



**Solicitation Information
September 25, 2014**

Continuous Recruitment # 30

TITLE: Adjudication Services – Dept of Labor & Training

Submission Deadline: Continuous Recruitment through December 31, 2014 @ 3:00 PM (EDT)

Pre-Bid Meeting: No.

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov **no later than Monday, December 15, 2014 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference Continuous Recruitment # 30 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

**GAIL WALSH
CHIEF BUYER**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

BOARD OF REVIEW ADJUDICATION SERVICES

The Dept. of Administration, Division of Purchases, on behalf of the Department of Labor & Training, is seeking to expand a list of adjudication reviewers, in accordance with the specifications described within 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 establish a list of qualified service providers under **Master Price Agreement # 455, which will expire on December 31, 2016.** This is a continual enrollment process. At the end of each month, the Division of Purchases will forward all applications received to the "Department of Labor and Training CR 30 Qualifications Review Committee" for evaluation. This Committee will evaluate submitted proposals on the basis of the evaluation criteria expressed in this solicitation. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or designee, who will make the final award decision.

Once again, the intent of this solicitation is to establish a Master Price Agreement to be used for services on an "as needed" basis. Past utilization is no guarantee of future need. Inclusion as a qualified service provider on a Master Price Agreement is no guarantee of income.

Compensation: The State will pay selected service providers an all-inclusive hourly rate of \$40 for the duration of the proposed contract term of **two years with an option to renew for two additional one year terms.**

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors 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 offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the submission 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 Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The “Official” time clock is in the reception area of the Division of Purchases.
- 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.
- In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation 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 will be a requirement only of the successful bidder (s).*
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made..
- Submitters should be aware of the State’s MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this CR.
- Equal Employment Opportunity (RIGL 28-5.1) § 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

SCOPE OF WORK:

Report to the Chief Referee with regard to hearings and other assignments. Conduct formal hearings on appeals of decisions made by the Director, Department of Labor and Training, involving the interpretation and application of any of the provisions of the Rhode Island Employment Security and Rhode Island Temporary Disability Insurance Acts.

Conduct hearings and render decisions on cases arising from the application of provisions of the Rhode Island Employment Security and Rhode Island Temporary Disability Insurance Acts, and to do related work as required.

Evaluate the evidence, findings of fact and application of the provisions of the relevant Act conducted by the Director of the Department of Labor and Training.

Obtain testimony from claimants or employers and/or their representatives; and render written decisions in consonance with the provisions of the relevant Act, precedents and policies, which may sustain, modify or overrule the Director.

Administer oaths to persons appearing before you, take depositions, certify to official acts, and by subpoenas served in the manner in which court subpoenas are served, compel the attendance of witnesses and the production of books, papers, documents and records necessary or convenient to be used in connection with any disputed claim.

QUALIFICATIONS:

1. Thorough knowledge of the Employment Security, Temporary Disability Insurance , and related Acts;
2. Thorough knowledge of the Administrative Procedures Act which governs the conduct of such hearings;
3. A working knowledge of the Unemployment Insurance and Temporary Disability Insurance claims process;
4. The ability to effectively communicate in writing;
5. The ability to conduct impartial hearings.

CONFLICT OF INTEREST:

Any individual who has represented a claimant or claimants in pursuit of Unemployment Insurance or Temporary Disability Insurance benefits for the twelve-month period preceding the date of the Agreement for Personal Services is not eligible for inclusion in this continuous recruitment. Also, individuals may not represent claimants in pursuit of Unemployment Insurance or Temporary Disability Insurance benefits while performing Board of Review Adjudication Services. Individuals are also asked not to represent claimants for the six month period after services have been rendered.

Pre-Submission Questions and Qualifications Submission:

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov **no later than Monday, December 15, 2014 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference Continuous Recruitment # 30 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.

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked “**CR # 30: Adjudication Services – Dept of Labor & Training**” 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 may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

Proposals should include the following:

1. A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs..
3. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. **Please include with original proposal only.**
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD Rom, diskette, 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”.

AGREEMENT FOR PERSONAL SERVICES

Made _____ 2014 between the Department of Labor and Training, State of Rhode Island, acting by and through the Board of Review (Board) and _____(contractor).

WHEREAS, the Board requires the temporary services of an independent contractor to augment and supplement the existing staff of Referees, during times of increased case loads.

WHEREAS, the contractor is willing to serve as a Hearing Officer on a temporary as needed basis as determined by the Chief Referee.

THEREFORE, in addition to the State's Purchasing Terms and conditions the parties agree to the following terms and conditions:

1. **TERM OF CONTRACT:** This agreement shall continue until the Board or Hearing Officer terminates this agreement upon ten (10) days written notice to the other party. This agreement could be terminated immediately for failure to carry out the duties as planned by the Board. Contract may be renewed at the discretion of the Board upon consideration of all potential contractors responding to a Continuous Recruitment.
2. **SERVICES TO BE PROVIDED:** Hearing Officer shall provide the following services:
 - A. Conduct administrative hearings on appeals of decisions of the Director of the Department of Labor and Training, in accordance with Board procedures.
 - B. Review Evidence submitted into the record of proceedings, and render written decisions in a format approved by the Board and the Chief Referee.
 - C. Provide such other related services which the Chairman may direct from time to time.

