



**Solicitation Information
19 Jan 12**

Letter of Interest # 7449402

TITLE: Web-based Arts Grant Application and Review System

OPENING DATE AND TIME: 15 Feb 2012 @ 11:00 AM (Eastern)

PRE-BID CONFERENCE No

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov and must be received **30 January 2012 at 12:00 Noon (ET)**. Please reference the LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us**

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island State Council on the Arts (RISCA), requests letters of interest from qualified firms, individuals and organizations to provide a web-based grant application and management system, in accordance with the terms of this solicitation and the State's General Condition of Purchase (available on the Internet at www.purchasing.state.ri.us).

RISCA awards grants to non-profit organizations, schools and individuals, and seeks to secure the services of a qualified vendor who will provide a web-based system for applicants to apply for grants and for RISCA panelists and staff to review applications and support material online as part of the application review process. The scope of work is described herein.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- **All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.**
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. PROPOSALS FAXED, OR EMAILED, TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This is a requirement only of the selected provider.*

- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- Submitters should be aware of the State’s MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond1@gw.doa.state.ri.us
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror’s proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Provision of WEB-BASED GRANT APPLICATION AND MANAGEMENT SYSTEM:

- SYSTEM IS DESIGNED TO ALLOW APPLICANTS TO REGISTER ONE TIME FOR ALL AVAILABLE GRANTS, AND WILL MAINTAIN PASSWORD-PROTECTED CORE INFORMATION FROM ALL GRANT APPLICATION USERS.
- SYSTEM SHOULD PROVIDE ABILITY TO SHOW RISCA LOGO AND BRANDING INFORMATION.
- AGENCY ANTICIPATES ESTABLISHING 15-20 SEPARATE GRANT PROGRAMS PER YEAR, BUT MAY INVOLVE MORE OR LESS. PRICING SHOULD ANTICIPATE THIS LEVEL OF USE.
- AS APPLICANTS IDENTIFY APPROPRIATE APPLICATIONS AND BEGIN WORK, THEY SHOULD BE ABLE TO SAVE DRAFTS. IT SHOULD ALSO BE POSSIBLE TO PRINT OUT DRAFTS TO SHARE WITH OTHERS IN THE APPLICANT’S ORGANIZATION.
- APPLICANTS SHOULD BE ABLE TO UPLOAD DOCUMENTS AND SUPPORT MATERIAL IN A VARIETY OF FORMATS FOR REVIEW BY STAFF AND PANEL.
- SOME QUESTIONS AND RESPONSES WILL BE REQUIRED SUBMISSIONS, AND THE SYSTEM SHOULD ALLOW FOR THIS (MEANING APPLICATION CAN NOT BE

SUBMITTED IF THESE QUESTIONS ARE NOT ANSWERED).

- SYSTEM SHOULD ALLOW FOR CONFIRMATION AND STATUS UPDATES TO BE SENT TO AGENCY STAFF AND APPLICANT VIA EMAIL AND ONLINE.
- SYSTEM SHOULD ALSO PROVIDE INFORMATION TO APPLICANT AND STAFF ON STATUS OF REPORTS AND OTHER FOLLOW-UP ISSUES.
- FOR APPLICATION REVIEW, SYSTEM SHOULD ALLOW FOR STAFF REVIEW, PANEL REVIEW AND EVALUATION, RANKING OF APPLICATIONS AND THE CAPTURE OF NOTES AND COMMENTS BY STAFF AND REVIEWERS.
- FOLLOWING REVIEW, SYSTEM SHOULD ALLOW FOR THE PREPARATION OF REPORTS OF RANKINGS AND COMMENTS FOR FINAL DECISION-MAKING PROCESS.
- ONCE DECISIONS HAVE BEEN MADE, SYSTEM WILL PROVIDE OPPORTUNITY TO EMAIL DECISIONS TO APPLICANTS.
- SYSTEM WILL ALSO ALLOW US TO TRACK PAYMENTS AND INTERIM OR FINAL REPORTS FOLLOWING THE AWARDING OF A GRANT.
- ALL DATA IN THE SYSTEM MUST BE AVAILABLE FOR EXPORT INTO EXCEL OR .CSV FORMATS, AND THERE MUST BE THE ABILITY TO ARCHIVE ALL INFORMATION WHEN APPROPRIATE.

The web-based application service will be provided in a timely manner and development and maintenance of the start page will be done in cooperation with RISCA with content to be approved by RISCA.

Awards resulting from this Request will be subject to the State's general Conditions of Purchase which is available from the Internet at www.purchasing.state.ri.us. The selected Contractor will provide services for a period of five (5) years, renewable at the sole option of the State for a maximum of one (1) additional sixty (60) month period.

Interested firms and organizations should submit Letters of Interest for the application area containing the resumes of all proposed project staff, noting experience in developing web sites and e-application systems.

Pre-Proposal Questions and Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on page one of this solicitation.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date, time, and location expressed on page one of this solicitation. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Budget Cap: \$60,000 for a five –year term.

Responses (**an original plus five (4) copies**) should be mailed or hand-delivered in a sealed envelope

marked "LOI# 7449402 - Web-based grant application system"

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered.

Responses must include the following:

1. A completed and signed R.I.V.I.P. Generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.ri.gov>);
2. A statement of experience describing the Vendor's background, qualifications, and experience with this technology, a list of current users with contact information, and all information described earlier in this solicitation; and
3. A cost proposal.
4. A w-9 Taxpayer Identification form (downloadable at www.purchasing.ri.gov)

Evaluation of the responses will be based on evidence of:

1. Competence to perform the desired services by virtue of the experience of the offeror in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services [25%];
2. Ability to address all performance criteria listed above at a high level, as reflected by the specifications of the system provided by the offeror and the recommendation of current users [30%];
3. Reliability and stability of the system as assessed by the experience of current users [20%].
4. Cost (25%)

The State reserves the right to accept or reject any or all offers, bids, or proposals, to award on the basis of cost alone, and to act in its best interest.

The Executive Director of the Rhode Island State Council on the Arts will review all submissions for compliance with the above evaluation criteria and will present his evaluation to the State Purchasing Agent, or her designee, who will make the final award decision.

END