



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

BUYER: Walsh, Gail M  
 PHONE #: 401-574-8122

CREATION DATE : 06-FEB-13  
 BID NUMBER: 7460230  
 TITLE: DATA CONVERSION & ENCRYPTION SERVICES  
 BLANKET START : 01-APR-13  
 BLANKET END : 31-MAR-16  
 BID CLOSING DATE AND TIME: 06-MAR-2013 11:00:00

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 DOA CONTROLLER  
 ONE CAPITOL HILL, 4TH FLOOR  
 SMITH ST  
 PROVIDENCE, RI 02908  
 US

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 DLT BUSINESS AFFAIRS UNIT  
 BUILDING #73  
 1511 PONTIAC AVE  
 CRANSTON, RI 02920  
 US

Requisition Number: 1288876

Note to Bidders: PLEASE SEND QUESTIONS TO GAIL.WALSH@PURCHASING.RI.GOV UNTIL 2/20/13.

Line	Description	Quantity	Unit	Unit Price	Total
1	CONTRACT TERM: 4/1/13-3/31/16  WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS.  PROVIDE DATA CONVERSION & ENCRYPTION SERVICES PER ATTACHED SPECIFICATIONS.  CDR MASTER - 4/1/13-3/31/16	1.00	Each		
2	CDR ALVA MASTER CD - 4/1/13-3/31/16	1.00	Each		
3	CDR ALVA DUPLICATE CD - 4/1/13-3/31/16	1.00	Each		
4	CDR PAGES - 4/1/13-3/31/16	1.00	Each		
5	CDR OTHER MISC - 4/1/13-3/31/16	1.00	Each		
6	256-BIT ENCRYPTED CDR - 4/1/13-3/31/16	1.00	Each		
7	CDR MASTER - 4/1/16-3/31/18	1.00	Each		
8	CDR ALVA MASTER CD - 4/1/16-3/31/18	1.00	Each		
9	CDR ALVA DUPLICATE CD - 4/1/16-3/31/18	1.00	Each		
10	CDR PAGES - 4/1/16-3/31/18	1.00	Each		
11	CDR OTHER MISC - 4/1/16-3/31/18	1.00	Each		
12	256-BIT ENCRYPTED CDR - 4/1/16-3/31/18	1.00	Each		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

**Re: Data Conversion and Encryption Services, Three Years, Fixed Pricing – With Option for 2 Additional Years**

**Fixed Pricing Schedule for Three (3) years  
3490E Data Tapes are referred to as Tape(s)**

- 1. Data Conversion – Tape to CD, price per Original CD**
- 2. Data Conversion – price per CDR page**
- 3. Data Conversion Miscellaneous:**
  - a. Data Conversion – taking reports from the FARS Application (Business Affairs Application), the Charge Bill Application (Benefit Charge), and the Tax Application (Financial Report) and putting the Data Files on CD.**
  - b. Creating Reports,**
    - i. FARS Report, indexed by Ledger Number and Report Name**
    - ii. Charge Bill Report, indexed by EIN Number.**
    - iii. Financial Audit Report, indexed by EIN Number.**
- 4. Tapes are transported via Fedex 2<sup>nd</sup> Day service by the State.**
- 5. Tapes are to be returned via Fedex 2<sup>nd</sup> Day service to the State.**
- 6. Tapes are sent out on a regular monthly basis.**
- 7. The volume is approximate:**
  - a. FARS – 20000 pages, separated into daily and monthly reports**
  - b. Benefit Charge – 5500 pages, separated into daily and monthly reports**
  - c. Tax Report - 3000 pages,**
- 8. FARS report needs to be separated into daily and monthly reports and Benefit Charge Report is a monthly listing.**
- 9. CD/DVD's produced will have 256-bit encryption.**

**Response time is expected to be no more than 5 business day from the delivery date of tapes.**

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

### **TERMS AND CONDITIONS FOR THIS BID**

#### **PURCHASE AGREEMENT BID**

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

#### **MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

#### **RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

#### **DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.