



**Solicitation Information
February 5, 2019**

RFP# 7598594

TITLE: Project Manager – Grants Management System

Submission Deadline: March 6, 2019 at 2:30 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, February 18, 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:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

Table of Contents

SECTION 1. INTRODUCTION.....	3
Instructions and Notifications to Offerors.....	3
SECTION 2. BACKGROUND	6
SECTION 3: SCOPE OF WORK AND REQUIREMENTS	6
General Scope of Work	6
SECTION 4: PROPOSAL	10
A. Technical Proposal.....	10
B. Cost Proposal	11
C. ISBE Proposal.....	12
SECTION 5: EVALUATION AND SELECTION	12
SECTION 6. QUESTIONS	15
SECTION 7. PROPOSAL CONTENTS.....	15
SECTION 8. PROPOSAL SUBMISSION.....	17
SECTION 9. CONCLUDING STATEMENTS	17
APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM	18

SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Management and Budget (RI OMB) is soliciting proposals from qualified firms to provide a Project Manager to assist with the implementation of a statewide (enterprise-wide) grant management system (see RFP # 7597648) in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately May 1, 2019 and will run for a period of 18 months with the option to be renewed for up to two additional 12-month periods based on vendor performance and the availability of funds. The project manager is expected to work onsite for a minimum of 20 hours a week; however, the project manager must be available to work up to 30 hours per week during peak implementation periods.

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 seeks the services of a Project Manager with experience in development and implementation of medium to large information technology systems in a government environment. The Project Manager will assist in the successful development and implementation of a statewide grant management system as outlined in the scope of work below. The successful candidate will report to the Director of Grants Management, and work as a team member with state employees who are passionate about providing the highest value to the State of Rhode Island. The State seeks candidates with an entrepreneurial spirit who are committed to raising the level of service expected by state taxpayers. Bids for these services will be accepted from individual/sole proprietors and firms.

Bidders may submit no more than three (3) candidates in response to this bid. A separate technical and cost proposal must be submitted for each candidate. When submitting multiple proposals, clearly label each technical proposal and cost proposal using the following naming convention: Vendor Name/Project Manager Name. Each candidate will be evaluated and scored individually.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Project Management Responsibilities:

- Construct and maintain a multi-phase project plan that encompasses an initial pilot implementation with six (6) pilot agencies followed by a phased agency implementation approach with remaining 22 agencies.
- Provide expertise in IT systems implementation in alignment with best practices to facilitate the collection of requirements, software configuration, and change management.
- Research grants management practices in other states and use the information as a guide to developing policies and processes for Rhode Island.
- Facilitate status meetings with key agency team members to provide project updates, status of issues and risks, any escalations, and grant policy decisions requiring input for the extended team.
- Track issues and resolutions, risks and mitigations, and escalate where necessary.
- Assist with determining agency implementation process including data conversion needs and processes, training schedules, and change management.

- Provide expertise in converting grants historical data, assists with data mapping, and ensure that outcome meets expectations.
- Act as the liaison between the State and the grant management system vendor to ensure that timelines are met, requirements are satisfied, and agency expectations are fulfilled.
- Manage testing by ensuring that test scenarios cover required grants processing activities and align with best practices.
- Coordinate with the State of Rhode Island Division of Information Technology (DoIT) and Division of Enterprise Technology Strategy and Services (ETSS) team to ensure that the vendor and the project follows state standards and implementation methodology, and that the software adheres to any State IT policies.

Specific Requirements / Activities / Tasks

1. Configuration and Documentation

The Project Manager will be responsible for ensuring clear documentation of business, functional, technical, and performance requirements that are understood without ambiguity, and that represent current State and Federal regulations and statutes.

The Project Manager will work with the vendor to develop and monitor a Project Management Plan, including project objectives and success criteria, deliverables, role/responsibilities/contact information, document control methodology, and risk, cost, schedule, and quality management plans.

The Project Manager will work with the vendor, and internal and external stakeholders to:

- a. Conduct interviews to understand their needs
- b. Define and document business processes and workflow
- c. Define and automate notification processes
- d. Identify reports and queries required by end users
- e. Develop and document role-based permissions
- f. Document procedures and processes for adding/removing user accounts
- g. Document the application support procedures for internal and external users
- h. Maintain master documentation of overall system functionality
- i. Manage external consultant(s) not affiliated with primary vendor

2. Communication, Training and Change Management

The Project Manager must regularly report on progress and potential problems, delays, and concerns to OMB management, the State Project Manager, Project Steering Team and the Division of Information Technology. The Project Manager will:

- a. Communicate issues and obstacles that may compromise the project or delay its completion
- b. Provide periodic status reports to Core Team members, IT, providers and users

- c. Create and implement change management strategies and plans that maximize employee adoption and usage and minimize resistance.
- d. Develop a detailed training plan and schedule for internal and external users, trainers, and system administrators
- e. Prepare training materials and provide support during training
- f. Schedule and facilitate project meetings, and create and distribute meeting minutes
- g. Provide periodic updates to State DoIT Contract Manager regarding vendor performance and deliverables.

3. Vendor Management

The Project Manager may assist in the vendor selection process. Once a vendor is selected Project Manager will provide vendor oversight, ensure that the vendor is delivering quality work, on schedule, and within the budget. Responsible for all vendor deliverables, and will work with the vendor to:

- a. Develop an implementation approach, detailed project plan, and timeline
- b. Oversee configuration design
- c. Ensure change control management
- d. Manage go live and initial support issues
- e. Ensure all contractual deliverables are on schedule and meet the State's requirements
- f. Receive and review for completeness all manuals, support information, and technical documentation from the vendor
- g. In the event of issues that impact schedule, quality of product, the contract-based deliverable schedule or introduce other risk(s) to the project's successful and timely completion, the Project Manager must work with Enterprise Technology Strategy Service/Division of Information Technology Contact Manager and other staff to successfully resolve the issue(s).

4. Testing and Validation

The Project Manager will work with the vendor and state to ensure successful testing and implementation of data migrations, exchanges, and interfaces, and coordinate user acceptance testing. :

- a. Assist with testing configuration, regression testing, planning and development of scenarios for User Acceptance Testing
- b. Ensure vendor resolves all issues identified through testing and validation.

EXPERIENCE AND SKILLS:

Minimum Required Experience:

Bidders should not submit candidates who do not meet the minimum requirements outlined below.

- Minimum of five (5) years of employment in a responsible capacity in the field of Agile project management, particularly “fixed price deliverables based” projects.
- Demonstrated experience leading the implementation of mid to large-scale, technically complex software projects in any of the following areas: Grants Management, Finance/Accounting, Budget, or Human Resources/Payroll.
- Demonstrated project management experience working on a government project (federal, state, or local level).
- Experience managing data integrations between systems and data conversion.
- Proven track record of successful completion of project management work – ensuring adherence to project scope, schedule and budget.

Required Skills

- Strong communications skills including the ability to build relationships and effectively communicate with the project team, Steering Team and key stakeholders.
- Excellent writing skills.
- Flexible team player with strong organizational skills with ability to establish and achieve goals and meet aggressive timelines.
- Ability to assess the impact of the new system on existing financial, payroll, budget systems, and grant processes and workflow.
- Ability to develop, interpret, and manage accountability to RFP and contract requirements.
- Proficiency with Microsoft Office applications, project management software, and document management platforms (e.g. Confluence, Jira)

Desired:

- Project management experience in an enterprise wide implementation
- Grant management experience including grant management system(s), grant lifecycle, Uniform Grant Guidance and current grant management best practices
- CRM system applications and/or CRM implementation experience
- Oracle Financial systems/ e-Business suite
- Lean process improvement

SECTION 4: PROPOSAL

A. Technical Proposal

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

Bidders may submit no more than three (3) candidates in response to this bid. A separate technical and cost proposal must be submitted for each candidate.

1. Vendor Profile (not to exceed three pages)
 - a. Company name, address, phone number, fax number, e-mail address and web site (if applicable).
 - b. Name and title of the individual(s) authorized to make representations for the Vendor.
 - c. Organization Description (type of business structure (LLC, Sole Proprietorship, etc.), number of years in business, products and services provided, and total number of employees.
 - d. Current Customer Profile – list top five current customers, dollar value of contract, number of employees assigned, and end date of contract. Format information in table.
 - e. Vendor support process and contact (name, address, phone number, and e-mail address).
 - f. Contingency plan should the selected candidate not complete project.
2. Candidate Cover Letter - (not to exceed one (1) page)

Letter must be written and signed by candidate. In the letter, the Candidate must:

 - a. Explain, in his or her own words, interest in this role and why he or she is the best candidate;
 - b. Demonstrate understanding of the requirements of this project; and
 - c. States an understanding that work will be largely on-site
3. Proposed Project Approach and Risks (not to exceed three (3) pages)

In this section, the candidate must:

 - a. Describe his or her approach to managing this project
 - b. Describe three potential risks that the state can expect to encounter and why these risks may occur
 - c. Recommend actions the state can take to prevent the identified risks.
 - d. Recommend actions the state can take to: 1) avoid the risk completely, 2) reduce the probability the risk will occur, and 3) reduce the negative impact of the risk when it does occur.
4. Standard Candidate Resume (not to exceed three (3) pages)

5. Candidate Project Experience Template, Exhibit A (not to exceed five (5) pages)
 - a. Provide in-depth narrative for one government project which demonstrates experience directly applicable/related to the outlined project scope, activities, and tasks.
 - b. The Experience Template is designed to allow the Candidate to expand upon his or her project management experience beyond that provided in the resume. Do not repeat or cut and paste information from the resume in the template.
6. Candidate Work Specimen – (not to exceed five (5) pages)
 - a. Actual project artifact(s) or document(s) developed by the candidate which demonstrate how the candidate operates as a project manager. Examples may include project plan, status report, process map, etc.
7. References – (not to exceed three (3) pages)
 - a. Provide at least three (3) references, one of which is in the last three years, who can speak to project management competency and work performance on current or recently completed projects. Provide the following information for each reference:
 - i. name of person who will provide reference;
 - ii. job title;
 - iii. company name;
 - iv. address;
 - v. phone number;
 - vi. e-mail address;
 - vii. role/relationship of the reference to the candidate;
 - viii. project name; and
 - ix. a concise project description.
 - b. One reference must be the immediate supervisor for the project highlighted in the Candidate Project Experience Template.

B. Cost Proposal

Provide hourly rate for a project manager as described herein for each contract period. Hourly rate must represent an all-inclusive, comprehensive hourly rate that reflects the full compensation that will be billed by the selected candidate and/or his or her company to the State of Rhode Island. The hourly rate must not include incidental expenses or any other additional costs (travel, meals, etc.).

Complete and submit a separate cost proposal template for each candidate proposed.

C. ISBE Proposal

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

SECTION 5: EVALUATION AND SELECTION

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

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

1. Phase 1 – Candidate Qualification Review: The Technical Review Committee will review and score the Vendor’s submitted technical proposal. A total of 30 points are available in this phase. Vendors must score a minimum of 22.5 of the 30 (75%) available points to be invited in for an interview. Technical Proposals scoring less than 22.5 points shall not advance to the Interview stage, shall not have the cost or ISBE participation proposals opened, and the proposal shall be dropped from further consideration.

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

During the Interview, Candidates will present their qualifications and experience, their approach to meeting the State’s requirements, and respond to questions from the Technical Review Committee. The State reserves the right to request detailed responses to follow-up questions identified during the Interview. The State may perform additional due diligence to gain a better understanding of the candidate’s experience. The Interview will be evaluated based on the following criteria:

- a. Candidate’s on-site presentation and responses to State’s questions
- b. Candidate’s references and demonstrated record of successful projects

A total of 40 points are available during this phase. Vendors must score a minimum of 32 of the 40 (80%) available points in the interview phase to move from the technical review phase to the cost review. Interviews scoring less than 32 points shall not have the cost or ISBE proposals opened and the proposal shall be dropped from further consideration.

To advance to the Cost Evaluation stage, the Vendor’s bid must receive a minimum of 54.5 of the maximum 70 (78%) technical points and meet the minimum score requirement for both phases of the Technical Review.

Cost Proposal Review:

Proposals which scored 54.5 points or higher in the technical review and met the minimum score requirement for both phases of the Technical Review shall be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

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

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

Criteria	Possible Points
Phase 1: Candidate Qualifications Review	30 Points
<i>Minimum Score Required to Move to Phase 2</i> <i>Total Possible Points After Phase 1 - 30 Points</i>	22.5 Points
Phase 2: In Person Interview	40 Points
<i>Minimum Score Required to Open Cost Proposal and ISBE</i> <i>Total Possible Technical Points After Phase 2 – 70 Points</i>	54.5 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***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:

(lowest cost proposal / vendor's cost proposal) x available points

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

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

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

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

b. Points for ISBE Participation Rate:

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

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

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

General Evaluation:

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

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov 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 # 7598594** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

Important Notice to Vendors:

Please test your CD-R's. Your electronic responses will govern your responses to this RFP. If the CD-R cannot be opened or malfunctions in any way, your proposal may not be considered.

Proposals shall include the following:

- a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
- b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
- c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*

- d. Technical Proposal - Bidders are to submit Technical Proposals following the format outlined above in Section 4.

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

- a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
- b. One (1) Electronic copy on a CD-R, marked “Technical Proposal – Copy.
- c. Please submit one (1) hard copy of the Technical Proposal.

- d. A separate, signed and sealed 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.
- e. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
- f. One (1) Electronic copy on a CD-R, marked “Cost Proposal-Copy”.
- g. One (1) hard copy, marked “Cost Proposal -Original” and signed.

Formatting of proposal response contents should consist of the following:

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

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

- Formatting of written documents and printed copies:
- For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.

- All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- The cost proposal shall be typed using the formatting provided on the provided template.
- Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

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

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598594 Project Manager – Grants Management System**” to:

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

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

SECTION 9. CONCLUDING STATEMENTS

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

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

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

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

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

1. 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.

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

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



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

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

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

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

Name of Subcontractor/Supplier:

Type of RI Certification: MBE WBE Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

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

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date