



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
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ADDENDUM #1

Date: June 6, 2019

RFP #7598828

Title: DOIT – HEAD OF DIGITAL SERVICES - DOA

Bid Closing Date & Time: JUNE 17, 2019 10:00 AM (Eastern Time)

PLEASE NOTE THAT THE CORRECT ADDRESS FOR THE STATE PURCHASING WEBSITE IS www.ridop.ri.gov . THIS MAY BE FOUND ON PAGES 1, 3 AND 13 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
June 4, 2019**

RFP# 7598828

TITLE: DOIT – HEAD OF DIGITAL SERVICES - DOA

SUBMISSION DEADLINE: JUNE 17, 2019 10:00 AM (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.

DATE:

LOCATION:

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Robert DeAngelis, Senior Buyer

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Enterprise Technology and Strategy Services / Department of Information Technology (“State”), is soliciting proposals from qualified firms to provide candidate resumes suitable for the position of Head of Digital Services, 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.ridop.ri.gov.

The initial contract period will begin approximately July 15, 2019 for 8 months. Contracts may be renewed for up to two (2) additional 12-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

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

The State is seeking a qualified individual to provide Digital Services experience to IT-wide efforts within the State. On an enterprise-wide basis, the Lead will collaborate with all Executive branch agencies and multiple stakeholders (including vendors) .

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

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The Division of IT is accountable for pioneering technological solutions that drive our business forward. We are looking for you to head our digital practice and shape the enterprise digital agenda.

As the Head of Digital Services, you will be instrumental in driving change and implementing digital strategy in the focus areas of innovation, automation, web and data analytics. You will build and help deliver on the enterprise’s digital agenda. Key objectives for the role include digital thought leadership, cross-functional program management, and the development and execution of major components of the digital strategy; this requires partnering with both the business and IT. The Head of Digital Services will report to the Chief Digital Officer and Chief Information Officer.

Specific Requirements / Activities / Tasks

Responsibilities/Essential Functions:

- Lead the digital technology unit, driving strategic initiatives and ensuring project execution across the enterprise
- Synthesize digital needs across all business units and marketing to define a holistic roadmap for the enterprise

- Lead the creation and continuous improvement of the digital team's annual delivery calendar and roadmap; revise roadmap (3-5-year horizon) on at least an annual basis and support with capital requirement estimates and business cases
- Work with stakeholders to develop a long-term strategy, ensuring that their ambition is aligned to Division of IT strategic goals
- Recommend, develop and implement digital strategies to ensure that digital efforts are integrated seamlessly into business plans
- Ensure that enterprise strategies are translated and delivered effectively into redesigned business process and technical solutions
- Align, track and ensure proper execution of applications, business process changes, operational readiness in alignment with digital transformation initiatives
- Capture, aggregate, and prioritize a portfolio of IT investments to enable the digital capabilities roadmap
- Lead execution of the digital IT investment portfolio to achieve scope, schedule, financial and quality commitments through operating a metrics-based management system
- Champion digital operation's priorities through IT investment portfolio governance process to ensure alignment of projects with business objectives
- Key advisor to the Chief Digital and Chief Information Officer
- Prepare strategic presentations for senior stakeholder groups
- Infuse forward thinking, new technology and enhancements with an eye to ROI
- Partner with the DoIT leadership team in enabling overall IT initiatives
- Champion and communicate digital strategy to internal and external audiences.

Staff/Organization

- Formulates and drives the operational agenda, culture, and development of their organization
- Leads and is accountable for delivering business outcomes committed to and through investment planning and production management
- Demonstrates ability to influence and motivate large, diverse audiences and foster an inclusive environment
- Develops mentoring and coaching skills in others aligned to long-term workforce strategies
- Defines and sustains an environment in which personnel can maximize their potential
- Builds and develops diverse, high performance teams
- Responsible for actively helping to shape and manage overall employee engagement, morale and alignment to corporate values
- Responsible for the growth and development of each group's team based on the needs of the business, workforce risks, and the established sourcing strategies in order to proactively manage overall capacity and capabilities
- Responsible for building teams considering the appropriate balance of skills and development needs
- Responsible for formulating and executing sourcing strategies and approaches including the optimization of internal resources, and consideration of vendor selection and approach (i.e. supplemental, managed service and managed capacity); this is done in conjunction with stakeholders.

Process

- Develops, optimizes and implements processes and strategies in line with industry best practices to ensure efficient management of financial, human and material resources across all teams.
- Improves performance and agility of execution and manages the integrated management of IT assets and the sourcing strategy.

Business Relationships

- Understands and addresses the business issues and needs and proposes optimal business-focused technology strategies to support delivery of top-performing solutions.
- Responsible for the development and oversight of a multi-year strategy for delivery of capabilities aligned to the business unit(s) strategy(s)
- Acts as an influential leader within the business unit(s) and works to have a contributing seat at their table. Creates open lines of communication and maintains solid relationships with them.
- Able to convey complex technical concepts to the lay person and relates them to the business concepts
- Plays an influential role with the managers of other units in a matrix environment.
- Provides insight and input on critical decisions within the organization and contributes to solutions.
- Acts as escalation on critical business concerns. Involves Business Unit CIO as appropriate.

Delivery

- Ensures delivery and successful implementation across multiple portfolios of investments based on commitments of time, scope, and financial results
- Experience in the use of agile methodology
- Responsible for portfolio updates, dashboards, and metrics to sr. leadership and/or executive level audiences
- Oversees the development and execution of the digital engagement and governance model

Requirements:

- Bachelor's or Master's Degree in Computer Science, Business Administration, or other related field; or equivalent work experience
- Minimum of 10 years of IT delivery management and leadership experience required with a minimum of 3-5+ years of leading significant and complex project portfolios of work and multiple IT end to end operational teams
- Experience leading digital transformation initiatives
- Exceptional understanding of how digital data science can be utilized to create new capabilities, user experience improvements, and actionable insights
- Strong knowledge of Web, Analytics, APIs, Data Transformation & governance
- Experience building business roadmaps with an emphasis on technology selection and IT implementation/transformation
- Experience working in an extremely diverse organization effectively spanning multiple business units
- Insights into consumer trends and disruptive technology, using data and evidence to define impact on businesses
- Demonstrated track record of building and leading high-performing teams toward the successful attainment of challenging goals in support of the corporate business strategy with strong results orientation and sense of urgency
- Proven ability to attract, develop and retain the best talent
- Resilient and innovative leader who is able to work in an entrepreneurial environment
- Well-respected
- Stays true to values, regardless of internal or external pressures
- Exceptional communication skills both oral and written including executive level
- Ability to quickly learn all aspects of State Government
- Strategic and insightful in their thinking, with good judgment and an intuitive sense of where to look for opportunities to support the business from a technology standpoint
- Decisive, but open-minded
- Holds a proven track record of working hand-in-hand with other leaders, rolling up their sleeves (if needed) to get the job done.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. Vendor Profile

Vendor Profile (not to exceed three (3) pages)

- a. Organization Description (type of business structure (LLC, Sole Proprietorship, etc.), number of years in business, products and services provided, and total number of employees.

2. Technical Proposal

- a. Standard Candidate Resume (not to exceed three (3) pages)
- b. At least two (2) references, one of which is in the last three years, who can speak to the candidate's **Digital IT Services** competency and work performance on current or recently completed projects.

3. Interview

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

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

B. Cost Proposal

Detailed Budget and Budget Narrative:

Provide a cost proposal to include the following...

Provide an onsite (locations of Providence RI and surrounding areas within RI) hourly rate for a Digital IT Lead candidate as described herein for each contract period. Hourly rate must represent an all-inclusive, fully loaded time and material hourly rate that reflects the full compensation that will be billed by the selected candidate and/or his or her company to the State of Rhode Island. The hourly rate must not include incidental

expenses or any other additional costs (travel, travel time, meals, etc.). Complete and submit a separate cost proposal template for each candidate proposed

C. ISBE Proposal

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

SECTION 5: EVALUATION AND SELECTION

Evaluation Committee

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies selected for their subject matter expertise. The evaluation committee described above will be responsible for conducting a comprehensive and impartial evaluation of all proposals. The Department of Administration/DoIT will be solely responsible for recommending a successful vendor for award.

Evaluation Process

The evaluation process will consist of three (3) phases – specifically:

1. Technical Evaluation (35 points)
2. Interview (40 points)
3. Cost Proposal Evaluation (25 points)

The Technical Evaluation phase will consist of the TEC reviewing the vendor’s response to the Vendor and Staff Qualifications. Vendors that do not provide these two criteria will be deemed non-responsive and will be dropped from consideration. Successful vendors must score a minimum of 28 (80%) of the 35 possible Technical Evaluation points, in order to be advanced to the Interview phase. To advance to the Cost Evaluation phase, the Vendor’s interview must receive a minimum of 32 (80%) out of a maximum of 40 possible Interview points.

Any proposals scoring less than 60 points, AND not meeting both score minimums of 28 and 32 in the Technical and Interview phases, respectively, will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals which advance to the Cost Phase will be evaluated for cost and assigned up to a maximum of 25 points in cost category, bringing the potential maximum score to 100 points. Proposals shall be reviewed and scored based upon the following criteria:

Evaluation Criteria		Possible Points
Technical Evaluation	Vendor Profile	5 Points
	Staff Qualifications	30 Points
Total Possible Technical Evaluation Points		35 Points
Interview Phase	Interview	40 Points
	Total Possible Interview Phase Points	40 Points
Cost Phase	Cost proposal*	25 Points
	Total Possible Cost Phase Points	25 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 (25), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 25 = 16.25$$

****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:

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

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 7. PROPOSAL CONTENTS

- Proposals shall include the following:
 - a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.ridop.ri.gov. *Do not include any copies in the Technical or Cost proposals.*

- b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
 - c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
 - d. Technical Proposal - 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 three (3) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request). Resumes are limited to three (3) pages.
 - One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
 - e. 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 initiative.
 - f. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - g. Four (4) printed paper copies
- Formatting of proposal response contents should consist of the following:
 - Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - Vendor’s name
 - RFP #
 - RFP Title
 - Proposal type (e.g., technical proposal or cost proposal)
 - If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with

no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

- Formatting of written documents and printed copies:
 - For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12-point Calibri or 12-point Times New Roman.
 - All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
 - The cost proposal shall be typed using the formatting provided on the provided template.
 - Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

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

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP #7598828** 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>

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

1. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.

5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

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

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



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

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN					
Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Solicitation No.:					
Project Name:					
<p>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 <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.</p>					
Name of Subcontractor/Supplier:					
Type of RI Certification:		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> 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

M/W/Disability Business Enterprise Utilization Plan - RFPs - Rev. 5/24/2017