



**Solicitation Information  
February 24, 2016**

**RFP# 7550338**

**Title: Maintenance of RI's Voter Database Street File**

**Submission Deadline: March 23, 2016 at 2:00 PM (ET)**

**PRE-BID/PROPOSAL CONFERENCE: 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 **Monday, March 7, 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**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of State (DoS), is soliciting proposals from qualified vendors to provide geographic information systems (GIS) and mapping services, 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 in or around April, 2016 and the work is expected to be completed by May 13, 2016.

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 or Social Security number as evidenced by a W-9, 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. For further information, please contact the EEO Administrator at (401) 222-3090 or [Raymond.lambert@doa.ri.gov](mailto: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 Department 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 at [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact the MBE Administrator at (401) 574-8670 or [Dorinda.keene@doa.ri.gov](mailto:Dorinda.keene@doa.ri.gov).
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement.

## **SECTION 2: BACKGROUND**

### **Authority to Bill for Services**

Pursuant to Title 17 of the General Laws of the State of Rhode Island, the Department of State is authorized to maintain a statewide central voter register.

### **System Maintenance Required**

Rhode Island municipalities submit, to the Department of State, street range changes and street additions to be entered in the Central Voter Registration System (CVRS) so new voters can be added to the voter rolls for purposes of voting. The street file maintenance being sought by the State would confirm that all current street ranges are within the proper voting precincts.

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

### **General Scope of Work**

#### **Street File Maintenance**

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified vendors to provide geocoding and mapping of the Rhode Island voter registration file to ensure all registered voters and street addresses in Rhode Island's Central Voter Registration System (CVRS) are geographically located in the correct precinct, ward, municipality, general assembly, and congressional district. The vendor will identify any voters/street addresses located outside of their assigned voting district and work with the local municipalities to correct potential discrepancies. Upon completion of the project, the vendor may provide the Department of State with all relevant data and maps including, shape files or ESRI file geodatabase feature classes for precincts, wards, municipalities, general assembly, congressional districts, and street networks with updated address ranges. If provided, data should be provided in single, seamless statewide coverage and, for each dataset, include metadata compliant with the Federal Geographic Data Committee Content Standard for Digital Geospatial Metadata (FGDC CSDGM).

There are approximately 750 street extensions/additions that need to be geocoded, mapped, and whose precinct designations must be verified. In this RFP, this is referred to as the geocoded voter file.

#### **Mandatory Activities/Tasks:**

1. Use the best available data and resources to geocode Rhode Island's voter file. For example, a recommended data source is the most current RI E911 sites and streets datasets available from the Rhode Island Geographic Information System (RIGIS – <http://www.edc.uri.edu/rigis>). The Department of State will provide the vendor with the voter and street files from the CVRS.
2. Overlay all precinct, ward, municipal, general assembly, and congressional boundaries on to the geocoded voter file of street extensions/additions. This will include incorporating any changes made to precinct boundaries in the State since the 2012 redistricting. The Department of State does not currently have these boundary data in digital format.
3. Investigate, document, and provide a report on any voters/streets on the geocoded voter file that are located outside the boundaries of their assigned voting districts.
4. Provide support and assistance to the local municipalities in reviewing and correcting any discrepancies to their voter/street file.

#### **Optional Activities/Tasks:**

5. Develop a single seamless (a) statewide polygon GIS dataset that represents voter precinct boundaries with an accuracy necessary to complete item #3, and (b) a single seamless street line feature class with updated address ranges, street extensions, and precinct affiliations.

6. Provide all relevant data and maps including, shape files or ESRI file geodatabase feature classes for precincts, wards, municipalities, general assembly, congressional districts, and street networks with updated address ranges. If there is a cost associated with this item, please indicate so in Table 2 on the Appendix A: Cost Form.

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

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

#### **Project Process (40 points)**

1. Describe how you will geocode Rhode Island's voter file.
2. Describe how you will overlay all precinct, ward, municipal, general assembly, and congressional boundaries on to the geocoded voter file.
3. Describe how you will investigate, document, and provide a report on any voters/streets on the geocoded voter file that are located outside the boundaries of their assigned voting districts.
4. Describe how you will provide support and assistance to the local municipalities in reviewing and correcting any discrepancies to their voter/street file.
5. Provide recommendations for maintaining a digital statewide voter precinct boundary GIS dataset in the future using existing state resources.
6. Indicate if the Department of State will take ownership of all relevant data and maps including, shape files or ESRI file geodatabase feature classes for precincts, wards, municipalities, general assembly, congressional districts, and street networks with updated address ranges. If there is a cost associated with this item, please indicate so in Table 2 on the Appendix A: Cost Form.

#### **Implementation and Staff Qualifications (20 points)**

##### **Implementation**

1. Vendor will supply a detailed plan, including timetable, for work to be completed by May 13, 2016.
2. Vendor will provide a listing of all major components of the implementation and work plan and projected start and completion dates/times. The work plan description will include a detailed proposed project schedule with timeframe (by task and subtask), a list of tasks, activities, and/or milestones that will be used to mark the progress of the project.

3. Vendor will describe and justify the approach proposed to be taken for each task and the technical issues that will or may be confronted at each stage of the project, the assignment of staff members, subcontractors and support organizations and the concentration of effort for each, and the attributable deliverables for each.

### **Organization and Staffing**

4. List a single contact that will coordinate all phases of the project. Supply the resume or a statement of prior experience and qualifications for said individual.
5. Vendor will identify all other staff proposed as members of the project team including supervisory and management individuals, and the duties, responsibilities, and concentration of effort which apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals. This is in addition to other requests for information as required throughout this proposal.
6. Vendor will identify all subcontractors that will be providing services in connection with this contract. Identify the duties, responsibilities, and concentration of effort that apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals employed by subcontractors as the case may be. This is in addition to other requests for information as required throughout this proposal.
7. Vendor will identify all support organizations that will be providing services in connection with this contract. Identify the duties, responsibilities, and concentration of effort that apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals employed by support organizations. This is in addition to other requests for information as required throughout this proposal.

### **Previous Experience and Background (10 points)**

#### **Previous Experience and Background**

1. Provide the history of your experience in the GIS and mapping services field.

### **SECTION 5: COST PROPOSAL**

The State is seeking proposals to provide GIS and mapping services. As described herein, the proposals should include a price matrix describing the costs in Table 1 on the Appendix A: Cost Form. If you will provide the information described in #6 of the Project Process, please indicate the cost in Table 2 on the Appendix A: Cost Form. **Appendix is attached as .zip file.**

**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 the cost category, bringing the potential maximum score to 100 points.

The Department of State 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>
Project Process	40 Points
Implementation and Staff Qualifications	20 Points
Previous Experience and Background	10 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:

$$(low\ bid / vendors\ bid) * available\ points$$

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.

## **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 # 7550338** 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 three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP # 7550338 RI Voter Database Street File**" 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 RIVIP 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 project process, implementation and staff qualifications, and previous experience of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. **A separate, signed and sealed Cost Proposal** using Appendix A: Cost Form to provide costs described in Section 5: Cost Proposal.

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 one (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>.