THE
UNIVERSITY
OF RHODE ISLAND

Solicitation Information

RFP . 7053

TITLE: Data Management System
OPENING : 6/06/14 at 3pm

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed to Debra Lee , URI Purchasing Department, at URIPurchasing@uri.edu no later than 5/23/14 @ 12 noon (Eastern Time). Please reference RFP 7053 on all correspondence.

SURETY REQUIRED: No

BOND REQUIRED: No

Debra Lee
URI Assistant 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

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.dlt.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 the 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.ribghe.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 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML) Category:_____

____13 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 – 11 and 13 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

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Board of Education/University of Rhode Island is soliciting proposals for Data Management System 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 which may be obtained at: http://www.ribghe.org/procurementregs113006.pdf . The initial contract period will be July 1, 2014 – June 30, 2017 .

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.

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 120 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. For the purpose of this requirement, the official time and date shall be that of the time clock in the reception area of the URI Purchasing Department.

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. Subcontractors 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.

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

Vendors 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.

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.

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.

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).*

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 or contact charles.newton@doa.ri.gov.

The University also reserves the right to award this project based on pricing alone.

SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

INTENT: Provide a management system for data, documents, and intellectual property (IP) for use by a University IP management office handling IP prosecution, management of outside counsel, licensing and licensing revenue, document review, invention disclosure review, and Bayh-Dole reporting obligations.

SPECIFIC REQUIREMENTS: Web accessible (remote) customizable secure database system to effectively manage the University's IP portfolio along with all documents and data utilized by a University IP management office. Must offer simultaneous use by at least four full access users and one data entry user. It should offer customizable fields for data entry so that we may create and add or change tracked fields of data, the ability to track unique criteria and the ability to generate automatic reports and queries of the data and create message templates. It should have built in IP docketing features and automatic date rules for IP application and maintenance deadlines, and the ability to integrate with the Interagency Edison portal for federal compliance with Bayh-Dole Act reporting. The system should also have a budget and royalty management capability. Documents should be able to be stored and linked to multiple records within the database. The system should be securely hosted by

the vendor with a network availability goal of 99.99%, one redundant back up in a separate physical location on a nightly basis, and live technical support during business hours. The provider should provide notice of scheduled maintenance at least one week in advance of any known downtime and report discovered interruptions to hosting within 15 minutes of discovery time. The provider should offer an annual price for these services which is guaranteed for at least three years with a maximum percentage of increase for Optional : three additional years.

GENERAL DESCRIPTION: Software that enables complete management and tracking of data, documents, and IP associated with the operations of the Intellectual Property & Economic Development Department. Web-based system, enabling the flexibility to work with the system off-site, anytime. Track, store and edit a potential patent through its process from the submission of an invention disclosure to the issuance of a license including but not limited to any continuing applications. Patent tracking, ability to link multiple patents in same family, automated email reminders to ensure compliance with critical deadlines, auto-populated patent management deadline features. Ability to create, track and link legal documents including but not limited to NDA's, MTA's, IIA's & License Agreements. Agreements may be associated with invention or stand alone. Auto-populate dates for both patents and legal documents to ensure notice of and to avoid missing critical dates. Have visual querying tools to mine data and set up standard reports that can be auto-generated and auto-emailed out on a scheduled basis. Incorporate reports required for Bayh-Dole Act (federal funding) reporting. It is critical to have these systems in place for legal, accounting, and record-keeping purposes. Offer hosting and support services. Provide expense tracking for patent expenses, legal expenses, royalties, invoices, payments, etc, and auto-generating expense reports. Track non-financial obligations associated with an agreement. Distribute payments based on predefined University policy. Templates for documents, letters, etc. to be automatically generated and printed using information from records in the system. Search and data retrieval systems for inventions, patents, agreements, notes, documents, people, organizations, receivables, payments and other records contained in the system. Graphical reporting tools. Ability to export and import data. Ability to note records and store documents, emails, etc.

GENERAL SCOPE OF WORK TO BE PERFORMED: Tracking of data associated with the technology transfer operations of the Intellectual Property & Economic Development Department. Store, edit , track and review information on invention disclosures, expense tracking, patent tracking, agreement tracking, online tools for auto submission, auto-generate reports for tracking and reporting purposes, email and email filing capabilities, and data transfer for reporting requirements.

PROJECT KEY COMPONENTS: Web accessible (remote), customizable database, tracking, auto-generate reports, auto-generate IP docketing dates, simultaneous multi-user capabilities, customization of fields, documents stored and linked to multiple records within database, secure system, low down-time, live technical support. Providor will spend time auditing current data for missing key data. Transfer data from either FileMaker database or excel spreadsheet. Provide one full day of training on-site and/or via teleconference for four full access users and one data entry user. Availability for additional online training. Otherwise vendor shall not be expected to travel to site for implementation.

SECTION 3 TECHNICAL PROPOSAL

Responses will be evaluated in three parts. Part one will require the technical submission and will be evaluated on the following criteria:

The Technical Proposal must contain the following sections:

1. Executive Summary

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

2. Capability, Capacity, and Qualifications of the Offeror

   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).

3. 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.

4. 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.

SECTION 3A INFORMATION SECURITY REVIEW

Part two will be a review by the URI Associate Director of Information Security. This review will take place once it is determined which respondents have met or exceeded the minimal technical points required on their Technical Proposal Evaluation as specified in this RFP. These vendors will then be sent a "Standards Information Gathering Questionnaire" (SIG 2014- Shared Assessments) by the Purchasing Department in Excel format. They will be required to complete the questionnaire in Excel and then return their completed questionnaire, in pdf. Format, to Debra Lee, URI Purchasing Department at URIPurchasing@uri.edu within 5 work days, referencing RFP7053 on the response. Once each Questionnaire is reviewed by the Associate Director of

Information Security, only those vendors whose security procedures are accepted will continue on to the third phase of the evaluation process.

SECTION 4 COST PROPOSAL

Part three of the evaluation is the cost proposal

A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service. See following Cost Proposal Response Sheet for RFP.

Fee Structure: Price per year (12 months) for service that will be price guaranteed for three (3) years from 07/01/2014 -06/30/2017 plus the maximum % per year increase for Optional additional three renewal years.

COST PROPOSAL RESPONSE SHEET RFP7053

TIME PERIOD	FISCAL YEAR	QUOTE
07/01/2014 - 06/30/2015	FY2015	$_____
07/01/2015 - 06/30/2016	FY2016	$_____
07/01/2016 - 06/30/2017	FY2017	$_____
	TOTAL	**$_____**

MAXIMUM % OF INCREASE PER EACH OPTIONAL YEAR , UP TO THREE ADDITIONAL YEARS BEYOND INITIAL CONTRACT.

07/01/2017- 6/30/2018			FY2018	%_____.	
07/01/2018- 6/30/2019			FY2019	%_____.	
07/01/2019- 6/30/2020			FY2020	%_____.	

PROPOSAL QUESTIONS & SUBMISSION

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

Offerors are encouraged to submit written questions to the University of Rhode Island Purchasing Department. **No other contact with University parties will be permitted.** Interested offers 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 University of Rhode Island Purchasing Department will not be considered.

Responses (**original plus 4 copies**) should be mailed or hand-delivered in a sealed envelope marked "RFP7053
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 will 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)**

RESPONSE CONTENTS

Responses should include the following:

- A completed and signed URI Bidder Certification Form included with this proposal.
- A ***separate*** **Technical Proposal** (total number of copies indicated above) describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.

- A single **separate, signed and sealed, Cost Proposal** reflecting the fee structure proposed for this scope of service.

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

SECTION 5 - EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee and the URI Associate Director of Information Security. The Technical Review Committee will evaluate and score all proposals, using the criteria listed below. To advance to the Information Security 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 be reviewed by the Associate Director for Information Security and they will not have their cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated next by the URI Associate Director of Information Security using the "Standards Information Gathering Questionnaire" that will be returned to the purchasing agent mentioned in section 3A of the Evaluation process according to those specifications. Only those vendors whose security procedures are accepted will move on to the third and final phase of the evaluation. The final portion of the evaluation will be for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

The University 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 plus the Associate Director for Information Security's review of qualified vendor's response to the SIG2014 Questionnaire:

Criteria	Possible Points
Query and Report generation flexibility and features	**10 Points**
Capability, Capacity and Qualifications of Offeror	**25 Points**
Security, backup, and downtime per year of website	**25 Points**
Look and ease of use of website design	**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:

(low bid / vendors bid) * 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.

CONCLUDING STATEMENTS

Notwithstanding the above, the University 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. As regards Information Security, the University reserves the right to evaluate and accept/ or not accept qualified vendor's responses to the "Standards Information Gathering Questionnaire" (SIG2014) based on the recommendation of the URI Associate Director of Information Security.
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 may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Board's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP and can be found at the following http://www.ribghe.org/procurementregs113006.pdf

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 PLUS PROFESSIONAL LIABILITY WITH A $1 MILLION DOLLAR LIMIT. UPON NOTICE OF

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.