



Solicitation Information
August 17, 2012

RFP# 7457983

TITLE: PERFORMANCE MEASURES MANAGEMENT SOFTWARE WITH DASHBOARD

SUBMISSION DEADLINE: FRIDAY, SEPTEMBER 7, 2012 AT 11AM (EASTERN TIME)

Proposals received by the Division of Purchases ("Division") after the above-referenced due date and time will not be considered. Proposals faxed, or emailed, to the Division will not be considered. The official time clock is in the reception area of the Division.

Questions concerning this solicitation must be received by the Division of Purchases at rfp.questions@purchasing.ri.gov no later than **August 27, 2012**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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

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Division of Purchases

Applicants must register on-line at the State Purchasing Website at
www.purchasing.ri.gov

Note to Applicants:

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

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THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1: INTRODUCTION

The State of Rhode Island (referred to here as the “Client”) is seeking proposals for a **Performance Measure Management Software Product with Dashboard**, as specified in section 3: Software Requirements. The software to support the Client’s performance measurement system would be accessed through a web portal with aggregate population and programmatic performance data which is a) partially provided and maintained by the vendor, and b) hosted and stored by the Vendor.

The amount for this RFP is not to exceed **\$75,000** on development and implementation of the software product. Although the estimated performance period will be **January 2013 through December 2013**, with the option to renew at the State’s sole discretion for four (4) consecutive one-year periods for software maintenance, for grant purposes, that State is looking to have a contract in place before September 29, 2012. The maintenance extensions will be contingent upon Vendor’s performance and funding availability. The vendor shall provide the cost for maintenance in the extension years in their cost proposal.

The Client reserves the right to issue a multiple award. Proposals will be evaluated on the basis of the relative merits of the proposal, in addition to an appropriate and realistic budget.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential bidders are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete submission as described herein may result in a rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, or scope of work defined by this RFP will be rejected as being non-responsive. Additionally, the Division reserves the right to reject or accept any and all proposals on such a basis that the Division deems to be in its best interest.
3. In order to submit a proposal, bidders must properly register with the State of Rhode Island. For information of registering, please see the Division’s website at www.purchasing.ri.gov and under the heading “Vendor Registration Information.”
4. The Purchasing Agent reserves the right to request additional information regarding the “responsibility” of any bidder and accept or reject any bid on the basis of “responsibility” in his or her discretion.
5. All costs associated with developing or submitting a proposal in response to this Invitation, or to provide oral or written clarification of its content shall be borne by the bidder. The State assumes no responsibility for costs during the RFP process.

6. Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent. Any such withdrawal may result in forfeiture of the submitted bid surety.
7. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
8. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
9. All proposals should include the bidder's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
10. The purchase of goods under an award made pursuant to this RFP will be contingent on the availability of funds.
11. Bidders are advised that all materials submitted to the State for consideration in response to this RFP will be considered "Public Records" as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon award.
12. Interested parties are instructed to monitor the Division of Purchases website on a regular basis, as additional information or changes relating to this solicitation may be released in the form of an addendum. Potential bidders are responsible for monitoring www.purchasing.ri.gov for any addendums.
13. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful bidder.*

15. The bidder should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact dorinda.keene@doa.ri.gov.
16. Questions and Proposal Submission Questions concerning this solicitation may be emailed to the Division in accordance with the terms and conditions expressed 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 download this information and track the website for information and addendums.

SECTION 2: BACKGROUND

In 2010, the Rhode Island Department of Health (HEALTH) was awarded a Public Health Infrastructure grant from the Centers for Disease Control and Prevention, to strengthen the public health infrastructure for improved health outcomes. During 2011, HEALTH engaged its leadership in public health accreditation efforts and renewed its work to develop and compile performance measures. Some of those measures are currently being used by state leadership led by the Governor to achieve budgeting performance and accountability.

To use evidence-based practices to improve population outcomes, the State must have data available on a regular basis in a clear, concise display, easily accessible and transparent to staff, stakeholders and the public. Data must identify and regularly report on population objectives and performance measures, quality improvement activities and overall measure the efficacy of services delivered.

Through the National Public Health Improvement Initiative (NPHII), that focuses on strengthening the public health infrastructure for improved health outcomes, the use and implementation of technology to support the performance management system and publicly communicate efforts to improve the health of Rhode Islanders is required as part of continued funding. Furthermore, these efforts are aligned with the Strategic Plan and Domain 9 of the Public Health Accreditation Board's standards for public health accreditation.

As a result of the implementation of a performance measure management software product with a dashboard feature, the following results are anticipated:

- The Client will have a technology solution that meets the specifications of the system described in section 3, and,
- Staff will be trained in and regularly use the software product to update and upload performance measures that are not part of the vendor-provided state and national data, and,
- A visually-friendly dashboard of population measures will be presented on the Client's website, along with evidence-based practices, connected to Healthy People objectives, with user-selected geographical breakdowns, and,
- The same visually-friendly dashboard will be available to staff through the Client's Intranet to display MONTHLY internal activity measures used for management purposes.

SECTION 3: SOFTWARE REQUIREMENTS

The software product should enable the Client to monitor performance measures in public health through an automated, user-friendly system that **meets or exceeds** the following features:

1. TRACKING FEATURES:

- a. tracks performance indicators overtime, and offers different choices for geographical breakdowns (i.e., state, city/town, zip code, county) that users can select from,
- b. allows entry and display of strategies/efforts/plans that will drive each performance measure in the right direction,
- c. connects and groups indicators to national public health efforts such as Healthy People objectives and the priority areas for the National Prevention Strategy,
- d. allows entry and updating the population indicators and performance measures data at least monthly.

2. DATA PROVISION FEATURES:

- a. Provides and updates state-level indicators data relevant to public health (i.e., adults health insurance rate, children living in poverty, deaths caused by motor vehicle crash, teens use of illicit drugs, high school graduation rate, etc.) from nationally recognized datasets,
- b. Offers additional non-health indicators data (transportation, economic development, education) from national datasets, that can be added to the application if the client so desires,
- c. Includes ongoing updates of indicators from those national datasets,
- d. Displays the state and national indicators baseline and trends, illustrating the status of the state's population.

3. DISPLAY FEATURES:

- a. visually presents indicators' progress in a graphical, colorful, easy to read and understand display, that serves a wide audience (the public in general) and relates the message with colors and graphics in a visually attractive fashion that can easily inform and engage the viewer,
- b. allows statewide and/or jurisdictional trend lines viewing automatically after the data is entered, and displays trend lines so viewers are able to see the direction in which indicators are changing,
- c. includes both, a **public-facing dashboard** on one or more websites that display population indicators and performance measures that are easy to access, read and interpret, AND an **internal non-public dashboard** that displays operational indicators (activities and quality measures) that are updated monthly and serves management purposes.

4. TECHNICAL FEATURES:

- a. Is hosted offsite, on a Vendor's secure server that is compatible with the State of Rhode Island requirements and exhibits all security and backup features for data recovery and any other additional technology requirements,
- b. Allows images to be displayed in full size resolution when accessed by any of the major web browsers (Internet Explorer, Firefox, Google Chrome, Safari),
- c. Images comply with federal requirements including ADA accessibility and any applicable state web standards,
- d. Allows adjusted viewing in smart phones,
- e. should the Client decide to share it with other agencies in the state, the software and all the features herein described can be displayed in more than one website, with the same quality and accessibility.
- f. Provides additional training, consultation and ongoing technical assistance remotely or through online support during regular business hours, Eastern Standard Time (EST).
- g. Allows at least fifty (50) or more staff with the ability to update and upload indicators in the system.

5. OTHER FEATURES:

- a. supports key elements of public health accreditation,
- b. connects performance indicators to live links of evidence-based practices from recognized sources including but not limited to the CDC's Community Guide for Prevention,
- c. informs stakeholders about the health status of Rhode Islanders and contributes to community health assessments,
- d. allows public comment/opinion and participation in polls that can support and inform health assessments efforts,
- e. All data entered into the software product must be maintained and available through the life of the contract and available for export to Microsoft Office products at anytime as well as upon termination of the contract.

SECTION 4: VENDOR REQUIREMENTS

4.1. Vendor Responsibilities

- The selected Vendor must assume primary responsibility for the implementation of the contract specifications and activities.
- The Vendor will successfully implement the software technology solution within the first 80-90 working days from the contract's signature.
- The Vendor will successfully accomplish the tasks described and defined in the Software Requirements.
- The Vendor must abide by all Federal Regulations if applicable to this contract.

4.2. Ownership of Work Product and Intellectual Capital

Except for proprietary or commercial software, the Client will have all ownership rights to the documentation designed, developed, and/or utilized for this contract. All data, technical information, materials gathered, originated, developed, prepared, used or obtained in the

performance of the contract, including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, notes and memoranda, and, written procedures and documents, regardless of the state of completion, which are custom developed and/or are the result of the services required under this contract, shall be and remain the property of the Client and shall be delivered to the Client upon 30 days notice. A Vendor shall not sell a work product or deliverable produced under a contract awarded as a result of bids without explicit permission from the Client.

SECTION 5: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at rfp.questions@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference RFP # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (originals plus four (4) copies of both the technical and the cost proposal, along with electronic copies) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7457983: PERFORMANCE MEASURES MANAGEMENT SOFTWARE WITH DASHBOARD**” to:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. A *separate, original* **TECHNICAL PROPOSAL** (see details in Section 6: Technical Proposal Requirements), with four (4) copies describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to ten (10) pages (this excludes any appendices).
4. A *separate, original, signed and sealed* **COST PROPOSAL** (see details in Section 7: Cost Proposal Requirements), with four (4) copies, reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. The Cost Proposal form is attached and should consist of a 12-month budget and budget narrative.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide two (2) electronic copies of their technical proposal and two (2) electronic copies of a separate cost proposal in electronic format (CDRom, diskette, or flash drive). Microsoft Word / Excel OR PDF format is preferable. The electronic copy should be placed in the respective proposals marked "original."

SECTION 6: TECHNICAL PROPOSAL REQUIREMENTS

This RFP defines the Software Requirements and work/management structure within which the chosen Vendor must operate. In order to be considered for selection, bidders must complete all responses to this RFP in the format described in this document.

Proposals not meeting the requirements described in this RFP will not be considered. Additionally, any technical proposals must meet a minimum threshold score of 50 points in order for the cost proposal to be considered. The State reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requirements contained herein.

The proposal must be organized in the order described below and use the numbering designations outlined. The numbering designations will allow evaluators to score areas appropriately. Failure to use number designations may result in scores of zero as reviewers may be unable to find answers that correspond to numbered specifications/requirements.

Technical Proposals must be no longer than ten (10) pages, excluding cover page, staff résumés, product samples, and references. The format of the bidder’s proposal must include, at a minimum the following chapters, numbered as follows:

Section I: Cover Page

The cover page is included in “Attachment 1: Cover Page” at the end of this document. Please use this template as a way to identify information regarding the proposal.

Section II: Cover Letter

The cover letter must be signed and dated by a person authorized to legally bind the Vendor to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the cover letter must include by attachment the following information about the Vendor and any proposed subcontractors:

- Name, address, principal place of business, telephone number, and fax number/email address of legal entity or individual with whom contract would be written.
- Legal status of the Vendor (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.
- Location of the facility from which the Vendor would operate.
- Number of years experience carrying out the activities of this contract.
- Demonstrate adequate financial resources and be financially sound as proven by furnishing balance sheet/financial statements, showing that the Vendor has been in business continually for the last three (3) years.
- Provision of a single point managerial level contact to coordinate all State requirements and to be the point of contact for any problems/questions that may arise.
- Statement showing agreement that Vendor’s procedures shall be in compliance with all applicable Federal and State laws.
- Statement outlining Vendor’s acceptance of conditions outlined in the RFP and with the State’s contract provisions.

Section III: General Background and Qualifications

Bidder must provide the following information about their company to evidence its stability and ability to support the commitments set forth in response to the RFP (additional documentation to support and/or clarify might be requested):

- A brief description of the company, including past history, present status, and if fitting future plans, etc.
- Company size and organization.
- Disclose any history of defaults, contract terminations, and bankruptcies.

Section IV: Ability and Approach to Implement the Activities and Specifications of this Contract

This section of the proposal will contain the ability and approach that the Vendor will take in implementing the activities and specifications described in the Software Requirements section of this RFP. The Vendor should include activities/tasks to accomplish, along with measurable outcomes. This section should demonstrate:

- The Vendor's experience with the Software offered
- Proof that the Vendor has a technology solution fully built out to support the Software being offered
- The Vendor's ability to publicly display in a dashboard fashion success toward achieving population outcomes and performance measures
- The Vendor's experience with training on the use of their software product to ensure that employees are able to translate the use of this tool to their daily work.

In particular, this section **must** clearly specify the ability and approach to supply and support health and non-health related data, with a list of the indicators and data sources, as well as the ability to supply and support non-health data with a list of the indicators and data sources.

Section V: Staffing

This section should outline how the Vendor intends to staff and support the use of this software solution. This should include both an outline of training staff support and technical assistance for the software product. Additionally, the Vendor should comment on the availability and capacity of their staff to devote to the potential client in the use of the performance measure management software solution.

The Vendor must identify **one** key contact for the duration of the contract. The key contact will triage, monitor and facilitate all aspects of the contract, including the monitoring adherence to the terms of the contract and working with others in the Vendor's organization as needed for additional technical assistance and expertise. In case of changing the key contact, the Vendor will make every reasonable effort to ensure that the early removal of a key contact has no adverse impact on the successful completion of this project.

The Client reserves the right to call a meeting with the Vendor either in person or by conference call to resolve any issues or for management and planning purposes during this contract period. The Vendor will be accountable when/if performance measures agreed upon are not met.

Section VI: Proposed Work Plan (Response to Software Requirements)

This section should contain a proposed work plan to implement the software solution for the Client within 80-90 working days after signing the Contract, as well as a proposed training and installation schedule, with a tentative timeline, preferably presented with a Gant chart. Also include the specific areas/tasks that are the Vendor's responsibility and what areas/tasks are responsibilities of the Client.

All bidders will be held to specific performance review criteria to ensure that project deliverables as outlined in this RFP and attested to in the Software Requirements are being met. To consider the software installed and delivered, outcomes, activities and measures the Vendor is expected to complete, are in the table below.

Outcomes	Activities/Tasks	Measure of Completion
A performance measures management software tool is implemented	<ul style="list-style-type: none"> Secure server is hosted by the vendor 	1. Web-based software is accessible by the Client, meets security guidelines and is available 99% of the time
Public dashboard is displayed at the Client/s' website	<ul style="list-style-type: none"> Vendor loads 100 state-level health indicators data grouped by Healthy People objectives 	2. Data from up to 100 state-level health indicators grouped by Healthy people objectives are provided by the Vendor and displayed in the system
	<ul style="list-style-type: none"> Include links to evidence-based practices 	3. Links to evidence based practices are live and displayed
	<ul style="list-style-type: none"> Make software tool with population indicators and performance measures publicly accessible 	4. Dashboard is available to the public and is displayed on the website 99% of the time
Internal (non-public) dashboard is displayed at the Client/s' Intranet for staff only	<ul style="list-style-type: none"> Create link in the Intranet Train staff in the creation and upload of measures 	5. Intranet link is created and accessible to staff 6. Staff is trained to create and enter measures at least monthly
THE SOFTWARE SOLUTION MUST BE FULLY DEPLOYED AND FUNCTIONAL WITHIN 80-90 WORKING DAYS AFTER THE CONTRACT WITH THE VENDOR IS SIGNED.		

If the Vendor should choose not to address a certain Activity, Deliverable or Condition, the Vendor's proposal must clearly explain why and what the Vendor proposes as an alternative. It should be labeled as "EXCEPTIONS" and include it in the work plan.

Section VII: Quality Control

This section should detail the policies and procedures that the contractor will use to maintain the integrity, authenticity and availability of the state's information. Areas that must be outlined include, but are not limited to:

- Physical security
- Logical security
- Granting, moving, and terminating access
- Backup and recovery
- Business continuity
- Network security and monitoring

This section should also describe your company's procedures for the transfer of the entire data set and ensuring its quality upon termination of the contract.

Section VIII: Appendices

- A. **Resumes.** Resumes of key staff involved in the project and working with the Client (Please do not include personal contact information (i.e. home addresses and phone numbers)).
- B. **References.** In order to validate the highest-ranking proposal, references will be contacted for further input. These clients may be contacted to determine the quality of the work performed and the personnel assigned to the project. Bidder must provide at least three (3) references along with the name, title, phone number, and email address of the person who can speak to the bidder's work and experience.
- C. **Miscellaneous.** Include Insurance Certificate and any other relevant documents that although not specifically required, may complete the information or significantly add to the proposal.

SECTION 7: COST PROPOSAL REQUIREMENTS

This component consists of:

- 1) a budget summary, that should include all costs for this software solution and the associated first-time on-site training and technical support as a fixed price;
- 2) a budget narrative that includes a description of each budget line item entry. The budget narrative must include the level of effort (hours), hourly rate and fringe rate for all staff and shall be equivalent to the fixed price stated in the budget summary #1).
- 3) a separate budget for annual maintenance and technical assistance after the initial installation and technical assistance and for the option years.
- 4) A proposed deliverables based payment schedule subject to acceptance by the State.

The lowest costing proposal will receive the maximum cost points, with higher costing proposals receiving proportional points: $(\text{Lowest Cost}/\text{Cost}) \times 30 \text{ points} = \text{Cost Points Awarded}$.

The detailed budget must include personnel, salary and fringe benefits, if relevant. Also provide a detailed description and justification for each line item. Please note the vendor is responsible for all costs incurred in the preparation of a response to this Request for Proposals.

SECTION 8: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The Technical Review team will determine if each proposal is sufficiently responsive to the RFP to permit a complete evaluation of the individual/organization and experience. Proposals must comply with the instructions to bidders contained in **Sections 6 and 7, for Technical and Cost Proposal Requirements**. Failure to comply with the instructions shall

deem the proposal non-responsive and subject to rejection without further consideration. The State reserves the right to waive irregularities.

Minimum requirements for a **Proposal** to be given consideration are listed here.

- The Technical Proposal must contain the Sections I-VIII:
 - Response Section I: Cover Page
 - Response Section II: Cover Letter
 - Response Section III: General Background and Qualifications
 - Response Section IV: Ability to Implement the Activities and Specifications to install the software solution within 80-90 working days from signing the contract
 - Response Section V: Staffing
 - Response Section VI: Proposed Work Plan (and Exceptions if relevant)
 - Response Section VII: Quality Control
 - Response Section VIII: Appendices: Staff resumes, References, Insurance Certificate
- Cost Proposal

The maximum possible score is 100 points and applications scoring below 50 points in the technical review will not be considered. Applicants may be required to submit additional written information or be asked to make an on-site oral presentation before the Technical Review Committee to clarify statements made in their proposal. Upon completion of the evaluation process, the bidder will be selected based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the client. Upon written notification of the selection, contract specifications, including detailed work plans, deliverables and timetables will be negotiated and setup. In the event that negotiation with the selected bidder is unsuccessful, the State reserves the option of negotiating with another bidder. The State reserves the right to accept or reject any or all proposals.

PROPOSAL SCORING

The Technical Review team will score proposals based on the criteria listed in Section 6. Proposals will be assigned points as follows:

Section	Description	Total Points
TECHNICAL PROPOSAL		
Response Section III:	General Background and Qualifications	5
Response Section IV	Ability to Implement the Solution within 80-90 working days after contract signature	30
Response Section V	Staffing	5
Response Section VI	Proposed Work Plan (& Exceptions if relevant)	20
Response Section VII	Quality Control	10
COST PROPOSAL		
	Cost Proposal	30
	MAXIMUM POINTS	100

Award:

- The Division of Purchases will commission a Technical Review Team (“Review Team”) to evaluate and score all proposals that are complete and minimally responsive using the criteria described below. The evaluation of any item may incorporate input from sources other than the Vendor’s response and supplementary materials submitted by the Vendor. Those other sources could include assessments made by evaluators based on findings recorded from reference checks (including but not limited to those supplied by the Vendor), prior experience with or knowledge of Vendor’s work, responses to follow up questions posed by Review Team and/or oral presentations from the offerors. Review Team may elect to use any or all of these evaluation tools.
- The Review Team may call in any, all or some of the vendors in for an oral presentation at any point during the process at its own discretion. The Review Team may slightly adjust the technical score of any vendor after conducting such an interview. The State reserves the right to inspect and review any facility as part of the evaluation.
- The Review Team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made, a notice will be posted on the Rhode Island Division of Purchases web site.
- In order for the Cost Proposal to be reviewed, all technical proposals must meet a minimum technical evaluation score of **50 total points**. Any technical proposals scoring less than **50 points** will not have the cost component either opened or evaluated and the proposal will be dropped from further consideration.
- Because the evaluation takes into consideration both the technical and cost components in a value based approach, the lowest costing vendor may not necessarily be awarded the contract.
- Notwithstanding anything above, the State, and its agents reserve the right to either accept or reject any, or all, bids, proposals, award on cost alone, cancel the solicitation and to waive any technicality in order to act in the best interest’s of the State and to conduct additional negotiations as necessary.
- Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not considered further. The State, at its sole option, may elect to require presentation(s) by offerors in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete required work within a specified time.

ATTACHMENT 1: COVER PAGE

**Rhode Island Department of HEALTH
PERFORMANCE MEASURES MANAGEMENT SOFTWARE WITH DASHBOARD**

The purpose of this page is to provide very basic summary information about the proposal that the prospective funding source can review quickly and use for identification.

NAME OF APPLICANT AGENCY _____

ADDRESS OF APPLICANT AGENCY _____

TELEPHONE NUMBER _____

FAX NUMBER _____

CONTACT EMAIL ADDRESS _____

F.E.I.N. # _____

PROJECT TITLE _____

BRIEF SUMMARY OF PROJECT (short paragraph):

-end-