of time necessary and the number and titles of staff members involved with the implementation and describe the initial setup and testing to successfully complete the implementation.

**3. QUALITY OF STAFFING (15 POINTS):** Proposed staffing (professional, technical, and support) need to have demonstrated experience and qualifications to complete the identified tasks. The information submitted for this qualification should convincingly describe the capability of the vendor's organization to participate in this project and effectively demonstrate a thorough understanding of the scope of services contained in this solicitation.

**4. TECHNICAL AND SECURITY SPECIFICATIONS (15 POINTS):**  
The vendor is required to meet all technical and security specifications defined in this solicitation.

#### **SECTION 5: COST PROPOSAL**

The vendor must prepare a separate sealed cost proposal which includes all provided services, database access, and requested deliverables identified above.

#### **SECTION 6: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. 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:

<b>Criteria</b>	<b>Possible Points</b>
VENDOR CAPABILITY AND EXPERIENCE	20 POINTS
PAST PERFORMANCE	20 POINTS
QUALITY OF STAFFING	15 POINTS
TECHNICAL AND SECURITY	15 POINTS
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*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 CCRI Purchasing Office 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 should 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. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the CCRI Purchasing Office. **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 in the reception area of the CCRI Purchasing Office will not be considered.

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

Community College of Rhode Island  
Attn: Purchasing Office  
400 East Avenue  
Warwick RI 02886

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 the CCRI Purchasing Office by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the CCRI Purchasing Office will not be considered. The official time clock is in the reception area of the CCRI Purchasing Office.

### **RESPONSE CONTENTS**

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet, attached.
2. A completed and signed W-9, attached.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. **A separate, signed and sealed Cost Proposal** reflecting 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:** 02/04/16

**Vendor Info:**

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

**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: R0044237**

Item	Quantity	UOM	Description	Unit Price	Total
			<p>CLOSING DATE &amp; TIME: FEBRUARY 12, 2016 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.**

<p><b>THIS IS A SOLICITATION FOR BID NOT A PURCHASE ORDER. DO NOT SHIP ANY PRODUCT BASED ON THIS DOCUMENT.</b></p>
--------------------------------------------------------------------------------------------------------------------------------

Vendor Signature

Date

**Not valid unless signed by authorized agent of vendor**



**Community College of Rhode Island**  
 400 East Ave  
 Warwick RI 02886

**Date:** 02/04/16

**Vendor Info:**

<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Phone:</b></p> <p><b>Fax:</b></p> <p><b>Contact Person:</b></p> <p><b>Email:</b></p>
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**Ship To:** Community College of RI  
 400 East Ave  
 Warwick RI 02886

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"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: R0044237**

Item	Quantity	UOM	Description	Unit Price	Total
1			(Continued...) PURCHASING OFFICE COMMUNITY COLLEGE OF RI 400 EAST AVENUE WARWICK, RI 02886 ***** . 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. . FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION". .		
					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:** 02/04/16

**Vendor Info:**

<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Phone:</b></p> <p><b>Fax:</b></p> <p><b>Contact Person:</b></p> <p><b>Email:</b></p>
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**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: R0044237**

Item	Quantity	UOM	Description	Unit Price	Total
1			(Continued...) 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). . BID PRICE IS NET F.O.B DESTINATION AND SHALL INCLUDE INSIDE DELIVERY AT NO EXTRA COST. .		
1	1.00	EA	DUAL ENROLLMENT MNGMT SYSTEM	\$ _____	\$ _____
2	1.00	YR	ANNUAL LICENSE FEE Annual License fee for total course registrations per year up to 1000 course regristrations.	\$ _____	\$ _____

**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**

## **THIRD PARTY ACCESS TO PERSONAL, STUDENT, OR FINANCIAL INFORMATION**

### **RESTRICTION OF USE OF CONFIDENTIAL INFORMATION**

For purposes of this addendum, “Confidential Information” is defined as any and all information whose collection, disclosure, protection, and disposition is governed by state or federal law or regulation, including, but not limited to, information subject to the Family Educational Rights and Privacy Act (“FERPA”), the Gramm-Leach-Bliley Act (“GLBA”), or Rhode Island General Laws § 11-49.2-1 et seq. This information includes, but is not limited to, Social Security Numbers, student education records, financial records regarding students (or their parents or sponsors), financial and personal information regarding College employees, and other personally identifiable information identified by law.

The Contractor, agrees to hold any and all Confidential Information obtained from the College, its students, faculty, staff, or other agents in the performance of this Agreement in strictest confidence, and shall not use or disclose such Confidential Information except as permitted or required by this Agreement or by law or as otherwise agreed to in writing by the College.

The Contractor warrants and represents that it shall, at all times, comply with FERPA, GLBA and other applicable federal and state statutes. The contractor also warrants that, in the event of a security breach (within its control) covered by Rhode Island General Laws § 11-49.2-1 et seq., the Contractor shall bear all responsibility and expense for complying with the disclosure and notification requirements of the statute.

The Contractor agrees that it will protect the Confidential Information it receives according to commercially acceptable standards and no less rigorously than it protects its own Confidential Information. Specifically, the Contractor shall implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically managed Confidential Information.

The Contractor agrees, upon termination, cancellation, expiration, or other conclusion of this Agreement, within thirty (30) days to return to the College or if return is not feasible, destroy and not retain any copies (and furnish the College with an appropriate Certificate of Destruction) of any and all Confidential Information that is in its possession.

The obligations of this Agreement shall not apply to any information which is/was: (a) already in the public domain through no breach of this Agreement, including but not limited to information available through College’s web site(s); (b) lawfully in the Contractor’s possession prior to receipt from the College, its faculty, staff or students; or (c) received by the Contractor independently from a person or entity free to lawfully disclose such information other than the College, its faculty, staff, or students.



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

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**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.



STATE OF RHODE ISLAND  
FORM W-9 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)**

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**Employer ID No. (EIN)**

--	--

**NAME**

**ADDRESS**

**CITY, STATE AND ZIP CODE**

**PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE**

**ADDRESS**

**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 because either: (A) I am exempt from backup withholding, or (B) 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 (C) the IRS has notified me that I am no longer subject to backup withholding.
- (3) I am a U.S. citizen or other U.S. person (as defined by the IRS).

**Certification Instructions** -- You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item (2) does not apply.

*Please sign here and provide title, date and telephone number:*

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_ **TEL NO** \_\_\_\_\_  
*Original Signature Required (Digital Signature Not Acceptable)*

**BUSINESS DESIGNATION:**

*Please Check One:* Individual  Corporation  Trust/Estate  Government/Nonprofit Corporation   
Partnership  Medical Services Corporation  Legal Services Corporation   
LLC Tax Classification: Single Member (Individual)  Partnership  Corporation

**TIPS:**

**NAME:** Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.

**ADDRESS, CITY, STATE AND ZIP CODE:** If you operate a business at more than one location, adhere to the following:

- 1) Same EIN 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 EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

**Mail Completed Form To:**  
**Supplier Coordinator**  
**Purchasing Department**  
**One Capitol Hill, 2nd Floor**  
**Providence RI 02908**

**Or Email To:** [doa.pursuppliercoordinator@purchasing.ri.gov](mailto:doa.pursuppliercoordinator@purchasing.ri.gov)

For State Use Only:	
IRS ___ RI SOS ___ FED ___ Other _____	
RI Supplier # _____	Approved _____
Date Entered _____	Entered By _____