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

David Cadoret
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SOLICITATION INFORMATION
RFP #7460213

TITLE: NEW PROCESSING EQUIPMENT FOR CONTRACTOR'S REGISTRATION AND LICENSING BOARD

CLOSING DATE AND TIME: 3/5/2013 AT 10:00 AM

QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO THE DIVISION OF PURCHASES AT BIDINFO@PURCHASING.RI.GOV NO LATER THAN 19 FEBRUARY 2013 @ 12:00 NOON (EASTERN). PLEASE REFERENCE THE RFP NUMBER 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

SURETY REQUIRED: NO

BOND REQUIRED: NO

VENDORS MUST REGISTER ON-LINE AT THE STATE PURCHASING WEBSITE AT WWW.PURCHASING.RI.GOV TO BE ABLE TO DOWNLOAD A BIDDER CERTIFICATION COVER FORM.
OFFERS RECEIVED WITHOUT THE ENTIRE COMPLETED 4 PAGE RIVIP GENERATED BIDDER CERTIFICATION FORM ATTACHED MAY RESULT IN DISQUALIFICATION.

DAVID A. CADORET
CHIEF BUYER

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

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It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records, as defined in Title 38 chapter of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state unit it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This Certificate of Authority will be required prior to the issuance of a purchase order.

Proposals must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet, downloaded from the R.I. Division of Purchases Internet home page at http://www.purchasing.state.ri.gov

2. An original (marked ORIGINAL) plus four (4) copies of a signed, sealed, and *separate* Cost Proposal reflecting the hourly rate, fixed fee, or other fee structure, proposed for this scope of services.

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3. An original (marked ORIGINAL) plus four (4) copies of a *separate* Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.

4. A completed and signed W-9 form downloaded from the Division of Purchases Website.

Proposals should be mailed or hand delivered in a sealed envelope marked "RFP # 7460213 New Processing Equipment for Contractor's Registration and Licensing Board 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 which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

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The Technical Proposal must contain the following sections:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

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- Work plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

- Previous Experience and Background

This section shall include the following information:

A comprehensive listing of similar projects and undertaken and/or similar clients served, including a brief description of the projects,

A description of the business background of the offeror (and all subcontractors proposed), including a brief description of their financial position, history of the firm.

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The State of Rhode Island reserves the right to accept any proposal as offered, and to reject any or all proposals.

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

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 may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the Purchasing Agent, or his designee, who will make the final selection for this requirement.

Background and Purpose

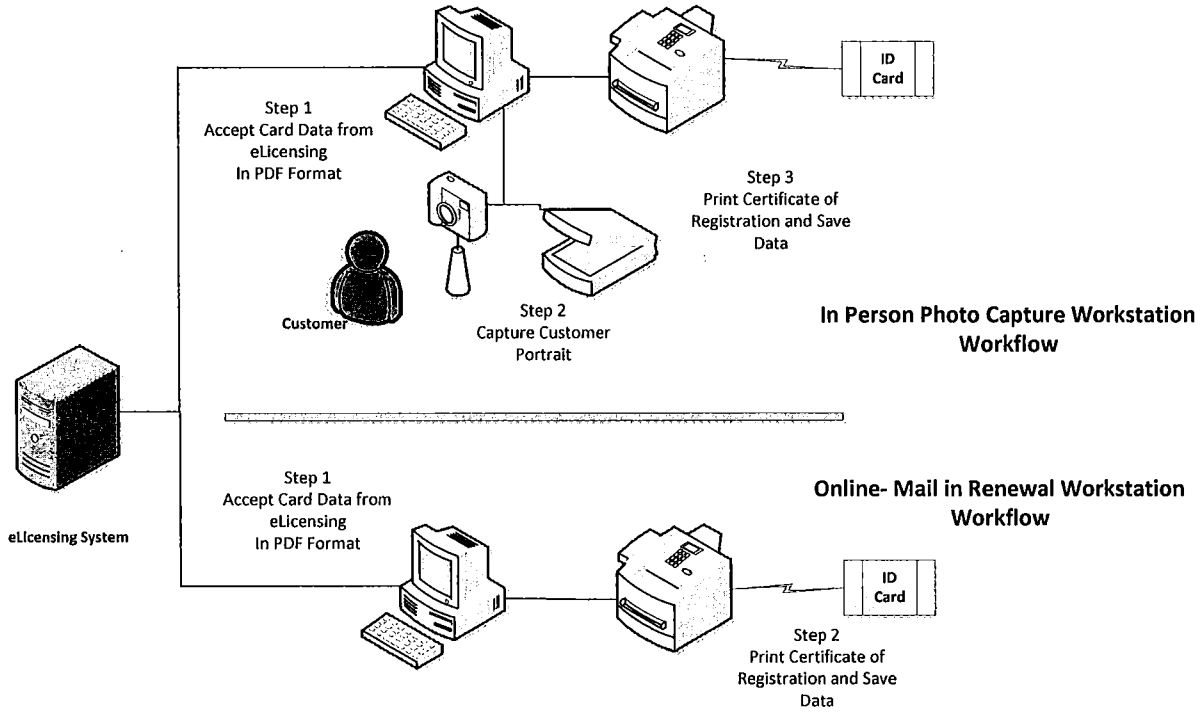
The State of Rhode Island implementing a new licensing application (eLicensing) across multiple agencies and licensing programs to allow the State of Rhode Island to have a common interface for all licensing and allow for a single point of use for external renewal services and license status checks for the citizens of Rhode Island. The Contractors' Registration Board within the Department of Administration anticipates utilizing the new licensing system in early 2013.

The Contractors' Registration Board currently issues a pocket-card certificate of registration to contractors registered with the board. The system that produces the certificates of registration is not compatible with the new licensing system, is past end of life and no longer meets the needs of the board.

The goal of this solicitation is to implement a new subsystem to produce pocket-card certificates of registration that is compatible with the new licensing system and adds new features to the certificates of registration such as licensee photo and bar code.

Solution Description

The eLicensing system provides all functionality to approve new or renewed credentials. As the workflow completes, a credential will "print" from the eLicensing system in PDF format. The print data will contain information that will to be printed on the certificate of registration.



In Person Photo Capture Workflow

In the envisioned solution for this workflow, data printed by eLicensing will be capture and stored. The solution will retrieve this data, and then allow for a licensee photo to be captured against a vendor supplied background. The photo may be adjusted or retaken if required. Alternately, the solution will allow the operator to scan the licensee's driver's license or other photo identification card and capture

the document's photo into the solution. The solution will then allow the operator to preview the certificate of registration with the portrait prior to printing. Finally, the solution will print a double sided certificate of registration and store the resultant data set.

Online - Mail in Renewal Workflow

In the envisioned solution for this workflow, data printed by eLicensing will be capture and stored. The solution will retrieve this data and allow the operator to preview the certificate of registration with the previously captured photo prior to printing. Finally, the solution will print a double sided certificate of registration and store the resultant data set.

Scope of Work

The vendor will be required to coordinate with the eLicensing vendor to certify the compatibility of the solution.

The vendor will specify the personal computer requirements for the In Person Photo Capture and Online- Mail in Renewal Workstations. (The state will purchase the PC hardware separately)

The vendor will work with the Contractors' Registration Board to identify the appropriate placement of camera and background for portrait capture.

The vendor will be required to deliver, install and test the solution.

The vendor will train Contractor's Registration Board operators in the operation of the solution.

The Vendor will educate technical support personnel on the system support information.

The Vendor will be onsite during eLicensing:

- Configuration Validation
- Acceptance Testing
- Production Launch

The vendor will toll free telephone support for the solution.

The vendor will provide onsite support during the initial warranty period.

Deliverables Include

In Person Photo Capture Workstation
Hardware and Software to:

- Accept and store PDF print data from eLicensing
- Capture and adjust color photo images against a background
- Scan driver's license or other identification credentials and capture document image into the solution software
- Preview and print double sided ISO ID-1/CR-80 size pocket-card certificates of registration containing portrait and bar code data

- Store data sets for 100,000 cards

Online and Mail in Renewal Workstation
Hardware and Software to:

- Accept and store PDF print data from eLicensing
- Preview and print double sided ISO ID-1/CR-80 size pocket-card certificates of registration containing portrait and bar code data
- Store data sets for 100,000 cards

(The state will purchase the PC hardware separately)

Installation of all hardware and software

Consulting to determine solution software compatibility and photo capture configuration

Onsite training for up to 10 system operators and support personnel

Onsite support during configuration validation, acceptance testing and go-live

Onsite warranty support for one year

Software support for one year

Supplies for the first year of operations (24,000 cards) including card stock, ribbons and other consumable items

Requirements

Certificate of Registration Printer

- CR-80 credit card size
- PVC with glossy laminate surface
- Card thickness 0.010" to 0.037"
- 300x600 dpi resolution
- Double sided printing option
- Full color or monochrome availability
- Alphanumeric and text, photo and logo printing
- 2D bar codes
- Signature panel on card

Scanner

- Scan driver's licenses and extracts the document's image into a file
- The extracted image can be saved and exported to various applications

Software/System

- Accept PDF print stream as data input
- Software is flexible and easy to use
- Support static and variable graphic fields
- Image import for multiple popular image file formats (jpg, tif)

- Able to capture new photos directly into software and crop and adjust existing photos
- Provide the ability to preview output prior to printing
- Provide support for software developer's kit
- Ability to manage user accounts and privileges
- Provide secure user audit trail
- Ability to store certificate of registration data sets
- Capacity to store 100,000 image sets

(The state will purchase the PC hardware separately)

Evaluation Criteria

The Review Committee will review the proposals based on the Evaluation Criteria and present written findings, including the results of all evaluations, to the State Purchasing Agent, or his designee, who will make the final selection. When a final decision has been made, a notice will be placed on the Internet.

1. **Solution / Approach** to meeting the business requirement and minimizing ongoing operational costs (0 – 40 points)

2. **Vendor qualifications and background** with product knowledge and certifications; experience with projects of similar size and scope (0 – 20 points)

3. **Cost proposal** (0 – 40 points)