

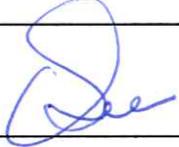


BID/PROPOSAL

COMMODITY: RFP Local Technical Assistance Program Consultant DATE: 1/7/2014
Supplemental Service Provider

FORMAL BID NO. _____ PUBLIC BID NO. _____ RFP NO. 7052

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 1/28/2014 TIME: 3:00 PM

BUYER: Debra Lee/dz  SURETY REQUIRED: YES: _____ NO: X

PRE-BID/PROPOSAL CONFERENCE: DATE: _____ TIME: _____
MANDATORY: YES: _____ NO: _____

LOCATION: _____

BE SURE ALL INFORMATION SHOWN BELOW IS CORRECT.
FEDERAL EMPLOYER IDENTIFICATION NUMBER MUST BE INCLUDED.

COMPANY NAME: _____ FEIN: _____

STREET AND NUMBER: _____

CITY, STATE & ZIP CODE: _____

ORDERING E-MAIL ADDRESS: _____

**No offer will be considered that is not accompanied by the attached
University of Rhode Island Bidder Certification Form/Contract Offer
completed and signed by the offeror.**

Print Name and Title

Telephone Number/Facsimile Number

Signature

Date

Company F.E.I.N.

THIS BID WILL NOT BE HONORED UNLESS SIGNED

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.

University of Rhode Island Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bids must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed 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 University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an internet solicitation is unsuccessful, the University of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price. PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dit.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at www.purchasing.ri.gov, Bidding Opportunities +, Other RI Bid Opportunities or appearing in person at the University of Rhode Island Purchasing Office Mondays through Fridays between 8:30 am – 3:30 pm. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified "no substitute", product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND BOARD OF GOVERNORS FOR HIGHER EDUCATION CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws, including the Board of Governors for Higher Education General Terms and Conditions of Purchase. The regulations, General Terms and Conditions are incorporated into all University of Rhode Island contracts and can be viewed at: www.righe.org/procurementregs113006.pdf and www.purchasing.ri.gov.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS. Contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State's Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <http://purchasing.ri.gov/rulesandregulations/rulesandregulations.aspx>.

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

___ 1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If so, then provide details below.

___ 2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If so, then provide details below.

___ 3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If so, then provide details below.

___ 4 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

___ 5 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) 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," and (2) RIGL section §37-2-7(16) which identifies the Board of Governors for Higher Education as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2 any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

___ 6 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

___ 7 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

___ 8 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

___ 9 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

___ 10 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<http://www.purchasing.ri.gov>) and the Board of Governors Website (www.ribghe.org/procurementregs113006.pdf) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

___ 11 I/we certify that 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.

___ 12 I/we certify that the above information is correct and complete.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1 – 3 OR IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #4 – 12 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor's Signature: _____ Bid Number: _____ Date: _____
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer Telephone Number

THE
UNIVERSITY
OF RHODE ISLAND

Solicitation Information

RFP NO. 7052

TITLE: RFP Local Technical Assistance Program Consultant & Supplemental Service Provider

OPENING DATE AND TIME: 01/28/14 @ 3:00pm

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed to Debra Lee , URI Purchasing Department, at dlee1@uri.edu no later than 01/14/14@ 12:00 Noon (Eastern Time). Please reference RFP No. 7052 on all correspondence.

SURETY REQUIRED: No

BOND REQUIRED: No

Debra Lee
Assistant University Purchasing Agent

NOTE TO VENDORS:

Offers received without the entire completed University of Rhode Island Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Board of Governors for Higher Education/University of Rhode Island is soliciting proposals for The University of Rhode Island Transportation Center from qualified OFFERORS, and in accordance with the terms of this Request for Proposal and the Board of Governors General Terms and Conditions of Purchase.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the University of Rhode Island Purchasing Department pursuant to the request, other than to name those offerors who have submitted proposals.

The scope of work is described herein.

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

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 Request will be rejected as being non-responsive.

The University reserves the right to award to one or more offerer.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offerer. The University assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the University of Rhode Island Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein.

Proposals misdirected to other University locations or which are otherwise not present in the University of Rhode Island Purchasing Department at time of opening for any cause will be determined to be late and will not be considered.

It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the OFFEROR's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 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 selected vendor(s).*

Bidders are advised that all materials submitted to the University of Rhode Island for consideration in response to this RFP will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

INTENT:

The efforts of the consultant and provider of supplemental services are in direct support of the University of Rhode Island Transportation Center (URITC) outreach activities which are designed to deliver the Rhode Island Local Technical Assistant Program (LTAP), the National Highway Institute/URITC Training Partnership and outreach activities on behalf of the Rhode Island Department of Transportation (RIDOT). The LTAP program mission is to assist local governments in managing and maintaining a safe, cost-effective and environmentally sound transportation system by providing training and technical assistance in the areas of safety, workforce development, infrastructure management and organizational excellence.

SPECIFIC REQUIREMENTS:

Consultant and Supplemental Service Provider Qualifications

Knowledge

- **Understanding of highway construction and maintenance practices and technologies.**
- **Knowledge and understanding of private sector construction, consulting and equipment supplying firms**
- **Knowledge of Rhode Island public works agencies and officials**
- **Knowledge of providers of training courses appropriate for local and state transportation employees and managers**

Experience

- **Experience working with local and state transportation officials**
- **Experience working with private sector construction and equipment supply firms**
- **Experience with coordinating and managing the provision of training programs**
- **Experience with events planning and management**

GENERAL DESCRIPTION:

1. Local Technical Assistance Program (LTAP), under which the contractor will coordinate the provision of training to State and local public works employees to improve safety and efficiency.
2. National Highway Institute/URITC Training Partnership (NHI/URITC), under which short term educational programs are offered to transportation professionals in the region.
3. Other Outreach Activities as Needed.

GENERAL SCOPE OF WORK:

Task 1. Local Technical Assistance Program (LTAP)

The primary customers of the LTAP offerings are the highway, public works, engineering, and municipal staffs of the state's 39 municipalities, the Rhode Island Department of Transportation and other state agencies. This is accomplished through the Rhode Island Technology Transfer Center (RI T2 Center), a component of the URITC. The contractor will function as the T2 Center Director and will guide the Center's activities direction from the URITC with input from the Advisory Committee. The committee reviews the courses offered and suggests new workshop topics. The committee includes local public works officials, from rural and urban municipalities, and representatives from the state and federal DOTs.

LTAP is a Federal program funded through the RI Department of Transportation. All Local Technical Assistance Program Centers are charged with six major tasks as part of their operation.

1.1 Administration

Vendor will administer the Local Technical Assistance Program (LTAP) for the local counties, townships, cities and towns of Rhode Island providing a variety of training programs, an information clearinghouse, new and existing technology updates, personalized technical assistance and newsletters. The LTAP design will also include workforce development services; resources to enhance safety and security; solutions to environmental, congestion, capacity and other issues; technical publications; and training videos and materials.

1.2 Training

This task is the single most important component of the RI T2 Center Program. Each year the Contractor will offer a minimum of forty courses. These are typically four to six hour sessions and are most often conducted by outside parties such as the National Highway Institute, The Rhode Island Public Works Association, or training entities under financial agreements with the RI T2 Center.

Course emphasis is on practical technical information that will assist local personnel in their day-to-day operations. Additional courses are also offered for new technologies and products. There is a wide target audience including employees with high school education, mid level supervisors,

professional engineers and managers. Where possible instructors from the state of RI shall be hired and included in a bidding process. Records shall be kept of the bids submitted.

Topics for 2013 may include workshops such as:

- Preparation for Hoister Engineering Exam
- Driver Training (for maintenance vehicles and snow plows)
- Confined Space Training
- Flagger Certification
- Leadership and Management Training
- Chain Saw Operating Techniques
- Forklift Certification
- Winter Operations
- Work Zone Safety
- Presentation Skills
- Principals of Drainage
- OSHA 10 Hour Training
- Introduction to AutoCAD
- Blue Print Reading
- Word I, II, III
- Access I, II, III
- Excel I, II, III
- PowerPoint I, II
- Introduction to Personal Computers
- Web Based Learning
- Inspecting and Preserving Asphalt Pavements
- Performance Management and Measurement

1.3 Technology Transfer Materials

The RI T2 Center provides materials (reports, videotapes, brochures, etc.), which are made available to local cities and towns through the lending library. These materials are acquired by the Center from FHWA, manufacturers, researchers and others. The items are delivered upon request or through general distribution. The consultant will identify and acquire needed material and assist in the distribution.

1.4 Information Service

The Center does not offer engineering services beyond advice and guidance, since other public agencies or the private sector more appropriately provide such services. However, the consultant will respond to requests for technical information by providing material and referrals. Requests are handled as promptly as possible by telephone, email, correspondence or personal contact.

The consultant will direct the publication of flyers between newsletter editions to provide information on any items requiring more rapid notification or update.

The consultant will work with the URITC and RI T2 center Webmaster to assure that the website is maintained and continuously updated at <http://www.uritc.uri.edu/t2center>.

This site will promote the RI T2 Center's activities, lists up-coming workshops, and provide links to other transportation websites.

1.5 Newsletter

The RI T2 Center will publish a bi-monthly e-mail newsletter and one print newsletter (Rhode Report) containing:

- Articles of general interest to local public works officials
- "How to" or safety articles for those in the field or shops
- Newly available technical or informational materials
- Transportation-related articles

The consultant will provide material for the newsletter and work with the URITC staff in assuring timely publication.

1.6 Performance Management

Vendor will assist in the development of a Performance Management training program for cities and towns which will foster process improvement in line with the Federal Highway Administration Performance Management initiative.

1.7 Knowledge Management

Assist in the development of a system to track exchange of information and knowledge that are of importance to the transportation community. The purpose of the exchange is to support better decision-making, spark innovation; speed technology transfer and better meet the needs of LTAP clients.

1.8 Asset Management

Assist in the development of an asset management training program for LTAP clients. This will include determining current practices and identifying where a training program can be the most effective.

1.9 Mailing list

The RI T2 Center vendor will maintain a mailing list containing the contact information for local public works directors, engineers, highway superintendents and their staffs from all 39 Rhode Island municipalities, the Rhode Island Department of Transportation, and other state agencies, the T2 Centers in Region 1, contacts at FHWA, and other interested parties. Those on the list receive notification of up-coming workshops and the newsletter. Another list is composed of T2 Centers outside of Region 1 and others who have specifically requested to receive only the newsletter. The consultant is responsible for assuring that the mail list is updated on a regular basis.

1.10 Evaluate the Program

The vendor must provide a monthly narrative report which will detail reimburseable mileage (for approved out-of-state travel only), numbers of persons in attendance at each workshop or event, supplies purchased, detailed expenses to be reimbursed and an evaluation reports at the end of the year in accordance with FHWA requirements (the Center Assessment Report and the Program Assessment Report). These reports will include evaluations of the RI T2 Center's activities, outside comments received during the year, and a financial report. All approved travel must be in accordance with the University of Rhode Island and State of Rhode Island travel policies and procedures found at www.uri.edu/controller.

Task 2: NHI/URITC Training Partnership

The mission of the National Highway Institute (NHI) is to provide proactive leadership, expertise, resources, and information to improve the quality of the U.S. highway system in order to enhance economic growth, quality of life, and the environment. The NHI develops and delivers training and education to sustain and expand the transportation community's professional capacity in technologies and strategies thereby accelerating the implementation of the state-of-the-art and continuing to advance the state-of-the-practice.

The URITC and the NHI have developed a partnership under which training programs are offered on a regional basis. In addition, URITC does offer a limited number of short courses that are not part of the NHI catalog. These courses may be developed by the URITC or provided by vendors.

The target audience for courses offers under this task is different than that addressed by the LTAP training. Whereas the LTAP program is primarily targeted to local public works employees, the NHI/URITC offerings are targeted to professionals primarily at the state level, including consultants supporting state agencies.

Explore and/or establish a partnership with the National Transit Institute at Rutgers School of Public Affairs and Administration. This program offers distance learning, which may be included in our training selections.

The consultant will assess the demand for specific courses on an on-going basis. The consultant will identify the best methods of courses to meet the demands and will provide all the coordinating and logistics required to assure success.

Task 3. Innovation Center

Vendor will provide assistance in establishing an Innovation Center for the Federal Highway Administration's Every Day Counts initiative and the Strategic Highway Research Program 2 (SHRP2) program for the purpose of translating these initiatives into actions on the local and state level. This will include planning for the expansion of classroom space and recommendations for leasehold improvements and equipment for said space as necessary.

Task 4. Makerspace

Assist in the development of a Makerspace for the Rhode Island transportation community.

Makerspaces are community centers with tools. Makerspaces combine manufacturing equipment, community, and education for the purposes of enabling community members to design, prototype and create manufactured works that wouldn't be possible to create with the resources available to individuals working alone. These spaces can take the form of loosely-organized individuals sharing space and tools, for-profit companies, non-profit corporations, organizations affiliated with or hosted within schools, universities or libraries, and more. All are united in the purpose of providing access to equipment, community, and education, and all are unique in exactly how they are arranged to fit the purposes of the community they serve.

Makerspaces represent the democratization of design, engineering, fabrication and education. They are a fairly new phenomenon, but are beginning to produce projects with significant national impacts. Makerspaces are targeted towards helping individuals and organizations such as public works departments and schools and universities, who are looking to start up innovation in their community, and helping existing spaces who are looking for assistance to get fully on their feet. Makerspaces are not intended to be a networking event for existing businesses with robust operations.

Task 5. National and International Outreach Activities

In addition to the aforementioned scope of work, The URITC has provided additional outreach support similar in nature to the above items as requested by the funding agencies.

5.1 Vendor will assist the RI Public Works Association in the form of coordination of RIPWA activities such as the equipment expos. Similar support may also be provided under the contract if the funding agency, URITC, and the contractor agree.

5.2 Vendor shall provide support for international outreach with current international partner, Central European Technology Transfer Exchange (CETE).

The addition of other outreach activities not outlined here shall be paid at the agreed upon amount per task.

Task 6. Professional Development and Training

Providing service to coordinate as requested in the delivery of the Rhode Island Department of Transportation professional development training program. This training involves courses selected by RIDOT and delivered as a part of RIDOT University

Reporting Requirements

Billable costs are for the consultant's time in support of this effort, plus necessary and approved travel and workshop expenses that include costs of refreshments, instructors and miscellaneous training and event supplies. Only out of state travel will be reimbursed and this will require prior authorization of the Director of The University Transportation Center or the funding agency. The bid price will be the estimated annual contract price for one year (12 month period) with the option to extend up to four additional years. Each year of service is contingent upon the availability of funding to the URITC (University of Rhode Island Transportation Center).

A schedule of billable hours must be provided, per activity. All other costs will be borne by the URITC directly or by other contractors, who support activities this consultant must coordinate. The consultant must plan projects and events to maximize the effectiveness of the overall program given the annual funds available to support training and outreach efforts. The consultant and supplemental service provider is answerable to the Principal Investigator of the federally- funded LTAP (Local Technical Assistance Program), who is the Executive Director of the URITC.

The demand for specific training sessions and other outreach activities are typically identified over the course of the year, and the consultant must play an active role in identifying new offerings appropriate to the different user groups the Center serves and in surveying those users groups to identify needed courses or training. As a result, the consultant will be required to submit, by the 15th of each month, her/his recommendations for programs to be offered in the following month(s). This should identify the specifics of each offering in terms of topic to be covered, time and location, target audience for the offering, estimated costs, and the required time commitment of the contractor. Upon approval from the URITC, the proposed activity will become a required task under this award.

By the 15th of each month, the consultant must submit an accounting of the activities of the previous month, including a short narrative description of the activities, successes and need for improvement, quantity, names and affiliation of attendees, any specific information specified in the statement of work, and percentage of each task completed during said month.

SECTION 3: COST PROPOSAL

Identify all costs associated for performing all services necessary to accomplish the objectives of the contract. The Vendor is to submit a fully detailed budget that establishes the fully burdened (to include all personnel related costs and allocated administrative costs) hourly billing rates for each staff person supporting the program, which shall be applied to the total actual hours committed by each staff person, as reported by the contractor in the monthly report, to determine compensation to the contractor for the month.

Costs other than the direct costs of the consultant/supplemental service provider will be borne by the URITC or others. The consultant will be provided a budget and budget justification to be used for out of pocket expenses in accordance with State and Federal grant guidelines. In addition to the detailed budget please break down the estimated cost, estimated deliverables expense and the estimated percentage of budgeted time to deliver each task as follows (for one contract year/ 12 months) :

Task	Estimated Deliverables Cost	(sum per task) Estimated Cost	Percentage of Overall Budgeted Time, by task
1 – LTAP			
1.1			
1.2			
1.3			
1.4			
1.5			
1.6			

1.7			
1.8			
1.9			
1.10			
Task 2			
Task 3			
Task 4			
Task 5			
Task 5.1			
Task 5.2			
Task 6			

Instructions:

Deliverables: monthly report

Estimated Cost: lump sum amount which is the combination of salaries and costs for deliverables.

Percentage of Time: determined by dividing hours per task by total hours for a 12 month period.

Please provide a separate list showing the estimated annual cost for Year 1 (12 month period) . Please indicate the percentage of increase for each additional optional year (up to 4 additional years). Any extension beyond the initial first year of service will be contingent upon funding.

NOTE: The durations of time indicated in the cost proposal form represent the estimated duration of services required over a twelve month period. This service scope will be used for the purposes of evaluation of the project management proposals. The actual scope of services may vary depending upon project funding and schedule of work.

SECTION 4: RESPONSE CONTENT

Responses should include the following:

- A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service (see section 3/page 9 of the RFP)
- A completed and signed Bidder Certification Form
- A *separate* Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.

The Technical Proposal must contain the following sections:

- a. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

b. Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).

c. Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the University's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.

d. Previous Experience and Background, including the following information:

- i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
- ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

- In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

SECTION 5: EVALUATION CRITERIA

The University will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Consultant Qualifications as evidenced by experience and qualification of staff	25
Quality of Work Plan	30
Suitability of Approach/Methodology	25
Total Possible Technical Points	80 Points

Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 20 points]	20 Points
Total Possible Points	100 Points

All OFFERORs must receive a minimum score of 68 points on the technical submission. Offers not scoring at least 68 points will not be considered further.

A Technical Review Committee will review all submissions. After review, one or more OFFERORs may be invited to present to the sub-committee and answer questions.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The University reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor’s proposal. The University may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The University of Rhode Island Technical Review Sub-Committee will present written findings including the results of the evaluations, to University’s Purchasing Director, or designee who will make the final selection for this requirement.

PROPOSAL QUESTIONS & SUBMISSION

Questions concerning this solicitation may be e-mailed to Debra Lee , Purchasing Department, at dlee1@uri.edu no later than the time and date indicated on page 1 of this solicitation. Please reference the RFP No. 7052 on all correspondence.

Responses to this solicitation to provide the required services must be received by the University of Rhode Island Purchasing Department **on or before the date & time indicated on page one of this document.**

Responses (a clearly marked original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked on the exterior “RFP # - 7052” to

MAIL TO:

UNIVERSITY OF RHODE ISLAND
PO BOX 1773
PURCHASING DEPARTMENT
PLAINS ROAD
KINGSTON, RI 02881

COURIER:

UNIVERSITY OF RHODE ISLAND
PURCHASING DEPARTMENT
581 PLAINS ROAD
KINGSTON, RI 02881-2010

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other University locations or which are otherwise not presented in the URI Purchasing Department by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the URI Purchasing Department will not be considered. The “official” time clock is located in the reception area URI Purchasing Department.

(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early).

INSURANCE

IN ACCORDANCE WITH THE BOARD OF GOVERNORS (BOG) FOR HIGHER EDUCATION GENERAL CONDITIONS OF PURCHASE, INSURANCE CERTIFICATES ARE REQUIRED FOR WORKERS COMPENSATION, GENERAL LIABILITY, PROPERTY DAMAGE AND AUTO INSURANCE. UPON NOTICE OF THE TENTATIVE AWARD THE SUCCESSFUL BIDDER(S) WILL BE REQUIRED TO SUBMIT THE ABOVE NAMING THE RHODE ISLAND BOARD OF EDUCATION, THE UNIVERSITY OF RHODE ISLAND, AND THE STATE OF RHODE ISLAND AS ADDITIONAL INSURED, BY A FIRM AUTHORIZED TO DO BUSINESS IN THE STATE OF RHODE ISLAND.