



**Solicitation Information
December 8, 2015**

RFP#7550117

TITLE: Web Based Recruiting and Compliance Software

Submission Deadline: January 6, 2016 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, December 21, 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 University of Rhode Island Department of Athletics, is soliciting proposals from qualified firms to provide Web Based Recruiting and Compliance Software, 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 . The initial contract period will be for a period of 3 years effective July 1, 2016 through June 30, 2019 with the University's option to renew for two additional one-year periods.

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 Dorinda.keene@doa.ri.gov
15. The State reserves the right to award to one or more offerers. The State also reserves the right to award this project based on pricing alone.

SECTION 2: BACKGROUND

The University of Rhode Island, Department of Athletics is an NCAA Division 1 institution competing in 18 intercollegiate sports. In addition to membership in the Atlantic 10 Conference, the University holds membership in the Colonial Athletic Association Football Conference, NCAA Division 1 Football Championship Subdivision, the National Collegiate Athletic Association Division 1, the Eastern College Athletic Association, and the New England Intercollegiate Athletic Association.

SECTION 3: SCOPE OF WORK

General Scope of Work

The purpose of this Request for Proposal is to enter into an agreement with a Company, which can provide the maximum value to the University of Rhode Island, Department of Athletics by delivering a comprehensive and quality web based recruiting and NCAA compliance software program that allows coaches and staff to communicate easily and effectively with every person important to the University's Department of Athletics (i.e. recruits, alumni, season ticket holders, etc.) In every aspect of its work, the University expects the Company to practice the highest level of customer service, to represent the interests and image of the University, and reflects the overall excellence of the University and its athletic programs.

Specific Activities / Tasks

The University of Rhode Island, Department of Athletics (hereinafter referred to as URI Athletics), desires to contract with a Web Based Recruiting and Compliance Software Company:

The Web Based Recruiting and Compliance Software must have the capabilities to provide the following features:

1. Characteristics/Design:
 - Generate NCAA Compliance reports that input data collected from phone calls, official visits, unofficial visits, contacts and evaluations made by coaches and administrators and transform the data into a recruiting summary format that can be used to analyze NCAA Bylaw 13 Recruiting activities.
 - System ability to alert coaches/staff prior to a recruiting activity per NCAA Bylaw 13 that could result in a potential violation (i.e. Phone calls.)
 - Form management capability that will enable digital submission and storage of all forms necessary in the NCAA Compliance process.
 - The ability to convert/import existing data lists from multiple sources.
 - Data that links together (i.e. CARA logs link to playing/practice season days off, participation data links to season of competition data, etc.) to enable less duplication of work.

- Provide electronic transmissions, which meet the requirements of the NCAA Bylaw 13.4.1.2. This Bylaw states, “electronically transmitted correspondence may be sent to a prospect. Color attachments may be included with electronic mail correspondence sent to a prospect, provided the attachment does not include any animation, audio or video clips and there is no cost (e.g. subscription fee) associated with sending the item attached to the electronic mail correspondence.”
 - Full color graphics. The user should be able to place photos and web-based articles in the body of an email rather than appended as an attachment.
 - Personalized colorful bulk emails that are sent in a text format guaranteeing that the message will delivered in a user friendly format to a large number of recipients.
 - Custom banners created by an art department that highlight the best aspects of each athletic team’s program as well as the University.
 - Custom online business cards and personal signatures from each coach/staff member.
 - Ability to organize each prospects information and link them to the appropriate coach(es).
 - Screen capture and graphic editing tools which allow the user to transfer images from an online site, edit them and then input into a mailing or recruiting email. Note: The Original Source will be noted in the edited version to protect against copy write infringement.
2. Tracking Mechanisms:
- Track what prospects read and when they read it. Coaches and/or staff to be alerted via text message to their cell phone when a recruit opens and email.
 - Centralized reporting that gives all staff quick access to all correspondence with a prospect regardless of who on the staff communicated with them.
 - Sort and search for recruits by a wide variety of criteria.
3. Ease of Use:
- Complete 24 hour access in the office, at home, or on the road via the internet.
 - Ability to access via mobile cell phone.
 - Ability for staff members to “ghost-write” on behalf of another staff member.
 - Customized reporting and terminology by sport program.
 - Only a web browser needed to access software, no server or network required.
 - A searchable database.
 - Simplified userface: intuitive and streamlined
4. Training and Support
- Windows and Apple/Mac OS trained client services to provide extensive ongoing training for all coaches and staff.
 - 24/7 availability to technical support for problem solving and answering questions.
5. Security Features:
- Privacy and security safeguards that store data independently, secured by firewall, accessed only by a password and protected in transit by SSL encryption
 - All communications Trust-e certified for online privacy protection.

- The Company's proposal must specify:
 - i. The Operating system requirements including version and patch levels
 - ii. Minimum and recommended system hardware requirements for accessing the software.
 - iii. Authentication system requirements.
 - iv. Web server requirements and environments supported.
 - v. Application requirements and environments.
 - vi. Database requirements and environments including versions and patch levels.
 - vii. Minimum and recommended storage requirements.
 - The Company's proposal must answer the following questions:
 - i. HIPPA and FERPA compliance methodology
 - ii. Describe training services required
 - iii. Discuss browser capability on the following:
 1. Internet Explorer 6.0 and higher
 2. Discuss known issues with AOL
 3. Safari
 4. Firefox
 5. Google Chrome
6. Discuss Security
 - Describe the security of the Company's physical facility – backup power, connections to the Internet backbone, etc.
 - Describe the application software security. What type of monitoring systems does the Company have in place to protect against hackers and other intruders?
 - Describe the network security and firewall protection.
 - Discuss Software Updates:
 7. Discuss previous and future update/release schedule and how the Company works with clients to set requirements.
 8. Discuss software changes over the past two years and expected enhancements over the next two years.
 9. Discuss bug-fixing strategy between releases.
 10. Does the Company have schedule maintenance windows that would disrupt service, partially or completely? If yes, how often and how long? If no, how much notice does the Company give for unscheduled maintenance?
 11. Will programming changes to the platform be global or by customer?
 12. Identify how long the Company will support previous versions as new versions are launched.
 13. Provide information about your licensing agreement, including copies of any agreements.
 14. Describe reporting and update capabilities of software.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Executive Summary – The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the offeror’s technical approach and ability.
2. Capability, Capacity, and Qualifications of the Offeror –This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).
3. Work plan/Approach Proposed –This section shall describe the offeror’s understanding of the State/University’s requirement, including the result(s) intended and desired, the approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.
4. Previous Experience and Background, including the following information:
 - i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
 - ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position

SECTION 5: COST PROPOSAL

A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service. Attached is a table or matrix for specific fees/rates or requested breakdown [if applicable].

SECTION 6: 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 #7550117** 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 (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7550117 Web-Based Recruiting and Compliance Software**” 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.
3. **A separate Technical Proposal** describing the staff qualifications, capability, capacity and qualifications of the offeror and qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. (see below)
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate or fee structure, proposed to complete all of the requirements of this project.

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. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked “original”.

SECTION 7: 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 University 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 <ul style="list-style-type: none"> • Experience and demonstrated success in the development of web based recruiting and NCAA compliance monitoring software programs specific to collegiate athletics • Resumes of Key Management • Past performance history as verified through client references • Demonstrated collegiate athletics experience of offeror’s implementation, training and technical support teams. 	10
Capability, Capacity, and Qualifications of the Offeror <ul style="list-style-type: none"> • Characteristics/Design (as outlined in Section 3 – Scope of Services) • Tracking Mechanisms (as outlined in Section 3 – Scope of Services) • Ease of Use (as outlined in Section 3 – Scope of Services) • Training and Support (as outlined in Section 3 – Scope of Services) • Security Features (as outlined in Section 3 – Scope of Services) 	10 10 10 10 10
Quality of the Work plan	10
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.

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>