



## REQUEST FOR QUOTE (RFQ) – BID #7597697

**Bid Title: TRAINING IN THE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs), BASIC LIFE SUPPORT CPR AND HEARTSAVER FIRST AID – MPA-383**

**Submission Deadline: January 15, 2019 @ 10:00 a.m. Eastern Time (ET)**

### INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, is soliciting proposals from qualified firms to provide training in the use of an AED, Basic Life Support CPR and Heartsaver First Aid. The MPA is to be used by the Departments and Agencies of the State, Cities and Towns, School Districts, Governmental Subdivision and the Colleges (RI College and CCRI) and Universities (URI) within the State of Rhode Island, in accordance with the terms of the Request for Quotes (“RFQ”) 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).

**QUESTIONS** concerning this solicitation must be received by the Division of Purchases at [DOA.PURQUESTIONS10@purchasing.ri.gov](mailto:DOA.PURQUESTIONS10@purchasing.ri.gov) no later than Thursday, December 27, 2018 @ 10:00 AM Eastern Time (ET). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFQ #7597697 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.

**NOTE TO VENDORS:** Applicants must register online at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Proposals received without the completed RIVIP Bidder Certification Cover Form attached, may result in disqualification.

### NOT A REGISTERED VENDOR?

1. Register with RIFANS here:

[http://www.purchasing.ri.gov/documents/Supplier%20Registration%20Package%20\(4-07-14\) 1.pdf](http://www.purchasing.ri.gov/documents/Supplier%20Registration%20Package%20(4-07-14) 1.pdf)

- If you do **NOT** wish to have payment direct deposited, you can email the Supplier Registration packet back to [doa.pursuppliercoordinator@purchasing.ri.gov](mailto:doa.pursuppliercoordinator@purchasing.ri.gov)
- If you **DO** wish to have payment direct deposited, you will need to attach a voided check and mail it to:

Supplier Coordinator

Purchasing Department  
One Capitol Hill, 2<sup>nd</sup> Floor  
Providence, RI 02908-5855

2. Register with RIVIP here to obtain a RIVIP Bidder Certification Cover Form for submitting a bid proposal: <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>

**PRICING & PROOF OF CERTIFICATIONS:**

The price per student will include the following: Instructor, Book, Certification Card and Class-related materials. The price will be all inclusive. No other charges will be allowed.

The successful bidder must provide proof of certifications required to provide training.

**BLANKET TERMS:**

The initial contract period will begin approximately March 1, 2019 for one year. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

**PROPOSAL SUBMISSION:**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFQ 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 “**RFQ# 7597697**” 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.



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

BUYER: Vittorioso, Dawn R  
 PHONE #: 401-574-8134

CREATION DATE : 18-DEC-18  
 BID NUMBER: 7597697  
 TITLE: TRAINING IN THE USE OF AEDs, BASIC LIFE SUPPORT CPR AND HEARTSAVER FIRST AID  
 BID CLOSING DATE AND TIME: 15-JAN-2019 10:00:00

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**Requisition Number:**

Note to Bidders: QUESTIONS concerning this solicitation must be received by the Division of Purchases at DOA.PURQUESTIONS10@purchasing.ri.gov no later than Thursday, December 27, 2018 @ 10:00 AM Eastern Time (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ #7597697 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.

Line	Description	Quantity	Unit	Unit Price	Total
1	3/1/2019 - 2/29/2020 - TRAINING - PRICE PER STUDENT	1.00	Each		
2	3/1/2020 - 2/28/2021 - TRAINING - PRICE PER STUDENT	1.00	Each		
3	3/1/2021 - 2/28/2022 - TRAINING - PRICE PER STUDENT	1.00	Each		
4	3/1/2022 - 2/28/2023 - TRAINING - PRICE PER STUDENT	1.00	Each		
5	3/1/2023 - 2/29/2024 - TRAINING - PRICE PER STUDENT	1.00	Each		
6	THE FOLLOWING QUESTION MUST BE ANSWERED: QUESTION 1: WHAT IS THE MINIMUM NUMBER OF STUDENTS YOU REQUIRE TO TEACH A COURSE?	1.00	Each		
7	THE FOLLOWING QUESTION MUST BE ANSWERED: QUESTION 2: WHAT IS THE APPROXIMATE LENGTH OF THE COURSE?	1.00	Minute		
8	THE FOLLOWING QUESTION MUST BE ANSWERED: QUESTION 3: HOW MANY STUDENTS PER MANNEQUIN?	1.00	Each		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

**Prompt Payment Discount Form**  
*(Invoice discounts for receiving fast payments)*

Note: All vendors doing business with the State of Rhode Island must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

**Bidder Name:** \_\_\_\_\_

**RFQ/RFP Bid Solicitation Number:** \_\_\_\_\_

Prompt Payment Discounts ("PPD"): Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for the available payment issue dates listed below. Note: Vendors are allowed up to three different prompt payment options. Example prompt payment options are:

- 5% - 10 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within
%	<b>10 Days</b>
%	<b>15 Days</b>
%	<b>20 Days</b>
%	<b>25 Days</b>
By checking this box, we certify that we will not offer any Prompt Payment Discounts	
<input type="checkbox"/>	

ACH Payments/Supplier Portal: Vendors are highly encouraged to enroll for ACH payments. This payment method will increase the prompt pay benefit since funds are paid directly to designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time. The form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>.

The State also highly encourages Vendors to use the RIFANS Supplier Portal which includes the functionality to electronically submit invoices against open Purchase Orders. This efficient invoicing method eliminates handling time, mailing expenses, and will further expedite the payment process. Information on the portal can be found at <http://controller.admin.ri.gov/iSupplier/isup/index.php>.

<b>We will sign up for ACH payment.</b> (please circle response)	Yes	No
<b>We will utilize the State's Supplier Portal to electronically submit invoices.</b> (please circle response)	Yes	No

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS BID**

#### **INSURANCE REQUIREMENTS (ADDITIONAL)**

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

#### **LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

#### **MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

#### **RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security.

checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration

Division of Purchases, 2nd Floor

One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

**No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.**

**MPA BID AWARD (STATEWIDE APPLICABILITY)**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

**PPD - PROMPT PAYMENT DISCOUNT CLAUSE**

NOTE: All vendors responding to the within solicitation must complete the attached prompt payment discount "PPD" form as part of this master price agreement solicitation.