



Solicitation Information

Date: February 21, 2013

RFP # 7461261

TITLE: Independent Review Outside Organizations at University of Rhode Island

Submission Deadline: Thursday March 14, 2013 @ 11:30 AM (Eastern Standard Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **3/1/2013@ Noon** (Eastern Standard Time). Please reference the RFQ # on all correspondence and send questions in a *Microsoft Word format*. Questions received, if any, will be answered and 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

Thomas Bovis
Interdepartmental Project manager

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

NOTE TO VENDORS:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of The University of Rhode Island is soliciting proposals for a systematic and comprehensive review of the partnerships, collaborations or relationships that the University has with outside organizations from qualified OFFERERS, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov.

To access the State's General Conditions of Purchase, enter our website and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

The scope of work is described herein.

This is a Request for Proposals, not an invitation for Bid; thus, responses will be evaluated on the basis of the relative merits of its Technical proposal, in addition to the cost 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 Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

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, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The state reserves the right to award to one or more offerer. The State also reserves the right to award this project based on pricing alone.

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 offerer. 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 is to be considered fixed, unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at time of opening for any cause will be determined to be late and will not be considered. The "Official" time clock for purposes of determining whether a proposal has been timely filed is located in the reception area of the Division of Purchases.

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 subcontractors are permitted, provided that their use is clearly indicated in the OFFERER's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

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 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 selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this RFP will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ.

The offerer should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website at www.rimbe.org.

Equal Employment Opportunity (R.I. Gen. Law § 28-5.1)—It is stated policy of the State of Rhode Island that “[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 in all areas where state dollars are spent, in employment, public service, grants, and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island equal Employment Opportunity Office, at 222-3090 or via e-mail: raymond.lambert@hr.ri.gov.

During the evaluation process, the State reserves the right, where it deems it to serve the State's best interests, to request additional information or clarification from any proposer. At the State's request, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The State reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is ultimately selected. Submission of a proposal indicates acceptance by the vendor, individual, or entity of the conditions contained in this Request For Proposals, unless clearly and specifically noted in the proposal submitted and specifically confirmed by expressed exemption in the contract executed by the Rhode Island Department of Administration, Division of Purchases and the offeror selected.

SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

An audit was conducted earlier this year by the state Auditor General's office to review the expenditure of a \$575,000 legislative grant by the Institute for International Sport, a private nonprofit corporation located on the main campus of the University of Rhode Island. Among the conclusions, the audit found that the financial relationship between the University and the Institute contained certain practices and procedures that were questionable and not consistent with best practices. In particular, the University allowed the executive director of the Institute to be carried on State's payroll system and to receive some of the same benefits as university employees. Although the Institute was required to reimburse the University for these costs, the audit recommended that this practice be discontinued and not repeated. One reason cited by the audit for the recommendation was that the practice "put the University in an unintended business relationship with a private organization by advancing funds thereby creating a vested interest in their viability in order to collect amounts owed."

As a result of this audit, President Dooley announced that the University would retain an outside consultant to conduct a systematic and comprehensive review of the partnerships, collaborations or relationships that the University has with outside organizations to ensure that such partnerships and their associated procedures are consistent with current institutional and governing board policies as well as best practices in higher education.

The President prefaced his decision with the following comments:

"More than two thousand University faculty and staff work extremely hard on behalf of our students, the people of Rhode Island, and ultimately, society. It has been my experience over the past three years that occurrences such as those associated with the Institute for International Sport are the exception at URI. Nevertheless, we cannot tolerate violations of our policies or procedures. We must be trustworthy and dependable in order to achieve our transformational goals, and to provide our many stakeholders with the levels of quality and service they have come to expect.

I take very seriously any breaches of University or Board of Governors (BOG) policies, procedures and regulations – whether intentional or unintentional, before my tenure or since I came to Rhode Island. I strive to hold myself and all members of the University community to the highest professional standards. The work of URI is too important for all of us here at URI not to expect that of our community. And, we must continue to be transparent, forthcoming, and accountable regarding our finances, administrative relationships, policies, and activities."

This review must be performed by a third-party with no affiliation with the University and preferably with experience with higher education and with the kinds of relationships that develop between universities and external parties or other similar large and complex organizations.

Therefore, the University will be contracting with a qualified consultant to perform the required systematic and comprehensive review. In order to make an informed selection, the University is requesting that qualified consultants experienced with the performance of such

comprehensive compliance reviews submit technical and cost proposals for evaluation. The basis of the University evaluation and the required format for the submittals is provided in this RFQ.

This review shall include the academic, research and administrative operations of the University of Rhode Island conducted on each of its four campuses listed below.

GENERAL SCOPE OF WORK TO BE PREFORMED:

The scope of work to be performed shall involve a review of approximately fifteen (15) such partnerships, collaborations or relationships that the University has with non-affiliated external or outside organizations and entities that have a physical presence on any of the campuses of the University, a substantial commitment of university resources, or involve faculty, staff or students. While the University has hundreds of collaborations and relationships that are considered typical of universities and colleges these will not be made part of this review.

The following tasks are to be completed within the specified time lines.

Task 1 – Develop Review Work Plan

Within fifteen (15) days of the contract award, the consultant shall submit a proposed Work Plan to the University for review and approval.

The Review Work Plan shall minimally include:

- a schedule for the tasks to be undertaken to conduct the review;
- a description of the procedures to be followed;
- a description of the information to be consulted and evaluated during the review; and
- a timetable for completion of each task to be undertaken.

If the University has comments or questions on the Work Plan, the consultant shall respond to those comments within fifteen (15) days.

Task 2 – Perform University Review

The consultant shall perform the systematic and comprehensive review in accordance with the approved Work Plan. Where necessary and appropriate, the consultant will interview University personnel regarding methods of operation and shall have access to contracts, documents and records related to each relationship being examined. Access to University facilities, records and appropriate staff for interviews will be coordinated.

The consultant will prepare a tabular-style review checklist for the evaluation of the partnerships, collaborations and relationships under review, which shall include, but are not necessarily limited to:

1. The nature of the relationship with the outside organization or entity
2. The initial underlying purpose of the relationship
3. How the relationship was formed

4. The financial terms of the relationship
5. All contracts, agreements, leases, memorandums and other documents related to the relationship
6. Identification of collateral arrangements or benefits derived from the relationship, if any.

The checklist must also include the following:

1. Identification of the applicable federal, state, or local laws
2. Identification of applicable policies of the University and its governing board
3. Identification of applicable best practices in higher education
4. Evaluation of University compliance status
5. Brief summary of the findings that support the compliance status.

In addition, the checklist should also include any recommendations for improvement and/or corrective action that may be applicable.

Task 3 – Prepare Draft Review Report

The Review Report shall describe in detail:

1. The procedures followed and information consulted and evaluated during the review
2. The consultant's findings with respect to the compliance status with applicable federal, state, or local laws
3. The consultant's finding with respect to the compliance status with applicable university and its governing board policies
4. The consultant's finding with respect to the compliance status with applicable best practices in higher education
5. A summary outlining and prioritizing activities to improve compliance status, where appropriate, shall be provided
6. Recommendations with respect to how the University can improve its systems, procedures and practices going forward.

The consultant shall submit to the University a draft version of the Report for review and comment. Within fifteen (15) days of its receipt of the draft Report, the University shall submit to the consultant any comments on the draft Report.

Task 4 – Prepare Final Report

After receiving the University's comments on the draft Report, the consultant shall provide a Final Report to the University. The Final Report shall address any comments provided by the University.

SECTION 3 – PROJECT SCHEDULE

Project Schedule

In order to comply with the requirements of the RFP, the consultant will be required to meet the following schedule.

Tasks	Time
Task 1 – Development of Review Work Plan	Within 15 days of approval of selected consultant's proposal
Task 2 – Perform University Review Task 3 – Prepare Draft Review Report	Within 90 days of approval of the Review Work Plan
Task 4 – Prepare Final Review Report	Within 15 days of receiving University's comments on the draft Review Report

The selected consultant will need to work with University staff for preparation and review of the required documents as well as schedule the University review. Therefore, the consultant's submittal will need to incorporate time for University review and comment on required submittals.

SECTION 4 - PROPOSAL QUESTIONS & SUBMISSION

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & Time indicated on page 1 of this solicitation. Please reference the RFQ # on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFQ, and posted on the Rhode Island Division of Purchases website at www.purchasing.ri.gov. It is the responsibility of all interested parties to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-2736.*

Responses to this solicitation to provide the required services must be received by the Division of Purchases **on or before the date & time indicated on page one of this document.**

Responses (a clearly marked original plus 5 printed copies and two electronic copies on CD or USB drive (which will be retained by the State and University) should be mailed or hand-delivered in a sealed envelope marked RFQ #7461261 RFQ Title :**Independent Review Outside Organizations at URI** 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 may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The

“official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Responses should include the following:

- A completed and signed four-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov)
- A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. **Only needed in the original copy**
- A **separate, signed and sealed**, Cost Proposal reflecting the fee structure proposed for this scope of service.
- A **separate Technical Proposal** describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
- In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or UBS Drive). Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested.

SECTION 5 - EVALUATION CRITERIA

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

The **SEPARATE Technical Proposal** must contain the following sections:

a. 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.

b. 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).

c. **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 maybe 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 and will identify and describe what type of tutor training methodology will be utilized in the program.

d. **Previous Experience and Background**, including the following information:

- i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
- ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
- iii. Bidders shall provide a list of past clients serviced with references and contact information.

- e. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be address to Charles Newton, M.B.E. Officer, at (401) 222 6253.

The *SEPARATE sealed Cost Proposal* must include the following items:

Bid Cost Summary Table

- a. The completed bid summary table must be provided (**Appendix A**). All sections of the bid summary table must be completed. Tasks 1 through 4 shall be prepared by the bidder based on their understanding of the level of effort required to complete these tasks. Costs for Tasks 1 through 4 shall be submitted as a Firm Fixed Cost. Any limitation or conditions must be clearly stated and provided with the Cost Proposal.
- b. A list of all other fees that may be applicable for additional work which may be requested above and beyond the scope identified in this proposal must also be provided (Part II, Appendix A).

SECTION 6 - EVALUATION AND SELECTION

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Staff Qualifications	20
Capability, Capacity and Qualifications of the bidder.	15
Quality of the Workplan	15
Functional Suitability/Approach of the Proposal	15
Total Possible Technical Points	65 Points
Cost [calculated as (lowest responsive cost proposal) divided by (the total of cost proposal) times 35 points]	35 Points
Total Possible Points	100 Points

All OFFERERS must receive a minimum score of 60 points on the technical submission. Offers not scoring at least 60 points will not be considered further.

A Technical Review Sub-Committee will review all submissions. After review, one or more OFFERERS may be invited to present to the sub-committee and answer questions.

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 reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone. The ranked findings and selection recommendation will be forwarded to the Director of Administration for final selection consideration.

END

