



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
April 26, 2013**

ADDENDUM # 1

RFP #7462367

RFP Title: InRHODES Maintenance and Operations

Bid Opening Date & Time: May 14, 2013 @ 11:00 AM (EST)

Notice to Vendors:

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

**David J. Francis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions for RFP # 7462367 InRHODES Maintenance and Operations

Question 1: Please clarify the page limit on the technical proposal, as Sections 4.1 and 7 define different limits. Given the extensive requirements, we recommend the 100-page limit, excluding resumes and appendices. (4.1 Introduction p. 19 Section 4.1 states “The technical proposal is limited to 50 pages, not including resumes or cost proposals.” and 7 Proposal Submission p. 29 Section 7 states “The Technical Proposal is limited to one hundred (100) pages (this excludes any appendices).”

Answer to question 1:

“The technical proposal is limited to 50 pages, not including resumes or cost proposals.”

Question 2: Please clarify that the Introduction Section and the Agreement with Terms and Conditions Section are outside the page restrictions, as these sections are not included in the Evaluation Criteria. (Section 4 and 7 p. 19 4.1 Introduction 4.2 Agreement to Terms and Conditions)

Answer to question 2:

Yes, that is correct.

Question 3: Please confirm that the State expects the technical proposal to include a complete Personnel Summary and resume for all staff required to do the work on Day 1. (4.3 Staff Qualifications and Experience p.19-20 Each vendor must provide the following:

- A complete Personnel Summary for each person assigned to the project....
- A resume for each person which substantiates this information....
- Vendor must submit resumes for the essential staff identified below:
 - One (1) Project Manager
 - Six (6) Technical Team Leads
 - Two (2) Database Administrators)

Answer to question 3:

A Personnel Summary is only required for the Essential staff identified above. A Personnel Summary of all other staff is required, which may or may not be a resume.

Question 4: Please confirm this requirement should be deleted, as it is not applicable to the defined scope of work set forth elsewhere in the RFP. (4.4 Capability, Capacity, and Qualifications of the Vendor p.20 Please provide a detailed description of the Vendor’s experience as a 3rd party billing agency, including experience in billing for tests/procedures.)

Answer to question 4:

Yes, that should be deleted.

Question 5: Should the September 30 date for FY14 be June 30, 2014? (Figure 5.1 - InRHODES Proposed Staffing p. 24 Year 1 FY14 July 1, 2013 - September 30, 2013. Year 2 FY15 July 1, 2014 - May 31, 2015.)

Answer to question 5:

Yes.

Question 6: Section 5.2, states that the “proposed individuals will work on a time only basis, taking all direction from the State”. In order to provide the State with the flexibility it desires, it appears that the State’s requirements are more suited to a Time and Material effort. Would the State consider a Time & Material type contract to provide the State this flexible management option? (5.2 Defined Staffing Levels p. 23 The proposed individuals will work on a time-only basis, taking all direction from the State)

Answer to question 6:

This is a time and material effort. Employees are expected to work forty (40) hours per week for 50 weeks per year unless otherwise notified.

Question 7: Does the State encourage offshore resources or would the State prefer a Rhode Island based staff? (3.13 Physical Staffing Location p. 13 “ , the successful vendor shall be expected to secure a facility close to DHS to accommodate the staff proposed for this engagement, beginning July 1, 2013.)

Answer to question 7:

All employees are required on-site 100% of the time, unless on call.

Question 8: This Appendix infers that the State may assess damages against the vendor. Could the State please specify the events that may be assessed Liquidated Damages, what might trigger the event, as well as the incremental assessment for each event? (Appendix L-Liquidated Damages p. 50 It is therefore agreed that department, at its sole option, may require the contractor to pay liquidated damages for such failures with the following provisions)

Answer to question 8:

Appendix L does not apply to this RFP.

Question 9: Would the State be willing to provide the Vendors the Cost Proposal Worksheet in Microsoft Excel? (Appendix D-Cost Proposal Worksheet p.39-40).

Answer to question 9:

This is not available in Microsoft Excel.