



**Solicitation Information  
November 26, 2018**

**RFP# 7597648**

**TITLE: Enterprise Grant Management System: Grantor and Grantee**

**Submission Deadline: January 9, 2019 at 2:00 PM (ET)**

**PRE-BID/ PROPOSAL CONFERENCE: YES**

**MANDATORY: YES**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE/TIME: December 10, 2018 at 10:00 AM (ET)**

**LOCATION: Department of Administration (DOA)**

**DOA Conference Room 2B (2<sup>nd</sup> Floor)**

**One Capitol Hill, Providence, RI 02908**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, December 17, 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: YES – 50% OF PROJECT COST**

**GAIL WALSH  
CHIEF BUYER**

**Note to Applicants:**

- a. Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- b. 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 Office of Management and Budget, Grants Management (“OMB”), is soliciting proposals from qualified firms to provide, i.e., develop and implement a cloud-based technology (PaaS/aPaaS or SaaS/COTS) solution to automate the grant management business processes across State agencies, including the implementation of an end-to-end Grant Management System (GMS), 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](http://www.purchasing.ri.gov).

### Initial Contract Term

The contract term will be negotiated between the State and the successful vendor.

The initial contract term will include three phases. Phase One will include Application Development, Testing, and Implementation with six pilot agencies. Subsequent phases will include rollout of rest of the agencies, federal integrations and system Support and Maintenance for the agencies in production. Any renewals will be at the sole discretion of the State 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 Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto: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](http://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](mailto:Dorinda.Keene@doa.ri.gov)

13. Payment and Performance Bond - The successful vendor must furnish a 50% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.
14. The State is providing Appendix H – State of Rhode Island General Contract Provisions for the Offerors to review. The State reserves the right to provide additional contract language via an Addendum to this RFP, or during negotiations with the Awarded Offeror.
15. The State recommends that Offerors review the information below, – the Grant Management System Acronyms & Definitions list to become more familiar with terms listed within this RFP.

#### GRANT MANAGEMENT SYSTEM RFP ACRONYMS & DEFINITIONS

Award: The financial assistance that an entity receives directly from an awarding agency.

COTS: Commercial Off the Shelf

End-to-end – See Grant Lifecycle, for the purposes of this RFP they are synonymous.

ETSS: Enterprise Technology Strategy Service, which includes the Division of Information Technology (DoIT).

External Financial Assistance: All types of external funding including but not limited to grants and loans the State receives from the federal government, private and non-profit foundations, and other States.

Financial Assistance: Assistance that State agencies receive or administer in the form of: grants; cooperative agreements; non-cash contributions or donations of property including surplus property; direct appropriations; food commodities; loans; loan guarantees, interest subsidies and insurance. (For Federal Financial Assistance, see 2 CFR 200.40)

Grant: One type of external financial assistance that transfers cash or something of value to the State to support a public purpose. Grants may be provided by the federal government, private and non-profit foundations and other States. When “grant” is used in this RFP, the meaning encompasses all types of external financial assistance.

Grant Lifecycle: refers to the entire process a grant or other external financial assistance goes through—from creating the opportunity through implementation and ending with the closeout.

Grant Award Task: A unique identifier assigned by the Grants Management System that allows integration between the Grants Management System and RIFANS.

Grant Management System (GMS): A system for administering and automating the management of all external financial assistance, including grants and loans from the federal government, private and non-profit foundations and other States.

Grantee: State as a recipient of external financial assistance.

Grantor: State as an issuer of subawards.

Module - is a component of a modular design approach that operates independently and can be used, updated or replaced without affecting the rest of the system.

Modular design - refers to a design approach that subdivides a system into separate independent components (modules) that can be connected.

PaaS/aPaaS: Platform as a Service (PaaS) or Application Platform as a Service (aPaaS) or platform base service is a category of cloud computing services that provides a platform allowing customers to develop, run, and manage applications without the complexity of building and maintaining the infrastructure typically associated with developing and launching an application.

RIFANS: The State's core financial system, which uses Oracle e-business suite, version 12.1.3.

SaaS: Software as a service is a software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted.

Subaward: Funding provided by a State Agency to an external entity or to another State Agency to carry out a defined scope of programmatic work for a public purpose. Subawards do not include the provision of goods or ancillary services not directly related to the achievement of program goals.

Subrecipient/Applicant: External entities who apply and receive subawards.

VPAT: Voluntary Product Accessibility Template

## **SECTION 2. BACKGROUND**

### **2.1 GMS Implementation Project**

The Rhode Island Office of Management and Budget has spent significant effort over the last year to analyze the grants management business process across the State agencies who receive funding from external sources, including but not limited to federal agencies and foundations. This effort included detailed discovery meetings with State agency stakeholders at all levels over the course of several months.

Moving forward, the State will leverage the extensive work, research, and analysis completed in partnership with these State agencies, which has resulted in:

- Standardization of grant business processes, tools, templates, workflows, and approval paths;
- Working proof-of-concept code and infrastructure to integrate a Grants Management System to the State financial system (RIFANS);
- This work included the approval and creation of a "Grant Award Task" flex field in RIFANS, which will streamline agency grant reporting and expenditure tracking; and
- Testing of payroll allocation for grant-funded staff and the related automated journal entry process, which will be available for use by agencies within the next fiscal year (2020).

Through this Request for Proposals, the State seeks to develop and implement an enterprise system that automates the grant management business process across State agencies and external entities who partner with State agencies in the delivery of grant programs. The project will utilize State staff, an experienced solution implementation Vendor, and additional external consultant(s) as needed.

### **2.2 Current State of Grant Management in Rhode Island State Government**

In fiscal year 2017, the State of Rhode Island pursued and managed more than \$4.9 billion of incoming federal financial assistance including grants, loans, and contracts from 25 federal

agencies. (See Appendix B for a complete list of State agencies, their number of awards, and the amount of those awards for FY2018.) In addition to federal financial assistance, State agencies received external funding from foundations, non-governmental organizations and from other States in the form of direct awards and subawards. State agencies subsequently issued more than \$306 million in subawards to hundreds of community-based organizations who partner with the State in the delivery of economic development, health, transportation, environmental, recreational, and social service programs.

State agencies use a myriad of systems and spreadsheets to track these awards. While expenditures are recorded in RIFANS, the expenditure data is not at the level of detail required for federal reporting. State agencies use spreadsheets to track who gets what money, where it is spent, and what results are achieved. Although data can be compiled at the grant level by the individual agencies, the process of compilation is manual, laborious, and error-prone. Information is not readily available for agency and State oversight, strategic planning, and cross-agency coordination. Only two of the 28 State agencies scheduled to adopt the grant management solution currently have a GMS and the primary focus of these two systems is the distribution of funds (subawards) to external entities.

### 2.3 Overview of State Goals for Current Project

The PaaS/aPaaS or SaaS solution the State seeks to procure must support the full grant lifecycle, unifying disparate data sources, files, and processes. The system must integrate three distinct but interrelated functions that make up the grant business process:

- Grantee: State as a recipient of external financial assistance
- Grantor: State as an issuer of subawards
- Applicant/Subrecipient: External entities apply and receive subawards

The primary users of the system will be the Office of Management and Budget, State agencies (program and financial staff), and external entities (applicants and managers of subawards).

The solution the State requires must be designed and implemented in such a manner as to support the entire grants lifecycle process from grant initiation through renewal and closeout, including improved customer relationship management for subrecipients. In addition to serving as the workspace for state agencies to manage the external financial assistance received, the system must include a single portal which will be the only environment used by the State to advertise subaward funding opportunities, accept applications for funding, and manage subawards issued by State agencies. The system must integrate with RIFANS and pass information that allows for management, tracking, and reporting of grant activity at the level required by the awarding agencies. Throughout the grant lifecycle, the system must support contributors, reviewers and approvers. Business process workflows must be automated to improve efficiency and promote transparency. The system must be configured to accept and transmit data from and to federal databases such as Grants.gov, SAM.gov, Federal Audit Clearinghouse (harvester.census.gov), and USAspending.gov.

The successful implementation of the GMS will enable the State to meet the following project goals:

- Implement a simplified and standardized end-to-end grant business process;
- Improve transparency and visibility into the programmatic and fiscal performance of grants and other funding received from external sources;



- Improve customer service with applicants and subrecipients, giving them the ability to apply and manage their subawards through the system;
- Improved compliance with fiscal, regulatory and programmatic guidance, and reporting and compliance requirements across awards;
- Integrate with RIFANS for two-way exchange of expenditures and payroll allocation using a newly created unique identifier, the Grant Award Task flex field, to ensure accurate and consistent accounting at the award, agency and State level;
- Prevent audit findings and reduce risk due to repetitive negative findings;
- Monitor, measure, and report on the performance of awards to achieve expected results through the life of the award, and beyond when required by the grantor; and
- Improve collaboration between State Agencies.

## 2.4 State and Federal Systems Relevant to this Project

State grant managers interface with a number of State and Federal systems in the course of their routine duties. The State expects that Vendor's solution will be implemented using best practice and a Services Oriented Architecture. See Section 3.4.

**RIFANS:** The State's financial system. It is an Oracle ERP system which hosts the State's financials. The system consists of Accounts Payable (AP), Accounts Receivable(AR), General Ledger(GL), Iprocurement, and several other modules. There is the capability to use Intelligent Services Gateway (ISG) API's along with other custom interfaces that have been developed for other systems

**Legacy Systems:** The State's information systems that produce data that will later be used in the grants management system originates from an IBM mainframe system. The State's payroll and human resource systems are on the IBM mainframe.

**E-Procurement System –** The State is in the process of implementing a new E-Procurement System, WebProcure by Proactis.

**Budget System:** The State uses Sherpa's Budget Formulation and Management (BFM).

Federal systems such as: Grants.gov, SAM.gov, Federal Audit Clearinghouse (harvester.census.gov), and USAspending.gov.

## SECTION 3: SCOPE OF WORK AND REQUIREMENTS

### 3.1 Business/Functional Requirements

Appendix C includes detailed requirements organized by three main areas: State as Grantee, State as Grantor and Systemwide requirements. Vendors should note the requirements for State as a Grantor address both the State as the issuer of subawards and the external entities as the applicants and subrecipients of subawards. The table below provides a high-level overview of the detailed requirements organized by the grant lifecycle and user functionality.

	State as Grantee	State as Grantor
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<b>Lifecycle</b>	<b>State Functionality</b>	<b>State Functionality</b>	<b>Applicant/ Subrecipient Functionality</b>
<b>Pre-Award</b>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Funding Opportunity Announcements</li> <li>• Alignment with Strategic Plan</li> <li>• Application</li> </ul>	<ul style="list-style-type: none"> <li>• Create &amp; Publish Funding Opportunities</li> <li>• Application Review / Scoring</li> </ul>	<ul style="list-style-type: none"> <li>• Subrecipient Registration</li> <li>• Funding Opportunity Announcements</li> <li>• Subaward Applications</li> <li>• Organizational Risk Assessment</li> </ul>
<b>Award</b>	<ul style="list-style-type: none"> <li>• Notice of Award</li> <li>• Award Management</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Subaward</li> <li>• Subaward negotiations</li> <li>• Subaward Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of Subaward</li> <li>• Negotiations</li> <li>• Subaward Agreement</li> </ul>
<b>Post-Award</b>	<ul style="list-style-type: none"> <li>• Amendments</li> <li>• Monitoring and Reporting</li> <li>• Drawdowns</li> <li>• Closeout</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring</li> <li>• Subaward Amendment</li> <li>• Reimbursement Request</li> <li>• Reporting</li> <li>• Closeout</li> </ul>	<ul style="list-style-type: none"> <li>• Amendments</li> <li>• Programmatic Risk Assessments</li> <li>• Programmatic &amp; Fiscal Reporting</li> <li>• Closeout</li> </ul>

### 3.2 State of Rhode Island Technology Requirements

The State of Rhode Island's Technology requirements for the solution are listed below. These requirements, along with the technical and functional requirements outlined in the Appendices, will ensure the proposed solution will meet the State's guidelines for security, architecture, and technology standards. The vendor will also be expected to state the licensing structure for the software and third-party services which will support the proposed solution.

The requirements listed in Section 3.2 are to be addressed by the bidder in their Work Plan response, as outlined in Section 4 of the RFP. Responses shall be as detailed as possible and where applicable the vendor shall provide an explanation as to why they are not able to meet the requirements listed in this section.

**3.2.1. Hosting** – System must be remotely hosted via a FedRAMP Moderate-compliant Cloud Service Provider, and fully supported by the Vendor, including routine maintenance, technology stack upgrades, and performance and uptime monitoring.

**3.2.2. Ownership Structure** - Vendor is to propose ownership structure for all required technical components, including but not limited to: type of software licensing and model, customization, configuration, application upgrades, database upgrades, hosting, hot-spot hosting, communications, security, backup, recovery, training, and support. The State reserves the right to alter this proposed ownership structure should an alternative prove advantageous.

*3.2.3. System Architecture* – Vendor should describe in detail proposed system architecture and technology stack, including but not limited to database, development tools, Continuous Integration/Continuous Delivery services, as well as relevant services utilized by the underlying cloud service provider. If the proposed Grants Management System is just one component of a larger business system of some kind, Vendor should detail the capabilities and architecture of this larger system. If there are operating system or technology dependencies for the web or mobile experiences of the system, Vendor should list them in detail.

*3.2.4. Automated Testing* – The State expects Vendor will employ modern, automated testing throughout its development efforts. The State reserves the right to audit the code coverage level of any code developed for the State or used as a dependency of code used by the State.

*3.2.5. System Availability* – Vendor must provide system availability 24/7/365 days per year at 99+% availability excluding predetermined maintenance windows.

*3.2.6. System Performance* – The State expects that the system’s performance will be sufficient to guarantee that 97% of the executed transactions averaging 6.0 seconds when returning 1000 records or less (excludes latency caused by State or public network), measured by real user monitoring (“RUM”) over a twenty-four (24) hour period.

*3.2.7. Service Level Agreement (SLA)* – Vendor must indicate the compensation or service credit provided should the system be unavailable for various time intervals. The proposed SLA terms, including guaranteed uptime, response to technical and user support issues, compensation for violations of availability and performance measures listed above, and other terms should be provided.

*3.2.8. CMS and/or CRM* – Vendor must indicate if system technology the State will use is a Content Management System (CMS) or Customer Relationship Management (CRM) System, and identify the Vendor, product, and version.

*3.2.9. Single-Tenant vs. Multi-Tenant* – Vendor must indicate if the system is a single-tenant or multi-tenant solution and indicate if State of RI data will be stored within the same database instance and utilize the same servers as the Vendor’s other customers.

*3.2.10. Solution Infrastructure Coordination with State DoIT/ ETSS* - In order to support the design and implementation of the above components, the Vendor is expected to work with the State of Rhode Island Division of Information Technology (DoIT) and Division of Enterprise Technology Strategy and Services (ETSS) team to ensure secure connectivity to the solution proposed. This includes connectivity to a development, test, staging and production environment of the proposed solution. (See Appendix C 1.0019 for related requirements).

Vendor is also to provide ETSS any proposed network configuration changes along with any necessary desktop or server components necessary to use the proposed solution. Desktop or server components include but are not limited to such items as web browser plug ins or desktop connectivity tools. Such items must have prior approval before installation or configuration from our Enterprise Security Team.

### 3.3 Project Implementation Requirements

### 3.3.1 Solution Implementation

The solution implementation activities encompass the development (Paas/aPaaS) and / or configuration (SaaS/COTS) of products and technologies to support the Grants Management requirements and corresponding detail designs. The State expects the solution design will result in the delivery of several modules that support the grant business process. The implementation should be complete and leverage industry and product best practices and guidelines. The implementation must include unit, system, end to end, and accessibility testing of functionality and capabilities and validation against business requirements. The State expects the chosen Vendor to manage and track project progress using modern web-based collaboration tools to which the State will be granted access (examples would include Jira/Confluence, Trello, Teamwork.com, Github).

### 3.3.2 Project Phases

The project will be delivered over multiple phases as outlined below.

Phases	Scope
<b>Phase One</b>	<p>Iteratively develop and test Grantor and Grantee functionality with frequent releases to a State-accessible environment (see Detailed Technical and Business Requirements Appendix C and RI OMB Proposed Project Phases Appendix D).</p> <p>Define data migration fields, provide a template, migrate data to development environment, identify records requiring remediation.</p> <p>State Agency and Subrecipient User Training</p> <p>System Administrator Training</p> <p>Implement Grantor and Grantee Functionality for six agencies:</p> <ul style="list-style-type: none"><li>• Department of Health</li><li>• Department of Environmental Management</li><li>• Department of Revenue</li><li>• Department of Administration</li><li>• Judiciary</li><li>• Office of the Public Defender</li></ul> <p>Please note that this list of initial agencies is subject to change prior to the start of this project.</p> <p>System Documentation</p>
<b>Phase Two</b>	<p>Implement remaining 22 Agencies</p> <p>Complete Data Migration.</p> <p>State Agency and Subrecipient User Training</p> <p>Agency System Administrator Training</p>
<b>Phase Three</b>	<p>Federal system integration</p> <p>Post-implementation support</p>

### *3.3.3 Proposed Project Phasing – RI Office of Management and Budget*

The Office of Management and Budget completed significant business process redesign over the last twelve months. Based on the business process redesign and best practice, Appendix D proposes a sequential order for system development that reflects the business needs and current resources. Vendors are free to recommend alternative approaches to development sequencing to maximize technical and project scheduling efficiencies.

### 3.4 System Integration Requirements

As indicated previously in the RFP document, the proposed solution must integrate with RIFANS, the State's Oracle e-Business Suite system. The proposed solution must also be able to integrate with necessary Federal grant related database systems as indicated in Appendix C 12.0003 and 12.0005. The Federal integration is part of Phase Three of the State's project plan.

Vendors must design their proposed solution to be compliant with integration requirements specified in Appendix C including 1.0020 and 12.0006.

### 3.5 Data Conversion Requirements

The State requires data conversion from all agencies' current systems. The Vendor and State's requirements with respect to conversion are as follows:

- State Agencies with assistance from the Office of Management and Budget will be responsible for organizing and standardizing the heterogenous data sources that document current award and subaward data.
- Vendor will develop or provide a template for converting any relevant data into the solution.
- Vendor is responsible for importing/converting templated data into the solution.
- The Vendor will develop data conversion reports detailing which records the system attempted to import or convert were successful, failed, or had validation issues of some kind.
- The State is responsible for either remediating failed or invalid records or determining alternative methods for conversion.
- Following State remediation (where appropriate), the Vendor will load all records into the solution and provide control reporting sufficient that all records were loaded, fields mapped, no data was altered.

### 3.6 Solution Requirements Gathering

The Office of Management and Budget, in partnership with the State agency core team members, has invested a significant amount of effort in gathering requirements to automate the grant management business process. The requirements gathering completed by the State has produced the following work product:

- Standardization of grant business processes, tools, templates, workflows, and approval paths;
- Creation of the Grant Award Task flex field in RIFANS, which will streamline agency grant reporting and expenditure tracking; and

- Testing of payroll allocation for grant-funded staff and the related automated journal entry process.

Upon contract award, the State will brief the selected Vendor and work with the Vendor to identify areas where additional requirements gathering may be needed.

The State expects that the level of effort associated with additional requirements gathering will be minimal. Bidder's proposals should reflect this status.

Deliverables at a minimum must include, but not be limited to:

- Requirements sessions notes, issues, resolutions
- Documented business requirements
- Documented business processes and corresponding workflows
- Documented user interaction / product functional requirements
- Documented dashboard / reporting requirements

### 3.7 Quality Assurance Testing and Initial Deployment Requirements

#### 3.7.1 *Quality Assurance and System Testing*

Quality assurance and system testing involve the responsibility to ensure that the quality and functionality implemented meet the requirements and capabilities identified in the design. Development (DEV) environment(s) must conform to same standards as Production, Quality Assurance (QA), UAT environments.

Deliverables at a minimum must include, but not be limited to:

- QA plan (consistent with detailed requirements in Appendix C 1.0019 etc.)
- System test cases
- System test scripts and test data
- System test execution
- Issue/resolution log tracking using method/software agreed upon by State
- QA environment penetration testing and security review

#### 3.7.2 *User Acceptance Testing*

User Acceptance Testing is the activity of working with the business and end user community to validate the requirements and implementation of the system against those requirements.

Deliverables at a minimum must include, but not be limited to:

- UAT plan
- UAT test cases
- UAT test data
- UAT test execution
- UAT live onsite test session(s) with State Team and Users staffed by Vendor
- Issue/resolution log tracking using method/software agreed upon by State
- UAT environment penetration testing and security review

#### 3.7.3 *Performance Testing*

The GMS will contain a large amount of information to be displayed to a large potential pool of users. It is important that the systems be tested and tuned to support the expected load.

Deliverables at a minimum must include, but not be limited to:

- Performance testing plan
- Performance test cases
- Performance test scripts and test data
- Performance test execution
- Issue/resolution log tracking using method/software agreed upon by State

#### *3.7.4 Accessibility Testing*

As the GMS must be developed in compliance with State accessibility standards (See Appendix C 1.0027), it is important that this capability be thoroughly tested.

Deliverables at a minimum must include, but not be limited to:

- Accessibility testing plan
- Accessibility test cases
- Accessibility test scripts and test data (where appropriate)
- Accessibility test execution
- Issue/resolution log tracking using method/software agreed upon by State

#### *3.7.5 Solution Deployment*

Solution deployment refers to the activity of deploying the solution from the test / staging environment into the production environment, executing production testing / validation, and supporting the release for the first week in production. After this period, support through the agreed upon warranty will take place.

Deliverables at a minimum must include, but not be limited to:

- Production environment deployment
- Production testing and validation
- Immediate production support
- Production environment penetration testing and security review

### **3.8 Training and Organizational Change Management**

The Vendor is required to make significant investment in training and change management activities to ensure successful implementation and adoption of the new system and the underlying standard business processes. The grants management solution will impact business processes and employees across multiple discipline areas; therefore, the training and change management strategies must result in deliverables which are sustainable during all phases of the project. The selected Vendor will be expected to:

- Create organizational change management strategy
- Develop communication strategy
- Complete a training needs assessment and analysis
- Propose a training strategy - training goals, learning objectives, learning methods and evaluation methods
- Develop training materials
- Develop a training deployment plan
- Create knowledge transfer plan

#### *3.8.1 Training Versions*

The Vendor will be required to provide in-depth training to end-users, administrators, and subrecipients/applicants. Training must be delivered in the following modalities:

- Onsite instructor led training prior to an Agency implementation
- Train-the-trainer
- Webinars – live and recorded
- Electronic user manual
- Embedded task-based video tutorials
- Self-training modules
- In-solution help text
- Job aids for new functionality
- Demo and training environment
- Training environment exercises with “real life” scenarios and data sets
- Knowledge repository with simple access to business process documentation, policies, and procedures

### *3.8.2 Onsite Instructor Led Training Prior to an Agency Implementation*

The State expects the Vendor to provide onsite instructor led training prior to agency implementation. The training will include multiple agencies as part of the scheduled implementation plan.

### *3.8.3 Train-the-Trainer (In-Person)*

The State will designate high end users that the Vendor will provide full trainings with and these individuals will become State Trainers that in turn will disseminate the applicable training to all end users. The Vendor shall ‘shadow’ all initial end user trainings that each State Trainer conducts to ensure the product knowledge is being conveyed as intended.

### *3.8.4 In-Solution Help*

The Vendor shall provide a readily accessible, searchable “Help” section within the software for end users to access specific topics as needed. The “Help” section will consist of readable user guides on each module, system help text and useful information on system functions.

### *3.8.5 Webinars and Embedded Task-Based Video Tutorials (Web-Based)*

The Vendor shall provide full recordings of training sessions of all modules of the software. The recordings shall include, but not limited to, audio, visual and live screen shots of the software in use. These recordings will be posted in either a ‘help’, ‘training’ or ‘user guide’ section of the software as well as in the Rhode Island Learning Center. Each module shall have its own recording with a detailed description of the topic covered so end users can search and select the appropriate section of software to learn more about from the database.

If training materials are provided via social media, such as YouTube, please outline any alternatives to your training delivery method that would be provided within the System. Vendor is responsible for ensuring online training materials are compliant with and accessible under any social media access policies of the State. Any presentation must be ADA complaint to ensure audio, visual and other aspects are made available to meet any individual’s requirements.

### *3.8.6 Materials (Electronic and/or Printed)*

The Vendor shall provide presentations in the State preferred format for the Train-the-Trainer and End User training sessions. The presentations shall cover all required modules of the software with screenshots as applicable. The Vendor shall have the ability to create a master presentation for administrative users and Trainers as well as abridged versions for defined end user types and Vendors of the State. The Vendor shall also ensure the electric files of the presentations are made readily accessible to the State’s administrative users and in an



editable format. If requested, the Vendor will provide printed presentations and/or user guides in specific quantities for the specified training(s).

### *3.8.7 Documentation/Knowledge Transfer*

The vendor will develop a formal knowledge transfer plan. The plan must outline:

- Individuals responsible for knowledge transfer
- Identify how information will be transformed into knowledge to be acquired
- Define performance metrics to track the effectiveness of knowledge transfer
- Identify and monitor intrinsic and extrinsic influencing factors on the environment

### *3.8.8 Rhode Island Learning Center*

The Rhode Island Learning Center is the State's online learning management system which is designed to help further employee development and professional growth. The State will leverage the Learning Center to ensure that materials are readily available to employees. All training content must be compliant with the technical standards outlined in Sharable Content Object Reference Model (SCORM)

## **3.9 Warranty**

Bidders must agree to the following warranties on the GMS system they build or configure. For at least 1 year, the GMS system that the vendor proposes and any related Services will perform in conformance with specifications as described in this RFP and the Bidder's response and any product documentation for the GMS system the Vendor delivers. The warranty period shall commence on the date that the GMS system, "goes live," for all Users at completion of Phase Two. (the "Warranty Start Date").

## **3.10 Software Integrity Controls**

The Vendor and the State recognize the serious threat of fraud, misuse, and destruction or theft of data or funding. These threats could be introduced when unauthorized or inappropriate modifications are made to a production System. The Vendor shall implement the following controls for maintaining software integrity and traceability throughout the software creation life cycle, including during development, testing, and production: a. The Vendor shall configure at a minimum three software environments, fully accessible by the State at all times including a development (DEV) and a quality assurance (QA) environment sandbox for testing and development issues and a production (PROD) environment. Additional sandbox sites may be required as indicated in this document and related appendices, note Appendix C 1.0019 etc.

b. The Vendor shall implement a change management procedure to ensure that activities in the DEV and QA environments remain separate and distinct from the PROD environment. The change management procedure shall incorporate at least the following:

1. Segregates duties between development and testing of software changes and migration of changes to the production environment;
2. Implements security controls to restrict individuals who have development or testing responsibilities from migrating changes to the production environment;
3. Includes a process to log and review all source control activities;
4. The Vendor shall implement a source control tool to ensure that all changes made to the production System are authorized, tested, and approved before migration to the production environment;
5. The Vendor shall not make any development or code changes in a production environment; and

6. The Vendor shall implement additional internal controls as specified by the State.

## **SECTION 4: PROPOSAL**

### **A. Technical Proposal**

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

The Vendor proposal should be formatted as outlined below. Proposals should specifically address each of the following elements and criteria outlined in the three sections below. Note: The Technical Proposal is limited to fifty (50) pages (excluding any appendices).

#### ***4.1 Capability, Capacity, and Qualifications of the Vendor***

- a. The first section of Vendor's proposal should include the following:
  - i. Company information (first page):
  - ii. Company name, address, phone number, fax number, e-mail address and web site (if applicable).
  - iii. Name and title of the individual(s) authorized to make representations for the Vendor.
- b. The Vendor shall represent and warrant in the proposal that:
  - i. Vendor warrants that their proposed solution will meet the all of the State's requirements outlined in this RFP and related appendices.
  - ii. The software proposed shall conform to the Vendor's written specifications.
  - iii. The software proposed shall function according to published manufacturer specifications at the acceptance date for such software.
  - iv. The Vendor shall also modify, adjust, repair and/or replace said software as deemed necessary or appropriate to have it perform in full accordance with the Vendor's written specifications.
- c. "Statement of Qualifications" that contains the following:
  - i. Briefly describe the most relevant fully implemented project(s) of similar size, scope, and complexity as is proposed. The description should include specifics about the role the Vendor played in the project(s) referenced.
  - ii. If subcontractors are proposed, provide relevant experience and qualifications for all proposed subcontractors.
  - iii. Details of other relevant experience that would be valuable in the completion of this project may be provided.
- d. At least three (3) references from projects including the one from the project highlighted in 4.1.1c. Although governmental organization references are preferred, they are not required. The three references must be from clients with implementations within the past two (2) years. The systems installed at the reference sites must be comparable to that being proposed. References must include the following information:
  - i. Organization name and address.
  - ii. Project Begin Date
  - iii. Project End Date
  - iv. Concise description of work performed and products delivered

- v. Contact information including phone number(s) and email addresses of the project lead at reference organization.
- e. Voluntary Product Accessibility Template (VPAT)

#### ***4.2 Staff Qualifications***

- a. The Vendors response should include a Staffing Plan by phase of the project that contains the following elements:
  - i. An organizational chart including all key management personnel, project personnel and any subcontractors assigned to this project.
  - ii. A contingency plan that demonstrates the ability to add more staff if needed to ensure meeting the Project's due date(s).
  - iii. The number of people onsite at State location(s) at any given time to allow the State to plan for the appropriate workspace, as well as number of people working off-site.
  - iv. A chart that clearly indicates the time commitment and the location (onsite/off site) of the proposed Project Manager and the Vendor's key project personnel, during each phase of the project.
- b. The Vendor also must include a Statement indicating to what extent, if any, the Project Manager and key project personnel may work on other projects or assignments that are not State related during the term of the Contract. The State may reject any proposal that commits the proposed Project Manager or any proposed key project personnel to other projects during the term of the Project, if the State believes that any such commitment may be detrimental to the Vendor's performance.
- c. Resumes must be provided for all key project personnel. Representative resumes are not acceptable. The resumes will be used to supplement the staffing plan provided by the offeror regarding their proposed project team. The resume (2-page limit per resume, included as an Appendix) of the proposed key project personnel must include:
  - i. Proposed Candidate's Name
  - ii. Proposed role on this Project
  - iii. Listings of completed projects (a minimum of two references for each named key project personnel) that are comparable to this Project or required similar skills based on the person's assigned role/responsibility on this Project. Each project listed should include, at a minimum:
    - o the beginning and ending dates;
    - o client/company name for which the work was performed;
    - o project title;
    - o project description;
    - o a detailed description of the person's role/responsibility on the project.
  - iv. Education
  - v. Professional Licenses/Certifications/Memberships
  - vi. Employment History

#### ***4.3 Work Plan***

Vendor's proposed work plan should take into account the State's detailed requirements (Appendix C) and propose distinct modules to support the grant business process. The State

expects that the modules will standalone and will be implemented in a phased approach. The State expects the Vendor to propose tasks, deliverables and milestones associated with each module and to recommend a phased approach to implementing the modules.

References are provided to the relevant sections of the RFP. A Cost Proposal must be provided separately. However, all proposed modules, milestones and deliverables must align with the submitted Cost Proposal, effectively mapping each module, its functionality, and duration to the submitted document.

The work plan must address the following:

- a. Detailed requirements (Appendix C)
- b. State of Rhode Island Information Technology Requirements (Section 3.2)
- c. Project plan narrative including Vendor and State resources, phasing, and timelines. Detailed project plan must be included as an appendix. (Project Implementation Requirements Section 3.3 and Appendix D)
- d. Solution Implementation (Section 3.3)
- e. Solution Requirements Gathering (Section 3.5)
- f. Solution Quality Assurance Testing (Section 3.6)
- g. Solution Deployment (Section 3.6)
- h. Testing plans (Section 3.7)
- i. Documentation (Section 3.8.7)
- j. Security plan, (use template provided in Appendix E or alternative tool addressing all security requirements)
- k. Roles and responsibilities RACI Chart (Appendix F)

#### ***4.4 Approach/Methodology/Training***

As part of the proposal, the vendor should describe their overall methodology including their rapid application development methodologies to aid in the customization, development and testing of the proposed solution. The selected vendor also be will be required to follow an agile project management methodology. The vendor will state their experience using an agile methodology and describe previous projects where they have used the agile methodology. The projects submitted to support the vendors experience with an agile project methodology are not part of the vendor references required as part of the technical proposal, but the vendor may utilize the same references.

- a. Approach proposed (Technology/design, database design, user interface, reporting)
- b. Agile project references
- c. Training (Section 3.8)
- d. Knowledge transfer (Section 3.8.7)

#### **4.5 List of Proposal Appendices (to be submitted by Vendor)**

Exhibit 1: Voluntary Product Accessibility Template (VPAT)  
Exhibit 2: Resumes  
Exhibit 3: Project Plan  
Exhibit 4: RACI Chart (Appendix F is a suggested template)  
Exhibit 5: Security Plan (Appendix E can be utilized as a guide)

## **B. Cost Proposal**

### **Detailed Budget and Budget Narrative**

Provide a detailed cost proposal for fees to be charged for the services specified in this solicitation.

The Vendor must provide a Cost Proposal using the template provided in Appendix G. The Cost Proposal must correspond directly to the Work Plan presented in Section 4A (Technical Proposal) and outline the costs associated with each phase of this project, including an explanation of the basis and rationale of the proposed fee structure.

### **Sections of Cost Proposal**

Phase One – Development and Implementation of System for Pilot State Agencies – Costs described for this phase must reflect the modular approach requested by the State. The modules proposed in Vendor's Work Plan must correspond directly to costs listed in the Cost Proposal for this phase. Vendor should assume, in their pricing calculations, providing full support until all modules developed in this phase are in production for and in use by the pilot State agencies. Costs for each module shall be all-inclusive.

Phase Two – Implementation with Remaining State Agencies – Costs described for this phase must reflect the cost associated with implementing the modules developed in Phase One for the remaining 22 State agencies. Vendor should assume, in their pricing calculations, providing full support until all modules are in production for and in use by the remaining State agencies.

Phase Three – “Integration with Federal Systems/Enhancements” – Costs described for this phase must reflect the costs associated with developing integrations to Federal systems as described in this RFP and related appendices and enhancements. Vendor should assume, in their pricing calculations, providing full support until these integrations are working properly in production for State agency use.

Hosting - Vendor must provide costs associated with hosting the proposed solution (if applicable).

Support - Vendor must indicate costs for optional support after all development, implementation, and enhancements are completed. Costs should be annual, enumerated for three years, and broken out by year.

Licensing - Vendor must provide licensing costs associated with proposal using tab marked "Licensing Details." Vendor should be particular attention to call out licensing models e.g., per named user, concurrent logins or login usage per a given time period. Note: As indicated in the RFP, the State reserves the right to alter this proposed licensing structure should an alternative prove advantageous.

Enhancement capacity - Vendor must provide rate card with skills for estimated 1 FTE per month up to 160 hours per month for enhancements after the completion of Phases One through Three.

## 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 Review: The technical review will be broken into two phases:

1. Phase 1 – Review of Vendor Submitted Technical Proposal: The Technical Review Committee will review and score the Vendor’s submitted technical proposal. A total of 60 points are available in this phase. Vendors must score a minimum of 45 of the 60 (75%) available points to be invited in for an interview. Technical Proposals scoring less than 45 points shall not advance to the Interview stage, shall not have the cost or ISBE participation proposals opened, and the proposal shall be dropped from further consideration.

2. Phase 2 – Interview with Vendors: The Technical Review Committee will meet with Vendors who meet the minimum score in Phase 1 of the technical review. Vendor(s) meeting the minimum score requirement will receive written notice that they have qualified for an interview and will be provided with details on the presentation.

During the interview, Vendors will present their team and the firm’s qualifications and experience, their approach to meeting the State’s requirements, and respond to questions from the Technical Review Committee. The State reserves the right to request detailed responses to follow-up questions identified during the Interview. The State may perform additional due diligence and visit the sites of selected client references to gain a better understanding of their software solutions experience. The Demonstration/Interview will be evaluated based on the following criteria:

- a. Vendor’s on-site presentation and responses to State’s questions
- b. Vendor’s client references and demonstrated record of successful implementations

A total of 15 points are available during this phase. Vendors must score a minimum of 12 of the 15 (80%) available points in the interview phase to move from the technical review phase to the cost review. Interviews scoring less than 12 points shall not have the cost or ISBE proposals opened and the proposal shall be dropped from further consideration.

To advance to the Cost Evaluation stage, the Vendor’s bid must receive a minimum of 57 of the maximum of 75 (76%) technical points and meet the minimum score requirement for both phases of the Technical Review.

Cost Proposal Review:

Proposals which scored 57 points or higher in the technical review and met the minimum score requirement for both phases of the Technical Review shall be

evaluated for cost and assigned up to a maximum of 25 points in the cost category, bringing the potential maximum 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 State 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:

<b>Criteria</b>	<b>Possible Points</b>
<b>Phase 1 – Total Possible Points 60 Points</b>	
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror and Subcontractors where appropriate	10 Points
Work Plan	25 Points
Approach/Methodology/Training	15 Points
<b>Phase 2 – Total Possible Points 15 Points</b>	
Vendor Interviews	15 Points
<b>Total Possible Technical Points</b>	<b>75 Points</b>
Cost proposal*	25 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

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

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

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

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

**\*\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

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

General Evaluation:

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

## SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto: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 # 7597648** 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

- Important Notice to Vendors:
  - 
  - **Please test your CD-R's.** Your electronic responses will govern your responses to this RFP. If the CD-R cannot be opened or malfunctions in any way, your proposal may not be considered.
  -
- Proposals shall include the following:

- A. One completed and signed RIVIP Bidder Certification Cover Form (included only in the original hard copy and CD-R) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
- B. One completed and signed Rhode Island W-9 – Rhode Island version - (included only in the original hard copy and CD-R) 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. **A Separate Technical Proposal** – addressing 4.1 *Capability, Capacity, and Qualifications of the Vendor*, 4.2 *Staff Qualifications*, 4.3 *Work Plan* and 4.4 *Approach/Methodology/Training*. The Technical Proposal is limited to fifty (50) pages (this excludes any appendices, exhibits, and/or key staff resumes).

Please submit two (2) sets of electronic copies as follows:

- a. One each Electronic copy on a CD-R marked as follows:
  - i. Technical Proposal – Original
  - ii. Exhibit 1 - Voluntary Product Accessibility – Original
  - iii. Exhibit 2 - Resumes – Original
  - iv. Exhibit 3 - Project Plan – Original
  - v. Exhibit 4 - RACI Chart – Original
  - vi. Exhibit 5 - Security Plan - Original
- b. One each Electronic copy on a CD-R marked as follows:
  - i. Technical Proposal – Copy
  - ii. Exhibit 1 - Voluntary Product Accessibility – Copy
  - iii. Exhibit 2 - Resumes – Copy
  - iv. Exhibit 3 - Project Plan – Copy
  - v. Exhibit 4 - RACI Chart – Copy

Please submit one (1) set of hard copies for each of the six categories listed.

**E. A separate, signed and sealed Cost Proposal** - A separate, signed and sealed cost proposal with fee structure proposed as outlined in Section 4B Cost Proposal to complete all of the requirements of this project. The cost proposal will include Appendix G and any related attachments.

- a. One (1) Electronic copy on a CD-R marked: “Cost Proposal – Original
- b. One (1) Electronic copy on a CD-R marked: “Cost Proposal - Copy
- c. One (1) hard copy, marked “Cost Proposal -Original” and signed.

- Formatting of proposal response contents should consist of the following:
  - Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
    - Vendor’s name
    - RFP #
    - RFP Title
    - Proposal type (e.g., technical proposal or cost proposal)
    - 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.

- Formatting of written documents and printed copies:
  - 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.
  - 
  - 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.
  - d.** The cost proposal shall be typed using the formatting provided on the provided template.
  - 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# 7597648 Grants Management System**” 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**

- **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**