



Request for Quote

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

CREATION DATE : 05-JUN-13
BID NUMBER: 7471367
TITLE: 1098-T SERVICES (MPA #298)

BLANKET START : 01-JAN-14
BLANKET END : 31-DEC-19
BID CLOSING DATE AND TIME: 15-JUL-2013 11:00:00

BUYER: Mosca, Gary
PHONE #: 401-574-8124

**B
I
L
L
T
O**
**MASTER PRICE AGREEMENT
 SEE BELOW
 RELEASE AGAINST, RI MPA
 US**

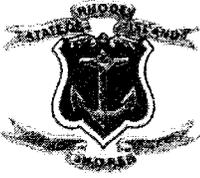
**S
H
I
P
T
O**
**MASTER PRICE AGREEMENT
 SEE BELOW
 RELEASE AGAINST, RI MPA
 US**

Requisition Number:

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 6/26/13 @ 4:00 PM (ET). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # 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.

| Line | Description | Quantity | Unit | Unit Price | Total |
|------|---|-----------|------|------------|-------|
| 1 | <p>NOTICE TO VENDORS: In addition to Bid Specifications please find attached Standardized Information Gathering (SIG) Questionnaire.</p> <p>All offers MUST include a COMPLETE (SIG) Questionnaire with their proposal.</p> <p>1)Complete the Business Information tab.</p> <p>2)Compile all documentation requested on the Documentation tab.</p> <p>3)Answer all of the questions on the SIG LITE tab by selecting YES, NO, or N/A from the drop-down menu.</p> <p>MPA-298 - 1/1/14 - 12/31/14 - TAXPAYER 6050'S IN ACCORDANCE THE TAXPAYERS RELIEF ACT OF 1997. Line Note to Bidders: TO PROVIDE 1098-T SERVICES AS SPECIFIED FOR THE UNIVERSITY OF RHODE ISLAND INCLUDING OPTION IDENTIFIED AS #7 IN SPECIFICATIONS. ESTIMATED: 23,000 PER YEAR.</p> | 23,000.00 | Each | | |
| 2 | <p>MPA-298 - 1/1/15 - 12/31/15 - TAXPAYER 6050'S IN ACCORDANCE WITH THE TAXPAYERS RELIEF ACT OF 1997. Line Note to Bidders: TO PROVIDE 1098-T SERVICES AS SPECIFIED FOR THE UNIVERSITY OF RHODE ISLAND EXCLUDING OPTION IDENTIFIED AS #7 IN SPECIFICATIONS. ESTIMATED: 23,000 PER YEAR.</p> | 23,000.00 | Each | | |
| 3 | <p>MPA-298 - 1/1/16 - 12/31/16 - TAXPAYERS 6050'S IN ACCORDANCE WITH THE TAXPAYERS RELIEF ACT OF 1997. Line Note to Bidders: TO PROVIDE 1098-T SERVICES AS SPECIFIED FOR THE COMMUNITY COLLEGE OF RI INCLUDING OPTION IDENTIFIED AS #7 IN SPECIFICATIONS. ESTIMATED 23,000 PER YEAR.</p> | 23,000.00 | Each | | |
| 4 | <p>MPA-298 - 1/1/17 - 12/31/17 - TAXPAYERS 6050'S IN ACCORDANCE WITH THE TAXPAYERS RELIEF ACT OF 1997. Line Note to Bidders: TO PROVIDE 1098-T SERVICES AS SPECIFIED FOR THE COMMUNITY COLLEGE OF RI EXCLUDING OPTION IDENTIFIED AS #7 IN</p> | 23,000.00 | 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



Request for Quote

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

CREATION DATE : 05-JUN-13
 BID NUMBER: 7471367
 TITLE: 1098-T SERVICES (MPA #298)

BLANKET START : 01-JAN-14
 BLANKET END : 31-DEC-19
 BID CLOSING DATE AND TIME: 15-JUL-2013 11:00:00

BUYER: Mosca, Gary
 PHONE #: 401-574-8124

**B
I
L
L
T
O**
 MASTER PRICE AGREEMENT
 SEE BELOW
 RELEASE AGAINST, RI MPA
 US

**S
H
I
P
T
O**
 MASTER PRICE AGREEMENT
 SEE BELOW
 RELEASE AGAINST, RI MPA
 US

Requisition Number:
 Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 6/26/13 @ 4:00 PM (ET). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # 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.

| Line | Description | Quantity | Unit | Unit Price | Total |
|------|---|-----------|------|------------|-------|
| | SPECIFICATIONS. ESTIMATED: 23,000 PER YEAR. | | | | |
| 5 | MPA-298 - 1/1/18 - 12/31/18 - TAXPAYERS 6050'S IN ACCORDANCE WITH THE TAXPAYERS RELIEF ACT OF 1997. Line Note to Bidders: TO PROVIDE 1098-T SERVICES AS SPECIFIED FOR THE COMMUNITY COLLEGE OF RI EXCLUDING OPTION IDENTIFIED AS #7 IN SPECIFICATIONS. ESTIMATED: 23,000 PER YEAR. | 23,000.00 | Each | | |
| 6 | MPA-298 - 1/1/19 - 12/31/19 - TAXPAYERS 6050'S IN ACCORDANCE WITH THE TAXPAYERS RELIEF ACT OF 1997. Line Note to Bidders: TO PROVIDE 1098-T SERVICES AS SPECIFIED FOR THE COMMUNITY COLLEGE OF RI EXCLUDING OPTION IDENTIFIED AS #7 IN SPECIFICATIONS. ESTIMATED: 23,000 PER YEAR. | 23,000.00 | Each | | |

Delivery: _____

Terms of Payment: _____

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

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 or more files based on the type of Bid/RFP.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. 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

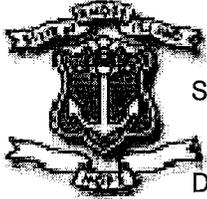
Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

Completing the Disk Based Bid

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

Submitting the Disk Based Bid

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website:
www.purchasing.ri.gov

RFQ #7471367 - SPECIFICATIONS

1098-T Services (Tax Credit Reporting)

Provide full service to comply with the Taxpayer Relief Act and the American Recovery and Reinvestment Act as related to Higher Education Tax Credits. Pricing is to be submitted by category and as a complete package of services on a per student basis.

NOTICE TO VENDORS:

In addition to Bid Specifications please find attached Standardized Information Gathering (SIG) Questionnaire.

All offers MUST include a COMPLETE (SIG) Questionnaire with their proposal.

- 1) Complete the "Business Information" tab.
- 2) Compile all documentation requested on the "Documentation" tab.
- 3) Answer all of the questions on the "SIG LITE" tab by selecting "YES", "NO", or "N/A" from the drop-down menu.

Such services are to include, at a minimum, the following categories:

1. Submission of form 1098-T to every student at the University of Rhode Island (estimated at 23,000) for whom a reportable transaction has been made during the 2013 calendar year, and each calendar year thereafter during a subsequent five year period.
 - a. Electronic submission of form 1098-T annually to the Internal Revenue Service, on or before March 31st.
 - b. Distribution of form 1098-T annually to our students, on or before January 31st.
 - c. Each form 1098-T must include the following:
 - i. School name, contact address and phone number, and TIN number.
 - ii. Student name, address, and social security number.
 - iii. Proper completion of boxes one through ten as applicable.
 - iv. On the student document, a brief description of the law and a reference to the appropriate IRS publications.
2. A fully staffed call center to respond to anticipated telephone inquiries. The provider's contact name and phone number will be printed on form 1098-T and will link to the call center. The call center must provide information on the terms of the Act(s) and related IRS regulations to taxpayers, students, and the school. However, legal and tax advice is not to be provided.
3. A website for students to obtain copies of form 1098-T for the current year, and prior years, if applicable. Site must also provide general information and resources related to higher education tax credits.

RFQ #7471367 – SPECIFICATIONS (continued)

1098-T Services (Tax Credit Reporting)

4. A website for administrators which will allow staff to access student 1098-T records and which will allow managers to make online data corrections if needed.
5. The ability to process returned mail.
6. The ability to process amended forms.
7. Optional: The ability to provide an addendum on the student document which will summarize, by semester, the qualified vs. non-qualified charge and payment activity, prior year adjustment activity, and refund activity transacted in the calendar year and reported in applicable boxes numbered one through six on form 1098-T. These transactions will be clearly identified by the school to the reporting entity.

Other:

- The University must have a direct link to a Company contact person to promptly resolve reporting issues.
- The Company must have the ability for students to consent to receive form 1098-T electronically. The consent process must conform to all IRS requirements and Treasury regulations. If method of delivery impacts per unit pricing, it should be noted accordingly.
- All information provided by the school must be held in strictest confidence and used solely for the purposes identified in this document.
- Terms subject to regulatory changes.

Blanket period: January 1, 2014 through December 31, 2019.

End Document

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 ordered 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.

QUARTERLY REPORTS

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

Terms Continued:

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.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

END DOCUMENT

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VIII
 BID STANDARD TERMS AND CONDITIONSVIII
 TERMS AND CONDITIONS FOR THIS BIDVIII
 PURCHASE AGREEMENT BIDVIII
 QUARTERLY REPORTSVIII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVIII
 AWARDVIII
 MPA BID AWARD (STATEWIDE APPLICABILITY)VIII