Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 01-MAY-16
BID NUMBER: 7550571
TITLE: PHARMACY TECHNICIAN TRAINING PROGRAM - CCRI

BLANKET START : 01-JUL-16
BLANKET END : 30-JUN-17
BID CLOSING DATE AND TIME: 26-MAY-2016 10:00:00

BUYER: Mosca, Gary
PHONE #: 401-574-8124

BILL TO
CCRI CONTROLLER'S OFFICE
ACCOUNTS PAYABLE
400 EAST AVENUE
WARWICK, RI 02886
US

SHIP TO
CCRI KNIGHT CAMPUS
400 EAST AVE
WARWICK, RI 02886-1807
US

Requistion Number: 1459439

Note to Bidders: QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than Monday, May 09, 2016, 4:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

Line	Description	Quantity	Unit	Unit Price	Total
1	COMMUNITY COLLEGE OF RHODE ISLAND PHARMACY TECHNICIAN TRAINING PROGRAM. BLANKET REQUIREMENTS: JULY 1, 2016 TO JUNE 30, 2017. PHARMACY TECHNICIAN TRAINING PROGRAM, PER ATTACHED SPECIFICATIONS. The quantity amount of 20 reflects a maximum of 20 students per class per semester. Provide a unit price per student cost.	20.00	Each		

Delivery: _____

Terms of Payment: _____

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

Background;

Community College of Rhode Island is a community college, a public educational institution. The mission of which is to provide quality education to its constituent citizens ("Students"). Community College of Rhode Island offers courses, and provides education and training to Students, through [credit and] non-credit classes. Therefore, Community College of Rhode Island secures service providers to supply instructional classes of interest to its Students.

The Community College of Rhode Island desires to hire a training vendor to provide continuing education and job training programs for the pharmacy technician occupation at Community College of Rhode Island.

CCRI is seeking the training provider;

I. To create, establish, and provide instructional content for non-credit pharmacy technician courses to be offered at Community College of Rhode Island.

2. To create and provide Courses, Course content, and Course materials, including binders, outlines, programs, Instructor manuals, manual updates, Power Point presentations, lecture materials, lesson plans, exams and exam questions, access to online materials, instructor information, tools, instructions, laboratory supplies, and other Course materials and teaching tools; and Training provider will purchase textbooks from a textbook supplier (collectively "Course Materials") for the Courses .

3. Provide Course Materials that will be professionally prepared and current as to content, and will meet high standards for training and continuing education. The textbooks will be purchased by Training provider from a reputable textbook supplier, after review by Training provider of the textbook for professional quality content. The content of Course Materials will be determined at the discretion of Training provider.

4. To agree that the College will have the discretion to approve the Courses and the Course Materials. College may request that the Course Materials meet certain standards of College. Training provider will comply with those standards, as long as College provides Training provider with the standards at least 4 months in advance of the Course Start Date.

5. Adjust Course content to Rhode Island standards for licensure in order to comply with state standards or requirements.

6. To provide to College, samples of Materials or Manuals, samples or summary reports of Courses, either past or in progress.

7. To begin courses at start of Fall Semester.

8. Maximum Class Size. The maximum class size will be 20 students, or a reasonable number of Students given the classroom size, the classroom equipment, and given the appropriate number of Students that an Instructor can competently handle while performing quality instruction.

9. Minimum Class Size. The minimum class size will be 10 students, and the College reserves the right to cancel a Course for which less than 10 Students have enrolled one week before the Course Start Date.

10. Pharmacy Technician Training Program is 300 hours and to be broken down into 180 hours of didactic training and 120 hours of externships.

11. Courses to be scheduled over the course of 21 weeks with flexibility to add or subtract weeks based on holidays or other scheduling restrictions.

    - 120 hours of live classroom course work that includes content delivery
    - Group exercises and Lab exercises as well as 60 hours of online content covering pharmacy practice and technology
    - Pharmacy law
    - Externships review
    - Pharmacy calculations

    Externships are local and all setup and placement is conducted by Training Provider.

12. All course materials, student textbooks, lab materials and student scrubs to be provided by Training Provider.

Instructors

CCRI is seeking the training provider;

Recruit, screen, hire and train qualified persons to teach the courses as follows:

Recruit and screen instructor candidates for their technical competence, verify their credentials, and conduct background checks and due diligence checks on them.

Hire licensed professionals", or professional educators from the industry to teach the courses.

Provide any additional training required to become and maintain teaching credentials, in order to effectively teach the Courses.

Provide all instructors with materials they will need to effectively teach the courses,

Including: course materials, text book, binder, outlines, programs, instructor manuals, manual updates, Power Point presentations, lesson plans, lecture materials, exams and exam questions and other course materials and teaching tools.

Instructors will be either independent contractors or employees of the training Provider, rather than of College. The training provider will bear the responsibility of any applicable payroll taxes and employer obligations, if applicable.

In providing services and in employment of instructors, training vendors will not illegally discriminate against any person because of sex, race, disability, national origin, veterans status, sexual preference, or religion. The training vendor agrees to comply with all applicable federal and state laws, rules, regulations, and executive orders relating to Non-discrimination, affirmative action, and equal employment opportunity.

To maintain records of courses provided for College, instructors hired, course materials used, and students who have completed the courses, if requested by College, the training provider will provide to College in electronic or paper format, copies of course records.

To adhere to student privacy and FERPA Compliance.

Keep confidential all Student records and information ("Student Records"), and will use Student Records only as necessary to operate and document the course.

Not provide Student Records to any person or entity, unless expressly authorized by College or by the Student.

To comply with all applicable provisions of the Family Educational Rights and Privacy Act, 20 United States Code §1232g in the receipt and use of Student Records, to the extent that the training provider has access to them.

To have no Commercial Use of Student Information. Training provider will ensure that the course materials and forms do not request from Students any information other than that which is necessary or helpful for purposes of conducting and documenting the course. Training provider will not use the Courses to sell services or products of any business entity.

Instructors and teaching assistants shall be hired by Training Provider and lead instructor shall be a licensed pharmacist. Teaching assistants, if utilized, shall be licensed pharmacists or licensed pharmacy technicians.

Cancelled Courses - Refunds.

Training provider will not charge College for the Service Fee for any Course cancelled one week prior to the Course Start Date, and will refund any payments made to Training provider by College. Training provider will provide refunds for any Course Materials returned to Training provider, when a class has been cancelled.

No Refunds for Dropped Course. Training provider will not provide Service Fee or registration fee refunds for Students who drop the Course.

Liability, Indemnification and Insurance

Liability of Training provider, and Indemnification, for Errors & Omissions. Training provider will be liable to College for, and will defend, indemnify, and hold harmless College, and its agents, officers and employees, from and against all claims, damages and expenses arising from the errors, omissions, mistakes, acts, work or service of Training provider, its agents, employees, or subcontractors, in the performance of this Agreement.

Training provider will maintain a General Liability insurance policy covering accident and injury of Training provider's employees and subcontractors. Training provider will provide proof of insurance to College upon request.

Training provider's Workers Compensation. The policy includes a Workers Compensation Policy with Employers Liability Limits of $100,000 each Accident $100,000 Disease-Each Employee/$500,000 Disease-Policy Limit. The Workers Compensation portion of the policy is statutory and unlimited for medical and disability according to the State schedule. The Employers Liability portion is third person liability, which does not cover the Employees, but only third parties who would make claims against the Employees. The workers compensation coverage is extended to any 1099 contractors who fall within the State's definition of employee.

Notification to College of Insurance Termination. Training provider will notify College if Training provider's General Liability Policy or E & 0 Policy is terminated.

End.

Contract Terms and Conditions

Table of Contents

Terms and Conditions....VI
BID STANDARD TERMS AND CONDITIONS....VI
TERMS AND CONDITIONS FOR THIS BID....VI
INSURANCE REQUIREMENTS....VI
DELIVERY PER AGENCY....VI
RIVIP INFO - BID SUBMISSION REQUIREMENTS....VI
AWARD....VII
VENDOR SPECIFICATIONS....VII
FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END....VII
PURCHASE AGREEMENT BID....VII
CHARGES PERMITTED....VII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - $1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF $5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - $1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF $1 MILLION.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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 Administrtion
- 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.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. ORDERING (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island

Department of Administration

Division of Purchases, 2nd Floor

One Capitol Hill

Providence, RI 02908

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.