



Solicitation Information

February 26, 2014

RFP# 7548519

TITLE: STATEWIDE E-PERMITTING SOFTWARE SYSTEM

Submission Deadline: April 3, 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 no later than **March 18, 2014 at 11:00 AM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP#7548519 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.

BID BOND REQUIRED: NO

PERFORMANCE BOND REQUIRED: YES

ASSOCIATED ELECTRONIC FILES: YES: See Electronic Solicitation Bidding Information below

RIVIP REGISTRATION: Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at www.purchasing.ri.gov. To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

BIDDER CERTIFICATION COVER FORM: Bidders must download , complete, and submit a Bidder Certification Cover Form with each bid proposal. (obtainable at www.purchasing.ri.gov),

Buyer Name: George Welly,

Title: Interdepartmental Project Manager

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Electronic Solicitation Bidding Information

Downloading and Accessing Electronic Files

Accessing electronic files on the purchasing website will require Adobe viewer. All bids denoted with a “D” in the “Info” column will require WinZip 8.1 software. The WinZip file may contain one or more files. These files may require additional software such as Microsoft Office.

Bids that have a file for download are marked with a “D” in the “Info” field of the bid search results page located on the Purchasing website. The “D” will indicate 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 WinZip file associated with the bid. Opening the WinZip file will offer you the option of saving to your local computer.

Once saved, you can open the WinZip file and view the files. The individual files can be saved to your computer in a location such as “Desktop” or “My Documents”.

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Office of Management and Budget (OMB), is soliciting proposals from qualified firms to provide an electronic permitting, licensing and inspection software for the State Building Code Commissioner and State Fire Marshal, 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.gov.

The project includes two phases: Phase I) software roll-out to the State Building Code Commission and State Fire Marshal, and Phase II) software roll-out to municipalities in Rhode Island. The initial contract period will begin approximately April 2014 with Phase I roll-out expected by November 2014. Once Phase I roll-out is completed, the contract may be renewed for Phase II and up to at least four additional 12-month periods based on vendor performance and the availability of funds.

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 ninety 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.

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.

7. 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.
8. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
9. 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.
10. 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.
11. 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.
12. 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).
13. 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

SECTION 2: BACKGROUND

Authority to Bill for Services

Pursuant to Chapter 42-64.13-7 of the General Laws of the State of Rhode Island, the Department of Administration, Office of Management and Budget in conjunction with the State Building Code Commissioner and the State Fire Marshal are authorized to obtain and deploy a Statewide E-Permitting system and to collect fees for permits, licenses and inspections.

Specific Requirements

The vendor must possess extensive prior experience in electronic permitting systems, particularly with Cities, Towns, and Counties, and/or States, and their management.

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 commercially off the shelf solution (COTS) for a statewide e-permitting software system. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited.

Performance Bond

The successful bidder shall furnish a Performance Bond in the amount of \$580,000 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 Administration.”

SECTION 3: SCOPE OF WORK

General Scope of Work

The initiative will establish a uniform web-based system for the Rhode Island Building Commissioner and Fire Marshal, to be used by the State, its municipalities and taxpayers for statewide electronic plan review, permit management and inspection system management. The Scope shall include, but not be limited to the creation and deployment of:

- A user-friendly, web-based design that can track user activity and accept electronic signatures;
- Systems for internal and external users to create accounts with multiple security levels and possess the ability to notify users via email of changes or the status of permits;
- Capacity to handle prints, photos and plans, as well as process fees on-line;
- Capability to track internal and external process changes and user actions;
- Ability to implement custom workflows by permit type/group and to generate appropriate reports;
- Ability to host a multi-tenant client structure on a single database; and
- Support appropriate associated/peripheral technology, including mobile technology/applications.
- Vendor’s project management and technical team should provide weekly project status updates to the State’s e-Permit team, as well as quarterly updates to the State e-Permit Steering Committee.

SECTION 4 – TECHNICAL PROPOSAL CONTENT

Technical Narrative and Format

A separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of electronic permitting creation, integration, deployment and maintenance.
2. Capability, Capacity, and Qualifications of the Offeror – Please provide a detailed description of the Vendor’s experience as an electronic permitting software

company. A list of relevant client references must be provided (minimum of 3), to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.

3. Work Plan – Please describe in detail, the framework within which requested electronic permitting software integration, deployment and maintenance services will be performed. The following elements must be included: completion of all attached documents; a detailed work project plan; a Work Breakdown Summary; and, a summary of State resources and skills required to complete the project.
4. Approach/Methodology – Define the methodology to be used for the electronic permitting creation, integration, deployment and maintenance.
5. Subcontractor(s) – Please include details of any subcontractor(s) that will be included as part of the software development. This should include any relevant experience and the reason why the subcontractor(s) is being utilized/selected. Estimated costs for the subcontractor(s) should be included as part of the cost proposal as well.
6. Audited Financial Statements – each bidder must provide the following information as evidence of the Bidder’s financial responsibility and stability for performance of contract. The State of Rhode Island reserves the right to require any additional information necessary to determine the financial integrity and responsibility of the Bidder.
 - a. The Annual Reports of the Bidder for the three (3) most recent years, or for as long as available if less than three (3) years.
 - b. The audited financial statements for the last three (3) years, or for as long as available if less than three (3) years.
 - c. All financial reports filed within the past 12 months with a governmental entity where the Bidder is located or is conducting business.
 - d. If the Bidder is a subsidiary of another company, the information required under subsections a, b and c above for the parent and/or holding company of the Bidder.
 - e. If the Bidder is a subsidiary, and will rely on the financial resources of the parent/holding company to perform the requirements of the Contract, the parent/holding company's certification of the availability of its resources to the Bidder.
 - f. The Bidder should also highlight any major commitments and/or contingencies that are likely to impact, negatively or positively, upon its ability to fulfill the contract obligations.
7. An **E-Permitting Technical “Proposal Requirements-Responses”** spreadsheet, available as an “electronic” attachment to this solicitation per the instructions on page two of this solicitation, is a **mandatory** component of the technical proposal. Please **complete the RESPONSE and EFFORT columns** for each (yellow) requirement row on **each of sixteen** numbered tabs related to business and technical requirements.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Each vendor must complete a Cost Proposal Form, Attachment A, available as a disk-based file pursuant to instructions on page 2 of this solicitation. This form includes cells to indicate cost proposals for the initial software build and deployment, plus annual support and maintenance fees for the four additional 12-month period options.

The form also provides for additional add-ons and any sub-contractor(s) costs that would be required. Please provide narrative examples of how similar systems have been deployed and the set-up of fee structure for similar implementations. Provide detailed documentation of how the system can be configured for multiple tenant fees and audit reporting requirements.

SECTION 6: PROJECT TIMELINE

The State expects to meet the following project timeline and milestones:

- * February 2014: Request for Proposal Advertised Bid
- * April 2014: Closure of bid period/ opening of technical proposals, Vendor contract executed
- * May 2014: Vendor project team on-site, project kickoff meeting held
- * November 2014: Phase 1 roll-out for Building and Fire Marshal, plus 2 municipalities

SECTION 7: EVALUATION AND SELECTION

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.

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, and will be dropped from further consideration. For each Vendor with Technical scores totaling the minimum of 60 points, the corresponding Cost Proposal will be unsealed and the evaluated price identified for each qualified Vendor. The evaluated price shall be the total fixed fee cost for the Initial Contract Period, cell C31 on the required spreadsheet, and is weighted at thirty points. For each Cost Proposal, all 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.

The Department of Administration, Office of Management and Budget 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).

Final scores will be calculated by:

- Computing the scores for each evaluated Technical Proposal according to the procedures described in section 4
- Computing the cost points as described in section 5
- 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.

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

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.

SECTION 8: PROPOSAL SUBMISSION

Responses **(an original plus five (5) copies) plus required electronic files** should be mailed or hand-delivered in a sealed envelope marked **RF7548519 E-Permitting Software**

By Courier or by Mail, to:

RI Dept. of Administration
Division of Purchases, 2nd 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) 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.

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions2@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7548519** 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.

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. **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 (an original plus five (5) copies)** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described in “Section 4: Technical Proposal” in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request. The **RI E-Permitting Technical “Proposal Requirements – Responses”** spreadsheet, available as an “electronic” attachment to this solicitation per the instructions on page one of this solicitation, is a **mandatory** component of the technical proposal. One (1) electronic copy of this Microsoft Excel spreadsheet is required, and can be included on the electronic media selected for section 5 below. Please **complete the RESPONSE and EFFORT** columns for each (yellow) requirement row on **each of sixteen** numbered tabs related to business and technical requirements.
4. The accompanying Cost Proposal Bid Form shall be printed and submitted in a separate, signed, and sealed envelope marked Cost Proposal RFP 7548518 and listing the firm name. Details are described in “Section 5: Cost Proposal.” Do not include a copy on the electronic media for technical proposals (parts 3 and 5.)
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