

# Request for Quote

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

CREATION DATE : 09-NOV-11  
BID NUMBER: 7449223  
TITLE: CART SERVICES FOR COLLEGE STUDENTS  
WITH DISABILITIES (MPA #443)

BUYER: Cadoret, David  
PHONE #: N/A

BLANKET START : 01-MAR-12  
BLANKET END : 28-FEB-14  
BID CLOSING DATE AND TIME: 13-FEB-2012 10:00:00

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MASTER PRICE AGREEMENT  
SEE BELOW  
RELEASE AGAINST, RI MPA  
US

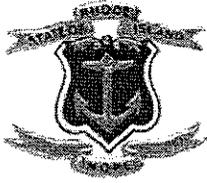
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**Requisition Number:**

Note to Bidders: BLANKET REQUIREMENTS: 3/1/12 TO 2/28/14 WITH TWO ONE YEAR OPTIONS TO RENEW AT DISCRETION OF THE STATE.

| Line | Description   | Quantity | Unit | Unit Price | Total |
|------|---|----------|------|------------|-------|
| 1    | MPA-443 3/1/12-6/30/12 APPEARANCE FEE WITH ELECTRONIC NOTES UNDER 1 HOUR PER DAY        | 1 00     | Hour |            |       |
| 2    | MPA-443 3/1/12-6/30/12 APPEARANCE FEE WITH ELECTRONIC NOTES 1-2 HOURS PER DAY           | 1 00     | Hour |            |       |
| 3    | MPA-443 3/1/12-6/30/12 APPEARANCE FEE WITH ELECTRONIC NOTES 2-3 HOURS PER DAY           | 1 00     | Hour |            |       |
| 4    | MPA-443 3/1/12-6/30/12 APPEARANCE FEE WITH ELECTRONIC NOTES 3-5 HOURS PER DAY           | 1 00     | Hour |            |       |
| 5    | MPA-443 3/1/12-6/30/12 APPEARANCE FEE WITH ELECTRONIC NOTES 5 OR MORE HOURS PER WEEK    | 1 00     | Hour |            |       |
| 6    | MPA-443 3/1/12-6/30/12 DISCOUNTED CART CHARGES WHEN ASSIGNMENTS ARE ON A SEMESTER BASIS | 1 00     | Each |            |       |
| 7    | MPA-443 3/1/12-6/30/12 CANCELLATION CHARGE FOR LESS THAN 24 HOUR NOTICE                 | 1 00     | Each |            |       |
| 8    | MPA-443 3/1/12-6/30/12 FULL TRANSCRIPT/PER SESSION ON REQUEST - STANDARD FEE            | 1 00     | Each |            |       |
| 9    | MPA-443 7/1/12-6/30/13 APPEARANCE FEE WITH ELECTRONIC NOTES UNDER 1 HOUR PER DAY        | 1 00     | Hour |            |       |
| 10   | MPA-443 7/1/12-6/30/13 APPEARANCE FEE WITH ELECTRONIC NOTES 1-2 HOURS PER DAY           | 1 00     | Hour |            |       |
| 11   | MPA-443 7/1/12-6/30/13 APPEARANCE FEE WITH ELECTRONIC NOTES 2-3 HOURS PER DAY           | 1 00     | Hour |            |       |
| 12   | MPA-443 7/1/12-6/30/13 APPEARANCE FEE WITH ELECTRONIC NOTES 3-5 HOURS PER DAY           | 1 00     | Hour |            |       |
| 13   | MPA-443 7/1/12-6/30/13 APPEARANCE FEE WITH ELECTRONIC NOTES 5 OR MORE HOURS PER WEEK    | 1 00     | Hour |            |       |
| 14   | MPA-443 7/1/12-6/30/13 DISCOUNTED CART CHARGES  | 1 00     | Each |            |       |

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer.



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| Line | Description   | Quantity | Unit | Unit Price | Total |
|------|---|----------|------|------------|-------|
|      | WHEN ASSIGNMENTS ARE ON A SEMESTER BASIS  |          |      |            |       |
| 15   | MPA-443 7/1/12-6/30/13 CANCELLATION CHARGE FOR LESS THAN 24 HOUR NOTICE                 | 1 00     | Each |            |       |
| 16   | MPA-443 7/1/12-6/30/13 FULL TRANSCRIPT/PER SESSION ON REQUEST - STANDARD FEE            | 1 00     | Each |            |       |
| 17   | MPA-443 7/1/13-2/28/14 APPEARANCE FEE WITH ELECTRONIC NOTES UNDER 1 HOUR PER DAY        | 1 00     | Hour |            |       |
| 18   | MPA-443 7/1/13-2/28/14 APPEARANCE FEE WITH ELECTRONIC NOTES 1-2 HOURS PER DAY           | 1 00     | Hour |            |       |
| 19   | MPA-443 7/1/13-2/28/14 APPEARANCE FEE WITH ELECTRONIC NOTES 2-3 HOURS PER DAY           | 1 00     | Hour |            |       |
| 20   | MPA-443 7/1/13-2/28/14 APPEARANCE FEE WITH ELECTRONIC NOTES 3-5 HOURS PER DAY           | 1 00     | Hour |            |       |
| 21   | MPA-443 7/1/13-2/28/14 APPEARANCE FEE WITH ELECTRONIC NOTES 5 OR MORE HOURS PER WEEK    | 1 00     | Hour |            |       |
| 22   | MPA-443 7/1/13-2/28/14 DISCOUNTED CART CHARGES WHEN ASSIGNMENTS ARE ON A SEMESTER BASIS | 1 00     | Each |            |       |
| 23   | MPA-443 7/1/13-2/28/14 CANCELLATION CHARGE FOR LESS THAN 24 HOUR NOTICE                 | 1 00     | Each |            |       |
| 24   | MPA-443 7/1/13-2/28/14 FULL TRANSCRIPT/PER SESSION ON REQUEST - STANDARD FEE            | 1 00     | Each |            |       |

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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STATE OF RHODE ISLAND  
Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

David Cadoret  
401-574-8131  
David.Cadoret@purchasing.ri.gov  
Purchasing website: www.purchasing.ri.gov

**SPECIFICATIONS BID 7449223  
CART SERVICES FOR COLLEGE STUDENTS WITH DISABILITIES-MPA 443**

**CART PROVIDER:** A CART PROVIDER IS A TRAINED PROFESSIONAL WHO USES A STENO MACHINE (OR HIS/HER VOICE PLUS A MASK OR AN UNMASKED MICROPHONE), NOTEBOOK COMPUTER, AND REALTIME SOFTWARE TO RENDER INSTANT, VERBATIM SPEECH-TO-TEXT TRANSLATION. THE CART PROVIDER CAN BE PRESENT IN THE SAME LOCATION AS THE COMMUNICATION EVENT (ON-SITE) OR ANOTHER LOCATION (REMOTE). THE TEXT TRANSLATION IS SENT TO A COMPUTER MONITOR OR OTHER DISPLAY FOR THE BENEFIT OF AN INDIVIDUAL CONSUMER OR LARGER GROUP IN A NUMBER OF SETTINGS. A CART PROVIDER IS SENSITIVE TO THE VARYING NEEDS OF CONSUMERS AND HAS HAD TRAINING IN CONVEYING A SPEAKER'S MESSAGE, COMPLETE WITH ENVIRONMENTAL CUES. THIS EXPERTISE DISTINGUISHES A CART PROVIDER FROM A COURT REPORTER IN A TRADITIONAL LITIGATION SETTING. THE VERBATIM NATURE OF THE OUTPUT DISTINGUISHES THE CART PROVIDER FROM AN INDIVIDUAL USING SOFTWARE INTENDED TO FACILITATE NOTE-TAKING.

**QUESTIONS CONCERNING THIS SOLICITATION MUST BE RECEIVED BY THE DIVISION OF PURCHASES AT [BIDINFO@PURCHASING.RI.GOV](mailto:bidinfo@purchasing.ri.gov) NO LATER THAN 12 NOON 1/31/11. QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. PLEASE REFERENCE THE BID # ON ALL CORRESPONDENCE. QUESTIONS RECEIVED, IF ANY, WILL BE POSTED ON THE INTERNET AS AN ADDENDUM TO THIS SOLICITATION. IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.**

NOTES (NOT TRANSCRIPTS) TO BE PROVIDED ELECTRONICALLY TO STUDENT OR DISABILITY SERVICES UNIT, ON SITE—NO FEE.

NO ADDITIONAL FEES FOR MILEAGE/TRAVEL ACCEPTED.

NO CHARGE FOR CLASS CANCELLATION WITH A 24 HOUR NOTICE.

FIRM WILL BE REQUIRED TO WAIT A MINIMUM OF 15 MINUTES. IF THE STUDENT IS A NO SHOW, THE VENDOR IS AUTHORIZED TO INVOICE THE AGENCY FOR ONE HOUR AND MUST NOTIFY THE DSS UNIT OF THE COLLEGE



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VENDOR WILL BE ALLOWED 10 MINUTES SET-UP, 10 MINUTES BREAKDOWN FOR EACH SESSION. EXAMPLE: A FIFTY MINUTE CLASS OR A SEVENTY-FIVE MINUTE CLASS WOULD FALL INTO THE 1-2 HOUR RANGE

VENDOR ASSURES THAT ASSIGNED CART TRANSCRIPTIONIST(S) WILL HAVE AT LEAST ONE YEAR EXPERIENCE IN HIGHER EDUCATION SETTING.

CCP CERTIFICATION REQUIRED. MUST BE SUBMITTED WITH BID.

ATTACHMENT A INDICATES THE HIGHEST AMOUNT THAT STATE AGENCIES WILL PAY



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**DIVISION OF PURCHASES**  
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**PROFESSIONAL AND ETHICAL STANDARDS:**

THE NATIONAL COURT REPORTERS ASSOCIATION ([WWW.NCRA.ORG](http://WWW.NCRA.ORG)) PUTS FORTH THE NCRA CODE OF PROFESSIONAL ETHICS WHICH EXIST TO PROTECT AND GUIDE BOTH CART PROVIDERS AND CONSUMERS. IT IS EXPECTED THAT EVERY WORKING CART PROVIDER KNOW, UNDERSTAND, AND ADHERE TO THE NCRA CODE OF PROFESSIONAL ETHICS. NCRA CODE OF PROFESSIONAL ETHICS AS DEFINED BY THE NCRA ARE LISTED BELOW. A MEMBER SHALL:

1. BE FAIR AND IMPARTIAL TOWARD EACH PARTICIPANT IN ALL ASPECTS OF REPORTED PROCEEDINGS, AND ALWAYS OFFER TO PROVIDE COMPARABLE SERVICES TO ALL PARTIES IN A PROCEEDING.
2. BE ALERT TO SITUATIONS THAT ARE CONFLICTS OF INTEREST OR THAT MAY GIVE THE APPEARANCE OF A CONFLICT OF INTEREST. IF A CONFLICT OR A POTENTIAL CONFLICT ARISES, THE MEMBER SHALL DISCLOSE THAT CONFLICT OR POTENTIAL CONFLICT.
3. GUARD AGAINST NOT ONLY THE FACT BUT THE APPEARANCE OF IMPROPRIETY.
4. PRESERVE THE CONFIDENTIALITY AND ENSURE THE SECURITY OF INFORMATION, ORAL OR WRITTEN, ENTRUSTED TO THE MEMBER BY ANY OF THE PARTIES IN A PROCEEDING.
5. BE TRUTHFUL AND ACCURATE WHEN MAKING PUBLIC STATEMENTS OR WHEN ADVERTISING THE MEMBER'S QUALIFICATIONS OR THE SERVICES PROVIDED.
6. REFRAIN, AS AN OFFICIAL REPORTER, FROM FREELANCE REPORTING ACTIVITIES THAT INTERFERE WITH OFFICIAL DUTIES AND OBLIGATIONS.
7. DETERMINE FEES INDEPENDENTLY, EXCEPT WHEN ESTABLISHED BY STATUTE OR COURT ORDER, ENTERING INTO NO UNLAWFUL AGREEMENTS WITH OTHER REPORTERS ON THE FEES TO ANY USER.



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8. REFRAIN FROM GIVING, DIRECTLY OR INDIRECTLY, ANY GIFT OR ANYTHING OF VALUE TO ATTORNEYS OR THEIR STAFF, OTHER CLIENTS OR THEIR STAFF, OR ANY OTHER PERSONS OR ENTITIES ASSOCIATED WITH ANY LITIGATION, WHICH EXCEEDS \$100 IN THE AGGREGATE PER RECIPIENT EACH YEAR. NOTHING OFFERED IN EXCHANGE FOR FUTURE WORK IS PERMISSIBLE, REGARDLESS OF ITS VALUE. PRO BONO SERVICES AS DEFINED BY THE NCRA GUIDELINES FOR PROFESSIONAL PRACTICE OR BY APPLICABLE STATE AND LOCAL LAWS, RULES AND REGULATIONS ARE PERMISSIBLE IN ANY AMOUNT.

9. MAINTAIN THE INTEGRITY OF THE REPORTING PROFESSION.

10. ABIDE BY THE NCRA CONSTITUTION & BYLAWS.

FOR MORE DETAILS, REFER TO NCRA CODE OF PROFESSIONAL ETHICS AT [WWW.NCRA.ORG](http://WWW.NCRA.ORG).

# ATTACHMENT A



**July 1, 2011 to June 30, 2013  
Statewide CART Provider Rates  
RI State Governmental Agencies**

**RI CART PROVIDERS AS FREELANCE INDEPENDENT CONTRACTORS**

| Services                                    | A minimum of 2 hours | Additional Hour | Fee Per Assignment |
|---|----------------------|-----------------|--------------------|
| <b>Community Assignments</b>                |                      |                 |                    |
| CART Services                               | \$110.00/Hour        | \$80.00/Hour    |                    |
| Projection/Screen Equipment Fee             |                      |                 | \$60.00            |
| ASCII/Rough Edit File (up to 4 hours)       |                      |                 | \$40.00            |
| ASCII/Rough Edit File (Up to 8 hours)       |                      |                 | \$85.00            |
| Special Prep Time*                          |                      |                 | \$50.00            |
| <b>Universities/Colleges/K-12 Education</b> |                      |                 |                    |
| CART Services                               | \$110.00/Hour        | \$80.00/Hour    |                    |
| Projection/Screen Equipment Fee             |                      |                 | \$60.00            |
| ASCII/Rough Edit File (up to 4 hours)       |                      |                 | FREE               |
| ASCII/Rough Edit File (Up to 8 hours)       |                      |                 | FREE               |
| Special Prep Time*                          |                      |                 | \$50.00            |



**RI Commission on the Deaf and Hard of Hearing**  
One Capitol Hill  
Ground Level  
Providence RI 02908  
(401) 258-5511 (Voice/Videophone)  
(401) 222-5736 (FAX)  
[CDHH@CDHH.RI.GOV](mailto:CDHH@CDHH.RI.GOV)

**Add to hourly rates above**

|   |          |                          |
|---|----------|--------------------------|
| With CSR, CPR, and CCP for Court/Legal                                | Add      | \$15.00/Hour             |
| With CSR and CCP for Court/Legal                                      | Add      | \$10.00/Hour             |
| With CCP for Court/Legal  | Add      | \$5.00/Hour              |
| Longer than 3 hours assignment (solo CART provider only)**            | Add      | \$70.00/Hour at 4th hour |
| Mileage (according to State's Policies & Procedures as of 12/24/2010) | Per Mile | \$0.510                  |
| <b>EMERGENCY:</b>   |          |                          |
| Emergency - CART Service - PRIOR to Midnight                          | Add      | \$5.00/Hour              |
| Emergency - CART Service - AFTER Midnight                             | Add      | \$10.00/Hour             |

**NOTE:**

- \* Approval from the interpreter and CART Referral Specialist at the RICDHH Office and/or requestor for specific assignment.
- \*\* Accepting long jobs and solo provider rate is up to the individual CART provider.

## Contract Terms and Conditions

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS BID**

#### **INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. \* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. \* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

#### **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.

#### **VENDOR SPECIFICATIONS**

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

#### **AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

**LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

**CHARGES PERMITTED**

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.