



**Solicitation Information
March 5, 2019**

RFP#: 7598663

TITLE: Tobacco Control Community Education and Coordinating Organization

Submission Deadline: April 2, 2019 at 10:00 AM Eastern Time (ET)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **March 15, 2019 at 10:00 AM (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

David J. Francis, Interdepartmental Project Manager

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 Health (“RIDOH”), is soliciting proposals from qualified firms to provide services and serve as the Tobacco Control Community Education and Coordinating Organization 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 July 1, 2019 for one year. Contracts may be renewed for up to four additional twelve-month periods based on vendor performance and the availability of funds.

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

13. HIPAA - Under HIPAA, a “business associate” is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A “business associate” also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

SECTION 2. BACKGROUND

Tobacco use is the single most preventable cause of death and disease in the United States. Each year, approximately 480,000 Americans die from smoking or exposure to secondhand smoke. There is no risk-free level of exposure to tobacco smoke. For every person who dies from tobacco use, 20 more people suffer from one or more serious tobacco-related illness, including numerous types of cancer, heart disease, and respiratory illnesses.

The Rhode Island Department of Health, Tobacco Control Program (TCP), works to create changes in social, political, and physical environments to make it harder for people to start using, and to continue using, tobacco. The TCP focuses on the following four Center for Disease Control and Prevention (CDC) goals of (1) preventing initiation of tobacco use among young people; (2) eliminating non-smokers' exposure to second hand smoke; (3) promoting quitting among adults and young people; and (4) eliminating tobacco-related disparities. For example, TCP's aims to: expand smoke free environments; facilitate capacity building for environmental change; provide technical assistance; and limit youth access to tobacco products. The RI Tobacco Control Program (TCP) and its partners inform tobacco related policy decisions with science-based information and education, and advocate for strategies that will reduce adult and youth smoking rates, and provide access to cessation treatment services for individuals that want to quit.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

In the fight to control tobacco use and reduce tobacco use in Rhode Island, the Tobacco Control Community Education and Coordinating Organization will identify priority tobacco control strategies to transform tobacco free norms with a goal of making tobacco smoking less desirable, acceptable and accessible. The organization will engage key stakeholders in the tobacco control movement and educate them in regard to tobacco control issues and Center for Disease Control and Prevention's Best Practices for Comprehensive Tobacco Control Programs. In addition, the organization will provide training and on-going technical assistance.

The Tobacco Control Community Education and Coordinating Organization will create healthy working relationships with state and community partners to engage them in stakeholder and community based educational activities, and local campaigns that will further tobacco control program goals. This work is to be carried out by building the capacity of individuals, communities, local coalitions and community based organizations to respond with strategies to reduce tobacco use, and promote access to tobacco treatment services in our state.

Community-based, public or non-profit organizations and others that can demonstrate their experience in coalition development for tobacco control are encouraged to submit proposals in response to this Request. The funded organization will hire a Coordinator for the Rhode Island tobacco control organization, and may recruit services of a subcontractor to conduct training and provide on-going technical assistance. The applying organization must have the capacity to support a detailed media outreach plan to include a tobacco control website with related resources including social networking sites.

Specific Activities / Tasks

1. Build capacity among tobacco control stakeholders to address environmental changes necessary to eradicate tobacco initiation and use in Rhode Island. This may include; curbing access to tobacco products, engaging community support to reduce the availability of tobacco products - especially to youth, reducing tobacco company promotions that negate the health effects of the cigarette excise tax, and other policy initiatives.
2. Enlist leaders in various sectors to help disseminate tobacco control information. Outreach should include diverse partners in the tobacco control movement including faith based organizations, youth-focused organizations, health care providers, businesses, health insurance companies, community health centers, housing advocates and others. Also, identify and work with RI cities and towns, local communities, organizations and funded grantees of the Tobacco Control Program to encourage participation in the organization and in advocacy activities throughout the year.
3. Increase overall membership in the organization and motivate members to stay actively involved in local and statewide tobacco control policy issues.
4. Create a plan to have youth engaged in the work of the organization.

5. Outreach to diverse stakeholders not only those interested in tobacco control issues, but also groups working around health equity, healthy homes, neighborhood revitalization, and other social justice issues.
6. Plan awareness raising activities around the Great American Smoke Out, Kick Butts Day and World No Tobacco Day, and provide technical assistance to interested local communities.
7. Raise public awareness of tobacco and health issues via media outreach and social media.

Priority Policy Area Initiatives to include:

1. Developing and executing a three to five-year Strategic Tobacco Control Plan for the tobacco control organization. The plan will include environmental change, media, evaluation, and sustainability strategies and goals. The plan is to employ CDC Best Practice goals of (1) preventing initiation of tobacco use among young people; (2) eliminating non-smokers' exposure to second hand smoke; (3) promoting quitting among adults and young people; and (4) eliminating tobacco-related disparities, and the World Health Organization's (WHO) mpower model of proven tobacco control strategies and interventions that include: monitoring tobacco use; protecting people from tobacco smoke; offering help to quit tobacco use; warning about the dangers of tobacco; enforcing bans on tobacco advertising and promotion; raise taxes on tobacco products.
2. Creating and launching a consensus-built yearly environmental change agenda that adheres to CDC and World Health Organization (WHO) models. The organization will sponsor and facilitate a yearly environmental change goal setting meeting for the entire organizational membership. The resulting platform will become part of the organization's yearly work plan.
3. Actively reaching out and working with stakeholders from cities and towns to support their capacity building efforts around local tobacco control environmental change efforts.
4. Encouraging flexibility and resiliency among stakeholders. Managing the agenda while being able to facilitate change depending upon the current economic and environmental climate of the state.
5. Creating a yearly media outreach and evaluation plan for organizational priorities.

Priority Training and Technical Assistance Areas to include:

1. Training to enhance the capacity of the coalition's leadership bodies. This includes recruiting and training new members, and defining and developing the roles of the organization's committees.
2. Working with Rhode Island Department of Health (RIDOH) and other related organizations to design events and create media opportunities to raise public awareness of tobacco issues in an effort to direct attention towards effective evidence-based solutions.

Deliverables

1. Increase and support a robust, diverse and educated organizational membership.
2. Deliver a three to five-year tobacco control strategic plan to include: environmental change, media, and evaluation strategies and goals.
3. With organizational membership, create a year-to-year tobacco control environmental change agenda and implementation plan.
4. Construct a strategic action plan for youth engagement during year one.
5. Create and act upon a five-year plan for organizational sustainability.
6. Provide technical assistance and work in concert with local communities as they move forward with tobacco control environmental change initiatives. |

Reporting Requirements

To ensure compliance, the Department of Health shall regularly monitor the activities under this contract. The contractor must provide access to any and all materials relevant to the evaluation and monitoring activities and requirements described herein. The contractor will be responsible for supervision, performance and adherence to contractual language of all its subcontractors. The State will retain total discretion of all administrative decisions regarding the management and billing of and/or receipt of payments for services rendered. The contractor must have sufficient liability insurance coverage and/or be bonded.

Eligible applicants must be community-based, public or non-profit agencies who are in good standing with the federal government. The applicant for this role must have experience in building and maintaining coalitions; have proven success in policy and environmental change efforts; possess campaign development expertise; and the ability to use media advocacy effectively. It is essential that the coalition Coordinator be a self-motivated individual, and a skilled team builder that can inspire and motivate others to come together for common goals.

The agency selected as a result of this request will be responsible to the Director of RIDOH. The scope of the work may be modified by RIDOH prior to beginning work on a given task.

Rhode Island Department of Health reserves the exclusive right to: Align the contract with the state fiscal year end, even if the activities are scheduled to end at an earlier date.

1. Establish a later effective date in the contract if circumstances are such that it is in the State's best interest to delay it, or if funding availability is undetermined.
2. Terminate the contract within the first contract year if the contractor is not able to meet the specified requirements. In addition, with a thirty (30) day notice from RIDOH, this contract may be cancelled anytime for cause.
3. RIDOH reserves the exclusive right to verify the contents of a proposal submitted by an applicant. Misleading or inaccurate responses shall result in rejection of the proposal. Also, RIDOH may obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and the applicant's capability and performance under other RIDOH contracts, other state contracts, and contracts with private entities. RIDOH may use any of this information in evaluating an applicant's proposal.
4. The contractor will be required to submit a monthly activity report to reflect activities conducted by the 10th of each month following the delivery of services. The activity report is to be accompanied by a monthly invoice and appropriate supporting documentation. During the

first grant year, the annual work plan is due within 30 days of the contract award notice. Each following year, the annual work plan is due by August 1st or on day 30 from the grant renewal date. In addition, a yearly end of year report citing major accomplishments, lessons learned, and barriers to the work should be submitted 30 days following the yearly grant end date.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. **Staff Qualifications** – Please provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of contract oversight and fiscal management.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please document experience in building and maintaining coalitions; record of success in informing policy and in environmental change efforts; campaign development expertise; ability to use media advocacy effectively; and success in regard to coalition sustainability. The offeror should demonstrate ability to provide training and ongoing technical assistance in regard to tobacco control best practices. Applicant must detail ability to increase overall membership of the organization.
3. **Work Plan** - Please include proposed approach for youth, stakeholder and diverse population engagement. Also, include strategies for addressing policy, media, evaluation and sustainability plans. Activities and timelines should be outlined by SMART (Specific, Measurable, Achievable, Realistic, and Time-oriented) objectives. In addition, the proposal should include a description of the proposed three to five-year strategic planning process.
4. **Approach/Methodology** – Describe an outcome monitoring and evaluation plan listing tools to track process, output and outcome measures for each component of the application.

B. Cost Proposal

Funding allocations for the Tobacco Control Community Education and Coordinating Organization is estimated based on federal and state fiscal year 2019 and 2020 funding levels. All allocations and subsequent awards within the project period are estimated. Actual total awards and individual contract funding levels may vary from that listed, or funding may be withdrawn completely, depending on availability of federal and state funding, and as directed by the Centers for Disease Control and Prevention (CDC).

The applicant must prepare a separate, signed and sealed Cost Proposal using Appendix B - Detailed Budget Form for a 12-month term. Applicants must provide a

budget justification for all expenses included on Appendix B. Line items are to be accurate, and budget and budget narrative descriptive and complete. Submitted budget and supporting documentation must appropriately reflect agency's financial capacity to implement the project in a timely manner.

Applicants are advised that RIDOH is not responsible for any expenses incurred by the Applicant prior to the Purchase Order Release. A signed contract alone does not authorize work to begin.

Fiscal Capacity

1. Applying organization must be fiscally solvent.
2. Offeror must employ or plan to hire a fiscal staff member with a proven record of responsible budget management. This staff member will be responsible for invoicing and tracking expenditures.

In Budget Narrative, please detail need for proposed expenses for Year One. Also, complete an itemized budget with expenses corresponding to each budget category consistent with objectives and program activities.

Allowable Expenses

Personnel: Indicate each staff name and position for this project. Show percentage of time allocated to this project, the hourly rate and the total annual salary.

Fringe Benefits: Include those benefits normally provided by an organization. Percent and detail breakdown of each benefit is required, such as FICA, unemployment, workers compensation, medical, dental, vision, vacation time, personal time, sick leave, etc. Also indicate the fringe benefit rate for the organization.

Consultants: List each consultant individually, specifying the hourly rate and anticipated annual cost. Only expenses for functions related to this project may be included.

In-State Travel: Reimbursement for mileage expenses is not to exceed \$0.58/mile. Reimbursement of travel expenses is allowed for activities related to this project only.

Out of State Travel: If relative to activities of this project only.

Printing / Copying: Include the cost of duplicating materials, bulletins and flyers as relative to the goals of the project.

Supplies: List office and program supplies allocated to the project. Refreshments and food are not allowable expenses.

Telephone/Internet: Include telephone and internet expenses associated with the project.

Educational/Resource Materials: List brochures or other resource materials to be purchased for the project.

Postage: Indicate postage expenses allocated to the project.

Other: Please include any proposed stipends, incentives, or additional fees.

Indirect / Administrative Cost: Please include a copy of federally approved indirect cost rate. If agency does not have a federally approved indirect cost rate, the de minimis 10% administrative fee can be used.

Funds may not be used for capital expenses.

Duplication of Services/Cost Avoidance

Applicants must be certain to assure RIDOH that the funds to be utilized associated with this scope of work are not duplicated in other areas of their agency. These funds are specific to the agreed upon scope of work via this contract and therefore should be utilized to meet the deliverables articulated in the RFP. |

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 55 out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 55 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 55 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	15 Points
Work Plan	30 Points
Approach/Methodology	15 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:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

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:

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

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 david.francis@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 # 7598663** 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 six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
 - 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).
 - One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - Four (4) 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:
 - 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.

- B. 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# 7598663 Tobacco Control Community Education and Coordinating Organization**” 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: 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

APPENDIX B

DETAILED BUDGET FORM

PROPOSED CONTRACT PERIOD: July 1, 2019 - June 30, 2020

PROJECT: Tobacco Control Community Education and Coordinating Organization

AGENCY: _____

ADDRESS: _____

TELEPHONE: _____ FEIN #: _____

EXPENSE CATEGORY	EXPENSE COST
Personnel	\$
Fringe Benefits	\$
Consultants	\$
In-State Travel	\$
Out-of-State Travel	\$
Printing/Copying	\$
Supplies	\$
Telephone/Internet	\$
Educational/Resource Materials	\$
Postage	\$
Other/Specify	\$
Indirect/Administrative Cost	\$
TOTAL REQUEST	\$

PLEASE SUBMIT SEALED BUDGET PROPOSAL SEPARATE FROM TECHNICAL PROPOSAL