



State of Rhode Island
Department of Administration / Division of Purchases
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ADDENDUM # 1

11/21/13
RFP #7535368

Title: Evaluate Quality of Rhode Island Pre-Kindergarten Program

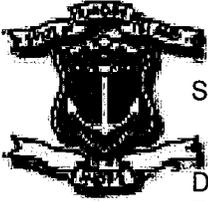
Submission Deadline: Tuesday, December 03, 2013@ 11:30 AM (ET)

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

Vendor questions (attached)

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

**Gail Walsh
Chief Buyer**



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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RFP #7535368 – Evaluate Quality of RI Pre-Kindergarten Program – RIDE

Vendor Questions:

1. The end date for Task 2 in the table on page 7 is November 2013, prior to the contract start-date. Is there a revised end date for Task 2 activities?
Response: The schedule for all deliverables will be revised as needed upon the issuance of the purchase order; however, all tasks must be completed by June 30, 2014.
2. Are CVs considered part of the 15-page limit for the project narrative?
Response: No.
3. May we include appendices?
Response: Yes.
4. Do you require a signature on the separate sealed cost proposal?
Response: No. Please ensure the cost proposal pages are labeled with the bidder's name.
5. If awarded, will this new award be a stand-alone? Or, if the awardee has existing RIDE awards, will this new award be in addition to one of those existing awards?
Response: This contract is stand-alone and will not be connected to any other contracts/purchase orders. A new purchase order will be assigned for this work.
6. Will any portion of this award be American Recovery and Reinvestment Act (ARRA) money?
Response: No.
7. How does RIDE define "sub-contractors"?
Response: Non-employees of the bidder that are contracted with to perform tasks related to this project. If the workers are considered employees of the bidder and/or eligible for benefits, the costs should be budgeted in Employee Salary and Benefits. Other people/companies working on the project that don't fit into the above category should be budgeted in Purchased Services. Please consider RI's Minority Business Enterprise requirements if there are subcontract opportunities (visit www.mbe.ri.gov for additional information).

8. Do "sub-contractors" include any non-labor purchases, such as Travel?

Response: No. Travel should be included separately in the budget.

9. There are Tasks #1-3 that constitute the Deliverables of the contract. Task #1 isn't scheduled to start until the issuance of a purchase order estimated at June 2014. Under the terms of the contract, the contract will begin around December 2013 and end June 30, 2014, a period of six months. That puts Task #1 outside of your designated contract period. The cost of the contract is not to exceed \$30,000.

The dash in estimated schedule was intended to mean through, i.e. issuance of the purchase order (on or about December 2013) through June 2014. Because many variables play into when a purchase order is issued, we cannot say definitively when a project will start; therefore, we usually indicate the start of a project with "upon issuance of the purchase order."

9a) Does the \$30,000 apply to all three tasks, or just Tasks #2 and #3, which are within the contract period specified?

Response: All tasks are required to be completed within the contract period. Task #1 must be completed **by June 2014**. One purchase order will be issued for all tasks identified in this contract. The total cost for this contract, including all tasks, is not to exceed \$30,000.

9b) Is Task#1 optionally assigned after #2 and #3 have been completed as an extension to the six month contract, with additional funding?

Response: All tasks must be completed in this contract by June 2014. No tasks are optional. As indicated above, the projected schedule was meant to reflect a range for the timeframe and not a June 2014 start date.

9c) In general, could you please resolve the ambiguities between the timetable of the Deliverables and the timetable of the contract as a whole, and what work the \$30,000 specifically applies to.

Response: The schedule for all deliverables will be revised as needed upon the issuance of the purchase order. The total cost for this contract, including all tasks, is not to exceed \$30,000, and all tasks must be completed by June 2014.

9d) If there are two separate purchase orders, as stated in the Deliverables section, what do each cover, and what are the maximum amounts for each and their respective timeframes?

Response: One purchase order will be issued for all tasks identified in this contract. The total cost for this contract, including all tasks, is not to exceed \$30,000, and all tasks must be completed by June 2014.

10. What is the allowable overhead rate? In order for us to have an authorized official certify the proposal, we are required to obtain the documentation detailing the State of Rhode Island, Dept. of Administration, Division of Purchasing's applicable policy on allowable overhead costs. Can you please help us find this documentation?

Response: We are not aware of state policy related to allowable overhead costs; however, typically, we cap overhead at 5%-10%, unless the bidder has a federally approved indirect cost rate (supporting documentation must be included with the cost proposal). Due to the limited funds available for this project, we anticipate a majority of the budget would need to be allocated to direct programmatic services.

11. The technical proposal is limited to 15 pages. Is this limit inclusive of all elements listed under "technical proposal required elements" on p. 8 of the RFP? More specifically, do references cited at the end of the proposal count toward this 15-page limit?

Response: The limit is inclusive of all elements listed under technical proposal required elements. References do not count toward this 15 page limit and may be included in addendum.

12. Does item 4 under "technical proposal required elements", "quality of key personnel (including curriculum vitae)", suggest that full CVs be included for each key person budgeted? If so, does this count toward the 15-page limit for the technical proposal? If not, is it sufficient to summarize each key person's experience and qualifications under this heading?

Response: Full CVs are welcome and can be included in addendum; therefore, not counting toward the 15 page limit for the technical proposal. Summarizing each key person's experience and qualifications under this heading within the technical proposal is also recommended.

13. Rutgers University includes a copy of its federal form W-9 with outgoing proposals. Is this sufficient, or does the university need to include a RI State form W-9 with this proposal? If the federal form is fine, must it be a signed original, or is a copy sufficient?

Response: RI's state W-9 form must be submitted.

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