



**Solicitation Information
October 19, 2018**

RFP# 7597593

TITLE: Oracle E-Business Support Services

Submission Deadline: November 19, 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 **Monday, October 29, 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**

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

Table of Contents

SECTION 1. INTRODUCTION	3
Instructions and Notifications to Offerors	3
SECTION 2. BACKGROUND	6
Software and Hardware Environments	7
A. DOT FMS SOFTWARE	7
B. DOA RIFANS SOFTWARE.....	7
C. HARDWARE.....	7
.....	7
SECTION 3: SCOPE OF WORK AND REQUIREMENTS.....	8
General Scope of Work.....	8
Requirements / Activities / Tasks	8
Oracle Financials Technical Lead Resources – Mandatory Skills.....	8
Additional Desired Skills:.....	9
Responsibilities of DOA/DOT	10
SECTION 4: PROPOSAL.....	10
A. Technical Proposal.....	10
B. Cost Proposal.....	12
C. ISBE Proposal	13
SECTION 5: EVALUATION AND SELECTION	13
SECTION 6. QUESTIONS	15
SECTION 7. PROPOSAL CONTENTS	15
SECTION 8. PROPOSAL SUBMISSION.....	16
SECTION 9. CONCLUDING STATEMENTS	17
APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM.....	18

SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration (“DOA”) with the Division of Information Technology (“DoIT”) is soliciting proposals from qualified firms to provide comprehensive Oracle E-Business Support professional services for on-site managed services of their R12.2.x Oracle Financial Systems with Technical and Functional expertise in Oracle General Ledger (including SLA), Oracle Purchasing, Oracle Accounts Payable, Oracle Accounts Receivable, Oracle Time and Labor, Oracle Grants, Oracle Inventory, Oracle iSupplier, Oracle Fixed Assets, and Oracle Human Resources. The services provided will be shared to support the Oracle Financial Systems at both The Department of Administration (“DOA”) and The Department of Transportation (“DOT”).

Through this RFP, the Division of Information Technology is seeking to identify a single firm to serve as the Division of Information Technology prime supporting contractor for our critical systems. The services include technical and functional consulting with core knowledge of installations, upgrades, performance tuning, system sizing, database administration, implementation, functions, features, forms and reports.

The firm must provide at minimum **THREE (3) Oracle Financials Technical Lead Resources** and have the capacity of adding additional Technical personnel, Application Database Administrators as well as Functional resources as needed.

The Information Technology and Purchasing Departments desire to work with a core group of identified respondents assigned to the Division of Information Technology who are authorized to act on behalf of the company in providing the requested services, 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 in December 2018. The agreement will have an initial duration of two (2) years from the date of commencement, with the option to renew for a further period of two (2) years, at the sole discretion of DOA and under mutual agreement providing the pricing, terms and conditions remain the same for any additional period as agreed upon between DOA and the Awarded Vendor.

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

- 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.

- 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.
- 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.
- 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.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
- 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.
- The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
- 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.

- 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.
- 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 goal of this RFP is to establish a Consultancy Framework Agreement with a single company for the supply of appropriate skilled resources when required to Support, Develop and Maintain DOT and/or DOA R12.2.x Oracle Financial Systems, it's Infrastructure, and Related services.

The resources would work in Rhode Island at either 2 Capitol Hill ("DOT"), Providence RI 02903 or 1 Capitol Hill, Providence RI 02908 ("DOA").

This Request for Proposal (RFP) invites selected organizations to submit a proposal to provide skilled resources as and when required which would meet DOA's initial objectives.

The Awarded firm must provide at minimum **THREE (3) Oracle Financials Technical Lead Resources** and have the capacity of adding additional Technical personnel, Application Database Administrators as well as Functional resources as needed.

Functional, Technical Lead Programmers and Apps DBAs must be on-site. Off-site (on-shoring) resources can be granted in the event of an emergency and must be approved by DOA/DOT Management the designated Point of Contact.

Below are the current **Software and Hardware Environments** for both DOT ("FMS") and DOA ("RIFANS").

Software and Hardware Environments:

A. DOT FMS SOFTWARE

DOT is currently running Oracle E-Business Suite 12.2.7 running on Oracle RDBMS 12.1.0.2.0 64bit.

The following modules are in use:

PRODUCT/MODULE
General Ledger
Self-Service Web Applications
Payables
Purchasing
Receivables
Projects
Inventory
Human Resources
Oracle Time and Labor
Grants Accounting

B. DOA RIFANS SOFTWARE

DOA is currently running Oracle E-Business Suite 12.1.3 running on Oracle RDBMS 12.1.0.2.0 64bit.

The following modules are in use:

PRODUCT/MODULE
General Ledger
IProcurement
Sourcing
Purchasing
Payables
Fixed Assets
Receivables
iSupplier

C. HARDWARE

DOT & DOA utilize **HP Proliant Intel Oracle Linux Enterprise Servers for:**

- Production Environments
- Development Environments
- Test Environments
- Patch Environments

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The Division of Information Technology (“DoIT”) respectfully invites firms providing comprehensive Oracle E-Business Support Services to submit hourly rates, professional services proposal for on-site managed services of their R12.2.x Oracle Financial Systems with Technical and Functional expertise in Oracle General Ledger (including SLA), Oracle Purchasing, Oracle Accounts Payable, Oracle Accounts Receivable, Oracle Time and Labor, Oracle Grants, Oracle Inventory, Oracle iSupplier, Oracle Fixed Assets, and Oracle Human Resources.

Through this RFP, the Division of Information Technology is seeking to identify a single firm to serve as the Division of Information Technology’s prime supporting contractor for our critical Oracle system environments “RIFANS” and “FMS” as list in **SECTION 2**.

The services include technical and functional consulting with core knowledge of installations, upgrades, performance tuning, system sizing, database administration, implementation, functions, features, forms and reports.

The firm must provide at minimum **THREE (3) Oracle Financials Technical Lead Resources** On-Site and have the capacity of adding additional Technical Resources, Functional Resources and Application Database Administrators as needed.

Requirements / Activities / Tasks

Oracle Financials Technical Lead Resources – Mandatory Skills

- **All Three Resources** must be well-versed with Procure-to-Pay modules and General Ledger (including SLA) in EBS R12.2.x
- **At minimum One of the Three Resources** must be well-versed with Oracle Grants/Projects and its integration with other Oracle modules such as Purchasing, Payables, Receivables and Oracle Time and Labor
- **At minimum One of the Three Resources** must be well-versed with Oracle HRMS and Oracle Time and Labor
- Must also be an expert in Oracle Financials in terms of CEMLI remediation and evaluation. The **VENDOR** resources will support, remediate/evaluate the Customizations. All new development / existing code remediation must follow industry best standards and DOA development standards. The **VENDOR** shall be responsible for ensuring all requirements are met.

Technical Expertise (Mandatory) in:

- Oracle Application Object Library
- Oracle Forms and Reports
- SQL, PL/SQL
- UNIX Shell Scripting
- Oracle Applications Framework

- Oracle Database 11g and 12c
- Oracle Discoverer is a plus
- Oracle Work Flow

Activities and Tasks:

1. Design, configure and code reports, UI, programs, extensions and interfaces in Oracle as needed to support client business functions.
2. Design, develop, test, support and deploy custom and seeded solutions.
3. Act as a key manager in developing project plans and estimates for level of effort across multiple engagements.
4. Reports to the Agency Manager.
5. Lead complex development activities by providing architect level technical services during construction and testing phases of an engagement.
6. Work directly with EBS functional specialists or business users to thoroughly understand functional requirements to produce highly effective technical design documentation using best practice development standards.
7. Operations Analysis — Analyzing needs and product requirements to create a design.
8. Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
9. Instructing — Teaching others how to do something.
10. Technically strong in R12.2.x architecture and tech-stack

Additional Desired Skills:

1. Analyze and document business practices for one or more of the EBS Modules: GL(including SLA), PO, AP, AR, OTL, GMS, INV, iSupplier, FA, and HR, and implement business process improvements using best practice techniques, including current and future state solution design and process optimization
2. Perform hands-on configuration of Oracle EBS modules to meet business requirements and design.
3. Lead workshops to gather, analyze and document functional / technical requirements for new projects, enhancements to existing solutions and support production issues reported by end users.
4. Create/execute unit, integration and user acceptance test plans, including use cases and test data.

5. Research production system issues, resolve user problems and escalate when necessary.
6. Perform application and process-specific training activities to educate technical and non-technical users of the solutions you configure and support.
7. Document system configurations and system application test protocols, in support of quality compliance validation.

Responsibilities of DOA/DOT

DOA/DOT will be responsible for the following:

- Provide **Point of Contact (POC)** to the selected VENDOR during the time of services performed. The VENDOR resources will be reporting to the dedicated State DoIT Manager for duration of the project.
- Provide adequate work space.
- Provide the development and coding standards for technical work.
- Provide workstations for all resources provided by Vendor.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. **Staff Qualifications** – Provide at maximum **FIVE (5)** staff resumes/CV for the Oracle Financials Technical Lead Resources and describe qualifications and experience personnel who will be directly assigned to work on projects for DOA/DOT, including their experience in the field of Developing and Supporting R12.2.x Oracle Financial Systems. Each Resume/CV must be limited to a max of 2 pages per candidate.

The firm can recommend the **THREE (3) Oracle Financials Technical Lead Resources** to be immediately assigned to DOA/DOT. However, all staff resumes will be reviewed and DOA/DOT will select and approve the Top **THREE (3)** candidates.

Change in Personnel: DOA shall be informed in writing of any changes in personnel for review and acceptance at any time during the contract term. DOA reserves the right to reject personnel and/or if in the event key personnel are no longer available, DOA reserves the right to terminate this agreement.

2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience providing long term staffing.

A. Qualified Firm shall have provided IT staffing services for a **minimum of FIVE (5)** years and currently with active clients.

B. Technical, Functional and Apps DBA Specialists all must have a minimum of **FIVE (5) years' experience in supporting Oracle EBS 11i, 11g RDBS and R12.2.x., 12c RDBS.**

- **Company Introduction:** VENDORS are to include a complete description of their organizational structure and other relevant information documenting the Firm's professional practice and areas of specialization.
- **Client References:** Provide a minimum of **TWO (2)** previous clients who are familiar with the services provided by your firm. Use **APPENDIX B - REFERENCES QUESTIONNAIRE** for all references. By so listing, specific permission is granted to DOA to contact said individuals to verify the satisfactory performances of the services provided. VENDOR acknowledges that DOA is granted specific permission to discuss past performance of VENDOR and any of its proposed team members on any projects.
- **Current Workload:** VENDORS are to include a current listing of at least **THREE (3)** IT MANAGED SERVICES CONTRACT contracted to perform similar in concept to the services requested in this RFP. Use **APPENDIX C - CURRENT WORKLOAD VENDOR CLIENT INFORMATION.**
- **Point of Contact:** All potential VENDORS must provide the NAME, TITLE, OFFICE LOCATION and CONTACT INFORMATION (E-Mail and Phone Number) of your Firm's primary Point of Contact to whom clarification questions can be forwarded.

3. **Summary of Key Differentiators**

- The VENDOR shall provide a summary of any **key differentiators** that make their qualifications/ services uniquely positioned to provide the **Oracle E-Business Support Services** to DOA and DOT.
- The VENDOR shall describe any additional features, aspects, or advantages of its goods and/or services specific to any relevant area not covered elsewhere in this request.

B. Cost Proposal

VENDORS shall submit, separate from the Technical Proposal a completed signed and sealed COST PROPOSAL using the required format attached. Refer to **SECTION 7** and **APPENDIX D – COST PROPOSAL**. A Rate Card must be provided for each resource.

The **COST PROPOSAL** must only cover **Oracle E-Business Support Services** for the following:

- **ALL INCLUSIVE RATES** (*including honorarium, travel and living expenses*).
- **COST PROPOSAL** shall reflect an Hourly Rate for each resource per skill set.
Contractors are not permitted to work during State Holidays. State Offices will be closed. The budget for each resource cannot exceed 1820 hours for the year. However, additional hours may be required by the assigned DoIT Manager in the event of an emergency or meeting project deadlines. Additional Funding and Hours will be approved for these circumstances.
- **Rates** must be provided for the Following *Skill Sets:

Oracle Financials Technical Lead Resources
Oracle Financials Functional Lead Resources
Oracle Apps Database Administrators

*** Refer to Section 3**

- **COST PROPOSAL** prices submitted will be considered firm and fixed.
- The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.
- The proposed budget for the Oracle E-Business Support Services shall include all professional services for supporting Technical, Functional, and Apps DBA Skill Sets.
- Describe, in detailed narrative, all aspects of your pricing policy.

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 (70.0%) 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
Staff Qualifications	45Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Summary of Key Differentiators	5 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible	106 Points

Points	
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***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 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 # 7597593** 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

- Proposals shall include the following:
 - A. 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.*
 - B. 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.*
 - C. 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.*
 - D. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to thirty (20) pages (this includes 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".
 - a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - b. Four (4) printed paper copies
 - E. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate 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".
 - 8. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - b. Four (4) printed paper copies

- Formatting of proposal response contents should consist of the following:
 1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 13. Vendor’s name
 14. RFP #
 15. RFP Title
 16. Proposal type (e.g., technical proposal or cost proposal)
 17. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2. Formatting of written documents and printed copies:
 - a. For clarity, the technical proposal including **APPENDIX B – REFERENCES QUESTIONNAIRE, APPENDIX C - CURRENT WORKLOAD VENDOR CLIENT INFORMATION** 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 including **APPENDIX B – REFERENCES QUESTIONNAIRE, APPENDIX C - CURRENT WORKLOAD VENDOR CLIENT INFORMATION** 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.
 - a. The cost proposal including **APPENDIX D – COST PROPOSAL** shall be typed using the formatting provided on the provided template.
 - c. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

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

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7597593 Oracle E-Business Support Services**” to:

RI Dept. of Administration

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

- **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.

- **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: MBE WBE 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