



**Solicitation Information
September 1, 2016**

RFP#7550924

TITLE: University of Rhode Island College of Pharmacy Experiential Education Management Software

Submission Deadline: September 30, 2016 @ 11:00 am (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **9/14/16 @ 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

Gary P. Mosca
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 four-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 College of Pharmacy is soliciting proposals from qualified firms to provide a web-based experiential education management software package 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 December 1, 2016 to November 30, 2019 with an option to extend an additional two (2) years, contingent on available funding.

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.
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 charles.newton@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, College of Pharmacy has an extensive experiential education component as part of its Doctor of Pharmacy program. Students complete these experiences in the state of Rhode Island, the New England area, and throughout the country. Due to the extensive nature of this program, an effective web-based software package is necessary to effectively run this portion of the curriculum and meet our accreditation standards from the American Council of Pharmacy Education (ACPE). These standards may be found at <https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf>. Currently, there are 2112 preceptor/site accounts and 491 active student accounts along with historical student data from 2011 onward.

SECTION 3: SCOPE OF WORK

General Scope of Work

Maintain a customizable web-based experiential education management software application license and service for the University of Rhode Island, College of Pharmacy that includes; comprehensive and efficient operational management tools, that automates all required experiential education and assessment functions such as: scheduling, evaluation/grading management, reporting, communication, data management and the import and export of files for students, faculty, adjunct faculty, and preceptors/sites in the higher education field of pharmacy. Software should be user-friendly, customizable, and have personal customer support. In addition, the software must contain a web-based student portfolio system, which interfaces with the experiential management portion.

Specific Activities / Tasks

Experiential Component

- Unlimited Preceptor Profile Accounts with the ability to link scheduling on one page
 - User has the capability to customize fields
- Unlimited Student Profile Accounts
- Unlimited end-user and administrative accounts
- Ability to classify sites and/or individuals as prospects
- Rotation sites: Ability to link various required forms/syllabi to rotation sites for student access
- Reports:
 - Ability for user to request customization or complete various administrative reports and summary reports for student activities.
 - A full suite of reports to meet ACPE standards (see section 2) should be available or customizable by user or through request to vendor.
 - Preceptors and students able to generate customized individual reports
 - Reports available in a variety of file types (MS Excel or Word, along with pdf.)
- Unlimited upload document capacity to different profiles (student, preceptors, sites)
 - Multiple file types (doc., pdf., ppt.)
- Homepage for students and preceptors allows for announcements, schedules, and pending assessments
- Clinical interventions

- Ability to create a user customizable intervention tracking for students
- Evaluations
 - Ability to create unlimited custom course evaluations specific to types of rotations and experiences
 - User customizable scoring menus
 - Automatic Evaluation reminders to students and preceptors
 - Ability to see midpoint evaluation scores when processing final evaluations
 - Reporting available on all grading forms
 - Summary reporting available for each item on evaluation
 - Vendor must have ability to review initial evaluations for accuracy related to scoring
- Ability for user to manage and customize student and site requirements, including the capability to upload documentation and send reminders via e-mail.
- Ability to track absentness, scheduling changes, site payments, student hours, and site visits.
- Both student and preceptor accounts have a log feature which allows administrators to document activity.
- System contains an automated “lottery” based system for scheduling
 - Lottery must have the capability to lock rotations after match and rerun the automated process
 - Lottery should give students ability to preference rotation sites
 - The number of rotations/preceptors that a student may list as a preference for the lottery feature is customizable by user.
- System should allow students the ability to research sites and preceptors
- Ability to create a document library that is customizable
 - Allows uploading of documents and website URL’s
 - Creation of folders to organize documents for specific groups
- Messaging center
 - Communication with users via e-mail with the ability to use a number of filters
 - Create custom messages and attachment of documents
 - Survey function availability
- Custom school branding provided by vendor

Student Portfolio

- Multiple different modules that students can include and upload content
- Lifelong student access to portfolios
- Links to the experiential education management module
 - Allows preceptors and faculty to easily access student portfolios
- Custom school branding provided by vendor

Service and Support

- Technical support available during regular business hours (8am-5 pm EST)
 - Assigned individual for account and questions
- Training and on- going support

Technical Requirements:

- 128-bit Secure Socket Layer (SSL) encryption
- Daily database backups
- Migration of data, must accept data import from CORE ELMS[®], our current vendor. Data, information on preceptors and students will be exported from the system in the form of reports. These reports will need to be converted into a format that can be utilized by any new vendor by the vendor. The conversion will need to take place within 21 days of the purchase, as we will need to have the information available to manage the students who are currently on rotation.
- Must provide completed Standards Information Gathering Questionnaire 2016 (SIG2016 Questionnaire) to be evaluated by the URI Information Security Department as part of the Evaluation process.

SECTION 4: TECHNICAL PROPOSAL

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

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.

1. 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).
2. 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.
3. 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

Complete a separate SIG2016 Questionnaire :

The Standards Information Gathering Questionnaire 2016 may be accessed electronically at <https://security.uri.edu/forms/sig> and will need to be completed by each vendor. The “SIG” is intended to simplify and speed up the process of gathering the information to assess the controls used by your organization to protect the University’s data, comply with the terms of the Agreement and to provide an operationally stable, protected and recoverable service.

Your printed completed copy of the SIG 2016, provided with your RFP response, will be reviewed and approved for compliance by the Associate Director of Information Security prior to the Technical Review. SIGs not approved by the URI Director of Information Security will not proceed to the Technical Review.

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 no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550924** 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) 574-9709.

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 (3) copies**) should be mailed or hand-delivered in a sealed envelope marked **"RFP#"** 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 (original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.

3. **A separate Technical Proposal** as described in section 4, Numbers 1 through 4 of the RFP Specifications.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. **A printed copy of bidder’s completed 2016 SIG Questionnaire**

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	15 Points
Capability, Capacity, and Qualifications of the Offeror	30 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	10 Points
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>

SCHEDULE OF FEES FOR RFP#

For the University of Rhode Island

College of Pharmacy, Office of Experiential Education

Vendor Name and Address:	
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Year 1: 12/01/16 - 11/30/17

Cost

Annual License (All-inclusive and customization)	
Portfolios Annual License	
Implementation, Training and Support	
Data Migration	
Total	

Year 2: 12/01/17 - 11/30/18

Cost

Annual License (All-inclusive and customization)	
Student Portfolios Annual License	
Implementation, Training and Support	
Total	

Year 3: 12/01/18 - 11/30/19

Cost

Annual License (All-inclusive and customization)	
Student Portfolios Annual License	
Implementation, Training and Support	
Total	

Year 4 (OPTIONAL): 12/01/19 - 11/30/20

Cost

Annual License (All-inclusive and customization)	
Student Portfolios Annual License	
Implementation, Training and Support	
Total	

Year 5 (OPTIONAL): 12/01/20 - 11/30/21

Cost

Annual License (All-inclusive and customization)	
Student Portfolios Annual License	
Implementation, Training and Support	
Total	