



Solicitation Information
April 27, 2012

BID # 7449658

TITLE: **CONSULTANT SERVICES FOR ENHANCEMENTS, UPGRADES AND TECHNICAL SUPPORT OF THE ON-LINE SYSTEM FOR CRASH ANALYSIS AND REPORTING (OSCAR)**

Submission Deadline: **May 25, 2012 @ 11:30 AM (Eastern Time)**

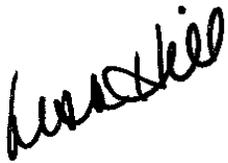
PRE-PROPOSAL CONFERENCE: YES **DATE:** May 15, 2012 **TIME:** 10:00 AM

Mandatory: **NO**

Location: **RIDOT/TMC Conference Room# 126**

SURETY REQUIRED: NO

BOND REQUIRED: NO

Lisa Hill 
Chief Buyer - DOT

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 RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
Traffic Research Section

**CONSULTANT SERVICES FOR ENHANCEMENTS, MAINTENANCE,
UPGRADES, AND TECHNICAL SUPPORT OF THE ON LINE SYSTEM FOR
CRASH ANALYSIS AND REPORTING (OSCAR)**

DBE GOAL: 10 %

INTRODUCTION

The Rhode Island Department of Transportation's (RIDOT) crash system consists of the following: (1) The On Line System for Crash Analysis and Reporting (OSCAR), an intranet based system used to collect, verify, store, edit, report, and print traffic crash information. OSCAR is based on the Crash Database Management System (CDMS). It was implemented in 2011. CDMS is the central repository for the storage of crash data. Police agencies electronically transmit crash data into CDMS through their Record Management System (RMS), or they can manually create crash reports through the Rhode Island Crash Reporting System (RICRS). CDMS has been in use since 2007 when the Rhode Island crash form was modified. (2) The Electronic Accident Reporting System (EARS), which is not linked to OSCAR, performs the same function as CDMS except it is based on crash data from 2000 through 2007, between the time when police agencies started to transmit crash data to RIDOT electronically and the time when the Rhode Island crash form was modified. The Rhode Island Division of Motor Vehicles (RIDMV) also electronically retrieves the crash reports from CDMS and prints a hard copy for inclusion in a physical file folder at the Safety Responsibility Section. This physical file folder will go electronic likely by the third year of this contract. Therefore, support of interfaces to both current and future RIDMV systems is required.

RIDOT anticipates the award of **ONE (1) CONTRACT** that will have a maximum contract completion date of **THREE (3) YEARS** with an option to renew services annually for a maximum of TWO (2) additional years contingent upon: 1) results and recommendations generated through this Contract and 2) the State's satisfaction and acceptance of the selected Consultant's services.

LOI/TECH submittals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program*, or "RIVIP" as it is known, @

<http://www.purchasing.ri.gov>

All Respondents are advised to review all sections of this request thoroughly and to follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection.

<p>NOTE: This is a Request for Letters of Interest combined with Technical Proposals, not an Invitation for Bid. Evaluation will be on the basis of the merits of the proposal submitted. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded.</p>

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All respondents **MUST** register online at the RIVIP Internet website @ <http://www.purchasing.ri.gov>.

- A fully completed signed **RIVIP Bidder Certification Cover Sheet** – All three pages shall accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three-page document may **result in disqualification**. A copy of this 3 page certification form should be in all proposals (originals and copies) submitted to the state for consideration.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 for RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM – 4:00 PM.
- The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, Respondents are hereby advised that in line with the Federal Acquisition Regulations any federal contract based on the services requested may require that the State obtain evidence of E-VERIFY compliance from the successful Respondent.
- The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all Respondents that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for an award.
- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- It is intended that an award pursuant to this Request will be made to a Prime Respondent, who will assume responsibility for all aspects of the work. Joint venture(s) will not be considered, but subcontract(s) are permitted provided that Sub-Respondent(s) proposed are clearly identified along with the type of work to be performed in response to this RFP.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, 2nd Floor, One Capitol Hill, Providence, Rhode Island.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.
- In accordance with RI Gen. Laws TITLE 7, Section 7-1.2-1401, no **foreign corporation** (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. **IF APPLICABLE, A COPY OF RESPONDENT'S CERTIFICATE OF AUTHORITY SHOULD BE INCLUDED AS PART OF THE SUBMITTED LOI/TECH LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL. FAILURE TO DO SO MAY RESULT IN AUTOMATIC DISQUALIFICATION.**

Any Respondent who does **NOT** have a current Certificate of Authority for the firm **MUST** acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for

the project, will expedite acquisition of the Certificate of Authority **prior to award**. This letter of acknowledgement **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

- **This contract has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal.** In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed **MUST be included in LOI/TECH PROPOSAL SUBMISSION** along with a copy of current state certification letter(s). DBE certifications must be approved at the time of technical proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 10% of Total Contract costs. Be advised that this requirement will apply for the lifetime of the contract. PRIME Consultants will be responsible to submit a **MONTHLY DBE UTILIZATION REPORT** documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ www.mbe.ri.gov. Any questions should be directed to:

RIDOT Office of Business and Community Resources
Room 106, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

REQUIRED FORMS:

Besides the ***RIVIP Bidder Certification Cover Sheet***, as required at the State level and obtained through the RIVIP website, RIDOT also requires that the following **FIVE (5) FORMS** be completed and included in your submission package in line with federal regulations and departmental policy. These FORMS will be reviewed for completeness and at the point of award will be made part of contract document.

- **DEBARMENT FORM:** Shall be completed and signed by an authorized agent of your Agency.
- **LOBBYING FORM:** Enter known project information on PAGE 1 (DESCRIPTION etc.); Firm shall complete FORM and submit, signed by an authorized agent of your Firm.
- **CONFLICTS DISCLOSURE STATEMENT FORM:** In line with directions stated on the form(s), completed form(s) shall be signed and submitted accordingly.
- **MANAGEMENT CERTIFICATION OF ACCOUNTING SYSTEM FORM:** Shall be completed on Completed on Company Letterhead and signed by an authorized agent of your Firm.
- **W-9 FORM:** For the W-9 form only, ONE (1) unbound "original" copy shall be completed and signed by authorized agent of your Firm. Form may be downloaded at <http://www.purchasing.ri.gov> .

All FORMS (except W-9) are attached to solicitation and shall be completed and copies submitted along with each TECHNICAL PROPOSAL submission. ("Original" & copies). Please note, for W-9 form only, one (1) unbound "Original" copy is required at time of submission. Copies of W-9 need not be included in individual proposal submissions.

TECHNICAL PROPOSAL CONTENT AND FORMAT:

Upon review of the Scope of Work (SOW), **TECHNICAL PROPOSAL** submissions (“**ORIGINAL**” plus **SIX (6) COPIES**) shall include, at a minimum, the following information for the RIDOT review and subsequent final selection recommendation. The RIDOT recommends that the Technical Proposal submission be submitted not only in hard copy form but also on CD-ROM. **A clearly labeled CD ROM should be attached to the inside cover of EACH Technical Proposal submission.** RIDOT recommends that the electronic version of said Proposals be submitted in Adobe PDF format.

*All information requested below must be organized in the **exact order** in which the following RFP requirements are presented with page numbers in consecutive order. **TECHNICAL PROPOSAL submission should contain a Table of Contents that cross-references each RFP requirement with specific page cited.***

*The **TECHNICAL PROPOSAL** submission shall **NOT** contain any references to **PROJECT COST**. Inclusion of cost information within the Technical Proposal submission may result in **disqualification.***

TECHNICAL PROPOSAL submissions shall include, at a minimum, the following information for the RIDOT review and subsequent final selection recommendation:

- **Letter of Transmittal:** A Letter of Transmittal should accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **RIVIP BIDDER CERTIFICATION FORM:** ALL THREE (3) Pages shall accompany each response submitted. Failure to make a complete submission of this document may result in disqualification. (*SEE GENERAL NOTIFICATIONS*).
- **Proposal Format:** **TECHNICAL PROPOSAL** should be bound or contained in a single volume. All documentation submitted with the proposal should be contained in that single volume. **TECHNICAL PROPOSAL** should be prepared on **8 1/2” x 11”** letter sized white paper printed on both sides sequentially numbered and limited in length to a total of **25 PAGES** – exclusive of exhibits, which should be tabbed and included in the bound submission. Font size should be a minimum of **12 POINTS** for all submittals. ALL documentation in excess of 25 PAGE MAXIMUM will be removed and discarded. **TECHNICAL PROPOSAL** should contain a Table of Contents that cross-references each requirement with specific pages in the **TECHNICAL PROPOSAL** submission.
- **RIDOT Scope of Work and Addenda:** Respondents should include as part of **TECHNICAL PROPOSAL** submission a copy of RIDOT’S original RFP and any supplemental Addenda, as applicable.

RELEVANT EXPERIENCE / PAST PERFORMANCE / CURRENT WORKLOAD

- **Company Introduction:** Respondents are to include a complete description of the firm and other relevant information documenting organizational structure and expertise specific to traffic research services.
- **Relevant Firm Experience:** Respondents are to include a comprehensive listing of the firm’s projects similar in concept to the projects being proposed.

Names, addresses, and telephone numbers of at least **THREE (3)** previous clients who are familiar with the services provided by your firm shall be included. This information is required

not only for the Respondent but also for any key sub-consultants to be assigned to project. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performances of services provided. Respondent acknowledges that RIDOT is granted specific permission to discuss past performance of Respondent and any of its proposed team members on any projects.

- **Current Workload:** Respondents must include a current listing of projects contracted to perform and anticipated completion dates.
- **Performance Record:** RIDOT will take into consideration not only the quality of previous work performed but also the timeliness of requested submissions and adherence to project schedule.

STAFF QUALIFICATIONS / PROJECT TEAM

- **Staff Qualifications:** The firm selected must designate a **Project Manager** with the authority and expertise to assign personnel to specific tasks and to schedule tasking to complete tasks as required. The Project Manager must be flexible in his/her approach to this contract.

Respondents are to include 1) a listing of experienced personnel currently on staff, 2) resumes of proposed personnel to be assigned to this project, including identification of the Project Manager and 3) the approximate percentage of each employee's time to be expended on this project.

Management of this contract will be under RIDOT'S Traffic Research Section responsible for approval of all staff assigned to the project. RIDOT must be informed of any changes in personnel at any time during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate the contract.

- **Organizational Chart** of the proposed project team must be included. The Respondent should describe how the proposed organizational structure addresses the full scope of this project.
- **Sub-Consultant(s):** The Respondent must disclose the identity and work arrangements established between the Prime and proposed Sub-Consultant firm(s), if any, to be assigned to this project. Full disclosure of the proposed project team requires 1) a listing of experienced personnel currently on staff, 2) resumes of proposed personnel to be assigned to this project, including identification of the key Project Manager, and 3) the approximate percentage of each employee's time to be expended on this project.

PROJECT APPROACH AND WORK PLAN AND PROJECT SCHEDULE

- **Project Approach:** Respondents must provide a detailed technical synopsis of the work proposed and the design services anticipated as cited in attached SCOPE OF WORK.
- **Work Plan and Project Schedule:** A detailed work plan and proposed project schedule that addresses each of the project requirements as described in the attached SCOPE OF WORK.

FIRM'S SUITABILITY TO PROJECT

- **Firm's Suitability To Project Needs:** As part of the evaluation process, RIDOT will take into consideration the size and scope of the project proposed in determining the technical suitability of a firm to provide the requested services. RIDOT will assess each firm's technical capacity and relative firm size in relationship to the level of project complexity and scope.

DBE PARTICIPATION

- **This contract has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal.** In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed **MUST be included in LOI/TECH PROPOSAL SUBMISSION** along with a copy of current state certification letter(s). DBE certifications must be *approved* at the time of technical proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 10% of Total Contract costs. Be advised that this requirement will apply for the lifetime of the contract; PRIME Consultants will be responsible to submit a **MONTHLY DBE UTILIZATION REPORT** documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ www.mbe.ri.gov

Supplemental Technical Information: Respondents are encouraged to submit any other technical information deemed useful to provide RIDOT with sufficient information to evaluate the firm's qualifications to perform the requested services.

Once a **Final Selection recommendation** has been determined, the **selected** Consultant will be required to submit the following documentation to RIDOT for review and acceptance ***prior to contract award***:

- **Commitment to Affirmative Action:** Respondents must provide a copy of their firm's current Affirmative Action Plan to the State EEO Office for compliance review and approval.
- **Financial Status:** For projects that ***equal or exceed \$500,000.00***, the selected Consultant will be required to submit **Audited Financial Statements** to RIDOT for review and entry in Consultant's file for duration of contract term. For projects totaling ***less than \$500,000.00***, the selected Consultant will be required submit a **Financial Review**. All financial documentation submitted will be kept confidential and on permanent file in the Contracts & Specifications Office.

PRE-PROPOSAL MEETING

Interested parties are encouraged to attend a Pre-Proposal Meeting to be held on MAY 15, 2012 @ 10:00 A.M. to be held at the RI Department of Transportation, Two Capitol Hill, Transportation Management Center Room 126, Providence, RI 02903.

Any questions relative to the SOW as well as any questions regarding RIDOT procedures and proposal format will be addressed at the Pre-Proposal Meeting.

A summary of the Pre-Proposal Meeting will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty eight (48) hours in advance of the scheduled meeting.

PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS

Any pertinent questions subsequent to this solicitation may be posted at RIDOT'S "*Bidding Opportunities*" web page accessible at: <http://www.dot.state.ri.us/contracting/bids> and follow the link to "?" to submit questions for this solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu.

A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. The Q & A Forum will disable 5 FULL CALENDAR DAYS prior to the due date for this project. Therefore, questions will not be accepted **after Midnight on MAY 19, 2012.**

Upon review of the Scope of Work (SOW), an "**Original**" and **SIX (6) copies** of completed **LOI/TECH PROPOSAL** submissions should be sent to the Division of Purchases by the specified deadline to the address listed below. RIDOT recommends that the Technical Proposal submission also be submitted not only in hard copy form but also on **CD-ROM**. Clearly labeled CD ROM should be attached to the **inside cover of each Technical Proposal submission.** RIDOT recommends that the electronic version of said Proposals be submitted in Adobe PDF format

Requested documentation is to be either mailed or hand delivered in sealed envelope marked:

BID # 7449658 - CONSULTANT SERVICES FOR ENHANCEMENTS, MAINTENANCE, UPGRADES, AND TECHNICAL SUPPORT OF THE ON LINE SYSTEM FOR CRASH ANALYSIS AND REPORTING (OSCAR) by MAY 25, 2012 no later than 11:30 A.M. to:

BY COURIER OR MAIL:
RI Division 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.
(SEE GENERAL NOTIFICATIONS)

EVALUATION AND SELECTION:

Detailed LOI/TECH submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Review Committee (TEC) will be convened comprised of members of the RIDOT Division responsible for the project under consideration. A written evaluation and ranking of each proposal will be prepared by the TEC incorporating factors based on the following:

Evaluation will also consider commitment to Affirmative Action and DBE Participation. Upon completion of the written evaluation of all LOI/TECH submissions, the Technical Review

Committee may, at its discretion, contact the top-ranked candidate firm(s) to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

The TEC'S final selection recommendation will then submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final RIDOT selection recommendation will be presented to the State's Architectural / Engineering Consultant Services Selection Committee for consideration. Upon final selection approval from the Director of Administration, all respondents will be notified that a final selection has been made.

TECHNICAL SELECTION CRITERIA:

- | | |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. PROJECT APPROACH inclusive of proposed Work Plan and Project Schedule | 0 - 25 POINTS MAX |
| 2. STAFF QUALIFICATIONS | 0 - 20 POINTS MAX |
| 3. PAST PERFORMANCE in terms of quality of work, timeliness of submissions and adherence to project schedule | 0 - 20 POINTS MAX |
| 4. CURRENT WORKLOAD | 0 - 15 POINTS MAX |
| 5. PAST / RELEVANT EXPERIENCE | 0 - 10 POINTS MAX |
| 6. FIRM'S SUITABILITY TO LEVEL OF PROJECT COMPLEXITY | 0 - 5 POINTS MAX |
| 7. DBE PARTICIPATION in terms of disclosure of RI certified DBE Firm(s) and assigned tasks | 0 - 5 POINTS MAX |

MAXIMUM SCORE 100 POINTS MAX

NEGOTIATION / AUDIT STATUS

The selected Consultant(s) will be directed to submit a formal financial proposal to the RIDOT, and negotiations will be completed on a cost plus fixed fee basis. The selected Consultant(s) and/or Sub-consultant(s) may be required to undergo a pre-negotiation audit conducted by the RIDOT Audit Division. Pre-negotiation audits may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal agency or an audit performed by another local governmental agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by RIDOT Audit Division prior to contract award.

CONTRACT AWARD

Contractual arrangements will be established on a cost plus 10 % fixed fee basis. The successful Respondent must be prepared to provide necessary data to support all costs associated with project expenditures.

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

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

SCOPE OF WORK FOR

CONSULTANT SERVICES FOR ENHANCEMENTS, MAINTENANCE, UPGRADES, AND TECHNICAL SUPPORT OF THE ON LINE SYSTEM FOR CRASH ANALYSIS AND REPORTING (OSCAR)

DBE GOAL: 10 %

PROJECT BACKGROUND AND CONCEPT:

The Rhode Island Department of Transportation's (RIDOT) crash system consists of the following: (1) The On Line System for Crash Analysis and Reporting (OSCAR), an intranet based system used to collect, verify, store, edit, report, and print traffic crash information. OSCAR is based on the Crash Database Management System (CDMS). It was implemented in 2011. CDMS is the central repository for the storage of crash data. Police agencies electronically transmit crash data into CDMS through their Record Management System (RMS), or they can manually create crash reports through the Rhode Island Crash Reporting System (RICRS). CDMS has been in use since 2007 when the Rhode Island crash form was modified. (2) The Electronic Accident Reporting System (EARS), which is not linked to OSCAR, performs the same function as CDMS except it is based on crash data from 2000 through 2007, between the time when police agencies started to transmit crash data to RIDOT electronically and the time when the Rhode Island crash form was modified. The Rhode Island Division of Motor Vehicles (RIDMV) also electronically retrieves the crash reports from CDMS and prints a hard copy for inclusion in a physical file folder at the Safety Responsibility Section. This physical file folder will go electronic likely by the third year of this contract. Therefore, support of interfaces to both current and future RIDMV systems is required.

The purpose of this Scope of Work (SOW) is to solicit for Consultant services (CONSULTANT) for a THREE (3) YEAR contract with an option to renew services annually for a maximum of TWO (2) additional years contingent upon: **(1)** results and recommendations generated through this Contract and, **(2)** the State's satisfaction and acceptance of the selected Consultant's services. The work under this Contract is necessary to keep RIDOT'S crash system current, provide improvements and repairs as needed, and supply technical support to RIDOT and law enforcement personnel.

DETAILED REQUIREMENTS:

Requirements:

Potential Respondents should have a working knowledge of the modules that are included in OSCAR prior to consultant selection. RIDOT will allow Respondents the opportunity to view

OSCAR at the RIDOT offices at the scheduled Pre-Proposal Meeting to be held on May, 15, 2012. The modules to be reviewed are as follows:

- a. Standard Reports
- b. Ad-hoc Reports
- c. Crash Review
- d. Data Extract
- e. IRF Manager
- f. Administration (for the purpose of administering the database and its applications)

The selected CONSULTANT should also have a working knowledge of the Crash Property Management System (CPMS). Details of the CPMS are described under TASK 4.

System Technical Support and Maintenance

The selected Consultant should provide support and maintenance tasks detailed below starting from the NOTICE TO PROCEED for a 3-YEAR initial contract term with an option to renew services annually for a maximum of TWO (2) additional years.

The State of Rhode Island will be migrating its computer servers from Windows 2003 to Windows 2008. Therefore, everything that is running from SQL Server 2005 will be migrated to SQL Server 2008. Also, any desktop applications, such as IRF Manager, Standard Reports, Ad Hoc Reports, etc. that currently run on Windows XP will be migrated to Windows 7. Accounting for these migrations must be factored into the cost proposal.

TASK 1. Help Desk/System Maintenance

The Help Desk/System Maintenance tasks involve the periodic updates to all the installation programs, the upgrading of applications, and responding to requests for assistance with crash database queries. Also, general assistance is required with the OSCAR modules outlined in Item 1. The CONSULTANT should provide a 24 hour turnaround telephone, e-mail, and onsite support for the following tasks:

- Any attempted and failed transmission of crash data by police agencies should be rectified by the CONSULTANT so the data can be imported into the OSCAR database. Any problems with the process should be reported to RIDOT/Traffic Research personnel.
- The crash records that have failed the audit process should be rectified by the CONSULTANT so they can be imported into the OSCAR database. Any problems with the process should be reported to RIDOT/Traffic Research personnel.
- The quality and quantity of the data received from the police departments should be reviewed by the CONSULTANT daily. Any problems should be reported to RIDOT/Traffic Research personnel.
- Occasionally, RIDOT will request changes be made to the OSCAR system. The CONSULTANT should make the requested changes and perform any action necessary to apply those changes in OSCAR. The CONSULTANT should report the application of the OSCAR updates to the RIDOT Traffic Research Section and the State Division of Information Technology (DoIT).
- The Rhode Island Crash Reporting System (RICRS) is a program used to enter crash records into the database. The CONSULTANT should provide RICRS technical assistance to the applicable law enforcement agencies to ensure the agencies continue collecting accident data for transmission to RIDOT.

- The Rhode Island State Police Commercial Enforcement Unit (RISP/CEU) uses a special SafetyNet version of the Rhode Island Mobile Accident Reporting System (RIMARS). The CONSULTANT should provide technical support for this system as directed by RIDOT/Traffic Research to ensure its proper functioning.
- State law requires that all Police Departments in Rhode Island must transmit crash data at least once every FOURTEEN (14) days. The CONSULTANT should monitor the frequency with which RIDOT receives crash data from each Police Department. If any Police Department has not transmitted crash data according to state law, then the CONSULTANT should determine if that Department is experiencing technical problems, and if they are, then the CONSULTANT must work with that Department to rectify the problems. The CONSULTANT should also inform RIDOT/Traffic Research personnel of all transmission difficulties.
- The old VB version of IRF Manager (prior to OSCAR) should be maintained.

TASK 2. Miscellaneous Technical Support

Work performed under this task should include general system maintenance and any miscellaneous work necessary as directed by the RIDOT Project Manager to insure proper operation, user friendliness, and to respond to unforeseen technological changes. Work under this task should be preauthorized by RIDOT.

TASK 3. Commercial Truck Database

The CONSULTANT should maintain and provide support to the Rhode Island State Police (RISP) on the use of data from OSCAR to supply the information necessary for the SafetyNet system for commercial truck accidents. The CONSULTANT should troubleshoot any problems that may arise with the Commercial Truck Database in OSCAR.

TASK 4. Crash Property Management System and Access Database Module

- The CONSULTANT should maintain and provide support to the Crash Property Management System (CPMS) and the Access Database in a timely manner.
- The CPMS should be compatible with OSCAR.
- The CONSULTANT should implement improvements to the CPMS with any new technology as directed by RIDOT including but not limited to GPS Technology.
- The CONSULTANT should be required to assist RIDOT'S Restitution Claims Manager in the development, creation, and editing of CPMS and Access reports as required.
- The CONSULTANT should provide 35 HOURS of training for the CPMS and Access Database as directed by RIDOT.
- The CONSULTANT should review the CPMS and Access Database annually to provide recommendations, upgrades, and changes as directed by RIDOT.
- The CONSULTANT should provide technical support as directed by RIDOT
- The CONSULTANT should only allow access to the CPMS and Access Database by RIDOT'S Restitution Claims Manager. Special permissions must be in place to protect the data from unauthorized access.

- The CONSULTANT should maintain and provide access to all historical records through OSCAR and EARS for CPMS.

TASK 5. Police Department Support

Police Departments occasionally require technical support to troubleshoot and maintain proper data flow between the police departments and the RIDOT. The CONSULTANT should maintain and provide 24 hour turnaround on site, e-mail, and/or telephone support to the police departments to ensure that the RIDOT continues to receive correct crash data in a timely manner.

- The CONSULTANT should provide technical support to police departments as directed by the RIDOT. All requests for support by the police should be made directly to the RIDOT. Under no circumstances should the CONSULTANT perform work under this task without prior RIDOT approval.

TASK 6. Record Management Systems (RMS) Certification Legislation

The RIDOT is responsible for the collection of crash data statewide but has no control over the selection of RMS software by police departments. This lack of control places the RIDOT at a disadvantage since it cannot direct the police departments to use an RMS that is compatible with its data import formats or database structure. Legislation requiring RMS vendors wishing to sell their crash record products to police agencies in Rhode Island to be certified by the RIDOT is necessary.

- The CONSULTANT should review the situation with RIDOT personnel including RIDOT'S Legal Section and legislative liaisons to determine the feasibility of RMS certification legislation.
- If feasible, the CONSULTANT should draft the legislation for approval by the necessary parties in Rhode Island State Government.

TASK 7. System Documentation

System Documentation consists of instruction manuals, entity relationship diagrams, data dictionaries, and source code.

- The CONSULTANT should provide this documentation for the current OSCAR system any updates to OSCAR during the term of this contract.
- The CONSULTANT should provide documentation to explain the process to correct/edit crashes that have failed to be imported into OSCAR. This includes correcting/editing and re-importing files in both the Hold Directory and those located in the Invalid Accident file.

TASK 8. Project Management

In order to keep all necessary persons informed on the progress of the work described in the SOW the CONSULTANT should perform the following tasks assigned to the appropriate staff:

- Attend technical meetings at RIDOT as needed. The function of the technical meetings is to inform RIDOT technical staff of the progress and any difficulties arising in the performance of this work.

- Attend management meetings at RIDOT as needed. The function of the management meetings is to inform RIDOT Project Managers of the availability of work-hours to complete the work, to explain any project related problems, and to resolve any outstanding project related issues from the technical meetings.
- Provide monthly status reports. Each report must clearly define the beginning date and the ending date for the reporting period. These reports should conform to RIDOT standards and detail the work performed and the contract hours used. The CONSULTANT must provide a detailed summary of work accomplished under each task during the reporting period.

TASK 9. Miscellaneous Training

Work to be performed under this task includes training law enforcement and government personnel in the use of the Rhode Island Statewide Uniform Accident Report and OSCAR as directed by the RIDOT.

- The CONSULTANT should prepare training materials, including but not limited to: manuals, handouts, and Power Point presentations and provide advice on training issues in reference to the training of police and government personnel.
- The CONSULTANT should be responsible for the coordination of training activities, including, but not limited to: the creation and distribution of training notifications, site selection, and date/time of training sessions. The CONSULTANT should have a thorough working knowledge of the material contained in any training that they are providing.

TASK 10. Creation of Reports

- The CONSULTANT should be required to create Standard Reports as directed by RIDOT personnel. Examples of this are developing Standard Reports for NHTSA reporting requirements for the Office of Highway Safety, and developing Standard Reports for data required in the annual Highway Safety Improvement Program (HSIP) report.
- The CONSULTANT should provide assistance to RIDOT personnel in producing complex queries for execution in the Ad-Hoc and Standard Reports modules.

TASK 11. OSCAR Enhancements

The CONSULTANT must provide proposals for future enhancements to the current electronic crash reporting system (OSCAR).

The required enhancements are as follows:

- Develop a Standard Report that would allow a user to print out police crash reports for a specific intersection or roadway segment.
- Provide a field in the OSCAR Crash Review module that would allow police officers to enter the roadway's milepoint.

RIDOT is interested in other future enhancements to OSCAR as well. These future enhancements will be at the CONSULTANT'S discretion. Better ideas will be scored higher. Examples of other enhancements may be but are not limited to:

- Streamline the data editing process in IRF Manager for police entering intersections where accidents occur.

- Simplify the user friendliness of executing existing Standard Reports.
- Simplify the user friendliness of executing Ad Hoc Reports.
- Incorporating the EARS database into the OSCAR system.

TASK 12. Update of Functional Classification in the IRF

The CONSULTANT should update the functional classification of the intersection reference file based on the newly modified functional classification of roadways from the 2010 Census data.

GLOSSARY OF TERMS

ACRONYMS

CDMS	=	Crash Database Management System (after 2007)
CPMS	=	Crash Property Management System
EARS	=	Electronic Accident Reporting System (before 2007)
HSIP	=	Highway Safety Improvement Program
IRF	=	Intersection Reference File
OSCAR	=	On Line System for Crash Analysis and Reporting
RICRS	=	Rhode Island Crash Reporting System
RIMARS	=	Rhode Island Mobile Accident Reporting System
RMS	=	Record Management System
VB	=	Visual Basic

STATE AGENCIES

CEU	=	Commercial Enforcement Unit (State Police)
DoIT	=	Division of Information Technology
RIDMV	=	Rhode Island Division of Motor Vehicles
RIDOT	=	Rhode Island Department of Transportation
RISP	=	Rhode Island State Police

Certification for Federal-Aid Construction/Consultant Contracts

IN ACCORDANCE WITH PUBLIC LAW 101-1210 SECTION 319 (DEPARTMENT OF THE INTERIOR AND RELATED AGENCIES) THE PROSPECTIVE PARTICIPANT CERTIFIES, BY SIGNING AND SUBMITTING THIS BID OR PROPOSAL, TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, THAT:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

(R.I.D.O.T. APPENDIX C)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (03-48-00-46), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 - 0348-0046
(see reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>year _____ quarter _____</p> <p>date of last report _____</p>
<p>4. Name and Address of Report Entity:</p> <p><input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p style="padding-left: 100px;">Tier ____, if known:</p> <p>Congressional District, if known: _____</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known: _____</p>	
<p>6. Federal Department Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity:</p> <p>(if individual, last name, first name, mi): _____</p>	<p>10. b. Individuals Performing Services (including address if different from No. 10a)</p> <p>(last name, first name, mi): _____</p>	
<p>11. Amount of Payment (check all that apply)</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer</p> <p><input type="checkbox"/> b. one-time fee</p> <p><input type="checkbox"/> c. commission</p> <p><input type="checkbox"/> d. contingent fee</p> <p><input type="checkbox"/> e. deferred</p> <p><input type="checkbox"/> f. other, specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. in-kind; specify: nature _____</p> <p style="padding-left: 100px;">value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contracted, for Payment indicated in Item 11 (Attach Continuation Sheet(s) SF-LLL-A, if necessary):</p> <p>_____</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. this disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	
<p>For Federal use Only:</p>		<p>Authorized for Local Reproduction Standard Form – LLL-A</p>

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

CONSULTANTS

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS FOR PRIME CONSULTANTS
AND LOWER TIER PARTICIPANTS (SUBCONSULTANTS ETC.)**

Appendix B - - certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

INSTRUCTIONS FOR CERTIFICATION:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion - - Lower Tier Covered Participants

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

In accordance with the code of Federal Regulations, Part 49 CFR Section 29.510, the prospective primary participant _____ (name of Authorized Agent), _____ (Title), being duly sworn (or under penalty of perjury under the laws of the United States), certifies to the best of his/her knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall list exceptions below.

Exceptions will not necessarily result in denial of award, but, will be considered in determining contractor responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and the dates of the action. Providing false information may result in criminal prosecution or administrative sanctions. If an exception is noted the contractor must contact the Department to discuss the exception prior to award of the contract.

Signature of Authorized Agent

Date

CONFLICTS DISCLOSURE POLICY

To ensure that the Rhode Island Department of Transportation (RIDOT) maintains the continued confidence and trust of the people of Rhode Island in carrying out its mission, prospective vendors must disclose any family (or other personal) relationships, associations or connections that the vendor, its affiliates, or employees, may currently have with any RIDOT employee. A Conflicts Disclosure Statement shall be submitted to RIDOT from the following:

- ❖ Owners;
- ❖ Directors;
- ❖ Principals;
- ❖ Officers, board members, or individuals with corporate authority;
- ❖ If the vendor is a partnership, the applicant's partners;
- ❖ If the vendor is a limited liability company, its members and managers;
- ❖ Employees with decision-making authority, including executive directors, managers or individuals in a similar position with corporate authority; and
- ❖ Shareholders with a controlling interest.

Management Certification of Accounting System

I certify, as required by Rhode Island General Law §37-2-32, that (FIRM NAME) has an accounting system and adequate internal controls that will permit timely development of all necessary cost data required by and in compliance with Federal and State regulations, statutes and contract terms, and that the accounting system is adequate to allocate costs in accordance with generally accepted accounting principles.

Signature of Certifying Official

President

Date of Certification

Printed Name of Certifying Official

Signature of Certifying Official

Chief Financial Officer

Date of Certification

Printed Name of Certifying Official