Solicitation Information

28 March 2012

Request of Information # 7449596

Public / Private Partnership Agreement for Nursing Education Center

Submission Deadline: 3 May 2012 @ 11:00 AM (EDT)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **12 April 2012 at 12:00 Noon (ET)** .Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFI # 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.

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.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Rhode Island Board of Governors for Higher Education
Rhode Island Department of Administration

Request for Letters of Interest and Information for a

Public/Private Partnership Agreement

For the

Development of Leased Facilities for a Combined University of Rhode Island/Rhode Island College **Nursing Education Center**
In Providence, Rhode Island

Letters of Interest and Information are hereby solicited on behalf of The Rhode Island Board of Governors for Higher Education (RIBGHE) and the Rhode Island Department of Administration (RIDOA) for a Public/Private Partnership (P3) Agreement for the development of a building to incorporate leased space for a combined University of Rhode Island/Rhode Island College Nursing Education Center. This facility is to be located in the so-called "Knowledge District" (formerly the "Jewelry District" area) in Providence, RI.

INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All costs associated with developing or submitting a Letter of Interest in response to this Request, or to seek oral or written clarification of its content shall be borne by the respondent. The RIBGHE /RIDOA assumes no responsibility for these costs.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation may transact business in the state without 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 service provider(s).
- Persons or firms practicing or soliciting Architectural and/or Engineering Services in the State of RI must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws. The Board of Design Professionals can be contacted as follows:

  Board of Design Professionals
  1511 Pontiac Avenue (Bldg 68-2)
  Cranston, RI 02920
  Tel: 401-462-9530
  Fax: 401-462-9532
  Website: www.bdp.state.ri.us

- Respondents are advised that all materials submitted for consideration in response to this solicitation will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode

Island General Laws except for confidential and proprietary business information as qualified in this RFLOI.

- It is intended that any P3 agreement awarded pursuant to a future solicitation for the purposes outlined in this RFLOI will be made to a prime contractor, who will assume responsibility for all aspects of the work required by such an agreement. Joint venture and cooperative proposals will be considered. Subcontracts may be permitted provided that their use is clearly indicated on the respondent's proposal, and any proposed subcontractor(s) are identified in the proposal.
- The RIBGHE/RIDOA reserves the right to request clarification of any aspect of information/materials in response to the RFLOI or to request additional or supplemental information, as necessary, to adequately evaluate a respondent's credentials and qualifications.
- Interested parties are encouraged to monitor the R.I. Division of Purchases website www.purchasing.ri.gov, as additional information relating to this solicitation may be released in the form of an addendum to this RFLOI.
- Pre-Submission Questions: Questions concerning this solicitation may be emailed to the Division of Purchases no later than the date and time indicated on the cover page of this solicitation. 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 monitor the R.I. Division of Purchases website www.purchasing.ri.gov, for updated information. If computer technical assistance is needed, then call the Division of Purchases Help Desk at 401-222-3766
- Respondents must submit two (2) electronic versions of their Letter of Interest – Part One submittal on compact disks or flash drives (not returnable), plus one (1) original and five (5) hard copies. Respondents must also submit one (1) original copy of their Letter of Information – (Part Two) in a separate, sealed envelope labeled with the respondent's name and marked with the RFLOI number found on the cover page of this solicitation and **"Part Two-Confidential/Privileged Financial Information."** Proposals may be mailed or hand delivered to the following address:

  Rhode Island Department of Administration
  Division of Purchases
  One Capitol Hill, 2nd Floor
  Providence, RI 02908

- **Materials must be received at the above address NO LATER THAN the date and time indicated on the cover page of this solicitation.**

Request for Letters of Interest and Information for a

Public/Private Partnership Agreement

For the

Development of Leased Facilities for a Combined University of Rhode Island/Rhode Island College **Nursing Education Center**

In Providence, Rhode Island

Index

Background of Nursing Education Center

Basis for Pursuing a Public/Private Partnership Agreement

Objectives of the Request for Letters of Interest and Information

RFLOII Process

Request for Letters of Interest - Part One

Request for Letters of Information - Part Two

Next Steps

Definitions

Exhibit

Feasibility Study for a Rhode Island Nursing Education Center
May 23, 2011

Background of Nursing Education Center

In June 2010, the Rhode Island General Assembly requested that the Rhode Island Board of Governors for Higher Education ("RIBGHE") conduct a detailed feasibility study for a new nursing sciences building for the University of Rhode Island and Rhode Island College that had been proposed as part of the RIBGHE Capital Improvement Program submission.

A multi-institutional committee representing the RIBGHE, Rhode Island College, and The University of Rhode Island met to investigate the feasibility and development options for a new **Nursing Education Center** ("NEC"). The Committee retained the architectural firms of Robinson, Green and Beretta Architects of Providence and HO+K Architects of New York City, specialists in healthcare clinical and education facilities as project consultants in February 2011.

The Committee submitted its NEC Feasibility Study report (the *Feasibility Study*) to the General Assembly. A copy of the final May 23, 2011 *Feasibility Study* is included as an exhibit to this RFLOI. The *Feasibility Study* was unanimously endorsed by all members of the Committee, by all three presidents of Rhode Island's public institutions of higher education, by healthcare leaders, and by senior economic advisors. It recommends that:

> "A single, state-of-the-art Nursing Education Center in the downtown Providence "Knowledge District" be constructed as the most cost-efficient and programmatically advanced solution for increasing the capacity of nursing education and the nursing workforce in Rhode Island. The facility will be shared by the uniquely excellent and differentiated nursing education programs at Rhode Island College and The University of Rhode Island. Each institution will continue to utilize renovated space at the home campus to serve certain education needs of entering and continuing students."

In Chapter 5, the *Feasibility Study* outlines a conceptual NEC building program of 127,431 gross square feet and a four-level diagrammatic model of the proposed facility. Chapter 6 describes site planning and location goals for the NEC project and examines prospective properties in Providence's proposed "Knowledge District".

The *Feasibility Study* defines the "Knowledge District" geographically on Page 62 as follows:

> "Formally the Jewelry District, the Knowledge District is located directly south of the Downcity District and is defined by Interstate 95 to the West, the Providence River to the East, and the relocated Interstate 195 connector to the South".

The sites identified in the *Feasibility Study* do not necessarily represent all available and suitable properties for location of the NEC facility and consideration would be given to real property with adjacency to the land area described above. Thus, one of the purposes of this RFLOI is to generate discussion regarding possible alternative project site locations. Chapter 7 of the *Feasibility Study* discusses alternative financing and project delivery methods for the NEC project, including developer involvement under a Public/Private Partnership agreement.

It should be noted that Governor Lincoln Chafee fully supports the creation of the Nursing Education Center in Providence. The Governor's 2013 Capital Budget Proposal includes general obligation bond financing of the NEC through a bond referendum. The Governor is equally supportive of a possible public/private partnership because of its economic development potential.

Basis for Pursuing a Public/Private Partnership Agreement

The following are reasons behind pursuing the P3 approach:

- Newly created redevelopment/economic opportunities in the City of Providence's Knowledge District.
- Strengths of the higher education institutional nursing programs and their proximal partners, including major health care providers, and other local colleges and universities.
- Significant anchor tenant opportunity, with option to accommodate additional tenants in an expanded building.
- Opportunity for potential developers to demonstrate the advantages of a developer build/lease arrangement, or other project delivery methods (such as build/purchase) for a State-supported project.

Identification of Key Parties to the NEC Development Project:

Rhode Island Board of Governors for Higher Education:

- Public corporation and governing board overseeing the public higher education system, including the University of Rhode Island, Rhode Island College, and the Community College of Rhode Island.
- Approves the higher education institutions' Capital Improvement Program, financing vehicles in support thereof, and contractual commitments associated with interests in real property.

Rhode Island Department of Administration:

- Administrative, fiduciary, and chief purchasing authority within the Executive Branch of State government
- Administers processes associated with the acquisition and disposition of State real estate assets, as well as funding and contractual commitments pertaining to commercial lease transactions.
- Administers the state's centralized procurement system through the Division of Purchases.

University of Rhode Island:

- The State's flagship public land grant and sea grant university.
- Seeking new shared facilities for upper class undergraduate and graduate level education and research programs in its College of Nursing in downtown Providence.

Rhode Island College:

- The State's comprehensive public four-year college**.**
- Seeking new shared facilities for its upper class level undergraduate education and graduate education and research programs in its School of Nursing in downtown Providence**.**

I-195 Redevelopment District Commission:

- Established by the General Assembly in 2011, to guide and oversee development of surplus. property created by the Department of Transportation's I-195 Relocation Project in Providence
- Staffed presently by the Rhode Island Economic Development Commission.

City of Providence:

- The Rhode Island's capital city with planning, zoning, and taxing authority over properties in and adjacent to the Knowledge District, including the I-195 Redevelopment District property.

Objectives of this Request for Letters of Interest and Information

The following are goals that are being sought by the solicitation of this RFLOI:

- To assess and confirm serious developer interest in the NEC project and/or an expanded project which might include speculative tenant lease space in the same building for business incubator activities, health care related industries, research, and other activities complimentary with the goals of the Knowledge District.

- To identify viable project sites for consideration.

- To understand the forms of P3 Agreements and project delivery processes that will attract the best and most qualified developer team and is in the best interest of the State of Rhode Island.

- To determine the general time-frame within which the project could be achieved under a P3 Agreement.

- To provide sufficient information to the RIBGHE/RIDOA for evaluation of a P3 development approach and to consider if this form of project delivery would be the most advantageous to the RIBGHE and the State of Rhode Island.

RFLOII Process

As a first step in the process of evaluating the potential for entering into a Public/Private Partnership agreement with a developer for the Nursing Educational Center facility, the RIBGHE/RIDOA is seeking letters of interest from qualified real estate developers and recommendations from the respondents regarding the feasibility, process, and cost implications of the P3 approach. Responses to this RFLOI will inform the RIBGHE/RIDOA's decisions regarding the advancement of a P3 project for the NEC facility.

Some information submitted by RFLOI respondents may be considered proprietary or involve confidential business/financial information. Therefore information and materials submitted under this Part Two-Letters of Information section shall be considered to be confidential/privileged financial information in accordance with the provisions of the Rhode Island "Access to Public Records Act, " R.I. Gen. Laws § 38-2-2 (5)(i)(B). Respondents must place their Part Two materials into a separate sealed envelope marked with the RFLOI number found on the cover page of this solicitation and **"Part Two-Confidential/Privileged Financial Information."** Part two submissions shall neither be opened publicly, nor made available for public inspection or copying as noted above. There will be no public opening or reading of RFLOI responses received by the Division of Purchases, other than to identify those firms who have submitted Letters of Interest and Information.

PROPOSED PROJECT SERVICES: It is anticipated that a P3 agreement for the Nursing Education Center may include, but not be limited to, the following services from a developer:

Property Acquisition: Investigation of available properties, due diligence and selection, survey and treatment of property for hazardous or unsuitable materials requiring abatement, arrangement of on and off-site utilities necessary for development, legal services, and property acquisition.

Design & Approvals: Programming and conceptual design of the NEC facility and other prospective rental space, project design and engineering, interior design services, construction document preparation, cost estimating, coordination of approvals by regulatory authorities, bidding phase services, construction administration through project close out, and provisions for complete "record drawing" documentation.

Construction: Determination of the appropriate method of construction management, obtaining building permits; full construction services and coordination of development of on and off-site services and parking; testing and inspections, coordination of LEED® certification; building commissioning services; purchase of tenant fixtures, furnishings, and equipment (FF&E) included in the P3 Agreement ; construction phase financing, accounting, and fiscal management.

Property Management: Term of lease management of the property, grounds, and parking facilities including responsibility for control, security, operational maintenance, weather-tightness, and design efficiency of the facility; marketing and lease management of other building tenants.

Financial: Providing financial planning and project budgeting services, equity financing, arrangement of private financing for the project staff payroll services, and overall project accounting and fiscal management services.

Request for Letter of Interest – Part One

Interested developers, leading their respective team, are requested to submit a Letter of Interest expressing the firm's background, qualifications, and staff talent that qualifies the firm to provide the anticipated services and real estate facilities outlined in this RFLOI. Materials submitted under this Part One section will become publicly available information upon receipt and processing by the Department of Administration, Division of Purchases. Specifically, the RIBGHE/RIDOA requests the following minimum information:

1. Team Profile: Outline your developer team, including professional services firms you may bring to this project if it proceeds as a P3 development (i.e., Developer, Architect, Engineer, Landscape Architect, MEP Consultants, Debt/Equity participant, Operating Management participant). Include resumes and descriptions of key team members' experience on relevant development projects.

2. Project Experience: List your team's relevant project experience with previous P3 and other land acquisition and development projects, design management, and construction of multi-tenant office, laboratory, and academic buildings, including information on the date of completion, location, owner, type, size, financing and sources of equity and debt, and your specific roles in the project. Describe elements of the above projects that are considered particularly relevant to the NEC Project criteria and how these support your team's qualifications. Provide photographs if available.

3. Construction: Provide details of your team's construction management experience. Include examples of construction delivery methods used for past projects (e.g. design-bid-build, design-build, Construction Management at Risk).

4. Property Management Qualifications: Provide a description of your team's relevant property management structure and maintenance plans for the projects listed above.

Request for Letter of Information – Part Two

Interested developer teams are requested to submit a Letter of Information to help inform the RIBGHE/RIDOA's decisions regarding the NEC project. The RIBGHE/RIDOA is seeking to gauge the level of interest by qualified developers for a P3 agreement for the NEC project. Specifically, the following information is requested in the Part Two response:

1. Real Property/Parcels:

    a. If the respondent recommends specific parcels of undeveloped land in or adjacent to the Knowledge District redevelopment neighborhood for consideration by the RIBGHE/RIDOA, please identify such properties and provide sufficient detail for evaluation of their suitability for this project and whether the respondent has site control and by what means (i.e. under option, under lease, or owned).

b. If the respondent recommends a parcel of land with an existing building that is intended to be presented for renovation to accommodate the NEC in or adjacent to the Knowledge District redevelopment neighborhood for consideration by the RIBGHE/RIDOA, please identify such properties and provide sufficient detail for evaluation of their suitability for this project and whether the respondent has site control and by what means (i.e. under option, under lease, or owned). Please provide a description of the building and improvements on the land including its past utilization, including images of the building exterior and interior, its floor plan and space configuration, and a brief description of utility access and building systems. Please refer to the *Feasibility Study*, Chapter 6 for the project site planning goals and recommended criteria for selection. An aerial view encompassing the Knowledge District area in Providence, Rhode Island is also displayed, including selective sites that were previously evaluated in the *NEC Feasibility Study.*

2. NEC Tenant Project Space: The proposed NEC project anticipates a program need of approximately 130,000 gross square feet of space. A preferred configuration of the NEC program space can be found in the *Feasibility Study* Chapter 5. Building Program and Design, Conceptual Building Plan – Scheme 1 beginning on Pages 49 through 54.

3. Prospective Office/Academic /Research Tenants: Anticipating that the NEC is a primary building tenant with a 25-year lease, identify the approximate minimum and maximum amounts of additional rental square footage proposed to be constructed on a speculative basis. Describe the prospective uses and tenant types that may fill additional rental space in the NEC building, if that is the intent. Also, discuss the potential for retail first floor tenancies and square footage requirements for street-level storefront exposure, a feature that the City of Providence has emphasized as a feature that they seek as part of the desired revitalization of the District.

4. P3 Proposal Format: The respondent is asked to provide recommendations for the RIBGHE/RIDOA to solicit, select, and work with a developer for this project:

a. At this time, a specific parcel of land has not been identified for the project. The RIBGHE/RIDOA requests suggestions and recommendations on how an RFP process could include land acquisition, and options for the P3 developer's role in the site/property acquisition.

b. The NEC building program requirements will be quite specific for classroom arrangements, audio/visual requirements, nursing simulation laboratories, and research spaces. State to what degree the technical room-specific requirements of the NEC program will need to be developed prior to requesting fixed cost lease proposals from developers.

c. If appropriate design documentation and building performance standards are not able to be developed prior to a P3 solicitation, describe the contract mechanisms available for establishing a framework that provides for tenant fit-up resolution after developer award.

d. The RIBGHE/RIDOA shall require that the NEC project be an exemplary building that sets the standard for the Knowledge District property development. The RIBGHE/RIDOA shall expect

high quality architecture, both in appearance and in community-focused design, employing environmentally sustainable construction and energy efficient building systems. Assuming that the NEC project property will be leased under a triple-net framework (with tenants paying share of taxes, insurances, and utilities), the RIBGHE/RIDOA is concerned with long-term operating costs. Describe how the project will best achieve these goals for the initial construction, and how the structure of the P3 agreement will ensure the required long-term maintenance and operating support for low-energy HVAC technologies.

e. The NEC will require furniture, building fixtures, and certain equipment to be purchased for the new facility. Indicate to what extent it is appropriate and possible to include FF&E in a long-term lease agreement.

f. Describe recommends for contracting typical third-party quality control services such as materials testing, special structural inspections, and the commissioning agent during construction.

g. Recommend examples of P3 development RFPs from other public entities that have been successful in meeting the goals stated in this RFLOI.

5. Estimated Lease Rates: In order to better inform the budgeting process for the project, the RIBGHE/RIDOA is interested in an estimation of the range of triple net lease rates that might be expected for the Nursing Education Center. We anticipate that the developer and RIBGHE/RIDOA will partner in the design of the building and the build-out of the NEC space will be concurrent with the base building construction. However, given that there are many details unavailable at this stage, the RIBGHE/RIDOA is requesting budget estimates for leasing rates based on the following assumptions for the Base Building, Tenant Improvements, FF&E, and Parking:

a. Base Building:

To include building structure and all enclosure and thermal insulation systems. All common areas accessible by the tenant, such as lobbies, fire egress corridors and stairwells, elevators, and services areas, shall be complete. Restrooms shall be complete and operational on all occupied floors. Circulation corridors shall be provided as part of the base building only on multi-tenanted floors where the corridor is common to more than one tenant.

To include all building shell components, including but not limited to, heating, ventilation, and air conditioning (HVAC), plumbing, electrical to each floor, sprinklers, etc.

Base building HVAC systems shall be inclusive of primary and secondary distribution systems including terminal equipment and registers for all spaces identified in the *Feasibility Study* preliminary program. Building Energy Performance must exceed ASHRAE 90.1-2007 Section 6.4 standards by 30%.

Electrical power distribution to core distribution panels on each floor with a capacity of 7 watts/SF.

Sprinkler and fire protection systems to be complete as required by building code.

Quality Standards: Equivalent to BOMA Class B or better and LEED® Gold or better.

b. NEC Tenant Improvements: 130,000 gross square feet; see the *Feasibility Study*, page 54 for NEC preliminary space program. Within the RIBGHE/RIDOA rental space, allow a Tenant Improvements Allowance of $200/SF for all tenant improvements not included in the base building. This allowance is for interior walls, doors, interior glass, finishes, all electrical from tenant floor sub-meters, fire-protection modifications from shell building system, plumbing, and ITS (information technology services).

c. FF&E Allowance for Fixtures, Furnishings, and Equipment: In addition to the above Tenant Improvements Allowance, the lease shall carry the amortized cost of $1,845,000 for FF&E [reference *Feasibility Study* page 86].

d. Tenant Parking: As required by zoning.

Please itemize the above four lease cost items and state an estimated comprehensive lease rates for the NEC tenancy. This rate should include all project costs including developer fee, real estate commissions, A/E costs, project management costs, construction inspection and commissioning, permits, legal and regulatory fees, financing costs, equity ROI, sales taxes, property and business taxes, insurances, general building property management costs, life-cycle maintenance and repairs, etc.

6. Lease Adjustments: Identify if the P3 agreement is to be based upon a fixed-price lease payment schedule or if it allows for cost escalation for inflation and changes in property management and other costs over the term of the lease. Please identify the inflationary index or formula for other changes in cost that would be used if an adjusted price lease payment is proposed. Given that the Tenant Improvement Allowance of $200/SF, in NEC RFLOI Section 5 b. above, is based upon conceptual design work conducted as part of the Feasibility Study and could be found to be higher or lower with further design study, respondents are also asked to provide a NEC annualized lease rate adjustment factor for each $10/SF increase or decrease in the Tenant Improvement Allowance presented.

7. Option to Purchase: If the RIBGHE/RIDOA wanted to include in the agreement an option to purchase the property at the end of the lease term, identify the means available for calculating the property's fair market value.

8. Schedule: Present a reasonable time schedule for delivery of the completed project? Please include duration times for the following activities:

A/E Schematic Design Phase

Secure Building Site

A/E Design Development Phase

A/E Construction Documents

Building Code Approval/Permit

Construction Bidding/Award

Construction

Commissioning / FF&E Installation / ITS / Move-in

9. Project Conceptual Design: The *Feasibility Report*, Chapter 6, includes concept building massing plans for various prospective sites within the Knowledge District. The RIBGHE/RIDOA would welcome additional conceptual design recommendations for a potential P3 project for the Nursing Education Center.

Next Steps

If the State of Rhode Island decides to pursue a Public/Private Partnership Agreement for the NEC project, the next step will include a formal developer solicitation in two phases:

Phase One: Developer team pre-qualification.

Phase Two: Solicitation of specific P3 proposals and selection of developer team, culminating in the negotiation of a long-term lease for Nursing Education Center.

Definitions

Public/Private Partnership Agreement (P3): In this case, refers to a private business venture which is funded and operated through a partnership of government and a private sector company. The P3 involves a contract between the State of Rhode Island and a private party, in which the private party provides a public facility project and assumes substantial financial, technical and operational risk in the project. The capital investment is made by the private company for the project may be financed on the strength of a lease contract with government. No government equity is anticipated for this project.

Triple Net Lease: In this case, a lease agreement on a property where the tenant or lessee agrees to pay all applicable real estate taxes, building insurance, and maintenance (the three "Nets") on the portion of the property rented by the tenant. This is in addition to any tenant lease rates included in the agreement. If the common areas are shared by other tenants, then the triple net costs of these areas shall be pro-rated to the percentage of the total available building tenant space leased by the tenant.

Tenant Improvement Allowance: The Tenant Improvement Allowance shall include all construction work and equipment, general contractor fees, subcontractor's profit and overhead costs, design costs, and other associated project A/E fees necessary to prepare construction documents and to complete the tenant improvements. It would be the successful developer's responsibility to prepare all documentation (working/construction drawings, etc.) required to receive construction permits. The

developer's administrative costs, supervision, overhead and profit shall be included in the Base Building lease rate.

LEED®: Leadership in Energy and Environmental Design, is an internationally recognized framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions.

BOMA: Building Owners and Managers Association International. BOMA offers the following building class designations:

> Class A: Most prestigious buildings competing for premier office users with rents above average for the area. Buildings have high quality standard finishes, state of the art systems, exceptional accessibility and a definite market presence.
>
> Class B: Buildings competing for a wide range of users with rents in the average range for the area. Building finishes are fair to good for the area. Building finishes are fair to good for the area and systems are adequate, but the building does not compete with Class A at the same price.
>
> Class C: Buildings competing for tenants requiring functional space at rents below the average for the area.

ASHRAE: American Society of Heating, Refrigerating and Air-Conditioning Engineers.

ADDITIONAL INFORMATION, RELATING TO THIS SOLICITATION IS RELEASED. THAT INFORMATION IS POSTED, AND ACCESSIBLE, AS DISK BASED.

Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the **WinZip 8.1** software. The ZIP file will contain one or more files based on the type of Bid/RPF.

Downloading the Disk Based Bid Information

Bids that have a file for download are marked with a "D" in the Info field of the bid search results.

The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid Information

Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files

contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

To access documents relating to this solicitation, go to the website

http://www.purchasing.ri.gov/RIVIP/BidSearch.asp

Enter the bid number **7449596**

When you see a screen SIMILAR (but relating to RFI **7449596**) the screen below, click on PD under the Info Column

A = Addendum B = Performance Bond P = Prebid Conference D = Disk-Based Bid S = Surety

Info	Opening Time	Bid Number	Status	Bid Title	Agency Name	Buyer Name	PO
PD	11/17/2011 11:30 AM	7449137	Active(Scheduled)	RFP-ELECTRONIC PAYMENT CARD AND EMERGENCY CASH CARD PROPOSAL - DLT (22 PGS AND ZIP FILE)	DLT - Labor and Training	Moynihan	
PA	11/17/2011 11:30 AM	7449137A1	Active(Scheduled)	ELECTRONIC PAYMENT CARD & EMERGENCY CARD PROPOSAL - DLT - ADDENDUM 1 (1 PG)	DLT - Labor and Training	Moynihan	