



Solicitation Information
February 25, 2019

Addendum #1

RFP #7598612

TITLE: SURVEY ADMINISTRATION, MARKETING, OUTREACH, ANALYSIS, REPORTING SERVICES

Submission Deadline: March 7, 2019 at 2:00 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

Gail Walsh
Chief Buyer

RFP #7598612 – Survey Administration, Marketing, Outreach, Analysis, Reporting Services

Vendor A

1. Technical Proposal Limit is 20 pages excluding Key personnel resumes. Can this limit be increased? (refer page 12 of RFP)

Please limit the proposal to 20 pages, but as noted, appendices and additional supporting documentation are not part of this total.

2. From Costing perspective, we would like to know if there are any onsite trainings planned in scope of the RFP? (refer page 12 of RFP)

No.

3. Separate CD-Rs are required for the technical proposal and cost proposal. Can vendor submit electronic copy on USB Drive instead of CD's as they are prone to get corrupted? (refer page 12 of RFP)

No. Please refer to the requirements noted in the RFP.

4. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website. Is this criterion applicable for vendors from other states, who may not have W-9 from Rhode Island? (refer page 12 of RFP)

Vendors must complete the RI version of the W-9 form that may be found on the Division of Purchases website.

Vendor B

1. The RFP states, "The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure." Where should offerors provide these explanations in their proposal--for example, could these explanations be listed briefly in an appendix?

Yes.

2. Can RIDE please confirm that those offerors who are not proposing ISBE participation are not required to submit the ISBE Proposal in any form--in other words, that they are permitted to submit the Technical Proposal and the Cost Proposal only?

Please include the ISBE form and indicate No Participation.

3. For offerors who are proposing ISBE participation, what else, if anything, should be provided in the ISBE Proposal in addition to the necessary number of copies of the completed and signed form from Appendix A?

Nothing else is required, just the form in Appendix A.

4. Should the RIVIP Bidder Certification Cover Form, the W-9, and Appendix A be included under separate cover if they are not to be included with the Technical or Cost Proposal?

Yes. Also, ISBE form should be separately sealed because, if a vendor is including participation, there will be cost information indicated on the form.

5. Under "Management Plan," the RFP states, "The management and staff capacity that will be judged on the basis of prior professional experience, professional qualifications, vendor references, and an evaluation of training plan to address any capacity gaps." How many vendor references should be included within the Technical Proposal?

Three.

6. Can the state confirm that offerors may submit an "other fee structure proposed for this scope of services" instead of providing an "the hourly rate and projected number of hours" for this program?

Yes.

7. The RFP specifies: "Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan" Can the state confirm that this means one (1) original version and one (1) copy of each of these forms?

Yes.

8. Should offeror's responses be addressed to the attention of Gail Walsh, or to the attention of another individual?

Please see the proposal submission requirements in Section 8 on page 13.

Vendor C

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Yes, but there are meetings that will occur on-site in Rhode Island

2. Whether we need to come over there for meetings?

Yes, there will be on-site meetings

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

Yes, but there is a limited on-site presence

4. Can we submit the proposals via email?

No, proposal submission requirements are specified in the RFP