



**Solicitation Information
September 11, 2014**

Addendum #1

RFP # 7548971

**TITLE: CREATE & OPERATE RI CENTER FOR LONGITUDINAL DATA &
RESEARCH PARTNERSHIPS**

Submission Deadline: September 24, 2014 @ 2:00 PM (Eastern Time)

**BELOW ARE VENDOR QUESTIONS WITH STATE RESPONSES. NO
FURTHER QUESTIONS WILL BE ANSWERED.**

**Gail Walsh
State of Rhode Island
Division of Purchases**

Vendor A

- 1.) To what extent will this Center have a technical role? For example, will the Center be responsible for overseeing the work of the vendor developing the new data warehouse for higher education and helping to create a means of capturing Department of Labor data? Will Center staff be expected to engage in managing or maintaining any databases?

During the performance period, the Center will not have any formal role in managing or maintaining databases nor will the Center will be responsible for overseeing the vendor associated with the higher education data warehouse. However, it is expected that the Center will collaborate with these entities to ensure that data is organized in ways to maximize its use for research and policy analysis. A future technical role for the Center could be part of any sustainability efforts associated with the project.

- 2.) How will the Center accomplish its mission within the stated timeframe, given that the data warehouse for higher education is currently under development and the Department of Labor and Training data has not yet been loaded into the DataHUB?

While the development of the higher education data warehouse and the integration of DLT data into the DataHUB will happen concurrently with the startup of the Center, there is no shortage of datasets that already exist in the DataHUB that will enable the Center to work effectively throughout the project period.

- 3.) Will the Center be “housed” at RIDE?

RIDE has no intention of having the Center “housed” within the agency.

Vendor B

1. If awarded, will this new award be stand-alone, or will it be an addition to one of our existing awards?
 - a. Bid RFP #3285253 – Rhode Island Department of Education Master Price Agreement
 - b. Bid RFP #3356819 – Rhode Island Professional Development and Technical Assistance Center

This award will be a stand-alone project.

2. How does RIDE define “sub-contractors” in this RFP?

A Subcontractor is any entity engaged by Center to provide goods or perform services in connection with this contract.

3. Do “sub-contractors” in the RFP include any non-labor purchases, such as Travel?

Under the sub-contractor line item, respondents should include all costs associated with the proposed sub-contractor (personnel, travel, materials, etc.)

4. The RFP has a reference to the State MBE requirements and goal of ten percent (10%), is there a form (or forms) that need to be completed and sent with our proposal. If yes, could you please forward a copy, or tell me where we can obtain a copy?

No forms associated with the State MBE requirement need to be included with the proposal. For further information about the State MBE program, visit: <http://www.mbe.ri.gov/index.php>

5. Are the *sustainability statement* and *disclosure of work to be subcontracted* are to be included in the 20-page technical proposal (see page 6 of RFP).

Yes.

6. We understand that the cost proposal (2 pages) is to be included in the 20 pages of technical narrative. Can you confirm? And is there guidance on how to package the “sealed separately” cost proposal electronic submission?

The cost proposal should be a completely separate document. No references to cost should be included in the technical narrative. In terms of submitting the cost proposal, Offerors must include one separate, signed, and sealed Cost Proposal that is placed in separate envelope clearly marked as a Cost Proposal and including the RFP number, signed and dated by an authorized agent of the Offeror.

7. Can you clarify to whom the Center Director will report? Who has the ultimate authority over the project?

The Center will report to the Rhode Island Statewide Longitudinal Data Systems (LDS) leadership team that is comprised of the Rhode Island Department of Elementary and Secondary Education, the Rhode Island Office of Post-Secondary Education, the Rhode Island Department of Labor & Training, The Providence Plan, and the Adult Education Professional Development Center. As the grant recipient of federal funds, RIDE will have ultimate authority over the project.

Vendor C

1. A question regarding the Management System: Pg. 6: “RIDE will hire and manage the consultant/vendor chosen to operate the Center and will also function as the administrative agent.” What does it mean to be “the administrative agent”?

As a clarification, RIDE will be the administrative agent for the contract, which means that RIDE will be entity that executes the contract with the selected vendor, processes invoices, and is the recipient of project reports and deliverables.

2. May the detailed budget using person months, as we don't normally break things down by the hour, be accepted as backup?

Offerors must use the budget categories presented in the cost proposal, which includes number of hours per fiscal year and hourly rate (salary and benefits).