



**Solicitation Information**

**January 2, 2014**

**RFP# 7548385**

**TITLE: ONLINE PAYROLL REMITTANCE PORTAL**

**Submission Deadline: February 4, 2014, 11:00 AM EST**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

Questions concerning this solicitation must be received by the Division of Purchases at [questions2@purchasing.ri.gov](mailto:questions2@purchasing.ri.gov) no later than **January 16, 2014 at 11:00 AM (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**

George Welly  
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://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**

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## **SECTION 1: INTRODUCTION**

The Department of Information Technology and the Office of Accounts and Control are divisions within the Department of Administration (DOA).

This RFP seeks proposals from qualified entities as follows:

The purpose of this Request for Proposal (RFP) is to provide interested vendors with sufficient information to enable them to prepare and submit a proposal for a commercial off-the-shelf solution (COTS) for an online payroll remittance portal to be hosted by the vendor. The State is not soliciting any other type of solution such as, and not limited to, time and materials to develop a custom solution, in house hosting, or staff augmentation to develop an application.

Currently, the State's payroll is performed on an IBM mainframe. The current payroll application is written in COBOL. Payroll is processed on a bi-weekly basis and employees have the option of receiving either direct deposit or a paper check. Employees that opt for direct deposit receive a paper remittance which includes wages, deductions and accrued hours information. These payroll remittances are distributed via inter-office carriers and hand delivered to employees. Paper checks are also distributed in this same manner.

The solution is specifically for those employees who opt for direct deposit. The system will, however, maintain data for those employees that do not elect to receive direct deposit in case those employees enroll at a later date, so a historical view would be available online.

Potential vendors should describe the process to implement such an online payroll remittance portal system. Topics to be included are:

- Data transfer from the state's payroll mainframe to the website
- Establishing On line accounts for employees
- Security features of the solution
- Support of the proposed solution
- Potential internal process changes to interface with proposed online solution
- System features to address other online forms and notifications for employees such as:
  - W2
  - Employee Flyers
  - Employee Notifications
- End user training of the online application
- Archiving and downloading of historical remittances

The state requires vendors to discuss how social security numbers would be used in the system. Note: Social security numbers shall not be used to establish accounts, or transferred to the hosting site.

In addition to online payroll remittances, the State requests offerors to include in their proposals any added-value services. Such services would include: electronic notifications of new remittances; IVR capabilities; smart phone applications; and, any other services that would allow employees to view or print their remittances. These added value services will be graded in the technical proposal which is detailed later in this document.

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, , 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](http://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.
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 visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov)

## **SECTION 2 – CURRENT BACKGROUND AND PROCESS**

The Division of Accounts and Control within the Department of Administration operates the payroll processing functions. The Division of Information Technology (DOIT) maintains the application. There are approximately fifteen thousand (15,000) employees whose payroll is processed in the State's payroll system. They include employees from all branches of government, colleges and universities and boards and commissions. Though some colleges and universities may have an internal payroll system to process payroll for certain types of individuals, all colleges and universities use the State's payroll system in some capacity.

The payroll system also processes payments for severance pay, back pay and other occasional payments. These payments are processed with the regular bi-weekly payroll.

The state currently uses an in-house developed mainframe COBOL application to process payroll. The payroll is processed on a bi-weekly basis and employees have an option of direct deposit or to receive a paper check. The payroll is typically processed on Thursday of a pay week and remittances are distributed on Friday. On certain occasions, due to holidays, the payroll may be processed a day earlier. Currently direct deposit is not mandatory. As mentioned earlier, paper checks and paper remittances are distributed every pay period via inter-office carriers. The checks and remittances are printed in-house for distribution.

Inter-Office carriers are dispatched from their designated department or agency for pickup and delivery of the paper checks and remittances to certain agency personnel. On certain occasions, checks may be mailed for employees.

## SECTION 3 - SCOPE OF WORK AND REQUIREMENTS

### 3.A Contract Responsibilities

- The selected vendor must assume all responsibility for delivery, installation and maintenance of all software and support services provided by the successful vendor whether or not they are the manufacturer. Further, the State will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges.
- The successful bidder shall furnish a Performance Bond in the amount of \$50,000 before execution of the Project Agreement. The cost of the bond shall be the responsibility of the contractor. The bond must be issued by a corporate surety licensed to do business in the State of Rhode Island, and made payable to the “State of Rhode Island Department of Revenue.”

#### 3.A.1 System Requirements

The system selected must meet or exceed the system requirements outlined below. If the system does not meet the requirements but provides for an alternative method, the vendor can designate in the response. The vendor should respond using the form in section 4A.5

1. Archiving: The system must be able to archive a minimum of three years of payroll remittances.
2. Training/Marketing: The system must provide for online training for the payroll remittance portal. Vendor should also outline a marketing plan to encourage employees to register for online remittances.
3. Availability: The system must maintain an uptime of 99.9% or higher on a monthly basis. Vendor to describe disaster recovery of their system to ensure the 99.9% uptime.
4. Downloads: The system must provide for downloads of payroll remittances that can be accepted as a legal document and be identical to the current state remittances provided to current state employees. A copy of the current remittance is included at Attachment A below.
5. Notifications: The system must be able to notify employees when a new payroll remittance is available. Vendor to describe the types of notifications available.
6. Help Desk: The vendor must provide a help desk. Vendor to explain whether help desk is accessible via telephone or email only, or both.
7. Reporting Tools: The system must have online reporting tools for state administrators. Reports should include statistical reports on usage and login information.

8. SSN Usage: The system should allow the creation of accounts without the use of social security numbers. Vendor to describe the creation process of accounts and how passwords are assigned and reset.
9. Security: Vendor should describe the security features of the software.
10. Interface: The vendor must describe how the system will interface with the state's legacy COBOL system. The state currently runs the legacy application on an IBM mainframe running VSE. The state has the capability to transmit via FTP, either hosting the FTP site or utilizing a vendor FTP site.
11. Notices: The vendor must describe how payroll notices and employee bulletins will be distributed in the online portal.
12. IVR: Vendor to describe an IVR (Interactive Voice Response) option in the system, if available.
13. Printing: Vendor to describe any printing kiosk options for payroll remittance, if available.
14. Mobile Apps: Vendor to describe any mobile app for IOS, Android or Windows, if available.
15. Administrator: Vendor to describe administrator functions for state staff administering the online payroll remittance portal.
16. Population: The system should only be available to employees in our direct deposit program. Employees enrolled in direct deposit will no longer receive paper remittances. Employees not participating in direct deposit will continue to receive paper checks. However, upon implementation, the state will transmit all appropriate data for all employees. The vendor must outline how those employees not participating will be excluded from logging in until they opt into direct deposit.
17. W-2 Forms: The vendor must describe the implementation of informational W-2 forms. This will not be part of the initial rollout, but will be considered in future rollouts.

### **3.A.2 Maintenance**

- The online payroll remittance portal must have a high availability; vendors must explain how the site maintains an up-time of 99.9% or higher. Vendors should explain their disaster recovery plan and their data center rating that will support a 99.9% or higher up-time.
- Vendors must explain how they will respond to all requests for corrective maintenance within four (4) business hours of notification of a problem. In the event of total failure of either the communications front end system or the retrieval system, the vendor will be required to provide an immediate response.

- Vendors must explain how they will supply, as part of the maintenance coverage, all upgrades and new releases of software required to maintain the system at a supportable level, for the full term of the contract.
- Vendors must provide a list of all “hot line”, on-line services, user bulletins, or other means of preventive or corrective maintenance of system, and any customer services available to provide assistance in problem resolution or obtaining optimal usage of the system.
- Vendors must warrant that all service personnel will be fully trained and competent to perform their duties. Vendors must state that all maintenance will be performed by the Vendor.

### 3.A.3 Training

The successful Vendor must provide a training plan for State employees. All technical and user training may be conducted at the State, online or hard copy documentation. Vendor should outline a training plan for rollout. Vendor should include the training costs in the cost proposal section of the RFP.

### 3.A.4 Project Management

- The successful Vendor must appoint a Project Leader. The State will appoint a Project Manager to be the primary point of contact for the online remittance portal.
- The Vendor must provide an implementation plan describing major milestones and activities from contract signing to final acceptance. The plan must include a timetable that meets the project schedule and must provide for hardware and software testing.

## SECTION 4 - PROPOSAL SUBMISSION AND CONTENT

Responses (**an original plus five (5) copies**) should be mailed or hand-delivered in a sealed envelope marked **RFP 7548385 ONLINE PAYROLL REMITTANCES PORTAL**

**By Courier or by Mail, to:**

RI Dept. of Administration  
 Division of Purchases, 2<sup>nd</sup> floor  
 One Capitol Hill  
 Providence, RI 02908

The Vendor assumes responsibility for proposals submitted by mail or commercial delivery service. Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. The “official” time clock is located in the reception area of the Division of Purchases. Faxed or emailed proposals will not be considered.

Any additional information pertaining to this RFP or changes in the timeline may be posted on an as-needed basis. It is the responsibility of the Bidder to regularly review the RIVIP website ([www.purchasing.ri.gov](http://www.purchasing.ri.gov)) to check for any additional postings.

**It is strongly suggested that the Vendor mark this RFP on the RIVIP Vendor Watchlist for ease of monitoring critical information and amendments. Assistance in using this RIVIP feature can be obtained by reviewing the online tutorials available under the Vendor Center Section or by contacting the RIVIP HelpDesk at (401) 222-2141 x134.**

It is a Bidder's responsibility to assure that such Bidder has the technical capability to obtain and utilize all Bid documentation in the form and manner set forth in this RFP.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

## **CONTENT**

This section describes the minimum information requirements, format, and required forms to be in each proposal submitted in response to this RFP. The Vendor must submit separate technical and cost proposals. Both the technical and cost proposal will be graded for a total of 100 points. The technical proposal will account for 60 points of the possible 100 points of the RFP. The cost proposal will account for 40 points of the possible 100 points of the RFP.

The **Technical Proposal** must include the following:

- Section 1: Transmittal Letter (Section 4.A.1 outlined below)
- Section 2: Executive Summary (Section 4.A.2 outlined below)
- Section 3: Vendor Background and Experience (4.A.3 outlined below)
- Section 4: Transition Plan Form (Section 4.A.4 outlined below)
- Section 5: System Requirements Response /Proposed Solution (Section 4.A.6 outlined below)

The **Cost Proposal** must include the following:

- Section 1: Transmittal Letter (Section 4.B.1 outlined below)
- Section 2: Cost Schedules Section 4.B.2.1 and 4.B.2.2 outlined below)

Proposals must be prepared simply and economically, providing a concise description of the Vendor's ability to satisfy each of the requirements of this RFP. Vendors are encouraged to limit the size of their technical proposals and prepare them in the prescribed format described in this section.

### **4.A Technical Proposal**

All proposals must include all work required of the Vendor as specified in this RFP. The selection procedure for this procurement requires that the comprehensive evaluation of the Technical Proposal be conducted before the Cost Proposal is opened and distributed to the evaluation committee. **Consequently, each proposal must be separately sealed when submitted. There cannot be any reference to cost in the Technical Proposal.**

Proposals must contain the following materials:

#### **4.A.1 Transmittal Letter**

The transmittal letter must be submitted on the Vendor's official business letterhead, and should describe all the materials and enclosures being forwarded as a response to this RFP. The letter must be signed by an individual authorized to commit the company to the scope of work proposed.

A completed and signed in ink RIVIP- generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)) must be attached to the front of the offer. (Vendor must be registered on the Purchasing Website to generate the Cover Sheet.)

A single completed and signed W-9 Taxpayer Identification Number and Certification Form, which may be downloaded at <http://www.purchasing.ri.gov/bidinfo/geninfo/geninfo.aspx>, shall also be included.

#### **4.A.2 Executive Summary**

The Executive Summary must condense and highlight the contents of the Technical Proposal in such a way as to provide the evaluation committee with a broad understanding of the Vendor's entire proposal. No reference to the Cost Proposal should be included in the Executive Summary.

Vendors must summarize their understanding of the problem being addressed by this RFP, the objectives, and scope of work.

#### **4.A.3 Vendor Background and Experience**

The Vendor Background and Experience section must include for the Vendor and each subcontractor: details of the background of the company, its organization, its size and resources, and details of corporate experience relevant to the proposed contract. The state is looking for organizations with experience in providing the services requested in this RFP. The vendor should provide two references of customers currently using the proposed solution. Vendors will also be asked to provide an oral presentation on their proposed response. **The vendor background, experience and oral presentation will account for 10 points of the 60 points of the technical response.**

The 10 points of the vendor background and presentation will be allocated as follow:

- 5 points for background and experience
- 5 points for oral presentation.

#### **4.A.4 Transition Plan Form**

##### **Technical Proposal Scored Item Submission Form- Transition Plan**

If, at the end of the contract period, the contract is not renewed, a transition plan will be implemented. This narrative must describe in detail the Vendor's approach to accomplishing a smooth transition of the online payroll remittance portal. At a minimum the following areas should be addressed:

Data migration  
Vendor transition  
Archival and removal  
Cost to migrate

**The transition plan will account for 5 points of the total 60 points in the technical response.**

#### 4.A.5 Technical Requirements and Proposed Solution

In this section, please describe the proposed solution that is being submitted. Describe how the new online payroll portal system will meet or exceed the minimum system requirements. Also describe any aspect of the system that will assist the evaluation committee in evaluating the proposal. In addition, address all 17 responsibilities below. Assigned point values are noted for each.

##### Minimum System Requirements Response

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#### NARRATIVE DESCRIPTION

This section describes vendor capacity to meet requirements for the online payroll remittance portal. Each response will have a point assignment that will be factored into the evaluation. Please respond to the system requirements using the following format. Points will be assigned to each response. If the system currently meets the requirement or is configurable in the system then the full point value for the question will be assigned. For the purpose of this evaluation, configurable means the system can be modified to meet the requirement without additional cost to the state. A response stating the feature is not available or is a future enhancement will not be assigned a point value. **The system requirements will account for 45 points of the total 60 points in the technical response.**

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#### Vendor Response

1. Archiving: The system must be able to archive a minimum of three years of payroll remittances.

Vendor Response	Point Value: 3 of 45

2. Training/Marketing: The system must provide for online training of the payroll remittance portal. Vendor should also outline a marketing plan to encourage employees to register for online remittances.

Vendor Response	Point Value: 3 of 45

3. Availability: The system must maintain an uptime of 99.9% or higher on a monthly basis. Vendor to describe disaster recovery of their system to ensure the 99.9% uptime.

Vendor Response	Point Value: 3 of 45

4. Downloads: The system must provide for downloads of payroll remittances that can be accepted as a legal document and be identical to the current state remittances provided to current state employees. A copy of the current remittance is included in Attachment A, below.

Vendor Response	Point Value: 3 of 45

5. Notifications: The system must be able to notify employees when a new payroll remittance is available. Vendor to describe the types of notifications available.

Vendor Response	Point Value: 3 of 45

6. Help Desk: The vendor must provide a help desk. Vendor to explain whether help desk is reachable via telephone or email only or combination of the two.

Vendor Response	Point Value: 2 of 45

7. Reporting Tools: The system must have online reporting tools for state administrators. Reports should include statistical reports on usage and login information.

Vendor Response	Point Value: 3 of 45

8. SSN Usage: The system should allow the creation of accounts without the use of social security numbers. Vendor to describe the account creation process, and password are assignments and resets.

Vendor Response	Point Value: 3 of 45

9. Security: Vendor should describe the security features of the software.

Vendor Response	Point Value: 3 of 45

10. Interface: The vendor must describe how the system will interface with the state's legacy COBOL system. The state currently runs the legacy application on an IBM mainframe running VSE. The state has the capability to transmit via FTP, either hosting the FTP site or utilizing a vendor FTP site.

Vendor Response	Point Value: 3 of 45

11. Notices: The vendor must describe how payroll notices and employee bulletins will be distributed in the online portal.

Vendor Response	Point Value: 3 of 45

12. IVR: Vendor to describe an IVR (Interactive Voice Response) option in their system, if available.

Vendor Response	Point Value: 2 of 45

13. Printing : Vendor to describe any printing kiosk options for payroll remittance.

Vendor Response	Point Value: 2 of 45

14. Mobile Apps: Vendor to describe any mobile app for IOS, Android or Windows, if available.

Vendor Response	Point Value: 2 of 45

15. Administrator: Vendor to describe administrator functions for state staff supervising the online payroll remittance portal.

Vendor Response	Point Value: 2 of 45

16. Population: System access should only be available to employees in the direct deposit program. Employees enrolled in direct deposit will no longer receive paper remittances. Employees not participating in direct deposit will continue to receive paper checks. However, upon implementation, the state wishes to transmit all the data for all employees. The vendor must outline how those employees not participating will be excluded from logging in until such time that they opt into direct deposit.

Vendor Response	Point Value: 3 of 45

17. W-2 Forms: The vendor must describe the implementation of informational W-2 forms. This will not be part of the initial rollout, but will be considered in future stages.

Vendor Response	Point Value: 2 of 45

## 4. B COST PROPOSAL

The Cost Proposal must be submitted according to the instructions in this section and must comply with the requirements presented in this section. The Cost Proposal must be delivered in a separate document and contain the following materials.

- Transmittal Letter
- Cost Schedules and supporting detail

The cost proposal will account for 40 points of the 100 possible points of this RFP.

### 4.B.1 Transmittal Letter

The Transmittal Letter must be formal letter from the Vendor in standard business format. It must be brief, signed by the same person who signed the Transmittal Letter for the Technical Proposal, and must identify all materials and enclosures being forwarded with the Cost Proposal.

### 4.B.2 Cost Schedules

#### 4.B.2.1 Years 1 through 5 Costs

Vendor is to outline the cost of the system for each of five years of the proposed contract. This includes the first 3 years and the optional 2 year extension. The costs include initial setup costs, and cost per remittance per payroll period. The state will use an employee count of 15,000 (fifteen thousand) for 26 pay periods per contract year to calculate a cost for each vendor. **Of the 40 points of the cost proposal, the total of Years 1 through 5 costs will be allocated 35 points of the cost proposal score.**

### Sample Cost Proposal Format for Years 1 Through 5 Costs (with sample numbers)

**NOTE:** Proposals are to be submitted as pricing for each unit of: one remittance for one employee for one pay period for the employees enrolled in the portal. See 3.A.1.16, and Vendor Response, item 16 above: the state will transmit appropriate data for **all** employees in each payroll period, but the basis for compensation **will not** include employees opting to receive a paper check and remittance.

Year 1:           \$2,000.00 (Two thousand dollars) One Time Set Up Cost  
                    And \$.01 (one cent) per remittance (one remittance is one employee for one payperiod.)  
                    (**Note:** \$2000.00 and "one cent" values are examples only and vendors should substitute their own proposed values.)

Year 2:           \$.01 (one cent) per remittance (one remittance is one employee for one payperiod.)

Year 3:           \$.01 (one cent) per remittance (one remittance is one employee for one payperiod.)

Year 4:           \$.01 (one cent) per remittance (one remittance is one employee for one payperiod.)

Year 5:           \$.01 (one cent) per remittance (one remittance is one employee for one payperiod.)

#### **4.B.2.2 Other Vendor Costs**

The vendor is also required to describe the costs for any other system changes. These changes would include additional information on the remittance, system interface changes, and additional forms such as W-2 and other employee informational bulletins. Vendor should outline the costs for these types of system changes. **Vendor response to the other vendor costs will account for 5 points of the possible 40 cost points.** Vendor is to submit a narrative describing any other costs.

### **SECTION 5 – PROPOSAL EVALUATION**

The State will select the successful Vendor through a formal evaluation process, established prior to the opening and evaluation of proposals, and remaining fixed through the remainder of the procurement cycle. Consideration will be given to capabilities or advantages which are clearly described in the proposal, confirmed by oral presentations, interviews, and/or demonstrations. Technical and Cost Proposals will be evaluated separately.

#### **5.A Evaluation Committee**

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 42 (70%) out of a maximum of 60 technical points. Any technical proposals scoring less than 42 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 42 technical points or higher will be evaluated for cost and assigned up to a maximum of 40 points in cost category, bringing the potential maximum score to 100 points.

The Department reserves the exclusive right to select the 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 finance any proposal.

#### **5.B Evaluation Phases**

The following evaluation phases are planned, totaling 100 points:

- Phase 1 - Evaluation of Mandatory Requirements (Pass/ Fail)
- Phase 2 - Evaluation of Technical Proposals (50 Points)
- Phase 3 – Vendor Background, Experience and Oral Presentation (10 Points)
- Phase 4 - Evaluation of Cost Proposals (40 Points)
- Phase 5- Selection of Apparently Successful Vendor

##### **5.B.1 Phase 1 - Evaluation of Mandatory Requirements**

The purpose of this phase is to determine if a Vendor's proposal is sufficiently responsive to the mandatory requirements of the RFP to permit a complete evaluation. These are as follows:

- All proposal submission requirements as outlined in this proposal
- All proposal content and format instructions in Section 4 of this proposal

Failure to meet these mandatory requirements will be grounds for deeming the proposal non-responsive to the RFP and will result in the elimination of the proposal from further consideration.

### **5.B.2 Phase 2 - Evaluation of Technical Proposals**

Only those proposals passing the mandatory requirements of Phase 1 will be considered in Phase 2. Any Technical Proposal which is incomplete or which contains significant inconsistencies or inaccuracies may be rejected. Failure to respond to the RFP requested items may be grounds for deeming the proposal technically nonresponsive to the RFP. The State reserves the right to reject any and all proposals, options, bids or submissions and to act in its own best interest.

The State shall determine if the Vendor's Technical Proposal is responsive to the Vendor duties and responsibilities as specified in this RFP. Corporate and personnel reference checks will be made as part of the Technical Proposal evaluation process. Reference checks will not necessarily be limited to those references cited in the proposal. Evaluation of oral presentations and/or demonstrations will be considered in the technical evaluation phase. Evaluators will assign scores to the Technical Proposals.

### **5.B.3. Phase 3 – Oral Presentation**

All vendors whose proposals receive a minimum of 35 of 50 points on the evaluation of technical proposals will be invited to present a system demonstration in Providence, Rhode Island on a date certain. The Oral Presentation and Vendor Background and Experience scores will total a maximum of ten points.

### **5.B.4. Phase 4 - Evaluation of Cost Proposals**

For each Vendor with Technical Proposal plus Vendor Background/ Experience/ Oral Presentation scores totaling a minimum of 42 points, the corresponding Cost Proposal will be unsealed and the total evaluated price identified for each qualified Vendor. For each Cost Proposal, the corresponding Cost Proposal schedules will be evaluated to determine their compliance with the instructions listed in this proposal. Any cost proposal that is incomplete or in which there are significant inconsistencies or inaccuracies may be rejected by the State. The State reserves the right to reject any or all proposals, options, bids or submissions and to act in its own best interest.

### **5.B.5 Phase 5 - Selection of Apparently Successful Vendor**

Final scores will be calculated by:

Computing the scores for each evaluated Technical Proposal according to the procedures described in subsection 5.C

- Computing the cost points as described in subsection 5.C
- Combining the two scores

After the Technical Proposals, Vendor Background/ Experience/ Oral Presentations, and Cost Proposals have been evaluated, and final scores have been assigned, the Evaluation Committee will prepare a written report including a recommendation for vendor selection to the State Purchasing Agent for review.

## **5.C Evaluation Factors and Award Points**

The Technical Proposal evaluation will consist of three (3) parts totaling sixty 60 points. The available points are distributed as follows:

Transition Schedule - 5 points

System Requirements- 45 points

Vendor Background/ Experience/ Oral Presentation- 10 points

The price-cost extensions from the cost proposal will be used to compute the cost points as follows for all qualified vendors.

<b>Total Possible Technical Points</b>	<b>60 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 40 points *	40 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*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:

$$(\text{low bid} / \text{vendors bid}) * 40 \text{ available points}$$

#### **SECTION 6: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions2@purchasing.ri.gov](mailto:questions2@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #** 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 five (5) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7548385**" to:

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

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](http://www.purchasing.ri.gov).
2. One only completed and signed **Form W-9** downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx>
3. **A separate Technical Proposal, including one marked original and five copies**, describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. **A separate, signed and sealed and marked Cost Proposal (see Section 4.B.2)** the per remittance fee structure plus fixed cost items, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of the Technical Proposals required, Respondents are requested to provide the Technical Proposals only **in electronic format** (CD-Rom, disc, or flash drive). PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original". **Do not include form W-9 in the electronic copy. Do not include cost proposal information in the pdf.**

## Section 7: 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>

**END OF SOLICITATION**

**ATTACHMENT A, PAYSTUB SAMPLE, FOLLOWS**

