



**Solicitation Information
January 7, 2019**

RFP# 7597711

TITLE: State of Rhode Island Enterprise Applications Strategic Plan

Submission Deadline: February 4, 2019 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Thursday, January 17, 2019 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:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration's Division of Information Technology (DoIT), is soliciting through this Request for Proposal (RFP) vendors to develop a strategic plan for the State's Enterprise Applications. The strategic plan will lay the groundwork for the State to embark on transforming its Enterprise Applications to better meet the needs of the state and its partners. The strategic plan will also outline a schedule and cost estimate for the State to begin the process of budgeting and resource planning. Please note, recommendations on business process re-engineering are not part of this undertaking. The examination of those processes will occur later as part of the implementation of the strategic plan.

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 .

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

The State of Rhode Island is seeking a vendor to examine options and develop a strategy to replace, upgrade or maintain its current enterprise applications. These applications consist of the following:

- HRIS/HCM Applications including Time and Attendance
- Payroll
- Finance (enterprise financial applications)
- Applications supporting the enterprise applications

The State recognizes such an undertaking requires a significant investment of resources and as such, the leadership wants to reduce risk, minimize costs, and optimize return to the State by developing a strategy that will maximize visibility and drive informed decisions.

The state wants to improve efficiencies, integrate multiple systems, automate manual processes, and replace and modernize its current enterprise technologies.

To accomplish these goals, the State is looking for a vendor that will help us research best practices for our business needs. This research will help us to review high-level business needs and the technology available to meet those needs. And also, to gain a high-level understanding of the cost of the products, delivery methods and types of technology available to meet the State's business and technology needs; and define an overall strategy and timeline to modernize the State's enterprise application systems.

The Strategic Plan for Enterprise Systems deliverables should include, but not be limited to:

- Executive summary of discovery and recommendations tailored for State of Rhode Island
- Comprehensive documentation of discovery and recommendations
- Tactical plan outlining projects by priority that includes costs both initial and ongoing, staff required, either external or internal, for both initial implementation and sustainable management, and perceived benefits and risk of successful implementation versus no implementation at all
- Recommend Options with pros and cons for:
 - Technology / Product solution with pros and cons
 - Systems Integrator
 - One vendor ERP approach compared to various independent applications
 - Estimated schedule and cost of implementation
 - Key success factors and pre-requisites
 - Detailed scope for implementation of Strategic Plan

It is anticipated that the following would be performed, at a minimum:

Planning and Project Control

Conduct project planning meetings with State project personnel coordinating this study. Meetings should be held as needed to review progress, discuss current findings and issues, update project plan and timetable, and review next steps in the project. Biweekly meetings of the governance team during development are anticipated.

Assessment

Develop an understanding of the State's enterprise environment and information technology needs by conducting interviews with stakeholders at all levels of the organization where applicable. Evaluate the existing enterprise applications outlined in this RFP, the service levels and staffing needs, either external or internal, to maintain, support and implement the enterprise applications.

Strategic Plan Development

Present recommendations of the State's enterprise applications based on the business priorities, strategic initiatives and objectives that will cost-effectively support the State's enterprise applications. Facilitate discussions with the key stakeholders to identify and prioritize what applications, technologies and services will be included in the plan that will bridge the gap between the current and future environments.

Identify likely potential efficiencies to be obtained through implementation of the strategic plan and upgrades to core applications.

Identify the specific resources needed internally to support the project plan during the implementation phase and subsequently for ongoing support and maintenance.

Implementation Project Plan

Complete methodology for implementation and maintenance of strategic plan. Develop an implementation plan that includes estimated timelines for implementing the Strategic Plan's recommendations. Prepare an analysis of the one-time and recurring costs for implementing the proposed changes and improvements. When alternatives exist, identify the respective likely cost scenarios.

Address the critical sequencing path for certain components of the strategic plan with recommendations for which core functionalities should be prioritized and are interdependent.

Schedule any product demos with product vendors, as necessary.

Final Report

Prepare and present final report to the Project Governance Committee.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

The strategic plan to be delivered to the State of Rhode Island will address the following enterprise areas:

HRIS/HCM

- CORE HR (PERSONNEL INFORMATION AND TRANSACTIONS, POSITION MANAGEMENT, HR HELP DESK SYSTEM)
- TALENT MANAGEMENT
- COMPENSATION MANAGEMENT (WAGE AND SALARY, CLASSIFICATION)
- BENEFITS MANAGEMENT
- POSITION REQUISITIONS
- PERFORMANCE MANAGEMENT
- MANAGER AND EMPLOYEE SELF SERVICE
- RECRUITMENT AND ONBOARDING
- TRAINING AND DEVELOPMENT
- WORKFORCE PLANNING AND ANALYTICS
- TIME AND ATTENDANCE
- LEAVE REQUESTS

Currently the state of Rhode Island's HRIS/HCM system is made up of various systems. Our current core HR system is written in Cobol and is supported by "side systems" either hosted on premises or in the cloud.

Systems that are hosted in the cloud to support the state's HRIS efforts include:

- Recruitment and Onboarding
- Training and Development
- Performance Management

As mentioned earlier, the state's "side systems" include on premise systems using different technologies to support benefits, position requisitions, compensation, and wage classification. There is also a civil service examination system. Agencies throughout the state also have other systems to support their HR needs using various technology stacks.

The state does not have an enterprise time and attendance system and leave request system. The current time keeping system exists in its payroll system and only captures exception hours. This is a manual process. Other state agencies have their own time keeping systems. These systems range from simple, in the sense that an internal system keeps track of projects, but time must be entered in the payroll system again, to moderate complexity where project time is collected, and exception hours are then transferred to the mainframe (not re-entered). In these systems, employee accrual hours may be passed back in data interfaces on a bi-weekly schedule, as the systems do not calculate the accruals.

Payroll

PAYROLL PROCESSING

YEAR END REPORTING (IRS, ACA)

INTEGRATION WITH RETIREMENT SYSTEM - ERSRI

EMPLOYEE PAYROLL PORTAL (PAY STUBS)

INTEGRATION WITH THIRD PARTY BENEFITS (457, DISABILITY)

The State's payroll system is a system written in COBOL and resides on a state-owned IBM mainframe. The system processes payroll on a bi-weekly schedule and has multiple interfaces that include, but are not limited to:

- State retirement System(ERSRI) and Treasury
- Direct Deposit
- Health Care Providers
- State 457 Plans
- IRS, SSA
- Paystub Portal
- Third Party Data Feeds
- Internal Financial Systems
- Cost allocation systems

The payroll system also processes time and attendance on an exception basis. meaning only exception hours (Sick, vacation, etc.) are captured. The payroll system is supported with state staff. The selected vendor will evaluate the current system and its ancillary systems to make a strategic recommendation for a future payroll system. The recommendation will include best migration practices, such as a phased approach or all-inclusive rollout of an enterprise system which would include payroll.

Enterprise Financial Applications

- GL, AP, AR, ISUPPLIER, FIXED ASSETS, COST ALLOCATION,
- E-PROCUREMENT
- INVESTMENT MODULE
- CASH MANAGEMENT

The state utilizes Oracle's E-Business Suite for its main financial system (RIFANS). The RIFANS systems consists of GL, AP, AR, iSupplier, Fixed Assets, Procurement. The state also owns other components of the Oracle E-Business suite; however, those components have not been fully implemented. They include Grants and Projects, time and attendance and some other modules that have not been fully implemented.

The state currently owns an investment module and any recommendations will need to consider any integration. There is currently an initiative for a new cash management system.

The State is also embarking on a new E-Procurement system which will replace its current public sector purchasing module in RIFANS and integrate with the financials. Consideration of a new enterprise system must consider the integration of this new system with a new enterprise system.

The selected vendor will evaluate the current financials and ancillary systems to make a strategic recommendation for a future time and attendance system. Systems which we do not currently have should be considered in the overall strategic plan.

Enterprise Support Applications

- BUSINESS INTELLIGENCE REPORTING
- INTERNAL SERVICE FUNDS BILLING
- EMPLOYEE TRAVEL REIMBURSEMENT
- PROCESS IMPROVEMENT ANALYSIS
- PROJECT MANAGEMENT SOFTWARE

Regarding business intelligence reporting, the state has limited reporting due to our state enterprise systems not being integrated. The State does have several reporting tools that provide reporting services, including custom written tools and third-party intelligence tools.

The state also utilizes internal service fund billings which charge back internal services to other state agencies.

These services are billed with in-house developed systems. To migrate to other enterprise systems, those systems must have the capability to either replace these in-house systems or integrate with our in-house systems for us to provide timely bills for services provided.

The state also has an enterprise travel reimbursement system which reimburses employees for travel related expenses. This system was recently developed in-house and integrates with our Enterprise financial system for automated payments. The strategic placement of this system must be addressed if the state embarks on replacing, modifying, or enhancing its currently financial system.

The state is also requesting the vendor review and enterprise project management system for use with our project management offices (Information Technology, Facilities, etc.). The state currently uses various tools but lacks an enterprise strategy for managing projects.

Exhibit 1 below is a recap of the areas to be addressed in the strategic plan, along with the priority for implementation. The vendor should focus on the high priority areas which have the greatest strategic impact for the State. Items with low priority, though important, can either be purchased or implemented later or have recommendations for future evaluations.

We look to the vendor to also make recommendations on the prioritizations and note where appropriate to alter the priorities. For example, if a need has a low priority but makes sense to implement in conjunction with another need, the recommendation would be noted.

RECAP and Priority Exhibit 1*

HRIS/HCM

- CORE HR (PERSONNEL INFORMATION AND TRANSACTIONS, ETC. (1)
- TALENT MANAGEMENT(1)
- TIME AND ATTENDANCE (1)
- LEAVE REQUESTS (1)
- COMPENSATION MANAGEMENT (WAGE AND SALARY, CLASSIFICATION) (1)
- BENEFITS MANAGEMENT (1)
- POSITION REQUISITIONS (2)
- PERFORMANCE MANAGEMENT (3)
- MGR. & EMPLOYEE SELF SERVICE (1)
- RECRUITMENT AND ONBOARDING (2)
- TRAINING AND DEVELOPMENT (2)
- WORKFORCE PLANNING & ANALYTICS (1)

Payroll

- PAYROLL PROCESSING (1)
- YEAR END REPORTING (1)
- INTEGRATION WITH RETIREMENT SYSTEM - ERSRI (1)
- EMPLOYEE PAYROLL PORTAL (PAY STUBS) (1)
- INTEGRATION WITH THIRD PARTY BENEFITS (457, DISABILITY) (1)

Enterprise Financial Applications

- GL, AP, AR, ISUPPLIER, FIXED ASSETS, COST ALLOCATION (2)
- NEW EPROCUREMENT (3)
- INVESTMENT MODULE (3)
- CASH MANAGEMENT (3)

Enterprise Support Applications

- BUSINESS INTELLIGENCE REPORTING (3)
- INTERNAL SERVICE FUNDS (2)
- EMPLOYEE TRAVEL REIMBURSEMENT (2)
- PROCESS IMPROVEMENT ANALYSIS (3)
- PROJECT MANAGEMENT SOFTWARE (3)

High Priority (1)

Moderate Priority (2)

Low Priority (3)

* The selected vendor is to prioritize the strategic plan based on the state's priorities for implementation. Items with high priority should be investigated first and rolled out first in the manner the vendor sees as most beneficial to the state and has the most positive impact in improved business processes.

To develop a Strategic Plan for the State of Rhode Island's Enterprise applications, it is expected the selected vendor will perform the following minimum tasks:

Step 1. Project Initiation

Activities to be Performed:

- Pre-startup planning
- Conduct kickoff meeting
- Confirm objectives, schedule, and stakeholders
- Prepare team for business interviews
- Review existing documentation to establish business context
- Hold Executive Visioning Workshop

Step 2. Develop Capability and Solution Models

Activities to be Performed:

- Review the State of Rhode Island documentation
- Conduct interviews and document business objectives
- Leverage Industry Groups Best Practices Services
- Develop Application Modernization Deployment Strategy

Step 3. Assess Target State Modernization Options

Activities to be performed:

- Hold Target State Modernization workshop
- Develop conceptual target state architecture that elaborates: On-Premises & Cloud
- Evaluate implementation roll-out approaches (e.g., function and business unit)
- Identify candidate vendors to support Core ERP and Fit-For-Purpose Business Applications:
- Conduct market scan of potential vendors
- Identify potential system integrators and hold demos if deemed necessary
- Complete options analysis
- Conduct Options Analysis workshop and present results of market scan and available options

Step 4. Create Roadmap & Business Case Activities to be Performed:

- Develop high-level implementation roadmap:
- Initiative definition and sequencing
- Estimated Durations
- Data conversion and integration needs
- Foundational activities needed to mitigate risk
- Develop high-level cost estimate aligned with the roadmap
- Define estimated potential benefits
- Create and present Executive Summary to Core Team and to Executive Leadership

SECTION 4: TECHNICAL PROPOSAL

A. Technical Proposal

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. **Staff Qualifications** – Provide staff resumes and describe qualifications and experience of key staff who will be involved in this project, including their experience in ERP systems and strategic planning.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** - Please describe in detail, the framework by which you will meet the required elements of this initiative to include a timeline of completion. In addition, the work plan should include researching best practices around the country as it relates to the business capability model for any of our IT initiatives.
4. **Approach/Methodology** – Define the methodology to be used to build this strategic model. What research tools will be used to accomplish this goal.

Proposal Format:

The Proposal document must at least include the following and should be limited to 50 pages.

- Your understanding of the scope
- Detail your approach to deliver the 4-step strategic plan laid out in Section 3
- Suggested project timeline with duration, deliverables, and milestones
- Project Team; staffing with roles, relevant expertise and experience they bring to this project (include resumes) and their planned effort hours
- Roles and Responsibilities: State vs Vendor
- A summary of strategic planning experience
- Two Examples of similar projects, including deliverables, templates and samples
- Two client references from similar size public sector organizations
- Sample project plan

The State reserves the right to request clarifications from Vendors if it deems necessary.

The State reserves the right to accept or reject all contract specific proposals.

B. Cost Proposal

Bidder is to provide a lump sum fixed fee.

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 56 (80%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 56 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 56 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	10 Points
Capability, Capacity, and Qualifications of the Offeror	10 Points
Work Plan	30 Points
Approach Proposed	20 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible	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 # 7597711** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to 50 (fifty) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).

- a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - b. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
 - c. Five (5) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
- a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - c. Five (5) printed paper copies

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

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

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

B. Formatting of written documents and printed copies:

- a.** For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- b.** All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

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

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7597711 Enterprise Applications Strategic Plan**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:				
Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise			
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:				
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):
Anticipated Date of Performance:				

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date

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