



May 21, 2014

RFP# 7548777

TITLE: Automated Teller Machine Services (MPA 335)

Submission Deadline: Wednesday, June 25, 2014 at 10:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

MANDATORY:

If 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/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **Thursday, June 5, 2014 at 10:00 AM (ET)**. 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

David J. Francis
Interdepartmental Project Manager

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

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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”.

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Administration/Division of Facilities and Maintenance is soliciting proposals from qualified vendors to furnish and install standalone Automatic Teller Machines throughout the State of Rhode Island in accordance with the terms of this solicitation and the State's General Conditions of Purchase (which is available at www.purchasing.ri.gov).

Although the Division intends to select a single Vendor to provide services, in the best interests of the State, the Division reserves the right to award to multiple Vendors that may serve various government entities. Although the Division is focused primarily on providing ATM Services for the Executive Branch Agencies, the Division intends for this agreement to also be available to other branches of State government, municipalities and quasi-agencies.

The award(s) will be for three (3) years with the potential for three (3) one-year extensions in accordance with the terms of this RFP, the terms stated in the Rhode Island Vendor Bidder Certification Cover Form, and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

Award[s] will result in a "Master Price Agreement" ("MPA") available to all State agencies under the purchasing regulations posted on the purchasing website, with the same terms and conditions proposed in response to this RFP to be offered to all branches of Rhode Island state government, and municipalities (cities, towns, and school districts) and quasi-agencies.

An MPA is a pricing agreement between the State and a qualified Vendor[s] to provide services or goods at an agreed **maximum** commission rate or cost. This MPA may be awarded to one (1) or more qualified firms at the sole discretion of the State to provide ATM Services. There is no guarantee of any level of purchasing activity on behalf of the State to any Vendor or Vendors listed on the MPA. However, for reference purposes, the attached **Appendix A** includes previous transaction information. *If multiple Vendors are selected, an agency may contact the various Vendors on the MPA in an effort to receive the best rates possible.*

This is an RFP, not an Invitation for Bid: responses will be evaluated on the basis of the relative technical merits of the proposal as provided herein, in addition to cost; there will be no public opening and reading of responses received by the Division pursuant to this RFP, other than to name Vendors who have submitted proposals. At the time of contract award, proposals will be made public, but may be redacted if they contain confidential or proprietary information.

General Procurement Process

- This procurement for ATM Services will be conducted in accordance with the State's procurement regulations and laws available at <http://www.purchasing.ri.gov>.
- This section includes instructions for Vendors to follow in preparing and submitting proposals. Failure to comply with these instructions in full may result in a Vendor's disqualification. The State also reserves the right to reject any and all proposals received or to cancel this Request for Proposal (RFP) at any time in the best interests of the State.

Instructions and Notifications to Vendors

- 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.
- 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 in the sole discretion of the Division of Purchases.
- 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. Therefore, the State shall not be responsible in any way, for reimbursement or otherwise, for the Bidder's costs incurred by a Bidder during the procurement process or the contracting period.
- Acceptance Period: In consideration of being allowed to submit a proposal, a submitted proposal shall remain valid from the proposal submission date through the first to occur of (i) the date of contract execution, (ii) the date the RFP is cancelled (which the Division may do at any time, in accordance with R.I. Gen. Laws § 37-2-23), or (iii) sixty (60) days after the due date for proposals. Proposals containing an acceptance period of less than the aforementioned period shall be automatically disqualified and rejected. Proposals are considered to be irrevocable and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- 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.

- 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. Please include only one (1) W-9 in the original proposal.
- A signed and completed four-page RIVIP Vendor Certification Form with a letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the Division. The signature of the official with legal authority to bind an organization into a contractual agreement should also be included. This form is downloadable by registered Vendors at <http://www.purchasing.ri.gov>.
- The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- Vendors are advised that all materials submitted to the State for consideration in response to this RFP may be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, and may be released for inspection immediately upon request after an award has been made. Prior to an award and at the time of proposal submission, only the name and location (State) of a Bidder will be made public. In its response to this RFP, each Bidder may designate any portion(s) of its proposal the Bidder deems proprietary or confidential, and which the Bidder believes to be exempt from disclosure, citing the specific statutory authority upon which it relies. A Bidder's assertion of exemption will not be binding on the Division, but will be considered in responding to an "Access to Public Records Request." If a Bidder does not appropriately designate confidential or proprietary portions of its proposal or fails to provide valid legal authority for such designation, all portions of the Bidder's proposal may be subject to disclosure. Any highly confidential documents such as financial statements of the Bidder should be placed in a separately sealed envelope and marked as "confidential."
- 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. It is the responsibility of the Bidder to monitor the Division's website for any addendums.
- 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.

- 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).
- 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.
- Restrictions on Communications – No Bidder-initiated contact, other than normal business activities not associated with this procurement, will be allowed after the issuance of this RFP between Bidders and State employees or their agents regarding this solicitation, except with express permission of the Division. Any such other contact may be considered improper and may disqualify a Bidder from further consideration. The appropriate channel to direct any communications, concerns or questions regarding the RFP is through the email address provided herein. For technical questions for registering as Vendor with State of Rhode Island, the Bidder may contact the Division of Purchases.
- Non-Material and Material Deviations: Failure to furnish all required information or to follow the format specified in this RFP may disqualify a proposal. The Division may or may not (in its sole discretion) waive any material or non-material deviation in a proposal. The Division's waiver of any deviation shall not modify the RFP requirements nor excuse the proposing Bidder from full compliance with the Contract requirements.
- Amendments to the RFP: The Division reserves the right to amend the RFP at any time prior to submission. Any amendments will be posted on the Division's website in the form of an addendum.
- If a Bidder fails to notify the Division contact person of an error in this RFP which was known or reasonably should have been known to the Bidder, the Bidder shall submit a response at the Bidder's own risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or performance time by reason of the error or its later correction.
- Questions concerning this Request for Proposals may be emailed to the Division of Purchases at david.francis@purchasing.ri.gov no later than the date and time specified on the cover page of the solicitation. Questions should be submitted in a Microsoft Word attachment. Please reference the RFP number on all correspondence in the subject of the email. Questions received, if any, will be posted on the Division's website as an addendum to this RFP. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at (401) 574-8100. Vendors should recognize that the only official answers to any questions are those made in writing and issued by the Division of Purchases which will be posted as an addendum on the purchasing website.

SECTION 2: SCOPE OF WORK/BACKGROUND

The purpose of this Request For Proposal (RFP) is to solicit sealed proposals to establish a competitive contract with one Vendor or a limited number of Vendors for ATM Services.

Scope of Work

The State of Rhode Island is seeking to qualify vendors to furnish, install and maintain stand alone Automatic Teller Machines at the State locations described within this solicitation. The State desires the best possible combination of quality, customer service, and price from the vendor.

The vendor will offer transactions to cardholders from foreign financial institutions including cash withdrawals, balance inquiries, and account transfers. For those ATM customers affiliated with the financial institution, the customer will execute a surcharge free transparent transaction identical to the customer's underlying financial institution.

The State may add, or delete, ATM locations at any time, for any reason, during the duration of this contract award. Phone or Data lines are to be supplied by property owner.

Specifications

- In-service time of over 99%
- Compatible with all major ATM networks, (vendors should include a list of all the national and regional networks accessible through the ATMs proposed)
- Must be compliant with all applicable electronic security standards
- Must Operate in accordance with all applicable Federal, State and Local Laws, Ordinances, Rules, and Regulations
- Easy-to-use screens and keypads
- Multiple-language access
- Color graphics
- No capture of cards
- No fees to the State
- Cash Dispensing machine only (No Deposits)
- State will provide space & electricity
- Vendor must supply installation & maintenance
- Vendor must include revenue sharing proposal
- Vendor must include machine description and specifications
- ATM Machines must be ADA Compliant, see links to the ADA standards below:

The full 2010 ADA Standards for Accessible Design may be found here:
http://www.ada.gov/2010ADASTandards_index.htm

The 1991 version of the ADA Standards for Accessible Design may be found here:
<http://www.ada.gov/stdspdf.htm>

ATM Transaction Commissions are to be submitted on a monthly basis through wire transactions as follows:

- URI ATM Locations – URI Controller’s Office, 75 Lower College Rd. Kingston, RI 02281;
- CCRI ATM Locations – CCRI Controller’s Office; and
- All other state agencies – State Controller, One Capital Hill, Providence, RI 02903.

In addition to the wire transfer, monthly transactions statement must be submitted.

Background

The **William Powers Building** is open to the public from 8:30 am to 4:00 pm Monday through Friday. It is closed on weekends and ten holidays per year. The building is centrally located in a complex of state buildings which houses approximately 1500 state employees who often use the cafeteria in the Powers Building for coffee breaks and lunch. The Division of Taxation, Office of Purchases, Office of Personnel, Office of Training are among the agencies located in the building that bring a significant number of outside visitors. The Capital Hill Complex includes the State House, the Cannon Health Building, William Powers Building and the State Office Building.

The **URI College of Continuing Education** is accessible to the public from 8:00 am to 10:30 pm Monday through Thursday, Friday and Saturday from 8:00 am to 5:00 pm. The day and evening student population is 2,500 students. Special non-credit and special credit client population is 530 on a weekly basis. There are typically 5,900 Summer school students. There are approximately 400 faculty and staff and 20+ to 500+ activities and events sponsored throughout the year.

The general public access to the Shepard Building exceeds available parking in the area. The number is immeasurable. This includes, but is not limited to: walk-ins, students coming to the library, the bookstore, the Child Development Center and the Cafeteria.

URI Kingston locations include the Hope Dining Hall, Boss Ice Arena, Butterfield Dining Hall, Athletics – Mackal Field House, Ryan Center – North Lobby, South Lobby, South Lobby 2, and URI Narragansett – Bay Campus

The Division of Motor Vehicles has four ATM locations, Cranston, Woonsocket, Wakefield, and Middletown.

The Cranston, Woonsocket, and Middletown offices are open to the general public from 8:30 a.m. – 3:30 p.m. Monday through Friday. The Wakefield office is open to the general public from 8:30 a.m. – 3:30 p.m. on Wednesday and Thursday.

Additional Locations include Burlingame State Park; the Department of Labor and Training; and the DOC Intake Center

The Table 1: Current ATM Locations below represent a list of ATM locations placed as a result of current MPA (as of April 2014). All State locations would be transitioned to the awardee of this solicitation.

Department of Labor & Training 1511 Pontiac Ave Cranston, RI 02920	The University of Rhode Island Butterfield Dining Hall 1 Butterfield Road Kingston, RI 02881	CCRI Lincoln Campus 1766 Louisquisset Pike Lincoln, RI 02865
Doc Intake Center 18 Slate Hill Rd Cranston, RI 02910	The University of Rhode Island Ryan Center North Lobby 15 West Alumni Ave Kingston, RI 02881	CCRI Providence Campus 1 Hilton Street Providence, RI 02840
Bulingame State Park (2 ATMs) 1 Burlingame Road Charlestown, RI 02813	The University of Rhode Island Ryan Center South Lobby 15 West Alumni Ave Kingston, RI 02881	CCRI Newport 1 John Chafee Blvd Newport, RI 02840
Middletown DMV 52 Valley Road Middletown, RI 02842	The University of Rhode Island Ryan Center South 2 Lobby 15 West Alumni Ave Kingston, RI 02881	CCRI Warwick Campus 400 East Avenue Warwick, RI 02886
Wakefield DMV 4808 Tower Hill Road Wakefield, RI 02879	The University of Rhode Island Mackal Field House Tootell Rd Kingston, RI 02881	Fort Adams State Park– DEM (2ATMs) 90 Fort Adams Drive Newport, RI 02840
Woonsocket DMV 217 Pond Street Woonsocket, RI 02895	The University of Rhode Island Boss Ice Arena Keaney Rd Kingston, RI 02881	Foundry Building DEM 235 Promenade St. Providence, RI 02908
Cranston DMV (2 ATMs) 600 New London Avenue Cranston, RI 02920	The University of Rhode Island Hope Dining Hall Butterfield Rd Kingston, RI 02881	William Powers Building One Capitol Hill Providence, RI 02908
Road Test Office 325 Melrose Street Providence, RI 02907	URI Narragansett - Bay Campus 7 Fish Road Narragansett, RI 02882	URI Providence 80 Washington Street Providence, RI 02903

Table 1: Current ATM Locations

For Fiscal Year 2013 ATM transactions by locations see Appendix A: Fiscal Year 2013 ATM Transactions.

SECTION 3: EVALUATION & SELECTION

Evaluation Team

The State will establish and assemble an Evaluation Team, made up of State employees, to review proposals and to make recommendations for award of the contract.

Evaluation Process General

The Evaluation Team described above will be responsible for conducting a comprehensive and impartial evaluation of all proposals. The Evaluation Team will provide a recommendation to the Division, who will be solely responsible for awarding contract(s).

The evaluation process will consist of two (2) separate components. Specifically:

1. Technical Proposal Evaluation
2. Cost Proposal Evaluation

The Evaluation Team reserves the right to conduct written or oral discussions with some, all, or none of the Vendors during the Technical proposal evaluation to further evaluate the vendor's organization and may adjust the technical scores.

Evaluation of the Technical Proposal

Each technical proposal will be evaluated to determine whether it is complete and comprehensive. The State may request clarification of proposals. Proposals deemed by the Evaluation Team to be incomplete, non-responsive, or not in accordance with proposal submission requirements will be disqualified.

Each proposal will undergo a technical review based on responses to the questions and requirements included below. The technical proposal is worth 70 points. The State reserves the right to waive any condition, if waived consistently across all proposals.

To advance to the Cost Proposal Evaluation phase, the Bidder's Technical Proposal must receive a minimum of 48 out of a maximum of 70 technical points. Any Technical Proposals scoring less than 48 points will not have the Cost Proposal either opened or evaluated and the proposal will be removed from further consideration.

Evaluation of the Cost Proposal

To advance to the cost proposal evaluation phase, the Bidder's Technical proposal must receive a minimum of 48 out of a maximum of 70 technical points. Any technical proposals scoring less than 48 points will not have the cost component either opened or evaluated and the proposal will be removed from further consideration. Proposals scoring 48 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

*The State is interested in receiving the lowest cost per transaction for the fee to the financial institution and the highest commission fee to the State per transaction. To that end, the following formula is applied.

Fifteen Points will be given to the Lowest Transaction Fee to the Financial Institution.

(Lowest Transaction Fee to Financial Institution/Bidder's Transaction Fee to Financial Institution) * 15

For example: If the bidder with the Lowest Transaction Fee to the Financial Institution (Vendor A) is \$.75 and Vendor B includes \$1.00, vendor B's cost points are calculated as follows:

$$$.50 / $.75 * 15 = 9.99$$

**Fifteen Points will be given to the Highest Commission Fee to the State.
(Bidder's Commission Fee to the State/Highest Commission Fee to the State) * 15**

For example: If the bidder with the Highest Commission Fee to the State (Vendor A) is \$1.00 and Vendor B includes \$.75, vendor B's cost points are calculated as follows:

$$$.75 / $1.00 * 15 = 11.25$$

The Technical and Cost components are as follows:

Criteria	Possible Points
Capability, Capacity, Qualifications of the Offeror	25Points
Work plan /Approach/Methodology	25 Points
Experience/Past Performance/References	20Points
Total Possible Technical Points	70 Points
Cost Proposal (*see above for details)	30 Points
Total Possible Points	100 Points

SECTION 4: Technical and Cost Proposals

Technical Proposal (70 Points)

1. Transmittal Letter/Executive Summary (No Points)

The Transmittal Letter/Executive Summary will highlight the contents of the Technical Proposal as well as provide the State of Rhode Island evaluators with an overview and broad understanding of the offeror's technical approach and ability.

2. Capability, Capacity, Qualifications of the Offeror (25 points)

This section shall include the following:

- A detailed description of the Vendor's organization and operation, including, but not limited to number of employees, location, and organizational history.
- The offeror shall have maintained an organization capable of performing the work described herein, in continuous operation for a least the past two (2) years.
- The offeror must have an organization that is financially and logistically able to handle a contract for services with the multiple agencies at different locations around the State. The offeror shall provide information regarding the organization's financial capacity. The Division reserves the right to request detailed financial statements, balance sheets and any CPA reports regarding the Vendor's financial capacity at any time during the review process as a contingency to award. Confidential financial statements will not be made public.

3. Work plan /Approach/Methodology (25 Points)

This section shall contain a thorough explanation of all aspects, requirements and services required to complete the **Scope of Work** sections above. This section shall describe the offeror's understanding of the State's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This should include a list of all the national and regional networks accessible through the ATMs proposed and a description of the electronic security regarding the transactions.

4. Experience/Past Performance/References (20 Points)

This section includes the following information:

1. A comprehensive listing of similar projects undertaken, in the areas of ATM Services, as well as similar clients served. This includes providing a brief description of the projects.
2. The applicant should provide the company name, address, contact person and telephone number of at least a **minimum** of three (3) references where the contractor is currently providing ATM Services. Ideally, at least one reference will be a governmental entity.
3. The offeror shall submit a list of contract(s) that have been terminated for cause along with the entity name(s) that obtained the contract and the reasons why the contract was terminated (if applicable). The State reserves the right

to seek additional information regarding a company's capabilities from any source it feels is competent to provide such information.

Cost Proposal (30 Points):

Vendor shall submit a separately signed and sealed Transaction Cost Proposal reflecting the transaction fee charged to the card holder for foreign transactions. A foreign transaction is defined as an ATM transaction performed by a card holder who uses a card that is not issued by the successful financial institution. The transaction fee consists of the following elements:

1. The fee to the financial institution for the transaction; and
2. The commission paid to the agency per transaction.

The State is interested in receiving the lowest cost per transaction for the fee to the financial institution and the highest commission fee to the State per transaction.

Vendor shall submit its transaction cost using Appendix B: Transaction Worksheet. The Cost Proposal shall be submitted at the same time as the Technical Proposal in a separately sealed envelope.

SECTION 5: GOVERNING CONDITIONS

A. General Conditions

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>

B. Insurance and Indemnification Requirements

- Errors and Omissions Coverage

Vendor shall obtain, at Vendor's expense, and keep in effect during the term of this Contract errors and omissions insurance covering any damages caused by an error, omission or any negligent acts of Vendor, its subcontractors, agents, officers or employees under this Contract. Combined single limit per claim shall not be less than \$1,000,000. Annual aggregate limit shall not be less than \$1,000,000.

- Workers Compensation and Employers Liability

Vendor shall obtain statutory Workers Compensation coverage in compliance with the compensation laws of the State of Rhode Island. Coverage shall include Employers Liability Insurance with minimum limits of \$100,000 each accident, \$500,000 disease or policy limit, \$100,000 each employee.

The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Vendor in excess of the minimum requirements set forth above. The duty to indemnify the State under this agreement shall not be limited by the insurance required in this agreement.

The insurance required in this agreement, through a policy or endorsement shall include:

- A Waiver of Subrogation waiving any right to recovery the insurance company may have against the State.
- A provision that Vendor's insurance coverage shall be primary as respects any insurance, self-insurance or self-retention maintained by the State and that any insurance, self-insurance or self-retention maintained by the State shall be in excess of the Vendor's insurance and shall not contribute.

There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without thirty days (30) written notice from the Vendor or its insurer(s) to the Department of Administration. Any failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of this contract.

As evidence of the insurance coverage required by this contract, the Successful Bidder shall furnish Certificate(s) of Insurance to The Department of Administration, Purchasing Division at least 48 hours prior to the commencement of work. A copy of additional insured wording from the commercial liability insurance policy will be sent along with the insurance certificate. Failure to comply with this provision shall result in rejection of the bid offer.

Insurance coverage required under the contract shall be obtained from insurance companies acceptable to the Department of Administration.

The Vendor shall pay for all deductibles, self-insured retentions and/or self-insurance included hereunder.

The Purchasing Agent reserves the right to consider and accept alternative forms and plans of insurance or to require additional or more extensive coverage for any individual requirement.

SECTION 6: ADDITIONAL VENDOR RESPONSIBILITIES

Conditions Governing Subcontracting

- If the Vendor intends to use any subcontractor, the Vendor must clearly identify the subcontractor in the response to the RFP and provide documentation of their skill sets and

applicable experience. The Vendor retains responsibility for the completion and quality of any work assigned to subcontractors. The Vendor is expected to supervise the activities of subcontractors and employees in order to ensure quality. For all subcontractors the State reserves the right to review and approve of contractual documentation between Vendor and subcontractor.

- For any subcontractor not specifically named in the bid, or any subcontractor to be named during the term of the contract, the State reserves the right to monitor the Vendor's procurement process, and expressly approve any subcontractors to be used.

Compliance with Statutory, Regulatory and Other Standards

- The Vendor must comply with all applicable State and Federal regulations and statutes.

SECTION 7- CONTRACT TRANSITION

ATM Machine Installation: The successful vendor will coordinate with the property facility manager to insure that new ATM Machines are placed in such a manner that there is no loss of service. The vendor shall be provided with an area for the purpose of installation and operation of the new machines. Electrical and Phone/Data lines will be available for the new ATM Machines and shall be provided by the property owner. Upon the issuance of a Purchase Order agreement for services, the new vendor will have two weeks to install ATMs in the locations listed in Table 1: Current ATM Locations.

ATM Machine Removal: Upon the expiration of the contract service, the current vendor (if different than the newly awarded vendor) shall be notified by the state in writing two weeks in advance to remove their ATM Machines by said date.

SECTION 8: PROPOSAL SUBMISSION INSTRUCTIONS

Interested Vendors may submit proposals to provide the services covered by this Request on or before the date and time specified in the RFP cover page. Proposals received after this time and date will not be considered.

Each Bidder must submit one (1) original plus four (4) bound, paper copies of both the Technical and Cost proposals. The Cost Proposal should be submitted in a **separately sealed envelope** and marked "Cost Proposal." In addition, one (1) electronic copy of both the Technical and Cost Proposals shall be submitted on CDs and included with the originals. The responses shall be mailed or hand-delivered in a sealed envelope marked "**RFP # 7548777 Automated Teller Machine Services (MPA 335)**" to:

**Rhode Island Department 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 which are otherwise not presented in 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 located in the reception area of the Division of Purchases.

Vendor's proposal **MUST** be submitted in the requested RFP format and address the items stated in Sections 2 and 4.

- Proposals must include:
 - One copy only of a completed and signed W-9 (included in the original technical proposal only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
 - One copy only of a completed a signed and completed four-page RIVIP Vendor Certification Form with a letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the Division. The signature of the official with legal authority to bind an organization into a contractual agreement should also be included. This form is downloadable by registered Vendors at <http://www.purchasing.ri.gov>.
 - A Technical Proposal (original and 4 copies in paper form and bound) and one (1) electronic copy of the Technical Proposal should be placed with the original.
 - A separately sealed Cost Proposal on the prescribed Appendix B (original and 4 copies in paper form and bound). One (1) electronic copy of the Cost Proposal should be placed with the original.
 - The Technical Proposal and Financial Proposal shall be separately sealed and clearly marked, but may be shipped in the same container. There shall be no reference to cost(s) in the Technical Proposal. Do not bind IRS Form W-9 in either proposal.

Oral Presentation

The State may require some or all Vendors to make oral presentations of their proposal. If a presentation is required, the State will contact the Vendor. Final notice and exact time schedule shall be communicated in advance.

Proposal: Clarification and Revisions

The State may ask some or all Vendors to clarify in writing portions of their technical proposal at any time prior to awarding of contracts. If such a clarification is requested, the Vendor will be given a reasonable amount of time to formulate a response.

Contract Awards

The review team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made, a notice will be posted on the Rhode Island Division of Purchases web site.

Because the evaluation takes into consideration both the technical and cost components in a value based approach, the lowest cost Vendor may not necessarily be awarded the contract.

Notwithstanding anything above, the State, and its agents reserve the right either to accept or to reject any, or all, bids, proposals, award on cost alone, cancel the solicitation and to waive any technicality in order to act in the best interests of the State and to conduct additional negotiations as necessary.

APPENDIX A: Fiscal Year 2013 Transactions

**ATLAS ATM CORP.
ALL STATE OF RHODE ISLAND LOCATIONS
WITH WASHINGTON TRUST BIN BLOCKING
(CURRENT VENDOR)**

TID	LOCATION	Jul-12		Aug-12		Sep-12		Oct-12		Nov-12		Dec-12		Jan-13		Feb-13		Mar-13		Apr-13		May-13		Jun-13		TOTALS		YEARLY		
		WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	WDL	WTC	% OF TRANS		
		TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	TXN	WASH. TRUST		
1	TD241441	BURLINGAME STATE PARK 1	163	26	134	15	38	4	0	0	0	0	0	0	0	0	0	0	0	8	3	71	12	48	17	462	77	16.67%		
2	TD241440	BURLINGAME STATE PARK 2	199	16	137	11	36	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47	9	421	39	9.26%		
3	TD241486	CCRI LINCOLN	3	0	36	4	87	2	56	7	22	2	54	1	32	4	76	11	87	17	93	22	33	1	21	3	600	74	12.33%	
4	TD241470	CCRI NEWPORT	36	10	43	12	170	25	191	36	162	34	112	21	102	20	159	26	137	29	181	41	100	22	53	12	1446	288	19.92%	
5	TD241027	CCRI PROVIDENCE	36	7	56	5	102	10	85	10	52	5	64	11	87	19	96	18	94	19	93	11	51	5	37	4	853	124	14.54%	
6	TD241485	CCRI WARWICK	109	18	111	23	263	53	377	64	298	61	199	50	165	37	206	54	258	74	259	69	182	41	8	3	2435	547	22.46%	
7	TD241480	DEPT OF Labor and Training	62	9	70	11	61	2	56	0	42	2	52	3	39	1	52	3	64	3	55	4	50	7	69	10	672	55	8.18%	
8	TD241100	DMV CRANSTON -1ST FLOOR	499	31	378	22	449	41	504	50	418	30	320	20	325	18	484	36	474	23	436	19	373	24	312	23	4972	337	6.78%	
9	TD241646	DMV CRANSTON 2ND FLOOR	992	44	1166	55	855	30	879	28	970	50	678	38	417	24	508	26	527	34	507	28	438	27	368	26	8305	410	4.94%	
10	TD240765	DMV MIDDLETOWN	186	5	135	2	149	2	146	2	118	1	101	1	76	2	65	5	58	1	73	3	78	8	75	1	1260	33	2.62%	
11	TD241599	DMV WAKEFIELD	93	20	89	17	89	13	69	13	56	8	47	15	54	12	41	12	52	12	47	9	55	17	49	12	741	160	21.59%	
12	TD240656	DMV WOONSOCKET	127	3	136	2	128	1	111	3	122	4	65	6	41	0	83	1	58	1	84	1	53	0	42	0	1050	22	2.10%	
13	TD241339	DOC INTAKE CENTER	16	0	21	1	26	2	10	1	24	3	18	0	13	1	13	4	20	6	22	2	17	3	13	1	213	24	11.27%	
14	TD241695	FORT ADAMS STATE PARK LEFT	707	12	119	6	28	2	37	5	11	0	0	0	0	0	0	0	0	0	0	0	0	22	1	34	2	958	28	2.92%
15	TD241016	FORT ADAMS STATE PARK RIGHT	417	8	153	8	41	4	11	2	11	0	0	0	0	0	0	0	0	0	0	0	21	2	34	1	688	25	3.63%	
16	TD240750	DMV- SAFETY AND EMISSIONS	128	10	131	11	133	12	133	10	130	9	108	12	53	11	67	13	63	15	63	9	68	9	61	17	1138	138	12.13%	
17	TD241345	DEM-THE FOUNDRY	238	39	244	36	193	39	262	70	251	54	208	58	276	43	231	46	274	46	271	44	297	61	268	60	3013	596	19.78%	
18	TD241368	URI BAY CAMPUS	13	7	16	10	20	11	16	10	18	13	21	5	21	12	23	13	23	14	20	11	24	17	22	11	237	134	56.54%	
19	TD241337	URI BUTTERFIELD HALL	8	2	10	6	231	49	356	36	429	48	305	26	154	34	547	52	275	23	373	40	136	16	3	0	2827	332	11.74%	
20	TD241465	URI HOPE DINING HALL	50	7	21	6	1105	49	1626	47	1325	48	881	34	384	12	1384	30	1013	41	1685	61	551	19	13	3	10038	357	3.56%	
21	TD241299	URI BOSS ICE AREANA	40	11	44	15	77	22	118	35	147	57	119	43	125	40	138	44	115	39	91	25	53	15	77	28	1144	374	32.69%	
22	TD241526	URI MACKAL FIELD HOUSE	30	15	18	8	71	23	94	19	73	18	46	18	51	20	59	9	65	15	67	15	39	17	30	8	643	185	28.77%	
23	TD241494	URI RYAN CENTER NORTH	47	12	15	13	43	23	88	21	78	22	31	19	38	21	36	18	70	12	101	28	38	23	33	15	618	227	36.73%	
24	TD241326	URI PROVIDENCE	160	23	128	31	325	45	348	56	316	53	216	29	179	29	211	39	215	41	189	42	176	33	162	27	2625	448	17.07%	
25	TD241016	URI RYAN CENTER SOUTH 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	3	8	1	2	0	6	2	30	6	20.00%	
26	TD241495	URI RYAN CENTER SOUTH 1	5	0	3	1	10	5	9	0	31	2	7	0	26	7	29	1	40	2	54	0	14	0	3	0	231	18	7.79%	
27	TD241336	WILLIAM POWERS BUILDING	241	48	261	53	287	57	229	42	304	52	238	44	250	48	275	51	305	51	276	62	291	61	255	58	3212	627	19.52%	
TRANSACTION TOTALS		4605	383	3675	384	5017	529	5813	567	5408	576	3890	454	2908	415	4783	512	4301	521	5056	550	3233	441	2143	353	50832	5685	11.18%		
MONTHLY % OF WTC TXN'S		8.32%		10.45%		10.54%		9.75%		10.65%		11.67%		14.27%		10.70%		12.11%		10.88%		13.64%		16.47%		11.18%				

TOTAL TRANSACTIONS	50832
TOTAL WASHINGTON TRUST TRANS.	5685
PERCENT OF WASH TRUST TRANS.	11.18%

WDL= Withdrawals
WTC= Washington Trust Company Transactions
TXN= Transactions

Appendix B: Transaction Worksheet

Provide a Transaction Cost Proposal reflecting the transaction fee charged to the card holder for foreign transactions. A foreign transaction is defined as an ATM transaction performed by a card holder who uses a card that is not issued by the successful financial institution. The transaction fee consists of the following elements:

- 1. The fee to the financial institution for the transaction; and
- 2. The commission paid to the agency per transaction.

The State is interested in receiving the lowest cost per transaction for the fee to the financial institution and the highest commission fee to the State per transaction.

1. The fee to the financial institution for the transaction: _____

2. The commission paid to the agency per transaction: _____

Total Transaction Fee: _____

Authorized Agent Signature

Date