

State of Rhode Island



Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

**REQUEST FOR PROPOSALS (RFP) #7468369
LEAN PROCESS IMPROVEMENT SERVICES (MPA # 486)**

**ADDENDUM #1
June 12, 2013**

SUBMISSION DEADLINE: Monday, June 24, 2013 at 11:00 AM (EDT)

PRE-BID CONFERENCE: NO

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: YES (See attached Disk Based Bidding Information)

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

**George Welly
Interdepartmental Project Manager**

THIS IS NOT A BIDDER CERTIFICATION FORM



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ADDENDUM #1 (continued)

Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one Excel spreadsheet file required to submit a cost proposal.

Downloading the Disk Based Bid File

Bids that have a file for download are marked with a "D" in the Info field of the bid search results for this Addendum. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".



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ADDENDUM #1 (continued)

Contents of Addendum 1

Attached below are the answers to all questions submitted before the deadline of 4:00 PM EDT, June 5, 2013. Also attached are **amended instructions** clarifying the submission of cost proposals and requiring the use of a **revised spreadsheet for attachment A**.

Amended instructions

Pursuant to the answers to Questions 2 and 11 below, the Cost Proposals matrix has been expanded to include daily, half-daily and hourly rates for all Service Categories.

This will require the use of a revised expanded spreadsheet for submitting the cost proposal, which is included as a disk based exhibit to this addendum 1; see Downloading the Disk Based Bid File, above.

Questions and Answers to Vendor Questions received by 4:00 PM EDT, 6/5/2013

1. Does the State of Rhode Island currently have an MPA for services requested with one or several vendors?

Answer 1.

No.

2. If some of the services in the Cost Proposal could be combined, it would be a cost savings to the project. Is it acceptable to propose hourly rates and estimated number of hours required for each service instead of a daily rate?

Answer 2.

A revised Appendix A (excel spreadsheet for submission of cost proposals) is attached and incorporated with this Addendum 1. All respondents should provide hourly, half-day (4 hours) and daily (7 hours) rates for all services. Estimates of hours required are not included in the cost proposal, but may be included in the proposed work plan; this is not a requirement.



3. What is the process for Agencies to initiate the Lean training after the MPA is approved?

Answer 3.

With approval from a yet-to-be-formed Lean Review Committee, agencies with funding available for Lean process improvement would solicit bids from vendors on the master price agreement and would negotiate a contract with a vendor. Prices on the MPA represent maximum prices- agencies may and are encouraged to negotiate lower rates for actual projects.

4. What is the structure of the Lean Initiative in the State of Rhode Island? Are there designated staff supporting Lean? If so, will they be involved in identifying internal customers to participate in the Lean Process Improvement activities?

Answer 4.

There has not been a structured statewide initiative for Lean process improvement prior to this RFP. Staff have not been designated to support Lean at this point, but that may happen in the future. Identification of potential Lean efforts can come from within agencies, or as part of broader government efforts to increase efficiency, including from the Office of Management and Budget, Department of Administration.

5. How many and what type of Lean events have taken place to date in State Agencies? Which Agencies participated in the Lean Activities?

Answer 5.

The Department of Environmental Management (RIDEM) has conducted Lean process reviews for several permitting activities

6. What was the impetus for seeking Lean Process Improvement Services for the State of Rhode Island?

Answer 6.

The Department of Environmental Management (RIDEM) conducted Lean process reviews for several permitting activities. Lean reviews were successful at identifying process inefficiencies and RIDEM implemented recommended reforms that resulted in improved customer service and cost savings. Based on results and feedback from RIDEM, the Department of Administration initiated this request for proposals for a Master Price Agreement for Lean services to allow other agencies to participate.



7. Are there limitation to specific NAICS code services that MBEs may provide under an executed contract/ PO/ statement of work?

Answer 7.

No. NAICS codes are used for certification of firms for size standard purposes only, and do not necessarily reflect all scopes of work for which a firm is certified as an MBE by the State of Rhode Island. Certified MBE firms may be utilized for any scope of work that is included within their product description as found on their respective certification letters and on the MBE website located at www.mbe.ri.gov .

8. Are Agency initiated process reviews considered part of or predecessor to 7 module technical projects as defined in this RFP? Should they be priced separately or included?

Answer 8.

Process reviews are a component of the service family identification. This is included under Service #4 in Appendix A: In-Depth Training- Value Stream Mapping.

9. Is the State seeking custom branded training materials to then be owned as work product or expecting vendor to utilize existing/modified content and have vendor retain ownership and license use to the state?

Answer 9.

With this Solicitation, the State is not seeking to acquire, retain or license any proprietary materials. Any subscriptions or royalties for the use of proprietary materials licensed to an offeror can be built into the hourly and daily rates in the cost proposal, but shall not create a continuing obligation on the part of the state. All process improvement work products created using the Lean tools shall be the property of the user agency.

10. Is this solicitation a re-bid of a previous contract for similar services? If so, please identify the awardees and if they will be continuing onto this award.

Answer 10.

This is the first Master Price Agreement for Lean Process Improvement solicited by the Division of Purchases.



11. Page 10, first paragraph states that the Cost Proposal must be completed to include hourly and daily rates, yet the Cost Proposal spreadsheet shows only daily rates for the first seven services. Some training sessions may include half-day segments. Do you want hourly as well as daily rates, or just daily rates, for the first seven services?

Answer 11.

See Answer to question 2. A revised Appendix A is attached with this response. Please provide hourly, half-day (4 hours) and daily (7 hours) rates for all services.

12. Page 10 and 11, both Technical and Cost proposals require an original and 5 copies. Items B and C indicate 5 CDs for each, whereas item E says one CD for each. Please clarify how many CDs you want?

Answer 12.

Each proposal should include an original and five print copies of the technical proposal, plus one compact disk copy of the technical proposal.

Each proposal should **also** include an original and five print copies of the cost proposal, plus one compact disk copy of the cost proposal, all signed and sealed in a separate envelope. Cost proposals are opened separately, only after technical review scores have been certified.

13. Will the State allow a renegotiation of rates for the two (2) one year extensions?

Answer 13.

No.

14. This is a well written RFP. Did you have an outside consultant or firm help you in the preparation of the RFP? If so, please identify them and will they be allowed to bid on this solicitation?

Answer 14.

The State of Rhode Island did not engage a consulting firm to prepare this solicitation.

15. Page 5 mentions a Lean Review Committee at the Department of Administration. Is this committee formed yet? If so, who is on it and what level of training in Lean have they already undertaken?

Answer 15.

A Lean Review Committee for approval of Lean projects at Executive branch agencies has not yet been identified.



16. Page 8, paragraph 3: we understand this paragraph to say that we do not have to submit financials with the proposal; rather, we need to have them ready if and when you may request them. Is this a correct understanding?

Answer 16.

Page 8, Section 3, paragraph 2 states that financial statements may be requested during proposal reviews, in order to evaluate the capacity of offering organizations. It is not necessary to submit financial statements with the proposals.

Reminder

As noted in Amended Instructions and Answer 2 above, cost proposals shall be submitted as an Excel spreadsheet on Appendix A, as revised, and attached to this Addendum 1 as a disk based file.

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