



**Solicitation Information
September 14, 2018**

RFP# 7596698

TITLE: Army National Guard Anti-Terrorism Program Chief

Submission Deadline: October 15, 2018 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Thursday, September 27, 2018 at 5:00 PM (ET)**. 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.

BID SURETY BOND REQUIRED: No

PAYMENT AND PERFORMANCE BOND REQUIRED: No

**GAIL WALSH
CHIEF BUYER**

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

Note to Applicants:

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 Army National Guard Adjutant General is soliciting proposals from qualified firms to provide awareness and support of the US Army's Anti-Terrorism/Force Protection Program requirements 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 initial contract period will be for one base year (twelve months). Contracts may be renewed for up to three 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 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 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. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.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

This mission is directed by the TAG and supports a mission critical need for anti-terrorism and force protection subject matter expertise to assist the Rhode Island Army National Guard (RIARNG) as required in force protection of our individuals and critical infrastructure.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

This contract provides contracted personnel to support the Domestic Operations Division and to perform functions such as information sharing, liaison support with state and federal agencies, analysis, and other tasks as required by the Statement of Work.

PART 1 - GENERAL INFORMATION

Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services

Quality Assurance (QA): The Government shall evaluate the contractor’s performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards.

Place and Performance of Services: The performance will be at the Joint Force Headquarters (JFHQ-RI), G3, Deputy Chief of Staff for Operations area. The contractor shall manage their personnel in order to provide the best overall coverage of the state’s requirement and meet the requirements within this PWS. The contractor shall, at all times, maintain a work force adequate for the uninterrupted performance of all tasks defined within this PWS when the Government facility/installation is not closed. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential

Work Week: Tuesday through Friday from 0700 to 1730, unless specified otherwise.

The contractor is cautioned that if off-duty active military personnel are hired under this contract, they may be subject to permanent change of station, change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The absence of such employees shall not constitute an excuse for nonperformance under this contract

Recognized Holidays: The following are recognized US holidays. The contractor may be required to perform services on these days:

- (1) New Year's Day: January 1st
- (2) Martin Luther King, Jr.'s Birthday
- (3) President's Day
- (4) Memorial Day
- (5) Independence Day: July 4th
- (6) Labor Day
- (7) Columbus Day
- (8) Veteran's Day: November 11th
- (9) Thanksgiving Day
- (10) Christmas Day: December 25th

PART 2 - EMERGENCY/CRISIS SUPPORT:

In the event of an emergency/crisis event, the contractor might be required to provide additional duty hours, which may include 24 hour shifts. This may include weekend or holiday shifts until the emergency/crisis allows a return to normal operations. No additional work shifts shall be provided until a notice to proceed is received from the KO/COR. Any requests and approvals for additional work shifts to accommodate emergency/crisis events shall be attached to the Monthly Progress Report. Contractor may be required to relocate to COOP location.

A local or national emergency is defined as an event that requires the State Headquarters to work above and beyond the normal work schedule and sometimes up to 24 hours each day.

The COOP location is a secondary or tertiary work location that could be austere in nature. This requirement could be for up to 30 days in length.

During emergencies/events, the Contractor might participate in meetings with the state, such as Operations (OP) Synch, VTCs, and phone conference in order to gather information about the incidence/event for reporting higher commands. Depending upon the severity of the emergency, the contract employee will be required to work extended hours.

Unscheduled gate closures by the Security Guards may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

The contractor's employees shall become familiar with and obey the regulations of the installation; including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall carry proper identification with them at all times. The contractor shall ensure compliance with all regulations and orders of the installation which may affect performance.

Specific Activities / Tasks

PART 3 - SECURITY REQUIREMENTS:

The Contractor must be able to obtain and maintain a SECRET clearance. A Common Access Card (CAC) is required for base access and local area network (LAN) access. Contractor shall work with the G3 representative for processing into the Trusted Associate Sponsorship System (TASS).

The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the alternate Contracting Officer's Representative (COR). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by DoD, HQDA and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes. Strict adherence to all appropriate Communications, Information Security and Physical Security requirements in accordance with all Joint, Army and Air Force regulations and local rules and policies is mandatory; no deviations or exceptions are authorized.

Contractor shall comply with Federal Acquisition Regulation (FAR) 52.204.2, Security Requirements, <http://farsite.hill.af.mil>. This clause states requirements pertaining to contracts involving access to information classified "Confidential," "Secret," or "Top Secret." It requires the Contractor to comply with: (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); and (2) Any revisions to that manual, notice of which has been furnished to the Contractor.

COMSEC/IT Security. All communications with DoD organizations are subject to communications security (COMSEC) review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractors place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

Use of Government Information Systems (IS) and access to Government networks is a revocable privilege, not a right. Users are the foundation of the DoD strategy and their actions affect the most vulnerable portion of the Army Enterprise Information (AEI). Contractor employees shall have a favorable background investigation or hold a security clearance and access approvals commensurate with the level of information processed or available on the system. Contractor employees shall:

- (1) Comply with the command's **Acceptable Use Policy (AUP)** for Government owned IS and sign an AUP prior to or upon account activation.
- (2) Complete initial and/or annual **Information Assurance (IA)** training as

defined in the IA training Better Business Practice.
(<https://informationassurance.us.army.mil>).

(3) Mark and safeguard files, output products, and storage media per classification level and disseminate them only to individuals authorized to receive them with a valid need to know.

(4) Protect IS and IS peripherals located in their respective areas in accordance with physical security and data protection requirements.

(5) Practice safe network and Internet operating principles and take no actions that threaten the integrity of the system or network.

Protection of Personally Identifiable Information (PII). The contractor shall protect all Personally Identifiable Information (PII) encountered in the performance of services in accordance with DFARS 224.103 and DoDD 5400.11, Department of Defense Privacy Program, and DoD 5400.11-R. If a PII breach results from the contractor's violation of the aforementioned policies, the contractor shall bear all notification costs, call-center support costs, and credit monitoring service costs for all individuals whose PII has been compromised.

CAC Requirements. In accordance with DTM-08-006, dated November 26, 2008, incorporating Change 5, dated 8 Oct 13, CAC-eligible contractor employees under the terms of applicable contracts shall have an initiated National Agency Check with Inquiries (NACI); National Agency Check, Law Checks, and Credit, or an initiated national security investigation; and a favorable completion of a Federal Bureau of Investigation (FBI) fingerprint check for credential issuance. ALARACT 1740, dated 04 Mar 02, provides guidance for the implementation and issuance of the Common Access Card (CAC) to all eligible government and contractor personnel throughout the Army. The ALARACT requires that the DD Form 1172-2 (Application for Department of Defense Common Access Card (CAC) - DEERS Enrollment) be verified by the KO, COR, or a designated government representative. The Functional Representative for this contract is the designated government representative authorized to verify and sign the DD Form 1172-2. The 1172-2 should cite the contract and any applicable Task Order (TO) numbers identified on the contract award document, DD Form 1155.

Information Assurance (IA)/Information Technology (IT) Training: All contractor employees shall complete the DoD IA Awareness Training before issuance of network access and annually thereafter. All contractor employees performing services involving IA/IT functions shall comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of the start of contract performance. In accordance with DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, contractor employees performing services supporting IA/IT functions shall be appropriately certified.

Information Awareness: All contractor employees with access to a government information system shall be registered in the ATCTS (Army Training Certification Tracking System) prior to commencement of services, and shall successfully complete the DoD Information Assurance awareness training prior to access to the IS, within 5 calendar days of new contractor commencing employment and then annually thereafter. The contractor shall report completion for each affected contractor employee and subcontractor employee, to the COR, or to the KO if a COR is not assigned, within 15 calendar days after completion of training. IA training is located at (<https://ia.signal.army.mil/DoDIAA/>).

Level 1 Antiterrorism Awareness Training (Course # JS-US007): All contractor employees requiring access to Army Installations, facilities, and controlled access areas shall complete Level 1 AT within 30 calendar days after contract start date and within 30 calendar days of contractor employee commencing performance. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee, to the respective alternate COR, the primary COR, or to the KO if a COR is not assigned, within 15 calendar days after completion of training. Level 1 AT is available at <https://jkodirect.jten.mil/> .

iWATCH Training. The contractor with an area of performance within an Army controlled installation, facilities or area shall brief all employees on the local iWATCH program. This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the alternate COR, the primary COR and the KO. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance. The contractor shall report completion for each affected contractor employee and subcontractor employee, to the COR, or to the KO if a COR is not assigned, within 15 calendar days after completion of training.

OPSEC Training (Course # JS-US009). In accordance with AR 530-1, Operations Security, new contractor employees shall complete Joint Staff Operations Security (OPSEC) training within 30 calendar days of their reporting for duty and OPSEC annually refresher course thereafter. The contractor shall submit certificates of completion for each affected contractor employee, to the respective alternate COR, primary COR or to the KO if a COR is not assigned, within 15 calendar days after completion of training. Level 1 OPSEC training is available at (<https://jkodirect.jten.mil/>, for initial and annual refresher)

Army Training Certification Tracking System (ATCTS) registration. All contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services. The contractor shall submit certificates of completion for the contractor employee, to the respective alternate COR, primary COR or to the KO if a COR is not assigned, within 15 calendar days after completion of registration. Available at <https://atc.us.army.mil/iastar/index.php>.

CLEARANCE REQUIRED: SECRET – The information that the contractor is required to handle is at the SECRET level. Also, the contractor shall be required to attend various teleconferences or briefings which may be at the SECRET level.

Classified Information. For Contracts That Require Handling or Access to Classified Information. The contractor shall comply with FAR Clause 52.204-2, Security Requirements. This clause involves access to information classified “Confidential,” or “Secret,” and requires contractors to comply with The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M) and any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor. A current DoD SECRET Security Classification is required under this PWS.

THREAT AWARENESS REPORTING PROGRAM: For all contractors with security clearances. Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training by a CI agent or other trainer as specified in para 2-4b.

PHYSICAL SECURITY: The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

PART 4 – PERFORMANCE WORK STATEMENT

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: Implementation, synchronization, integration, and sustainment of an Anti-Terrorism Program Chief (ATPC) program at the state level JFHQ and subordinate ARNG installations/facilities within designated RI JFHQ area of responsibility (AOR).

Duties and Responsibilities Works directly with the Chief, Current Operations Branch for the administration of the AT operation and program. The Chief, Current Operations Branch is the individual authorized to make the recommendations for final approval of all AT budgets and modifications to this program, to authorize distribution and recall of AT Program funds to the USPFO, and to take any other action on behalf of the G-3, JFHQ-RI. The Antiterrorism Program Chief (ATPC) shall develop, implement, monitor and manage a comprehensive antiterrorism program in the Rhode Island National Guard. The ATPC shall provide the following services to the antiterrorism (AT) operations in the Rhode Island National Guard (RING), as follows:

- (1) Direct the development and dissemination of AT plans, guidance, and mandatory standards for protecting RING personnel, information, critical resources, key assets, and critical infrastructure from acts of terrorism;
- (2) Direct the development and dissemination of specific Risk and Threat Assessments for special events, mobilizations, assets, facilities and subordinate installations;
- (3) Direct the development and dissemination of a Random Antiterrorism Measures Program (RAMP) in all subordinate units/installations within the State and track RAMP measures implemented throughout the State;
- (4) Assist the military leadership and local law enforcement partners in the preparation and maintenance of contingency plans for the mitigation, alert, response, recovery, and reporting of terrorist events or actions;
- (5) Serve as the RING primary liaison to Federal, State, Local and Military law enforcement to develop, update, and support the State AT program and share critical resources;
- (6) Serve as the RING primary liaison to Federal, State, Local and Military law enforcement in the conducting, publishing and dissemination of annual State specific Threat Assessments and direct subordinate elements in conducting localized Threat Assessments;
- (7) Ensure Level I – IV AT Training, Security Engineering, and OPSEC Level II Training is conducted and tracked for all personnel within the State and ensure AT training is incorporated into unit training plans and pre-mobilization training;
- (8) Assist the military leadership in the development and planning of annual State level AT exercises;
- (9) Direct the conduct of annual Vulnerability Assessments for subordinate installations, facilities and sites and pre-deployment Vulnerability Assessments for deploying units, as needed;
- (10) Coordinate, de-conflict and integrate various force protection staff initiatives, policies and activities within the State and conduct annual AT program reviews and evaluations of subordinate AT programs to ensure compliance with directives and integration with other security and related programs;
- (11) Establish and continually refine a system to monitor, collect, analyze, report, and disseminate all hazards (including terrorists) threat information to RING commanders, as well as force protection partners in Federal, State, and Local law enforcement agencies;

- (12) Organize command and staff relationships in regard to AT and establish a functional AT Committee and Threat Working Group and serve as a member;
- (13) Assists in AT resource management and ensures AT funding requirements are identified during the Program Objective Memorandum (POM) and prioritized based on threat, vulnerability and criticality;
- (14) Formally identify high risk personnel (HRP) and ensure individuals receive appropriate resources and terrorist attack training;
- (15) Manage the State Core Vulnerability Assessment Management Program (CVAMP) entries;
- (16) Conduct AT review of military construction (MILCON) projects;
- (17) Assist in the maintenance of State AT program products on the Antiterrorism Enterprise Portal (ATEP), the Force Protection page on Guard Knowledge Online (GKO), and the FBI eGuardian site;
- (18) Attend Regional and National antiterrorism, physical security, OPSEC and electronic security system conferences, workshops, and training;
- (19) Conduct quarterly AT reporting requirements for subordinate installations, facilities and sites. (i.e., Installation Status Reports (ISR), etc.)
- (20) Assist the Management Decision Evaluation Victory against Terrorism (MDEP VTER) fund manager to ensure VTER funding requirements are identified prior to and during the Program Objective Memorandum (POM) cycle.
- (21) Direct, manage and oversee the selection, delegation of duties, and task performance of staff assigned.

KNOWLEDGES, SKILLS AND CAPACITIES: Must possess keen analytical skills, be able to fuse and assess multiple complex situations and be able to develop reports for wide dissemination, and manage time to achieve the desired results in an expedient manner. Must be able to interact at all levels in the organization, and maintain a high level of performance to comply with DOD standards in all aspects of the Anti-Terrorism Program. Must possess a working knowledge of a wide range of security specialties to include physical, personnel and operational security in order to identify and resolve conflicting, dynamic and complex policy and program objectives and procedures within the security force protection functional areas. Must possess knowledge in the specialized field of force protection, AT, OPSEC and physical security. Must have the ability to use a computer to write reports, access the internet (classified and unclassified information) for research and maintain a database, and the ability to undertake long-range studies and projects as the organizer and/or director. Must possess the ability to supervise the performance of subordinate staff assigned. May be required to work additional hours on occasion to include weekends in the event of an emergency situation. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required.

MINIMUM QUALIFICATIONS:

Education: Such as been gained through: possession of a Bachelor's degree, or graduation from an accredited Law Enforcement Academy or military intelligence school, with major course work in antiterrorism, counterterrorism, or intelligence methods and practices; and

Experience: Such as been gained through working in the tactics, techniques, and procedures in the field of antiterrorism, counterterrorism, physical security, law enforcement or military intelligence. The ATP Chief must also have supervisory experience in one of the above fields and a working knowledge of FP/AT construction standards to assess and recommend the approval of installation-level construction projects. Candidates should have attended the Army Corps of Engineers Security Engineering Course and training in AT procedures at a formal DOD

service school approved Level II AT Training course. Must be familiar with DOD Regulation 5240.1-R, Executive Order 12333, AF Instruction 10-104 and Army Regulation 381-10 (RE: Intelligence Oversight).

SPECIAL REQUIREMENTS (Licensure, Certification, Other): Due to sensitive material and equipment at various work sites, must receive and maintain a favorable NCIC/BCI Bureau of Investigation check. (No felonies, good driving record) Must possess and maintain a valid motor vehicle driver's license. The possibility exist to qualify for a top secret security clearance under the provisions of AR 380-5. Will be subject to random drug testing.

PHASE IN / PHASE OUT PERIODS: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the contractor shall have personnel on board within 10 calendar days of contract award date. During the phase in period, the contractor shall become familiar with performance requirements in order to commence full performance of services on the contract start date.

IDENTIFICATION OF CONTRACTOR EMPLOYEES: All contractor personnel attending meetings, answering Government telephones and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government employees. The contractor shall ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed. The contractor's status as a "contractor" shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities/ Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word "contractor" displayed. The contractor shall retrieve all identification media (including vehicle passes) from their employees who depart employment for any reason. All identification media (i.e., badges and vehicles passes) shall be returned to the KO within 7 days of employees' departure.

CONTRACTOR TRAVEL: Travel authorized.

The contractor shall be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires COR recommendation for approval and authorization by the KO prior to travel arrangements being made. Attachments 1 & 2 will be completed within 5 business days of return. The contractor shall submit documentation for the contractor employee, to the respective alternate COR, primary COR or to the KO if a COR is not assigned, within 15 calendar days after completion of travel.

DATA RIGHTS: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the KO. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

POST AWARD CONFERENCE/PERIODIC PROGRESS MEETINGS: The contractor agrees to attend any post award conference convened by the KO in accordance with Federal Acquisition Regulations Subpart 42.5. The KO, Contracting Officer's Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the Contracting Officer will apprise the contractor of how the Government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

CONTRACT MANAGER (CM): The contractor shall provide a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR, or the KO if a COR is not assigned, to clarify any issues that arise during performance of this requirement. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

ORGANIZATIONAL CONFLICTS OF INTEREST (OCI): Contractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO and in the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may affect other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

PART 5 - GOVERNMENT FURNISHED PROPERTY AND SERVICES

The Government will furnish workspace (to include desk, chair, telephone) and allow use of copier equipment and other items within the assigned work area.

Equipment: Computer (Desktop)

Training: The government will provide training on computer systems that are unique to the government.

PART 6 - CONTRACTOR FURNISHED PROPERTY, MATERIALS, AND EQUIPMENT

General: Except for the items listed in Part 5, the contractor shall provide all personnel, equipment, tools, materials, supervision, transportation and quality control necessary to perform the services defined in this PWS.

Secret Facility Clearance: The contract company shall possess a current minimum SECRET facility clearance from the Defense Security Services. Contract personnel performing work in support of this contract shall possess a SECRET security clearance from the Defense Industry Security Clearance Office. All proposed personnel must have a clearance and must be eligible to work upon contract award.

Training: The contract company is responsible for training their employees. Training that is available to the general public and can be procured in the commercial market is the responsibility of the contract company.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. Meeting Staffing Requirements:

- a. Realistic and efficient process for identifying, vetting, hiring, training and fielding qualified Contract Employees per requirements in Section 3.
- b. Candidates meet the minimum educational, skills, and experiential requirements as detailed in Section 3.
- c. Candidates will be fully trained as detailed in Section 3.
- d. Candidates are capable of obtaining a successful BCI, meeting the security requirements as detailed in Section 3, and being issued a CAC.

2. Capability, Capacity, and Qualifications of the Offeror –

- a. Given the requirements detailed in Section 3, the Contractor is capable of training and fielding a qualified Contract Employee within ten (10) workdays of the contract award
- b. The contractor shall be able to obtain a Secret clearance for all employees
- c. The contractor agrees to attend any post award conference convened by the KO in accordance with Federal Acquisition Regulations Subpart 42.5. The KO, Contracting Officer's Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance
- d. The contractor shall provide a contract manager (CM) who shall ensure performance under this contract as detailed in section 3.

- e. The contractor shall provide personnel, equipment, tools, materials, supervision, transportation and quality control as detailed in Section 3.
- f. Provides at least three references from within the past 10 years for whom the Contractor has successfully executed contracts of a similar type and scope;

3. **Work Plan.-**

Provides a detailed work plan for Year 1 of the award and a general summary of work plan activities for Years 2-4 in narrative form.

Plan should address at a minimum:

- a. Staffing plan, to include the process for identifying, vetting, hiring, training, and fielding (mobilization and demobilization) of qualified candidates within ten (10) regular workdays of contract award.
- b. Quality Assurance and Compliance process to monitor contract performance and identify and correct deficiencies.
- c. Coordination, communications, and reporting between the Contractor and the RIARNG.
- d. Short and long-term goals, objectives, and performance measures are identified and explicated into a series of defined tasks.
- e. Identifies constraints and the mechanisms to be used to overcome those constraints in order to meet all contract requirements.
- f. Roles and accountability are clearly identified for all personnel assigned key responsibilities in the execution and management of the contract.
- g. Contractor shall manage their personnel in order to provide the best overall coverage of the state's requirement and meet the requirements within this PWS.
- h. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the work force are essential and that all personnel are subject to the prior approval of the COR or his/her delegate.

4. **Approach/Methodology-** Define the methodology to be used for:

- a. Processes and resources required to achieve contract goals and objectives
- b. Billing and invoicing process. Invoicing will occur monthly, capturing salary and actual training/travel expenses.
- c. At all times, the Contractor shall maintain a work force adequate for the uninterrupted performance of all tasks defined within this PWS. The position shall not remain vacant for more than ten (10) workdays.

- d. Timelines, to include kick-off meeting, fielding of Contracted Staff, reports, billing, and contract closeout.

B. Cost Proposal

- Bidders are to fill out attached Bid Sheet in its entirety
- Provide a proposal for hourly wages
- Regardless of the schedule awarded, vendors should be aware that the staffing needs of the National Guard may change at any point during the contract term

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 50 (71.4%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 50 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 50 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
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points

Work Plan	20 Points
Approach/Methodology	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:

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate

X 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 must be e-mailed to the Division of Purchases at gail.walsh@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 # 7596698** 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 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 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# 7596698 Anti-Terrorism Program Coordinator**” 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