



**Solicitation Information  
February 16, 2016**

**RFP# 7550302**

**TITLE: Cost Allocation and Analysis Services**

**Submission Deadline: March 15, 2016 at 2:30 PM (ET)**

**PRE-BID/ PROPOSAL: NO  
DATE:  
LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Friday, February 26, 2016 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](http://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**

## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration (DOA), is soliciting proposals from qualified firms to provide the annual cost allocation plans and analysis of service costs and internal service funds. There are three (3) existing Billed Services, two (2) Internal Service Fund activities, and one (1) new service fund unit that require the annual cost allocation plans and analysis (see "Scope of Services"). Responses must be 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](http://www.purchasing.ri.gov).

The initial contract period will begin on date of award and will be for a three (3) year period. Contracts may be renewed for up to two additional 12-month periods based on vendor performance and the availability of funds.

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 60 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 as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://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.
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 visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov).

## **SECTION 2: BACKGROUND**

### **COST ALLOCATION AND ANALYSIS SERVICES FOR BILLED SERVICES**

The Department of Administration is required to prepare the annual cost allocation plans and analysis of service costs and internal service funds. There are three (3) existing Billed Services and two (2) Internal Service Fund activities that require annual cost allocation plans and analysis. The five (5) activities are:

#### Existing Billed Services:

1. Division of Capital Asset Maintenance and Management
2. Division of Human Resources
3. Division of Information Services

#### Internal Service Funds:

4. Telecommunications
5. Mailroom

#### New Billed Service:

6. Office of Internal Audit

Independent of the items listed above the Department of Administration is requesting proposals for two additional tasks; assistance with converting our billed service functions funded in the State's General Fund to an Internal Service Fund, and a newly centralized Internal Audit structure budgeted within the Office of Management and Budget.

The current allocation methodology is identified for the services requested in the scope of work below: 1. Division of Capital Asset Maintenance and Management currently bills for the Facilities Management operations based upon an occupied square footage rate for each building managed by the Division. The Department is seeking a billed service allocation for DCAMM's Facilities Management, Administration and Planning, Design, and Construction. 2. The Division of Human Resources utilizes the number of filled full-time-equivalents (FTEs) as its basis for allocation of costs 3. Division of Information Technology (DoIT) is divided into the following service categories: (a) Mainframe Services, (b) Distributed Services, (c) Managed Services, (d) Labor Services, (e) Wide Area Network Services, (f) Enterprise License Fees, and (g) other pass through expenditures or services

The Telecommunications and Mailroom Internal Service Funds rate development is currently managed within the Division of Information Technology. The Telecommunications cost allocation is based upon pooled costs billed per line and billed direct services provided to each agency. The Mailroom cost allocation is based upon number of pieces processed including postage expense.

The Office of Internal Audit does not have any rates or methodology established. The vendor will propose the rate structure and methodology for this new billed services unit.

The vendor must possess extensive experience with developing billed services rates in accordance with Cost Principals and Procedures Required by OMB Circulars A-122 and A-87. The vendor should have experience working with the Division of Cost Allocation

(DCA) within the Department of Health and Human Services including representing clients in defending the cost allocations developed on behalf of their clients.

### **SECTION 3: SCOPE OF WORK**

#### **General Scope of Work**

The Department of Administration's Central Business Office in cooperation of the Division of Capital Assets, Management, and Maintenance – Facilities Management, Division of Human Resources and the Division of Information Technology will provide an electronic file in Microsoft Excel to the Vendor with all information necessary to develop the rates as requested in this RFP.

The **Division of Capital Asset Management and Maintenance - Facilities Management (DCAMM-FM), Human Resources (HR), and the Division of Information Technology (DoIT)** has the immediate need to develop billed service rates for its operational costs for services provided to its many customers. These costs and service structures must be in conformance with federal requirements, and they must respond to the findings of prior year federal reviews of FM's charges to federal programs.

#### **Specific Activities / Tasks**

#### **DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE**

1. Vendor shall assist DCAMM with the preparation of the annual cost allocation plans and analysis of service costs for its operations to provide DCAMM with cost-based service data to establish billed service rates for services provided to its many customers for the State Fiscal Years 2017 (FY 2015 Reconciliation to Actual Cost and FY 2017 Forecasted Costs), FY 2018 (FY 2016 Reconciliation to Actual Cost and FY 2018 Forecasted Costs), & 2019 (FY 2017 Reconciliation to Actual Cost and FY 2019 Forecasted Costs). The cost of two (2) mutual option renewal years should be included in the vendor's cost proposal.
2. DCAMM is comprised of three units; Administration, Facilities Management, and Planning, Design and Construction. The vendor will provide assistance in the evaluation of proposed re-organizations to develop the billed service rates in accordance with the budget as enacted and applicable federal regulations as needed including the development of billed service rates for The Division of Capital Asset Management and Maintenance.
3. Vendor will provide assistance in the resolution of federal reviews of DCAMM recoveries for the period stated above, including actual service costs and over/under recoveries by service, and determining the net amount of any federal over-charges.
4. Vendor must verify assumptions used in developing the current version of the FY 2016 (period ending June 30, 2016) cost allocation plan and then validate the rates already communicated for DCAMM's users. An on-going base of supportive services intended to provide FM with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.

5. An on-going base of supportive services intended to provide DCAMM-FM with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.

## **HUMAN RESOURCES**

1. Vendor shall assist HR with the preparation of the annual cost allocation plans to provide HR with cost based service data to established billed service rates for services provided to its customers for the State Fiscal Years 2017 (FY 2015 Reconciliation to Actual Cost and FY 2017 Forecasted Costs), FY 2018 (FY 2016 Reconciliation to Actual Cost and FY 2018 Forecasted Costs), & 2019 (FY 2017 Reconciliation to Actual Cost and FY 2019 Forecasted Costs). The cost of two (2) mutual option renewal years shall be included in the vendor's cost proposal.

2. Vendor will provide assistance in the evaluation of proposed re-organizations to develop the billed service rates in accordance with the budget as enacted and applicable federal regulations as needed. Human Resources is divided into service centers (corporate function for enterprise wide HR services and service centers – agency support). The current allocation methodology is based upon filled full time equivalent positions at the service center level only. Vendor will review this methodology and provide a recommendation for improvement. Vendor must devise a more effective and efficient manner to allocate the costs and comply with all federal and state laws, rules, and regulations.

3. Vendor will provide assistance in the resolution of federal reviews of HR recoveries for the fiscal years state above, including actual service costs and over/under recoveries by service, and determining the net amount of any federal over-charges.

4. Vendor must verify assumptions used in developing the current version of the FY 2016 (period ending June 30, 2016) cost allocation plan and develop a new rate structure based upon the Human Resources re-organization which will be effective July 1, 2016.

5. An on-going base of supportive services intended to provide HR with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.

## **DIVISION OF INFORMATION TECHNOLOGY (DoIT)-OPERATIONS**

1. Vendor shall assist DoIT with the preparation of the annual cost allocation plans and analysis of service costs for its operations to provide DoIT with cost-based service data to establish billed service rates for services provided to its many customers for the State Fiscal Years 2017 (FY 2015 Reconciliation to Actual Cost and FY 2017 Forecasted Costs), FY 2018 (FY 2016 Reconciliation to Actual Cost and FY 2018 Forecasted Costs), & 2019 (FY 2017 Reconciliation to Actual Cost and FY 2019 Forecasted Costs). The cost of two (2) mutual option renewal years should be included in the vendor's cost proposal. Vendor will provide assistance in the evaluation of proposed re-organizations to develop the billed service rates in accordance with the budget as enacted and applicable federal regulations as needed. . Within the Division of

Information Technology's rate development it is expected that the vendor will analyze the State's current billed service model and devise a more effective and efficient manner to allocate the costs and comply with all federal and state laws, rules, and regulations.

2. Vendor will provide assistance in the resolution of federal reviews of DoIT recoveries for the period stated above, including actual service costs and over/under recoveries by service, and determining the net amount of any federal over-charges.

3. Vendor must verify assumptions used in developing the current version of the FY 2016 (period ending June 30, 2016) cost allocation plan for billed services, and validate the rates already communicated for DoIT's users.

4. An on-going base of supportive services intended to provide DoIT with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.

#### **DIVISION OF INFORMATION TECHNOLOGY-INTERNAL SERVICE FUND TELECOMMUNICATIONS AND MAIL SERVICES**

1. Vendor shall assist DoIT with the preparation of the annual cost allocation plans and analysis of service costs for its internal service funds (Mail and Telecommunications) to provide DoIT with cost-based service data to establish billed service rates for services provided to its many customers for the State Fiscal Years 2017, 2018 & 2019. The cost of two (2) mutual option renewal years should be included in the vendor's cost proposal.

2. Vendor will review the Department's current billing methodology and provide a recommendation for improvement. Vendor must devise a more effective and efficient manner to allocate the costs and comply with all federal and state laws, rules, and regulations.

3. Vendor will provide assistance in the resolution of federal reviews of Mailroom and Telecommunications recoveries for the period stated above, including actual service costs and over/under recoveries by service, and determining the net amount of any federal over-charges.

4. Vendor must verify assumptions used in developing the current version of the FY 2016 cost allocation plan for billed services, and validate the rates already communicated for DoIT's users.

5. An on-going base of supportive services intended to provide DoIT with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.

#### **OFFICE OF INTERNAL AUDIT (OIA)**

1. Vendor shall assist OIA with the preparation of the annual cost allocation plans and analysis of service costs to provide OIA with cost-based service data to establish billed service rates for services provided to its many customers for the State Fiscal Years 2017, 2018 & 2019. The cost of two (2) mutual option renewal years should be included in the vendor's cost proposal.

2. Vendor must devise an effective and efficient manner to allocate the costs and comply with all federal and state laws, rules, and regulations.

## **ASSISTANCE WITH CONVERTING OUR BILLED SERVICE FUNCTIONS FUNDED IN THE STATE'S GENERAL FUND TO AN INTERNAL SERVICE FUND**

As previously stated, the Department of Administration is required to prepare the annual cost allocation plans and analysis of service costs for three (3) existing Billed Services that have been centralized in the Department's General Fund within the Department of Administration. The Department's preference is to convert these billed services from a General Fund appropriation to an internal service fund; therefore, billing expenditures in the Departments' who utilize these services. The Department of Administration is requesting assistance in developing a business plan based upon best practices in other States and would expect that the vendor would be available to answer questions and/or testify before the Rhode Island House and Senate Finance Committee or their staff. The cost proposal should include this optional service in their price as a separate cost from the development of the billed service development.

## **BUSINESS PROCESS OF DEVELOPING RATES, PAYMENT AND CANCELLATION CLAUSE**

1. The Department of Administration's Central Business Office in cooperation of the Division of Capital Assets, Management, and Maintenance – Facilities Management, Division of Human Resources, the Division of Information Technology, and the Office of Internal Audit will provide an electronic file in Microsoft Excel to the Vendor with all information necessary to develop the rates as requested in this RFP.
2. Beginning on a mutually acceptable date, the Vendor will commence development of the FY 2017 billed rates for services groups awarded from the scope of work. The draft rates shall be delivered within ninety (90) days of the receipt of documents required to complete the prior year carryforward from the FY 2015 actual expenditures and FY 2017 forecasted expenditures.
3. Subsequent rate calculations for services groups awarded from the scope of work will commence in November of each calendar year. The Department shall deliver the documentation necessary for the analysis of the prior year carry forward by November 1st. Once the forecasted budget has been developed for the subsequent year in January/February this information will be forwarded to the vendor to develop the rates incorporating the carryforward balances with the forecasted expenditures for the new-year billing. The expected delivery of "draft" rates incorporating the prior year carry forward shall be delivered within sixty (60) days to allow for review prior to final approval from the Central Business Office.

4. The rate development shall be delivered in PDF format and/or Microsoft Excel to the Central Business Office.
5. The vendor will be compensated at a fixed cost basis for each deliverable requested in the RFP.
6. The Vendor must have sufficient liability insurance coverage and/or be bonded.
7. Cancellation Clause: With a sixty (60) day the Department of Administration may cancel the contract due to budgetary constraints, programmatic changes, or for cause. The Vendor must perform for the duration of the contract.

#### **SECTION 4: TECHNICAL PROPOSAL**

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

Proposals are limited to 50 single-spaced pages. The proposal budget and budget narrative are not included in the above page count. Neither are appendices or attachments, even if they are required as part of the application. Any font may be used as long as it is no smaller than 12 points.

The proposal narrative consists of how the vendor will complete each deliverable, including time frames, vendor experience, knowledge and ability to complete such deliverables, and a description of how the vendor will work with Department staff.

1. **Qualifications.** Vendor must have extensive experience in the practice of developing cost allocation, cost determination and charge-back systems for State and government information technology operations including voice and data telecommunications, mail services, facilities management and human resources. The Vendor must provide a brief, general background description of the organization, including:
  - its full company or corporate name, address of the headquarters office and the office to serve the STATE,
  - how the business is organized (proprietorship, partnership, corporation, L.L.C.), parent or subsidiary corporations,
  - the name, office address, and business telephone numbers of the principal officers of the organization,
  - the year in which the Vendor was first organized to do business,
  - the percentages and types of other services that Vendor provides; and,
  - the organization's experience in providing cost allocation, cost determination and charge-back services as a whole.

- the name of the individual that will be responsible for developing information technology billed service rates and include their resume of customers served.
  - list a minimum three (3) references
2. **Experience.** Vendor must have five (5) years of experience in developing cost allocations of billed services for State and government information technology operations, telecommunications, mail services, facilities management and human resources. This experience must include the negotiation of settlements with Federal cost negotiators in multi-states. The vendor must have experience in programmatic re-organizations and have and make recommendations to ensure revenue maximization is obtained within federal rules and regulations.

The same experience must apply to the individuals assigned to this contract. The Vendor and assigned individuals must have extensive knowledge in the development of cost allocations for billed facilities management, human resources and information technology billed services and charge-back systems for shared hardware and servers; data center rack, power, and floor space; network storage; bandwidth consumption; backup services; telecom charges, blackberries and smart phones; software license costs; disaster recovery; technology project management; and database management.

### 3. **Proposed Work Plan**

Vendors are to include, at minimum, the following administrative structures and technical approach for the proposed work plan. The vendor shall:

- A. Provide a technical approach and work plan to be implemented. This includes a description of the vendors approach to successfully performing all aspects of the Scope of Work, with an explanation of how the deliverables will be achieved;
- B. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems; and
- C. Provide a timeline for each component of the Scope of Work and the project overall. Include a Table of Organization (including any subcontractors).
- D. Identifying the billing system requested in the RFP including the source code language utilized in developing the system
- E. Identify space requirements required on site as needed at One Capitol Hill, Providence RI for Facilities and Human Resource billed services, and 50 Service Avenue for Information Technology Operations and Internal Service Fund billed services.

## **SECTION 5: COST PROPOSAL**

Detailed Budget and Budget Narrative:

Proposals must disclose and include any and all fees, costs or expenses to be charged for the services using appendix A. Failure to provide a complete listing of all fees, costs and expenses to be charged may result in the disqualification of the professional service provider submitting the proposal.

**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 Administration 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:

<b>Criteria</b>	<b>Possible Points</b>
Vendor Qualification	20 Points
Staff Experience	15 Points
Proposed Work plan	30 Points
References	5 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*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. The technical review committee will then make a recommendation based upon the highest overall scoring proposal for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

## **SECTION 7: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550302** 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](mailto: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**) including the technical proposal and cost proposal should be mailed or hand-delivered in a sealed envelope marked "**RFP#7550302 Cost Allocation and Analysis Services**" 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. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. One completed and signed W-9 (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
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. The Technical Proposal is limited to fifty (50) pages (this excludes any appendices) . As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the fixed cost proposal required to complete all of the requirements of this project.
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>

**Attachment A: Cost Form**

The Bid Summary Form shall reflect a summary of the cost that the Bidder expects to charge for the deliverables detailed in the bid proposal. It shall also include costs for any options listed in this RFP.

Detailed Fixed Price Breakdown (**Base period April 1, 2016 through June 30, 2019**)

All costs are to be based upon the specification stated in the RFP.

**Deliverable Number 1:**

Capital Asset Management and Maintenance - Facilities Management:

<b>Category</b>	<b>Cost Billed Services</b>	<b>Cost if Converted to Internal Service Fund</b>
FY 2017 Rate Development		
FY 2018 Rate Development		
FY 2019 Rate Development		
FY 2020 Rate Development – Option Year 1		
FY 2021 Rate Development – Option Year 2		
<b>Total</b>		

**Deliverable Number 2:**

Human Resources:

<b>Category</b>	<b>Cost Billed Services</b>	<b>Cost if Converted to Internal Service Fund</b>
FY 2017 Rate Development		
FY 2018 Rate Development		
FY 2019 Rate Development		
FY 2020 Rate Development – Option Year 1		
FY 2021 Rate Development – Option Year 2		
<b>Total</b>		

**Deliverable Number 3:**

Division of Information Technology:

<b>Category</b>	<b>Cost Billed Services</b>	<b>Cost if Converted to Internal Service Fund</b>
FY 2017 Rate Development		
FY 2018 Rate Development		
FY 2019 Rate Development		
FY 2020 Rate Development – Option Year 1		
FY 2021 Rate Development – Option Year 2		
<b>Total</b>		

**Deliverable Number 4:**

Telecommunications and Mail Services (we are not converting from our existing internal service fund; therefore, the price quoted for each column will be identical):

Category	Cost Internal Service Fund	Cost Internal Service Fund
FY 2017 Rate Development		
FY 2018 Rate Development		
FY 2019 Rate Development		
FY 2020 Rate Development – Option Year 1		
FY 2021 Rate Development – Option Year 2		
<b>Total</b>		

**Deliverable Number 5:**

Office of Internal Audit:

Category	Cost Billed Services	Cost if Converted to Internal Service Fund
FY 2017 Rate Development		
FY 2018 Rate Development		
FY 2019 Rate Development		
FY 2020 Rate Development – Option Year 1		
FY 2021 Rate Development – Option Year 2		
<b>Total</b>		

**Total Cost Deliverables 1-5:**

Category	Cost Billed Services	Cost if Converted to Internal Service Fund
<b>Total</b>		

**Total Cost Deliverables 1-5:**

**Deliverable Number 6:**

Assistance with converting the State’s Billed Service Functions Funded in the State’s General Fund to an Internal Service Fund:

Category	Cost
Business Plan Development	
Testifying Before Finance Committees	
<b>Total</b>	