



State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

ADDENDUM # 1

7/1/13

RFQ #7471367

Title: 1098 T-Services (MPA #298)

**Submission Deadline:
Monday, July 15, 2013 @ 11:00 AM (ET)**

Per the issuance of ADDENDUM #1 the following are noted:

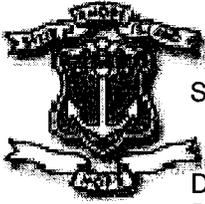
Vendor Questions(s)

Offers must be delivered to One Capitol Hill, Suite 201 Purchasing, Providence RI 026908.

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

Gary P. Mosca,
Buyer

A handwritten signature in cursive script that reads "Gary P. Mosca".



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

Vendor Questions

RFQ #7471367 (MPA#298) 1098 T-Services

1. Please provide instructions as to where/how to submit our proposal (did not find in RFQ). Hard copies or electronic? Also number of copies required.

***Response:* SUBMITTING A BID RESPONSE**

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- a) Print a hard copy of the Bid and RIVIP Cover Form.
- b) Complete the Bid with your responses(s) and complete the RIVIP Cover Form.
- c) Mail the completed Bid and RIVIP Cover Form to:

Department of Administration
Division of Purchases
1 Capitol Hill, 2nd Floor, Suite 201
Providence, RI 02908

- d) Indicate the Bid Number and Opening Date and Time on the envelope. The Division of Purchases must receive your Bid and completed RIVIP Cover Form prior to the opening date and time of the bid.
- e) Electronic copies delivered (e-mail, fax) are not accepted, must be hard copy.
- f) One copy is required unless specified in bid.

2. How can the required Bidder Certification Form be accessed? (Did not find form in RFQ.)

Response: You must register as a vendor on the RIVIP system to submit a Bid/RFP response.

- a) You must download and install/activated Adobe Acrobat Reader. A link to the free download is available from our website by double clicking on the yellow Get Acrobat Reader box that appears at the bottom of the Menu options. Follow the instructions to download/install the Reader.

- b) You must sign in as a RIVIP registered vendor (see Sign In option in the menu, on the left-hand side) before downloading a bid to create the cover form.
- c) You can view any bid without signing in, however, the cover form will not automatically be generated until you Sign In and request the bid document again.
- d) You can sign in at anytime by single clicking the Sign in option from the menu on the left hand side.
- e) You must submit a RIVIP Generated Bidder Certification Cover Form along with your Bid/RFP response.
- f) The RIVIP Help Desk can be reached Monday through Friday 8:00 AM 3:30 PM, Eastern Standard Time, at 401-222-3766.

3) How many 1098-T forms are currently e-delivered and not mailed?

Response: We currently have all of our 1098-T forms sent to students by mail, but we are open to having students opt in for e-delivery, especially if this will result in a lower cost.

3a) The RFQ specifies University of Rhode Island and Community College of Rhode Island, but the Specifications reference only University of Rhode Island. Please clarify if bid should be for one or both

Response: A Mater Price Agreement (MPA) includes Statewide Applicability- Political Subdivisions (cities, towns, school, 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). Bid is structured around the University of Rhode Islands specifications being the highest end user for this service. Line items as indicated include Community College of Rhode Island and the University of Rhode Island.

4) We are based in Pittsburgh, PA. We would like to submit a proposal to provide 1098T services, but I only see directions for delivery in person. Are we able to respond to this and if so, can you please provide delivery instructions?

Response: Delivery of bid is permitted. Please see answer to question #1.

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