



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
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**ADDENDUM #1**

**Date: June 6, 2019**

**RFQ #7598824**

**Title: BLOCKCHAIN TECHNOLOGY – PROOF OF CONCEPT**

**Bid Closing Date & Time: JUNE 21, 2019 2:00 PM (Eastern Time)**

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**PLEASE NOTE THAT THE CORRECT ADDRESS FOR THE STATE PURCHASING WEBSITE IS [www.ridop.ri.gov](http://www.ridop.ri.gov) . THIS MAY BE FOUND ON PAGES 1 AND 14 OF THE RFP.**

*Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.*

**Robert DeAngelis**

**Senior Buyer**



**Solicitation Information  
May 31, 2019**

**RFP #7598824**

**TITLE: BLOCKCHAIN TECHNOLOGY - PROOF OF CONCEPT**

**SUBMISSION DEADLINE: FRIDAY, JUNE 21, 2019 2:00 PM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

**MANDATORY:**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**BID SURETY BOND REQUIRED: NO**

**PAYMENT AND PERFORMANCE BOND REQUIRED: NO**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [doa.purquestions15@purchasing.ri.gov](mailto:doa.purquestions15@purchasing.ri.gov) no later than **June 10, 2019 1:00 PM** (Eastern Time). Please reference the **RFQ #7598824** on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Robert DeAngelis, Senior Buyer

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.ridop.ri.gov](http://www.ridop.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 Enterprise Technology Strategy and Services (“ETSS”) and Department of Business Regulation (“DBR”) collectively referred to as the “State”, is soliciting proposals from qualified firms to provide a limited Proof-of-Concept implementation of the use of Blockchain technology to further the State’s goal of becoming more efficient, transparent, accurate, secure and business-friendly, 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.dop.ri.gov](http://www.dop.ri.gov).

The initial contract period will begin approximately on August 13, 2019 for a timeframe determined by the scope of the chosen use case.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **Instructions and Notifications to Offerors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for

all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written "Affirmative Action Plan" prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov) .

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. Should vendor(s) be selected for full blown RFP implementation after a determination of suitability of blue printing approach, vendor(s) should be aware of ISBE participation requirements. 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 220-RICR-80-10-2. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov) “  
For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)
13. 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

14. Eligible Entity - In order to perform the contemplated services related to the Rhode Island Health Benefits Exchange (HealthSourceRI) , the vendor hereby certifies that it is an “eligible entity,” as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an “eligible entity,” as defined by 45 C.F.R. § 155.110.

## **SECTION 2. BACKGROUND**

### **Definitions**

- Blockchain / Distributed Ledger - A blockchain or distributed ledger is an expanding list of cryptographically-signed, irrevocable, immutable transaction records shared by all participants in a network. Each record contains a timestamp and inherent, programmatic reference links to previous transactions. A public blockchain or distributed ledger provides open participation to anyone or any entity where access is not controlled by a central intermediary or a subset of participants. A private blockchain or distributed ledger is one in which participation is restricted by governance rules or managed by a central entity or a subset of participants.
- Proof-of-Concept - A Proof-of-Concept is a minimum viable solution for a given use-case, which is developed in isolation from other processes and systems. It will be tested only at a high level to establish the viability of blockchain for the use case, and to determine future, more robust pilot projects in the same or related vein.

### **Goals**

The State has the following goals for this RFP and resultant Proof-of-Concept:

- To gain a detailed knowledge of the maturity of blockchain technologies and platforms, as well as their suitability to the business operations of the Rhode Island State Government;
- To compare blockchain-based solutions to those based on traditional business application technologies (relational databases, etc.);

- To inform the state with respect to the ease and simplicity by which consumers can interact with the Blockchain solution to both record their licensing or other information and to later verify license or registration status;
- To gain technical and business experience in executing blockchain transactions and leveraging canonical information stored on a blockchain;
- To assess potential security advantages and disadvantages inherent in blockchain technology and its specific applications;
- To gain understanding of the intersections and complexities of employing a blockchain-based solution in a traditional computing environment, particularly as it pertains to interactions with legacy systems;
- To identify potential cost-savings of a blockchain-based solution over traditional/legacy platforms or processes;
- To inform strategic technology planning vis-a-vis the potential impact of blockchain technologies on core government duties, supporting infrastructure, and budget cycle variability;
- To identify opportunities for future collaboration with local governments, other states, the Federal Government, and industry coalitions to mutual benefit;
- To compile data and observations relevant to evaluating the suitability of blockchain technologies in other areas of Rhode Island State Government;

Business areas of possible application may include, but are **emphatically** not limited to:

- Antifraud - Many sectors regulated by the State contain the risk of fraudulent activity. Furthermore, several of these sectors are vulnerable to becoming victims of fraud themselves. Verification of business transactions through the use of blockchain technology could open a secure, industry-wide system to limit this risk.
- Contracts - At a fundamental level, Blockchain technology consists of a series of contracts. As such, the establishment of auditable “smart contracts” between members of industries could reduce business-to-business friction.
- Medical Marijuana - Blockchain technology could be useful for increasing the visibility into the Medical Marijuana industry from seed to sale, reducing potential fraud and abuse.
- Investigative Evidence Control and Chain of Custody - Many State agencies, but particularly DBR’s Medical Marijuana and Building, Design, and Fire Professionals Divisions mount criminal investigations and prosecutions. Blockchain technology could potentially assist in crafting an authoritative record of chain-of-custody for criminal investigative evidence.
- Records - State agencies accept submissions from businesses and individuals that are considered official records. Blockchain technology could be useful in registering and verifying these submissions, as well as any interaction with them by any party.
- Notarization - The paper-based Notarization system that many State agencies use today is little different than it was in the 19th Century. Blockchain technology could provide an instant, auditable, digital alternative.
- Registration and Licensing – The State issues many different kinds of licenses. Issuing them via a publicly-accessible blockchain could make it easier for businesses and other State agencies to verify them.

- Shareholder or policy holder voting - State-chartered banks, credit unions, investment firms, and insurance companies often put items to a vote of their shareholders or policy holders. Registering these votes on a blockchain could conceivably put the result of a vote beyond any question, thus protecting businesses and shareholder rights.
- Crowdsourcing - Blockchain technologies hold the potential to change the nature of data-gathering and records retention for governments. A blockchain-based technology could open up possibilities for individuals and businesses to contribute canonical data on Rhode Island business climate, economic productivity, barriers to success, strategic advantages and disadvantages of regulatory regimes, etc.

The State strongly encourages Vendors to propose innovative ideas and solutions for this Proof of Concept in the Blockchain space that would benefit State of Rhode Island. The list above is for reference purposes only.

### SECTION 3: SCOPE OF WORK AND REQUIREMENTS

The State expects this blockchain proof-of-concept project to consist of two major components: use-case discovery, and the agile implementation of a blockchain technology to address the identified use-case. Offerors should keep in mind that this is explicitly a Proof-of-Concept project and should calibrate the scope of their proposals accordingly.

#### Discovery

The State is intentionally not defining a specific business use-case in this Proof-of-Concept RFP, in order to maximize the diversity and breadth of proposed solutions in response. The selected Offeror will work with Subject Matter Experts within the State to gather information on how their proposed technological solution should be tailored for this Proof-of-Concept, including what Key Performance Indicators should track project activity and success.

Offerors should detail their approach and methodology to discovery and business process analysis, making liberal use of examples from actual client history. Offerors should also include their history within their proposed solution area in general, as well as their experience applying Blockchain technology to these or comparable areas.

The State reserves the right to select one or more proposed solutions from same or different vendor(s) for Proof of Concept implementation.

#### Implementation of Proof-of-Concept

Armed with a backlog of user stories and technical configuration requirements from Discovery, the selected Offeror will build and implement the Platform.

## Rollout, Training, Monitoring

Offerors should explain their plan for rolling out this proof-of-concept in detail, paying particular attention to how the proposed Platform will operate either alongside or in concert with any existing traditional infrastructure.

Offerors should explain their training methodology and plan for training State and non-State users of the Platform.

Offerors should outline how they propose to monitor the platform, including transaction volumes and other Key Performance Indicators gathered during Discovery.

## Wind-Down

As this is a Proof-of-Concept, Offerors should delineate a defined timeframe for the operation of the Platform, as well as planned procedures for winding it down.

## Specific Activities / Tasks

- Conduct discovery sessions and document requirements of State Staff, regulated entities, and other State agencies (as necessary).
- Build and implement a blockchain-based technology solution outlined in general terms in the Offeror's Proposal and more granularly-defined during Discovery.
- Train users (State Employees, representatives of industries involved, etc.) on conducting transactions on the Platform and leveraging information.
- Monitor Platform and make accessible a dashboard for transaction statistics to State staff.
- After Wind-Down, the selected Offeror must submit a formal post-mortem report, including:
  - Data on transaction activity;
  - Recommendations for how the Platform could be enhanced and/or expanded in a future limited Pilot or full implementation.

## SECTION 4: PROPOSAL

### A. Technical Proposal

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

Vendors should propose a maximum of two (2) Proof-of-Concepts. The State reserves the right to select one or more proposed Blockchain Proof-of-Concepts from either the same or different vendor(s) during the award phase.

1. Staff Qualifications – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in building cutting-edge business applications, particularly those based on blockchain technologies.
2. Capability, Capacity, and Qualifications of the Offeror – Please provide a detailed description of the Vendor’s experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service, and type(s) of service(s) provided.
3. Work Plan – Please describe in detail the design and implementation framework within which the proposed blockchain pilot will be performed.
4. Approach - The technical core of how the Offeror will implement a blockchain-based technological solution (“the Platform”). Responses should include, at a minimum:
  1. A “day in the life” walkthrough of the proposed Platform, and how it would function from the perspective of multiple user personas;
  2. The specific Blockchain technology to be used (e.g. Hyperledger, Ethereum, proprietary solutions, etc.) and how it shall be architected;
  3. Details on whether the blockchain technology outlined in a) is already anchored to, or is projected to integrate with, one of the global, public blockchains;
  4. If b), does the proposed Platform leverage any off-shoot blockchain approaches, such as Layer-2 or Sidechains;
  5. The modeled computation complexity of transactions on the proposed blockchain technology, along with modeled potential transactional costs of such computation complexity;
  6. Details on the node scalability of the proposed Platform, and any impacts on transaction resolution times;
  7. Details surrounding all aspects of Platform and transactional security;
  8. A self-assessment of risk inherent in the Platform vis-a-vis data security and privacy;
  9. Details, preferably including detailed screenshots, of any front-end application that services transactions and inquiries on the Platform’s blockchain, including front-end framework architecture;
  10. Architectural diagrams for the hosting infrastructure proposed for all constituent components of the Platform;
  11. Any infrastructure the State must provide for the proper functioning of the Platform;
  12. A self-assessment of the potential weaknesses of Offeror’s chosen blockchain solution vis-a-vis other solutions in the market and in comparison, to traditional application technologies;
  13. An attached Voluntary Product Accessibility Template, outlining Offeror’s approach and capabilities to accessible services;

## B. Vendor Demonstration / Interview (Proof-of-Concept)

Vendors which provide technical proposals that meet the criteria outlined in SECTION 5: EVALUATION AND SELECTION will be invited to validate their responses at the Demonstration / Interview (proof-of-concept) phase.

This Demonstration / Interview will be conducted before the ETSS Technical Evaluation Committee (“TEC”), during which time, the vendor will:

- a. Provide a summary of the vendor’s proposal
- b. Provide a demonstration of the vendor’s existing Block Chain solutions.
- c. Provide any additional clarifications, as needed.

## C. Cost Proposal

Detailed Budget and Budget Narrative: **Cost Proposal will not be factored in during the Scoring of this solicitation.**

Vendors are asked to provide replies in excel spreadsheets, in the formats listed in C.1 and C.2, as part of the Cost Proposal.

### C.1 Proof of Concept Project Cost

The State has a desire to deliver the Proof of Concept Project at little to no cost to validate the vendor tool, technology, and application to State Use Case.

This RFP may produce a successful implementation(s) of the overall solution at the State.

POC Project	Name of the POC Project 1	Name of the POC Project 2	TOTAL
Cost			

## C.2 Implementation Cost Estimates

HIGH LEVEL ESTIMATES: Vendor to provide an estimate for each Solution Implementation for each POC (POC 1, POC 2).

<b>Implementation Cost Estimates</b>	Name of the POC1	Name of the POC2	TOTAL
Product / Platform Cost			
Hosting /HW			
Implementation (Labor)			
TOTAL			

## 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 50 (76.9%) out of a maximum of 65 points to advance to the Demonstration phase.

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

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

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror	10 Points
Work Plan	15 Points
Approach Proposed	30 Points
<b>Total Possible Technical Points</b>	<b>65 Points</b>
Presentation / Demonstration Phase	35 Points
<b>Total Possible Points</b>	<b>100 Points</b>

#### 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 [doa.purquestions15@purchasing.ri.gov](mailto:doa.purquestions15@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 #7598824** 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.ridop.ri.gov](http://www.ridop.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 [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. 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 forty (40) pages (this excludes any appendices and, as appropriate, resumes of key staff that will provide services covered by this request).
  - a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
  - b. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
  - c. Six (6) printed paper copies
4. Cost Proposal - A separate, signed and sealed cost proposal reflecting all Cost Information per Section 4, C, and subsections C.1 and C.2, in an excel spreadsheet to complete all the requirements of this project.
  - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
  - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
  - c. Six (6) printed paper copies

### B. Formatting of proposal response contents should consist of the following:

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

each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R).

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

**B. Formatting of written documents and printed copies:**

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12-point Calibri or 12-point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. 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 #7598824** 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://rules.sos.ri.gov/regulations/part/220-30-00-13>