



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

BUYER: Walsh, Gail M  
 PHONE #: 401-574-8122

CREATION DATE : 28-SEP-15  
 BID NUMBER: 7549923  
 TITLE: HYLAND ONBASE & KOFAX SOFTWARE MAINTENANCE AGREEMENT  
 BLANKET START : 01-DEC-15  
 BLANKET END : 30-NOV-17  
 BID CLOSING DATE AND TIME: 27-OCT-2015 02:00:00

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 DOA CONTROLLER  
 ONE CAPITOL HILL, 4TH FLOOR  
 SMITH ST  
 PROVIDENCE, RI 02908  
 US

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 DLT - INFO. SERVICES DIVISION  
 BLDG. 70  
 1511 PONTIAC AVENUE  
 CRANSTON, RI 02920  
 US

Requisition Number: 1422209

Note to Bidders: QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO THE DIVISION OF PURCHASES AT GAIL.WALSH@PURCHASING.RI.GOV NO LATER THAN MONDAY, OCTOBER 12, 2015 AT 5:00 PM. QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. PLEASE REFERENCE BID #7549923 ON ALL CORRESPONDENCE. QUESTIONS RECEIVED, IF ANY, WILL BE POSTED ON THE WEBSITE AS AN ADDENDUM TO THIS SOLICITATION. IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.

Line	Description	Quantity	Unit	Unit Price	Total
1	CONTRACT TERM: APPROX. 12/1/15 - 11/30/16  WITH AN OPTION TO RENEW FOR FOUR (4) ONE-YEAR TERMS.  PROVIDE THREE SEPARATE CONTRACT SERVICE MAINTENANCE AGREEMENTS: TWO (2) AGREEMENTS FOR HYLAND ONBASE SOFTWARE AND ONE (1) AGREEMENT FOR KOFAX KTM SERVER SOFTWARE IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.  VENDOR MUST BE A QUALIFIED, CERTIFIED HYLAND ONBASE BUSINESS PARTNER.  HYLAND ONBASE SERVICE AGREEMENT (HY4046) - CONTRACT #1 - FIVE-YEAR TOTAL PRICE	1.00	Total		
2	KOFAX KTM SERVER SERVICE AGREEMENT - CONTRACT #2 - FIVE YEAR TOTAL PRICE	1.00	Total		
3	HYLAND ONBASE SERVICE AGREEMENT (HY13185) - CONTRACT #3 - FIVE YEAR TOTAL PRICE	1.00	Total		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Labor & Training, the Department of Revenue (Division of Employer Taxation), and the Division of Information Technology, is soliciting quotes from qualified/certified Hyland OnBase Business Partner's for two HYLAND OnBase Software Maintenance Agreements (SMAs) and a Kofax KTM Server Software Maintenance Agreement (SMA). Rhode Island Department of Labor & Training's Imaging system integrates two functional components: an OnBase database configuration and a Kofax KTM Server; the Department of Revenue's Division of Employer Taxation Imaging System has another OnBase database configuration.

The State of Rhode Island and Providence Plantations is seeking three separate contract service maintenance quotes from qualified firms in accordance with the terms of this Request for Quote 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](http://www.purchasing.ri.gov).

The proposed RFQ shall have 24 x 7 support and effective dates of approximately December 1, 2015 through November 30, 2020. The scheduled Software Maintenance Agreement shall have a one (1) year term with four (4) renewable options, in terms of one (1) year increments for each database instance (HY4046 and HY13185), as well as the Kofax Server Agreement.

**SCOPE OF WORK**

**Contract #1. Rhode Island Department of Labor & Training's  
Onbase Service Agreement**

Module Item #	Module Description	Quantity	S/N
HYLSOBMPW1	OnBase Multi-User License	1	HY4046
HYLSWTMP1	Web Server (SMA)	1	
HYLSTMP1	Concurrent Client Qty 1-100 (SMA)	100	
HYLSCLMPW1	COLDERM (SMA)	2	
HYLSDIMPW1	Production Document Imaging Qty 1 (SMA)	1	
HYLSDIMPW2	Production Document Imaging Qty 2+ (SMA)	13	
HYLSDPMPW1	Document Import Processor (SMA)	2	
HYLSKXMP1	Kofax Ascent Capture Integration (SMA)	1	
HYLSWSMP1	Web Services Toolkit (SMA)	1	
HYLSCTMPN1	Named User Client (1-100) (SMA)	16	
HYLSDSMP11	Distributed Disk Services (SMA)	1	
HYLSAEMPI1	Application Enabler (SMA)	1	
HYLSWLMPC1	Workflow Concurrent Client SL (SMA)	20	
HYLSIAMPW1	Advanced Capture (SMA)	1	
HYLSPIMPW1	PDF input Filter (SMA)	1	
HYLSCTMPC2	Concurrent License Qty 101-200 (SMA)	9	
HYLSOCMPW1	Batch OCR (SMA)	1	
HYLSBAMP11	Business Activity Monitor (SMA)	1	
HYLSBDMP11	Enterprise Document Composition (SMA)	1	
HYLSDMMPI1	EDM Services (SMA)	1	

HYLSOLMPI1-1	Outlook Integration 2010 (SMA)	1
HYLSPTMPC1	Virtual Print Driver (SMA)	1
HYLSRPMP11	Report Services (SMA)	1
HYLSUNMPI1	Unity Client Server (SMA)	1
HYLSWLMP11	Workflow Concurrent Client SL (SMA)	6
HYLSWLMPN1	Workflow Named User Client SL (SMA)	9
HYLSEXSUP1	Extended Support Fee	1
HYLSCTMPN1	Named User Client (1-100) 9 Months	3
KOFH650IBD	Kofax 650i SCSI Bd. (HMA)	6
KOFVRSW-M	VRA Elite Workgroup (SMA)	12

**Contract # 2. Rhode Island Department of Labor & Training's  
Kofax Server Service Agreement**

KOFSIVE1MY-	Kofax Image Volume 1M/yr-Ent (SMA0)	1
KOFSCCSE10-	Kofax 10 Concurrent Stations (SMA)	1
KOFKICEDEI-	KIC-ElecDoc Email Integration (SMA)	1
KOFKICEDFS	KIC-ElecDoc Fax Server Integration (SMA)	1
KOFKICEDFI	KIC-ElecDoc File Interface (folder) (SMA)	1
KOFKTMUFE	KTM Unlimited Field Ext 1M/yr (SMA)	1
KOFSAR1MY-	Kofax Cap Adv Reports 1M/yr (SMA)	1

**Contract #3. Rhode Island Division of Employer Taxation's  
Onbase Service Agreement**

Module Item #	Module Description	Quantity	Serial Number
HYLSOBMPW1	OnBase Multi-User License	1	HY13185
HYLSWTMPW	Web Server (SMA)	1	
HYLSDPMPW1	Document Import Processor (SMA)	1	
HYLSIAMPW1	Automated Indexing (SMA)	1	
HYLSRPMP11	Report Services (SMA)	1	
HYLSDIMPW1	Production Document Imaging Qty 1 (SMA)	1	
HYLSDIMPW2	Production Document Imaging Qty 2+ (SMA)	1	
HYLSCTMPN1	Named User Client (1-100) (SMA)	40	
HYLSBSMPW1	Barcode Recognition Server (SMA)	1	
HYLSAEMPI1	Application Enabler (SMA)	1	
KOFVRSW-M	VRA Elite Workgroup (SMA)	2	

(DLT – Department of Labor & Training, DOR – Department of Revenue, ET – Employer Taxation, DOA – Department of Administration)

Contract #1 - RI DLT OnBase Service Maintenance Agreement

1<sup>st</sup> Year – Total Cost for October 1, 2015 through September 30, 2016: \$  
2<sup>nd</sup> Year – Total Cost for October 1, 2016 through September 30, 2017: \$  
3<sup>rd</sup> Year – Total Cost for October 1, 2017 through September 30, 2018: \$  
4<sup>th</sup> Year – Total Cost for October 1, 2018 through September 30, 2019: \$  
5<sup>th</sup> Year – Total Cost for October 1, 2019 through September 30, 2020: \$ \_\_\_\_\_  
TOTAL

PLEASE ENTER TOTAL ON LINE 1 OF REQUEST FOR QUOTE.

Contract #2- RI DLT Kofax Service Maintenance Agreement

1<sup>st</sup> Year – Total Cost for October 1, 2015 through September 30, 2016: \$  
2<sup>nd</sup> Year – Total Cost for October 1, 2016 through September 30, 2017: \$  
3<sup>rd</sup> Year – Total Cost for October 1, 2017 through September 30, 2018: \$  
4<sup>th</sup> Year – Total Cost for October 1, 2018 through September 30, 2019: \$  
5<sup>th</sup> Year – Total Cost for October 1, 2019 through September 30, 2020: \$ \_\_\_\_\_  
TOTAL

PLEASE ENTER TOTAL ON LINE 2 OF REQUEST FOR QUOTE.

Contract #3 RI DOA\DOR (ET) OnBase Service Maintenance Agreement

1<sup>st</sup> Year – Total Cost for October 1, 2015 through September 30, 2016: \$  
2<sup>nd</sup> Year – Total Cost for October 1, 2016 through September 30, 2017: \$  
3<sup>rd</sup> Year – Total Cost for October 1, 2017 through September 30, 2018: \$  
4<sup>th</sup> Year – Total Cost for October 1, 2018 through September 30, 2019: \$  
5<sup>th</sup> Year – Total Cost for October 1, 2019 through September 30, 2020: \$ \_\_\_\_\_  
TOTAL

PLEASE ENTER TOTAL ON LINE 3 OF REQUEST FOR QUOTE.

- On-Site Support performed by a certified OnBase/Kofax Support Technician.
- Parts are checked and replaced without charge
- All Travel to and from the site locations is included (i.e., non-billable).
- All phone support shall be performed through a certified OnBase/Kofax Support Technician.
- Access to support website interface; shall include downloads, patches, tech tips, FAQ's, instructions, etc.
- Annual Contract shall include two onsite preventative maintenance calls during each contact year, at no additional cost (for each contract)
- Annual Invoicing shall be submitted 30-days prior to the annual anniversary date of December 1; each contract shall include a 30-day notice of termination.

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

### **TERMS AND CONDITIONS FOR THIS BID**

#### **PURCHASE AGREEMENT BID**

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island  
Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill  
Providence, RI 02908

#### **INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. \* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. \* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

#### **MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,  
DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

**No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.**