



**Solicitation Information
3/8/2018**

RFP# 7591557

TITLE: Web Design & Development

Submission Deadline: Thursday, April 5, 2018 @ 10:00 AM EST

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions9@purchasing.ri.gov no later than **Thursday, March 15, 2018 @4:00 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 Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Sharon Yattaw, Buyer 2

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a 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 College (“RIC”), is soliciting proposals from qualified firms to provide consulting assistance on the architecture, design and content management strategy of the College’s websites, 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 contract period will begin approximately May 1, 2018 for six months.

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 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@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. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

2.1 Intent

Rhode Island College seeks consulting support for the architecture, design and content management strategy of the college's web presence. This will coincide with the college's brand messaging and marketing strategy development (RFP #7585483). The college's goal is to create a more dynamic, data-driven website, using an open-source platform, such as WordPress, and to run the college websites on a cloud provider ISP.

The college's current web presence (www.ric.edu) consists of over 300 subsites, representing a web presence for all academic and administrative departments hosted in a SharePoint 2013 content management system (CMS). The web presences also contains a number of automated webparts/systems that accommodate a number of dynamic functions such as campus tour registrations, the posting of news articles and press releases, homepage news, event and feature presentations and emergency announcements. The overall design/architecture has been in place since 2013. The conversion to SharePoint was a multi-year project that was deployed in June, 2017 with slight modifications to page and navigation design.

The college has convened a Web Task Force (task force) for 2018, led by the Chief Information Officer and Assistant Vice President for Information Technology Services, with representation of faculty, students and staff. The college intends to:

- Implement the new web design created by the consultant.
- Convert content and web systems from its SharePoint platform to the new CMS.
- Host the new web presence through a third-party cloud provider.
- Manage the new CMS in house.

The design consultant will have proven experience and expertise in higher education. Accessibility (ADA compliance according to current WCAG standards), mobile/device responsiveness, search engine optimization (SEO), analytics integration and dynamic data integration from existing college systems must be fully addressed in the design. Key architecture decisions will include the use of domain(s), sub-domains, intranet vs. public facing web presence, interactivity including "Ask RIC" and the potential implementation of a chat function. Design consistency is required with all RIC related websites. The consultant will develop styles, templates and multi-media content (i.e., video, images, sound) used in the college's web presence. The consultant will define and architect web parts, including, but not limited to, campus tours, knowledge base, news, real-time directory. The consultant will also ensure integration the with the college's existing third-party systems, such as EMS reservations/master calendar, SmartCatalog course catalog/curriculum management system, MyRIC portal (PeopleSoft and the Campus Solutions – Financials, Human Resource applications), Blackboard learning management system (LMS), the BlackBaud fundraising system and our Microsoft Active Director/O365 environment.

2.2 Background

Rhode Island College is located on a 180-acre campus in the Mount Pleasant section of Providence, Rhode Island. Academic offerings are provided through five schools: the Faculty of Arts and Sciences, the Feinstein School of Education and Human Development, the School of

Business, the School of Nursing and the School of Social Work, as well as the Office of Professional Studies and Continuing Education. Established in 1854, Rhode Island College now serves nearly 8,500 students. The college is the first public higher education institution in the state of Rhode Island.

2.3. **Context for Web Presence Redesign**

Transformation: During the last three years, the college has undergone significant transformation. Each year the freshman class has grown in size and diversity. Grants and research funding awarded to faculty and staff surpassed \$13 million in 2016, and the college's endowment has grown from \$22 million in 2011 to \$29 million in 2017. The college also has improved the undergraduate curriculum and course offerings to include a focus on experiential learning.

Since 2014, over \$300 million has been and will be invested into modernizing campus infrastructure. In fall 2015 the college dedicated a new hall dedicated to the fine arts. ALEX AND ANI Hall was named in honor of local entrepreneur and artist Carolyn Rafaelian. In fall 2016 the college opened the Fogarty Life Science Nursing Wing, featuring a technologically advanced simulation rooms. In fall 2017 the college rededicated its second largest academic building, Gaige Hall, which boasts active learning environments reflective of today's work environments. Most recently the college celebrated the opening of South Street Landing in downtown Providence, which houses the Rhode Island Nursing Education Center (RI NEC), a shared Rhode Island College and University of Rhode Island complex designed to foster collaboration in nursing education.

Modernization Efforts: Consistent with academic programming and student life, Rhode Island College has made significant investments to modernize the college campus. Over the last three years more than \$300 million has been and will be invested in new buildings and renovation and rehabilitation of existing facilities. Millions of dollars have also been invested to improve residence halls and the college's dining center. Investments in technology have yielded wireless access, USB ports and state-of-the-art innovative learning environments and instructional technologies in all of our newly renovated classrooms. The college has also been recognized as a national leader in sustainability, being named a 2017 U.S. Department of Education Green Ribbon School – one of only nine postsecondary institutions in the country to earn this prestigious designation.

Accreditation: Rhode Island College is accredited by the New England Association of Schools and Colleges (NEASC) and recently completed its fifth-year NEASC report in August 2016 and received a re-accreditation letter in October 2016. Accreditation of an institution of higher education by NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. Individual schools and programs within RIC have their own professional accrediting bodies and include current accreditations from the National Council for Accreditation of Teacher Education, The Council on Social Work Education, the National Association of Schools of Art and Design, The National Association of Schools of Music, The Commission on Collegiate Nursing Education, the National Association of State Directors of Teacher Education and Certification, and the Council for Accreditation of Counseling and Related Educational Programs. RIC's newly renamed School of Business is also preparing for national accreditation as a business school. For more information visit:

www.ric.edu/aboutric/Pages/Accreditation.aspx, www.ric.edu/aboutric/Pages/Accreditation.aspx, www.ric.edu/aboutric/Pages/Accreditation.aspx, www.ric.edu/aboutric/Pages/Accreditation.aspx

Strategic Planning: An effective planning process includes multiple steps. The college must determine where we want to go, how to get there, who does the work and what measures are used to assess progress. For the purposes of this plan, a strategic framework was developed to organize the Strategic Plan's content. Several central themes, or pillars, emerged from our community discussions, as well as informative evidence and data gathering:

Learning Innovation: A college ethos that elevates the teaching and learning enterprise in effective, innovative and extraordinary ways with leading instructional practices.

Student Success: A student collegiate experience that helps students identify their strengths, talents and passions and encourages, supports and challenges them to achieve their goals and receive a college degree.

Inclusive Excellence: A college campus that intentionally designs welcoming and inviting learning experiences for all students, regardless of background, income, race/ethnicity, sexual orientation, gender identity, disability, religion or politics, for the benefit of the entire college community.

Community Partnerships: Purposeful collaborations with local, state and national partners, both public and private, to provide the highest quality college degree and address critical issues for the broader community.

Institutional Effectiveness: An administration and college community committed to being exceptional stewards of public funding while incorporating evidence-based, high impact practices.

Statewide Position: The college has long since established itself as the premiere public four-year comprehensive liberal arts college. Founded in 1854 as the Rhode Island State Normal School and subsequently in 1920 as Rhode Island College for Education, the college has traditionally been known for producing graduates in the field of education. In the 1950s the institution was renamed Rhode Island College after moving to the current Mount Pleasant campus, and the college currently hosts five academic schools: the Faculty of Arts and Sciences, the Feinstein School of Education and Human Development, the School of Business, the School of Nursing and the School of Social Work, as well as the Office of Professional Studies and Continuing Education.

Identity: The college is focused on developing awareness and solidifying/positioning brand identity.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The selected design consultant/firm (consultant) will work with the Web Task Force on all decision points and deliverables. The consultant will recommend, develop and aid in the implementation of college website(s) architecture, design, policies, content management strategy, governance and training needs of the college.

3.1 Website Design – Functional Requirements

Specific functional requirements of the new college web presence include, but are not limited to:

- (1) Flexibility and scalability to meet the college’s growing needs.
- (2) Promotion of college branding, culture, differentiators, and history.
- (3) Project management, including web architecture, design styles and templates, content management strategy, volume and plan for content migration, plugins utilized, etc.
- (4) Architecture decisions about domains, sub-domains, separate URLs, use of .edu/.org/.com/.net, etc. Here is a partial list of our known websites:

Department/Office	URL	Host
Adams Library	Library.ric.edu	LibGuides
Athletics and Recreation	Goanchormen.com	RIC (deptaccess.ric.edu)
Donovan Dining Center	www.ricdiningservices.com	3 rd party ISP
Henry Barnard School	henrybarnardschool.org	3 rd party ISP
Outreach Programs	www.ricoutreachprograms.org/home.html	3 rd party ISP
Sherlock Center	www.ric.edu/sherlockcenter/index.html	RIC?
USS - Toolbox (faculty and student)	www.ric.edu/toolbox/ www.ric.edu/studenttoolbox/	RIC (deptaccess.ric.edu)
RICAFT	Ricaft.org	?
Professional Staff Association (PSA)	psaric.ri.aft.org/	3 rd party ISP
RIC Faculty sites	Faculty.ric.edu/facultyaccount	RIC (facultyaccess.ric.edu)

- (5) Strategy for content creation and migration. Definition of content to be supported will be defined by the task force.

- (6) Strategy for use of multi-media content (e.g., images, video, audio) within the website design project. Roles and responsibilities for image selection, purchase, editing and placement to be developed in collaboration with the task force.
- (7) Design for accessibility according to current WCAG standards. All websites and pages must be ADA compliant. Consultant must recommend tools and processes that ensure this level of compliance.
- (8) Search engine optimization (SEO). Define approach for keyword research, keyword-to-page mapping, on-page optimization, meta definition and redirects.
- (9) Recommend organic search engine solution to integrate into the web presence.
- (10) Mobile/device responsiveness. Consultant's design solution must accommodate website/mobile device responsiveness.
- (11) Third-party integration and/or APIs. The college has an extensive portfolio of third-party applications, including PeopleSoft (Campus Solutions, Portal, Financials, HR), Blackboard, Blackbaud/Raisers Edge, SmartCatalog, CBORD, Microsoft Active Directory/O365, Portfolium and EMS. These applications need to communicate with the new web presence by pulling, pushing or syncing data. The design must accommodate third-party systems, data points and data transfer.
- (12) Web parts/systems. Define the approach and design of RIC web parts, including but not limited to campus tours, news, and knowledge base. Here is our current list:

Navigation.webpart
 RefinementScript.webpart
 ResultScript.webpart
 RICAccordionRollup_RICAccordionRollup.webpart
 RICAlumniEvents_RICAlumniEvents.webpart
 RICAnnouncementListing_RICAnnouncementListing.webpart
 RICAZListing_RICAZListing.webpart
 RICCampusMap_RICCampusMap.webpart
 RICDirectory_RICDirectory.webpart
 RICEventListing_RICEventListing.webpart
 RICFacebookViewer_RICFacebookViewer.webpart
 RICFacultyHead_RICFacultyHead.webpart
 RICFaq_RICFaq.webpart
 RICHomecomingRegistration_RICHomecomingRegistration.webpart
 RICImageRotator_RICImageRotator.webpart
 RICKnowledgeBase_RICKnowledgeBase.webpart
 RICNewsListing_RICNewsListing.webpart
 RICNewsSummary_RICNewsSummary.webpart
 RICPhotoGallery_RICPhotoGallery.webpart
 RICQuickLinks_RICQuickLinks.webpart
 RICSchoolListing_RICSchoolListing.webpart
 RICSiteMap_RICSiteMap.webpart
 RICTest_VisualWebPart1.webpart
 RICTourSchedulingForm_RICTourSchedulingForm.webpart
 RICTwitterViewer_RICTwitterViewer.webpart
 RICYouTube_RICYouTube.webpart
 SearchBoxScript.webpart

- (13) E-commerce and secure online forms. Recommend functionality to work in the new web presence. Define tools and third-party products to be used and facilitate integration.
- (14) Intranet and fit with the RIC Portal which is a PeopleSoft product to leverage the PeopleSoft Campus Solutions, Financials and Human Resource applications. Today's RIC's public website has a majority of information that really belongs in an Intranet. Define this functionality and how this will work in the new web presence. Address single sign on when accessing college services. The College looks for the consultant to recommend which content stays on www.ric.edu, be place in the RIC Portal for faculty, staff and students, become part of a new Intranet, or be completely removed from the online world.
- (15) Help structure policy framework and methods of compliance. Adopt best practices and procedures for web presence consistency, currency and communications.
- (16) User training. Establish guidelines for written training documentation, online training tools, and/or interactive training sessions to accommodate all levels of training necessary for college community. Build a train the trainer program.
- (17) Analytics. Describe the tools and standard reports that can be generated for the new RIC websites.

3.2 Technical and Vendor Requirements

The consultant must provide information on the website architecture and technologies vis-à-vis both the user experience and the impact of the college within the higher education marketplace:

1. Use of recommended CMS (e.g., WordPress) as the software platform and the content management system. If the consultant feels strongly that a different CMS be adopted, then please state the CMS and the reasons why.
2. Use of third-party cloud service provider ISP for higher education web presence that supports the CMS software platform. Describes relationships with third-party vendors; highlight any partnerships and the integration tools for the design and operation of RIC websites. The College's enterprise systems include EMS reservations/master calendar, SmartCatalog course catalog/curriculum management system, MyRIC portal (PeopleSoft and the Campus Solutions – Financials, Human Resource applications), Blackboard learning management system (LMS), the Library OCLC Worldshare system, the BlackBaud fundraising system and our Microsoft Active Director/O365 environment.
3. Life cycle architecture, policies and procedures for the WordPress instances. Define system environments for training, development, testing, acceptance and production. Define version control and administrative access across these environments.

4. Describes information security considerations. RIC web presence must be secure from hacks, threats, manipulation, etc.
5. Analytics. Describe the tools and standard reports that can be generated for the new RIC websites.
6. Cross-browser compatibility. Users should be able to work with RIC web presence on the following browsers: Chrome, Safari, Firefox and Internet Explorer.
7. Documentation and training.

Vendor information should include:

1. Company overview.
2. Size and composition of customer base.
3. General implementation timeline.
4. Examples of previous implementations.
5. Examples of previous implementations in higher education.
6. References from other institutions, particularly comprehensive, regional four-year schools.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. Functional Requirements
2. Technical Requirements
3. Vendor Requirements

B. Cost Proposal

A separate, signed and sealed, Cost Proposal reflecting a lump sum fixed fee for the website re-design. The price will be evaluated along with the project plan as a factor in selection. Price response should include cost for the implementation (including training, staff travel and other cost that is part of the project)

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

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

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 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 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

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 upon the following criteria:

Criteria	Possible Points
Web Design & Development: Functional Requirements	30 Points
Web Design & Development: Technical Requirements	20 Points
Web Design & Development: Vendor Requirements	20 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 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 (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**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. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at doa.purquestions9@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 **RFP # 7591557** 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, shall 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.

SECTION 7. 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.purchasing.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 <http://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 one hundred (100) 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. Ten (10) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal A separate, signed and sealed cost proposal reflecting a lump sum fixed fee for the website re-design 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. Ten (10) 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 reflect a lump sum fixed fee for the website re-design services referenced in Section 4 Part B.
- d. 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# 7591557**" 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/RIVIP/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-90-10-1.7.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:

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 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