



Bid # Continuous Recuritment: CR-19 (MPA #490)

TITLE: PRIVATE INVESTIGATIVE SERVICES

OPENING DATE AND TIME: CONTINUOUS RECRUITMENT (CR-19)

CLOSING ON – MARCH 31, 2016 @ 4:00 PM

PRE-BID / PROPOSAL CONFERENCE: NO

SURETY REQUIRED: NO

BOND REQUIRED: NO

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

NOTE TO VENDOR:

No offer will be considered that is not accompanied by a completed and signed bidder Certification Cover form.

Cheryl McGurn

Buyer 11

Division of Purchasing

THIS IS NOT A BIDDER CERTIFICATION FORM



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

PRIVATE INVESTIGATIVE SERVICES

The Department of Administration/Office of Purchasing, on behalf of the Office of State Employees Worker' compensation (SEWC), is seeking a list of licensed private investigators. This solicitation is in accordance with the State's General Conditions of Purchase, which is available on the internet at www.purchasing.state.ri.gov. The Office of State employees Worker's Compensation reserves the right to give preference to those private investigators on the list who have worked for SEWC in the past.

INSTRUCTIONS AND NOTIFICATIONS TO APPLICANTS

- Potential applicants are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this request, or to provide oral or written clarification of its content shall be borne by the applicant. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- Applicants are advised that all materials submitted to the State for consideration in response to this Request for Proposal will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- "Foreign" corporations, i.e. corporations without a Rhode Island business address, must obtain a Certificate of Authority from the Rhode Island Secretary of State to conduct business within the State (Corporations Division 401-222-3040). This is a requirement only for the selected vendor (s).

Applicants must comply with all federal, state, and local licensing requirements to perform these services.

CONTRACT TERMS

The Agency Price Agreements (qualified vendor listings) that will be established as a result of this solicitation will be from September 1, 2015 through June 30, 2016 with a one year renewal term at the sole discretion of the State of Rhode Island.

This is a continuous recruitment solicitation. Service providers may be added to the qualified vendor list any time prior to December 31, 2015.

ACCEPTANCE CRITERIA

Private investigators seeking to be placed on the agency's list of eligible for the performance of investigative services must meet the following criteria.

1. The Private Investigator must hold a current Private Investigator's license by the city or town in which he has his place of business. This license must be maintained during the term of service.
2. The Private Investigator must possess an Errors and Omission and General Liability Insurance Policy with a minimum of coverage of \$1,000,000 (one million dollars). The insurance policy must be maintained during the term of service.
3. The Private Investigator must possess a valid license to operate a motor vehicle and only operate vehicles in the performance of his investigative duties that are properly registered by the appropriate issuing vehicles in the performance of his investigative duties that are properly registered by the appropriate issuing state authority. The operator and motor vehicle licenses must be maintained during the term of service.
4. The Private Investigator agrees to accept and comply with all of the General Policies and Conditions of Employment.
5. The private Investigator agrees to be willing to perform investigative services on persons living or located in any and all geographical areas of the State of Rhode Island and other states and localities as needed. A company may participate to the extent that it is limited to the states in which it is licensed.
6. The Private Investigator must state in his bid the maximum number of investigations that he is capable of performing monthly.
7. **The Private Investigator agrees to accept a fixed \$60.00 hourly payment.** The \$60.00 fee for services will be in existence for the term of this contract. The Private investigator agrees to invoice State Employees Workers' Compensation or State agencies separately for each investigation. Expenses of mileage and other related expenses will be reimbursed upon verification.
8. The Private Investigator must be reachable at all times by telephone/cell phone per day, Monday through Friday.

9. The Private Investigator must be willing to testify at the Rhode Island Workers' compensation Court when called upon regarding investigation(s).

10. The Private Investigator agrees to give the agency a 30 day written notice of his/her intent to terminate the offer of their services under this contract and further agrees to perform such services during this 30 day period should the agency require them.

11. The Private Investigator agrees to comply with all federal and state confidentiality laws.

No, subcontracting is permitted.

This is a continual enrollment process. At the end of each month, the Division of Purchases will forward all applications received to the "Private Investigator Services Qualifications review Committee: for evaluation.

Responses (an original plus one copy) should be mailed or hand-delivered in a sealed envelope marked "CR-19" Private Investigative Services". No faxed proposals will be accepted. Send responses to:

**RHODE ISLAND DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
DIVISION OF PURCHASES, 2ND FLOOR
PROVIDENCE, RI 02908-5855**

RESPONSE CONTENTS

Responses must include the following:

1. A completed and signed R.I.V.I.P. generated four (4) page bidder certification cover sheet (downloaded from the RI Division of Purchases website <http://www.purchasing.state.ri.gov>). Vendors must be registered on the Division of Purchases website in order to download this bidder's certification cover sheet.
2. Evidence of a current Private Investigator's License (acceptance criteria #1) Evidence of an active insurance policy and performance / surety bond (acceptance criteria #2).
3. A completed and signed Taxpayer Identification Number Form (W-9), which is available from the Purchase website at:
<http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx>.