



**Solicitation Information
DATE**

RFP# 7597580

TITLE: STATE FLEET FUEL MANAGEMENT SYSTEM

Submission Deadline: Wednesday, November 14, 2018 10:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: YES

MANDATORY: NO

DATE: Wednesday October 24, 2018 @ 2:00 PM EST

LOCATION: Department of Administration (Powers Building) One Capitol Hill, Providence RI 02908, Division of Capital Asset Management and Maintenance Conference Room. Report to 2nd Floor, Suite 201 Reception Area for entry.

Questions concerning this solicitation must be received by the Division of Purchases at DOA, PurQuestions12@purchasing.ri.gov no later than **October 31, 2018 by 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.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Katherine Missell
Chief Buyer

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 Division of Capital Asset Management and Maintenance, is soliciting proposals from qualified vendors to furnish and install a complete Fuel Management Solution/System or **(comparable with specs below)** that will control and record information regarding the vehicle and person obtaining fuel. State Fleet Operations manages various state-operated fuel depots. 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 begin approximately January 1, 2019 for up to five years.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated based on 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

The State of Rhode Island currently manages its 16 fuel depot sites (see below) via a **Fuel Island Controller** system

The State is desirous of upgrading and/or replacing the current system with a state of the art system that will meet the specifications outlined below.

This document and its attachments comprise a statement of specifications and recommendations for a Fuel Management Solution for the State of Rhode Island.

Equipment to be included in the proposal, broken down by site:

Fuel Site Name and Address for each individual site	Total Number of Hoses per each site
Example:	
URI Plan Plant Garage	1 Hose 1 Product- CNG 2 Hose 2 Product – Gasoline/Diesel
Charlestown Facility	2 -2 Hose 2 Product – Gasoline/Diesel
Hope Valley Facility	2- 2 Hose 2 Product – Gasoline/Diesel
Middletown Facility	1-2 Hose 2 Product – Gasoline/Diesel
Veteran's Cemetery	1-2 Hose 2 Product – Gasoline/Diesel
Belleville Facility	2- 2 Hose 2 Product – Gasoline/Diesel
Zambarano Hospital	1-2 Hose 2 Product - Gasoline/Diesel
CNG Fuel Depot Cranston	1 Hose 1 Product -CNG 2 Hose 2 Product - CNG
Lincoln Facility	1 Hose 1 Product - Gasoline 1 Hose 1 Product- Diesel
Cherry Hill Facility	2- 2 Hose 2 Product – Gasoline/Diesel
Glocester Facility	2- 2 Hose 2 Product – Gasoline/Diesel
Scituate Facility	2- 2 Hose 2 Product – Gasoline/Diesel
East Providence Facility	2- 2 Hose 2 Product – Gasoline/Diesel
Pontiac Avenue	2- 2 Hose 2 Product – Gasoline/Diesel

Midstate Facility	2- 2 Hose 2 Product – Gasoline/Diesel 2 Diesel
New Portsmouth Facility /Boyd's Lane	2- 2 Hose 2 Product – Gasoline/Diesel
Computer Room – simulator	Simulator Test – Product- Fuel Keys/Cards

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Furnish and install a complete Fuel Management Solution/System that will control and record information regarding the vehicle and person obtaining fuel.

Solution/System must include the following features:

- Authorization based on valid vehicles and personnel information to allow fueling.
- Provide source of communication from fuel system to main office hub location.
- Provides a key lock hardware manual override capability for administrators to by-pass the solution/system when necessary. (Provide various levels of permission/authorization)
- Uses cloud-based database software that is hosted by the vendor, requiring no licensing fees or IT staff involvement, software upgrades are provided by the vendor as part of Proposal.
- All transactions must be validated real-time for both vehicle and personal authentication.
- All fueling transactions must be uploaded real-time to the Cloud.
- Software updates are handled directly by the vendor—no customer involvement is necessary.
- System is sealed for outdoor use with ability for exposure to rain, heat, cold, snow and all-weather conditions, Rated for -40C to +85C (-40 degrees Fahrenheit to 185 degrees Fahrenheit). Explosion proof and intrinsically safe.

- Fuel Management System shall provide accurate and timely vehicle/equipment data while accounting for all fuel and service-related products dispensed.
- Fuel Management System shall be a stand-alone, wireless system that uses the most current technology to operate unattended 24 hours per day, 7 days per week with the capability of granting access to vehicles/equipment with valid vehicle identification.
- Access to fuel products shall be restricted to vehicles and equipment with valid Vehicle identification with the most current technology available for identification purposes.
- Provide/identify what type of entry is needed to access the fuel management system, such as key fob, etc.
- Identify the ability to set restrictions on vehicles and/or personnel to obtain fuel, such as: Days of the week, Times of day, Number of gallons per transactions -day, week), Location where fuel can be obtained, type of fuel, etc.
- To authorize vehicles and personnel, the fuel island controllers/system must be capable of entry of vehicle's mileage and/or hours data – which must be verified against previous mileage/hours entered to ensure mileage is an accurate entry. (Please identify how your system would provide this information).
- System must include a bypass mode for administrators to initiate access and dispensing of fuel into vehicles or other authorized devices if system is not functioning or available.
- Must use communication to transmit transactions to the cloud-based hosted fuel management database application from each fuel island controller. Must have means for backup in case of system failure and identify source of communication to main host.
- Vendor must provide how many active vehicles and users they can accommodate in their system.
- Provide the most technologically advanced source of communication through a wireless link from each pump to the fuel island controller.
- Please provide a sample in your proposal of your Maintenance service agreement to include parts, shipping and delivery.
- Vendor may be required to give a demonstration/instruction of their complete fueling system
- Vendor must provide a complete step by step procedure if their system utilizes a smartphone app
- Phone support must be available for users-24/7/365.

SECTION 4: PROPOSAL

A. Technical Proposal

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

System Configuration:

The system shall be composed of three hierarchical levels of processing. The general description of each of these levels are as follows:

Level 1 – Fuel Island Controller

- A fuel island controller or comparable to control up to 4 hoses for accessing the fuel management system.
- Serves as the main access point through which the user shall obtain fuel.
- Connected to each pump/hose via a wireless connection – no access to the internet.
- Uses current technology to transmit transactions to a cloud-based database software application.
- Identify what type of controls are used at each fuel depot to turn the pumps on and off.
- If the system is not transmitting transactions due to a poor connection/signal, identify what backup system is used to capture the transactions/data until the signal has been restored.
- Identify what source of power is needed for the controller.

Level 2 – Hose/Pump

- One controller or comparable is required for each individual hose. (up to four hoses)
- Controller includes a 1:10 Pulsar to count the amount of fuel dispensed for fueling.
- Connects to the power of the pump using no more than 5 watts or compatible.
- For fueling must have ability to control a number of different types of products. These products must include, but not be limited to:
 - Unleaded
 - Diesel – both on-road and off-road
 - DEF
 - Oil
 - Transmission
 - CNG
 - LNG
 - Propane
- Transmits the fueling activity to the Fuel Island Controller.

Level 3 – Cloud-based database software

- The Cloud-based software shall be menu driven and support an automated fuel dispensing operation, real time reporting and accountability.
- It shall provide a user-friendly interface for entering, editing, and reporting data.

- The Cloud-based APP shall manage all the database functions of the system, including the storing of transaction, inventory, daily inventory reports, and vehicle user information.
- Ability to enter, modify and delete all data needed in the system:
 - Fuel Sites
 - Vehicles
 - Departments
 - Personnel
- Fueling restrictions or limits associated with the vehicle are stored in the database. These may include but not limited to:
 - Type of fuel the vehicle uses
 - Amount of fuel the vehicle is allowed to obtain per transaction or per day
 - Designated fueling sites, days and times the vehicle can fuel
- Can also be used independent of the Fuel Island Controller and connect to a Smartphone, with a pre-installed App. The smartphone can be used instead of the Fuel Island Controller. Can be either iPhones or Androids.
- Company provides ability to use smartphone application
- Provide source of connection to the fuel site's Veeder Root Tank monitoring system (Identify type of connection from fuel controller to Veeder Root).
- Produces multiple standard reports with ability to view and report transactions filtered by date, time, location, vehicle, personnel, department, fuel usage, type of fuel, MPG and more.
- Able to download all transaction/data information to a standard Excel or similar software.
- Provides multiple password-protected security levels.
- Allow the ability to log in with restrictions to just running reports.
- Requires no IT staff or customer involvement with updates or software
- System must be accessible to all State Fleet managers for viewing only, With restrictions.

WARRANTY AND MAINTENANCE

Maintenance contract including parts and service is needed for 12 months with five-year options for renewal based on the States discretion.

Provide cost of maintenance/service contract to include 24/7/365 tech support including parts and delivery at no charges.

The latest Cloud fuel management database software is always up-to-date in real time with the latest versions and should be part of the rewarded contract.

TRAINING

Vendor must provide training if necessary with no additional cost. Provide example of training with Bid as well as sample of training manual.

INSTALLATION CRITERIA

Complete system must be installed by vendor.

B. Cost Proposal

Detailed cost of system:

- Fuel island Controller
- Hose/Pump
- Database software
- Maintenance Package

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
Fuel Island Controller	10 Points
Hose/Pumps	10 Points
Software and hardware	25 Points
Maintenance contract and extended warranty	15 Points
Demonstration	10 Points
Total Possible Technical Points	70 Points
Cost of system	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:

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

$$\times \text{Maximum ISBE participation points}$$

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

General Evaluation:

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

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at DOA.PurQuestions12@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 # 7597580** 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. Five (5) 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. Five (5) printed paper copies

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

- A. Formatting of CD-R's – Separate CD-R's are required for the technical proposal and cost proposal. All CD-R's submitted must be labeled with:
 - a. Vendor's name
 - b. RFP # 7597580
 - 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-R's are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-R's should be accounted for (e.g., 3 CD-R's 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-R's 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-R's 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-R's 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# 7597580**” 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:					
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.</p>					
Name of Subcontractor/Supplier:					
Type of RI Certification: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise					
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):	
Anticipated Date of Performance:					
I certify under penalty of perjury that the forgoing statements are true and correct.					
Prime Contractor/Vendor Signature			Title		Date
Subcontractor/Supplier Signature			Title		Date

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