



Solicitation Information
February 27, 2013

RFP # 7461282

TITLE: Presorting / Bar-coding Mail Services

Submission Deadline: March 28, 2013 at 11:00 am (ET)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **March 14, 2013 at 12:00 Midnight (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # 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

Gail Walsh
Chief Buyer

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 RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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Section 1 – Introduction

The Rhode Island Department of Administration / Division of Purchases is soliciting proposals from qualified firms to provide services relating to presorting and barcoding services, as well as services that can reduce postage costs. Qualified firms will provide proposals to presort and barcode our letters and postcards via first-class, standard-class and non-profit postage rates, and to reduce our postage costs as described herein.

The award will be for three (3) years with the potential for two (2) one-year extensions, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at: www.purchasing.ri.gov

It is requested that the same terms and conditions be offered to Rhode Island towns and municipalities as well as quasi public agencies.

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

Instructions and Notifications to Offerors:

- 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.
- 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.
- 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 may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

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- 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 will be a requirement only of the successful vendor(s).*
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to the Request for Proposals 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.
- 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 their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal, and the EOC Manager approves it.
- The vendor should be aware of the State's Minority Business Enterprise (MBE) requirement, which should address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, please contact the MBE Administrator at (401) 574-8253, visit the website www.mbe.ri.gov, or e-mail at charles.newton@doa.ri.gov.
- 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 RFP. It is the responsibility of all potential Offerors to monitor the website and be familiar with any changes issued as part of an addendum.
- All proposals should include the vendor's FEIN or Social Security Number as evidenced by a Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov. Please include W-9 in your original proposal only.
- The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- **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 in all areas where the state dollar is 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 (401) 222-3090 or Raymond.lambert@hr.ri.gov.

Section 2 - Overview

Vendor must provide the State of Rhode Island with a delivery point Intelligent Mail barcode for Automation, machinable and First Class (1) one to (3.5) three point five ounce on standard and non-profit (1) one to (3.3) three point three class letters/cards and non machinable First Class (1) one to (3.5) three point five ounce on standard and non-profit(1) one to (3.3) three point three class letters/cards originating from the State Enterprise Mail Operations (EMO) located at 50 Service Avenue, Warwick, R.I. 02886 (and/or another State agency or facility) as specified on attachment "A". Vendor is responsible for delivery to and acceptance of this mail by the U.S. Postal Service, which is defined as any authorized United States Postal Service Business Mail Entry Unit (BMEU), Processing and Delivery Center (P&DC), or a Detached Mail Unit (DMU) or any other USPS defined name/unit as long as the mail is deposited into a U.S. Postal Service Facility which has a next day delivery service standard to the Providence District (as defined by the US Postal Service, but at a minimum, to zip codes 027, 028 and 029) for first-class mail.

Vendor must process the State of Rhode Island's mail as stipulated in specifications attached, attachment "A". **Attachment "A" may be downloaded by clicking on 'D' in the Column labeled 'Info.'**

The awarding of this bid will be based upon the following formula:

Up to 80 points for the highest VERIFIED savings in field # 34 on Attachment "A".

Up to 20 points for experience and references of the vendor.

The Vendor should list their experience in the business as well as three references, with the Company Name, a contact person, address and telephone number.

The State reserves the right to not award this bid.

Section 3 – Bid Specifications

1.) **Daily Pickup Agreement:**

Vendor must provide (2) two daily pickups of mail (1) at 12:00pm and (1) end of day scheduled pickup at the EMO (and/or any other designated State facility). **The last pickup will be no earlier than 3:00 p.m.** (Attachment "A", page 1, item 1)

2.) In addition to the (2) two daily pickups specified in #1 above, the vendor must provide for up to (2) two pickups per week at a location determined by the State. (Attachment "A", page 1, item 2)

3.) **FIRST-CLASS:**

Vendor must accept pre-metered, stamped and permit imprint 1-3.5 ounce first-class letter size mail & 1-ounce first-class postcard size mail (both to include hand written) at the 5-Digit DSCF automated barcode presort rate as defined on attachment "A, page 2, items 3, 4, 5, 6 and 7.

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Vendor must accept pre-metered 1-3.5 ounce first-class letter size mail (to include hand written) at the AADC DSCF automated barcode presort rate as defined on attachment "A, page 2, items 8, 9, 10 and 11. **(Value Added Mail)**

Vendor must accept pre-metered 1-ounce first-class postcard size mail (to include hand written) at the AADC automated barcode presort rate as defined on attachment "A, page 2, item 12. **(Value Added Mail)**

STANDARD-CLASS:

Vendor must accept pre-metered, stamped and permit imprint 1-3.3 ounce standard-class letter size mail & 1-ounce standard-class postcard size mail (both to include hand written) at the 5-digit DSCF automated barcode presort rate as defined on attachment "A, page 3, items 13, 14, 15 and 16.

Vendor must accept pre-metered 1-3.3 ounce standard-class letter size mail (to include hand written) at the AADC DSCF automated barcode presort rate as defined on attachment "A, page 3, items 17, 18, and 19. **(Value Added Mail)**

Vendor must accept pre-metered 1-ounce standard-class postcard size mail (to include hand written) at the AADC DSCF automated barcode presort rate as defined on attachment "A, page 3, item 20. **(Value Added Mail)**

NON-PROFIT-CLASS:

Vendor must accept pre-metered, stamped and permit imprint 1-3.3 ounce non-profit-class letter size mail & 1-ounce non-profit-class postcard size mail (both to include hand written) at the 5-digit DSCF automated barcode presort rate as defined on attachment "A, page 4, items 21, 22, 23 and 24.

Vendor must accept pre-metered 1-ounce non-profit-class postcard size mail (to include hand written) at the AADC DSCF automated barcode presort rate as defined on attachment "A, page 4, item 25. **(Value Added Mail)**

Vendor must accept pre-metered 1-3.3 ounce non-profit-class letter size mail (to include hand written) at the AADC DSCF automated barcode presort rate as defined on attachment "A, page 3, items 26, 27, and 28. **(Value Added Mail)**

4.) All first-class letter size and postcards, metered, stamped and permit (to include hand written) mail received by the vendor as part of the daily pickup agreement specified in #1 above **must be barcode sorted AND accepted by critical entry time** (as defined by Providence BMEU, to be included via a letter from the USPS and attached to this bid) **to achieve next day delivery** by the U.S. Postal Service (as previously defined) the same date in which the vendor received the mail. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

5.) Our EOC is at 50 Service Avenue, Warwick, R.I. 02886.

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- 6.) All standard-class and nonprofit-class metered, stamped and permit imprint mail received by the vendor as part of the daily pickup agreement specified in #1 above must be barcode sorted and accepted by the U.S. Postal Service (as previously defined) the **following business day** in which the vendor received the mail and accepted by critical entry time (as defined by Providence BMEU, to be included via a letter from the USPS and attached to this bid) the next date in which the vendor received the mail. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.
- 7.) Vendor must sign a receipt for the number of pieces and trays of mail received at each pickup.
- 8.) Vendor must maintain documentation available for State inspection, which verifies the count of mail received by the vendor, was processed and accepted by the U.S. Postal Service (as defined above) in accordance with the requirements of this bid.
- 9.) Vendor must provide certification of Multiline Accuracy Support System (MASS)-certified and/or Coding Accuracy Support System (CASS)-certified equipment as per U.S. Postal Service requirements. **Vendor MUST submit a copy of this certification with this bid.**
- 10.) Vendor must update zipcode tables at least quarterly.
- 11.) Vendor may **NOT** subcontract any of the services specified or implied in this bid without the approval of the **Enterprise Operations Center (EOC) Manager**, identified below.
- 12.) The State of Rhode Island can terminate the agreement for these services, for any reason, within (30) thirty days from the date the State gives written notification of termination to the vendor.
- 13.) **ALL MAIL IS TO BE PROCESSED AS DEFINED ABOVE IN NUMBERS 4 AND 6, WITH 100% QUALIFICATION. REJECTS HAVE BEEN IDENTIFIED AS INFINITESIMAL.**
- 14.) Vendor must have a USPS Address Change & Address Update methodology or a similar alternative to satisfy the move update requirement of the U.S. Postal Service. More than 95% of the State's mail will utilize this, less than 5% will have an address endorsement.
- 15.) Vendor must have **AT LEAST three years** experience as a U.S. Postal Service approved barcode vendor, must have at least (2) two letter barcode sorters. This machinery **MUST** be operational and postal certified prior to the award of the bid. **Proof of possession of these machines and their postal certifications must be submitted with this bid.**
- 16.) Vendor must produce a contingency plan to ensure the continued timely processing of the State's mail in the event that you cannot meet the requirements of this bid due to **ANY** reason. **This plan MUST be submitted prior to the award of this bid.**

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17.) **No mail will be re-dated** in any way, shape or form without the written (email, fax or letter) approval of the EMO Manager or the EOC Manager. If mail is approved to be re-dated, it must have a month, day and year on the meter stamp placed on the envelope. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

18.) **The bid award formula is defined on Page 5 of the RFP.** It is up to 80 points for the highest VERIFIED savings in field # 34 on attachment "A" and up to 20 points for experience and references of the vendor.

19.) Vendor will bill the State for their service charge and postage due monthly detailing the number of pieces per class of mail and the associated price per piece for the postage due according to the vendor's bid response. Vendor must return all non mailable (no address in window, address upside down, empty envelope, international mail pieces, interoffice, etc.) rejects by 3 pm the following business day from the metered date to the State of Rhode Island's EMO. Accordingly, there will be NO processing charge and NO postage due charged for these pieces. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

20.) Vendor must provide to the EMO Manager the actual daily barcode system reports and qualifying piece counts for the State of Rhode Island no later than 12:00 p.m. the next business day. The vendor must provide an actual machine report, if not able to, the report must be identified as not being an actual machine report. The counts must prove to within 1/2% taking into account the non mailables, as defined in #20. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

21.) Vendor must include actual monthly added value piece counts in the monthly service bill.

22.) Vendor must provide monthly to the EMO Manager the actual monthly service and postage due bills so they can be verified and sent for payment. Vendor will also provide a contact person for questions, verification of items charged on bills, etc. **This contact person must be submitted prior to the award of this bid.**

23.) Vendor will provide a telephone number and contact person(s) available to the EMO Manager and/or the EMO Supervisor for the entire time the vendor is open daily. Vendor should also provide emergency numbers of high level management in case problems arise with any time sensitive mailings, etc. **NONE** of these numbers can be voicemail, they must be **direct** numbers. **These contact names and numbers must be submitted prior to the award of this bid.**

24.) All employees of the company must be bonded and have annual B.C.I. checks which will be performed by the Vendor. Vendor must submit Names, Date of hire and employee ID# of ALL employees, annually. **The list must be submitted with this bid, and the results of the B.C.I. check must be submitted prior to the award of the bid.** Any employee failing the B.C.I. check will be excluded from being within 100 feet of the State of Rhode Island's mail. Vendor **MUST** submit a list of current employees that will be assigned to the State's account prior to award of the bid to the EOC Manager. All new employees throughout the life of this award will go through this same process and their information must be immediately forwarded to the State. All drivers must

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have a valid driver's license and a clean driving record. **Contract can be cancelled if found in violation of this clause. Vendor must submit a copy of the bonding certificate with this bid.**

25.) Incomplete bids may be considered non-responsive and may be removed from consideration. Attachment "A" MUST be completed in its entirety, make sure all fields in # 28 below are completed, and make sure all calculations carry forward to all appropriate fields. Especially make sure that **on page (4) "NonProfits" numbers 29, 30, 31, 32, 33 and 34 carry forward. If you have any troubles completing the spreadsheet, contact Thomas O'Donnell at 462-4701 immediately. All calculations will be verified by the State.**

Attachment "A" may be downloaded by clicking on 'D' in the Column labeled 'Info.'

26.) By submitting your bid you are certifying that you have met all the qualifications, have the necessary United States Postal Service approvals/certifications and possess the necessary machinery to meet the requirements listed above to process the State's mail in the manner specified.

27.) There are 4 pages in the bid proposal that need to be completed, only certain fields. The fields you need to complete are in green, all fields in red can not be changed.

On page 1, "deliverycharges", only field numbers E11, E14 and G3 need to be completed.

On page 2, "FirstClass", only field numbers E15 thru E19, F15 thru F19, E23 thru E26, F23 thru F26, E30, F30 and J3 need to be completed.

On page 3, "StandardClass", only field numbers E15 thru E18, F15 thru F18, E22 thru E24, F22 thru F24, E28, F28 and J3 need to be completed.

On page 4, "NonProfits", only field numbers E16 thru E19, F16 thru F19, E23, F23, E28 thru E30, F28 thru F30 and J3 need to be completed.

Other fields will automatically update as you enter amounts, make sure they do, and pay attention to all four pages to ensure that there are no data problems.

Complete AND Print out these (4) four pages out and submit as your bid, along with all requested documents. DISK WILL NOT BE ACCEPTED – ONLY PAPER VERSIONS OF THE SPREADSHEET WILL BE ACCEPTED.

28.) All mail accepted by the vendor will bear a R.I. meter stamp.

29.) No State of Rhode Island mail will have any words/characters sprayed or otherwise affixed to the State's mail without the PRIOR approval of the EOC or EMO manager. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

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30.) Non-performance penalties:

- #4 The service charge for all mail will be waived for that day, and contract can be cancelled.
- #5 The service charge for all mail will be waived for that day, and contract can be cancelled.
- #6 The service charge for all mail will be waived for that day, and contract can be cancelled.
- #17 \$100 per mail piece found.
- #20 \$250 per mail piece found.
- #30 \$100 per mail piece found.

The 6 above non-performance penalties can be avoided if the guidelines in #17 are adhered to. The penalties above can't exceed vendor's service charge for that day.

31.) Quantities reflected on attachment "A" are mere projections. The State of Rhode Island is **NOT** to be held to guaranteeing those piece counts, or be limited to those piece counts for each respective class/category of mail, reflected in the numbers 3 through 28.

Please refer to the many item #'s which request information to be submitted with this proposal, or prior to the award of the bid. Make sure all items requested to be submitted with this proposal are submitted, along with the four pages of the spreadsheet you must complete. Items requested prior to the award of the proposal can wait until the Division of Purchasing determines the winning proposal.

Item #'s requesting information:

- First page, requests three references and contact information.
- # 4 – Requests letter from Providence BMEU defining "critical entry time".
- # 9 – Requests MASS or CASS certifications.
- #15 – Requests proof of possession of two letter barcode sorters.
- #16 – Requests contingency plan.
- #23 – Requests contact name and number for billings.
- #24 – Requests contact names and numbers for off hour issues relating to the mail.
- #25 – Requests an employee list to be compared to B.C.I. list.
- #28 – The four pages of the spreadsheet for the proposal.

Cost Proposal

Proposal prices shall remain firm for the duration of the contract award. Attachment "A" provides the foundation for the cost proposal. The attachment must be completed in its entirety according to the requirements specified herein. In addition, the cost proposal should address any associated costs of the value added services the company can provide. It should include how the costs will be defined for each different value added service offered. (cost per hour, per day, per month, etc.)

It is requested that the same terms and conditions being offered to the State also be offered to Rhode Island local town and municipal governments as well as quasi public agencies.

Attachment "A" is meant to demonstrate the true postage savings to the State taking into account your responses. It also is meant to give the vendor an approximate number of pieces per class of mail, to give them a better understanding of the different mail we process.

Section 4 – Proposal Submission

Pre-Proposal Questions and Proposal Submission Questions concerning this solicitation may be emailed to the Division of Purchases 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.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time listed on the cover page of this solicitation. Proposals received after this time and date will not be considered. The official clock is in the reception area of the Division of Purchases.

Proposals should include the following:

1. A completed and signed R.I.V.I.P. generated Bidder Certification Cover Form (downloaded from the Rhode Island Division of Purchases internet home page at): <http://www.purchasing.ri.gov>
2. Five copies of a signed and sealed Cost Proposal for Attachment “A” and the Value Added Services – **Attachment “A” is meant to demonstrate the true postage savings to the State taking into account your responses. It also is meant to give the vendor an approximate number of pieces per class of mail, to give them a better understanding of the different mail we process.**
3. Five copies of a separate Technical Proposal, describing the background, qualification and experience with and for similar services, as well as the work plan or approach and costs proposed for the services needed and described within this document (details below).
4. A completed and signed W-9 Form downloaded from the RI Division of Purchases web site at: www.purchasing.ri.gov (click on RIVIP, then General Information and then Standard Forms). Please include W-9 in your original proposal only.
5. In addition to multiple hard copies of proposals required, the respondents are requested to provide their proposal in electronic format (CD-ROM or Diskette). Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested.

The Technical Proposal must contain the following sections and information:

1. Executive Summary

The Executive Summary will highlight the contents of the Proposal as well as provide the State of Rhode Island evaluators with an overview and broad understanding of the offeror’s technical approach and ability.

2. 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 (resumes, statements of prior experience and qualifications).

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3. Work Plan / Approach Proposed

This section shall contain a thorough explanation of all aspects, requirements and services required to complete the work in accordance with the RFP. This includes describing the services and costs associated with each that can be provided that relate to at least the four minimum areas mentioned for postage savings.

This section shall describe the offeror's understanding of the State's requirements, 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 or requirement, and the technical issues that may be confronted at each stage of the project. The work plan description shall include, if applicable, a detailed proposed project schedule, 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 attributed deliverables for each.

This portion of the proposal should include concise information regarding the vendor's ability to address all portions of the Scope of Work. Include a description of any additional (value added) services to be provided beyond the scope of work described herein. Associated costs should be detailed in the cost proposal.

4. Previous Experience and Background

This section includes the following information:

1. A comprehensive listing of similar projects undertaken, as well as similar clients served. This includes providing a brief description of the projects.
2. The applicant should provide the company name, address, contact person and telephone number of at least three facilities where the contractor is currently providing presorting and barcoding services, as well as identifying companies where the four aforementioned postage savings areas are being utilized. Ideally, one facility will be a government entity.
3. 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 percent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, MBE Officer, at (401) 222-6253.
4. The offeror shall submit a list of contract(s) that have been terminated along with the entity name(s) that obtained the contract and the reasons why the contract was terminated (if applicable). The State reserves the right to seek additional information regarding a company's capabilities from any source it feels is competent to provide such information.
5. The offeror shall have maintained an organization capable of performing the work described herein, in continuous operation for a least the past three (3) years.
6. The offeror must have an organization that is financially and logistically able to handle a contract for services with the multiple agencies at different locations around the state.

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5. Submission Deadline: please refer to page one of this solicitation

An original plus five (5) copies of the Technical Proposal and an original plus five (5) copies of a separately sealed cost proposal (including Attachment "A") must be either mailed or hand-delivered into one sealed envelope/package, referencing the RFP/LOI number found on the first page of this offering, and titled "RFP # 7461282 : Presorting and Barcoding Services" to:

**Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

(Please note that the Technical and Cost proposals can be submitted in the same package, however the cost details must be sealed in a separate envelope/package within the overall package.)

Note: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations 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.

6. Requested information from Section 3, Bid Specifications:

Please refer to the many item #'s which request information to be submitted with this proposal. Make sure all items requested to be submitted with this proposal are submitted, along with the four pages of the spreadsheet you must complete. Items requested prior to the award of the proposal can wait until the Division of Purchasing determines the winning proposal.

Specific Item #'s that requested information:

- Page 5 – Requests three references and contact information.
- Req # 4 – Requests letter from Providence BMEU defining "critical entry time."
- Req # 9 – Requests MASS or CASS certifications.
- Req #15 – Requests proof of possession of two letter barcode sorters.
- Req #16 – Requests contingency plan.
- Req #23 – Requests contact name and number for billings.
- Req #24 – Requests contact names and numbers for off hour issues relating to the mail.
- Req #25 – Requests an employee list to be compared to B.C.I. list.
- Req #28 – The four pages of the spreadsheet for the proposal (cost proposal).

MAKE SURE ALL ABOVE REQUIRED DOCUMENTS, AND THE FOUR PAGE ATTACHMENT "A", ARE SUBMITTED WITH YOUR PROPOSAL, ALONG WITH ALL OTHER REQUESTED INFORMATION.

Section 5 – Evaluation and Selection

The state will commission a Review Committee to evaluate and score all proposals, using the following formula to award:

Up to 80 points for the highest VERIFIED savings in field # 34 on Attachment “A”.

Up to 20 points for experience and references of the vendor.

The Vendor should list their experience in the business as well as three references, with the Company Name, a contact person, address and telephone number.

Vendor should identify what postage facility the State’s mail will be entered into, in accordance with Section 2, and how it will ensure our mail will meet the requirements of this section.

Notwithstanding the above, the State reserves the right to either accept or reject any, or all, options, bids, proposals to waive any technicality, to award on the basis of cost alone 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, at its sole option, may elect to require presentation(s) by offerors in consideration for the award.

The Review Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent or his designee, who will make the final selection for this requirement. When a final decision has been made, a notice will be posted on the Rhode Island Division of Purchases web site.

END