



**Solicitation Information  
December 2, 2015**

**Continuous Recruitment # 40**

**TITLE: Ambulance Services for State Agencies**

**Submission Deadline: Continuous Recruitment through December 31, 2020**

Questions concerning this solicitation may be addressed to [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov). Questions should be submitted in a *Microsoft Word attachment*. Please reference **Continuous Recruitment # 40 Ambulance Services for State Agencies** 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](http://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**

## AMBULANCE SERVICES

The Dept. of Administration, Division of Purchases, on behalf of the Department of Corrections (DOC) is seeking to create a list of qualified ambulance firms to provide transportation services for inmates at the Department of Corrections, 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](http://www.purchasing.ri.gov)

The Department of Behavioral Healthcare, Developmental Disabilities and Hospitals may also utilize these services to transport patients at state hospitals, as well as any other state agencies needing ambulance services. The term of this agreement will be for five years beginning January 1, 2016 and ending December 31, 2020. This is a continual enrollment process. The intent of this solicitation is to establish a list of qualified firms to be used for services on an "as needed" basis. Service providers may be added to the qualified vendor list any time prior to December 31, 2020.

### 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](http://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 [dorinda.keene@doa.ri.gov](mailto:dorinda.keene@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@doa.ri.gov](mailto:raymond.lambert@doa.ri.gov).

## **REQUIREMENTS:**

The Rhode Island Department of Corrections is seeking ambulance/wheelchair vendors to provide transportation services for inmates of the Rhode Island Department of Corrections when medically necessary. These trips will be to hospitals, physician offices, and treatment centers that inmates are required to be transported to receive off-site services.

- The vendor's employees must pass criminal background checks to ensure that they are able to be clear to enter prison facilities to transport inmates.
- The ambulance company must be licensed within the State of Rhode Island to transport patients.
- The ambulance company employees must possess all necessary licenses, registrations, and certifications required to provide transportation either with a wheel chair van or ambulance.
- The vendor must possess appropriate and necessary insurances, licenses, and certification to cover the transporting of patients within their ambulances and/or wheel chair vans.
- The vendor must comply with all HIPPA and confidentiality laws and regulations.

## **PRICING:**

Offerors must price for each of the contract years beginning January 1, 2016.

- January 1, 2016 – December 31, 2016
- January 1, 2017 – December 31, 2017
- January 1, 2018 – December 31, 2018
- January 1, 2019 – December 31, 2019
- January 1, 2020 – December 31, 2020

**If one price is offered, that price will remain firm for the maximum contract term concluding on December 31, 2020.**

The Rhode Island Department of Corrections uses ambulance and/or wheelchair van services approximately 150 times per year for either one-way or roundtrip transportation to and from local hospitals, physician offices, treatment centers, and, in some cases, out of state facilities, if medically necessary.

Please provide pricing on the below form.

January 1, 2016 – December 31, 2016

In-State Wheel Chair Van	One Way \$	Mileage \$	Wait Time \$
In-State Ambulance Services	One Way \$	Mileage \$	Wait Time \$
Out-of-State Wheel Chair Van Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Out-of-State Ambulance Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Charge for Oxygen Use	\$		

January 1, 2017 – December 31, 2017

In-State Wheel Chair Van	One Way \$	Mileage \$	Wait Time \$
In-State Ambulance Services	One Way \$	Mileage \$	Wait Time \$
Out-of-State Wheel Chair Van Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Out-of-State Ambulance Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Charge for Oxygen Use	\$		

January 1, 2018 – December 31, 2018

In-State Wheel Chair Van	One Way \$	Mileage \$	Wait Time \$
In-State Ambulance Services	One Way \$	Mileage \$	Wait Time \$
Out-of-State Wheel Chair Van Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Out-of-State Ambulance Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Charge for Oxygen Use	\$		

January 1, 2019 – December 31, 2019

In-State Wheel Chair Van	One Way \$	Mileage \$	Wait Time \$
In-State Ambulance Services	One Way \$	Mileage \$	Wait Time \$
Out-of-State Wheel Chair Van Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Out-of-State Ambulance Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Charge for Oxygen Use	\$		

January 1, 2020 – December 31, 2020

In-State Wheel Chair Van	One Way \$	Mileage \$	Wait Time \$
In-State Ambulance Services	One Way \$	Mileage \$	Wait Time \$
Out-of-State Wheel Chair Van Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Out-of-State Ambulance Services within 60 miles of Providence, RI	One Way \$	Mileage \$	Wait Time \$
Charge for Oxygen Use	\$		

**Pre-Submission Questions and Qualifications Submission:**

Questions concerning this solicitation may be addressed to [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov). Questions should be submitted in a *Microsoft Word attachment*. Please reference **Continuous Recruitment # 40 Ambulance Services for State Agencies** 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 # 40: Ambulance Services for State Agencies**” to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855

Proposals should include the following:

1. A completed and signed RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A Technical Proposal describing the qualifications and background of the applicant.
3. Cost Proposal using above format.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
5. Copies of all required licenses and certifications and insurance.