

Contract Terms and Conditions

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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.

Project Management Fundamentals - Course Outline

1: The Project Management Life Cycle

- What is a Project?
- The Project Management Life Cycle
- The Role of the Project Manager

2: Setting Up for Success

- The Meaning of Success
- What Happens in the Initiation Phase?
- Project Definition and Scope
- Putting Together a Statement of Work
- The Project Charter

3: The Project Team

- The Teamwork Challenge
- Selecting Team Members
- The Team Charter

4: Risk Management

- Project Risk

5: Project Plans

- The Work Breakdown Structure
- Work Package Sequencing

6: The Project Schedule

- The Scheduling Process
- Time Estimates

7: The Project Budget

- What is a Budget?
- Creating a Preliminary Budget
- Budget and Schedule Balancing

8: Project Tracking and Control

- Moving the Project Forward
- Monitoring for Project Progress
- Earned Value Analysis
- Getting Back on Track

9: Project Reports

- Communications Overview
- Project Performance Reports
- Project Change Requests

10: Project Close-out

- Elements of Close-out
- Evaluation of People and Projects