

# Notice of Blanket Purchase Agreement



**State Of Rhode Island and Providence Plantations**  
**Department of Administration**  
**Division of Purchases**  
**One Capitol Hill**  
**Providence, RI 02908-5860**

<b>V E N D O R</b>	<b>ADIL BUSINESS SYSTEMS INC</b> <b>55 MINEOLA BLVD STE 3</b> <b>MINEOLA, NY 11501</b> <b>United States</b>
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<b>MPA-393 TEMPORARY PROFESSIONAL CONTRACTOR SERVICES</b>	
Award Number	<b>3447175</b>
Revision Number	<b>5</b>
Effective Period	<b>31-DEC-2012 - 14-JAN-2017</b>
Approved PO Date	<b>29-DEC-2016</b>
Vendor Number	<b>11222</b>

<b>S H I P  T O</b>	<b>MASTER PRICE AGREEMENT</b> <b>SEE BELOW</b> <b>RELEASE AGAINST, RI MPA</b> <b>United States</b>
---------------------------------------------	-------------------------------------------------------------------------------------------------------------

Type of Requisition	<b>*OTHER</b>
Requisition Number	
Change Order Requisition Number	
Solicitation Number	<b>7458070</b>
Freight	<b>Paid</b>
Payment Terms	<b>NET 30</b>
Buyer	<b>Skelly, Meredith</b> -
Requester Name	
Work Telephone	

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's purchasing regulations, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**PURCHASE ORDER #3447175 DATE HAS BEEN EXTENDED**

**FROM: 12/31/12 TO 12/31/16**  
**TO: 12/31/12 TO 1/14/17**

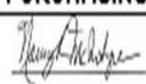
**TO ALLOW ADIL TIME TO SUBMIT THE REQUIRED DOCUMENTS FOR THE OPTIONAL ONE YEAR EXTENSION.**

Line	Description	Unit	Unit Price (USD)

**INVOICE TO**

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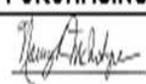
<b>STATE PURCHASING AGENT</b>
 Nancy R. McIntyre

Line	Description	Unit	Unit Price (USD)
1	MPA-393 FY16-17 Administrative Assistant - Assistive Technology Access Partnership (ATAP)	Hour	17.63
2	MPA-393 FY16-17 Administrative Assistant - Office of Economic Recovery and Reinvestment (OERR)	Hour	17.63
3	MPA-393 FY16-17 Administrative Assistant - (NFG NG RIANG)	Hour	17.63
4	MPA-393 FY16-17 AntiTerrorism Program Chief	Hour	41.13
5	MPA-393 FY16-17 ARNG Anti-Terrorism Program Manager	Hour	31.14
6	MPA-393 FY16-17 ARNG Anti-Terrorism Program Manager II	Hour	33.49
7	MPA-393 FY16-17 ARNG Security Guard	Hour	11.75
8	MPA-393 FY16-17 ARNG Security Guard II	Hour	17.63
9	MPA-393 FY16-17 ARNG Security Guard III	Hour	18.8
10	MPA-393 FY16-17 ARNG Security Guard Lieutenant	Hour	24.68
11	MPA-393 FY16-17 ARNG Security Guard Shift Supervisor (Sergeant)	Hour	22.33
12	MPA-393 FY16-17 Arts Instructor	Hour	39.68
13	MPA-393 FY16-17 Audiologist -Eleanor Slater Hospital (ESH)	Hour	58.16
14	MPA-393 FY16-17 Barber Instructor	Hour	28.59
15	MPA-393 FY16-17 Barber Instructor 2	Hour	34.43
16	MPA-393 FY16-17 Basic Training Officer	Hour	29.38
17	MPA-393 FY16-17 Behavior Resource Specialist - RI School for the Deaf	Hour	28.79
18	MPA-393 FY16-17 Behavioral Psychologist	Hour	42.89
19	MPA-393 FY16-17 Benefits Specialist	Hour	35.25
20	MPA-393 FY16-17 Business Systems Efficiency Specialist	Hour	40.54
21	MPA-393 FY16-17 Career Coordinator	Hour	22.76
22	MPA-393 FY16-17 Carpentry Aide	Hour	17.51
23	MPA-393 FY16-17 CASA Volunteer Coordinator	Hour	19.98
24	MPA-393 FY16-17 Case Manager - Drug Court	Hour	24.68
25	MPA-393 FY16-17 Certified Occupational Therapy Assistant - School for the Deaf	Hour	21.15
26	MPA-393 FY16-17 Certified Occupational Therapy Assistant (COTA)	Hour	37.01
27	MPA-393 FY16-17 Certified Psychiatric Nurse Practitioner	Hour	75.79
28	MPA-393 FY16-17 Chemical Dependency Professional	Hour	52.29
29	MPA-393 FY16-17 Chief Clinical Reviewer - Physician (Vocational Rehabilitation)	Hour	72.85
30	MPA-393 FY16-17 Chief Psychologist - Case Review	Hour	72.85
31	MPA-393 FY16-17 Clinical Case Reviewer - Social Work	Hour	51.7
32	MPA-393 FY16-17 Clinical Reviewer - Dentist	Hour	70.5
33	MPA-393 FY16-17 Clinical Reviewer - Dentist (Vocational Rehabilitation)	Hour	76.38
34	MPA-393 FY16-17 Clinical Reviewer - Physical Therapist	Hour	70.5
35	MPA-393 FY16-17 Clinical Reviewer - Physician	Hour	70.5
36	MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (0-3 years)	Hour	61.1
37	MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (4-7 years)	Hour	64.63

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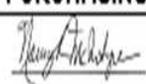
**STATE PURCHASING AGENT**  
  
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Line	Description	Unit	Unit Price (USD)
38	MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (8+ years)	Hour	66.98
39	MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (0-3 yrs.)	Hour	61.1
40	MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (4-7 yrs.)	Hour	64.63
41	MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (8+ yrs.)	Hour	66.98
42	MPA-393 FY16-17 Communications Liaison -- Office of Economic Recovery and Reinvestment (OERR)	Hour	35.25
43	MPA-393 FY16-17 Communications Manager	Hour	41.13
44	MPA-393 FY16-17 Communications Manager 2	Hour	52.88
45	MPA-393 FY16-17 Community Outreach Liaison	Hour	24.68
46	MPA-393 FY16-17 Community Outreach Office Assistant	Hour	12.93
47	MPA-393 FY16-17 Community Work Incentives Coordinator	Hour	28.79
48	MPA-393 FY16-17 Computer Forensic Analyst	Hour	40.85
49	MPA-393 FY16-17 Computer Programmer	Hour	35.01
50	MPA-393 FY16-17 Coordinator of Consumer Affairs	Hour	29.38
51	MPA-393 FY16-17 Culinary Aide	Hour	17.63
52	MPA-393 FY16-17 Curriculum Assessment Coordinator	Hour	34.43
53	MPA-393 FY16-17 Cyber Terrorism Program Manager	Hour	34.08
54	MPA-393 FY16-17 Data and Applications Assistant	Hour	29.18
55	MPA-393 FY16-17 Data Collection Quality Control Specialist	Hour	39.09
56	MPA-393 FY16-17 DBE/Public Information Coordinator	Hour	28.2
57	MPA-393 FY16-17 Dental Assistant	Hour	16.45
58	MPA-393 FY16-17 Dental Hygienist	Hour	29.38
59	MPA-393 FY16-17 Dental Hygienist (ACI)	Hour	35.25
60	MPA-393 FY16-17 Dentist	Hour	76.38
61	MPA-393 FY16-17 Dentist (ACI)	Hour	76.38
62	MPA-393 FY16-17 Dentist-Eleanor Slater Hospital (ESH)	Hour	58.75
63	MPA-393 FY16-17 Diagnostic Evaluator	Hour	58.75
64	MPA-393 FY16-17 Dietitian	Hour	28.79
65	MPA-393 FY16-17 Dietitian - Zambarano Unit	Hour	34.66
66	MPA-393 FY16-17 Domestic Preparedness Program Assistant	Hour	25.26
67	MPA-393 FY16-17 Domestic Preparedness Program Assistant 2	Hour	28.2
68	MPA-393 FY16-17 Domestic Preparedness Program Assistant 3	Hour	32.9
69	MPA-393 FY16-17 Drum Therapy Specialist	Hour	41.13
70	MPA-393 FY16-17 Editor 2	Hour	47
71	MPA-393 FY16-17 Editor 3	Hour	52.88
72	MPA-393 FY16-17 EKG Technician	Hour	21.15
73	MPA-393 FY16-17 Election Specialist	Hour	17.63
74	MPA-393 FY16-17 Electronic Security System Manager	Hour	30.55
75	MPA-393 FY16-17 Electronic Security System Technician	Hour	27.03
76	MPA-393 FY16-17 Energy Planning and Policy Manager	Hour	37.01

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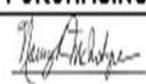
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Line	Description	Unit	Unit Price (USD)
77	MPA-393 FY16-17 English as a Second Language (ESL) Tester	Hour	21.01
78	MPA-393 FY16-17 Expressive Therapist	Hour	40.54
79	MPA-393 FY16-17 Facilities and Operations Assistant	Hour	17.63
80	MPA-393 FY16-17 Fire Safety Inspector	Hour	41.13
81	MPA-393 FY16-17 Forensic Psychiatrist-Eleanor Slater Hospital (ESH)	Hour	117.5
82	MPA-393 FY16-17 Functional Vision Specialist	Hour	34.66
83	MPA-393 FY16-17 GED Examiner	Hour	18.67
84	MPA-393 FY16-17 Grant Administrator - Fiscal Assistant	Hour	28.79
85	MPA-393 FY16-17 Grant Assistant	Hour	18.8
86	MPA-393 FY16-17 Grants Project Specialist -- 1000	Hour	11.75
87	MPA-393 FY16-17 Grants Project Specialist -- 1500	Hour	17.63
88	MPA-393 FY16-17 Grants Project Specialist -- 2100	Hour	24.09
89	MPA-393 FY16-17 Grants Project Specialist -- 2400	Hour	27.03
90	MPA-393 FY16-17 Grants Project Specialist -- 2644	Hour	30.55
91	MPA-393 FY16-17 Grants Project Specialist -- 2644-- Office of Economic Recovery and Reinvestment (OERR)	Hour	31.07
92	MPA-393 FY16-17 Grants Project Specialist -- 3500	Hour	40.54
93	MPA-393 FY16-17 Grants Project Specialist -- 5000	Hour	57.58
94	MPA-393 FY16-17 Health Insurance Analyst	Hour	23.5
95	MPA-393 FY16-17 Health Insurance Intern	Hour	17.63
96	MPA-393 FY16-17 Health Systems Financing Consultant	Hour	88.13
97	MPA-393 FY16-17 Hearing Officer	Hour	41.13
98	MPA-393 FY16-17 Hospital Administrative Compliance Consultant	Hour	40.54
99	MPA-393 FY16-17 Intelligence Analyst	Hour	28.79
100	MPA-393 FY16-17 Interpreter (Sign)	Hour	40.85
101	MPA-393 FY16-17 Interpreter Referral Specialist	Hour	19.39
102	MPA-393 FY16-17 Inventory and Proprietary Database Specialist	Hour	14.98
103	MPA-393 FY16-17 Investigator	Hour	11.75
104	MPA-393 FY16-17 Investigator 2	Hour	17.63
105	MPA-393 FY16-17 Job Coach - RI School for the Deaf	Hour	22.76
106	MPA-393 FY16-17 Jr. Ticket Accountant	Hour	19.94
107	MPA-393 FY16-17 Laboratory Specialist 1	Hour	25.85
108	MPA-393 FY16-17 Law Enforcement Highway Safety Coordinator	Hour	38.19
109	MPA-393 FY16-17 Librarian/CME Coordinator	Hour	40.85
110	MPA-393 FY16-17 Licensed Practical Nurse	Hour	35.25
111	MPA-393 FY16-17 Location Scout-Webmaster Consultant	Hour	14.59
112	MPA-393 FY16-17 Long Term Substitute Teacher	Day	198.39
113	MPA-393 FY16-17 Mail Support Specialist	Hour	35.25
114	MPA-393 FY16-17 Mapping and Modernization Planner	Hour	25.56
115	MPA-393 FY16-17 Marketing Support Specialist	Hour	11.75
116	MPA-393 FY16-17 Master Cooperative Agreement-Fiscal Asst.	Hour	21.15
117	MPA-393 FY16-17 Medical Claims Processor	Hour	22.91
118	MPA-393 FY16-17 Music Entertainer I	Hour	21.15
119	MPA-393 FY16-17 Music Entertainer II	Hour	70.5

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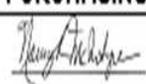
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Line	Description	Unit	Unit Price (USD)
120	MPA-393 FY16-17 Neuropsychologist	Hour	58.75
121	MPA-393 FY16-17 Nurse Practitioner (General)	Hour	55.23
122	MPA-393 FY16-17 Occupational Therapist I	Hour	55.23
123	MPA-393 FY16-17 Occupational Therapist II	Hour	64.63
124	MPA-393 FY16-17 Paralegal Support Aide	Hour	18.8
125	MPA-393 FY16-17 Per Diem Substitute Teacher	Day	116.7
126	MPA-393 FY16-17 Personal Attendant/Certified Nursing Assistant	Hour	15.86
127	MPA-393 FY16-17 Personal Care Aide - RI School for the Deaf	Hour	16.45
128	MPA-393 FY16-17 Pet Therapist	Hour	88.13
129	MPA-393 FY16-17 Pharmacist	Hour	51.7
130	MPA-393 FY16-17 Pharmacist - Emergency Situation (Pandemic impending Pandemic)	Hour	52.88
131	MPA-393 FY16-17 Physical Education Program Specialist	Hour	40.85
132	MPA-393 FY16-17 Physical Therapist - RI School for the Deaf	Hour	58.75
133	MPA-393 FY16-17 Physical Therapist Assistant	Hour	37.01
134	MPA-393 FY16-17 Physical Therapist I	Hour	55.23
135	MPA-393 FY16-17 Physical Therapist II	Hour	64.63
136	MPA-393 FY16-17 Physician (Donley Center)	Hour	99.88
137	MPA-393 FY16-17 Physician (HEALTH) - Emergency Preparedness and Response	Hour	99.88
138	MPA-393 FY16-17 Physician Veterans' Home (Medical Director)	Hour	99.88
139	MPA-393 FY16-17 Post Secondary Instructor	Hour	39.68
140	MPA-393 FY16-17 Press Office Manager	Hour	22.33
141	MPA-393 FY16-17 Primary Care Physician (General)	Hour	68.15
142	MPA-393 FY16-17 Program Assistant (Commission on Deaf & Hard of Hearing)	Hour	23.5
143	MPA-393 FY16-17 Program Assistant 2	Hour	21.74
144	MPA-393 FY16-17 Program Coordinator Assistive Technology Access Partnership (ATAP)	Hour	28.79
145	MPA-393 FY16-17 Program Coordinator-Facilitator	Hour	46.41
146	MPA-393 FY16-17 Program Manager II	Hour	31.73
147	MPA-393 FY16-17 Project Archivist (Outreach Coordinator)	Hour	29.08
148	MPA-393 FY16-17 Project Coordinator/Community Services	Hour	35.25
149	MPA-393 FY16-17 Project Director - Grants -- 3810	Hour	44.65
150	MPA-393 FY16-17 Project Manager (ORACLE)	Hour	58.35
151	MPA-393 FY16-17 Project Services Coordinator	Hour	29.38
152	MPA-393 FY16-17 Psychiatrist	Hour	116.33
153	MPA-393 FY16-17 Psychiatrist (Overtime Rate)	Hour	174.5
154	MPA-393 FY16-17 Psychiatrist-Eleanor Slater Hospital (ESH)	Hour	117.5
155	MPA-393 FY16-17 Psychologist - Home-Based Review	Hour	88.13
156	MPA-393 FY16-17 Psychologist Mental Health - Court	Hour	53.67
157	MPA-393 FY16-17 Public Health Intern	Hour	10.58
158	MPA-393 FY16-17 Public Information Officer 2	Hour	35.25
159	MPA-393 FY16-17 Quality Assurance Officer	Hour	34.08

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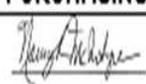
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Line	Description	Unit	Unit Price (USD)
160	MPA-393 FY16-17 Radiology Technologist - ACI	Hour	29.38
161	MPA-393 FY16-17 Radiology Technologist - Zambarano Unit	Hour	29.38
162	MPA-393 FY16-17 Reader for the Blind	Hour	14
163	MPA-393 FY16-17 Reading Tutor	Hour	28.59
164	MPA-393 FY16-17 Registered Nurse	Hour	44.65
165	MPA-393 FY16-17 Registered Nurse/Medical Case Reviewer	Hour	47
166	MPA-393 FY16-17 Rehabilitation Counselor	Hour	51.7
167	MPA-393 FY16-17 Resource Assistant-Lead Project	Hour	16.14
168	MPA-393 FY16-17 Respiratory Therapist I	Hour	35.25
169	MPA-393 FY16-17 Respiratory Therapist II	Hour	36.43
170	MPA-393 FY16-17 Respiratory Therapist III	Hour	37.01
171	MPA-393 FY16-17 Respiratory Therapist Supervisor	Hour	42.3
172	MPA-393 FY16-17 School Bus Driver	Hour	14.1
173	MPA-393 FY16-17 School Transformation Consultant	Hour	76.38
174	MPA-393 FY16-17 Senior Investigator	Hour	25.85
175	MPA-393 FY16-17 Senior Manager- Emerging Risk	Hour	88.13
176	MPA-393 FY16-17 Small Engine Repair Instructor	Hour	40.85
177	MPA-393 FY16-17 Social Caseworker II (CASA)	Hour	17.63
178	MPA-393 FY16-17 Social Caseworker III	Hour	25.26
179	MPA-393 FY16-17 Speech Pathologist - RI School for the Deaf	Hour	55.23
180	MPA-393 FY16-17 Speech Pathologist I - Eleanor Slater Hospital (ESH)	Hour	55.23
181	MPA-393 FY16-17 Speech Pathologist II - Eleanor Slater Hospital (ESH)	Hour	63.45
182	MPA-393 FY16-17 Substitute Physician (Donley Center)	Hour	88.13
183	MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (1 - 15 days)	Day	93.36
184	MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (16 - 30 days)	Day	105.03
185	MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (31 - 45 days)	Day	116.7
186	MPA-393 FY16-17 Substitute Teacher (30+ days)	Day	99.2
187	MPA-393 FY16-17 Supervisor Information Technology Systems	Hour	35.01
188	MPA-393 FY16-17 Surveillance Specialist 1	Hour	30.1
189	MPA-393 FY16-17 Surveillance Specialist 2	Hour	31.73
190	MPA-393 FY16-17 Teacher	Hour	28.01
191	MPA-393 FY16-17 Teacher - Juvenile Corrections	Hour	35.01
192	MPA-393 FY16-17 Teacher (Special Ed)	Hour	28.01
193	MPA-393 FY16-17 Teacher Aide (2+ years)	Hour	17.51
194	MPA-393 FY16-17 Teacher Assistant/Aide	Hour	18.67
195	MPA-393 FY16-17 Teacher Assistant/Aide (Special Ed)	Hour	18.67
196	MPA-393 FY16-17 Technical Assistance Center Coordinator-Lead Project	Hour	25.83
197	MPA-393 FY16-17 Ticket Accountant	Hour	21.37
198	MPA-393 FY16-17 Transitional Aide (2+ years)	Hour	17.51

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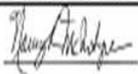
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Line	Description	Unit	Unit Price (USD)
199	MPA-393 FY16-17 Transitional Coordinator -- Community Service	Hour	29.18
200	MPA-393 FY16-17 Vocational Intern Program Instructor	Hour	40.85
201	MPA-393 FY16-17 Work Study Director	Hour	23.34
202	MPA-393 FY16-17 X-Ray Technologist	Hour	20.56
203	MPA-393 FY16-17 Domestic Preparedness Program Assistant (Overtime Rate for STORM NEMO)	Hour	37.89
204	MPA-393 FY16-17 Domestic Preparedness Program Assistant II (Overtime Rate for STORM NEMO)	Hour	42.3
205	MPA-393 FY16-17 Domestic Preparedness Program Assistant III (Overtime Rate for STORM NEMO)	Hour	49.35
206	MPA-393 FY16-17 Emergency situation overtime for two Dieticians at BHDDH. (12/1/16-12/31/16)	Each	1

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**Contract Terms and Conditions**

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## **Terms and Conditions**

### **PURCHASE ORDER STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS PURCHASE ORDER**

##### **MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

##### **PURCHASE AGREEMENT AWARD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

##### **AUTHORIZATION AND RELEASE**

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

##### **BLANKET PAYMENT**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

##### **EQUAL OPPORTUNITY COMPLIANCE**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

### **QUARTERLY REPORTS**

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

### **TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.**

Under State Purchasing Law, 37-2-54, 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. 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 Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

### **ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the

Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

#### **MPA BID AWARD (STATEWIDE APPLICABILITY)**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

#### **INSURANCE REQUIREMENTS (ADDITIONAL)**

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

#### **CAMPAIGN FINANCE COMPLIANCE**

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

#### **ARRA 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, 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](http://www.purchasing.ri.gov).

#### **DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

## Notice of Blanket Purchase Agreement



**State Of Rhode Island and Providence Plantations**  
**Department of Administration**  
**Division of Purchases**  
**One Capitol Hill**  
**Providence, RI 02908-5860**

<b>V E N D O R</b>	<b>ADIL BUSINESS SYSTEMS INC</b> <b>55 MINEOLA BLVD STE 3</b> <b>MINEOLA, NY 11501</b> <b>United States</b>
----------------------------------------	----------------------------------------------------------------------------------------------------------------------

<b>MPA-393 TEMPORARY PROFESSIONAL CONTRACTOR SERVICES</b>	
Award Number	<b>3447175</b>
Revision Number	<b>3</b>
Effective Period	<b>31-DEC-2012 - 31-DEC-2016</b>
Approved PO Date	<b>13-JAN-2016</b>
Vendor Number	<b>11222-iSupplier</b>

<b>S H I P  T O</b>	<b>MASTER PRICE AGREEMENT</b> <b>SEE BELOW</b> <b>RELEASE AGAINST, RI MPA</b> <b>United States</b>
---------------------------------------------	-------------------------------------------------------------------------------------------------------------

Type of Requisition	<b>*OTHER</b>
Requisition Number	<b>1443675</b>
Change Order Requisition Number	
Solicitation Number	<b>7458070</b>
Freight	<b>Paid</b>
Payment Terms	<b>NET 30</b>
Buyer	<b>Skelly, Meredith</b> -
Requester Name	<b>Olney, Sue M</b>
Work Telephone	<b>401-222-1253</b>

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's purchasing regulations, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

PO #3306660 EXTENSION REISSUED AS PO #3447175  
 MPA-393,

CHANGE EFFECTIVE PERIOD:

FROM: 12/31/12 - 12/31/15  
 TO: 12/31/12 - 12/31/16

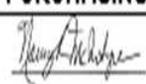
WITH OPTION TO RENEW FOR ONE MORE ONE-YEAR EXTENSION.

PROVIDE TEMPORARY PROFESSIONAL CONTRACTOR SERVICES IN ACCORDANCE WITH THE

### INVOICE TO

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To submit paper invoices, mail to: Department of Administration Controller, One Capitol Hill, 4th Floor, Providence 02908.

<b>STATE PURCHASING AGENT</b>
 Nancy R. McIntyre

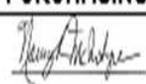
PROVISIONS OF RFP #7458070 (MPA-393) AND THE ATTACHED SUPPLEMENTAL AGREEMENT BETWEEN THE RHODE ISLAND DEPARTMENT OF ADMINISTRATION, DIVISION OF PURCHASES, ON BEHALF OF THE STATE OF RHODE ISLAND, AND ADIL BUSINESS SYSTEMS, INC. WHICH IN CONFLICT ARE SUBSERVIENT TO THE STATE OF RHODE ISLAND'S GENERAL CONDITIONS OF PURCHASE.

Line	Description	Unit	Unit Price (USD)
1	MPA-393 FY16-17 Administrative Assistant - Assistive Technology Access Partnership (ATAP)	Hour	17.63
2	MPA-393 FY16-17 Administrative Assistant - Office of Economic Recovery and Reinvestment (OERR)	Hour	17.63
3	MPA-393 FY16-17 Administrative Assistant - (NFG NG RIANG)	Hour	17.63
4	MPA-393 FY16-17 AntiTerrorism Program Chief	Hour	41.13
5	MPA-393 FY16-17 ARNG Anti-Terrorism Program Manager	Hour	31.14
6	MPA-393 FY16-17 ARNG Anti-Terrorism Program Manager II	Hour	33.49
7	MPA-393 FY16-17 ARNG Security Guard	Hour	11.75
8	MPA-393 FY16-17 ARNG Security Guard II	Hour	17.63
9	MPA-393 FY16-17 ARNG Security Guard III	Hour	18.8
10	MPA-393 FY16-17 ARNG Security Guard Lieutenant	Hour	24.68
11	MPA-393 FY16-17 ARNG Security Guard Shift Supervisor (Sergeant)	Hour	22.33
12	MPA-393 FY16-17 Arts Instructor	Hour	39.68
13	MPA-393 FY16-17 Audiologist -Eleanor Slater Hospital (ESH)	Hour	58.16
14	MPA-393 FY16-17 Barber Instructor	Hour	28.59
15	MPA-393 FY16-17 Barber Instructor 2	Hour	34.43
16	MPA-393 FY16-17 Basic Training Officer	Hour	29.38
17	MPA-393 FY16-17 Behavior Resource Specialist - RI School for the Deaf	Hour	28.79
18	MPA-393 FY16-17 Behavioral Psychologist	Hour	42.89
19	MPA-393 FY16-17 Benefits Specialist	Hour	35.25
20	MPA-393 FY16-17 Business Systems Efficiency Specialist	Hour	40.54
21	MPA-393 FY16-17 Career Coordinator	Hour	22.76
22	MPA-393 FY16-17 Carpentry Aide	Hour	17.51
23	MPA-393 FY16-17 CASA Volunteer Coordinator	Hour	19.98
24	MPA-393 FY16-17 Case Manager - Drug Court	Hour	24.68
25	MPA-393 FY16-17 Certified Occupational Therapy Assistant - School for the Deaf	Hour	21.15
26	MPA-393 FY16-17 Certified Occupational Therapy Assistant (COTA)	Hour	37.01
27	MPA-393 FY16-17 Certified Psychiatric Nurse Practitioner	Hour	75.79
28	MPA-393 FY16-17 Chemical Dependency Professional	Hour	52.29
29	MPA-393 FY16-17 Chief Clinical Reviewer - Physician (Vocational Rehabilitation)	Hour	72.85
30	MPA-393 FY16-17 Chief Psychologist - Case Review	Hour	72.85
31	MPA-393 FY16-17 Clinical Case Reviewer - Social Work	Hour	51.7
32	MPA-393 FY16-17 Clinical Reviewer - Dentist	Hour	70.5
33	MPA-393 FY16-17 Clinical Reviewer - Dentist (Vocational Rehabilitation)	Hour	76.38

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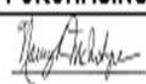
**STATE PURCHASING AGENT**  
  
 Nancy R. McIntyre

Line	Description	Unit	Unit Price (USD)
34	MPA-393 FY16-17 Clinical Reviewer - Physical Therapist	Hour	70.5
35	MPA-393 FY16-17 Clinical Reviewer - Physician	Hour	70.5
36	MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (0-3 years)	Hour	61.1
37	MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (4-7 years)	Hour	64.63
38	MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (8+ years)	Hour	66.98
39	MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (0-3 yrs.)	Hour	61.1
40	MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (4-7 yrs.)	Hour	64.63
41	MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (8+ yrs.)	Hour	66.98
42	MPA-393 FY16-17 Communications Liaison -- Office of Economic Recovery and Reinvestment (OERR)	Hour	35.25
43	MPA-393 FY16-17 Communications Manager	Hour	41.13
44	MPA-393 FY16-17 Communications Manager 2	Hour	52.88
45	MPA-393 FY16-17 Community Outreach Liaison	Hour	24.68
46	MPA-393 FY16-17 Community Outreach Office Assistant	Hour	12.93
47	MPA-393 FY16-17 Community Work Incentives Coordinator	Hour	28.79
48	MPA-393 FY16-17 Computer Forensic Analyst	Hour	40.85
49	MPA-393 FY16-17 Computer Programmer	Hour	35.01
50	MPA-393 FY16-17 Coordinator of Consumer Affairs	Hour	29.38
51	MPA-393 FY16-17 Culinary Aide	Hour	17.63
52	MPA-393 FY16-17 Curriculum Assessment Coordinator	Hour	34.43
53	MPA-393 FY16-17 Cyber Terrorism Program Manager	Hour	34.08
54	MPA-393 FY16-17 Data and Applications Assistant	Hour	29.18
55	MPA-393 FY16-17 Data Collection Quality Control Specialist	Hour	39.09
56	MPA-393 FY16-17 DBE/Public Information Coordinator	Hour	28.2
57	MPA-393 FY16-17 Dental Assistant	Hour	16.45
58	MPA-393 FY16-17 Dental Hygienist	Hour	29.38
59	MPA-393 FY16-17 Dental Hygienist (ACI)	Hour	35.25
60	MPA-393 FY16-17 Dentist	Hour	76.38
61	MPA-393 FY16-17 Dentist (ACI)	Hour	76.38
62	MPA-393 FY16-17 Dentist-Eleanor Slater Hospital (ESH)	Hour	58.75
63	MPA-393 FY16-17 Diagnostic Evaluator	Hour	58.75
64	MPA-393 FY16-17 Dietitian	Hour	28.79
65	MPA-393 FY16-17 Dietitian - Zambarano Unit	Hour	34.66
66	MPA-393 FY16-17 Domestic Preparedness Program Assistant	Hour	25.26
67	MPA-393 FY16-17 Domestic Preparedness Program Assistant 2	Hour	28.2
68	MPA-393 FY16-17 Domestic Preparedness Program Assistant 3	Hour	32.9
69	MPA-393 FY16-17 Drum Therapy Specialist	Hour	41.13
70	MPA-393 FY16-17 Editor 2	Hour	47

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**STATE PURCHASING AGENT**  
  
 Nancy R. McIntyre

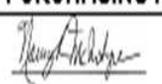
Line	Description	Unit	Unit Price (USD)
71	MPA-393 FY16-17 Editor 3	Hour	52.88
72	MPA-393 FY16-17 EKG Technician	Hour	21.15
73	MPA-393 FY16-17 Election Specialist	Hour	17.63
74	MPA-393 FY16-17 Electronic Security System Manager	Hour	30.55
75	MPA-393 FY16-17 Electronic Security System Technician	Hour	27.03
76	MPA-393 FY16-17 Energy Planning and Policy Manager	Hour	37.01
77	MPA-393 FY16-17 English as a Second Language (ESL) Tester	Hour	21.01
78	MPA-393 FY16-17 Expressive Therapist	Hour	40.54
79	MPA-393 FY16-17 Facilities and Operations Assistant	Hour	17.63
80	MPA-393 FY16-17 Fire Safety Inspector	Hour	41.13
81	MPA-393 FY16-17 Forensic Psychiatrist-Eleanor Slater Hospital (ESH)	Hour	117.5
82	MPA-393 FY16-17 Functional Vision Specialist	Hour	34.66
83	MPA-393 FY16-17 GED Examiner	Hour	18.67
84	MPA-393 FY16-17 Grant Administrator - Fiscal Assistant	Hour	28.79
85	MPA-393 FY16-17 Grant Assistant	Hour	18.8
86	MPA-393 FY16-17 Grants Project Specialist -- 1000	Hour	11.75
87	MPA-393 FY16-17 Grants Project Specialist -- 1500	Hour	17.63
88	MPA-393 FY16-17 Grants Project Specialist -- 2100	Hour	24.09
89	MPA-393 FY16-17 Grants Project Specialist -- 2400	Hour	27.03
90	MPA-393 FY16-17 Grants Project Specialist -- 2644	Hour	30.55
91	MPA-393 FY16-17 Grants Project Specialist -- 2644-- Office of Economic Recovery and Reinvestment (OERR)	Hour	31.07
92	MPA-393 FY16-17 Grants Project Specialist -- 3500	Hour	40.54
93	MPA-393 FY16-17 Grants Project Specialist -- 5000	Hour	57.58
94	MPA-393 FY16-17 Health Insurance Analyst	Hour	23.5
95	MPA-393 FY16-17 Health Insurance Intern	Hour	17.63
96	MPA-393 FY16-17 Health Systems Financing Consultant	Hour	88.13
97	MPA-393 FY16-17 Hearing Officer	Hour	41.13
98	MPA-393 FY16-17 Hospital Administrative Compliance Consultant	Hour	40.54
99	MPA-393 FY16-17 Intelligence Analyst	Hour	28.79
100	MPA-393 FY16-17 Interpreter (Sign)	Hour	40.85
101	MPA-393 FY16-17 Interpreter Referral Specialist	Hour	19.39
102	MPA-393 FY16-17 Inventory and Proprietary Database Specialist	Hour	14.98
103	MPA-393 FY16-17 Investigator	Hour	11.75
104	MPA-393 FY16-17 Investigator 2	Hour	17.63
105	MPA-393 FY16-17 Job Coach - RI School for the Deaf	Hour	22.76
106	MPA-393 FY16-17 Jr. Ticket Accountant	Hour	19.94
107	MPA-393 FY16-17 Laboratory Specialist 1	Hour	25.85
108	MPA-393 FY16-17 Law Enforcement Highway Safety Coordinator	Hour	38.19
109	MPA-393 FY16-17 Librarian/CME Coordinator	Hour	40.85
110	MPA-393 FY16-17 Licensed Practical Nurse	Hour	35.25
111	MPA-393 FY16-17 Location Scout-Webmaster Consultant	Hour	14.59
112	MPA-393 FY16-17 Long Term Substitute Teacher	Day	198.39
113	MPA-393 FY16-17 Mail Support Specialist	Hour	35.25

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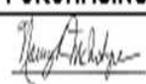
Nancy R. McIntyre

Line	Description	Unit	Unit Price (USD)
114	MPA-393 FY16-17 Mapping and Modernization Planner	Hour	25.56
115	MPA-393 FY16-17 Marketing Support Specialist	Hour	11.75
116	MPA-393 FY16-17 Master Cooperative Agreement-Fiscal Asst.	Hour	21.15
117	MPA-393 FY16-17 Medical Claims Processor	Hour	22.91
118	MPA-393 FY16-17 Music Entertainer I	Hour	21.15
119	MPA-393 FY16-17 Music Entertainer II	Hour	70.5
120	MPA-393 FY16-17 Neuropsychologist	Hour	58.75
121	MPA-393 FY16-17 Nurse Practitioner (General)	Hour	55.23
122	MPA-393 FY16-17 Occupational Therapist I	Hour	55.23
123	MPA-393 FY16-17 Occupational Therapist II	Hour	64.63
124	MPA-393 FY16-17 Paralegal Support Aide	Hour	18.8
125	MPA-393 FY16-17 Per Diem Substitute Teacher	Day	116.7
126	MPA-393 FY16-17 Personal Attendant/Certified Nursing Assistant	Hour	15.86
127	MPA-393 FY16-17 Personal Care Aide - RI School for the Deaf	Hour	16.45
128	MPA-393 FY16-17 Pet Therapist	Hour	88.13
129	MPA-393 FY16-17 Pharmacist	Hour	51.7
130	MPA-393 FY16-17 Pharmacist - Emergency Situation (Pandemic impending Pandemic)	Hour	52.88
131	MPA-393 FY16-17 Physical Education Program Specialist	Hour	40.85
132	MPA-393 FY16-17 Physical Therapist - RI School for the Deaf	Hour	58.75
133	MPA-393 FY16-17 Physical Therapist Assistant	Hour	37.01
134	MPA-393 FY16-17 Physical Therapist I	Hour	55.23
135	MPA-393 FY16-17 Physical Therapist II	Hour	64.63
136	MPA-393 FY16-17 Physician (Donley Center)	Hour	99.88
137	MPA-393 FY16-17 Physician (HEALTH) - Emergency Preparedness and Response	Hour	99.88
138	MPA-393 FY16-17 Physician Veterans' Home (Medical Director)	Hour	99.88
139	MPA-393 FY16-17 Post Secondary Instructor	Hour	39.68
140	MPA-393 FY16-17 Press Office Manager	Hour	22.33
141	MPA-393 FY16-17 Primary Care Physician (General)	Hour	68.15
142	MPA-393 FY16-17 Program Assistant (Commission on Deaf & Hard of Hearing)	Hour	23.5
143	MPA-393 FY16-17 Program Assistant 2	Hour	21.74
144	MPA-393 FY16-17 Program Coordinator Assistive Technology Access Partnership (ATAP)	Hour	28.79
145	MPA-393 FY16-17 Program Coordinator-Facilitator	Hour	46.41
146	MPA-393 FY16-17 Program Manager II	Hour	31.73
147	MPA-393 FY16-17 Project Archivist (Outreach Coordinator)	Hour	29.08
148	MPA-393 FY16-17 Project Coordinator/Community Services	Hour	35.25
149	MPA-393 FY16-17 Project Director - Grants -- 3810	Hour	44.65
150	MPA-393 FY16-17 Project Manager (ORACLE)	Hour	58.35
151	MPA-393 FY16-17 Project Services Coordinator	Hour	29.38
152	MPA-393 FY16-17 Psychiatrist	Hour	116.33
153	MPA-393 FY16-17 Psychiatrist (Overtime Rate)	Hour	174.5

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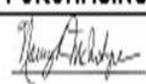
**STATE PURCHASING AGENT**  
  
 Nancy R. McIntyre

Line	Description	Unit	Unit Price (USD)
154	MPA-393 FY16-17 Psychiatrist-Eleanor Slater Hospital (ESH)	Hour	117.5
155	MPA-393 FY16-17 Psychologist - Home-Based Review	Hour	88.13
156	MPA-393 FY16-17 Psychologist Mental Health - Court	Hour	53.67
157	MPA-393 FY16-17 Public Health Intern	Hour	10.58
158	MPA-393 FY16-17 Public Information Officer 2	Hour	35.25
159	MPA-393 FY16-17 Quality Assurance Officer	Hour	34.08
160	MPA-393 FY16-17 Radiology Technologist - ACI	Hour	29.38
161	MPA-393 FY16-17 Radiology Technologist - Zambarano Unit	Hour	29.38
162	MPA-393 FY16-17 Reader for the Blind	Hour	14
163	MPA-393 FY16-17 Reading Tutor	Hour	28.59
164	MPA-393 FY16-17 Registered Nurse	Hour	44.65
165	MPA-393 FY16-17 Registered Nurse/Medical Case Reviewer	Hour	47
166	MPA-393 FY16-17 Rehabilitation Counselor	Hour	51.7
167	MPA-393 FY16-17 Resource Assistant-Lead Project	Hour	16.14
168	MPA-393 FY16-17 Respiratory Therapist I	Hour	35.25
169	MPA-393 FY16-17 Respiratory Therapist II	Hour	36.43
170	MPA-393 FY16-17 Respiratory Therapist III	Hour	37.01
171	MPA-393 FY16-17 Respiratory Therapist Supervisor	Hour	42.3
172	MPA-393 FY16-17 School Bus Driver	Hour	14.1
173	MPA-393 FY16-17 School Transformation Consultant	Hour	76.38
174	MPA-393 FY16-17 Senior Investigator	Hour	25.85
175	MPA-393 FY16-17 Senior Manager- Emerging Risk	Hour	88.13
176	MPA-393 FY16-17 Small Engine Repair Instructor	Hour	40.85
177	MPA-393 FY16-17 Social Caseworker II (CASA)	Hour	17.63
178	MPA-393 FY16-17 Social Caseworker III	Hour	25.26
179	MPA-393 FY16-17 Speech Pathologist - RI School for the Deaf	Hour	55.23
180	MPA-393 FY16-17 Speech Pathologist I - Eleanor Slater Hospital (ESH)	Hour	55.23
181	MPA-393 FY16-17 Speech Pathologist II - Eleanor Slater Hospital (ESH)	Hour	63.45
182	MPA-393 FY16-17 Substitute Physician (Donley Center)	Hour	88.13
183	MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (1 - 15 days)	Day	93.36
184	MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (16 - 30 days)	Day	105.03
185	MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (31 - 45 days)	Day	116.7
186	MPA-393 FY16-17 Substitute Teacher (30+ days)	Day	99.2
187	MPA-393 FY16-17 Supervisor Information Technology Systems	Hour	35.01
188	MPA-393 FY16-17 Surveillance Specialist 1	Hour	30.1
189	MPA-393 FY16-17 Surveillance Specialist 2	Hour	31.73
190	MPA-393 FY16-17 Teacher	Hour	28.01
191	MPA-393 FY16-17 Teacher - Juvenile Corrections	Hour	35.01
192	MPA-393 FY16-17 Teacher (Special Ed)	Hour	28.01
193	MPA-393 FY16-17 Teacher Aide (2+ years)	Hour	17.51

**INVOICE TO**

The State of Rhode Island accepts electronic invoices via its supplier portal. To register and submit electronic invoices, visit the supplier portal at <http://controller.admin.ri.gov/iSupplier/isup/index.php>

To submit paper invoices, mail to: Department of Administration Controller, One Capitol Hill, 4th Floor, Providence 02908.

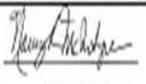
**STATE PURCHASING AGENT**  
  
 Nancy R. McIntyre

Line	Description	Unit	Unit Price (USD)
194	MPA-393 FY16-17 Teacher Assistant/Aide	Hour	18.67
195	MPA-393 FY16-17 Teacher Assistant/Aide (Special Ed)	Hour	18.67
196	MPA-393 FY16-17 Technical Assistance Center Coordinator-Lead Project	Hour	25.83
197	MPA-393 FY16-17 Ticket Accountant	Hour	21.37
198	MPA-393 FY16-17 Transitional Aide (2+ years)	Hour	17.51
199	MPA-393 FY16-17 Transitional Coordinator -- Community Service	Hour	29.18
200	MPA-393 FY16-17 Vocational Intern Program Instructor	Hour	40.85
201	MPA-393 FY16-17 Work Study Director	Hour	23.34
202	MPA-393 FY16-17 X-Ray Technologist	Hour	20.56
203	MPA-393 FY16-17 Domestic Preparedness Program Assistant (Overtime Rate for STORM NEMO)	Hour	37.89
204	MPA-393 FY16-17 Domestic Preparedness Program Assistant II (Overtime Rate for STORM NEMO)	Hour	42.3
205	MPA-393 FY16-17 Domestic Preparedness Program Assistant III (Overtime Rate for STORM NEMO)	Hour	49.35

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<b>STATE PURCHASING AGENT</b>

Nancy R. McIntyre

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **PURCHASE ORDER STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS PURCHASE ORDER**

##### **MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

##### **PURCHASE AGREEMENT AWARD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

##### **AUTHORIZATION AND RELEASE**

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

##### **BLANKET PAYMENT**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

##### **EQUAL OPPORTUNITY COMPLIANCE**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

### **QUARTERLY REPORTS**

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

### **TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.**

Under State Purchasing Law, 37-2-54, 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. 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 Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

### **ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the

Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

#### **MPA BID AWARD (STATEWIDE APPLICABILITY)**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

#### **INSURANCE REQUIREMENTS (ADDITIONAL)**

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

#### **CAMPAIGN FINANCE COMPLIANCE**

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

#### **ARRA 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, 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](http://www.purchasing.ri.gov).

#### **DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.



# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

### Vendor Contact Information:

Lori Mirabella, Business Manager  
 Adil Business Systems, Inc.  
 2 Regency Plaza Suite #11  
 Providence, RI 02903  
 Office: 401-331-0755  
 Fax: 401-331-0757  
 E-mail: lorim@adil.com

ADIL BUSINESS SYSTEMS INC  
 167 MADISON AVE  
 STE 305  
 NEW YORK, NY 10016  
 United States

MPA-393 12/31/12-12/30/15 TEMPORARY PROFESSIONAL CONTRACTOR SERVICES	
<b>Award Number</b> 3306660	<b>Effective Period:</b> 31-DEC-12 - 30-DEC-15

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	Date: 27-DEC-12 Buyer: D Majcher Shipping: Paid Terms: NET 30 Vendor #: 11222	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Line	Item	Department	Type of Requisition	Bid Number	Requisition Number
				N/A	
				Unit	Unit Price

		EFFECTIVE PERIOD: 12/31/12-12/30/15  WITH OPTION TO RENEW FOR TWO ONE YEAR EXTENSIONS.  PROVIDE TEMPORARY PROFESSIONAL CONTRACTOR SERVICES IN ACCORDANCE WITH THE PROVISIONS OF RFP #7458070 (MPA-393) AND THE ATTACHED SUPPLEMENTAL AGREEMENT BETWEEN THE RHODE ISLAND DEPARTMENT OF ADMINISTRATION, DIVISION OF PURCHASES, ON BEHALF OF THE STATE OF RHODE ISLAND, AND ADIL BUSINESS SYSTEMS, INC. WHICH IN CONFLICT ARE SUBSERVIENT TO THE STATE OF RHODE ISLAND'S GENERAL CONDITIONS OF PURCHASE.		
1		MPA-393 12/31/12-12/30/15 Administrative Assistant - Assistive Technology Access Partnership (ATAP)	Hour	17.63
2		MPA-393 12/31/12-12/30/15 Administrative Assistant - Office of Economic Recovery and Reinvestment (OERR)	Hour	17.63
3		MPA-393 12/31/12-12/30/15 AntiTerrorism Program Chief	Hour	41.13
4		MPA-393 12/31/12-12/30/15 ARNG Anti-Terrorism Program Manager	Hour	31.14
5		MPA-393 12/31/12-12/30/15 ARNG Anti-Terrorism Program Manager II	Hour	33.49
6		MPA-393 12/31/12-12/30/15 ARNG Security Guard	Hour	11.75
7		MPA-393 12/31/12-12/30/15 ARNG Security Guard II	Hour	17.63
8		MPA-393 12/31/12-12/30/15 ARNG Security Guard III	Hour	18.8
9		MPA-393 12/31/12-12/30/15 ARNG Security Guard Lieutenant	Hour	24.68
10		MPA-393 12/31/12-12/30/15 ARNG Security Guard Shift Supervisor (Sergeant)	Hour	22.33

STATE PURCHASING AGENT
Lorraine A. Hynes

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Delivery of goods or services as described herein shall be deemed acceptance of these requirements.



# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
 167 MADISON AVE  
 STE 305  
 NEW YORK, NY 10016  
 United States

MPA-393 TEMPORARY PROFESSIONAL  
 CONTRACTOR SERVICES

**Award Number**  
3447175

**Effective Period:**  
31-DEC-12 - 30-DEC-16

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 10-DEC-15 <b>Buyer:</b> D Francis <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor #</b> 11222	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

6		MPA-393 FY16-17 ARNG Anti-Terrorism Program Manager II	Hour	33.49
7		MPA-393 FY16-17 ARNG Security Guard	Hour	11.75
8		MPA-393 FY16-17 ARNG Security Guard II	Hour	17.63
9		MPA-393 FY16-17 ARNG Security Guard III	Hour	18.8
10		MPA-393 FY16-17 ARNG Security Guard Lieutenant	Hour	24.68
11		MPA-393 FY16-17 ARNG Security Guard Shift Supervisor (Sergeant)	Hour	22.33
12		MPA-393 FY16-17 Arts Instructor	Hour	39.68
13		MPA-393 FY16-17 Audiologist -Eleanor Slater Hospital (ESH)	Hour	58.16
14		MPA-393 FY16-17 Barber Instructor	Hour	28.59
15		MPA-393 FY16-17 Barber Instructor 2	Hour	34.43
16		MPA-393 FY16-17 Basic Training Officer	Hour	29.38
17		MPA-393 FY16-17 Behavior Resource Specialist - RI School for the Deaf	Hour	28.79
18		MPA-393 FY16-17 Behavioral Psychologist	Hour	42.89
19		MPA-393 FY16-17 Benefits Specialist	Hour	35.25
20		MPA-393 FY16-17 Business Systems Efficiency Specialist	Hour	40.54
21		MPA-393 FY16-17 Career Coordinator	Hour	22.76
22		MPA-393 FY16-17 Carpentry Aide	Hour	17.51
23		MPA-393 FY16-17 CASA Volunteer Coordinator	Hour	19.98
24		MPA-393 FY16-17 Case Manager - Drug Court	Hour	24.68
25		MPA-393 FY16-17 Certified Occupational Therapy Assistant - School for the Deaf	Hour	21.15
26		MPA-393 FY16-17 Certified Occupational Therapy Assistant (COTA)	Hour	37.01
27		MPA-393 FY16-17 Certified Psychiatric Nurse Practitioner	Hour	75.79
28		MPA-393 FY16-17 Chemical Dependency Professional	Hour	52.29

**STATE PURCHASING AGENT**

*Nancy R. McIntyre*

Nancy R. McIntyre



# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
 167 MADISON AVE  
 STE 305  
 NEW YORK, NY 10016  
 United States

MPA-393 TEMPORARY PROFESSIONAL  
 CONTRACTOR SERVICES

**Award Number**  
 3447175

**Effective Period:**  
 31-DEC-12 - 30-DEC-16

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 10-DEC-15 <b>Buyer:</b> D Francis <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor #</b> 11222	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

29		MPA-393 FY16-17 Chief Clinical Reviewer - Physician (Vocational Rehabilitation)	Hour	72.85
30		MPA-393 FY16-17 Chief Psychologist - Case Review	Hour	72.85
31		MPA-393 FY16-17 Clinical Case Reviewer - Social Work	Hour	51.7
32		MPA-393 FY16-17 Clinical Reviewer - Dentist	Hour	70.5
33		MPA-393 FY16-17 Clinical Reviewer - Dentist (Vocational Rehabilitation)	Hour	76.38
34		MPA-393 FY16-17 Clinical Reviewer - Physical Therapist	Hour	70.5
35		MPA-393 FY16-17 Clinical Reviewer - Physician	Hour	70.5
36		MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (0-3 years)	Hour	61.1
37		MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (4-7 years)	Hour	64.63
38		MPA-393 FY16-17 Clinical Reviewer - Physician (Vocational Rehabilitation) (8+ years)	Hour	66.98
39		MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (0-3 yrs.)	Hour	61.1
40		MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (4-7 yrs.)	Hour	64.63
41		MPA-393 FY16-17 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (8+ yrs.)	Hour	66.98
42		MPA-393 FY16-17 Communications Liaison -- Office of Economic Recovery and Reinvestment (OERR)	Hour	35.25
43		MPA-393 FY16-17 Communications Manager	Hour	41.13
44		MPA-393 FY16-17 Communications Manager 2	Hour	52.88
45		MPA-393 FY16-17 Community Outreach Liaison	Hour	24.68
46		MPA-393 FY16-17 Community Outreach Office Assistant	Hour	12.93

**STATE PURCHASING AGENT**

*Nancy R. McIntyre*

Nancy R. McIntyre

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# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
 167 MADISON AVE  
 STE 305  
 NEW YORK, NY 10016  
 United States

MPA-393 TEMPORARY PROFESSIONAL  
 CONTRACTOR SERVICES

**Award Number**  
3447175

**Effective Period:**  
31-DEC-12 - 30-DEC-16

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 10-DEC-15 <b>Buyer:</b> D Francis <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor #</b> 11222	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

47		MPA-393 FY16-17 Community Work Incentives Coordinator	Hour	28.79
48		MPA-393 FY16-17 Computer Forensic Analyst	Hour	40.85
49		MPA-393 FY16-17 Computer Programmer	Hour	35.01
50		MPA-393 FY16-17 Coordinator of Consumer Affairs	Hour	29.38
51		MPA-393 FY16-17 Culinary Aide	Hour	17.63
52		MPA-393 FY16-17 Curriculum Assessment Coordinator	Hour	34.43
53		MPA-393 FY16-17 Cyber Terrorism Program Manager	Hour	34.08
54		MPA-393 FY16-17 Data and Applications Assistant	Hour	29.18
55		MPA-393 FY16-17 Data Collection Quality Control Specialist	Hour	39.09
56		MPA-393 FY16-17 DBE/Public Information Coordinator	Hour	28.2
57		MPA-393 FY16-17 Dental Assistant	Hour	16.45
58		MPA-393 FY16-17 Dental Hygienist	Hour	29.38
59		MPA-393 FY16-17 Dental Hygienist (ACI)	Hour	35.25
60		MPA-393 FY16-17 Dentist	Hour	76.38
61		MPA-393 FY16-17 Dentist (ACI)	Hour	76.38
62		MPA-393 FY16-17 Dentist-Eleanor Slater Hospital (ESH)	Hour	58.75
63		MPA-393 FY16-17 Diagnostic Evaluator	Hour	58.75
64		MPA-393 FY16-17 Dietitian	Hour	28.79
65		MPA-393 FY16-17 Dietitian - Zambarano Unit	Hour	34.66
66		MPA-393 FY16-17 Domestic Preparedness Program Assistant	Hour	25.26
67		MPA-393 FY16-17 Domestic Preparedness Program Assistant 2	Hour	28.2
68		MPA-393 FY16-17 Domestic Preparedness Program Assistant 3	Hour	32.9
69		MPA-393 FY16-17 Drum Therapy Specialist	Hour	41.13

**STATE PURCHASING AGENT**

*Nancy R. McIntyre*

Nancy R. McIntyre



# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
 167 MADISON AVE  
 STE 305  
 NEW YORK, NY 10016  
 United States

MPA-393 TEMPORARY PROFESSIONAL  
 CONTRACTOR SERVICES

**Award Number**  
 3447175

**Effective Period:**  
 31-DEC-12 - 30-DEC-16

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 10-DEC-15 <b>Buyer:</b> D Francis <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor #</b> 11222	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

70		MPA-393 FY16-17 Editor 2	Hour	47
71		MPA-393 FY16-17 Editor 3	Hour	52.88
72		MPA-393 FY16-17 EKG Technician	Hour	21.15
73		MPA-393 FY16-17 Election Specialist	Hour	17.63
74		MPA-393 FY16-17 Electronic Security System Manager	Hour	30.55
75		MPA-393 FY16-17 Electronic Security System Technician	Hour	27.03
76		MPA-393 FY16-17 Energy Planning and Policy Manager	Hour	37.01
77		MPA-393 FY16-17 English as a Second Language (ESL) Tester	Hour	21.01
78		MPA-393 FY16-17 Expressive Therapist	Hour	40.54
79		MPA-393 FY16-17 Facilities and Operations Assistant	Hour	17.63
80		MPA-393 FY16-17 Fire Safety Inspector	Hour	41.13
81		MPA-393 FY16-17 Forensic Psychiatrist-Eleanor Slater Hospital (ESH)	Hour	117.5
82		MPA-393 FY16-17 Functional Vision Specialist	Hour	34.66
83		MPA-393 FY16-17 GED Examiner	Hour	18.67
84		MPA-393 FY16-17 Grant Administrator - Fiscal Assistant	Hour	28.79
85		MPA-393 FY16-17 Grant Assistant	Hour	18.8
86		MPA-393 FY16-17 Grants Project Specialist -- 1000	Hour	11.75
87		MPA-393 FY16-17 Grants Project Specialist -- 1500	Hour	17.63
88		MPA-393 FY16-17 Grants Project Specialist -- 2100	Hour	24.09
89		MPA-393 FY16-17 Grants Project Specialist -- 2400	Hour	27.03
90		MPA-393 FY16-17 Grants Project Specialist -- 2644	Hour	30.55
91		MPA-393 FY16-17 Grants Project Specialist -- 2644-- Office of Economic Recovery and Reinvestment (OERR)	Hour	31.07
92		MPA-393 FY16-17 Grants Project Specialist -- 3500	Hour	40.54

**STATE PURCHASING AGENT**

  
 Nancy R. McIntyre

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Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

93		MPA-393 FY16-17 Grants Project Specialist -- 5000	Hour	57.58
94		MPA-393 FY16-17 Health Insurance Analyst	Hour	23.5
95		MPA-393 FY16-17 Health Insurance Intern	Hour	17.63
96		MPA-393 FY16-17 Health Systems Financing Consultant	Hour	88.13
97		MPA-393 FY16-17 Hearing Officer	Hour	41.13
98		MPA-393 FY16-17 Hospital Administrative Compliance Consultant	Hour	40.54
99		MPA-393 FY16-17 Intelligence Analyst	Hour	28.79
100		MPA-393 FY16-17 Interpreter (Sign)	Hour	40.85
101		MPA-393 FY16-17 Interpreter Referral Specialist	Hour	19.39
102		MPA-393 FY16-17 Inventory and Proprietary Database Specialist	Hour	14.98
103		MPA-393 FY16-17 Investigator	Hour	11.75
104		MPA-393 FY16-17 Investigator 2	Hour	17.63
105		MPA-393 FY16-17 Job Coach - RI School for the Deaf	Hour	22.76
106		MPA-393 FY16-17 Jr. Ticket Accountant	Hour	19.94
107		MPA-393 FY16-17 Laboratory Specialist 1	Hour	25.85
108		MPA-393 FY16-17 Law Enforcement Highway Safety Coordinator	Hour	38.19
109		MPA-393 FY16-17 Librarian/CME Coordinator	Hour	40.85
110		MPA-393 FY16-17 Licensed Practical Nurse	Hour	35.25
111		MPA-393 FY16-17 Location Scout-Webmaster Consultant	Hour	14.59
112		MPA-393 FY16-17 Long Term Substitute Teacher	Day	198.39
113		MPA-393 FY16-17 Mail Support Specialist	Hour	35.25
114		MPA-393 FY16-17 Mapping and Modernization Planner	Hour	25.56
115		MPA-393 FY16-17 Marketing Support Specialist	Hour	11.75

**STATE PURCHASING AGENT**

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Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

116		MPA-393 FY16-17 Master Cooperative Agreement-Fiscal Asst.	Hour	21.15
117		MPA-393 FY16-17 Medical Claims Processor	Hour	22.91
118		MPA-393 FY16-17 Music Entertainer I	Hour	21.15
119		MPA-393 FY16-17 Music Entertainer II	Hour	70.5
120		MPA-393 FY16-17 Neuropsychologist	Hour	58.75
121		MPA-393 FY16-17 Nurse Practitioner (General)	Hour	55.23
122		MPA-393 FY16-17 Occupational Therapist I	Hour	55.23
123		MPA-393 FY16-17 Occupational Therapist II	Hour	64.63
124		MPA-393 FY16-17 Paralegal Support Aide	Hour	18.8
125		MPA-393 FY16-17 Per Diem Substitute Teacher	Day	116.7
126		MPA-393 FY16-17 Personal Attendant/Certified Nursing Assistant	Hour	15.86
127		MPA-393 FY16-17 Personal Care Aide - RI School for the Deaf	Hour	16.45
128		MPA-393 FY16-17 Pet Therapist	Hour	88.13
129		MPA-393 FY16-17 Pharmacist	Hour	51.7
130		MPA-393 FY16-17 Pharmacist - Emergency Situation (Pandemic impending Pandemic)	Hour	52.88
131		MPA-393 FY16-17 Physical Education Program Specialist	Hour	40.85
132		MPA-393 FY16-17 Physical Therapist - RI School for the Deaf	Hour	58.75
133		MPA-393 FY16-17 Physical Therapist Assistant	Hour	37.01
134		MPA-393 FY16-17 Physical Therapist I	Hour	55.23
135		MPA-393 FY16-17 Physical Therapist II	Hour	64.63
136		MPA-393 FY16-17 Physician (Donley Center)	Hour	99.88
137		MPA-393 FY16-17 Physician (HEALTH) - Emergency Preparedness and Response	Hour	99.88
138		MPA-393 FY16-17 Physician Veterans' Home (Medical Director)	Hour	99.88

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Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

139		MPA-393 FY16-17 Post Secondary Instructor	Hour	39.68
140		MPA-393 FY16-17 Press Office Manager	Hour	22.33
141		MPA-393 FY16-17 Primary Care Physician (General)	Hour	68.15
142		MPA-393 FY16-17 Program Assistant (Commission on Deaf & Hard of Hearing)	Hour	23.5
143		MPA-393 FY16-17 Program Assistant 2	Hour	21.74
144		MPA-393 FY16-17 Program Coordinator Assistive Technology Access Partnership (ATAP)	Hour	28.79
145		MPA-393 FY16-17 Program Coordinator-Facilitator	Hour	46.41
146		MPA-393 FY16-17 Program Manager II	Hour	31.73
147		MPA-393 FY16-17 Project Archivist (Outreach Coordinator)	Hour	29.08
148		MPA-393 FY16-17 Project Coordinator/Community Services	Hour	35.25
149		MPA-393 FY16-17 Project Director - Grants -- 3810	Hour	44.65
150		MPA-393 FY16-17 Project Manager (ORACLE)	Hour	58.35
151		MPA-393 FY16-17 Project Services Coordinator	Hour	29.38
152		MPA-393 FY16-17 Psychiatrist	Hour	116.33
153		MPA-393 FY16-17 Psychiatrist (Overtime Rate)	Hour	174.5
154		MPA-393 FY16-17 Psychiatrist-Eleanor Slater Hospital (ESH)	Hour	117.5
155		MPA-393 FY16-17 Psychologist - Home-Based Review	Hour	88.13
156		MPA-393 FY16-17 Psychologist Mental Health - Court	Hour	53.67
157		MPA-393 FY16-17 Public Health Intern	Hour	10.58
158		MPA-393 FY16-17 Public Information Officer 2	Hour	35.25
159		MPA-393 FY16-17 Quality Assurance Officer	Hour	34.08
160		MPA-393 FY16-17 Radiology Technologist - ACI	Hour	29.38
161		MPA-393 FY16-17 Radiology Technologist - Zambarano Unit	Hour	29.38

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Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

162		MPA-393 FY16-17 Reader for the Blind	Hour	14
163		MPA-393 FY16-17 Reading Tutor	Hour	28.59
164		MPA-393 FY16-17 Registered Nurse	Hour	44.65
165		MPA-393 FY16-17 Registered Nurse/Medical Case Reviewer	Hour	47
166		MPA-393 FY16-17 Rehabilitation Counselor	Hour	51.7
167		MPA-393 FY16-17 Resource Assistant-Lead Project	Hour	16.14
168		MPA-393 FY16-17 Respiratory Therapist I	Hour	35.25
169		MPA-393 FY16-17 Respiratory Therapist II	Hour	36.43
170		MPA-393 FY16-17 Respiratory Therapist III	Hour	37.01
171		MPA-393 FY16-17 Respiratory Therapist Supervisor	Hour	42.3
172		MPA-393 FY16-17 School Bus Driver	Hour	14.1
173		MPA-393 FY16-17 School Transformation Consultant	Hour	76.38
174		MPA-393 FY16-17 Senior Investigator	Hour	25.85
175		MPA-393 FY16-17 Senior Manager- Emerging Risk	Hour	88.13
176		MPA-393 FY16-17 Small Engine Repair Instructor	Hour	40.85
177		MPA-393 FY16-17 Social Caseworker II (CASA)	Hour	17.63
178		MPA-393 FY16-17 Social Caseworker III	Hour	25.26
179		MPA-393 FY16-17 Speech Pathologist - RI School for the Deaf	Hour	55.23
180		MPA-393 FY16-17 Speech Pathologist I - Eleanor Slater Hospital (ESH)	Hour	55.23
181		MPA-393 FY16-17 Speech Pathologist II - Eleanor Slater Hospital (ESH)	Hour	63.45
182		MPA-393 FY16-17 Substitute Physician (Donley Center)	Hour	88.13
183		MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (1 - 15 days)	Day	93.36
184		MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (16 - 30 days)	Day	105.03

**STATE PURCHASING AGENT**

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Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

185		MPA-393 FY16-17 Substitute Teacher - RI School for Deaf (31 - 45 days)	Day	116.7
186		MPA-393 FY16-17 Substitute Teacher (30+ days)	Day	99.2
187		MPA-393 FY16-17 Supervisor Information Technology Systems	Hour	35.01
188		MPA-393 FY16-17 Surveillance Specialist 1	Hour	30.1
189		MPA-393 FY16-17 Surveillance Specialist 2	Hour	31.73
190		MPA-393 FY16-17 Teacher	Hour	28.01
191		MPA-393 FY16-17 Teacher - Juvenile Corrections	Hour	35.01
192		MPA-393 FY16-17 Teacher (Special Ed)	Hour	28.01
193		MPA-393 FY16-17 Teacher Aide (2+ years)	Hour	17.51
194		MPA-393 FY16-17 Teacher Assistant/Aide	Hour	18.67
195		MPA-393 FY16-17 Teacher Assistant/Aide (Special Ed)	Hour	18.67
196		MPA-393 FY16-17 Technical Assistance Center Coordinator-Lead Project	Hour	25.83
197		MPA-393 FY16-17 Ticket Accountant	Hour	21.37
198		MPA-393 FY16-17 Transitional Aide (2+ years)	Hour	17.51
199		MPA-393 FY16-17 Transitional Coordinator -- Community Service	Hour	29.18
200		MPA-393 FY16-17 Vocational Intern Program Instructor	Hour	40.85
201		MPA-393 FY16-17 Work Study Director	Hour	23.34
202		MPA-393 FY16-17 X-Ray Technologist	Hour	20.56
203		MPA-393 FY16-17 Domestic Preparedness Program Assistant (Overtime Rate for STORM NEMO)	Hour	37.89
204		MPA-393 FY16-17 Domestic Preparedness Program Assistant II (Overtime Rate for STORM NEMO)	Hour	42.3
205		MPA-393 FY16-17 Domestic Preparedness Program Assistant III (Overtime Rate for STORM NEMO)	Hour	49.35

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Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

<b>STATE PURCHASING AGENT</b>
Nancy R. McIntyre

# CONTRACT TERMS AND CONDITIONS

**Contract Terms and Conditions**

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**Terms and Conditions****PURCHASE ORDER STANDARD TERMS AND CONDITIONS****TERMS AND CONDITIONS FOR THIS PURCHASE ORDER****MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**PURCHASE AGREEMENT AWARD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

**AUTHORIZATION AND RELEASE**

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

**BLANKET PAYMENT**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

**EQUAL OPPORTUNITY COMPLIANCE**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

### **QUARTERLY REPORTS**

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

### **TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.**

Under State Purchasing Law, 37-2-54, 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. 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 Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

### **ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the

Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

#### **MPA BID AWARD (STATEWIDE APPLICABILITY)**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

#### **INSURANCE REQUIREMENTS (ADDITIONAL)**

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

#### **CAMPAIGN FINANCE COMPLIANCE**

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

#### **ARRA 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, 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](http://www.purchasing.ri.gov).

#### **DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.



# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
167 MADISON AVE  
STE 305  
NEW YORK, NY 10016  
United States

**Vendor Contact Information:**  
Lori Mirabella, Business Manager  
Adil Business Systems, Inc.  
2 Regency Plaza Suite #11  
Providence, RI 02903  
Office: 401-331-0755  
Fax: 401-331-0757  
E-mail: lorim@adil.com

MPA-393 12/31/12-12/30/15 TEMPORARY  
PROFESSIONAL CONTRACTOR SERVICES

Award Number: 3306660  
Effective Period: 31-DEC-12 - 30-DEC-15

S H I P P I N G	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	Date: 27-DEC-12 Buyer: D Majcher Shipping: Paid Terms: NET 30 Vendor #: 11222	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

		EFFECTIVE PERIOD: 12/31/12-12/30/15  WITH OPTION TO RENEW FOR TWO ONE YEAR EXTENSIONS.  PROVIDE TEMPORARY PROFESSIONAL CONTRACTOR SERVICES IN ACCORDANCE WITH THE PROVISIONS OF RFP #7458070 (MPA-393) AND THE ATTACHED SUPPLEMENTAL AGREEMENT BETWEEN THE RHODE ISLAND DEPARTMENT OF ADMINISTRATION, DIVISION OF PURCHASES, ON BEHALF OF THE STATE OF RHODE ISLAND, AND ADIL BUSINESS SYSTEMS, INC. WHICH IN CONFLICT ARE SUBSERVIENT TO THE STATE OF RHODE ISLAND'S GENERAL CONDITIONS OF PURCHASE.		
1		MPA-393 12/31/12-12/30/15 Administrative Assistant - Assistive Technology Access Partnership (ATAP)	Hour	17.63
2		MPA-393 12/31/12-12/30/15 Administrative Assistant - Office of Economic Recovery and Reinvestment (OERR)	Hour	17.63
3		MPA-393 12/31/12-12/30/15 AntiTerrorism Program Chief	Hour	41.13
4		MPA-393 12/31/12-12/30/15 ARNG Anti-Terrorism Program Manager	Hour	31.14
5		MPA-393 12/31/12-12/30/15 ARNG Anti-Terrorism Program Manager II	Hour	33.49
6		MPA-393 12/31/12-12/30/15 ARNG Security Guard	Hour	11.75
7		MPA-393 12/31/12-12/30/15 ARNG Security Guard II	Hour	17.63
8		MPA-393 12/31/12-12/30/15 ARNG Security Guard III	Hour	18.8
9		MPA-393 12/31/12-12/30/15 ARNG Security Guard Lieutenant	Hour	24.68
10		MPA-393 12/31/12-12/30/15 ARNG Security Guard Shift Supervisor (Sergeant)	Hour	22.33

**STATE PURCHASING AGENT**

*Lorraine A. Hynes*

Lorraine A. Hynes

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# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
167 MADISON AVE  
STE 305  
NEW YORK, NY 10016  
United States

MPA-393 12/31/12-12/30/15 TEMPORARY  
PROFESSIONAL CONTRACTOR SERVICES

**Award Number**  
3306660

**Effective Period:**  
31-DEC-12 - 30-DEC-15

<b>S H I P P I N G</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 27-DEC-12 <b>Buyer:</b> D Majcher <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor #</b> 11222	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department	Type of Requisition	Bld Number	Requisition Number
		N/A	
Line	Item	Item Description	Unit Price

11		MPA-393 12/31/12-12/30/15 Arts Instructor	Hour	39.68
12		MPA-393 12/31/12-12/30/15 Audiologist -Eleanor Slater Hospital (ESH)	Hour	58.16
13		MPA-393 12/31/12-12/30/15 Barber Instructor	Hour	28.59
14		MPA-393 12/31/12-12/30/15 Barber Instructor 2	Hour	34.43
15		MPA-393 12/31/12-12/30/15 Basic Training Officer	Hour	29.38
16		MPA-393 12/31/12-12/30/15 Behavior Resource Specialist - RI School for the Deaf	Hour	28.79
17		MPA-393 12/31/12-12/30/15 Behavioral Psychologist	Hour	42.89
18		MPA-393 12/31/12-12/30/15 Benefits Specialist	Hour	35.25
19		MPA-393 12/31/12-12/30/15 Business Systems Efficiency Specialist	Hour	40.54
20		MPA-393 12/31/12-12/30/15 Career Coordinator	Hour	22.76
21		MPA-393 12/31/12-12/30/15 Carpentry Aide	Hour	17.51
22		MPA-393 12/31/12-12/30/15 CASA Volunteer Coordinator	Hour	19.98
23		MPA-393 12/31/12-12/30/15 Case Manager - Drug Court	Hour	24.68
24		MPA-393 12/31/12-12/30/15 Certified Occupational Therapy Assistant - School for the Deaf	Hour	21.15
25		MPA-393 12/31/12-12/30/15 Certified Occupational Therapy Assistant (COTA)	Hour	37.01
26		MPA-393 12/31/12-12/30/15 Certified Psychiatric Nurse Practitioner	Hour	75.79
27		MPA-393 12/31/12-12/30/15 Chemical Dependency Professional	Hour	52.29
28		MPA-393 12/31/12-12/30/15 Chief Clinical Reviewer - Physician (Vocational Rehabilitation)	Hour	72.85
29		MPA-393 12/31/12-12/30/15 Chief Psychologist - Case Review	Hour	72.85
30		MPA-393 12/31/12-12/30/15 Clinical Case Reviewer - Social Work	Hour	51.7
31		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Dentist	Hour	70.5

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes

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ONE CAPITOL HILL  
PROVIDENCE RI 02908

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167 MADISON AVE  
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NEW YORK, NY 10016  
United States

MPA-393 12/31/12-12/30/15 TEMPORARY  
PROFESSIONAL CONTRACTOR SERVICES

**Award Number**  
3306660

**Effective Period:**  
31-DEC-12 - 30-DEC-15

<b>S H I P P I N G T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Date: 27-DEC-12 Buyer: D Malcher Shipping: Paid Terms: NET 30 Vendor # 11222	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

32		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Dentist (Vocational Rehabilitation)	Hour	76.38
33		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Physical Therapist	Hour	70.5
34		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Physician	Hour	70.5
35		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Physician (Vocational Rehabilitation) (0-3 years)	Hour	61.1
36		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Physician (Vocational Rehabilitation) (4-7 years)	Hour	64.63
37		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Physician (Vocational Rehabilitation) (8+ years)	Hour	66.98
38		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (0-3 yrs.)	Hour	61.1
39		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (4-7 yrs.)	Hour	64.63
40		MPA-393 12/31/12-12/30/15 Clinical Reviewer - Psychologist and/or Speech Language Pathologist (8+ yrs.)	Hour	66.98
41		MPA-393 12/31/12-12/30/15 Communications Liaison -- Office of Economic Recovery and Reinvestment (OERR)	Hour	35.25
42		MPA-393 12/31/12-12/30/15 Communications Manager	Hour	41.13
43		MPA-393 12/31/12-12/30/15 Communications Manager 2	Hour	52.88
44		MPA-393 12/31/12-12/30/15 Community Outreach Liaison	Hour	24.68
45		MPA-393 12/31/12-12/30/15 Community Outreach Office Assistant	Hour	12.93
46		MPA-393 12/31/12-12/30/15 Community Work Incentives Coordinator	Hour	28.79
47		MPA-393 12/31/12-12/30/15 Computer Forensic Analyst	Hour	40.85
48		MPA-393 12/31/12-12/30/15 Computer Programmer	Hour	35.01
49		MPA-393 12/31/12-12/30/15 Coordinator of Consumer Affairs	Hour	29.38

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes

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ONE CAPITOL HILL  
PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
167 MADISON AVE  
STE 305  
NEW YORK, NY 10016  
United States

MPA-393 12/31/12-12/30/15 TEMPORARY  
PROFESSIONAL CONTRACTOR SERVICES  
  
Award Number: 3306660  
Effective Period: 31-DEC-12 - 30-DEC-15

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Department	Type of Requisition	Bid Number	Requisition Number
		N/A	
Line	Item	Item Description	Unit Price

50		MPA-393 12/31/12-12/30/15 Culinary Aide	Hour	17.63
51		MPA-393 12/31/12-12/30/15 Curriculum Assessment Coordinator	Hour	34.43
52		MPA-393 12/31/12-12/30/15 Cyber Terrorism Program Manager	Hour	34.08
53		MPA-393 12/31/12-12/30/15 Data and Applications Assistant	Hour	29.18
54		MPA-393 12/31/12-12/30/15 Data Collection Quality Control Specialist	Hour	39.09
55		MPA-393 12/31/12-12/30/15 DBE/Public Information Coordinator	Hour	28.2
56		MPA-393 12/31/12-12/30/15 Dental Assistant	Hour	16.45
57		MPA-393 12/31/12-12/30/15 Dental Hygienist	Hour	29.38
58		MPA-393 12/31/12-12/30/15 Dental Hygienist (ACI)	Hour	35.25
59		MPA-393 12/31/12-12/30/15 Dentist	Hour	76.38
60		MPA-393 12/31/12-12/30/15 Dentist (ACI)	Hour	76.38
61		MPA-393 12/31/12-12/30/15 Dentist-Eleanor Slater Hospital (ESH)	Hour	58.75
62		MPA-393 12/31/12-12/30/15 Diagnostic Evaluator	Hour	58.75
63		MPA-393 12/31/12-12/30/15 Dietitian	Hour	28.79
64		MPA-393 12/31/12-12/30/15 Dietitian - Zambarano Unit	Hour	34.66
65		MPA-393 12/31/12-12/30/15 Domestic Preparedness Program Assistant	Hour	25.26
66		MPA-393 12/31/12-12/30/15 Domestic Preparedness Program Assistant 2	Hour	28.2
67		MPA-393 12/31/12-12/30/15 Domestic Preparedness Program Assistant 3	Hour	32.9
68		MPA-393 12/31/12-12/30/15 Drum Therapy Specialist	Hour	41.13
69		MPA-393 12/31/12-12/30/15 Editor 2	Hour	47
70		MPA-393 12/31/12-12/30/15 Editor 3	Hour	52.88
71		MPA-393 12/31/12-12/30/15 EKG Technician	Hour	21.15
72		MPA-393 12/31/12-12/30/15 Election Specialist	Hour	17.63

**STATE PURCHASING AGENT**

*Lorraine A. Hynes*

Lorraine A. Hynes

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 167 MADISON AVE  
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MPA-393 12/31/12-12/30/15 TEMPORARY  
 PROFESSIONAL CONTRACTOR SERVICES

**Award Number**  
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31-DEC-12 - 30-DEC-15

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Line	Item	Department	Type of Requisition	Bid Number	Requisition Number
				N/A	
				Unit	Unit Price

73		MPA-393 12/31/12-12/30/15 Electronic Security System Manager	Hour	30.55
74		MPA-393 12/31/12-12/30/15 Electronic Security System Technician	Hour	27.03
75		MPA-393 12/31/12-12/30/15 Energy Planning and Policy Manager	Hour	37.01
76		MPA-393 12/31/12-12/30/15 English as a Second Language (ESL) Tester	Hour	21.01
77		MPA-393 12/31/12-12/30/15 Expressive Therapist	Hour	40.54
78		MPA-393 12/31/12-12/30/15 Facilities and Operations Assistant	Hour	17.63
79		MPA-393 12/31/12-12/30/15 Fire Safety Inspector	Hour	41.13
80		MPA-393 12/31/12-12/30/15 Forensic Psychiatrist-Eleanor Slater Hospital (ESH)	Hour	117.5
81		MPA-393 12/31/12-12/30/15 Functional Vision Specialist	Hour	34.66
82		MPA-393 12/31/12-12/30/15 GED Examiner	Hour	18.67
83		MPA-393 12/31/12-12/30/15 Grant Administrator - Fiscal Assistant	Hour	28.79
84		MPA-393 12/31/12-12/30/15 Grant Assistant	Hour	18.8
85		MPA-393 12/31/12-12/30/15 Grants Project Specialist -- 1000	Hour	11.75
86		MPA-393 12/31/12-12/30/15 Grants Project Specialist -- 1500	Hour	17.63
87		MPA-393 12/31/12-12/30/15 Grants Project Specialist -- 2100	Hour	24.09
88		MPA-393 12/31/12-12/30/15 Grants Project Specialist -- 2400	Hour	27.03
89		MPA-393 12/31/12-12/30/15 Grants Project Specialist -- 2644	Hour	30.55
90		MPA-393 12/31/12-12/30/15 Grants Project Specialist -- 2644-- Office of Economic Recovery and Reinvestment (OERR)	Hour	31.07
91		MPA-393 12/31/12-12/30/15 Grants Project Specialist -- 3500	Hour	40.54
92		MPA-393 12/31/12-12/30/15 Grants Project Specialist -- 5000	Hour	57.58
93		MPA-393 12/31/12-12/30/15 Health Insurance Analyst	Hour	23.5
94		MPA-393 12/31/12-12/30/15 Health Insurance Intern	Hour	17.63

**STATE PURCHASING AGENT**

*Lorraine A. Hynes*

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Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

95		MPA-393 12/31/12-12/30/15 Health Systems Financing Consultant	Hour	88.13
96		MPA-393 12/31/12-12/30/15 Hearing Officer	Hour	41.13
97		MPA-393 12/31/12-12/30/15 Hospital Administrative Compliance Consultant	Hour	40.54
98		MPA-393 12/31/12-12/30/15 Intelligence Analyst	Hour	28.79
99		MPA-393 12/31/12-12/30/15 Interpreter (Sign)	Hour	40.85
100		MPA-393 12/31/12-12/30/15 Interpreter Referral Specialist	Hour	19.39
101		MPA-393 12/31/12-12/30/15 Inventory and Proprietary Database Specialist	Hour	14.98
102		MPA-393 12/31/12-12/30/15 Investigator	Hour	11.75
103		MPA-393 12/31/12-12/30/15 Investigator 2	Hour	17.63
104		MPA-393 12/31/12-12/30/15 Job Coach - RI School for the Deaf	Hour	22.76
105		MPA-393 12/31/12-12/30/15 Jr. Ticket Accountant	Hour	19.94
106		MPA-393 12/31/12-12/30/15 Laboratory Specialist 1	Hour	25.85
107		MPA-393 12/31/12-12/30/15 Law Enforcement Highway Safety Coordinator	Hour	38.19
108		MPA-393 12/31/12-12/30/15 Librarian/CME Coordinator	Hour	40.85
109		MPA-393 12/31/12-12/30/15 Licensed Practical Nurse	Hour	35.25
110		MPA-393 12/31/12-12/30/15 Location Scout-Webmaster Consultant	Hour	14.59
111		MPA-393 12/31/12-12/30/15 Long Term Substitute Teacher	Day	198.39
112		MPA-393 12/31/12-12/30/15 Mail Support Specialist	Hour	35.25
113		MPA-393 12/31/12-12/30/15 Mapping and Modernization Planner	Hour	25.56
114		MPA-393 12/31/12-12/30/15 Marketing Support Specialist	Hour	11.75
115		MPA-393 12/31/12-12/30/15 Master Cooperative Agreement-Fiscal Asst.	Hour	21.15
116		MPA-393 12/31/12-12/30/15 Medical Claims Processor	Hour	22.91
117		MPA-393 12/31/12-12/30/15 Music Entertainer I	Hour	21.15

**STATE PURCHASING AGENT**

*Lorraine A. Hynes*

Lorraine A. Hynes

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Line	Item	Department	Type of Requisition	Bld Number	Requisition Number
				N/A	
				Unit	Unit Price

118		MPA-393 12/31/12-12/30/15 Music Entertainer II	Hour	70.5
119		MPA-393 12/31/12-12/30/15 Neuropsychologist	Hour	58.75
120		MPA-393 12/31/12-12/30/15 Nurse Practitioner (General)	Hour	55.23
121		MPA-393 12/31/12-12/30/15 Occupational Therapist I	Hour	55.23
122		MPA-393 12/31/12-12/30/15 Occupational Therapist II	Hour	64.63
123		MPA-393 12/31/12-12/30/15 Paralegal Support Aide	Hour	18.8
124		MPA-393 12/31/12-12/30/15 Per Diem Substitute Teacher	Day	116.7
125		MPA-393 12/31/12-12/30/15 Personal Attendant/Certified Nursing Assistant	Hour	15.86
126		MPA-393 12/31/12-12/30/15 Personal Care Aide - RI School for the Deaf	Hour	16.45
127		MPA-393 12/31/12-12/30/15 Pet Therapist	Hour	88.13
128		MPA-393 12/31/12-12/30/15 Pharmacist	Hour	51.7
129		MPA-393 12/31/12-12/30/15 Pharmacist - Emergency Situation (Pandemic Impending Pandemic)	Hour	52.88
130		MPA-393 12/31/12-12/30/15 Physical Education Program Specialist	Hour	40.85
131		MPA-393 12/31/12-12/30/15 Physical Therapist - RI School for the Deaf	Hour	58.75
132		MPA-393 12/31/12-12/30/15 Physical Therapist Assistant	Hour	37.01
133		MPA-393 12/31/12-12/30/15 Physical Therapist I	Hour	55.23
134		MPA-393 12/31/12-12/30/15 Physical Therapist II	Hour	64.63
135		MPA-393 12/31/12-12/30/15 Physician (Donley Center)	Hour	99.88
136		MPA-393 12/31/12-12/30/15 Physician (HEALTH) - Emergency Preparedness and Response	Hour	99.88
137		MPA-393 12/31/12-12/30/15 Physician Veterans' Home (Medical Director)	Hour	99.88
138		MPA-393 12/31/12-12/30/15 Post Secondary Instructor	Hour	39.68

**STATE PURCHASING AGENT**

Lorraine A. Hynes

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Delivery of goods or services as described herein shall be deemed acceptance of these requirements.



# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
 167 MADISON AVE  
 STE 305  
 NEW YORK, NY 10016  
 United States

MPA-393 12/31/12-12/30/15 TEMPORARY  
 PROFESSIONAL CONTRACTOR SERVICES

**Award Number** 3306660  
**Effective Period:** 31-DEC-12 - 30-DEC-15

S H I P P I N G	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Date: 27-DEC-12 Buyer: D Majcher Shipping: Paid Terms: NET 30 Vendor # 11222	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States

Line	Item	Department	Type of Requisition	Bid Number	Requisition Number
				N/A	
				Unit	Unit Price

139		MPA-393 12/31/12-12/30/15 Press Office Manager	Hour	22.33
140		MPA-393 12/31/12-12/30/15 Primary Care Physician (General)	Hour	68.15
141		MPA-393 12/31/12-12/30/15 Program Assistant (Commission on Deaf & Hard of Hearing)	Hour	23.5
142		MPA-393 12/31/12-12/30/15 Program Assistant 2	Hour	21.74
143		MPA-393 12/31/12-12/30/15 Program Coordinator Assistive Technology Access Partnership (ATAP)	Hour	28.79
144		MPA-393 12/31/12-12/30/15 Program Coordinator-Facilitator	Hour	46.41
145		MPA-393 12/31/12-12/30/15 Program Manager II	Hour	31.73
146		MPA-393 12/31/12-12/30/15 Project Archivist (Outreach Coordinator)	Hour	29.08
147		MPA-393 12/31/12-12/30/15 Project Coordinator/Community Services	Hour	35.25
148		MPA-393 12/31/12-12/30/15 Project Director - Grants -- 3810	Hour	44.65
149		MPA-393 12/31/12-12/30/15 Project Manager (ORACLE)	Hour	58.35
150		MPA-393 12/31/12-12/30/15 Project Services Coordinator	Hour	29.38
151		MPA-393 12/31/12-12/30/15 Psychiatrist	Hour	116.33
152		MPA-393 12/31/12-12/30/15 Psychiatrist-Eleanor Slater Hospital (ESH)	Hour	117.5
153		MPA-393 12/31/12-12/30/15 Psychologist - Home-Based Review	Hour	88.13
154		MPA-393 12/31/12-12/30/15 Psychologist Mental Health -Court	Hour	53.67
155		MPA-393 12/31/12-12/30/15 Public Health Intern	Hour	10.58
156		MPA-393 12/31/12-12/30/15 Public Information Officer 2	Hour	35.25
157		MPA-393 12/31/12-12/30/15 Quality Assurance Officer	Hour	34.08
158		MPA-393 12/31/12-12/30/15 Radiology Technologist - ACI	Hour	29.38
159		MPA-393 12/31/12-12/30/15 Radiology Technologist - Zambarano Unit	Hour	29.38

STATE PURCHASING AGENT

*Lorraine A. Hynes*

Lorraine A. Hynes

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# Notice of Blanket Purchase Agreement

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ONE CAPITOL HILL  
PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
167 MADISON AVE  
STE 305  
NEW YORK, NY 10016  
United States

MPA-393 12/31/12-12/30/15 TEMPORARY  
PROFESSIONAL CONTRACTOR SERVICES

**Award Number**  
3306660

**Effective Period:**  
31-DEC-12 - 30-DEC-15

<b>S H I P P I N G T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 27-DEC-12 <b>Buyer:</b> D Majcher <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor #</b> 11222	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

160		MPA-393 12/31/12-12/30/15 Reader for the Blind	Hour	14
161		MPA-393 12/31/12-12/30/15 Reading Tutor	Hour	28.59
162		MPA-393 12/31/12-12/30/15 Registered Nurse	Hour	44.65
163		MPA-393 12/31/12-12/30/15 Registered Nurse/Medical Case Reviewer	Hour	47
164		MPA-393 12/31/12-12/30/15 Rehabilitation Counselor	Hour	51.7
165		MPA-393 12/31/12-12/30/15 Resource Assistant-Lead Project	Hour	16.14
166		MPA-393 12/31/12-12/30/15 Respiratory Therapist I	Hour	35.25
167		MPA-393 12/31/12-12/30/15 Respiratory Therapist II	Hour	36.43
168		MPA-393 12/31/12-12/30/15 Respiratory Therapist III	Hour	37.01
169		MPA-393 12/31/12-12/30/15 Respiratory Therapist Supervisor	Hour	42.3
170		MPA-393 12/31/12-12/30/15 School Bus Driver	Hour	14.1
171		MPA-393 12/31/12-12/30/15 School Transformation Consultant	Hour	76.38
172		MPA-393 12/31/12-12/30/15 Senior Investigator	Hour	25.85
173		MPA-393 12/31/12-12/30/15 Senior Manager- Emerging Risk	Hour	88.13
174		MPA-393 12/31/12-12/30/15 Small Engine Repair Instructor	Hour	40.85
175		MPA-393 12/31/12-12/30/15 Social Caseworker II (CASA)	Hour	17.63
176		MPA-393 12/31/12-12/30/15 Social Caseworker III	Hour	25.26
177		MPA-393 12/31/12-12/30/15 Speech Pathologist - RI School for the Deaf	Hour	55.23
178		MPA-393 12/31/12-12/30/15 Speech Pathologist I - Eleanor Slater Hospital (ESH)	Hour	55.23
179		MPA-393 12/31/12-12/30/15 Speech Pathologist II - Eleanor Slater Hospital (ESH)	Hour	63.45
180		MPA-393 12/31/12-12/30/15 Substitute Physician (Donley Center)	Hour	88.13
181		MPA-393 12/31/12-12/30/15 Substitute Teacher - RI School for Deaf (1 - 15 days)	Day	93.36
182		MPA-393 12/31/12-12/30/15 Substitute Teacher - RI School for Deaf (16 - 30 days)	Day	105.03

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes

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# Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

ADIL BUSINESS SYSTEMS INC  
167 MADISON AVE  
STE 305  
NEW YORK, NY 10016  
United States

MPA-393 12/31/12-12/30/15 TEMPORARY  
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**Award Number**  
3306660

**Effective Period:**  
31-DEC-12 - 30-DEC-15

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Department		Type of Requisition	Bld Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

183		MPA-393 12/31/12-12/30/15 Substitute Teacher - RI School for Deaf (31 - 45 days)	Day	116.7
184		MPA-393 12/31/12-12/30/15 Substitute Teacher (30+ days)	Day	99.2
185		MPA-393 12/31/12-12/30/15 Supervisor Information Technology Systems	Hour	35.01
186		MPA-393 12/31/12-12/30/15 Surveillance Specialist 1	Hour	30.1
187		MPA-393 12/31/12-12/30/15 Surveillance Specialist 2	Hour	31.73
188		MPA-393 12/31/12-12/30/15 Teacher	Hour	28.01
189		MPA-393 12/31/12-12/30/15 Teacher - Juvenile Corrections	Hour	35.01
190		MPA-393 12/31/12-12/30/15 Teacher (Special Ed)	Hour	28.01
191		MPA-393 12/31/12-12/30/15 Teacher Aide (2+ years)	Hour	17.51
192		MPA-393 12/31/12-12/30/15 Teacher Assistant/Aide	Hour	18.67
193		MPA-393 12/31/12-12/30/15 Teacher Assistant/Aide (Special Ed)	Hour	18.67
194		MPA-393 12/31/12-12/30/15 Technical Assistance Center Coordinator-Lead Project	Hour	25.83
195		MPA-393 12/31/12-12/30/15 Ticket Accountant	Hour	21.37
196		MPA-393 12/31/12-12/30/15 Transitional Aide (2+ years)	Hour	17.51
197		MPA-393 12/31/12-12/30/15 Transitional Coordinator -- Community Service	Hour	29.18
198		MPA-393 12/31/12-12/30/15 Vocational Intern Program Instructor	Hour	40.85
199		MPA-393 12/31/12-12/30/15 Work Study Director	Hour	23.34
200		MPA-393 12/31/12-12/30/15 X-Ray Technologist	Hour	20.56

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes

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State of Rhode Island  
One Capitol Hill  
Providence, RI 02908

Purchase Order #3306660

Contract Terms

PURCHASE ORDER STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS PURCHASE ORDER

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

PURCHASE AGREEMENT AWARD

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions

of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

#### AUTHORIZATION AND RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

#### BLANKET PAYMENT

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

#### EQUAL OPPORTUNITY COMPLIANCE

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

#### QUARTERLY REPORTS

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

#### CAMPAIGN FINANCE COMPLIANCE

EVERY PERSON OR BUSINESS ENTITY PROVIDING GOODS OR SERVICES AT A COST OF \$5000 CUMULATED VALUE IS REQUIRED TO FILE AN AFFIDAVIT REGARDING POLITICAL CAMPAIGN CONTRIBUTIONS WITH THE RI STATE BOARD OF ELECTIONS EVEN IF NO REPORTABLE CAMPAIGN CONTRIBUTIONS HAVE BEEN MADE. (RI GENERAL LAW 17-27) FORMS OBTAINED AT BOARD OF

## ARRA 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, 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](http://www.purchasing.ri.gov)."

## TERMS AND CONDITIONS OF PRICING AGREEMENT

**SCOPE AND LIMITATIONS** - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, 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. 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 Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

## ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

**MPA BID AWARD (STATEWIDE APPLICABILITY)**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

## Supplemental Agreement

The Rhode Island Department of Administration, Division of Purchases ("Division"), on behalf of the State of Rhode Island ("State") and Adil Business Systems Inc. ("Adil" or "Vendor") (collectively known as the "Parties" or as a "Party" individually) hereby enter into this "Supplemental Agreement," on the 26<sup>th</sup> day of December, 2012, effective December 31, 2012, for Master Price Agreement #393 ("MPA #393"), to provide temporary professional contractor services for the State in accordance with the terms and conditions stated in Request for Proposal # 7458070 ("RFP").

### **I. Term of Agreement**

The resulting MPA #393 will be for a three (3) year duration, with two (2) one (1) year extensions at the Division's sole option.

**Temporary professional contractor services may be added or deleted at any time during the duration of this contract at the sole discretion of the State based on need and in accordance with State procedures. There is no guarantee of any level of spending activity by the State under MPA #393. The State reserves the right to create a part-time or full-time State position to provide any of the services included in this contract if doing so is deemed to be in the best interests of the State.**

### **II. Incorporation of the Agreement in its Entirety:**

The Notice of Contract Purchase Agreement, along with the State Procurement Regulations and General Conditions of Purchase, and the documents listed below, are all expressly incorporated by reference into this Supplemental Agreement and shall be collectively referred to as the "Agreement":

- A. Request for Proposal # 7458070 and any addendums**, and all of the terms and conditions contained therein, including, but not limited, to the following terms:
- B. Adil's Cost Proposal (Attachment #1)** – and all of the terms contained therein;
- C. Adil's Technical Proposal**

To the extent that there is any conflict in terms among the items incorporated into the Agreement, the following order of supremacy (with one (1) being the highest order of priority) shall control:

1. The State Procurement Regulations and the State's General Conditions of Purchase;
2. This Supplemental Agreement
3. RFP #7458070 Temporary Professional Contractor Services (MPA# 393);
4. Adil's Cost Proposal (Attachment #1); and
5. Adil's Technical Proposal.

### III. Requirements

A. Adil shall provide temporary professional employment services to the State as follows:

1. Temporary professional services as required for the position classifications listed in **Attachment 1** (Active Titles and Wage Rates) and for the amounts stated in attachment 1, as well as, other position classifications which may be required for future needs that fall into similar categories.

- a. The Vendor is responsible for recruiting suitable individuals to meet the needs of the State.
- b. The Vendor will provide three (3) candidates for the position where possible and forward the resumes to the State. If less than three (3) candidates are available, the Vendor must notify the agency in writing.
- c. If the candidate is not suitable to the State in its opinion, the Vendor must provide additional candidates as necessary.
- d. Individuals currently working as temporary professional personnel engaged with the State, which either transfer or remain with the incumbent Vendor if awarded this contract, are exempt from this process.
- f. The Vendor will follow the tasks below stated on page 6.

2. Temporary Professional Services personnel shall be employed by the Adil. Adil shall be responsible for all payroll taxes, Worker's Compensation, payroll reports, and all other employer federal and state record keeping and reporting requirements for their personnel. **The fully loaded rate proposed by Adil and included in attachment #1 shall cover all of these costs.** Additionally, liability resulting from the actions of the temporary professional services contractor shall be assumed by the Adil.

3A. Positions that require a motor vehicle operator's license will necessitate the candidate to sign a standard state DMV release form for a satisfactory review of their driving history. The Vendor shall be responsible for obtaining and verifying the official licensed record to insure validity, any restrictions, endorsements and driving history for the prior three years. In the event the candidate has a driving record, the agency requesting the services will determine the suitability to provide the services sought.

3B. The standard candidate screening shall also necessitate the candidate to sign the standard disclaimer form for an official background check with the RI Department of Attorney General's Bureau of Criminal Identification for a satisfactory review of confidential law enforcement documents. The Vendor shall be responsible for obtaining and verifying the official BCI record and providing it to the agency requesting the services. In the event the candidate has a criminal record, the agency requesting the services will determine the suitability to provide the services sought.

4. Each temporary services personnel supplied by the Vendor should be available for the entire length of the assignment. If a temporary resource is unable to complete an assignment, a two-

week notice is preferred. The Vendor should immediately provide another candidate to fulfill the assignment in accordance with the process stated in #1 above.

5. The Vendor shall not prohibit or charge the State any replacement fees or agency fees if a temporary resource submits an application for full-time employment and is selected for employment by the State. The temporary contractor will normally give the Vendor a two-week notice prior to being employed by the State.

6. It is the responsibility of the Vendor or their temporary resource to provide transportation to the required locations. Temporary Professional Services personnel must comply with all RI regulations and statutory requirements.

B. The State will be responsible for the following:

1. Departments and agencies will advise the Vendor of positions requiring driver's record checks.

2. A department or agency requesting the services of temporary services personnel will determine the normal working hours (up to a maximum of forty (40) per week) for their Temporary Professional Services personnel. The State has some departments that are in operation as much as twenty-four (24) hours a day. Workdays may include nights, weekends and holidays. Lunch periods will range from 30-60 minutes and will be determined by management. No payments will be made for lunch periods. Additionally, on an emergency basis to protect the health, safety and welfare of the State, with signoff and approval in advance from the Contract Administrator and the Division, the agency may utilize a contractor for more than forty (40) hours, at an overtime rate of one and half times the regular rate. The potential Vendor(s) should work with the agency to make sure the contractor is compensated using the correct overtime rate.

3. Persons authorized to request temporary personnel will be identified by the Contract Administrator.

#### IV. Tasks

**Adil shall perform the following:**

- Facilitate a transition of existing services
- At the request of the State or its departments and agencies, by completing the formal process, the Vendor will immediately post a position(s) to a nationwide healthcare or other job-related employment database.
- For services not already provided, prior to posting, the Vendor shall make sure that the services and the associated rate are negotiated and approved by the State's Personnel Administrator, and the Division through the issuance of an approved "change order."
- Post jobs in appropriate Rhode Island and other regional publications for next day advertisement in order to facilitate the identification of three (3) qualified

candidates. The Vendor(s) must make reasonable efforts to advertise appropriately.

- Post jobs online on reputable job search engines
- Identify and maintain two Vendor staff members to assist with recruiting.
- The Vendor will screen the candidates to ensure that they meet the requirements as described in the job descriptions, including educational background, knowledge, and experience necessary to perform the duties of the position posted. The Vendor will also perform a BCI and a CORI check and will provide the background check to the requesting agency.
- Once three (3) candidate(s) have been identified as qualified to perform the required duties of the position, the Vendor will fax and/or e-mail resume[s] to the requesting agency for review.
- The agency will review the resumes, and request additional information and schedule interviews as necessary. The state agency will either accept or reject the candidate[s]. If the candidate[s] is rejected, the Vendor will submit an additional candidate[s].
- If the candidate is accepted, the Vendor will notify and offer the position to the candidate, and if accepted, the candidate will notify the Vendor. The Vendor shall notify all candidates who have not been accepted. The Vendor's employees shall possess all permits, licenses and professional credentials to perform services as required by the State.
- The Vendor will exercise its best effort to have the candidate start within two weeks of the notification date depending upon the urgency of the request.
- The Vendor will handle the payroll and other ancillary requirements including taxes, Worker's Compensation and FICA, all which will be included in the fully loaded rate proposed by the Vendor.
- The Vendor will monitor general performance of the Vendor's employee and establish a quality control program.
- The Vendor will identify a single point of contact (Account Manager) to ensure timely handling of requests and/or issues of the State.
- The Vendor(s) will establish reports and monitor the balances in all POs and notify the Contract Administrator and appropriate agency when the remaining balance of a line item is forty (40%) percent (or other mutually agreed upon percentage) of the original amount for that line item established in the PO.

The State reserves the right to hire the Vendor employee at any time after three (3) months from the start date of service by such Vendor employee with no additional cost and no prohibition.

#### **V. Deliverables**

Adil shall deliver the following:

- Payment activity will be reported on a bi-weekly basis and will include the contractor name, contractor #, position title, and total number of hours worked, the hourly rate of pay, total amount billed, etc. (See Attachment 2 for reporting format.)

- The Account Manager will summarize any recruitment or placement activity that occurred during the invoice period.
- Based on mutually agreed frequency, the Account Manager will meet with State staff to discuss the status of this work effort, including any performance issues or concerns, and if necessary, plans for improvement. The meetings will be held at the impacted State department or agency.
- The Vendor shall complete the Prime Contractor's Quarterly Utilization Report and submit it to the Contract Administrator within fifteen (15) business days at the end of each calendar quarter that the Contract is in effect. For the purposes of this Contract, the Vendor shall report percentages of contract revenue committed and paid to each DBE.
- A Monthly Report

**VI. Invoicing & Payment Process:**

The Vendor will invoice bi-weekly based on the number of positions filled and rate of pay for each.

The Vendor, for the benefit of the State, will be required to establish a bank escrow account for this contract that is separate from any other Vendor corporate account(s). This escrow account will be used solely to secure funds that are transferred from the State of Rhode Island and used to pay temporary contractors under contract. Once all direct deposits or checks have cleared/processed against this account or after one calendar week, the Vendor may remove the premium portion to its corporate account(s).

The payment and invoicing process will be generally as follows but may be modified by the state as necessary with mutual agreement with the Vendor:

1. The contractors work for a two week pay period.
2. Within three business days after the pay period, the time sheets for the contractors are submitted to the Vendor by the State. The State encourages an electronic internet solution for the submission of work hours to be provided by the Vendor.
3. Within the next three (3) business days the Vendor submits an invoice to the Office of Accounts & Control for payment.
4. The day before the end of the next pay period, the State will electronically wire the Vendor the funds to the separate payroll account.
5. The Vendor will then issue payment to the Vendor's employees.

**VII. Standards and Specifications**

The following standards and specifications apply to the scope of this agreement. The Vendor's principal point-of-contact is the Account Manager or designee for all matters pertaining to this

agreement. The relationship between the Vendor's Account Manager and the State's Contract Administrator will be one of coordination and cooperation. Disputed matters will be referred to the Vendor's management and the appropriate agency administrator and the Contract Administrator for review and resolution. Adherence to these standards by the Vendor is one of the primary responsibilities of the Contract Administrator.

The Vendor will be responsible for ongoing and uninterrupted management and implementation of this project for temporary (staff augmentation) professional contractors that adheres to all state and federal requirements. As such, all medical and related staff shall be appropriately licensed by the Rhode Island Department of Health or other State agency where necessary.

**A. 1 Implementation/Transition Process:** The Vendor will be responsible for recruiting for all of the required positions. The State will provide designated areas (i.e. such as near the cafeteria at the Department of Administration and a location to be determined at the Pastore Campus in Cranston) for the Vendor to utilize for the initial recruiting period. A joint implementation/transition team will be formed between the Vendor and the Contract Administrator immediately following the effective date of the contract. This team will prepare a customized implementation/transition timetable and the objectives to be accomplished through the Contract. All tasks will be assigned due dates. The team will review these tasks weekly for updates and status until the implementation process is complete. The team will be in place for at least ninety (90) days after full implementation to monitor and ensure the program's success. The Account Manager and the Contract Administrator shall perform the tasks assigned to them by the due dates established in the timetable.

Procedures mutually agreed upon by the parties resulting from the implementation process shall be documented in writing and will automatically become a material part of the Contract, without the necessity of any further instrument.

**A.2** On a limited basis to cover the titles listed below utilized only by the Rhode Island Department of Health, the Parties agree to extend the prior MPA 393 for a period from December 31, 2012 ending February 22, 2013, with the ability to further extend on a month to month basis upon mutual agreement by the Parties. The bill and pay rates for these positions will remain the same as under the prior agreement. The titles of the positions are:

Emergency Response Specialist  
Health Analyst I  
Health Analyst III  
Program Assistant I  
Program Manager I  
Program Specialist

**B. Customer Service:** The Vendor shall designate an Account Manager that is accessible to oversee this contract and serve as the single point of contact for accountability.

**C. Security:** The Vendor(s) will have its own employee policies and procedures and will be responsible for ensuring that all personnel comply with any and all rules, regulations, and procedures of each RI agency, building and facility. The individual agency's rules, regulations and procedures governing entry and conduct of staff working inside the building/facility will be made available and explained at the point of entry. Each agency reserves the right to deny entrance to anyone who is suspected of a breach of security or for failure to follow published rules, regulations or procedures. The Vendor will provide training on the facilities security policies.

All employees of the Vendor who work inside a security perimeter must submit to a background investigation conducted by the specific agency. The Vendor must submit the name, social security number, driver's license number, and date of birth of each and every contractor providing services at a secure facility.

Each Vendor employee hired to perform temporary contractor services under this contract will be required to sign a State of Rhode Island Nondisclosure-Confidentiality Agreement issued by the State.

**D. Insurance & Indemnification:**

**i. Insurance:** Certificates of insurance with the following minimum coverage are required:

**Commercial General Liability Insurance**

\$1,000,000 each occurrence

\$1,000,000 personal and advertising injury

\$1,000,000 aggregate

The State is to be an additional insured. Coverage of the Vendor will be primary and non-contributory and there should be a waiver of subrogation.\*

\* endorsements for additional insured and waiver of subrogation should accompany insurance certificate when required for submission.

**Auto Liability**

\$1,000,000 combined single limit covering owned, non-owned and hired vehicles.

**Workers Compensation**

Statutory Limits with Employer's Liability Insurance Limits of:

\$100,000 each accident

\$100,000 disease each Vendor employee

\$100,000 disease policy limit.

**Professional Liability Insurance**

\$1,000,000 per occurrence and aggregate for medical staff, teachers and any other professionals that may be contracted. The insurance certificate will be sent at first award and at policy expiration during the first year of the contract and annually thereafter.

## **Employment Practice Liability Insurance**

\$1,000,000 covering Vendor and its agents, and Vendor employees

**ii. Hold Harmless and Indemnification:** To the full extent of Rhode Island law, the Vendor agrees to indemnify, defend and hold harmless the State, its officers, representatives, agents, servants, employees and successors from any liability, damages, claims and or losses arising from the performance of the Vendor, its agents or employees, including all costs, expenses and attorneys fees which in any manner result from or arise out of this agreement.

The Vendor's obligations to indemnify, defend and hold harmless extend to the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract to which the Vendor is not the patentee, assignee or licensee.

The Vendor shall reimburse the State for any and all damages to the real or personal property of the State including costs associated with recreating data caused by the acts of the Vendor, its agents or employees. The State shall give reasonable notice of any such claim.

The Vendor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the contract, without being lessened or compromised in any way, even where the Vendor is alleged or is found to merely contributed in part to the acts giving rise to the claims and/or where the State is alleged or is found to have contributed to the acts giving rise to the claims.

**E. Statement of Employment:** Personnel supplied by the Vendor must be deemed employees of the Vendor and will not for any purposes be considered employees of the State of Rhode Island. The Vendor assumes full responsibility for the actions of such personnel while performing services pursuant to the Contract, amendment, or purchase orders issued hereunder, and must be solely responsible for disciplining the employee if necessary, Human Resources oversight, payment of salary (including withholding of state and federal income taxes and Social Security), workers' compensation, disability benefits, and the like. The Vendor will provide the state with a waiver of subrogation.

**F. Corporate Services:** The Vendor shall provide the minimum levels of corporate services:

1. A corporate level management representative must be available when necessary. Visits will be documented and available on request.
2. The Vendor's regional manager and/or executive-in-charge of the State account (Account Manager) must be present and available on-site for major events with advance notice from the State.

3. The Vendor will be responsible for establishing, installing, and programming computer service systems and maintaining any local area networks related to the Vendors systems.
4. The Vendor must provide expert administrative, personnel advice, support and supervision as required for the correct operation of this account. Active participation by the Vendor's regional staff in oversight, quality assurance and special events is a requirement of this agreement. The Vendor is required to identify the qualifications of the corporate-level staff dedicated to this account, and their experience with the temporary employment services that are offered.
5. All hardware and software, as well as personnel necessary to implement and operate such a system, must be provided by the Vendor. The Vendor must clearly describe and explain its proposed process for operating and tracking temporary contractors placed in service in RI. Costs associated with all upgrades to an electronic operating system will remain the responsibility of the Vendor.
6. When reporting on staff assigned to the State, the total number of staff shall not include double counting whereby one individual may work 2-3 jobs but should be counted as one contractor. The Vendor should ensure that an individual does not work more than regular work week hours per week, regardless of the number of jobs they perform for the State, unless otherwise agreed upon with the state in an emergency situation.

**G. Accounting, Audit, Inspection and Reporting Requirements**

1. The Vendor shall furnish invoices immediately upon close of bi-weekly pay period. These invoices must be submitted in a format provided by the State to ensure timely payment. The Vendor must retain and preserve all necessary records relating to this contract for a reasonable period of years.
2. RI may conduct its own accounting audits and reserve the right to conduct occasional unannounced accounting audits of the Vendor's operation covered by this agreement.
3. The Vendor may be subject to a periodic, prearranged audit of management systems, and financial accounting practices by a representative of the State. The audit may include a review of: performance compared with the standards contained in this Agreement, service quality, attentiveness, courteousness, operational performance from a financial perspective; other related conditions and/or practices; management and operations systems; and financial systems and billing practices.

Upon completion of any audit, the State shall advise the Vendor of deficiencies in the operational practices. The Vendor shall provide a corrective action plan within ten (10) days of the audit report, if conditions are warranted. Failure to comply with any time limits for corrections may result in cancellation of the Contract.

4. The Vendor must maintain appropriate documentation of the operation of its services.

**H. Personnel:** The Vendor must be expected to comply with the State's policy on background checks. The results are required prior to any contractor beginning employment at any facility and must be provided to the requesting agency. A copy of the Listing of Approved Classifications and Related Job Specifications are available upon request.

The Vendor shall be responsible for verifying that its employees are legally eligible for employment within the United States. The Vendor shall be responsible for completing and retaining the US Department of Homeland Security's Form I-9 Employment Eligibility Verification. The Vendor shall make available for inspection by officials of the US Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for immigration related unfair employment practices.

**I. Staffing Requirements:** The Vendor will maintain and furnish the Contract Administrator an up-to-date organization showing the Vendor's staff which is designated to accomplish the work prescribed. The chart will include the names of all principal and/or key personnel by activity assigned and will be reviewed and updated as needed, annually at a minimum. The Vendor will maintain and furnish an up-to-date list of names, phone numbers and of key personnel to contact in the event of an emergency.

**J. Quality Assurance:** The Vendor shall have a Quality Assurance Program in place that complies with federal, State and any other regulatory agencies. The Vendor is required to demonstrate that such Quality Assurance programs are currently installed and functioning at other similar accounts operated by the Vendor. Information comparing RI to industry benchmarks is encouraged. Copies of this Quality Assurance Program and evidence of the implementation of such program must be submitted with as part of the proposal.

**K. Complaint Management System:** The Vendor will work with the Contract Administrator to create and implement a complaint management system. The Vendor must be responsive towards working directly with the temporary contractors in addressing issues surfaced as a result of this complaint management system. The Contract Administrator will be notified of all complaints and resolutions, which will be documented. The Vendor may provide a sample complaint management system process.

**L. Transportation and Training Costs:** The State will not allow for travel for the Vendor or its employees. Additionally, training costs will be borne by the Vendor or its employee.

**M. Term of the Contract:** The Vendor should assume a 45-day implementation period between contract award and taking full responsibility for providing temporary (staff augmentation) contractors to the State of RI. The contract will be for a three-year term. Additionally, there will be two one-year extensions at the State's option for a total possible term of 5 years. If necessary, deficiencies in performance of services and/or failure to supply temporary contractors in a timely manner will be documented in writing by the State. Should a pattern of substantial dissatisfaction become apparent, the State reserves the right to terminate the contract for cause.

**N. Billing Requirements:**

1. The Vendor may impose a cancellation charge for an assignment canceled by an agency later than 3:00 pm on the day preceding scheduled arrival of temporarily assigned staff. Such charge is not to exceed two (2) hours of billable time for the job category requested by the agency.
2. The cancellation charge amount is applied once per canceled assignment regardless of the length of the assignment.
3. The Vendor will not bill a cancellation charge for the dismissal of a temporarily assigned individual who is deemed unsatisfactory by the agency.
4. The State will be invoiced by the Vendor for services rendered bi-weekly. The State's payment to the Vendor reimbursing for costs may be issued on the day of or on the day just prior to the payment to the Vendor's employees, but only after the individual has worked the previous two weeks for the State.
5. The State will not be responsible for any mileage incurred by the temporarily assigned individual in traveling to or from the designated work station, nor will the State be responsible for any costs associated with parking.
6. The contract will not be used for any form of recruiting reimbursement fees or permanent placement fees, including payroll servicing ("employee leasing").
7. Temporarily assigned individuals will work a regular work week as determined by the agency where the Temporary Professional Services personnel are placed, not to exceed 40 hours.

**O. Contract Administration:** The Department of Administration, Division of Human Resources (Corporate Section) shall identify the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator (and designees) shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator (and designees) shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any Contract modifications made must be authorized the State Division of Purchases through a written amendment to the contract.

**P. Contractor Performance Assessments:** The State may do assessments of the Vendor's performance. The contract may be terminated for one or more poor performance assessments. The Vendor will have the opportunity to respond to poor performance assessments. The State will make any final decision to terminate the contract based on the assessment and any related information, the Vendor's response and the severity of any negative performance assessment. The Vendor will be notified with a justification of contract termination. Performance assessments may be considered in future solicitations.

**Q. Transition Assistance:** If the Contract is not renewed at the end of this term, or is terminated prior to the completion of a project, or if the work on a project is terminated, for any reason, the Vendor must provide for a reasonable period of time after the expiration or termination of this project or contract, all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to the State or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of the contract, except for those terms or conditions that do not reasonably apply to such transition assistance. The State shall pay the Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the contract. If the State terminates a project or this contract for cause, then the State will be entitled to offset the cost of paying the Vendor for the additional resources the Vendor utilized in providing transition assistance with any damages the State may have otherwise accrued as a result of said termination.

**R. Benefits:** For this Contract, there are no specific requirements as to the benefits provided by the Vendor to its employees, but the State assumes that providing quality staffing means having a compensation package that would appeal to quality employees of the Vendor.

#### **VIII. Performance Bond**

Adil shall submit annually and maintain a performance bond approved by the State in the amount of **50% of the proposed Vendor annual cost**. All surety companies must be listed with The Department of Treasury, Fiscal Services, Circular 570, (Latest Revision published by the Federal Register). The Purchasing Agent reserves the right to consider and accept alternative forms of surety.

#### **IX. Force Majeure**

Neither party shall be liable for, or be considered in breach of or default under the Agreement on account of any delay or failure to perform its obligations hereunder as a result of any causes or conditions that are beyond such party's reasonable control and that such party is unable to overcome through the exercise of commercially reasonable diligence. If any force majeure event occurs, the affected party shall give prompt written notice to the other party and shall use all commercially reasonable efforts to minimize the impact of the event.

#### **X. Assignment:**

The rights granted under this Agreement shall not be assigned by either party without the prior written consent of the other party, which shall not be unreasonably withheld.

#### **XII. Choice of Law and Venue:**

This Agreement shall be governed by and construed in accordance with the internal laws of the State of Rhode Island.

**XIII. Amendment:**

Except as otherwise provided for herein, the terms and conditions of this Agreement shall not be modified or amended except in writing, signed by both parties hereto and specifically referring to this Agreement.

**XIV. Notice:**

Any notice required to be given by either party hereunder, shall be in writing and delivered personally to the other designated party, or sent by any commercially reasonable means of receipted delivery, addressed, to that party at the address most recently provided in writing. Either party may change the address to which notice is to be sent by written notice to the other under any provision of this paragraph.

Lorraine A. Hynes, State Purchasing Agent  
RI Department of Administration  
Division of Purchases 2<sup>nd</sup> Fl.  
One Capitol Hill  
Providence, RI 02908

Peter J. Canning  
Business Manager  
Adil Business Systems, Inc.  
167 Madison Avenue Suite 305  
New York, NY 10016

**XV. Headings:**

The headings contained in this Agreement are for convenience of reference only and shall not affect the meaning of any provision of this Agreement.

**XVI. Severability:**

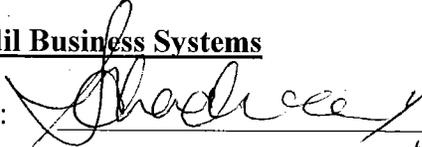
Should any term, clause or provision herein be found invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other term, clause or provision and such invalid term, clause or provision shall be construed to most closely reflect the original intent of the parties.

**XVII. Entire Agreement/Counterparts.**

This Supplemental Agreement, and the items incorporated herein by reference, shall constitute the entire understanding of the parties. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto by their respective organizations, have executed this Agreement as of the date set forth below.

**Adil Business Systems**

By: 

Name: SUSNIL CHACHRA

Title: PRESIDENT

Date: 12/21/2012

**Rhode Island Department of Administration:**

By: 

Name: Lorraine A. Hyams

Title: Purchasing Agent

Date: 12/20/12