



**Solicitation Information
September 6, 2016**

CR-33 / Solicitation #7550928

TITLE: Disaster Recovery Services

Initial Submission Deadline: October 4, 2016 @ 10:00 AM (ET)

Contract Term: Ending November 30, 2019

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **September 20, 2016 @ 4:00 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 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 State of Rhode Island (the “State”), by and through its Division of Purchases (the ‘Division’) on behalf of all State agencies (“User Agencies”), is soliciting qualified Contractors capable of providing Disaster Recovery Services, Restoration Services and any Related Services in accordance with the terms of this request for proposals (“RFP”) and the Division’s General Conditions of Purchase, which may be obtained at www.purchasing.ri.gov . If awarded, the term of the MPA contract shall commence on or about December 1, 2016 and expire November 30, 2019 unless terminated, cancelled, by the Division. It is anticipated that a contract agreement will be awarded to multiple vendors.

This is a Continuous Recruitment (RFP), 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 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.
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

Proposals misdirected to other agencies or locations or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause will be determined to be late and shall not be accepted for consideration. The "Official" time clock is in the reception area of the Division of Purchases. Postmarks shall not be considered proof of timely submission. Please be advised that Fedex/UPS do not always arrive on time, so Offerors should plan accordingly.

The Division of Purchases reserves the right to make an award (s) or to reject any or all proposals based on what it considers to be in the State's best interest.

SECTION 2: BACKGROUND

The intent of this solicitation is to identify qualified firms for inclusion in a Master Continuous Recruitment (CR) List. Offerors will be required to provide services for the various types of disaster situations but not limited to disasters such as floods, hurricanes, tornadoes or earthquakes, hazardous material spills, infrastructure failure, bio-terrorism, and disastrous IT bugs or failed change implementations. This request seeks to provide agencies with a qualified firms capable of rapid, competent response, effective mobilization and a true partnership in meeting public agency's needs. The firm(s) shall have financial strength to assume extensive and large expenditures.

This solicitation is being conducted under the State's Continuous Recruitment (CR) process. A Continuous Recruitment, is not an invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal; 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.

The Evaluation Review Committee will evaluate responses submitted by Bidders. Bidders will be selected based upon their fulfillment of the minimum qualifications listed in this Continuous Recruitment (CR), any added value features, the completion of all Required Forms as listed in this CR and a determination by the Evaluation Review Committee that contracting with the Bidders will provide the "best value" to the State of Rhode Island. In making this determination, the Evaluation Review Committee will consider and score a number of factors including, but not limited to, qualifications, experience and references.

Proposals may be submitted from initial submission deadline (October 4, 2016 @ 10:00am) until August 5, 2019 at 11:00 am.

 Contract Term: *December 1, 2016 to November 30, 2019 with one (1), one year renewal option at the sole discretion of the State.*

The State of Rhode Island reserves the right to re-open the Continuous Recruitment (CR) during the term of the contract if it is determined to be in the best interest of the State. After the initial selection process under this CR, the State may allow bidders an opportunity to submit bids at a time specified by the State during the contract term. Bid quotes (responses to the CR) will be reviewed and evaluated and additional vendors may be added to the pre-qualified list upon completion of the qualification and evaluation process outlined in this CR and selection by the State. Contracts awarded as a result of the reopening will run concurrently with other awarded contracts under CR XX and will be subject to the same terms and conditions.

CR-33 vendors may be utilized by any State agency. In addition, CR-33 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, and the Legislative and Judicial branches of State government at their own discretion. Placement of vendors on a CR 33 is no guarantee of future business. All ordering and billing shall be between the vendor and the user agency.

Services are sought on an “as-needed” basis. Once need has been determined, utilization by the user agency will be based on a number of factors, including, but not limited to price, expertise, and availability.

It is anticipated that a price agreement will be awarded to multiple vendors. The Agency shall obtain at least one (1) written quote from authorized vendors, which includes pricing estimates by category descriptions conforming to Xactimate proprietary estimating software. Note: in the absence of declared emergency conditions, agencies are encouraged to obtain as many as three (3) competitive quotations; depending on market conditions, and despite the use of prevailing wage scales, vendors are still free to compete on pricing for overhead, profit and supplies.

The Division of Purchases has the authority to remove vendors from the CR-33 list if non-responsive to agency requests for quotes. **There is no guarantee of any level of spending activity to a vendor or vendors selected for this CR.**

Invoices arising from engagements under this CR shall be monthly and in proportion to the basic services being performed by project.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which are available at www.purchasing.ri.gov. To access the State’s General Conditions of Purchase, enter the website, click on “RIVIP”, then click on “General Information”, then click on “Rules and Regulations”. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on “Appendix A”, which contains the State’s General Conditions of Purchase.

Award of any CR price agreement shall not to be construed as a guarantee of a vendor being selected by user agencies, nor a commitment by the Division of Purchases that a vendor will receive business from the State, or its sub-divisions.

Offerors shall submit a proposal for the following services. However, the proposals are not limited to the below list should the offeror feel they might have similar services available that may be of benefit to the State.

The Contractor shall perform all services in a professional and workman like manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits

Contractor shall bear all of its own operating costs and is responsible for all permit, license fees, and maintenance of its own and subcontractor’s trucks, and equipment to keep such property in condition and manner adequate to accomplish contracted services.

The Contractor shall provide expertise, technical guidance and consultation before, during and after the disaster event. The Contractor shall provide administrative support for contracted operations, on-site management staff to work with State staff, and field supervisors, operators, drivers, laborers along with appropriate vehicles, equipment, housing, hand tools and all other incidentals to ensure a

successful recovery operation. Only the highest quality of workmanship will be acceptable. Services, equipment, and/or workmanship not conforming to the intent of the awarded contract or meeting the approval of the State may be rejected.

2.1 Licensing and Certification

Insurance policies and local/State laws may require certain restoration projects to be performed by companies certified or licensed to complete those disciplines of work. Provider must be certified or licensed to perform any restoration services where insurance policies, State policies, regulations, and/or State laws require a certification or license.

Provider must possess any business license and other professional licenses and certifications required by law. Provider shall demonstrate in its response the ability to provide such licenses and certifications.

2.2 Response Time

Contractor shall provide a contact number that must be attended twenty-four (24) hours a day, seven (7) days a week, with qualified personnel to handle trouble reports from Participating Public Agencies.

When emergency calls are received through a third party answering service, the Contractor must respond telephonically or in person to the Agency regarding its emergency within one (1) hour of the Agency's initial notification.

The Contractor must be on site within twelve (12) hours of the Agency's initial notification to determine the scope of work involved. If a declared emergency vendors are must be on site within four (4) hours.

Contractor must provide a written scope of work to the Agency within 24 hours of assessing the site.

Contractor must offer twenty-four hour available service.

2.3 Staffing:

The Contractor must maintain the personnel and resources necessary to manage, staff, and perform the work within this (CR).

The Contractor shall comply with all wage and hours of employment regulations pursuant to Federal, State laws and any applicable statutes.

All employees of the Contractor shall be paid by the Contractor and they shall not be considered employees of the State.

Contractor shall provide proof and results of background checks at the Contractors expense when required by a State Agency.

Provide the number, size and location of your company's distribution facilities and/or warehouses, as applicable.

Provide the number and location of support centers, if applicable. Proximity of restoration services to Rhode Island Governmental buildings.

Describe your company's customer service department staffing levels, hours of operation and other relevant details.

2.4 Bonding Capability:

Contractor must provide proof in its proposal response of bonding ability from a surety bond company authorized to do business in the State of Rhode Island. Each State Agency will determine when a project requires a Payment and/or Performance Bond and Contractor must provide such bond(s) to the Agency in its sole discretion.

2.5 Pricing Format:

Each Agency reserves the right to request time and material pricing or pricing that is software-based. Therefore, Provider must have the ability to determine pricing by using Xactimate® software. When using this software to determine pricing, the Profit markup must not be more than 10% and Overhead markup must not be more than 10%

Xactimate® estimating software was selected for CR #XXX as it provides the industry base level standard for estimation of quantities of hours and job titles, supplies and ancillary services required for disaster recovery contracts. Vendor participation in Xactimate® provides the state of Rhode Island with consistent and competitive pricing to all agencies requesting services.

Identify if your company uses Xactimate®, describe the pricing software model and version.

It has been determined that some, but not all, disaster recovery services involve activities that constitute public works in Rhode Island General Laws 37-13-1. Therefore, all contracts awarded under the CR shall require the use of state prevailing wage scales.

2.5 Qualifications and Experience:

Contractor shall provide information on its historical background and experience on emergency recovery projects. Contractor shall also provide information that documents its ability to successfully and reliably perform the types of services required in this RFP. At a minimum, the Contractor shall document or provide the following:

Contractors background, including the number of years the company has been in existence; the number of years the company has been involved with disaster recovery services; principals of the company; entity's participating in the disaster recovery team; and the company's history and experience working with the proposed joint venture or major subcontractor(s) on disaster recovery projects. Please provide a description of your organization's related experience and capabilities. Each Contractor must also provide a list of similar project to those specified in the scope of work and provide references for the projects where. Each reference must include jurisdiction name, contact name, email address and phone number and description of project. Contractor shall provide a four

(4) references for similar work including name, address, telephone number and e-mail address for each. Provide a listing of your company's office locations. If you subcontract services to another provider(s), please indicate the subcontractor and distinguish them on the listing.

List the name, title or position, and project duties of those persons who will have a management or senior position working with the State if awarded this contract. For each individual, include a resume or summary of qualifications and experience that demonstrates the person's knowledge and understanding of the types of services to be performed and of federal, state and local laws and regulations governing this type of work, as well as the person's familiarity with representatives of FEMA, FHWA or other federal, state or local agencies.

Detailed description of the Contractors experience and success in filing and receiving federal (FEMA, FHWA, etc.) and state reimbursements for disaster recovery work. This discussion should include the Contractors experience in preparing and submitting federal/state project work sheets.

Contractor's expertise and experience in assessing, removing and disposing of specialty debris including hazardous materials.

Contractor's expertise and experience in demolition of structures, and debris removal from publicly owned property.

Contractor's expertise and experience in assisting governmental entities in providing ability to create audio/visual presentations and fact sheets.

Work Safety - The Contractor shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. The Contractor will provide such safety equipment, training and supervision as may be required by the State and/or other governmental regulations. The Contractor shall ensure that its subcontracts contain a similar safety provision.

2.6 Mobilization Services: This includes, but is not limited to, catastrophe (CAT) and mini CAT management, contingency plan implementation, mobile command centers, storm tracking and resource allocation, immediate site inspections and estimates, advanced equipment and resources staging.

2.7 Building and Site Stabilization Services: This includes, but is not limited to, water mitigation, board-up, temporary roofing, thermal imaging and moisture mapping, dehumidification and moisture control, fire, smoke, wind, hail, earth movement and water damage restoration, odor control, emergency power and lighting, temporary air conditioning and cooling towers, security fencing, portable toilets, pressure washing, and any other building and site stabilization services offered by Provider.

2.8 Content Restoration Services: This includes, but is not limited to, electronics and telecommunications equipment restoration, machinery and industrial equipment restoration, hard drive data retrieval, document and vital records restoration, media recovery, art, complete pack-out, shipping and storage, contents inventory management and any other content restoration services offered by Provider.

2.9 Environmental Services: This includes, but is not limited to, engineering controls and consulting, professional, licensed testing, mold remediation, bacteria and virus remediation, asbestos and lead-based paint abatement and any other environmental services offered by Provider.

2.10 Emergency Construction Services: This includes, but is not limited to, project management, consulting, fixed-cost estimates, complete interior and exterior renovations such as painting, carpentry, floor covering (carpet, tile, VCT, laminate, etc.), finished hardwood, and drywall, demolition and site cleanup, engineering, roofing, complete interior and exterior renovations, electrical, plumbing and HVAC and any other emergency construction services offered by Provider.

Contractor's ownership of debris - All debris, including regulated hazardous waste, shall become the property of Contractor for removal and lawful disposal. The debris will consist of, but not be limited to vegetative, construction and demolition, contaminated construction and demolition, white goods and household solid waste.

Contractor's disposal of debris - Unless otherwise directed by the State, the Contractor shall be responsible for determining and executing the method and manner for lawful disposal of all eligible debris, including regulated hazardous waste. The primary location of the reduction and disposal sites shall be determined by the State in consultation with the Contractor. Other sites may be utilized as directed and/or approved by the State.

Security of debris during hauling – The Contractor shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading sites, the Contractor shall ensure that each load is secure and trimmed so that no debris extends horizontally beyond the bed of the equipment in any direction. All loose debris shall be reasonably compacted and secured during transport in accordance with RIDOT guidelines. Equipment utilized during the performance of the contract shall comply with government regulations and meet the disposal landfill's requirements for equipment. Contractor is responsible for ensuring that equipment and trucks are not overloaded for transporting.

Hazardous and industrial wastes – The Contractor shall set aside and reasonably protect all hazardous or industrial materials encountered during debris removal operations for collection and disposal in accordance with Contractor's Hazardous and Industrial Materials Cleanup and Disposal Plan. Contractor will build, operate and maintain a Hazardous Waste and Industrial Material Storage area until proper disposal of such waste is feasible. Contractor may use the subcontracting services of a firm specializing in the management and disposal of such materials and waste.

2.11 Reports - Contractor shall submit periodic, written reports to the State as requested or required, detailing the progress of debris removal and disposal. These reports may include, but are not limited to: Daily Reports, Weekly Summaries, and Final Project Closeout.

The Contractor shall supply at its own expense all equipment and resources necessary to fulfill the obligation of this contract which include but are not limited to the following:

- an office as a base (s) of operations
- travel expenses

- field equipment
- transportation
- computers/cell phones/telephones/digital cameras
- copiers/scanners/fax machines
- office supplies
- maintenance of all office machines and vehicles

List equipment/technology that is owned or licensed to the company that may be used in a disaster.

Explain arrangement for use of non-owned equipment, the location of this equipment and length of time until equipment is available on-site.

If supplemental staff is needed to operate this equipment explain any agreements your company may have with the other restoration providers.

Contractors must be able to understand and identify asbestos hazards when providing services to the State and establish an asbestos abatement plan to remove contains asbestos areas if needed.

SECTION 3. SCOPE OF WORK

General Scope of Work

Remediation and restoration of building and contents damaged by smoke, water and mold.

Restoration for purposes to safety reoccupy a building or space within a building. Additionally, the definition of restoration will include, but not limited to: removal or cleaning of contaminated ceilings, carpet, wall coverings and underlying surfaces, cleaning of HVAC systems, computers and other contaminated office equipment, papers and supplies.

All work performed including but not limited to post event documentation and compliance must be in accordance with Institute of Inspection Cleaning and Restoration (IICRC).

Contractor and subcontractor(s) must possess IICRC certification for type of work being performed.

Contractor must be able to provide dry standards for building damaged by water detailed by day during the drying process. The State reserves the right to ask Contractor to demonstrate the dry standard record keeping system prior to award.

Commit to using only Green Products and Solutions and provide MSDS sheets for all materials to the agency before introducing products to facility.

Use commonly understood terminology for chares of services provided with unit cost/square foot to clean, dry, deodorize, sanitize and apply antimicrobial applications for various building surfaces,

equipment, furnishings, and supplier and paper products. Documentation of all pre and post remediation events, including pictures.

Specific Activities / Tasks

1. Ability of Contractor to handle large entity or multiple location incidents at the same time by either affiliated divisions of the parent company or a detailed listing of sub-contractors with assigned duties.
2. Full explanation of restoration services provided (i.e. smoke, water mold etc.)
 - a. Demonstrate knowledge of the needs of governmental entities post-accident affecting the State agency ability to operate.
3. Demonstrate knowledge of the needs of governmental entities post-accident affecting the State agency ability to operate.
4. Documentation on internal staff training as it relates to IICRC, OSHA and Hazardous Material Programs.
5. Show firm's ability to clean up buildings while operations continue in unaffected parts of the building.
6. Explain methods of controlled demolition and disposal of surfaces that will not respond to restoration efforts.
7. Demonstrate company's ability to quickly assemble a situation work team to provide rapid response to an emergency by providing references in support of work experience.
8. Show company's ability to stabilize buildings environment and assist in relocation efforts of undamaged materials to unaffected areas of a building or off-site locations.
9. Explain if HVAC and Mechanical Systems cleaning and deodorizing services are provided.
10. Provide information on corrosion control measures used if necessary.
11. Furnish a complete list of all equipment currently available to perform the services.
12. Offerors shall demonstrate their reporting and recording practices. Offerors shall also demonstrate their experience and practice for applying for and receiving Disaster Reimbursements and alternate grants/reimbursements. Sample reports, daily work sheets, policies may be submitted for evidence and evaluation.
13. The offeror shall provide information on the location(s) that will be deemed the primary mobilization office for immediate response to a disaster event. Information shall include the anticipated timeframe needed to travel to the State of Rhode Island.

SECTION 4: TECHNICAL PROPOSAL

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

1. Offeror's Company Capabilities: Offeror shall demonstrate the financial capabilities and managerial capabilities for performing and supporting the required services. Offeror shall show evidence of the company's ability to manage the proposed tasks simultaneously and expeditiously.

2. Individual Capabilities: Offerors shall submit a listing of key personnel with their position and resumes to be involved in the contract. Offerors shall specifically identify the lead personnel on the project and provide their qualifications. Qualifications shall also be submitted on all key personnel that will provide services inclusive of demonstrative knowledge and understanding of the services to be performed; previous experience in similar or related work; federal, state and local codes; previous business relationships with FEMA representatives and their involvement with FEMA.

3. Experience & References: State previous or current references, preferably governmental, which you have or have had similar contracts with, within the last four (4) years. Include the entity/company name, contact name, telephone, and fax numbers. A reference list for the lead personnel is also required, which shall identify the same information as the offeror's references. The Offeror shall demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Service, to at least one agency similar in size and complexity of the State.

4 Scope of Work Plan: Offerors shall demonstrate their understanding of the scope of services required for emergency disaster recovery; understand how these services effect the community and the economic impact; understand the need to work with State officials and the community, and the willingness to design the best response plan to meet the States needs in the event of a disaster. The Offeror shall provide a detailed list of all the services that the offeror is able to provide and explain how these services will be accomplished.

SECTION 5: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The Proposal must receive a minimum of 70 (70%) out of a maximum of 100 technical points to be considered responsive. Any technical proposals scoring less than 70 points will be dropped from further consideration.

The State reserves the exclusive right to select the Contractor 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
1. Offeror's Company Capabilities	25 Points
2. Individual Capabilities	25 Points
3. Scope of Work Plan	25 Points
4. Proposed Services	25 Points
Cost Confirmation*	Pass/Fail
Total Possible Technical Points	100 Points

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.

Cost Confirmation *Proposal must include a written acceptance of utilizing only Xactimate® software, the industry base level standard for estimation of quantities of hours and job titles, supplies and ancillary services required for disaster recovery contracts, and confirm all contracts awarded under the CR shall require the use of state prevailing wage scales.

Failure to accept the above pricing acceptance will result in your proposal being dropped from consideration. (Acknowledgement Required, see below).

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at @purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference RFP # 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) 574-8100.

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) 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. 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.
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.
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. As appropriate, resumes of key staff that will provide services covered by this request.
4. 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>

ACKNOWLEDGEMENT: I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the Proposer. I certify that the response submitted is made in conformance with all **Cost Confirmation** requirements of the solicitation.

Proposer: _____ FEID #: _____

Address: _____ City, State, And Zip: _____

Telephone Number: _____ E-Mail Address: _____

Authorized Signature: _____ Date: _____

Printed / Typed: _____ Title: _____

End.