



**Department of Administration / Division of Purchases  
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**26 June 07  
Addendum #7**

**RFP # 7004702**

**Title: Temporary Professional Services for the State of Rhode Island**

**Submission Deadline: 2 July 07 @ 2:00 PM (Eastern Daylight Time)**

- Attached, in electronic format, are the job descriptions for the temporary services positions relating to this solicitation.

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan'.

Jerome D. Moynihan, C.P.M., CPPO  
Administrator of Purchasing Systems

## **Disk Based Bidding Information**

**RIDOT disk based bids have custom software designed for completing their bids. This information does NOT apply to RIDOT bids.**

### **File Format**

All disk based bid files are ZIP files that you can open using the **WinZip 8.1** software. The ZIP file will contain one or more files based on the type of Bid/RPF.

### **Downloading the Disk Based Bid**

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

### **Opening the Disk Based Bid**

Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

### **Completing the Disk Based Bid**

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

### **Submitting the Disk Based Bid**

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.