

# SOLICITATION INFORMATION

02/24/05

**LOI/TECH # B04827**

**TITLE: Disadvantaged Business Support Services: Training and Technical Assistance for Participation on RIDOT Projects**

**OPENING DATE AND TIME: Fri., March 25, 2005, 2:30 p.m.**

**PRE-PROPOSAL CONFERENCE: YES DATE: Fri., March 11, 2005 TIME: 10:00 a.m.**

**MANDATORY: NO**

**LOCATION: RI Dept. of Administration, One Capitol Hill, 2<sup>nd</sup> Floor, Conference Room "B", Providence, RI 02908**

**SURETY REQUIRED: NO**

**BOND REQUIRED: NO**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us) to be able to download a Bidder Certification Cover Form which must accompany each offer.**

## **NOTE TO VENDORS:**

**No offer will be considered that is not accompanied by a completed and signed RIVIP generated Bidder Certification Cover Form.**

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

**WILLIAM J. ANDERSON, C.P.M.  
ADMINISTRATOR OF PURCHASING SYSTEMS**

# NOTICE

**THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.**

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED. YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

**IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.**

## DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

**In some cases (e.g., road construction) copies of plans and specifications which cannot be offered online are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.**

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

## RHODE ISLAND DEPARTMENT OF TRANSPORTATION

### REQUEST FOR LETTERS OF INTEREST / TECHNICAL PROPOSALS

Letters of Interest / Technical Proposals (LOI/TECH) are hereby solicited by the State of Rhode Island's Department of Administration's Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire the services of a business development service provider for:

**LOI/TECH B04827**

#### **Disadvantaged Business Enterprise Support Services: Training and Technical Assistance for Participation on RIDOT Projects**

**DBE GOAL: 10%**

*RIDOT is seeking to acquire the services of a qualified and experienced business outreach provider to assist RIDOT in promoting Disadvantaged Business Enterprise (DBE) participation on RIDOT transportation projects and programs. The selected firm, under the supervision of the RIDOT Office of Business and Community Resources, will establish a program providing, at a minimum, training and technical assistance to the DBE community in line with the specified tasks and services listed herein.*

*The term of this Contract is for two (2) years with the State's option to renew for up to two (2) additional annual terms. The maximum term of any award resulting from this request shall be four (4) years, pending approval of funding for each Federal Fiscal Year and the State's satisfaction with the selected firm's performance.*

LOI/TECH submittals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the Rhode Island Vendor Information Program, or "RIVIP" as it is known, @

<http://www.purchasing.ri.gov>

**All respondents are advised to review all sections of this request thoroughly and to follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.**

**Note:** This is a Request for **Letters of Interest combined with Technical Proposals**, not an Invitation for Bid. Evaluation will be on the basis of the merits of the proposal submitted. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded.

#### **GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:**

- All respondents **MUST** register online at the RIVIP's Internet website @ <http://www.purchasing.ri.gov>.
- A fully-completed signed *RIVIP Bidder Certification Cover Sheet* – All three pages **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three-page document will **result in disqualification**.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 222-2142, ext. 134 for RIVIP HELP DESK technical assistance.  
Office Hours: 8:30 AM – 4:00 PM.

- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004 edition*, which is currently available on-line @ [www.dot.state.ri.us](http://www.dot.state.ri.us).
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.
- In accordance with RI Gen. Laws 7-1.1-99, no foreign corporations (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. **If applicable, a copy of Respondent's Certificate of Authority MUST be included behind the front page of each copy of the Proposal. Failure to do so may result in automatic disqualification.**
- **This project has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal.** A list of current Rhode Island State certified DBE firms may be obtained through the RIDOT website @ [www.dot.state.ri.us](http://www.dot.state.ri.us). Any questions should be directed to:

Office of Business and Community Resources  
Room 106, Two Capitol Hill  
Providence, RI 02903  
(401) 222-3260

***All information requested below must be organized in the exact order in which the following RFP requirements are presented with page numbers in consecutive order. LETTER OF INTEREST/ TECHNICAL PROPOSAL packages should contain a Table of Contents that cross-references each RFP requirement with specific page cited.***

**INSTRUCTIONS FOR PROPOSALS:**

Upon review of the Scope of Work (SOW), LOI/TECH submissions must include, at a minimum, the following information for RIDOT review and subsequent final selection recommendation:

**BACKGROUND AND PREVIOUS EXPERIENCE:**

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.

- **Company Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and business background as well as the firm's expertise relative to the services requested. Respondents must be able to document specific expertise and experience relative to providing construction management, financial packaging, bidding and estimating, marketing and certification assistance, and demonstrate specialized experience, competence and qualifications pertinent to the engineering disciplines required.
- **Firm Experience:** Respondents are to include a comprehensive listing of similar projects and/or clients served similar in concept to the project being proposed. *Name, address and telephone number of previous clients who are familiar with the services provided by your firm must be included.* By so listing, specific permission is granted to the RIDOT to contact said individuals to verify the satisfactory performance of services provided.
- **Existing Workload:** Respondents are to include a current listing of all projects contracted to perform.

**ORGANIZATION AND STAFFING:**

- **Staff Qualifications:** Respondents are to include an overview of experienced personnel currently on staff. Staff assignments and concentration of effort for each staff member assigned to project are to be addressed. Full disclosure of the proposed team to be assigned this project requires:
  - 1) a listing of experienced personnel currently on staff,
  - 2) resumes of proposed key personnel to be assigned to this project, and the
  - 3) approximate percentage of each employee's time to be expended on this project.

Standard Federal Form 330 (SF-330 eff.6/2004) must be completed and included in this response to the LOI/TECH. Access to this current form may be obtained through the following website: [www.gsa.gov](http://www.gsa.gov)

The RIDOT Office of Business and Community Resources must be informed of any changes in personnel *at any time* during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate this agreement.

- **Sub-Consultant(s):** The Respondent must disclose the identity and work arrangements established between the Prime and proposed Sub-Consultant firm(s) to be assigned this project. Full disclosure of the proposed design team to be assigned this project requires:
  - 1) a listing of experienced personnel currently on staff,
  - 2) resumes of proposed key personnel to be assigned to this project, and the
  - 3) approximate percentage of each employee's time to be expended on this project.
- **DBE Participation:** **This project has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal.** Disclosure of proposed DBE firm(s) MUST be documented in response to this LOI/TECH. Include copy(s) of current Rhode Island State certification(s).
- **Place of Performance:** The Respondent will provide for staff coverage and maintain a day-to-day presence, **at a minimum of 15 hours a week**, at the Emerging Business Resource Center, currently located at 570 Broad Street, Providence, RI.

## **PROJECT WORK PLAN**

- **Program Strategy/ Implementation:** The Respondent will establish a program that provides at a minimum the specified training tasks and services as listed in the Scope of Work. Alternative approaches and/or methodologies to accomplish the intended results of this program are encouraged.
- **Work Plan/ Schedule:** A detailed work plan and proposed project schedule describing the strategic approach to address each of the proposed training tasks and services including a listing of measurable tasks, activities and deliverables that will be used in administering the contract.
- **Interview/ Presentation:** All presentations will be limited to one (1) hour in duration, including questions. Each Respondent will be responsible for all costs associated with the preparation, submission, travel and execution of the work necessary to provide their presentation to RIDOT.

## **PROPOSAL FORMAT**

- Individual proposal submissions must be bound or contained in a single volume. All documentation submitted with the proposal should be contained in that single volume. Technical Proposals must be organized in the exact order in which the RFP requirements are presented with page numbers in consecutive order. The proposal should contain a Table of Contents that cross-references each RFP requirement with specific page in the Technical Proposal.

## **SUPPLEMENTAL INFORMATION**

- Respondents are encouraged to submit any other information deemed useful in providing RIDOT with sufficient relevant information to evaluate your firm's qualifications and approach to the project.

## **PRE-PROPOSAL MEETING**

**A Pre-Proposal Meeting will be held on Friday, March 11, 2005 at the RI Department of Administration, One Capitol Hill, 2<sup>nd</sup> Floor, Conference Room "B", Providence, RI 02908 @ 10:00 AM.** At this time any technical questions relative to the SOW as well as any questions regarding RIDOT procedures and proposal format will be addressed. Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty-eight (48) hours in advance of the Conference.

A summary of the Pre-Proposal Meeting will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

## **PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS**

Any pertinent questions subsequent to this Meeting may be e-mailed to RIDOT @ [www.dot.state.ri.us](http://www.dot.state.ri.us) by accessing the **questions menu (?)** included along side current project listing. Follow the "**Administrative Services/Bids**" link to locate questions menu to submit your query. Responses to questions submitted for the subject project will also be posted under the same questions menu.

A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. The Q& A Forum will disable 5 FULL CALENDAR DAYS prior to

the due date for this project. **Therefore, questions will not be accepted after Midnight on March 19, 2005.**

Letters of Interest/ Technical Proposals (“**original**” plus five [5] copies) are to be submitted. Requested documentation is to be either mailed or hand-delivered in a sealed envelope marked: LOI/TECH B04827- Disadvantaged Business Enterprise Support Services: Training and Technical Assistance for Participation on RIDOT Projects by **March 25, 2005 no later than 2:30 P.M.** to:

<b>BY COURIER:</b>	<b>BY MAIL:</b>
RI Department of Administration Division of Purchases (2 <sup>nd</sup> fl) One Capitol Hill Providence, RI 02908-5855	RI Department of Administration Division of Purchases P.O. Box 6528 Providence, RI 02940-6528

**NOTE:** *Proposals received after the above-referenced due date and time will not be considered. SEE GENERAL NOTIFICATIONS.*

#### **EVALUATION AND SELECTION:**

Detailed LOI/TECH submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Review Committee will be convened comprised of members of the RIDOT Division responsible for the project under consideration. A written evaluation and ranking of each proposal will be prepared by this Committee incorporating factors based on the following:

#### **SELECTION CRITERIA:**

- 1. PROGRAM STRATEGY AND IMPLEMENTATION**  
The Committee will assign a maximum of **-50 points** –based upon the Respondent’s project approach to the services requested including a timely projection of time-tables to be enforced and project milestones to be achieved
- 2. STAFF QUALIFICATIONS**  
The Committee will assign a maximum of **-30 points-** based upon a subjective evaluation of the resumes of the Respondent’s professional staff

*Upon completion of the technical evaluation, the Technical Review Committee will contact the candidate firm(s) to be called for formal interviews/ presentations. Such interviews will be factored into the final evaluation and ranking of candidates. Other submissions, certifications, or affirmations may be required, as appropriate*

- 3. INTERVIEW/ PRESENTATION**  
The Committee will assign a maximum of **-20 points-** based upon the quality and content of the Respondent’s formal presentation

The Technical Review Committee’s final selection recommendation will then be submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final RIDOT selection recommendation will be presented to the State’s Architectural / Engineering Consultant Services Selection Committee for consideration. Upon final selection approval from the Director of Administration, all Respondents will be notified that a final selection has been made.

## **NEGOTIATION / AUDIT STATUS**

The selected Respondent will be directed to submit a formal financial proposal to the RIDOT for review and negotiation. The selected Respondent and/or Sub-Respondent(s) may be required to undergo a pre-negotiation audit conducted by the RIDOT Audit Division. Pre-negotiation audits may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal agency or an audit performed by another local governmental agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by RIDOT Audit Division prior to contract award.

## **CONTRACT AWARD**

The successful Respondent must be prepared to provide necessary data to support all costs associated with project expenditures.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

***The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.***

## **SCOPE OF WORK**

**for  
LOI/TECH B04827**

**Disadvantaged Business Enterprise Support Services:  
Training and Technical Assistance for Participation on RIDOT Projects**

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## **BACKGROUND AND PURPOSE**

The Rhode Island Department of Transportation (RIDOT) is seeking to acquire the services of a qualified and experienced business outreach provider (PROVIDER) to assist RIDOT in increasing participation in, and stabilizing the performance of underutilized Disadvantaged Business Enterprise (DBE), emerging, marginalized and start up businesses that are currently performing or have the potential of performing RIDOT transportation related work. The desired outcome would be for DBE business to acquire opportunities that will lead to a more equitable distribution of award opportunities. The selected PROVIDER, under the supervision of the RIDOT Office of Business and Community Resources, will establish a program providing, at a minimum, training and technical assistance to the DBE community relevant to construction management, financial packaging, bidding and estimating, marketing and certification assistance as well demonstrating specialized experience and qualifications pertinent to any engineering fields required. The program's goal will be to promote effective business development and access to adequate capital as methods to meaningfully increase DBE contractor performance and participation. Programmatic tasks and services to be provided will include, but are not limited to, the following:

- **Loan Packaging:** The selected PROVIDER will assist DBE firms in the area of capital resources by providing contacts, and through assisting in the development and presentation of loan packages, from which are anticipated loan approvals from commercial banks, SBA-guaranteed, or RIDOT loan program.
- **Bond Packaging:** The selected PROVIDER will assist in the preparation of bond packages-obtaining bonds or increases in bonding limits.
- **Computerized Accounting/ Finances:** The selected PROVIDER will assist firms in establishing accounting programs that will offer a more comprehensive view of their financial status and overall operations. Task will include selection and provision of appropriate software. Cost of software to be billed to RIDOT.
- **Job Cost Accounting System:** The selected PROVIDER will assist firms with establishing job cost integrated systems, cost estimations, calculating profit margins and managing cash flow.
- **DBE Firm Bidding as Prime:** The selected PROVIDER will assist DBE Contractors and Consultants to improve their estimating, bidding and negotiating skills to develop their capacity to bid as prime contractors or consultants on RIDOT projects.
- **Recruitment Plan:** The selected PROVIDER will prepare a recruitment plan for RIDOT approval. The plan shall provide for specific outreach and recruitment activities to encourage minorities, women and disadvantaged persons to participate in RIDOT construction and professional services opportunities. Recruitment efforts should include, at a minimum, advertising and outreach activities directed toward schools and community based organizations. The plan shall also describe the marketing strategies that will be used to inform target groups of opportunities in the construction and engineering industries.
- **DBE Certification Assistance:** The selected PROVIDER will provide information and assistance to prospective minorities, women and disadvantaged persons interested in becoming certified as a DBE and in applying for a contractor's license issued by the Rhode Island Contractor's Licensing Board.
- **Marketing:** The selected PROVIDER will assist DBE Contractors and Consultants in marketing their firms to the industry: to develop and provide, at a minimum, individual marketing plans, company website and brochure based on each DBE firm's area of expertise and to assist each firm in setting reasonable goals for growth.
- **Project/Technical Assistance and Construction Management:** The selected PROVIDER will provide support on active DBE work- to be identified by DBE Administrator- through review of cost effectiveness of operations and recommend efficient procedures for maximizing production while ensuring specification quality. RI Industry expertise is preferred for "hands-on" technical assistance.
- **Upcoming Projects/Lettings:** The selected PROVIDER will develop and implement a plan to increase the DBEs' knowledge of upcoming RIDOT construction/engineering projects prior to lettings.
- **Newsletter:** The selected PROVIDER will publish and distribute bi-monthly newsletters to DBE firms, contractors and suppliers.

- **Seminars/ Workshops:** The selected PROVIDER will be required to provide materials and conduct DBE seminars/ workshops on specified topics. The DBE Administrator may specify additional topics and/or may specify alternate locations if deemed necessary. All instructional materials developed for these seminars/ workshops will become property of RIDOT.

The seminars/ workshops will consists of the following topics (as a minimum):

- \* Scheduling and Project Management
- \* Bidding and Estimating (as a prime and sub)
- \* Bonding
- \* Marketing
- \* Plan Reading
- \* Proposal Preparation and Fee Negotiation

Additional topics may be introduced with the prior approval of the DBE Administrator. These seminars/ workshops will be open to the public, and should be used as a recruiting tool. The selected PROVIDER will select the dates, times, places and speakers for these seminars and will advertise and aggressively solicit participants. At least **six (6) seminars** must be presented by the end of the sixth month of the contract.

- **DBE Profiles:** The PROVIDER must also provide for methods of establishing profiles on DBE firms and possible training needs assessments and evaluations. Concepts receiving consideration should also include means and methodologies for making the program accessible statewide, clearinghouse services for referrals to prime contractors, and methods for reporting program violations.
- **Annual Self-Evaluation:** The selected PROVIDER will be required to perform an annual self-evaluation, to be completed by DBE clients, of the DBE supportive services provided. Copies of evaluation are to be submitted to the RIDOT Office of Business and Community Resources and the Federal Highway Administration (FHWA) **no later than AUGUST 31st of each year**. The self-evaluation tool and methodology will be developed cooperatively by the selected PROVIDER, RIDOT and FHWA.

The selected PROVIDER will **NOT PERFORM** any of the following functions or activities:

- Make representations to any person or entity, other than RIDOT, as to the risk of doing business with any DBE.
- Discuss any DBE firm's financial situation with any Contractor/Consultant or third party unless the a signed waiver has been received releasing RIDOT and the Consultant from any and all liability.
- Provide direct management or technical assistance to any DBE firm in the day-to-day operational or financial management of the business, which amounts to more than advice and counsel.

### **CONTRACT TERM**

The **term of this Contract is for two (2) years** with the State's option to renew for up to two (2) additional annual terms. The maximum term of any award resulting from this request shall be four (4) years, pending approval of funding for each Federal Fiscal Year and the State's satisfaction with the selected firm's performance.

## **PERSONNEL MANAGEMENT**

The proposal shall provide for a project manager/ director, for the administration and technical supervision of necessary employees. The project manager shall be the primary representative and be knowledgeable in all facets of the work required to perform under this contract.

The project manager will report directly to the RIDOT DBE Administrator on all matters concerning performance of the contract.

Personnel assigned shall establish a working relationship with RIDOT's current DBE financial consultant *Minority Investment Development Corporation*, also operating from the Emerging Business Resource Center, RIDOT's satellite office currently located at 570 Broad Street, Providence.

Personnel assigned must also develop knowledge of existing RIDOT/FHWA programs sufficient to support and assist RIDOT clients.

Individuals shall possess the ability to design and deliver training and educational materials for small business development and to work with multiple sources to provide networking opportunities, forums and workshops that are client and industry specific.

## **PLACE OF PERFORMANCE**

The PROVIDER will collaborate with the management of the RIDOT Emerging Business Resource Center and maintain an operational presence and readiness at the office site. Needed and determined services may also be provided by a qualified sub-provider at a location suitable for the service to be provided.

## **REPORTING REQUIREMENTS**

- **Monthly Report** - No later than the last day of each month the selected PROVIDER will provide the DBE Administrator with a written report of the activities for the month in connection with the fulfillment of its obligations. This REPORT will include a full and complete record of the manner and methods utilized in the fulfillment of its obligations and a summary of the results obtained.
- **Meetings with the Service PROVIDER** –The PROVIDER, its designated Project Manager, or both, shall meet with the RIDOT DBE Administrator at least monthly during the first year of the contract. The PROVIDER shall prepare written minutes of any and all meetings and submit them to RIDOT for review.
- **Annual Report** – The PROVIDER will submit a standardized analysis and report to include, but not be limited to:
  - Compilation of Monthly Reporting and Program Activity
  - Overall Program implementation, evaluation methodology and findings from various data sources used for the annual program evaluation
  - Recommendations for future action designed to improve project performance
- **Annual Self-Evaluation:** The selected PROVIDER will be required to perform an annual self-evaluation, to be completed by DBE clients, of the DBE supportive services provided. Copies of evaluation are to be submitted to the RIDOT Office of Business and Community Resources and the Federal Highway Administration (FHWA) **no later than AUGUST 31st of**

**each year.** The self-evaluation tool and methodology will be developed cooperatively by the selected PROVIDER, RIDOT and FHWA.

### **COMPENSATION/ INVOICE AND PAYMENT TERMS**

Compensation will be on a monthly cycle based on the total accepted cost amounts and satisfactory completion of all programmatic and reporting requirements.

Each monthly invoice is to be accompanied by a detailed listing of administrative and operating costs incurred by latest month completed and year-to-date in a format mutually agreed upon by RIDOT and the PROVIDER.

RIDOT will review and accept monthly invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all programmatic requirements and (2) complete, accurate submission scheduled deliverables.

If necessary, deficiencies in the PROVIDER'S performance of programmatic services and/ or failure to supply scheduled deliverables in a complete and timely manner will be documented in writing by RIDOT.

Should a pattern of substantial dissatisfaction become apparent RIDOT reserves the right to cancel the PROVIDER'S agreement.