



**Solicitation Information  
June 6<sup>th</sup>, 2019**

**RFP# 7598572**

**TITLE: State Fuel Depot Video Surveillance Systems**

**Submission Deadline: July 2<sup>nd</sup>, 2019 at 10:00 am (Eastern Time)**

**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: Monday, June 17<sup>th</sup>, 2019 at 11:00 AM**

**LOCATION: One Capitol Hill  
Second Floor, Purchasing Bid Room  
Providence, Rhode Island 02908**

Questions concerning this solicitation must be received by the Division of Purchases at [Max.Righter@purchasing.ri.gov](mailto:Max.Righter@purchasing.ri.gov) no later than **Tuesday June 18<sup>th</sup>, 2019 by 5:00 pm (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: YES**

**PAYMENT AND PERFORMANCE BOND REQUIRED: YES**

Max Righter, Senior Buyer

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://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**

# **Table of Contents**

<b>SECTION 1. INTRODUCTION.....</b>	<b>3</b>
<b>Instructions and Notifications to Offerors.....</b>	<b>3</b>
<b>SECTION 2. BACKGROUND .....</b>	<b>6</b>
<b>SECTION 3: SCOPE OF WORK AND REQUIREMENTS .....</b>	<b>6</b>
<b>General Scope of Work .....</b>	<b>6</b>
<b>Specific Activities / Tasks .....</b>	<b>6</b>
<b>SECTION 4: PROPOSAL .....</b>	<b>8</b>
<b>A. Technical Proposal.....</b>	<b>8</b>
<b>B. Cost Proposal .....</b>	<b>9</b>
<b>C. ISBE Proposal.....</b>	<b>9</b>
<b>SECTION 5: EVALUATION AND SELECTION .....</b>	<b>9</b>
<b>SECTION 6. QUESTIONS .....</b>	<b>11</b>
<b>SECTION 7. PROPOSAL CONTENTS.....</b>	<b>12</b>
<b>SECTION 8. PROPOSAL SUBMISSION.....</b>	<b>13</b>
<b>SECTION 9. CONCLUDING STATEMENTS .....</b>	<b>13</b>
<b>APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM .....</b>	<b>15</b>

## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Division of Capital Asset Management & Maintenance, is soliciting proposals from qualified firms to provide and install a comprehensive video surveillance system at 13 of the State's fuel depot sites and 2 surplus vehicle lots, 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).

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. Bid Surety Bond – Vendors responding to this RFP must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the vendor’s cost proposal. (*Vendors for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful vendor who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all vendors until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the proposal submission deadline; or (iii) the rejection of all proposals.

14. Payment and Performance Bond - The successful vendor must furnish a 100% 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.

## **SECTION 2. BACKGROUND**

DCAMM Fleet Services currently manages fuel distribution at numerous fuel depot sites throughout the State in support of more than 2000 state owned vehicles. These fuel depot sites are utilized to dispense fuel to state vehicles and to Department of Transportation vendors responsible for road maintenance. The video surveillance system is desired to enhance safety and security through remote monitoring that records all activity and to document incidents having an environment impact, such as fuel spills.

## **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

### **General Scope of Work**

Install video surveillance equipment that can be monitored through Avigilon Control Center software by DCAMM Fleet Services and the Rhode Island Department of Public Safety at 13 fuel depot sites and 2 vehicle surplus lots.

### **Specific Activities / Tasks**

#### **Camera Installation**

1. Camera installation will ensure adequate coverage of the entire fuel pumping area. Vendors will be expected to visit each site to determine the camera equipment which shall be mounted under the fuel canopy or to an independent pole where canopies are not present. Regarding the vehicle surplus lots, cameras may be mounted to the buildings or lighting poles. Sufficient cameras will be installed at the surplus vehicle lots in order to view the yard encompassing the building, in its entirety.
2. Recording devices will be installed locally to manage cameras and provide storage for up to 50 days. The vendor shall also include a cloud-based recording.
3. The vendor will be responsible for device procurement and installation including, cameras, camera mounts, NEMA enclosures for pole mounted cameras, backboxes, media converters, conduit, category 6A cable, fiber optic cable, fiber transceivers and receivers, PoE and/or PoE+ network switches, patch panels, network video recorders and floor or wall racks.
4. Cameras at the main entrance into the sites must have the ability to recognize vehicle license plates given that the plate is displayed within clear view of the public. License plate capture cameras shall include infrared illumination and be approved by Avigilon for the license plate recognition analytic. Supported Avigilon cameras at the time of this RFP include the H4A LPC camera and the H4 bullet camera. The awarded firm will be responsible for upgrading the

Avigilon system to ACC 6 and fully configure the license plate analytic. The vendor shall ensure that the LPR camera field of view is adequate to capture the licenses plates for the various vehicles in the Fleet inventory, including passenger vehicles (cars, SUVs), trucks (ranging from pick ups to sanders/plows, etc.).

5. It is anticipated that a 120VAC volt source will be required at each camera, recording equipment, and/or wireless link devices, if required. Vendor will be responsible to include all power to maintain and operate video surveillance systems. All work shall be done in a clean and tidy manor and shall be in compliance with manufacturer's recommendations, current code requirements and to the complete satisfaction of the authority having jurisdiction (AHJ). If necessary, the vendor will be expected to subcontract this work.
6. Fuel depot sites where video surveillance is required are:
  - a. Charlestown (DOT) Facility, 4782 Post Road, Charlestown, RI
  - b. Hope Valley (DOT) Facility, 51 Bank Street, Hope Valley, RI
  - c. Middletown (DOT) Facility, 122 Wyatt Road, Middletown, RI
  - d. Veterans Cemetery, 301 South County Trail, Exeter, RI
  - e. Belleville (DOT) Facility, 439 Tower Hill Road, North Kingstown, RI
  - f. Zambarano Hospital, 2090 Wallum Lake Road, Pascoag, RI
  - g. Portsmouth (DOT) Facility, 325 Boyds Lane, Portsmouth, RI
  - h. Cherry Hill (DOT) Facility 317 Cherry Hill Road, Johnston, RI
  - i. Glocester (DOT) Facility, 648 Putnam Pike, Chepachet, RI
  - j. Scituate (DOT) Facility, 34 Springbrook Road, Scituate, RI
    1. Adjacent vehicle surplus lot
  - k. East Providence (DOT) Facility, 691 Warren Avenue, East Providence, RI
  - l. Pontiac Avenue Facility, 1375 Pontiac Avenue, Cranston, RI
  - m. Midstate (DOT) Facility, 2400 New London Turnpike, East Greenwich, RI
  - n. Coventry (DOT) Facility (Surplus Vehicle Lot), 20 Mapledale Ave, Coventry, RI

### **Data Network Connectivity**

1. Vendor will coordinate data network connection requirements through Fleet Services with the Rhode Island Division of Information Technology (DoIT).
  - a. DoIT will order data circuits where needed.
  - b. DoIT will coordinate with network provider.
  - c. DoIT will get quotes for router/switch for each location (if needed).
  - d. DoIT will provide IP addressing information (if needed).
2. Vendor will identify bandwidth requirements, if any, for each site.
3. The winning vendor must submit a network design and network diagrams for both the local area network (LAN) and wide area network (WAN) for this project.
4. Vendor must provide a cloud base (storage) for video surveillance for a length of time for 6 months.
5. A minimum of 10 licenses will be granted for personnel to access surveillance systems at the discretion of DCAMM.

### **Guaranty**

All work performed and all material and equipment furnished under this contract shall be free from defects and shall remain so for a period of at least one (1) year from the date of acceptance. The full cost of maintenance, labor and materials required to correct any defect during this one-year period shall be included in the submittal bid.

### **Post Contract Maintenance**

1. Complete maintenance and repair services for the cameras and recording systems shall be available from a factory trained and authorized representative of the manufacturer of the equipment for a period of five (5) years after expiration of the guaranty.
2. As part of the bid/proposal, include a lump-sum fixed fee quote for a maintenance contract to provide all maintenance, tests, and repairs described below. In addition, include hourly rates for unscheduled maintenance/repairs and technicians trained on this equipment. Rates and costs shall be valid for the period of five (5) years after expiration of the guaranty.
3. Maintenance and testing shall be on a semi-annual basis or as required by the Authority Having Jurisdiction (AHJ). A preventive maintenance schedule shall be provided by the contractor describing the protocol for preventive maintenance. The schedule shall include:
  - a. Provide a detailed schedule for the systematic examination, adjustment, and cleaning of all systems.

### **Additional Special Skill:**

1. The successful vendor will be responsible for providing site plan diagrams showing device locations, device data sheets, installation guidelines and riser diagrams showing devices, cable and conduit layouts and rack elevations.
2. Respondent and installers must provide proof of a satisfactory BCI prior to work.
3. Full knowledge of procurement and operating procedures of all authorities having jurisdiction.
4. Experience in reading and reviewing civil architectural, mechanical, electrical, fire alarm, security and card access and plumbing drawings.
5. Experience in developing scope of work for architectural and engineering services if it is required as part of the permit process.

## **SECTION 4: PROPOSAL**

### **A. Technical Proposal**

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

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in video surveillance systems related to the scope of work, if any. Specify who will assume the role as the Project Manager.



- a. The vendor will be responsible for providing a letter from Avigilon proving their companies status as an certified dealer as part of their RFP response. The letter shall be dated for the current year.
  - b. The vendor will be responsible for providing certifications of their key staff members as part of the of their RFP response. The vendor shall have at least 3 certified installers including the specified Project Manager.
  - c. The vendor will be responsible for providing a copy of the license of their electrician from the Rhode Island Department of Labor and Training as part of their RFP response.
  - d. Proof of 10 years of experience in installation of security and video systems and understands coordination process on a phased project.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience in providing video surveillance equipment services, specifically to state or federal agencies.
  3. **Work Experience Verification** - Please include three references that can verify or demonstrate experience in administering and overseeing installation of security, access control and video, telephone and low voltage systems.
  4. **Approach/Methodology** – Define the methodology to be used for helping DCAMM Fleets Services ensure remote state fuel depots sites remain secure. Please describe in detail, how you will install and facilitate service to the above-mentioned video surveillance systems.

## **B. Cost Proposal**

Provide a cost proposal to include a lump-sum fixed fee cost for the installation of surveillance systems at the 15 locations identified above, broken into unit pricing for each location. Also include a lump-sum fixed fee cost for the maintenance and testing of the surveillance system for a 5-year period following the expiration of guarantee, broken into unit pricing for each location. In addition, include hourly rates for unscheduled maintenance/repairs and technicians trained on this equipment. Hourly rates shall be for informational purposes only and not considered in the evaluation.

## **C. ISBE Proposal**

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

## **SECTION 5: EVALUATION AND SELECTION**

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror	10 Points
Work Experience Verification	10 Points
Approach/Methodology Proposed	40 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 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 [max.righer@purchasing.ri.gov](mailto:max.righer@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 # 7598572** 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](http://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.
  - 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. Four (4) 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. Four (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 (Excel file included in zip file)
- 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# 7598572**" 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.

<b>Prime Contractor/Vendor Signature</b>	<b>Title</b>	<b>Date</b>
<b>Subcontractor/Supplier Signature</b>	<b>Title</b>	<b>Date</b>