



Solicitation Information

March 1, 2016

Addendum #1

RFP #7550298

TITLE: Needs Assessment & Gap Analysis – Victims’ Services Programs

SUBMISSION DEADLINE: March 15, 2016 at 2:00 PM (EST)

Attached are vendor questions with State responses. No further questions will be answered.

**GAIL WALSH
CHIEF BUYER**

Vendor A

1. Page 3 of the rfp states: *“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.”*

1a. Will the State accept a cost proposal with just the bottom line as a fixed-price proposal?

Please provide a lump sum fixed fee proposal, breaking out hourly rates and any additional expenses.

1b. Will the State accept a time and materials cost proposal with loaded rates for personnel?

No, please provide a lump sum fixed fee proposal, breaking out hourly rates and any additional expenses.

2. Page 9 of the rfp states: *“Written assurances that the Contractor(s) will provide a final report to the Director of PSGAO no later than the earlier of (1) 45 calendar days from the date on which a contract is fully executed by all parties or (2) the sixty (60) days following the institution of the review of the proposed transaction by PSGAO”*

2a. Will the State accept an alternate schedule which would extend the period of performance?

Yes. We realize that 45 days is an unrealistic program period. Alternate schedules will be considered.

Vendor B

1. Who does the state of RI currently include as beneficiaries of VOCA funds? Traditionally these funds have benefited victims of domestic violence, rape and child abuse. Recently some states have included elder abuse, drunk driving victims, murder or serious assault, stalking, etc. Does RI have a current definition of beneficiaries and is there intent or desire to extend the current definition?

The state has not limited the beneficiary of VOCA funds. We accept applications from prospective service providers to all victims of crime as defined in the most recent VOCA Guidelines.

2. Should the scope of the needs assessment include target populations not included under RI's current definition of beneficiaries?

Yes

3. Is there a list, or a link to one or more lists, of organizations currently receiving funding under VOCA?

There is a listing in our most recent posted annual report, found at <http://www.rijustice.ri.gov/grantforms/index.php>. Navigate to the VOCA pages and find the listing.

4. If the list is available, does it include the purposes for which funds were sought/received?

Yes

Vendor C

On page 7 of the RFP, it says that a completed W-9 form downloaded from the RI Division of Purchases website must be signed and completed. Where exactly on the website can you find the W-9 form? Is the W-9 form on page 6 of the RI-FANS Supplier Registration Package that is found on the Division of Purchases Website?

Answer: <http://www.purchasing.ri.gov/RIVIP/publicdocuments/fw9.pdf>

On page 8, under the Previous Experience and Background section, it says that this section should include "A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position." What specific information and/or financial documents should be provided to describe our financial position?

Answer: No need to send financial statements or other such documents. A description in the proposal will suffice.

Vendor D

1. Page 9, Additional Information and Assurances - Can the State estimate a start date for this project, given the extremely short delivery period of 45 days?

An alternate delivery period proposal will be considered. We realize that the 45-day period is very unrealistic and should have been lengthened. We estimate the start date to be when the evaluation and selection process has concluded. Longer delivery periods are allowable with periodic progress reports.

2. Page 6, Section 3 Scope of work, Paragraph 6 (e) - How does the State define “best practices”?

Evidence based systematic process of obtaining credible information to be used for program assessment and improvement.

3. Page 2, Instructions and Notifications to Offerors - What is the expected contract type for this effort (firm fixed price, time and materials)?

Fixed price is the expected contract type.

4. Page 3, Instructions and Notifications to Offerors - Could you please clarify the MBE 10% Requirement?

For further accurate information about the MBE requirement you can call the numbers listed on page 3 and speak with someone at the Office of the State Minority Business Enterprise Administrator.