



**Solicitation Information
October 12, 2016**

Continuous Recruitment # 48 (RFP# 7551043)

TITLE: Training Services for State Employees

INITIAL SUBMISSION DEADLINE: November 10, 2016 at 01:30 PM ET

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at DOA.PurQuestions8@purchasing.ri.gov no later than **October 24, 2016 at 05:00 PM ET**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the **CR# 48** on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY REQUIRED: NO
PERFORMANCE AND PAYMENT BOND REQUIRED: NO**

Meredith Skelly
Interdepartmental Project Manager

Notes to Applicants:

1. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
2. Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration (“Department”)/Division of Purchases (“Division”), on behalf of Division of Human Resources (“Human Resources”), is soliciting proposals from qualified training providers who have the capacity to develop and/or deliver both web-based (e-learning) and classroom (face-to-face) training workshops and materials to participate on a Continuous Recruitment (“CR”). This training will be designed to support and enhance the skills and knowledge of the State’s workforce and the development of its employees, in accordance with the terms of this Continuous Recruitment and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases website at www.purchasing.ri.gov.

This solicitation will be used to establish a list of qualified service provider(s) under Continuous Agreement # 48.

This CR may be awarded to one (1) or more qualified firms at the sole discretion of the State. ***There is no guarantee of any level of purchasing activity on behalf of the State to any vendor or vendors listed on the Continuous Recruitment.***

The initial contract period will begin approximately January 1, 2017 for three (3) years. Contract(s) may be renewed for up to two (2) additional 12-month periods based on vendor performance and the availability of funds. This is a continuous recruitment process with an initial review of vendor proposals submitted by the initial deadline specified on page one and continuous recruitment for additional proposal submissions from new vendors for subsequent review of proposals received by the end of each calendar quarter for the remaining contract term period, see Table 1.

Table 1. Proposed Contract Term and CR submission Deadlines

Proposed Contract Term			Final Submission Deadline for New Proposals
Period	Start Date	End Date	
Initial Period of Performance	January 1, 2017	December 31, 2020	March 30, 2020 @ 11:59 PM ET
Renewal Period #1	January 1, 2021	December 31, 2021	March 30, 2021@ 11:59 PM ET
Renewal Period #2	January 1, 2022	December 31, 2022	March 30, 2022@ 11:59 PM ET

Under the Continuous Recruitment program (once the initial bidding process is completed and the initial contracts are awarded) new vendors are allowed to submit a proposal to be considered for a contract award until final submission deadline date as identified in Table 1. These proposals will be evaluated under the same terms and conditions as the original proposal(s) and evaluation(s) will be initiated at the beginning of each calendar quarter for any proposal(s) received within in the immediate previous calendar quarter. If a vendor’s proposal is accepted, a contract will be awarded and they will be placed on the qualified service provider(s) list for the

remaining term of the initial agreement and optional year(s) if elected. The State reserves the right to close the continuous recruiting period in the event the list of qualified service provider(s) meets or exceeds the State's need of specified services with sufficient availability of vendors to complete the applicable projects. The State of Rhode Island reserves the right to re-open the CR during the term of the CR if it is determined to be in the best interest of the State. Proposals to the re-opened CR will have the evaluation(s) initiated at the beginning of each calendar quarter for any proposal(s) received within in the immediate previous calendar quarter. If a vendor's proposal is accepted, a contract will be awarded and they will be placed on the qualified service provider(s) list for the remaining term of the initial agreement and optional year(s) if elected. Contracts awarded as a result of the reopening will run concurrently with other awarded contracts under this CR and will be subject to the same terms and conditions.

Award of a contract from this CR shall not be construed as a guarantee of a vendor being selected by user agencies, nor a commitment by the Division of Purchases that a vendor will receive business from the State, or its subdivisions.

User agencies are strongly encouraged to get three (3) quotes when appropriate for a specific project as the need arises but this is not mandated. Vendors are required to provide a quote for each specific project requested by user agencies. The State reserves the right to review vendor qualifications relating to an individual project scope of work and make an award based on vendor capabilities. There is no guarantee of any level of spending activity to a vendor or vendors selected for this CR.

CRs can be utilized by any State Agency, and as a requirement of this solicitation, will also be made available to quasi-public organizations, Rhode Island municipalities and the Legislative and Judicial Branches of Rhode Island government at their own discretion. Placement of a qualified firm(s) on a CR is no guarantee of usage. Services are sought on an "as-needed" basis. Once need has been determined, utilization will be based on a number of factors, including, but not limited to price, expertise, and availability.

This is a Request for Proposal, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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 solicitation will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this solicitation, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.

4. Proposals are considered to be irrevocable for a period of not less than 120 days following the initial or subsequent end of calendar quarter submission dates, and may not be withdrawn, except with the express written permission of the State Purchasing Agent. The State can opt to extend this term at its discretion.
5. 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. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
6. It is intended that an award pursuant to this solicitation will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
7. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
8. The purchase of services under an award made pursuant to this solicitation will be contingent on the availability of funds.
9. Vendors are advised that all materials submitted to the State for consideration in response to this solicitation may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted to the State through this solicitation that a vendor believes is trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the State may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

10. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this solicitation.
11. Equal Employment Opportunity (R. I. Gen. Laws § 28-5.1-1, *et seq.*) – § 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 to all areas where State dollars are spent, in employment, public services, 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 e-mail at Raymond.Lambert@doa.ri.gov.

12. In accordance with R. I. Gen. Laws § 7-1.2-1, *et seq.*, no foreign corporation, a corporation without a Rhode Island business address, 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 Department of State (401-222-3040). This is a requirement only of the successful vendor(s).
13. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2. BACKGROUND

The Rhode Island Department of Administration's work is guided by our mission "to manage the state's financial, human and other resources in support of other state agencies carrying out their responsibilities to provide the citizens of the State of Rhode Island with the most responsive and cost effective services possible." The Department provides supportive services, including training programs, to all Rhode Island departments and agencies for effective coordination and direction of state programs. It has been identified as a priority to develop and implement training programs that enhance employees' work-related and professional skills consistent with agency needs.

Like many governments, the State of Rhode Island is experiencing rapid change in technology, customer demands, service delivery and the impact of retirements. In order to maintain and expand both service quality and efficiency, the State of Rhode Island must ensure that its existing labor force and incoming employees possess the necessary knowledge, skills, and abilities to achieve its strategic goals. The availability of effective training programs is crucial for the state's ability to attract, retain and develop the workforce.

SECTION 3. SCOPE OF WORK

Qualified vendors will be expected to develop and/or deliver a wide range of training - staff development training, leadership training, organizational capacity training, executive leadership training, leadership and management training. Examples of specific training include but are not limited to: project management, coaching and mentoring, leading people, critical thinking, managing creative conflict, customer service, and office skills. Delivery of training modules will

vary and may be implemented in a variety of formats such as: internet based, traditional classroom style format, and blending of several approaches. Vendors qualified under this CR may also be retained to deliver existing training programs that the State has previously developed and implemented.

In many cases, the development and/or delivery of the training will be outlined in scope of work proposals for each project sought under this agreement.

SECTION 4. TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Organizational Background:

In one (1) page or less, provide a brief description of your firm or your organization.

2. Experience/Qualifications:

The proposal should include a brief history of the firm or individual, its size, and its experience with training development services for workforce professionals. Provide a description of completed projects that demonstrate the firm's ability to complete similar scope and purpose.

3. Capacity to Provide Services:

Provide a list of Principals (executive management) and project staff members who would be assigned to the project(s). Provide resumes/CV and describe qualifications and experience developing and/or implementing training.

4. Proposed Training Content:

Describe a proposed training for classroom and web based formats. Include the following for each format: learning objectives, target audience, minimum and maximum class size, mode of delivery and course description, sample agenda for the proposed session including a timeline, discussion of appropriate evaluation tools that will be used to evaluate the training session and training outcomes. Materials submitted will be evaluated for quality, completeness, applicability and appropriateness for target training population.

5. References:

Provide a list of three (3) references with whom you have worked within the last 3-5 years who can provide insight regarding skills, qualification and delivery of requested training services. Include name, organization, telephone number, email address, type of training designed/provided, and length of service.

The qualified technical proposals will be the basis for this Continuous Recruitment's qualified service provider(s) list for future training projects.

SECTION 5. EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies.

The Technical Proposal must receive a minimum of 80 (80%) technical points out of a maximum of 100 technical points. Any technical proposals scoring less than 80 points will be dropped from further consideration and will not be included in the Continuous Recruitment's qualified vendor list.

Proposals scoring 80 technical points or higher will be added to the Continuous Recruitment's qualified vendor list.

The State reserves the right to select the individual(s) or firm ("vendor") that it deems to be in the State's best interest to accomplish the project as specified herein; and conversely, reserves the right to cancel the solicitation in its entirety.

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Organizational Background and Experience/Qualifications	25 Points
Capacity to Provide Services	25 Points
Proposed Training Content	30 Points
References	20 Points
Total Possible Technical Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify Statements made in their proposal.

SECTION 6. QUESTIONS AND PROPOSAL SUBMISSION

Questions concerning this solicitation must be e-mailed to the Division of Purchases at DOA.PurQuestions8@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. **No other contact with State parties is permitted.** Please reference **CR # 48** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the

responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

Interested offerors must submit proposals to provide the services covered by this ongoing Continuous Recruitment on or before the date and time listed on the cover page of this solicitation for the initial submission or by the end of each calendar quarter for subsequent submissions as long as the CR period is still open.

Responses should be mailed or hand-delivered in a sealed envelope marked “**CR# 48**” to:

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

NOTE: Proposals received after the CR final submission deadline for new proposals (see Table 1) of the final active term of the CR shall be determined late and shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 7. PROPOSAL CONTENTS

A. *Proposals shall include the following:*

1. One completed and signed RIVIP generated **Bidder Certification Cover Form** (included in the original copy only) downloaded from the RI Division of website at www.purchasing.ri.gov. Do not include any copies in the Technical proposal.
2. One completed and signed **Rhode Island W-9** (included in the original copy only) downloaded from the RI Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf> . Do not include any copies in the Technical proposal.
3. **A Separate Technical Proposal** - describing the Organizational Background and Experience/Qualifications of the applicant, Capacity to Provide Services, Proposed Training Content, References, and all information described earlier in this solicitation in Section 4. The Technical Proposal is limited to twenty (20) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - b. One (1) printed Paper copy, marked “Technical Proposal - Original” and signed.
4. **Exhibit A. Vendor Training Specialty(s)*** – Complete this Exhibit A in the Excel template provided to demonstrate your organization’s areas of training specialty(s).

- a. One (1) Electronic copy on a CD-R, marked “Exhibit A. Vendor Training Specialty(s) - Original”.
 - b. One (1) printed Paper copy, marked “Exhibit A. Vendor Training Specialty(s) - Original” and signed.
- *After the initial submission, new vendors will need to request this form from the buyer through the email identified and provided on page one.*

B. *Formatting of Proposal Contents shall consist of the following:*

1. Formatting of CD-Rs – All CD-Rs submitted must be labeled with:

- a. Vendor’s name
- b. CR #
- c. CR Title
- d. Proposal Type (e.g., Technical Proposal)
- e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the State’s inability to read your CD-Rs may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the State may consider it “non-responsive”. USB Drives or any other electronic media will not be accepted. Please note that CD-Rs submitted, shall not be returned.

2. Formatting of written documents and printed copies:

- a. For clarity, the Technical Proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the Technical Proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. Exhibit A – Use the formatting provided on the excel template. Do not alter the provided formatting.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

If a Vendor is selected for an award, no work is to commence until a Purchase Order is issued.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the solicitation. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>