



**Solicitation Information
June 24, 2019**

RFP #7598863

TITLE: COMMUNITY SOLAR MARKETPLACE WEBSITE DEVELOPMENT - DOA

SUBMISSION DEADLINE: JULY 22, 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.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions15@purchasing.ri.gov no later than **JULY 8, 2019 5:00 PM (EST)**. 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

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 Office of Energy Resources (“OER”), is soliciting proposals from qualified firms to provide the development of an online Community Solar Marketplace Website, 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 30th, 2019 for one year. Contracts may be renewed for up to two 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

SECTION 2. BACKGROUND

In 2017 Governor Raimondo issued an Executive Order with a goal of 1,000MW of clean energy by 2020. The Rhode Island Office of Energy Resources (OER) is working to ensure not only that the goal is met, but that solar is an option for all Rhode Islanders. This requires new approaches to solar, including community solar opportunities, for customers that do not have a traditional “good site” for solar, tenants of multifamily buildings, condominium owners, and low/moderate income (LMI) households. OER has received US Department of Energy funding through a State Energy Strategy (SES) grant from the Clean Energy States Alliance (CESA) to design and implement a project that creates greater access to community solar in Rhode Island.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

A key component of this project is an online community solar marketplace. This website would link potential community solar customers with existing and future community solar projects actively seeking subscribers. It is anticipated that educational resources, including educational modules developed under strategy, and links to programs, including the Community Renewables program, will be included. If developers offer discounts or other options for LMI customers, they will be highlighted as well. For example, community solar projects targeted towards affordable housing that go through the 30 MW virtual net metering program must provide additional benefits for the tenants. Possible benefits include offering reduced price or free broadband to tenants, a new playground, etc.

Community solar developers that have heard about the community solar marketplace like the idea and have tentatively stated that there is value to include their projects. That value could possibly justify a monthly fee or upfront fee for having their projects listed which would help pay for the continued maintenance of the website.

Specific Activities / Tasks

1. Vendor must provide a detailed description of their online community solar marketplace solution; the product delivery model; the product capabilities and

functions; product support and warranties; ability to meet all ETSS's security requirements; a detailed work plan; Development and Maintenance Service Level Agreements (SLA); Cloud/SaaS Deployment Options; Disaster recovery plans; and Product Upgrades and New Version Releases

2. At the project outset, vendor is to conduct a kickoff meeting with State Stakeholders, to finalize the project plan, milestones and deliverables, and meeting schedule.
3. At a minimum, the Vendor agrees to provide all payment activities to and meet with the OER on a weekly basis. The Vendor shall provide, at a minimum, the following reports to the OER:
 - a. Systems Summary Report – shows all designs, plans and layouts of the community solar marketplace website.
 - b. Statistical Reports to enable the OER to improve its management of content and outreach efforts regarding the marketplace.
 - c. Reconciliation Report – provides an accounting time and resources spent of development.
4. The Vendor will be responsible for all costs associated with postage, client invoices and other related forms and/or correspondence.
5. The Vendor must have sufficient liability insurance coverage and/or be bonded.
6. Beginning on a mutually acceptable date, the Vendor will commence billing for all work performed.
7. Vendor will be responsible for the design, development, and implementation of a scalable, intuitive, accessible, responsive, and user-centered Content Management System (CMS) to meet the business requirements of the Solar Marketplace Initiative.
8. Technical proposal components:
 - a. General Overview: The proposed CMS solution must provide an intuitive interface, process, and environment for creating, modifying, and publishing content for supporting the Online Marketplace for Rhode Island Low-Moderate Income Community Solar.
 - b. Accessibility: All State of Rhode Island digital initiatives must follow the W3C Web Content Accessibility Guidelines 2.1, Level AA (WCAG 2.1 AA). As such, the CMS must provide an interface for developing, testing, and publishing content that complies with accessibility guidelines.
 - c. Analytics / Reporting: The CMS solution should offer robust analytics capabilities and allow the generation of detailed reports on the status of all content.

- d. Content Authoring: The CMS should provide ease in information management tasks for content creation and modification features within the solution, including an intuitive display for the content contributor roles.
- e. Information Architecture / Workflow: The solution should create conditional workflows to further enhance the publishing experience.
- f. Infrastructure, Security, and Hosting: The CMS must be remotely hosted via a FedRAMP Moderate-compliant Cloud Service Provider, and fully supported by the Vendor, including routine maintenance, technology stack upgrades, and performance and uptime monitoring. Complete Appendix E, Security Form.
- g. Permissions and Roles: The CMS must effectively manage permissions. Specifically, the solution should provide multifactor authentication to validate permissions, system roles, content management groups, and permission sets.
- h. Publishing / Version Control: The CMS should offer publishing protocols, version control capabilities, and content scheduling methods.
- i. Taxonomy / Search: The CMS should offer search capabilities and support for creating and managing metadata.
- j. Training / Documentation: Effective and consistent training and detailed documentation of the CMS must be provided by the vendor.
- k. User Experience (UX): The Vendor must implement an effective user-centered design approach for the proposed CMS solution based on their experience and knowledge of UX best-practices.
- l. The State will retain total discretion of all administrative decisions regarding the management and content of the community solar marketplace website.

9. Content Responsibilities

State Agency will be responsible for:

- a. Drafting, editing and ongoing updates of content.
- b. Ownership of all agency-centric content including copy, documents and images.
- c. Receiving and/or addressing any end-user notifications and potential copyright infringements under the Digital Millennium Copyright Act (DMCA).
- d. Conducting and completing detailed content audits on a regular basis to ensure public-facing information is timely, relevant, and accurate.
- e. Any errors and omissions in content.

Vendor will be responsible for:

- a. Migrating existing content "as written" or "as provided" during the website build / implementation phase.
- b. Integrating functional modules (including, but not limited to, forms, calendars, slideshows) as determined during the Discovery Phase.

10. In partnership with OER select and purchase a domain name. PLEASE NOTE: Implied endorsement of a commercial entity is a violation of our .gov domain terms of use: With this in mind, this domain should be established as a .com or .org and must be registered by The State of Rhode Island's Enterprise Strategy and Services/Department of Information Technology (ETSS/DoIT) to ensure domain ownership. Within the initial project description, the portal would offer customers "a connection to community solar providers that are currently taking new customers." According to federal policy guidelines

(<https://home.dotgov.gov/registration/requirements/>): A .gov domain may not be used to advertise for private individuals, firms, or corporations. It may not be used to imply in any manner that the government endorses or favors any specific commercial product, commodity, or service. Organizations that operate web sites that are not in compliance with the conditions of use may have their domain name terminated.

11. A weekly meeting brainstorm domain name options based on availability and cost.
12. Developer will use budget funds to purchase domain name for OER. OER will own the rights to the domain. The web developer will provide OER with all relevant domain purchasing documentation.
13. Provide a web hosting server for the new website, that fits the long term needs of the Marketplace.
 - a. Security Requirements for Cloud-Hosting Providers:
 - a. Adhere to the ETSS/DoIT Security Guidelines
 - b. Answer all questions in the attached Appendix A – State of RI Security Questionnaire
 - b. Identify at least three potential web hosting companies (offering dedicated or cloud-based servers) along with detailed costs for multi-year hosting contracts, bandwidth usage, customer service support and other relevant information.
 - c. Throughout the contract period, the Vendor will be required to continue to provide technical support, offer regular training opportunities, install all updates and patches, suggest functional enhancements, and maintain the cloud-based hosting provider.
 - d. Maintenance of the cloud-based hosting provider will include, but not limited to, ensuring 99.9% uptime, providing/maintaining a disaster recovery plan, reporting any outages and/or bandwidth issues, and guaranteeing that the platform shall have any and all updates, patches, and upgrades installed within 24 hours.
 - e. The CMS must follow the federal HTTPS-Only Standard. For details, please visit: <https://https.cio.gov/>
 - f. Determine what Personally Identifiable Information (PII) will be collected?
14. Once OER and the developer have selected the hosting service OER will finalize the agreement with the hosting company.
15. Website design: The Vendor must have an established process for approval of OER the content and layout of the market place web platform.
 - a. OER will provide the developer with a content outlines, screen shots and links to sites that serve as examples for the type of design that OER envisions.
 - b. The developer will provide feedback on successful webpage design and request any needed content.
 - c. The developer will also provide detailed documentation and comprehensive training on the platform/web design package that will be used and ensure that OER will be able to make updates to the page after the website is built. OER will provide the Vendor with all information made available to OER by clients (e.g. third-party

customer acquisition companies, solar developers, etc.) for use in the development of the marketplace.

d. Gathering of additional information because of having incorrect or incomplete data will be the responsibility of the Vendor. Any corrections to the current information must be made available to OER.

16. The developer will provide OER with a Beta version of the website for review and editing.

17. The developer will launch the webpage no later than September 1st, 2019

18. OER will provide the Vendor with all information made available to OER by clients (e.g. third-party customer acquisition companies, solar developers, etc.) for use in the development of the marketplace.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. Vendor Profile

- a. The vendor is to provide a brief description of its organization, including its availability to staff the project.
- b. The vendor is to provide two (2) recent client references, related to the work being requested within this Scope.

2. Technical Proposal, Security Questionnaire

- a. The vendor is to submit a technical response which addresses the Technical Solution being recommended, the Project Plan (including Testing with the State and external Stakeholders), Training, and Documentation, etc.

3. Vendor Interview

- a. Vendors are expected to present their overall proposal, including their Work Plan, approach and methodology, and staffing plan.
Vendor Solution Presentations will be scheduled accordingly once bids are opened, via the contacts listed on a vendor's cover sheet, at which time vendors will be informed of the presentation day, time, location, schedule

and requirements. The State will make every attempt to accommodate vendor schedules.

Overall, vendors will describe what is contained in their technical proposal; no new information can be garnered from this process.

B. Cost Proposal

Cost Proposals must be submitted in a separate sealed envelope. The vendor name, telephone number and address should be clearly written on the envelope. All cost proposal pages should have the vendor name, address and other pertinent information included. The cost proposal should be signed by a company official. The cost proposal should be based on the milestones and deliverables to establish the design, development and implementation of the above statement of work, and of fixed price. **Complete and return Appendix B - OER Cost Proposal Template**

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 56 (80%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 56 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 56 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
Vendor Profile	5 Points
Technical Proposal, including responses to Security Questionnaire	30 Points
Vendor Interview, including Work Plan and Approach/Methodology	35 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:

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

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 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 #7598863** 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

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 -
 - 1. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - 2. One (1) printed paper copy, marked “Technical Proposal - Original” and signed.
 - 3. Four (4) printed paper copies
 - 4. The vendor is to reply to each question within ‘Appendix C – State of RI Security Questionnaire,’ and provide that document as part of its Technical Proposal

e. Cost Proposal –

A separate, signed and sealed cost proposal Cost Proposals must be submitted in a separate sealed envelope. The vendor name, telephone number and address should be clearly written on the envelope. All cost proposal pages should have the vendor name, address and other pertinent information included. The cost proposal should be signed by a company official. The cost proposal should be based on the milestones and deliverables to establish the design, development and implementation of the above statement of work, and of fixed price.

- 1. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
- 2. One (1) printed paper copy, marked “Cost Proposal - Original” and signed.

3. Four (4) printed paper copies

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:

1. Vendor's name
2. RFP #
3. RFP Title
4. Proposal type (e.g., technical proposal or cost proposal)
5. 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. The cost proposal shall be typed using the formatting provided on the provided template.
- d. 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 #7598863**” 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

g. 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.

h. 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

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

State of Rhode Island
OER Costing Template

Instructions:

Based on the requirements for information contained in this document, provide an overall cost proposal of your solution.

	Cost Category	Milestone(s) and Delivery Date(s)	Costs	
	Implementation Phase <i>Offeror to explain work performed, and</i>			
1	<i>during what dates</i>	Milestone and Delivery Date	\$ -	
			\$ -	
	Hosting, post implementation-phase, for 10 years. <i>Hosting should begin the day after the Implementation Phase is</i>			
3	<i>completed, and exist for 10 years</i>	Hosting Costs year 1	\$ -	
		Hosting Costs year 2	\$ -	
		Hosting Costs year 3	\$ -	
		Hosting Costs year 4	\$ -	
		Hosting Costs year 5	\$ -	
		Hosting Costs year 6	\$ -	
		Hosting Costs year 7	\$ -	
		Hosting Costs year 8	\$ -	
		Hosting Costs year 9	\$ -	
		Hosting Costs year 10	\$ -	
		Hosting Costs year 11	\$ -	
		Hosting Costs year 12	\$ -	
			\$ -	

Total Project Costs for entire 10 years

This amount will be used in allocating Cost Points \$ -



STATE OF RHODE ISLAND requires all third parties that handle STATE OF RHODE ISLAND citizen information to complete this security questionnaire. The questionnaire is based on the NIST (National Institute for Standards and Technology). The goal is to confirm that each third-party partner follow industry-recommended security processes and controls to protect potentially sensitive information collected and processed on behalf of the STATE OF RHODE ISLAND. Please note that STATE OF RHODE ISLAND reserves the right to perform an external vulnerability and/or penetration test to confirm the security posture of the services provided to the STATE OF RHODE ISLAND.

Please answer the questions below. If you already have a standard document describing your security processes and controls, you can attach it instead of answering the below questions. Your answers do not need to be long but they should contain enough detail to outline your security posture in regards to the services or goods you propose to offer.

Requirement Number	Functional Requirements	Spec / Detail	Bidder Comments/Response
11.001	General	Is there a government only version of the services or goods you propose to offer?	
11.002	General	What is your data governance?	
11.003	General	What are the type of firewalls (or application gateways) used? How are they monitored?	
11.004	General	What type of Intrusion Detection System/Intrusion Protection Systems (IDS/IPS) is used? How are they monitored/managed?	
11.005	General	Does the company perform penetration testing of the service? If yes, how frequently are penetration tests performed? Are the tests performed by internal resources or by a third party?	
11.006	General	Please provide Support Process and procedure.	
11.007	General	Please provide Trouble Ticket Process and procedures.	
11.008	Availability	Is the hosted solution architected for high availability with infrastructure and network redundancy?	
11.009	Availability	What are the data backup policies and procedures? How frequently are the backup procedures verified?	
11.010	Availability	Is the system and network architecture based on a high availability design that includes redundant firewalls, routers, switches and IDS, and load balanced or clustered servers?	
11.011	Availability	Please describe disaster Recovery plan and procedures, including: --Disasters Occurring at Primary/Secondary Hosting Facilities --Data Backup Procedures --Whether warm or hot backups are available	PLEASE DELETE THIS TEXT BEFORE RESPONDING <i>Sample Response:</i> <i>There is a nightly backup onsite at the Rackspace hosting facility in Dallas, TX. Every Wednesday, Rackspace sends all backup tapes to our account with Iron Mountain. There is an 11-week rotation of backups stored at an offsite facility. Onsite backups can be restored within 6 hours of request depending upon size of database and attached documents. Offsite backups are restored within 12-24 hours again depending upon size of database and attached documents. NOTE: The backups are encrypted and can only be read with the correct encryption keys.</i>
11.012	Availability	Does the data center have and HVAC fire extinguishing system?	
11.013	Availability	Does the datacenter and the area providing services have a generator?	
11.014	Confidentiality	How is the data center and application secured?	

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Requirement Number	Functional Requirements	Spec / Detail	Bidder Comments/Response
11.015	Confidentiality	What are the procedures and policies used to approve, grant, monitor and revoke access to the servers? Are audit logs maintained?	
11.016	Confidentiality	What are the procedures used to approve, grant, monitor, and revoke file permissions for production data and executable code?	
11.017	Confidentiality	What are the customer confidentiality policies? How are they enforced?	
11.018	Confidentiality	What are the procedures and policies for handling and destroying sensitive data on electronic and printed media?	
11.019	Confidentiality	Is two-factor authentication used for administrative control of all security devices and critical information systems?	
11.020	Confidentiality	How does the company control physical and electronic access to the log files? Are log files consolidated to single servers?	
11.021	Confidentiality	Is there Keycard protocols, biometric scanning protocols and round-the-clock interior and exterior surveillance monitor access?	
11.022	Confidentiality	Are only authorized data center personnel granted access credentials to data centers? Are unauthorized visitors allowed in the production area without prior clearance and an appropriate escort?	
11.023	Confidentiality	Do data center employee undergoes multiple and thorough background security checks before they're hired?	
11.024	Integrity	Has a SAS70, SSAE16, SOC, PCI or similar review been completed?	
11.025	Integrity	Who configures and deploys the servers? Are the configuration procedures available for review / scanning including documentation for all registry settings?	
11.026	Integrity	What are the policies and procedures for hardening servers?	
11.027	Integrity	How current would the data be (RPO) and what is the restoration time (RTO) of the data that was restored?	
11.028	Integrity	Is testing done after changes are made to servers? What are the rollback procedures in the event of problems resulting from installing a patch or Service Pack?	
11.029	Integrity	What are the set of controls to ensure separation of data and security information between different customers that are physically located in the same data center?	

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Requirement Number	Functional Requirements	Spec / Detail	Bidder Comments/Response
11.030	Integrity	How are virus prevention, detection, correction, and updates handled for the products?	

Req #	Bidder Comment / Note About Response Above