



**Solicitation Information
May 2, 2019**

RFP# 7598785

TITLE: DOIT – ENTERPRISE ARCHITECT - DOA

SUBMISSION DEADLINE: MAY 14, 2019 2:00 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

MANDATORY:

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Robert DeAngelis, Senior Buyer

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.ridop.ri.gov
- Proposals received without a three-page completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Enterprise Technology and Strategy Services / Department of Information Technology (“State”), is soliciting proposals from qualified firms to provide candidate resumes suitable for the position of Enterprise Architect, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.ridop.ri.gov.

The initial contract period will begin approximately May 20, 2019 for 8 months. Contracts may be renewed for up to two (2) additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, 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 RFP 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 RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. 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. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP 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 in response to this RFP that a vendor believes are 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 Division of Purchases 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.

9. Interested parties are instructed to peruse the Division of Purchases website at www.ridop.ri.gov on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@do.ri.gov .

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbewbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@do.ri.gov

13. HIPAA - Under HIPAA, a “business associate” is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A “business associate” also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement
14. Eligible Entity - In order to perform the contemplated services related to the Rhode Island Health Benefits Exchange (HealthSourceRI) , the vendor hereby certifies that it is an “eligible entity,” as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an “eligible entity,” as defined by 45 C.F.R. § 155.110.

SECTION 2. BACKGROUND

The State is seeking a qualified individual to provide Enterprise Architecture (EA) experience to IT-wide efforts within the State. On an enterprise-wide basis, the Architect will collaborate with all Executive branch agencies and multiple stakeholders (including vendors) for technical realization and will lead the State to plan and implement emerging technologies.

The applicant must be able to practically apply existing, new, and emerging technologies to new and evolving business and operating models.

Vendors may submit no more than three (3) candidates in response to this bid.

A separate technical and cost proposal must be submitted for each candidate.

When submitting multiple proposals, clearly label each technical proposal and cost proposal using the following naming convention: Vendor Name/Candidate Name. Each candidate will be evaluated and scored individually.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Chief enterprise architect will lead and coordinate all aspects of the EA program, including: (1) business architecture, which is focused on guiding people, process and organizational change; (2) information architecture, which is focused on the consistent sharing of information across the enterprise; (3) solutions architecture, which is focused on developing a direction for managing the portfolio of to-be solutions; (4) technical architecture, which is focused on evolving the technical infrastructure.

Application architecture is a subset of solutions architecture. It's the discipline that guides application design and defines application architecture paradigms, such as service-oriented architecture (SOA), principles that influence design decisions and patterns that provide proven design solutions.

The chief enterprise architect is accountable for leading, managing and balancing a bimodal EA program — one EA team, with two modes of operating — to run, grow and transform the business. Mode 1 is foundational EA (tactical), which maintains and evolves future-state business capabilities with a focus on efficiency and predictability of the existing IT estate. Mode 2 is vanguard EA (strategic), which designs and enables future-state business capabilities with a focus on technology disruption, speed, agility, and flexibility that enables and drives new business models and designs, while meeting today's business needs with an optimized Mode 1 strategy.

Chief enterprise architect will lead the EA program and its efforts to develop, maintain and govern the enterprise architecture across the organization.

- Responsible for defining the EA process and architecture review and advisory process, and for leading the integration of those processes with related business and IT processes.
- Lead, prioritize and develop the overall enterprise architecture approach for the organization, and communicate architectural direction.
- Have purview into (and directly manage) other architecture-related activities.
- Set the enterprise technology and architectural standards, blueprints and roadmaps to support the State's strategic information technology direction; to coordinate and integrate applications, infrastructure, data and processes to facilitate and support the improvement of the State's technology and resources.
- Guide, advocate, and support the enterprise business and IT strategies through the development of long-range strategic technology roadmaps.
- Facilitate application rationalization strategy.

The Chief enterprise architect will report to the CIO/CDO.

Specific Requirements / Activities / Tasks

1. The chief enterprise architect will demonstrate competencies across six key dimensions.
 - a) Lead and Influence
 - Lead the creation or evolution of the enterprise architecture program/function
 - Promote the business value of the EA program/function and its process, and the results of the EA program to business and IT leaders/executives.
 - To develop and maintain processes and services designed to maintain ongoing alignment with overall DoIT goals and strategies.
 - Lead the development of an implementation plan for the enterprise architecture based on business strategy and requirements.
 - Seek opportunities to highlight how digital business initiatives will potentially impact enterprises' economic architecture and metrics.
 - Communicate, collaborate, lead and influence, by coaching and mentoring, by being creative and adaptive.
 - b) Identify Ecosystems and Develop Business Models
 - Understand the business's economic and financial levers that are susceptible to digital transformation, so as to effectively support and guide technology investment decisions.
 - Design and construct future- and current-state business models so as to practically apply new and emerging technologies to drive them.

- Detail potential competitive threats from digital enterprises that are generally considered outside of your traditional realm of competition.

c) Research and Understand Technology and Nontechnology Trends

- To analyze external IT influences such as new technologies, desired changes in technology standards, changes in strategic direction and regulatory requirements to determine their potential impacts on the enterprise and IT operations.
- Serving as a key conduit for business and IT teams to evolve the EA function, lead the analysis of business and operating models, market trends and the technology industry to determine their potential impact on the enterprise's business strategy, direction and architecture.
- To be accountable for defining the standards and processes for quantifying IT-enabled business solutions.
- To identify and analyze enterprise business objectives and drivers to derive enterprise business, information, technical and solution architecture requirements.

d) Enable Enterprise Ideation and Innovation

- Track and apply innovative and existing technologies, anchoring them in the business model to assess their potential, and use rapid prototyping approaches to evolve innovations.
- Run technology experiments, helping to create new products and services and integrating the best of these into steady-state operations for the organization.

e) Determine and Help Orchestrate the Delivery of Business Outcomes

- Guide and advise stakeholders about constructive and disruptive technologies and trends.
- Determine the relationship between people, processes, information, technology and things of the enterprise, and their relationships to one another and to the external environment.
- Lead analysis of the IT environment to detect critical deficiencies and recommend solutions for improvement.
- Present a gap analysis and/or IT investment roadmap that reflects the status of the existing IT estate, namely, its ability to contribute to future-state business capabilities around ecosystems and digital platforms.
- Lead the development of an implementation plan for the enterprise architecture based on business requirements and IT strategies.
- Oversee the documentation of all architecture design and analysis work.

- Lead the development and execution of a communication and education plan for the enterprise architecture.
2. A successful candidate will possess a thorough knowledge of the principles, practices, and procedures involved in the areas above; the ability to apply such knowledge in the overall planning, organization, direction, coordination, and administration of associated management and support functions; knowledge of the organization and functions of government including the ability to establish and maintain effective work relations with all state officials; demonstrated ability as a good manager with strong project management skills in creating and managing project plans, including budgeting and resource allocation; the ability to develop and foster high-quality relationships with all levels of the enterprise; the ability to set and manage priorities judiciously; strong negotiating skills; the ability to communicate complex ideas both verbally and in writing; strong self-motivation, direction, and service orientation; the ability to present ideas in business-friendly and user-friendly language; the ability to lead complex business opportunities to fruition through creation and implementation of enterprise business/technology roadmaps; the ability to successfully design and adopt enterprise-wide architectural standards; the ability to motivate in a team-oriented, collaborative environment; the ability to apply IT skills in solving business problems; the ability to provide detailed, decisive and goal oriented interventions required to meet and exceed objectives; the ability to plan, supervise, direct, and review the work of a professional, technical and clerical staff; and related capacities and abilities
 3. Credentials & Experience: Master's or Bachelor's degree in business, computer science, computer engineering, electrical engineering, system analysis or a related field of study, or equivalent experience.

Seven or more years of experience in at least three disciplines, such as business, information, solution or technical architecture, application development, middleware, information analysis, database management or operations in a multitier environment

Five or more years of business experience in strategic and operations planning and/or business analysis

4. Skills

- Knowledge of business models, operating models, financial models, cost-benefit analysis, budgeting and risk management
- Familiarity with information management practices, system development life cycle management, IT services management, infrastructure and operations, and EA and ITIL frameworks
- Knowledge of business ecosystems, SaaS, infrastructure as a service (IaaS), platform as a service (PaaS), SOA, APIs, open data, microservices, event-driven IT and predictive analytics, data warehousing, usability designs.
- Exposure and understanding of existing, new and emerging technologies, and processing environments

- Exceptional soft and interpersonal skills, including teamwork, facilitation and negotiation
- Strong leadership skills
- Excellent analytical and technical skills
- Excellent written, verbal, communication and presentation skills
- Excellent planning and organizational skills
- Knowledge of all components of holistic enterprise architecture
- Knowledge of business engineering principles and processes, and architecture.
- Familiarity with basic graphical modeling approaches, tools and model repositories

5. Competencies

- Organizationally savvy, and understanding of the political climate of the enterprise and how to navigate obstacles and politics
- Ability to balance the long-term ("big picture") and short-term implications of individual decisions
- Ability to translate business needs into EA requirements
- Ability to estimate the financial impact of EA alternatives
- Ability to apply multiple solutions to business problems
- Ability to rapidly comprehend the functions and capabilities of new technologies
- Capable and comfortable with balancing time between foundational EA (Mode 1: ensures efficiency and predictability) and vanguard EA efforts (Mode 2: concerned with speed, agility and flexibility to achieve a unified and flexible EA that meets the organization's needs)
- Ready to think, behave and act in an innovative consulting manner to drive the organization's digital business strategies, with the big picture in mind, focusing on strategic planning.
- Understand and speak the language of the business
- Influential in the organization and a team player
- Effective at driving short-term actions that are consistent with long-term goals

6. Characteristics

- Trusted and respected as a thought leader who can influence and persuade business and IT leaders
- Comfortable, experienced and accomplished at working with business executives, and able to push back in a professional and diplomatic way
- Highly collaborative and supportive of business and of its ideals and strategies

- Vendor- and technology-neutral — more interested in business outcomes than in personal, or those business and IT leaders with vested personal preferences
- Unflappable in the face of opposition to architectural ideals
- Practical in approach to decision making and problem solving that is principle-base

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. Vendor Profile

Vendor Profile (not to exceed three pages)

- Organization Description (type of business structure (LLC, Sole Proprietorship, etc.), number of years in business, products and services provided, and total number of employees.

2. Technical Proposal

- Standard Candidate Resume (not to exceed three (3) pages)
- At least two (2) references, one of which is in the last three years, who can speak to the candidate's Enterprise Architecture competency and work performance on current and related projects.

3. Interview –

During the Interview, Candidates will present his/her qualifications and experience, an approach to meeting the State's requirements, and respond to questions from the Technical Review Committee. The State reserves the right to request detailed responses to follow-up questions identified during the Interview. The State may perform additional due diligence to gain a better understanding of the candidate's experience. The Interview will be evaluated based on the following criteria:

- Candidate's on-site presentation and responses to State's questions
- Candidate's references and demonstrated record of successful projects

B. Cost Proposal

Detailed Budget and Budget Narrative:

Provide a proposal cost proposal to include the following...

Provide an onsite (locations of Providence RI and surrounding areas within RI) hourly rate for an Enterprise Architect candidate as described herein for each contract period. Hourly rate must represent an all-inclusive, fully loaded time and material hourly rate that reflects the full compensation that will be billed by the selected candidate and/or his or her company to the State of Rhode Island. The hourly rate must not include incidental expenses or any other additional

costs (travel, travel time, meals, etc.). Complete and submit a separate cost proposal template for each candidate proposed

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Evaluation Committee

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies selected for their subject matter expertise. The evaluation committee described above will be responsible for conducting a comprehensive and impartial evaluation of all proposals. The Department of Administration/DoIT will be solely responsible for recommending a successful vendor for award.

Evaluation Process

The evaluation process will consist of three (3) phases – specifically:

1. Technical Evaluation (35 points)
2. Interview (40 points)
3. Cost Proposal Evaluation (25 points)

The first phase will consist of the TEC reviewing the vendor’s response to the Vendor and Staff Qualifications. Vendors that do not receive a “pass” for these two criteria will be deemed non-responsive and will be dropped from consideration. Successful vendors must score a minimum of 28 (80%) of the 35 possible Technical Evaluation points, in order to be advanced to the Interview phase. To advance to the Cost Evaluation phase, the Vendor’s interview must receive a minimum of 32 (80%) out of a maximum of 40 possible Interview points.

Any proposals scoring less than 60 points, AND not meeting both score minimums of 28 and 32 in the Technical and Interview phases, respectively, will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals which advance to the Cost Phase will be evaluated for cost and assigned up to a maximum of 25 points in cost category, bringing the potential maximum score to 100 points. Proposals shall be reviewed and scored based upon the following criteria:

Evaluation Criteria		Possible Points
Technical Evaluation	Vendor Profile	5 Points
	Staff Qualifications	30 Points
Total Possible Technical Evaluation Points		35 Points
Interview Phase	Interview	40 Points
	Total Possible Interview Points	
Cost Phase	Cost proposal*	25 Points
Total Possible Evaluation Points		100 Points
ISBE Participation**		6 Bonus Points
Total Possible Points		106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (25), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 25 = 16.25$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example, if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.ridop.ri.gov. *Do not include any copies in the Technical or Cost proposals.*

2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13_RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to six (6) 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.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost 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 Division of Purchase’s inability to open or read a CD-R 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 Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. 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.** The cost proposal shall be typed using the formatting provided on the provided template.
- d.** Printed copies are to be only bound with removable binder clips.

SECTION 7. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598785**” 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 shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and 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 8. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible.

Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.

5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor’s Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN	
Bidder's Name:	
Bidder's Address:	
Point of Contact:	
Telephone:	
Email:	
Solicitation No.:	
Project Name:	
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. Please complete <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.</p>	
Name of Subcontractor/Supplier:	

Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise			
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:				
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):
Anticipated Date of Performance:				
I certify under penalty of perjury that the forgoing statements are true and correct.				
Prime Contractor/Vendor Signature		Title		Date
Subcontractor/Supplier Signature		Title		Date

M/W/Disability Business Enterprise Utilization Plan - RFPs - Rev. 5/24/2017