



**Solicitation Information
April 16, 2015**

RFP# 7549507

TITLE: Web-Based Locator Service to Verify Addresses of Non-Custodial Parents

Submission Deadline: May 14, 2015 at 2:30 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, April 27, 2015 at 5:00 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

GAIL WALSH
CHIEF BUYER

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Human Services, Office of Child Support Services is soliciting proposals from qualified firms to provide web-based investigative and locator data services as described herein, and 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. This contract will be awarded for a five-year term. The contract will also contain a unilateral option to cancel the contract on each of the anniversary dates during the five year period on the part of the Department.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

SECTION 2: BACKGROUND

The Child Support Program is established under Title IV-D of the Social Security Act. Under this Act, States are mandated to deliver child support services to recipients of Temporary Assistance to Needy Families (TANF), Foster Care (FC) recipients, Non-Public Assistance Medical Assistance families (MAO) and individuals who make application and pay the required application fee (Non Welfare) for child support services.

The RI Department of Human Services – OCSS is the single and separate organization responsible for the delivery of child support services in the State of Rhode Island. These services include location of non-custodial parents, establishment of paternity, establishment and enforcement of child support and medical support obligations, review and adjustment of support ordered amounts, and collection and disbursement of child support payments.

The Office of Child Support Services coordinates with other agencies in providing mandated services. RIWorks clients are referred to the child support agency from the RI Department of Human Services (DHS) via electronic referrals from the state's InRHODES integrated database. DHS is responsible for sanctioning the client's assistance grant in cases of non-cooperation and for closing RIWorks cases if court ordered collections exceed the assistance grant. In addition, the obligor's private medical insurance information and/or cash medical payment regarding coverage for dependent children is transmitted by OCSS to the DHS Medical Assistance Office or to the Custodial parent. Non-Welfare child support customers apply directly to the OCSS Office via a written application for support services.

The RI Department of Children, Youth & Families (DCYF) refers State and federally funded (IV-E) foster care cases to the child support agency, which attempts to establish child support orders against both parents to reimburse the foster care grant.

The current child support active caseload in the state of Rhode Island is approximately 57,000. Approximately 71.3% of these cases have child support obligations established.

The DHS OCSS coordinates with other states in processing interstate requests for paternity establishment, and for establishment, enforcement and modifications of child support obligations. Effective January 1, 1997, Rhode Island processes interstate actions under the Uniform Interstate Family Support Act (UIFSA).

DHS OCSS directly operates several centralized functions related to Non-custodial parent locations, paternity establishments, enforcement and collection of child support obligations and interstate case processing activity. These activities include

- State Parent Locator Service;
- Child Support Enforcement Network (CSENET);
- New Hire Reporting;
- In-hospital Paternity Acknowledgment Program;
- Managing statewide genetic testing contract;
- State and federal offset programs;
- Unemployment Insurance Benefit Intercept program;

Worker's Compensation benefit Intercept program;
 Insurance Settlement Intercept program: www.childsupportliens.com
 Lottery Intercept Program;
 Credit reporting;
 Driver's License Suspension Program;
 Professional License Suspension Program;
 Interstate Registry;
 Coordination of URESA and UIFSA interstate child support actions.
 EFT & EDI ACH Debit Service
 Collection & Disbursement of Child Support

The RI Department of Human Services, Operations Management Office is responsible for the maintenance and operation of the statewide InRHODES Automated System; an integrated system that includes the statewide child support services system as part of the integrated database. A private contractor provides these services to DHS and its InRHODES users. By 2017, there may be a successor system to InRhodes which will have the same capabilities.

Currently there are approximately 10,000 cases out of 57,000 cases that require a good address for the non-custodial parent. Without a valid address for the non-custodial parent the OCSS cannot serve the parent to appear at court to respond to a paternity complaint a support motion or a motion to adjudge in contempt. In addition, many cases require a good address for the custodial parent. Without a valid address the case cannot be processed and an order cannot be established or enforced. The current tools available to the staff are insufficient and manually intensive. The OCSSS requires the ability to do electronic data matching in batch format rather than an individual basis with an upload of the information to the mainframe system. OCSS also requires the ability for employees to conduct additional research accessing a research tool in a manual process for those cases that require additional research to verify an address, the services covered by this procurement have been available to other State agencies through term contracts for many years.

OBJECTIVES

DHS/OCSS major goal in obtaining a web based locate tool is to increase the number of cases in which there are verified good addresses for both the non-custodial and custodial parents, and thereby increase the number of paternities established, and the number of child support and medical orders established.

ABBREVIATIONS AND TERMS USED IN THIS RFP

The following terms and abbreviations are used as follows in this RFP.

CP	Custodial Parent
DHS	Department of Human Services
FSR	Family Support Registry
IVR	Integrated Voice Response
MAO	Medical Assistance Only
NCP	Non-Custodial Parent
Non-TANF	Case that is not receiving TANF benefits but is receiving child support
OCSS	Office of Child Support Services

Offeror	Respondent to this Request for Proposal
PIN	Personal Identification Number
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act
RFP	Request for Proposal
RIWorks	Cash Benefits for Families
TANF	Temporary Assistance to Needy Families

DEFINITIONS

Addendum – Written clarification or revision to this RFP issued by the Division of Purchases.

All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

Amendment – A change in the scope of work to be performed by the contractor. An amendment is not effective until it is signed by the Director, Division of Purchases.

Bidder – An individual or business entity submitting a bid proposal in response to this RFP.

Contract – This RFP, any addendum to this RFP, and the bidder’s proposal submitted in response to this RFP, as accepted by the State.

Contractor – The bidder awarded a contract resulting from this RFP. Also referred to as the Implementation Contractor.

Director – Office of Child Support Services Child Support Director

Division – The Division of Purchases

Evaluation Committee – A committee established by the Director to review and evaluate bid proposals submitted in response to this RFP and to recommend a contract award to the Director.

Firm Fixed Price – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs. No additional fees or costs shall be paid by the State unless there is a change in the scope of work.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May – Denotes that which is permissible, not mandatory.

Project – The undertaking or services that are the subject of this RFP.

Request for Proposal (RFP) – This document which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of the using Agencies as identified herein.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

State Contract Manager – The individual responsible for the approval of all deliverables.

SECTION 3: SCOPE OF WORK

General Scope of Work

This contract requires the capability to access an online service 24 hours a day, 7 days a week for conducting investigative searches. The vendor shall perform an automated batch file exchange for case locate information. Additionally, DHS staff shall be allowed to perform ad hoc investigative searches. This information shall include the location of individuals and businesses, identifying assets, and uncovering and verifying background information. The contractor shall assume sole responsibility for delivery of all products and services. The OCSS will consider the contractor to be the sole point of contact with regard to all contractual matters.

Specific Activities / Tasks

REQUIRED SERVICES

Information provided through these services may be grouped into two broad categories, public records, typically from government and public sources, and general news and corporate information, typically from commercial or private sources. Inquiries will be based on the name of an individual person, a probable residence location or other personal identification, or inquiries may be based on similar information regarding a business or corporate entity. The contractor's web-based service must respond to the user's inquiry by providing additional information related to the inquiry subject. The contractor's service shall provide for file downloads to the user's computer in two (2) or more of the following formats: Rich Text Format (.rtf), Corel WordPerfect (.wpd), Microsoft Word (.doc), Adobe Acrobat (.pdf). File downloads and remote printing must be available at the user's PC and/or network attachable printer.

Featured below is a list of the needed services.

The contractor must provide access to at least half (50%) of items "a" through "s" listed below and, upon Using Agency request, be prepared to substantiate the validity of the information. The contract resulting from this RFP specifically precludes the contractor from providing access to primary and secondary sources of legal research through the services of this contract.

- a. Address update and verification information – Individual's most current address, a minimum of seven (7) years of address history, Social Security number and date of birth based on information supplied to creditors. Where possible, also supply current telephone number with valid area code.
- b. Business Credit Reporting – Company reported sales and growth figures along with a company profile which shall identify company principals, number of years in business, primary and secondary SIC code. Detail the financial/credit background of a business by providing account types, established payment terms, payment history and average balances.
- c. Civil Judgments – Name of debtor, name of plaintiff, court, date, judgment type and amount, case number, and a minimum of seven (7) years history for civil judgment information.
- d. Court Searches – Federal, U. S. District Court, Civil and Criminal, and State Courts, Upper and Lower. Provide name of defendant, name of plaintiff, court, date, case number, case type and current status.
- e. Corporation and Limited Partnerships (U.S. and international, when available) Verify whether a business is registered as a corporation or other type business in a selected state or country. Provide information concerning officers of the corporation as well as the original filing date, address and history of mergers, name changes and other transactions.

- f. Criminal Records – National and 50 States records as available. Name, Social Security number of the individual, date of birth, criminal charge (text and/or statutory citation), place of incarceration, length of sentence and date and terms of release.
- g. Death Records by Name – Decedent name, Social Security number, date of birth and death, the state and year of Social Security number issuance, city and state of last residence, and zip code of individual receiving lump sum death benefit.
- h. Employment Records – 50 states' records providing name and Social Security number of employee, employer, employer FEIN, and term of employment, if known.
- i. F.A.A. Aircraft Ownership – All aircraft owned by an individual or business. Provide the year, make, model and registration date of each aircraft, as well as the owner's name and address.
- j. Federal Bankruptcy Court Filings and Docket Entries – Names and addresses of an individual or business that has filed bankruptcy. Provide Social Security number and detailed information concerning the bankruptcy filing, including a listing of creditors named in the filing.
- k. Motor Vehicle Records – 50 States, District of Columbia and U.S. protectorates as available. Name, address of business/individual and list of all motor vehicles (including automobiles, trucks, motorcycles, boats, trailer, etc.) owned/registered to subject business/individual in all. Provide the year, make, and model of vehicles. Also provide the above information based upon vehicle license plate number.
- l. National Change of Address – Provide new address information for individuals based on changes of address filed with various magazines, publishing companies and US Postal Service.
- m. News Services – Current and historic news coverage for both national and international events that may include business, criminal and general political sources.
- n. Professional License Search – Verify whether an individual or business is licensed to perform specific services. Provide license number, date of issuance, status, expiration dates as recorded by state licensing authorities, and disciplinary history, permits, and certifications, when available.
- o. Real Property Ownership and Most Recent Transfers (current and historic) – From county and local records, provide the real property holdings of a company and/or individuals, including any data on closing agreements, mortgage, deed, and lien information.
- p. Real Property Search by Property and/or Mailing Address (current and historic) – From county and local tax records identify the owner(s) of a specific parcel of property; include the legal parcel Lot/Block numbers, assessed land, improvement, and total value assessment.
- q. Social Security Search – Name and address of an individual associated with SSA for credit purposes.
- r. Tax Liens, Federal and State – Debtor name, type of lien, filing date, amount of lien (or amount due), taxpayer (FEIN) ID number, court location, and taxing agency. Additionally the State is interested in medical liens, when available.
- s. Telephone Reverse Directory – Business and residential listings in the United States based on phone number search. Results to deliver name and address of the holder of a given telephone number as listed with the local telephone company. Cellular telephone number data is desirable.

OPTIONAL SERVICES

The following data may also be provided by the contractor:

- a. Consumer Credit Reporting – A seven year history, if permitted under Federal Consumer Reporting Act, of an individual credit activity including: credit accounts, balances, credit inquiries and payment history. Also provide a match of the creditor's SSA number and employment information. This information must be consistent with what is permitted under the Federal Fair Credit Reporting Act
- b. Credit Header Searches – Name and address information from credit reports on individuals. Must provide the ability to search credit header information both by name only and by address only.

- c. Neighborhood Searches – Based upon a specific address, match occupant name, telephone number and length of residence. Also provide similar information for up to 30 neighbors and a demographic profile of the neighborhood.
- d. OSHA Inspections, Accidents and Violations – Name, address, county and number of employees at the site of an OSHA inspection. Also give the type of inspection; accidents; penalties; violations; failure to abate history.
- e. Registered Voter – Statewide voter registration files to provide names and addresses of registered voters.
- f. UCC (Uniform Commercial Code) Searches – Verify whether specific assets of an individual or business is secured by another party through a UCC at the State level. Provide the name of each debtor.

TECHNICAL REQUIREMENTS

Standard web browser software shall be the only tool necessary to access the online services provided by the contractor. The contractor's online services must maintain compatibility with current releases and patches of Internet Explorer and Netscape Navigator. At the Using Agency's request, the contractor shall install and maintain a T1 data connection at the Using Agency with a contractor-provided router. The contractor's service must include password protection to prevent unauthorized access. The contractor shall provide monthly reports of user activity and, if requested by the State, shall provide yearly reports of connect time based on Using Agency, Using Agency division and/or user passwords. The contractor shall provide a mechanism by which online research sessions are automatically terminated if no activity is recognized, i.e., no transactions performed, within any given fifteen (15) minute period after successful connection with the contractor's site. The procurement of third-party gateway services is beyond the scope of this contract. Proposals for such products shall not be offered by the contractor and will not be considered by the State. During all online research sessions, the contractor shall preclude any internet "pop-ups" or advertisements of any kind from displaying during the user's research session. The contractor shall not make use of any type of spying or advertising software (i.e., spyware and adware, respectively) within its data services. Client stubs and/or cookies, if necessary for system performance or functionality, must be kept as small as possible. The storage of client or other confidential information in stubs and/or cookies must be avoided.

The State shall be able to add or delete logon IDs and passwords. Tier placement shall be determined on a monthly basis and be based on the number of current logons on the first day of each month. Auditing of the logon IDs shall be conducted by the contractor on a monthly basis. The State shall be able to add or delete logon IDs during the month without incurring additional charges or expecting credits for that month unless the addition or deletion of logons exceeds the original tier limits, high or low, by more than ten (10) users. The contract shall not impose any limit to the number of simultaneous users, nor limit in any manner the amount of access time. Access may be limited to any group or type of IP addresses identified by the State to be within a secure domain.

The service should be capable of performing specialized searches using natural language, Boolean logic as well as by use of expanded terms, universal characters and wildcard characters (i.e., a search for electric?, where "?" is a wildcard, will return variations such as electrical, electricity, electrician; and a search on gr*y, where "*" is a wildcard, will return matches for grey, or gray.)

The service should provide for graphic interface link analysis software that operates in both Internet Explorer and Netscape to allow for visualization of search results.

TRAINING

The contractor must provide training free of charge for Using Agency employees. The training shall focus on accessing the web-based research tools proposed and must include the following minimum elements in the course syllabus:

- Accessing the website
 - Using Agency divisions will be identified by the Using Agency and provided to the contractor during account establishment.
 - Becoming familiar with the available databases, record collections and resources
 - Conducting simple searches
 - Saving search results
 - Conducting subsequent searches within search results
 - Conducting complex searches
-
- Boolean logic
 - Nested searches
 - Wild card searches
 - Constructing an efficient search
 - Constructing searches that can be saved and rerun in the future
 - Printing search results
 - Downloading search results to the user's computer
 - Using the online help
 - Using online tutorial(s); if available
 - The contractor shall be responsible for training all end-users and for training State personnel to be trainers who would then train the end-users (known as "train the trainer"), depending upon which option the Using Agency chooses upon placing an order pursuant to the contract resulting from the RFP. The contractor shall provide all handouts, course materials, users quick reference guides, etc., for all password holders no matter what type of training they receive. The contractor must also provide an electronic copy of all training materials to the Using Agency upon request. Classes shall be conducted at Using Agency location. In addition to hands-on training, contractors shall offer telephonic and online tutorial training sessions to Using Agency. Such training shall be accessed directly by valid logon ID holders of the contract service.

SUPPORT SERVICES

Support services shall be available via a toll-free, staffed telephone number, 24 hours per day / 7 days per week, to respond to users' questions. Support must be provided from within the North American continent, i.e. offshore resources shall not be used for any contract resulting from this RFP.

The contractor may, at its option, also provide a website or equivalent methodology for technical assistance in addition to the required telephonic support.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The 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.
2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor’s experience. A list of 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 –Vendor must provide a detailed plan for the implementation of the DHS/OCSS project. Include a work plan explaining how the vendor intends to meet the project deliverables. The plan should include the following at a minimum:
Statement of understanding of the project
Timeline and description of the plan for implementation
Description of how the project will be managed, prioritized and controlled
- 4 Approach/Methodology – Define the methodology to be used as required by this RFP.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

VENDOR SHOULD QUOTE TWO COSTS FOR EACH FISCAL YEAR: A MONTHLY FLAT FEE AND A FEE PER TRANSACTION.

- a. Monthly Flat Fee Access: The contract shall provide access to its investigative research databases on a monthly flat fee according to the tiers and prices provided in this RFP. Discounts offered should be clearly identified. The contractor shall invoice on these options according to the corresponding price lines of this RFP. Discounts offered should be clearly identified.
- c. Transactional Costs. The contractor shall provide access to each of its investigative research databases on a per transaction basis. The contractor shall invoice the State based on the corresponding price lines in this RFP. Discounts offered should be clearly identified.
- d. Batch processing. The contractor shall receive and process Using Agency requests for batch processing via security File Transfer Protocol (FTP). File layout for batch processing shall be developed jointly by the Using Agency in consultation with the contractor. The contractor shall invoice the Using Agency for this service based on the number of matches.

Assumptions

When completing the costs and fees schedule, vendors will calculate costs using the following assumptions. All figures are annualized:

Number of cases on the OCSS system	57,000
Number of cases in locate status	10,000

SECTION 6: EVALUATION AND SELECTION

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. The proposal will be dropped from further consideration.

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

The Department of Human Services 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	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:

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

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

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. 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 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7549507** 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) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7549507 Web-Based Locator Service**" to:

RI Dept. 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 those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed 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. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. **Please include with original proposal only.**
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. **A separate, signed and sealed Cost Proposal** reflecting fee structure, proposed for the scope of services.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

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>