



REQUEST FOR PROPOSAL (RFP) – BID# 7475364

IBM TRIRIGA 10.X INSTALLATION AND MIGRATION FROM TRIRIGA 7.6 TO TRIRIGA 10.X

SUBMISSION DEADLINE: Monday, November 18, 2013 at 11:00 AM (ET)

PRE-BID CONFERENCE: NO
 YES **Friday, November 01, 2013 at 9:00 AM (ET)**

Mandatory: NO
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Location: Department of Administration
One Capitol Hill
Providence, RI 02908
Please report to Suite 201, (2nd FL) Purchasing Department

Buyer Name: Gary P. Mosca
Title: Sr. Buyer

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (gary.mosca@purchasing.ri.gov) no later than (Monday, November 04, 2013, 2:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7475364) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: NO
 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.

THIS IS NOT A BIDDER CERTIFICATION FORM



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/RPF.

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".

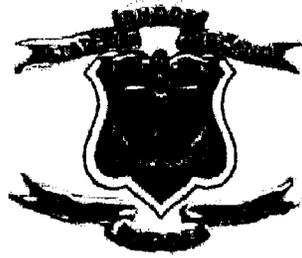
FOR THE DEPARTMENT OF TRANSPORTATION AND OTHER SPECIFIC PROJECTS:

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.



Solicitation Information
10/22/13

RFP# 7475364

TITLE: IBM TRIRIGA 10.x Installation and Migration from TRIRIGA 7.6 to TRIRIGA 10.x.
Submission Deadline: November 18, 2013 @ 11:00 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at gary.mosca@purchasing.ri.gov no later than **11/4/13 @ 2:00PM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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

Gary P. Mosca
Sr. Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

Section 1 –Introduction.....	3
Section 2- Background and Purpose.....	5
Section 3- Scope of Work.....	5
General Scope of Work.....	5
Specific Activities / Tasks.....	6
Desired Project Schedule.....	9
Section 4 -Technical Proposal.....	9
Narrative and Format.....	9
Section 5 -Cost Proposal.....	11
Detailed Budget and Budget Narrative.....	11
Section 6- Evaluation and Selection.....	11
Section 7 -Proposal Submission.....	13

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island (URI) Facilities Services Department, is soliciting proposals from qualified firms to provide computer and computing related services associated with the installation of the IBM TRIRIGA 10.x Computerized Maintenance Management Software (CMMS) application and the data migration of the existing TRIRIGA Professional Edition 7.6 CMMS application to the new IBM TRIRIGA 10.x CMMS application, 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.us.

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

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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 RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. 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.
12. 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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

SECTION 2: BACKGROUND

The University of Rhode Island is a land grant institution consisting of four campuses. The Main campus located in Kingston, RI; The Graduate School of Oceanography, located in Narragansett RI, The W. Alton Jones Campus, located in West Greenwich, RI; and The College of Continuing Education (CCE), located in Providence, RI. The main campus is a spacious rural campus, 30 miles south of Providence in the northeastern metropolitan corridor between New York and Boston. The center of campus is a quadrangle of handsome, old granite buildings surrounded by new academic buildings, student residence halls, and fraternity and sorority houses.

The URI Facilities Services Department is responsible for maintaining the University's Facilities and infrastructure, which includes buildings, grounds, roadways, parking lots, vehicle fleet, and utilities systems. The following are approximations for the main Kingston campus:

- Maintained Buildings: 200
- Building Sq. Ft.: 3.9 million
- Campus Footprint Acreage: 1,300
- Enrolled Students: 16,000
- Residing Students: 1,750
- Faculty Employees: 719
- Staff Employees: 1,861
- State Fleet Vehicles: 325
- Maintained Assets (excluding registered vehicles): 2,200
- Central Stores Warehouse: Unique Inventory Items (Consumables): 7,000
- Work Orders processed per year: 30,000
- Inventory Requisitions (Sales) per year: 8,000

The URI Facilities Services Department currently utilizes the TRIRIGA Professional Edition 7.6 CMMS application for managing Work Orders and Materials Handling. The software manufacturer, IBM, has informed its customers that support for the 7.x platform is slated to expire by the end of 2013. To maintain continued support from IBM, it is necessary to migrate to the 10.x version of the IBM TRIRIGA software. Due to the specificity and complexity of the installation process and migration from the 7.x to 10.x platform, the URI Facilities Services Department prefers the services of a firm that has had prior experience in performing this installation and migration.

SECTION 3: SCOPE OF WORK

General Scope of Work

The areas of required services for the migration will be as follows:

- Project Assessment and Planning
- TRIRIGA 10.x Software/Hardware Installation
- Migration of existing TRIRIGA Professional Edition (ver. 7.6) data
- Materials Handling Customizations

- Report Development (Duplication of existing reports)
- Role Based Training

Specific Activities / Tasks

Project Assessment and Planning:

The vendor shall perform a needs assessment and establish a strategic plan for the completion of all of the requirements contained in this RFP document. This assessment will require the vendor to participate in meetings with representatives from various URI Facilities Services departments to gain an understanding of the policies and practices that are currently in place. A thorough review of the current CMMS product usage as well as the various supporting custom reports will also need to be performed to determine specifically what additional customizations not listed in this RFP document will need to be performed by the vendor to meet the current needs of the University. This assessment will also require the vendor to participate in meetings with representatives from various URI IT departments to determine the solution for the installation and implementation of the IBM TRIRIGA Application, Process, Web and Database server components that best meets both the requirements of the URI IT departments as well as the requirements listed in the latest IBM TRIRIGA Support Matrix.

Upon completion of this needs assessment, the vendor will present this analysis to the management team. The vendor shall prepare a project schedule that meets the expectations of the management team and will meet regularly to ensure the project is meeting the target dates provided by the management team. Tasks required by the vendor for the project assessment and document plan would include but not be limited to the following:

- Perform needs analysis to determine required hardware/ software needs/requirements
 - URI Facilities Services needs analysis
 - Current policies/ practices
 - Current CMMS product usage
 - Supporting custom reports
 - Review needs and required customizations
 - URI IT Departments needs analysis
 - Hardware/ resources requirements
 - Application requirements
 - Database requirements
 - Web Server requirements
 - Security requirements
- Prepare a project schedule
 - Define scheduled date for major stages of completion
 - Adhere to the desired scheduled deadlines listed below in the Desired Project Schedule section
- Participate in status meetings as required, either onsite or by remote conferencing methods.

TRIRIGA 10.x Software/Hardware Installation:

Upon management's approval of the needs assessment the vendor shall prepare and implement a system test plan and schedule detailing roles and responsibilities during various system testing activities, including testing prior to system deployment and system acceptance testing. A fully functional and tested development platform will be required to be installed and configured prior to the installation and configuration of the production platform.

- TRIRIGA 10.x Software installation
- Website software configuration/ security
- Database software installation
- Setup User/ Role based security

**Migration of Existing TRIRIGA Professional Edition (ver. 7.6) Data
Property/ Organization Data:**

- Building Classifications
- Property Codes
- Building Codes
- Floor Codes
- Area Codes
- Space Class
- Class Types
- Drawing Markups
- Personnel Data
- Charge Accounts
- Organizational Hierarchy

Maintenance Standards:

- Maintenance Project Parameters
- Work Order Numbering
- Work Request Numbering
- Work Order Types
- Work Order Status Codes
- Building Systems
- Shop Types
- Shop Codes
- Maintenance Centers
- Labor Standards
- Time Types
- Maintenance Vendors and Contacts
- Maintenance Personnel
- Exception Dates
- Facility Project Types
- Priority Codes
- Severity Codes
- Activity Codes
- Task Codes

Asset/ Inventory Management:

- Vehicles/ Equipment
- Equipment Standards
- Asset Classes/ Class Type
- Condition Codes
- PM Procedures/ Schedules
- Manufactures
- Vendors
- Inventory Catalog (Assets/ Consumables)
- Warehouse Locations

Materials Handling Customizations:

The University of Rhode Island is currently utilizing the TRIRIGA Professional Edition 7.6 CMMS application as an Inventory Management system for the 3 URI Stores warehouses. These 3 Stores warehouses supply the maintenance and custodial staff employees with items required to service and maintain the facilities and grounds across the URI campus. The main warehouse, located in the Facilities Services headquarters building, contains general maintenance supplies (electrical, hardware, paint, plumbing, etc.) as well as custodial supplies. There is also a dedicated warehouse located in the Automotive maintenance building which supplies automotive parts to the automotive mechanics to service the URI State Fleet vehicles. A third warehouse contains some items specific to the Housing and Residential Life (HRL) buildings. All combined, the 3 warehouses have over 7,000 unique inventory items.

The URI Stores warehouses, for chargeback purposes, require a cashless “point-of-sale” style system for processing and tracking storeroom transactions. This process was achieved with the current TRIRIGA 7.x application through customizations to the application as well as developing custom reports to provide the necessary data to the URI Accounting department. It will be a requirement of the vendor to replicate this functionality in the TRIRIGA 10.x application. This custom functionality will include the following:

1. Data entry and tracking of all Stores associated blanket POs
2. Sales Order tracking of URI PeopleSoft(PS) departmental Chartfield strings/ POs
3. Purchase Order tracking of URI departmental PeopleSoft Chartfield strings/ POs
4. Data reporting to the URI Accounting department in electronic format compatible with PeopleSoft

Report Development:

A multitude of custom reports had been designed to retrieve data from the TRIRIGA 7.x database. These critical reports will need to be recreated by the vendor using the current TRIRIGA 10.x embedded reporting tool, the optional BIRT reporting tool or another web based reporting tool recommended by the vendor and approved by the URI Facilities Services administration department to retrieve data from and update data to the TRIRIGA 10.x Oracle database tables (Please reference the attached PDF document (Exhibit A) for additional details and screenshots of these reports.)

1. Maintenance Reports
 - a. Work Orders by Buildings
 - b. Work Orders by Shops

- c. Work Orders Shop/ Activity Code
- d. Work Orders Shops/ Building
- e. Activity Code Summary
- f. Facility Project reports
 - i. Facility Project Cost Summary
 - ii. Facility Project Detail
 - iii. Facility Project Summary
- g. Estimates
- h. Work Order Labor Report
- i. Work Order Costs Reports
- j. Facilities Services Maintenance & Repair Preventive Maintenance Reports
- k. Create Safety & Risk Management Preventive Maintenance Worksheets

2. Materials Handling Reports

- a. Account Balances
- b. Credit Statements
- c. Automotive Chargebacks
- d. Item Catalogs
- e. Item Usage Reports
 - i. Item Usage Summary
 - ii. Item Usage Details
 - iii. Top Item Usage
- f. Inventory Reports
 - i. Inventory Value
 - ii. Low Inventory Summary
 - iii. Low Inventory Detail
 - iv. Item History
- g. Returned Items
- h. Purchasing tools
 - i. Item Purchasing Record
 - ii. Request for vendor quotes
- i. Part Transactions
 - i. Sales Transactions
 - ii. Returns Transactions
 - iii. Purchase Transactions
 - iv. Receive Transactions
- j. Custodial Building Supplies
- k. Disposed Material
- l. Inventory Adjustments
 - i. Inventory Adjustments Form
 - ii. Update Inventory Adjustments Data
- m. Cycle counts
 - i. Display Cycle Count Sheet
 - ii. Enter Cycle Count Offsets
 - iii. Update Cycle Count Data
- n. Safety & Risk Management reports
 - i. URI RIDOLT Report
 - ii. Air Emissions Report

- iii. Air Emissions Usage Report
3. State Fleet Vehicle Reports:
 - a. State Fleet Vehicle Report
 - b. Vehicle Maintenance Report
 - c. Vehicle Inspection Report
 - d. Vehicles by Department Assigned
 - e. Vehicles by Type
 - f. State Fleet Vehicle Plate Transfer

Role Based Training:

The vendor will provide an estimated 20 hours of formal instructor-led training to end-users and technical -support users. The vendor will also develop and provide a procedural/reference guide for each role based user.

- Systems Administrator
- Control Center
- Warehouse Clerks
- Maintenance Manager
- Work Requester
- Report Viewing

Desired Project Schedule:

The entire project scope included in this RFP must be completed prior to and no later than 6 months after the PO is awarded. The desired scheduled deadlines are as follows and are based on the final award date for the RFP for bid by the State:

- Completed by Month #1 & #2 - Project assessment and schedule completed, reviewed and approved
- Completed by Month #3 - TRIRIGA 10.x development platform installed, configured and tested
- Completed by Month #4 - Migration of existing data
- Completed by Month #5 - Customizations and report development completed
- Completed by Month #6 - TRIRIGA 10.x production platform installed, configured and tested. Role based training and product implementation.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications:
 - a. Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in CMMS migration and installation (previous experience with the installation of Tririga 10.x as well as the migration from the Tririga 7.x to 10.x platform preferred and highly desired). For example, Vendors must demonstrate the availability of sufficient and qualified, experienced staff to perform the

installation, migration and training.

2. **Capability, Capacity, and Qualifications of the Offeror:**
 - a. Please provide a detailed description of the Vendor's experience in furnishing, installing and implementing CMMS software products. Due to the specificity and complexity of the installation of Tririga 10.x as well as the migration from the Tririga 7.x to 10.x platform, The University of Rhode Island Facilities Services Department prefers, and highly desires, the services of a firm that has had prior experience in performing similar installations and migrations at higher education facilities of the above stated Tririga applications. For example, the vendor should demonstrate knowledge of, and experience with CMMS processes and procedures in a University infrastructure.
 - b. A list of project relevant client references must be provided. The reference list must include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.

3. **Work plan:**
 - a. Please describe in detail, the framework within which the requested software migration and installation will be performed.
 - b. For example:
 1. Provide a detailed project milestone outline based on the Specific Activities/ Tasks described within this RFP.
 2. Provide the staffing requirements and time estimates for each project milestone.
 3. Provide a migration plan for exporting historical data from the current Tririga 7.6 database and importing to the new Tririga 10.x platform
 4. Provide an implementation plan describing the project stages from test through final production

4. **Approach/Methodology:**
 - a. Define the methodology to be used to complete the installation and migration described within this RFP in the most efficient and productive manner.
 - b. For example:
 1. Performing needs assessment.
 2. Presenting information to the URI management team
 3. Preparing a project schedule
 4. Customizations to the Tririga 10.x application to meet the required URI needs
 5. User training methodology
 6. Custom report development

The examples above serve as guidelines (but are not limited to) the items that will be evaluated by the Technical Review Committee in each category.

SECTION 5: COST PROPOSAL

Provide a detailed breakdown of the cost for the services outlined in the proposal. Proposal shall include explanation/definition of reimbursable expenses such as travel, printing, meals etc. as well as staff rate structure. You must provide an understandable cost and billing structure or be prepared to explain the basis and rationale of your cost.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gary.mosca@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7475364** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7475364**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award 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 may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>