



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

DIVISION OF PURCHASES

One Capitol Hill, 2nd floor

Providence, RI 02908

TEL: (401) 574-8100

FAX: (401) 574-8387

Website: www.purchasing.ri.gov

REQUEST FOR QUOTE (RFQ) – BID #7598744

BID TITLE: DATA CONVERSION & ENCRYPTION 3490 TAPE TO CDR - DLT

SUBMISSION DEADLINE: WEDNESDAY, MAY 8, 2019 AT 2:00 PM (EST)

PRE-BID CONFERENCE:

NO

YES _____

Buyer Name: Robert DeAngelis

Title: Senior Buyer

QUESTIONS concerning this solicitation must be received by the Division of Purchases at Robert.DeAngelis@purchasing.ri.gov no later than **April 26, 2019 @ 5:00 PM (EST)**.

Questions should be submitted in a *Microsoft Word attachment*. Please reference the **RFQ Bid #7598744** on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov.

Offers received without the completed three-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM



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The Division of Purchasing, on behalf of Division of Information Technology and the Department of Labor & Training is soliciting competitive quotes for the continued system management, including system upgrades and enhancements, in accordance with the described conditions and specifications herein, and in accordance with the terms of the Request For Quote and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

- Vendors are required to complete Bid Form and submit with their proposal.
- All items within the bid form must be bid on in order to be considered.
- This bid needs to be detailed and priced on a per-line basis.
- In order to appropriately size the bid for Technical and Professional Services, read the sections listed in the Technical Specifications to get a good understanding what needs to be included.
- An Electronic Based File is attached that includes an Excel Spreadsheet for submission of the vendor bid form for this solicitation. No USB drives will be accepted.

BIDDERS MUST SUBMIT A HARD COPY OF THE BID FORM ALONG WITH THE RIVIP THREE – PAGE BIDDER CERTIFICATION COVER FORM.

Submission instruction is as follows:

- Please submit a **DISC (CD) copy** of your bid form in the same excel format provided.
- Bidders are instructed to submit pricing **ONLY** in excel on the Electronic Based Excel File. Please do not print the Sample Spread Sheet(s) and manually enter pricing.
- Once Disc Based File is completed submit an electronic version in Excel on a disc (CD). Also submit a **printed signed hard copy** of your Excel spread sheet with your proposal.



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The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped receipted by the date and time specified for the bid proposal submission deadline.

Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints.

Bid proposals must be addressed to:

Rhode Island Department of Administration

Division of Purchases, 2nd Floor

One Capitol Hill

Providence, RI 02908-5855

THE DIVISION OF PURCHASES DOES NOT ACCEPT BIDS THAT ARE EMAILED OR FAXED. BID SUBMISSIONS MUST BE HAND DELIVERED OR SENT BY MAIL TO THE ABOVE MAILING ADDRESS.

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission. At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

Questions concerning this solicitation must be received by the Division of Purchases at Robert.DeAngelis@purchasing.ri.gov no later than April 26, 2019 @ 5:00 PM (EST). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ Bid # 7598744 on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation after the question deadline of April 26, 2019 @ 5:00 PM (EST). It is the responsibility of all interested parties to download this information.



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1. Technical Specifications

The Division of Information Technology acting as a liaison for Rhode Island Department of Labor & Training is seeking quotes for Data Conversion and Encryption services for a period of three (3) years, with options for two (2) additional years (Years 4 and 5)

1.1.1 Data Conversion - Tape to CD, price per Original CD

1.1.2 Data Conversion - price per CDR page

1.1.3 Data Conversion Miscellaneous - price per CDR page

- a. Data Conversion - taking reports from the FARS Application (Business Affairs Application), the Charge Bill Application (Benefit Charge), and the Tax Application (Financial Report) and putting the Data Files on CD.

- b. Creating Reports,

- i. FARS Report indexed by Ledger Number and Report Name
- ii. Charge Bill Report indexed by EIN Number.
- iii. Financial Audit Report indexed by EIN Number.

2. Tapes are transported via 2nd Day service by the State.

3. Tapes are to be returned via 2nd Day service to the State.

4. Tapes are sent out on a regular monthly basis.

5. The volume is approximate:

- i. FARS - 20000 pages, separated into daily and monthly reports
- ii. Benefit Charge - 5500 pages, separated into daily and monthly reports
- iii. Tax Report - 3000 pages,

6. FARS report needs to be separated into daily and monthly reports and Benefit Charge Report is a monthly listing.

7. CD/DVD's produced will have 256-bit encryption.

Response time is expected to be no more than 5 business day from the delivery date of tape.



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

BUYER: DeAngelis, Robert
PHONE #: 401-574-8110

CREATION DATE : 12-APR-19
BID NUMBER: 7598744
TITLE: DATA CONVERSION & ENCRYPTION - 3490 TAPE
TO CDR - DLT

BID CLOSING DATE AND TIME:08-MAY-2019 02:00:00

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DOA CONTROLLER
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE, RI 02908
US

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DLT BUSINESS AFFAIRS UNIT
BUILDING #73
1511 PONTIAC AVE
CRANSTON, RI 02920
US

Requisition Number:
Note to Bidders: CONTRACT TERM:
THREE (3) YEARS WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS.

Line	Description	Quantity	Unit	Unit Price	Total
1	CDR MASTER	1.00	Each		
2	CDR ALVA MASTER CD	1.00	Each		
3	CDR ALVA DUPLICATE CD	1.00	Each		
4	CDR PAGES	1.00	Each		
5	CDR OTHER MISC	1.00	Each		
6	256-BIT ENCRYPTION CDR	1.00	Each		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

Helpful Tips:
 - Vendor data entry areas are shaded yellow
 - Your version of excel may open in a protected view and require you to select "enable editing"
 - If you have difficulty viewing the spreadsheet, increase the "zoom level"

BID Title: DATA CONVERSION / ENCRPTION 3490 TO CDR - DLT

BID # 7598744

Type Vendor Name
 in the yellow shaded
 box



Opening Date: MAY 8, 2019 2:00 PM EST

QUESTIONS about this solicitation must be emailed and received by Robert.DeAngelis@purchasing.ri.gov, no later than **by APRIL 26, 2019 at 5:00 PM EST** in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

Vendor is required to enter pricing and discounts in the yellow shaded boxes below.



ITEM #	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	CDR MASTER	1	EACH	\$ -	\$ -
2	CDR ALVA MASTER CD	1	EACH	\$ -	\$ -
3	CDR ALVA DUPLICATE CD	1	EACH	\$ -	\$ -
4	CDR PAGES	1	EACH	\$ -	\$ -
5	CDR OTHER MISC	1	EACH	\$ -	\$ -
6	256-BIT ENCRYPTED CDR	1	EACH	\$ -	\$ -