



Solicitation Information
November 13, 2014

RFP#7549138

TITLE: Platform Development- Rules and Regulations Repository, Secretary of State

Submission Deadline: December 12, 2014 at 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at DOA.Purquestions2@purchasing.ri.gov no later than **November 24, 2014 at 4:00 PM 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

George Welly

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

TABLE OF CONTENTS

Section 1: Introduction.....	3
Section 2: Instructions and Notifications to Offerors.....	3
Insurance Requirements	5
Section 3: Scope of Work.....	6
Section 4: Proposal Submission.....	11
4.A. Technical Proposal.....	12
4.B. Cost Proposal.....	13
Section 5: Evaluation and Selection.....	14
Attachment A- Cost Proposal Form	16

INTENT:

The purpose of this Request for Proposal is to select a responsible and capable vendor that will provide goods and services to deliver, provide, deploy, install, warrant and support a Rules and Regulations System (“the system”) for use by the Rhode Island Secretary of State, that will provide state agencies, boards, and commissions with a secure system by which to file Proposed and Final rules and regulations, enable the Public Notice process for promulgating rules and regulations, provide notification to individuals of rulemaking activity, and provide the public with an interface by which to view current and past rules and regulations on file with the Rhode Island Secretary of State, and such other statutory requirements that the General Assembly shall from time-to-time impose. The system shall be in place and functional on or before July 1, 2015. The system shall replace the existing system currently in use for this purpose without any lapse in service to filers or the public.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which are available at www.purchasing.ri.gov. A link for “Rules and Regulations” will appear on the left side. Click this link. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on “Appendix A,” which contains the State’s General Conditions of Purchase.

Section 2 - INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS

- Offerors 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 non-responsive.
- 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 offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, 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 of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES 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 of Purchases.

- It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror proposal and the subcontractor(s) to be used are 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.
- 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).*
- Bidders are advised that all materials submitted to the State for consideration in response to this Request may be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request, once an award has been made.
- This is a Request for Proposal (RFP), not an Invitation for Bid. In addition to price, responses will be evaluated based on a variety of criteria including, but not limited to, cost and qualifications.
- There will be no public opening and reading of responses received pursuant to this RFP, other than to name those vendors who have submitted responses.
- The State has a goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website www.mbe.ri.gov. To speak with an MBE officer, call (401) 574-8253.

Equal Employment Opportunity (RIGL 28-5.1)

§ 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

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.

INSURANCE REQUIREMENTS

Vendors shall procure at their expense and maintain all insurance required in form and terms acceptable to State for the duration of the contract or as otherwise specified.

Vendor shall provide State with replacement Certificate(s) and endorsements upon expiration, renewal, expiration or cancellation of the policies during the term of the contract, unless a longer period is specified. All certificates and endorsements shall reference the solicitation.

- A. Commercial General Liability Insurance:** Commercial General Liability Insurance covering bodily injury broad form property damage, personal and advertising injury, independent contractors, products completed operations, and contractual coverage. Coverage shall be written on an occurrence basis and shall extend to an agent, independent contractor, temporary worker and a leased worker. A combined single limit of \$1,000,000 per occurrence and aggregate is required.
- B. Auto Liability Insurance:** Auto Liability Insurance covering all owned, non-owned, or hired vehicles. A combined single limit per occurrence of \$1,000,000 will be obtained.
- C. Workers Compensation:** Workers Compensation coverage in compliance with the workers' compensation laws of the State. Coverage shall include Employers Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 disease or policy limit, \$500,000 each employee.
- D. Alternative Employer Endorsement** shall be required for both the workers compensation and employers liability policy.
- E. Professional Liability Insurance:** Coverage to include Errors or Omissions, Product Failure, Security Failure, Professional Liability and Personal Injury. Contractor will obtain Professional Liability Insurance with minimum limits of \$1,000,000 per occurrence and aggregate.
- F.** The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor 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 section or in any way limit the Contractor's liability.
- G.** The Commercial General Liability Insurance, Auto Liability Insurance and the Professional Liability Insurance shall include the State, agencies, officers and employees as Additional Insured but only with respect to the Contractor's activities under the contract.

The insurance required through a policy or endorsement shall include:

- A waiver of subrogation waving any right to recovery the insurance company may have against the State, it agencies, officers and employees.

- A provision that Contractor's insurance coverage shall be primary to any insurance, self- insurance or self-insured retention maintained by the State, its agencies, officers and employees. Any insurance, self- insurance or self- insured retention maintained by the State, its agencies, officers and employees shall be in excess of the Contractor's insurance and shall not contribute.
- There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without 30 days written notice from the Contractor or its insurer(s) to the Department of Administration, Division of Information Technology and to the Purchasing Agent. Any failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of this contract.
- Insurance coverage required under the contract shall be obtained from insurance companies acceptable to the Purchasing Agent.
- The Contractor shall pay all deductibles, self-insured retentions and/or self-insurance included hereunder.
- The Contractor shall disclose to the State the amount of any deductible, self-insured retention and/or self-insurance. The State reserves the right to reject any such insurance as not complying based on the amount of the deductible, self-insured retention and/or self-insurance.
- 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 3 – SCOPE OF WORK

PHASE I SPECIFIC REQUIREMENTS:

- It is anticipated at the time of the issuance of this proposal that the Secretary of State will purchase one (1) complete system capable of becoming a permanent and extensible digital repository for all of Rhode Island's rules and regulations and other information as detailed below.
- No level of development or specificity of purpose of equipment available to members of the public can be assumed. Therefore the public interface of the system which provided read-only access to publicly available information must be compatible with any device and programming of that device which is capable of utilizing the protocols of the Internet and the World Wide Web. This shall include all browsers of significant global usage share, whether graphical or text only, and all automated clients, such as Internet robots utilized by search engine providers.
- A reasonable level of development of equipment available to filing users will be assumed. The filing interfaces of the system must be compatible with all versions of the major internet browsers (i.e. Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari) which have release dates later than January 2001. For example, the system must be compatible with IE 6, but not necessarily IE 5.
- The system must store all persistent data in a single database which can be transported as a unit. The system should provide a configurable interface to any relational database management system capable of interpreting standard Structured Query Language (SQL). The system must be able to import all data from the current MySQL database into the new system, which will use Microsoft SQL.

- The system will be capable of producing a filing form for each rule and regulation entered into the system. The Secretary of State reserves the right to alter the design of the filing form slightly.
- Persistent, Unique Identifier - The system must assign each filing form and rule and regulation a unique, persistent, identifying number. The present ERLID (Electronic Regulation Location Identification) computer assigned document numbering system will be continued in the new system.
- The filing form will contain, at a minimum, the following fields:
 - Agency Name and Address
 - Title of Rule
 - Statutory Source of Authority
 - Concise Explanatory Statement
 - Type of Filing
 - Proposed checkbox (this will allow those with a check to be viewable on the Secretary of State's public Proposed Rules and Regulations Search webpage)
 - Public Notice Date (should be generated by the system when the Proposed checkbox is checked)
 - Hearing Date
 - End of Comments Date
 - Agency Additional Information - Web Page
- The system must be capable of uploading documents in the PDF/A format and be linked to the associated filing form.
- The system must be capable of verifying compliance of the submission with the specified file format.
- The filing form and associated PDF/A document must be able to be displayed and searched on the Secretary of State's website.
- The system must allow for searching on the Secretary of State's website by:
 - Identification number
 - Keyword or phrase
 - Agency names in whole or in part
 - Users must be able to sort by these attributes :
 - Relevance of keyword or phrase searched upon
 - Agency name
 - Date
 - Title
 - The system must also provide the ability to constrain search results by independently including or excluding these categories :
 - Repeals and Repealed Rules
 - Superseded Rules
 - Expired Rules
- The system must provide to any user read-only access to any public information maintained by the system, without requiring any authentication of the user.
- The system must authenticate, by means of a user name and password, every user who is authorized to submit persistent information to the system. The system must have three separate user types with three different levels of access and abilities within the system. These user types will be:
 - Secretary of State staff
 - Rules Coordinators
 - Authorized Users

- The system must be capable of supporting a minimum of 200 authenticated users.
- The system must have a secure way for Rules Coordinators and Authorized Users to recover their password and/or allow Secretary of State staff to reset Rules Coordinators and Authorized Users passwords.
- The system must allow Secretary of State staff to add and edit Rules Coordinators within the system.
- The system must allow for Rules Coordinators to be assigned to multiple agencies/divisions.
- The system must hold contact information for users of all three types including:
 - Full name
 - User name
 - Name of associated state agency, board or commission
 - Mailing Address
 - Telephone number
 - Fax number
 - Email address
 - Password
- The system must allow Rules Coordinators and Authorized Users to update their Name, Email, contact information and/or password.
- The system must allow Rules Coordinators to add Authorized Users to the system.
- The system must allow Rules Coordinators and Authorized Users to see unverified rules and regulations currently entered into the system for their respective agency, board or commission, and for Secretary of State staff to see all unverified rules and regulations entered into the system.
- The system must include the ability for Secretary of State staff to verify any unverified rule and regulation in the system.
- The system must allow all users to create, edit, download and/or delete any unverified rule and regulation entered into the system for their respective agency, board or commission.
- The system must allow Secretary of State staff to:
 - Edit the Agency Name for all entities in the system
 - Change any user password
 - Verify and set the effective date for any unverified rule and regulation
 - Verify when a regulation has been refiled as part of the refile process which occurs every five years and add a notation to the public view of all refiled rules and regulations which shows that the refile occurred and the date of the refile.
- The system shall allow Rules Coordinators to upload Regulatory Agendas in PDF/A format during the two weeks prior to June 15th and January 15th of each year. These shall also be viewable on the Secretary of State's website.
- The system shall allow for an integrated Rules Tracker email notification system. This function shall also include email verification to the Rules Coordinator upon posting of the proposed rule and regulation and again upon verification by Secretary of State staff of the filing of the final rule and regulation.
- Acknowledgment of Receipt - The system shall generate an acknowledgement of receipt to the associated Rules Coordinator once proposed rules and regulations are uploaded to the system and again when the final, verified rule and regulation is filed with Secretary of State staff.
- The system must be capable of providing a report in PDF format that includes a list of all Rules Coordinators and their full contact information.

- The system must be flexible to allow for modifications to its configuration via an interface to the system administrator.

PHASE II INTENT:

The system will support the same fundamental business processes as outlined above, including the requirement that the system must be flexible to allow for modification in response to statutory changes. Additional to these requirements, in Phase II, the system will become the digital repository for ensuring the permanent preservation of the official record-copy of the state's rules and regulations.

PHASE II SPECIFIC REQUIREMENTS:

- All 2002-2015 PDF documents in the system shall be converted to PDF/A format. This should be a separate line item in offeror's Cost Proposal.
- The system must be able to perform as a permanent digital repository, which requires, at minimum, the following:
 - No Single Point of Failure - The system must be able to tolerate failure at any individual point in the system without causing system-wide failure.
 - Secure Transfer - The system shall provide a secure means of transferring rules and regulations from agencies to the system that ensures their integrity during transfer.
 - Verification of Integrity - The system shall provide a means for Secretary of State staff to verify that documents received are identical to documents agency submitted.
 - The system shall prevent any unintended alteration of records during the Secretary of State staff's process of verification.
 - Acknowledgement of Custody - The system shall issue notifications to the agency Rules Coordinator of Secretary of State staff's verification of the filing, eligibility for acceptance, and acknowledgment to agency at the point where Secretary of State staff has accepted responsibility for the permanent preservation of final documents.
 - Secure Storage - The system shall make provision for secure off-line, access-limited storage of the verified rules and regulations, and also include redundant storage. The storage of verified and unverified rules and regulations shall also be held in a separate public-facing storage which populates the website search results.
 - Quality Assurance - The system shall be capable of generating records/logs of all actions taken by Secretary of State staff on the verified rules and regulations from the time of their entry into secure off-line, access-limited storage, including all preservation measures taken by the Secretary of State staff over time.
 - Audit and Inspection - The system shall enable the periodic inspection and audit of the final rules and regulations to ensure their continuing readability and integrity over time, to identify and report any evidence of bit corruption and other degradation, and to repair reported problems.
 - Authenticity Verification - The system must be capable of demonstrating the continuing authenticity and integrity of copies of rules and regulations it delivers to users over time.
 - The system shall be designed so that Secretary of State staff can test effects of critical changes to the system.
 - The system shall be configured for automatic maintenance plans including but not limited to database cleanup, backups, and logfile truncation.

PROJECT KEY COMPONENTS

As referenced in the above sections, the Secretary of State is seeking proposals for a Rules and Regulations System. This should include:

- Implementation of a plan with a detailed description of the process for implementation. This plan shall identify the process for delivery and system setup. The detailed plan must at a minimum:
 - Describe the detailed timeline for implementing the Rules and Regulations System.
 - Define the tasks to be performed in the development and testing of sub-units of the system and the responsible parties.
 - Describe the system level test plan to demonstrate that the system satisfies documented requirements.
 - Describe all customer support that shall be provided during implementation such as on-site visits, technical assistance, user manuals, web-based training, etc.
 - Provide any other information necessary to understand the implementation of the proposed system.
- Installation of the Rules and Regulations System shall include, but not be limited to:
 - If necessary, hook-up and wiring of all equipment and hardware, including all peripherals.
 - Test and validate all equipment and software functionality with end user.
 - If data transmission is required, test and validate the transmission of data from the designated installation point to the processing location(s).
 - Develop and distribute a detailed written training guide for end users of the system.
 - Develop and distribute a one page (maximum) quick reference guide for trained users depicting the step-by-step process for creating and printing a filing form, and
 - Delivery of all user manuals, DVD's, software licenses, warranty and parts manuals, and training manuals.
- The equipment and consumable items, outlined and described in this RFP, must be in place, and operational, by July 1, 2015. Offerors responding to this RFP must indicate in a brief narrative and outline how they plan to deliver the system in the allotted timeframe. All offerors acknowledge that failure to deliver by the schedule specified shall cause the Secretary of State of Rhode Island an undue administrative burden.
- The offeror shall provide a written guide for use by end users as well as a written one (1) page quick reference guide for trained users depicting the step by step process for creating and printing a filing form.

All data and records in the system shall be the property of the Secretary of State. All computer code underlying the system, and documentation, shall be delivered to the Secretary of State upon delivery of the system.

Section 4 – PROPOSAL SUBMISSION

RESPONSE CONTENTS

Responses shall be submitted to:
RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

And shall include the following:

1. One completed and signed three-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 W-9 Form downloaded from the RI Division of Purchases at <http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx>, or accessed by clicking on Bidding Information, then General Information and then Standard Forms.
3. **In a sealed envelope, marked “Technical Proposal, RFP 7549138”, an original and four (4) copies of the Technical Proposal** as described below. See Section 4 below.
4. **In a separate sealed envelope, marked “Cost Proposal, RFP 7549138”, an original and four copies of a separate, signed and sealed Cost Proposal**, reproduced on Attachment A below clearly marked “Cost Proposal.” Attachment A shall not be included in the Technical Proposal. See Section 5 below.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their technical proposal only in **electronic format (CD-ROM, or disc)**. 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.

NOTE: Proposals received after the above-referenced due date and time may 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 may 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.

INSTRUCTIONS FOR PROPOSAL CONTENT AND FORMAT:

Technical Proposal - Consistent with the Project Tasks and Deliverables described above, the Technical Proposal content must include, at a minimum, the following information for the Project Steering Committee to review:

SECTION 4.A. -- TECHNICAL PROPOSAL

Narrative and Format

1. **Staff Qualifications** – Provide staff resumes and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of .NET and MS SQL.

2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the firm’s experience. Three relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.

3. **Work Plan.**
 - A. The offeror shall describe its overall approach to provide customer support, including personnel assignments, hours of availability, methods of access to personnel, response times and escalation procedures. At a minimum, a customer support must include the following features:
 - * Toll-free customer assistance, 8:00 A.M. – 5:00 P.M. EST.
 - * 24/7 toll-free emergency assistance.
 - * Toll-free facsimile number.
 - * E-mail accessibility.

 - B. **The** offeror shall describe its plan for providing technical support for the Secretary of State or its agents during their normal business hours. Upon initial deployment of the system, the offeror shall provide day-to-day technical support and customer service.

 - C. The offeror shall describe its organization and staff plan, including but not limited to the following:
 - a. Dedicated primary and secondary Account Managers. Support team.
 - b. A proposed organizational chart for the project.
 - c. Accessibility (Ability to meet in person on 24 hours’ notice).
 - d. A description of responsibilities for all staff persons.

 - D. The offeror shall provide written information pertaining to its initial warranty for the system, as well as warranty(s) for software and hardware following initial system installation. Such information shall include, but not be limited to, the length of the warranty, items that are excluded from the warranty, consumable items purchased from others that would void the warranty, procedures to follow in order to obtain warranty related work, etc. The Secretary of State requires a minimum twelve (12) month system warranty covering deliverables and labor with no prorating restrictions. During the warranty period, a twenty-four (24) hour replacement standard for non-functioning equipment will be required, and the process used for meeting this standard must be described. The offeror will provide pricing for any extended warranty beyond the initial warranty period for the Rules and Regulation System, which the State shall have the option of purchasing.

 - E. The offeror shall provide written detailed information pertaining to maintenance/service contract options during the warranty period and any extended warranty periods, including pricing information.

4. **Development Approach.**

- A. Provide a detailed description of the process for implementation. This plan shall identify the process for delivery and system setup. The detailed plan must at a minimum:
- Describe the detailed timeline for implementing the Rules and Regulations System.
 - Define the tasks to be performed in the development and testing of sub-units of the system and the responsible parties.
 - Describe the system level test plan to demonstrate that the system satisfies documented requirements.
 - Describe all customer support that shall be provided during implementation such as on-site visits, technical assistance, user manuals, web-based training, etc.
 - Provide any other information necessary to understand the implementation of the proposed system.
- B. The offeror shall describe its training plan for operating the system. The plan should address initial training, subsequent refresher/continuing education training, web-based training, DVD or videotape training, and the offeror's plan for submitting daily training status reports, transmitted electronically, to the Secretary of State or his designee. The offeror's program shall train the Secretary of State's staff to:
- a. Have a comprehensive understanding of the system's features and operation
 - b. Operate all equipment
 - c. Perform problem determination, and
 - d. Understand customer services available to user

SECTION 4.B. -- COST PROPOSAL

In a separately sealed and marked envelope, include:

1. A cost proposal defining the fees charged for delivery of the platform, submitted on Attachment A below. The cost proposal should provide a fixed, not to exceed cost for requirements definition, design, application build, test, training, acceptance and deployment of the new system
2. Hourly rates for services by position, inclusive of all costs for compensation, benefits, overhead and profit (i.e. Business Analyst, Project Manager, Architect, Developer, QA Tester and Trainer, etc.). These rates should be reflected in the cost proposal pricing, but will not be scored for costs as described in Section 6 below.
3. Provide the annual cost for system support of the system for years 1, 2 and 3 (individually) after Go-Live.

Cost proposal scoring will be determined from the lump-sum fixed-fee price submitted in item 1 above.

Alternative fee schedule proposals will be considered, but Attachment A must be completed as per instructions. Any alternative fee schedule shall include an explicit fee structure that delivers the system in a defined timeframe at a not to exceed cost, and explains the benefits of the alternative approach.

SECTION 5 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored 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. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The State of Rhode Island 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).

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	25 Points
Quality of the Work Plan: an analysis of the project plan, milestone delivery schedule and demonstration of ability to deliver the system within the desired timeframe and within the award amount.	15 Points
Suitability of the Development Approach: an analysis of your methodology for definition, design, build, test, train and deployment. The goal is to evaluate your effectiveness in delivery of the desired functionality, features, intuitiveness and operability within the system.	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

Points will be assigned based on the offeror's clear demonstration of the ability to complete the work, meet budget and project schedule timelines, 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.

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 and a contract awarded, a notice will be posted on the Rhode Island Division of Purchases web site.

CONCLUDING STATEMENTS

Notwithstanding anything above, the Division of Purchases reserves the right to unilaterally: 1) accept or reject any, or all, bids, proposals, and award on cost alone; 2) cancel the solicitation at any time; 3) waive any technicality in order to act in the best interests of the State; and 4) to conduct additional negotiations as necessary.

Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not be considered further. The State, at its sole option, may elect to require presentation(s) by bidders in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete the required work within the specified time.

The Division of Purchases 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).

Attachment A- Cost Proposal Form

Platform Development- Rules and Regulations Repository, Secretary of State

(Submit Cost Proposal in a separate, sealed and clearly marked envelope)

Firm Name: _____

Cost Proposal Amounts:

A. Lump sum fixed-fee cost for services described in the Scope of Work and attached cost proposal \$ _____

B. System Support Cost, year One. \$ _____

C. System Support Cost, year Two. \$ _____

D. System Support Cost, year Three. \$ _____

Hourly Rates for positions by service: (List Position and hourly rate, including all benefit costs.)

1. Position/ Rate _____

2. Position/ Rate _____

3. Position/ Rate _____

4. Position/ Rate _____

5. Position/ Rate _____

6. Position/ Rate _____

Authorized Representative _____

Date: _____