



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

DIVISION OF PURCHASES

One Capitol Hill, 2nd floor
Providence, RI 02908-5855

TEL: (401) 574-8100

FAX: (401) 574-8387

TDD: (401) 574-8228

Website: www.purchasing.ri.gov

June 26, 2014

Addendum #1

Continuous Recruitment #10

Title: Labor Management: Arbitration / Mediation Services (MPA # 368)
(revised specification June 2011).

**Submission Deadline: Continuous Recruitment Extended through December 31, 2014
@ 4:00 PM (Eastern Time).**

Unregistered vendors should register on-line at the State Purchasing Website at
www.purchasing.state.ri.gov.

NOTE TO VENDORS:

To be considered, a completed and signed Bidder Certification Cover Form, should accompany this Continuous Recruitment.

THIS IS NOT A BIDDER CERTIFICATION FORM

Arbitration / Mediation Services

The Department of Administration, Division of Purchases is seeking to establish a list of qualified Arbitrators / Mediators to provide labor management services in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at www.purchasing.ri.gov.

This solicitation will be used to create a Master Price Agreement, contract term of 3 January 2012 to 31 December 2015. Arbitrators / Mediators who are added to the qualified vendor list after the date of the original issuance of the Master Price Agreement will serve until the scheduled end of the original contract term. All service providers who desire to be included on this list must meet the qualifications listed below at the time the list is established.

This is a continual enrollment process, through 2 July 2012. At the end of each month, the Division of Purchases will forward all applications received to the Arbitration / Mediation Qualifications Review Committee for evaluation.

Applicants should designate whether they desire to be on the arbitrator list, mediator list or both.

All offerors deemed qualified by the Arbitration / Mediation Qualifications Review Committee will be placed on the qualified provider list for MPA # 368. This list will be published to the public by the Division of Purchases and will indicate the offeror's availability as an arbitrator, mediator, or both. Placement on the qualified provider list does not guarantee appointment. Appointment is within the sole discretion of the Director of the Department of Labor and Training and will be done on an as-needed basis. Appointment will be based upon, including, but not limited to, conflicts of interest, subject matter experience, and/or pricing.

Provider Qualifications

- Offeror must have a minimum of a Bachelor's degree from an accredited college or university;
- Offeror must have a minimum of five years arbitration and/or mediation experience for labor management matters, as evidenced by the submission of a resume and three references from arbitration and/or mediation party representative. In lieu of the five years arbitration and/or mediation experience for labor management matters, the offeror may have at least one year arbitration and/or mediation experience for labor management matters and hold a juris doctorate from an accredited law school; and
- Notwithstanding the above qualifications, offeror's who were selected for the qualified vendor's list established under the previous contract term under MPA #368, shall be deemed qualified for selection hereunder.

Fees

Offeror's are asked to submit all-inclusive hourly and daily rates for each of the two periods (identified as Years 1 & 2 / Years 3 & 4). A day is considered to be eight hours. Once again respondents are asked to submit two price schedules: (a) Years 1 & 2 – pricing through 31 December 2013, and (b) Years 3 & 4 – pricing through 31 December 2015.

If an offeror provides only one rate schedule, those rates will apply for the four-year contract term. The State reserves the right to negotiate lower fees with any selected provider and separate billing will not be allowed for travel and/or office overhead.

From Nov 2005 – June 2011, the State's share of expenditure for these services is approximately \$185,000. Other parties pay the balance of all charges.

Responses (**an original plus two copies**) should be mailed or hand-delivered in a sealed envelope marked "CR – 10 : Arbitration / Mediation Services to:

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

Note: Proposals faxed or emailed to the Division of Purchases will not be considered.

Response Contents

Responses must 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 <http://www.purchasing.state.ri.us>,
2. Evidence of meeting " provider qualifications" listed above:
 - Resume
 - 3 references
 - Arbitration and/or Mediation Training Certificate (recommended but not required)
3. A completed and signed Taxpayer Identification Number Form (W-9), which is available from the Purchases website at www.purchasing.ri.gov For assistance, call the Help Line at 401 574-8100