



RFP #7575488

TITLE: Statewide Comprehensive Outdoor Recreation Plan 2019-2024

Submission Deadline: 12/28/17 at 11am (Eastern Standard Time)

PER-BID/PROPOSAL CONFERENCE: YES

MANDADORY: Non-mandatory

DATE: **Wednesday, December 6 at 11am**

LOCATION: **1 Capitol Hill, Providence, RI 02908
Division of Purchases, Second Floor
Purchasing Bid Room**

Questions concerning this solicitation must be received by the Division of Purchases at katherine.missell@purchasing.ri.gov no later than **Friday, December 15, 2017** by 5:00 pm (EST). Questions should be submitted in a Microsoft Word attachment. Please reference the RFP# 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

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

Note to Applicants:

Offers received without entire three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

- THIS PAGE IS NOT A BIDDER CONTRACT FORM -

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Section 1: Introduction

The Rhode Island Department of Administration/Division of Purchases, on the behalf of the Rhode Island Department of Environmental Management (DEM) is soliciting proposals from qualified firms to assist with the creation of the RI Statewide Comprehensive Outdoor Recreation Plan 2019-2024, 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.purchasing.ri.gov. The applicant must demonstrate their ability to create a well-written planning document that pulls from a variety of public input and research-based sources and that clearly outlines existing status, needs and future vision for outdoor recreation and open space protection for RI.

The initial contract period will begin approximately February 1, 2018 and end 5/31/19.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; 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 who have submitted proposals.

Instructions and Notifications to Bidders

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 procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, 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 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 herein.
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. 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. 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 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-compliancereport.pdf>), as well as the "Certificate of Compliance" 2017-2 Page 5 of 23 Revised 6/23/17 (<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-employmentutilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at Krystal.Waters@doa.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/mbe-wbe.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.

SECTION 2: BACKGROUND

The Rhode Island Department of Environmental Management (DEM) is soliciting proposals to update our State Comprehensive Outdoor Recreation Plan (SCORP). The SCORP will outline a path to an improved outdoor recreation and open space system that improves the health of our citizens, that continues to enhance our quality of life, and that is accessible to all Rhode Islanders.

The SCORP will outline our strategies to ensure that we continue to provide appropriate and accessible recreational opportunities for a growing and changing demographic; ensure that these resources are well-maintained, resilient, and remain relevant to our shifting population; and position Rhode Island as a recreational tourism destination. Additionally, the SCORP will identify goals and strategies for protecting wildlife habitat, water quality, scenic resources, and productive agricultural land.

National and State Requirements for the SCORP

The National Park Service's (NPS) Land and Water Conservation Fund (LWCF) provides valuable assistance to Rhode Island for important outdoor recreation additions and improvements. We are required to update our Statewide Comprehensive Outdoor Recreation Plan (SCORP) in order to be eligible for funding. The NPS outlines a set of requirements for each state's SCORP in its LWCF manual.

In addition, this SCORP will be incorporated as an element of the State Guide Plan, Rhode Island's centralized and integrated long-range planning document. As such it needs to conform to requirements set by the State Planning Council as outlined in the document "How to Prepare and Maintain a State Guide Plan Element".

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

DEM is looking for a SCORP that will:

- Create a vision for the future parks, recreation and open space system, based upon:
 - Community needs and priorities
 - Changing demographics
 - Prospective development and changes in the community including impacts associated with climate change
 - Emerging recreation trends
- Successfully and meaningfully collapse elements from the existing "Greenways" plan (A Greener Path: Greenspace and Greenways for Rhode Island's Future) into the SCORP.
- Be inclusive and strongly shaped by community input and feedback
- Be consistent with other State Guide Plan elements.
- Detail the benefits of outdoor recreation, based on the latest scientific findings (health, wellness, community cohesiveness, economic engines, quality of life and environmental justice, protecting natural resources and wetlands)

- Determine current and future need for programs, lands, and facilities based upon national and local trends, current availability, demographics (population density, income, automobile access, etc.), and citizen and resident desires
- Highlight new and emerging forms of recreation in RI including but not limited to blueway trails.
- Develop clearly articulated sets of objectives, strategies and actions steps that will address current need and prepare the state to meet future need
- Develop short and longer-term implementation priorities with action steps, timeframes and assignment of responsibilities
- Identify capital investment priorities
- Analyze funding strategies, sources and opportunities.
- Adhere to the requirements for a State Guide Plan as set by the State Planning Council
- Adhere to the NPS requirements for each SCORP, which are outlined more fully in the LWCF manual, found at <https://www.nps.gov/ncrc/programs/lwcf/manual/lwcf.pdf>.

In developing the RI SCORP, the respondent will deliver the following services:

1. Project management

- Report to and take direction from the SCORP Working Group (made up of staff representatives from DEM and the RI Division of Planning) with input from the SCORP Advisory Committee.
- Prepare and conduct presentations to the SCORP Advisory Committee and the State Planning Council on the ongoing sections of the working draft.
- Provide meeting notes for project team meetings, respond to questions and record comments for use in revising plan.
- Regularly and effectively communicate with DEM and Division of Planning staff.

2. Public Outreach Initiative: Recommend and implement a comprehensive, innovative and effective process for engaging the public and eliciting useful and reliable information.

- The public engagement process should be a creatively designed process that will elicit authentic and substantial public input and recommendations from all sections of the Rhode Island population.
- The process should meaningfully engage the full range of the state's diverse population, including traditionally under-represented populations and non-english speaking groups.
- Consultation and interviews with key stakeholder groups, such as municipal recreation directors, should be a part of the engagement process.
- The outreach process may include but is not limited to surveys and focus groups, and should consider non-traditional methods and outreach locations.
- The initiative should result in a comprehensive data set about current demands, preferences, and satisfaction levels for recreational services around the state in addition to future recreational needs and desires.

- A draft plan shall be presented to the public to solicit feedback and input.

3. A Complete RI SCORP which will include:

- Writing the full RI SCORP to the standards and requirements of both the National Park Service and the State Guide Plan guidance and to the satisfaction of the DEM and Division of Planning.
- Incorporating DEM-generated data into the SCORP, including a GIS-based inventory of existing recreational assets, a Return on Investment Study, a customer satisfaction survey of state parks and beaches, and a RI State Parks Organizational Management and Operations Study
- Cross-referencing other State Guide Plan elements (such as Land Use 2025, the Forest Resources Management Plan, the Comprehensive Conservation and Management Plan for Narragansett Bay, etc.) and relevant planning documents such as the RI State Wildlife Action Plan and the RI Department of Capital Asset Management's Facilities Conditions Assessments.
- Updated maps to reflect Greenways and SCORP elements with accompanying original shapefiles
- A clearly-written, concise, jargon-free document that outlines the existing outdoor recreational context, current and projected demands, and a vision for future improvements – including a fully designed layout incorporating DEM-generated photography together with additional Rhode-Island based photography collected by the selected firm. Sample SCORPS that model our preferred user-friendly layout are referenced on Appendix B.
- Digital submission of drafts and draft revisions for review and input from staff, advisory committee members, State Planning Council, the public, and the National Park Service
- A fully designed, visually appealing stand-alone executive summary.
- A useable power-point presentation showcasing the final SCORP with a portable slide deck
- Submission of ten (10) bound paper color copies and one (1) accessible digital version of the final report to DEM.
- Quarterly progress and financial status reports are required and should be submitted to the DEM within 30 days following the close of each quarter of the project period. Following acceptance by the DEM, the consultant should submit a Final Reimbursement Request and supporting documentation.
- Financial Report- A project financial report documenting expenditures on the project must accompany reimbursement requests. All project-related expenditures should be itemized as to date, type or category (payment to vendor, wages and salaries, etc.).

A draft SCORP for review by the National Park Service is due in December of 2018.

SECTION 4: PROPOSAL

A. Technical Proposal – Narrative and Format:

The proposal should address specifically each of the following elements:

1. A narrative detailing the firm’s project approach and work plan, including:
 - a. A description of the respondent’s understanding of the work, including the results intended and desired, the approach or methodology to be employed, and a work plan for accomplishing the proposed results.
 - b. A detailed, estimated timeline for the proposed project. Provide a schedule of activities and anticipated completion dates.
 - c. A description of and timeline for the public outreach initiative.
2. A description of staff qualifications/experience, including:
 - a. A list of project leaders and a description of roles
 - b. A list of projected team members with resumes
 - c. If applicable, a list of sub-consultants and description of work
 - d. No less than 3 examples of similar plans created and conducted by your firm
 - e. A minimum of 5 references from public and private sector projects.

B. Cost Proposal

Provide a detailed bid for costs associated with project implementation, broken down by task (project management, public outreach initiative, SCORP document) and sub-task. Please also itemize reimbursable expenses such as supplies and materials, travel, printing, office expense, and indirect costs. ** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per-diem rates are posted at www.gsa.gov/perdiem. The cost proposal must reflect the hourly rate or other fee structure proposed for the scope of the services.

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 Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (TEC) comprised of staff from State agencies. The TEC shall first consider technical proposals.

Technical proposals must receive a minimum of 55 out of a maximum of 75 points to advance to the cost evaluation phase. Any technical proposals scoring less than 55 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 55 points or higher will be evaluated for cost and DBE utilization. Proposals can be assigned up to a maximum of 25 points in cost category bringing the total potential evaluation score to 100 points. ISBE proposal shall be evaluated after total possible evaluation points are determined and shall be assigned up to 6 bonus points.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (vendor) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based on the following criteria:

Criteria	Possible Points
<i>Project Approach</i>	
The applicant has clearly demonstrated that they are capable of carrying out a process that complies with RIDEM, State Planning Council, and NPS criteria and specifications; and incorporates innovative approaches to plan execution and public engagement	50
<i>Experience and qualifications</i>	
The applicant must demonstrate that the firm and staff assigned to the project have proven experience. Experience in Rhode Island and New England in managed projects of similar size, scope, and complexity:	15
Direct or indirect experience with State Comprehensive Outdoor Recreation Planning efforts	5
TOTAL POSSIBLE TECHNICAL POINTS	75
<i>Cost Proposal*</i>	25
TOTAL POSSIBLE EVALUATION POINTS	100
ISBE Participation**	6 Bonus Points
TOTAL POSSIBLE POINTS	106

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

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

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Twenty (20), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 20 = 13$$

**** 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:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \\ \times \text{Maximum ISBE participation points}$$

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: QUESTIONS

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purbidinfo@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference RFP #7554556 on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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 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.

SECTION 7: PROPOSAL CONTENTS

A. Responses shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. Do not include any copies in the Technical or Cost proposals.
2. One completed and signed W-9 downloaded from the RI Division of Purchases website at www.purchasing.ri.gov/rivip.publicdocuments/fw9.pdf. 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 thirty (30) 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 including the narrative.
- 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:

1. 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.

2. Formatting of written documents and printed copies:
- a. For clarity, the technical proposal and cost 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 and cost 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. Printed copies are to be only bound with removable binder clips

SECTION 8: 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# 7554556" 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 9: 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://www.purchasing.ri.gov/RVIP/publicdocuments/ATTA.pdf>.

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

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

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:

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 separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

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		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

APPENDIX B: SAMPLE SCORPS

California: http://www.parks.ca.gov/pages/1008/files/Calif_SCORP2015_PrintRes.pdf

Georgia: <http://gastateparks.org/parks/virtual/redirect.aspx?404;https://gastateparks.org:443/SCORP>

Florida: <http://www.dep.state.fl.us/parks/outdoor/scorp.htm>

Connecticut:

http://www.ct.gov/deep/lib/deep/outdoor_recreation/scorp/scorp_2011_webversion.pdf

Pennsylvania: https://www.recpro.org/assets/Library/SCORPs/pa_scorp_2014.pdf