



**Solicitation Information  
October 28, 2016**

**RFP# 7551063**

**TITLE: Consultant Services for the Development of Benefit-Cost and Economic Impact Analyses for Rhode Island Codes**

**Submission Deadline: Tuesday November 22, 2016 at 11:30 am (Local Time)**

**PRE-PROPOSAL CONFERENCE: YES DATE: Monday November 7, 2016  
TIME: 11:00 am  
MANDATORY: YES  
LOCATION: 1 Capitol Hill (2<sup>nd</sup> Floor) Conference Room: B, Providence RI**

Questions concerning this solicitation must be received by the Division of Purchases at [thomas.bovis@purchasing.ri.gov](mailto:thomas.bovis@purchasing.ri.gov) no later than **11/14/2016 at 4 PM (Local Time)** 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**

**Thomas Bovis  
Interdepartmental Project Manager**

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 RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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### Attachments

Attachment A1 – Annotated text of each Rhode Island Code section in this Work

Attachment A2- Marked text of provided Model codes

Attachment B – *ORR Regulatory Review Submission Guidance*, Rhode Island Office of Regulatory Reform, September 2016

Attachment C – *Analyzing Regulatory Benefits and Costs*, A guide for Rhode Island executive agencies, Rhode Island Office of Regulatory Reform, September 2015

Attachment D – *ORR Regulatory Submission System: Agency Worksheet*

Attachment E – Example of submission cleared for public posting: “Regulation 2: Powers and Duties of the Office of the Health Insurance Commissioner,” found at

<http://www.omb.ri.gov/reform/reg-submission/cleared.php>

## SECTION 1: INTRODUCTION

- A) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Administration, Division of Capital Asset Management and Maintenance (DCAMM), is soliciting proposals from qualified firms to provide Consultant services associated with the review, analysis and presentation of benefit-costs and economic impacts of Rhode Island codes, 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) .
- B) 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.
- C) Instructions and Notifications to Offerors:
1. The Pre-bid proposal sign-in sheet, with attendee names and contact information, will be posted in an Addendum available to all prospective bidders.
  2. 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.
  3. 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.
  4. The RI Department of Administration, Division of Capital Asset Management and Maintenance reserves the right to request clarification of any aspect of materials received or to request further information as might be required to adequately evaluate credentials and qualifications.
  5. The State of Rhode Island reserves the right to accept or reject any or all submissions received as a result of this solicitation, to waive minor irregularities, or to negotiate with any respondent, in any manner necessary, to serve the interests of the State.
  6. 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.

7. 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.
8. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein. The proposed fee and hourly rates are fixed for the stipulated term of the agreement and not subject to increases due to inflation, changes in employee compensation, or costs of living.
9. 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 of Purchases.
10. 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.
11. 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](http://www.purchasing.ri.gov).
12. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
13. 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.
14. 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. All questions regarding the project or this Request for Proposals shall be directed by e-mail or fax to the Agency Contact listed in this RFP. Responses to questions regarding this solicitation will be shared with all interested firms by means of addendum to this RFP.
15. 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.

16. 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).
17. 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](http://www.mbe.ri.gov).
18. The State reserves the right to award to one or more offerors. The State also reserves the right to award this project based on pricing alone. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered any further. DCAMM may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.
19. The DCAMM reserves the right to interview all respondents regarding the individual who will be assigned under this solicitation.

## **SECTION 2: SCOPE OF WORK**

- A) Rhode Island Executive Order 15-07 ("Improving Rhode Island's Regulatory Climate to Create Opportunity"), RIGL § 42-35.1 (Small Business Regulatory Fairness in Administrative Procedures, including Regulatory Flexibility Analysis), and RIGL § 42-35-2.9 (Regulatory Analysis) require that executive branch agencies assess the benefit-cost and economic impact of proposed regulations, and submit supportive data and other relevant documents to the Rhode Island Office of Regulatory Reform (ORR) for review and approval.
- B) Pursuant to those directives the Work is divided into two categories:
  1. Category 1: Review of Rhode Island amendments that are deletions (often shown in red text in the amendments) to verify if they result in an economic impact to citizens, and review of Rhode Island amendments that are additions (often shown in blue text in the amendments) to verify if they result in an economic impact to citizens.

TITLE: Consultant Services for the Development of Benefit-Cost and Economic Impact Analyses for Rhode Island Codes

- a. Category 1: Pursuant to those directives, the Consultant is required to review the following State of Rhode Island codes (annotated texts for each are provided in Attachment A1) and provide the appropriate assessments:
    - SBC-1 State Building Code
    - SBC-2 One & Two Family Dwelling Code
    - SBC-3 State Plumbing Code
    - SBC-4 State Mechanical Code
    - \*SBC-5 State Electrical Code
    - SBC-6 State Property Maintenance Code
    - SBC-14 State Swimming Pool and Spa Code
    - SBC-19 State Fuel Gas Code
    - Fire Safety Code
  - b. \*Please note that SBC-5 State Electrical Code is included in the Work, but at the date of this solicitation, amendments have not been determined because it is not on the same review cycle as the other codes. The Consultant shall allow up to 25 amended items for this code.
  - c. Please note that the SBC-8 State Energy Conservation Code is not included in this Work.
  - d. The annotated texts for State of Rhode Island codes (attached) indicate the current amendment, additions, and deletions. All three instances require consideration in the Work of the Consultant. There are over 400 occurrences of applicable change in the provided documents (The Consultant must verify each change).
2. Category 2: Review of referenced Model codes to verify if they result in an economic impact to citizens if the Rhode Island amendment remains the same (black text in Rhode Island amendments).
    - a. Category 2: The Consultant is required to review the following codes (marked texts are provided in Attachment A2, and unmarked copies of the NFPA is provided at the following link) and provide the appropriate assessments:
      - 2015 IBC
      - 2015 IEBC
      - 2015 IECC
      - 2015 IFGC
      - 2015 IGCC
      - 2015 IMC
      - 2015 IPMC
      - 2015 IRC
      - 2005 ISPSCFor NFPA 1, *Fire Code*, NFPA 72, *National Fire Alarm and Signaling Code* and NFPA 101, *Life Safety Code* (go to the following links):  
<http://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards>  
<http://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards?mode=code&code=1>

- C) The Consultant must submit information for each Rhode Island code section, i.e. SBC-19 State Fuel Gas Code, into the ORR online submission site as one “regulation” and the regulation’s benefit-cost analysis shall include details regarding the economic impact of every item that has been amended in that regulation. There are nine (9) total codes sections, or rather, nine (9) regulations.
- F) Per *ORR Regulatory Review Submission Guidance*, Rhode Island Office of Regulatory Reform, September 2016, page 3, the following conditions may not require analysis:
- Regulatory changes that are technical—not changing the ‘status quo;’ ...
  - Regulations primarily effecting internal agency workings.”
- G) Important Note: A complete Benefit-cost analysis must be done if there is a positive change of more than \$50,000 for a regulation, or if it reduces Health and Safety conditions.
- H) The Consultant is required to follow the online submission procedures, and directives of this RFP (see attached checklist which is the guide for performing the Work included in Attachment D), from preparing the analysis, back-up and additional documents, to launching the online submission page, and inputting information to Section A: Key Information, Section B: Regulatory Detail, Section C: Overlap with other Government entities, Section D: Regulatory Compliance Benefits and Costs, Section E: Small Business Determination, Section F: Small Business Impact, Section G: Regulatory Flexibility, Section H: Upload Remaining documents to Section I: Agency Determination. See *ORR Regulatory Review Submission Guidance*, Rhode Island Office of Regulatory Reform, September 2016 (Attachment B), for the type of questions to be answered and examples in each of the sections above. Also see Attachment E for an example of a submission approved by ORR and posted for public review.
- I) Please see attached *Analyzing Regulatory Benefits and Costs*, A guide for Rhode Island executive agencies, Rhode Island Office of Regulatory Reform, September 2015 (included as Attachment C) for the description, examples and specific information required to prepare the code section (regulatory) analyses. The guide outlines steps for a regulatory analysis. For our purposes, we separate these steps into two parts:
1. Analyses Part 1 – Identifying the regulatory change, Defining the societal problem being addressed by regulatory change, Defining the goal of the regulatory change, Setting the scope of regulatory analysis, Establishing a baseline, Identifying stakeholders affected by proposal and alternatives, Identifying the benefits for each stakeholder, Identifying the costs for each stakeholder.
  2. Analyses Part 2 - Quantifying benefits, costs, and transfers, Creating schedule of costs, benefits, and transfers over time, Adjusting future benefits/costs/transfers through discounting, Calculating present values of regulatory proposal,

Performing risk/sensitivity analysis to check the effect of assumptions, and Considering and evaluating alternatives to proposal.

3. Please note that steps above are not needed for each clause, but are needed for each regulation as a whole when a benefit-cost analysis is performed.

J) The Consultant's anticipated process is as follows:

1. Consultant presents Project Schedule for review and approval: within three (3) days of award of PO.
2. Consultant finishes Analyses Part 1, for SBC-1 State Building Code, SBC-2 One & Two Family Dwelling Code, and SBC-3 State Plumbing Code, and submits them to Rhode Island Building Code Commission (RIBCC), ORR, and DCAMM for confirmation, revision, and approval.
3. Upon approval to proceed, Consultant finishes Analyses Part 2, for SBC-1 State Building Code, SBC-2 One & Two Family Dwelling Code, and SBC-3 State Plumbing Code, and submits them to Rhode Island Building Code Commission (RIBCC), ORR, and DCAMM for confirmation, revision, and approval.
4. Consultant makes changes and inputs "Preliminary draft" work into ORR online submission system for SBC-1 State Building Code, SBC-2 One & Two Family Dwelling Code, and SBC-3 State Plumbing Code: (1 week)  
[After approval of ORR, submission for SBC-1 State Building Code, SBC-2 One & Two Family Dwelling Code, and SBC-3 State Plumbing Code have 30 day posting until public hearing]  
Simultaneously, the Consultant finishes Analyses Part 1, for the remaining codes, and submits them to (RIBCC), ORR, Rhode Island Fires Safety Code Board of Review and Appeal (RIFSCBAR), and DCAMM for confirmation, revision, and approval.
5. Consultant attends public hearing for SBC-1 State Building Code, SBC-2 One & Two Family Dwelling Code, and SBC-3 State Plumbing Code, revises information and documents and submits to DCAMM, ORR and the appropriate commission or board for confirmation, revision, and approval, prior to "Post-comment draft" online input into the ORR site.
6. Upon approval to proceed, Consultant finishes Analyses Part 2, for the remaining codes, and submits them to Rhode Island Building Code Commission (RIBCC), ORR, and DCAMM for confirmation, revision, and approval.
7. Consultant makes changes and inputs "Preliminary draft" work into ORR online submission system for the remaining codes.

[After approval of ORR, submission for the remaining codes have 30 day posting until public hearing]

8. Consultant attends public hearing for the remaining codes, revises information and documents and submits to DCAMM, ORR and the appropriate commission or board for confirmation, revision, and approval, prior to “Post-comment draft” online input into the ORR site.
  9. Consultant makes final revisions, if any, for the remaining codes before approval in the online system by ORR.
- K) The Consultant shall provide complete citation and attribution for any information or materials presented in this Work or referenced, that is not of their own creation.
- L) Codes do have an impact on small businesses and those must be assessed. That information is input in a separate section of the assessment in ORR’s online system.
- M) Please note that the Baseline for the Consultant’s analysis is the status quo (how things are at this time).
- N) Alternatives for each item of change shall be, 1) the status quo, 2) the amended code presented, and, 3) the current Model code.
- O) Review the Office of Regulatory Reform’s site: <http://www.omb.ri.gov/reform/> for helpful information.
- P) The Schedule is as follows: Work is to begin immediately upon issue of PO; Final Post-public review submission approval by the Office of Regulatory Reform is to occur before April 15, 2017 if Category 1 work only is awarded.

### **SECTION 3: STAFF REQUIREMENTS**

- A) The selected firm shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage assigned tasks. The successful team may include registered architects and engineers, construction management professionals and professional economists. RI Department of Administration, Division of Capital Asset Management and Maintenance will review and evaluate all proposed personnel. At a minimum, personnel shall have qualifications and experience including but not limited to following:
1. Management Experience:  
Consultant Team shall have significant experience in managing complex code analysis projects from initial data collection through synthesis and analysis to approval. The Consultant Team shall protect the owner’s needs and interests,

comply with applicable policies and laws, and maintain professional integrity in the discharge of their responsibilities in coordinating project activities.

2. Collaboration with State personnel:  
The Consultant Team will receive direction from RI DCAMM. The Consultant Team will collaborate with RIBCC, ORR, RIFSCBAR and other state departments and personnel as directed or required by the Work. The Consultant Team shall provide team leadership, management, and technical expertise needed to facilitate the successful implementation of assigned projects. The Consultant Team staff will have the necessary experience and foresight to anticipate project issues and to plan ahead and coordinate/communicate with other units in order to avoid potential conflicts and problems, and to facilitate timely and effective actions.
3. Adherence to State Procedures and Protocol:  
The Consultant Team shall adhere to established State of Rhode Island policies and procedures.
4. Economic Skills:  
The Consultant Team shall have the skills and experience necessary to develop detailed, defensible, complex analyses of the cost and benefits of proposed changes to an array of building and equipment related regulations. The Team shall have expert experience with studying the relationship between State resources and its production or output, of which includes at least 10 years of individual professional experience and/or Master's level or above education.
5. Architectural/ Mechanical / Electrical / Plumbing / Construction Management/ Cost Estimating:  
The Consultant Team shall have the skills and experience necessary to develop detailed, defensible, complex analyses of the cost and benefits of proposed changes to an array of building and equipment related regulations of which includes at least 10 years individual professional experience with commercial and residential projects in the Rhode Island region.
6. Maintaining Project Records:  
The Consultant Team shall appropriately maintain all project documentation and records in accordance with established RI Department of Administration, Division of Capital Asset Management and Maintenance procedures and in a timely fashion. The Consultant Team shall prepare and submit appropriate project reports at intervals as requested by the RI Department of Administration, Division of Capital Asset Management and Maintenance and in the format and level of detail requested by RI DCAMM.
7. Scope of Services:  
The Consultant Team shall provide project management services as listed in the AIA B101 Standard Form of Agreement between Owner and Architect, or AIA

B142 Standard Form of Agreement between Owner and Consultant and its attachments, and as directed by RI DCAMM.

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

A) The separate technical proposal should address specifically each of the required elements:

1. A letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of the Request, and tendering an offer to RI DCAMM. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.
2. A Technical Proposal describing the firm's background, qualification, and experience related to the project, as well as its proposed work plan and approach for *Category 1 Work* and *Category 1 & 2 Work*. The Technical Proposal must contain the following sections:
  - a) Tab 1: Cover Letter: This summary letter is intended to highlight the contents of the Technical Proposal and to provide RI Department of Administration, Division of Capital Asset Management and Maintenance evaluators with a broad understanding of the respondent's suitability for the project.
  - b) Tab 2: Management and Approach: Provide a short narrative outlining the process your firm will offer to understand RI Department of Administration, Division of Capital Asset Management and Maintenance needs and prepare the foundations for the management of the project. Discuss the opportunities and challenges of the project and how your team might approach solutions. Outline the steps the team will follow during the process to ensure a high quality, on schedule project.
  - c) Tab 3: Respondent's Qualifications and Staffing: The prime Consultant shall submit a completed federal SF330 Parts 1.A-D. At the option of the respondent, firms may submit individual resumes for team members in lieu of completing Part 1.E. Also include SF330 Part 2 for each firm associated with the design team. Provide a short narrative in response to the following questions:
    - i. What experience does the respondent have with projects of a similar size and scope?
    - ii. Does the respondent's designated project manager and each Consultant assigned to the project have the background and experience necessary for a successful project of this type?

d) Tab 4: Previous Project Experience and Talent: Using a format of your choice, illustrate and describe recent management experience for at least three, but no more than five projects that demonstrate the team members' experience and capabilities on **SIMILAR PROJECTS**. Using SF330 Part 1F&G, indicate the participation of the proposed team members on these projects. *Note: If the project reflects work by an individual while employed by another firm, list the name of the previous firm.*

3. In addition to the above, you may include other materials to document your team's qualifications for this project. Please keep your RFP succinct and focused on describing your design team's unique qualifications to meet **THIS** project needs. No indication or discussion of proposed fee for prime or sub Consultants should be present in the Technical Proposal.

## SECTION 5: COST PROPOSAL

- A) The Professional Fee proposal shall be submitted as follows:
1. A Lump Sum price for *Category 1* Work. This shall be a fixed fee (dollar amount), which includes, as a separate line item, a contract allowance amount of \$500 for reimbursable expenses.
  2. A Lump Sum price for *Category 1 & Category 2* Work. This shall be a fixed fee (dollar amount), which includes, as a separate line item, a contract allowance amount of \$500 for reimbursable expenses.
- B) The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each in *Category 1* Work, and *Category 1 & 2* work, and shall include full services as listed in this RFP including all deliverables for all phases of the project.
1. A contract allowance amount of \$500 for reimbursable expenses. This contract allowance is also for any printing or presentation to document the Work other than to facilitate the online submission process. Such services must be authorized in advance by RI DCAMM.
  2. The completed Cost Proposal form shall be submitted in **a separate sealed envelope** which will be opened only for those Offerors who's Technical Proposal achieves the minimum score as defined in **Section 7: Evaluation and Selection**.

## SECTION 6: PROPOSAL SUBMISSION

- A) 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.

- B) Responses (**an original plus (6) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7551063**” - **Consultant Services for the Development of Benefit-Cost and Economic Impact Analyses for Rhode Island Codes**” to:

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855**

- C) 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.

- D) RESPONSE CONTENTS Responses shall include the following:

1. A completed and signed 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](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). In copy marked “**Original**” only
3. A separate Technical Proposal as described above.
4. A separate, signed and sealed Cost Proposal reflecting the hourly rates for all proposed team members, and lump sum fee, broken down into the fee structure as described above, proposed to complete all of the requirements of this project. Remember to include all contract allowances as outlined in section 6.

- E) 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 DCAMM Office) and it should be placed in the proposal marked “original”.

## **SECTION 7: EVALUATION AND SELECTION**

- A) Proposals will be reviewed by an RI Department of Administration, Division of Capital Asset Management and Maintenance appointed Technical Review Committee comprised of staff from the state agencies involved in this Work. To advance to the Cost Evaluation

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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.

- B) Of the firms scoring 60 points or higher, the Technical Review Committee may select any or all of the firms to participate in on-campus interviews. Technical Proposals with a final score of 60 points or higher will advance and cost proposals will then be opened.
- C) The RI Department of Administration, Division of Capital Asset Management and Maintenance 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).
- D) Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Management & approach	10 Points
Respondent's <b>qualifications</b> and staffing	20 Points
Previous project experience and capabilities performing <b>Work of the same size and scope of this project</b>	35 Points
References	5 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

- E) \*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:

$$\$65,000 / \$100,000 * 30 = 19.5$$

- F) 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.
- G) 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.
- H) Concluding Statements
1. 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**.
  2. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.
  3. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.
  4. 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>
  5. Vendor submission shall contain NO exclusions or limitations to the Work listed in this solicitation, or the proposal may be rejected as non-responsive.