



**Solicitation Information  
July 8, 2019**

**RFP# 7598882**

**TITLE: Carbon Pricing Study**

**Submission Deadline: August 5, 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: N/A**

**LOCATION: N/A**

Questions concerning this solicitation must be received by the Division of Purchases at [Max.Rightier@purchasing.ri.gov](mailto:Max.Rightier@purchasing.ri.gov) no later than **July 19<sup>th</sup> 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**

Max Righter, Senior Buyer

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

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## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Energy Resources, is soliciting proposals from qualified firms to provide analyses, report and presentation on Rhode Island examining a Carbon Pricing Program for the State, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The initial contract period will begin approximately September 1, 2019 for one year. Contracts may be renewed for up to one additional 12-month period 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](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. 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](http://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](mailto:Dorinda.Keene@doa.ri.gov)

## SECTION 2. BACKGROUND

In 2014, the Rhode Island General Assembly enacted the Resilient Rhode Island Act (Act), which created an Executive Climate Change Coordinating Council (EC4) comprised of State agency directors and charged that body to “assess, integrate, and coordinate climate change efforts throughout state agencies to reduce emissions, strengthen the resilience of communities, and prepare for the effects of climate change...”

The Act required the EC4 to develop “a plan that includes strategies, programs, and actions to meet targets for greenhouse gas emissions reductions” through 2050:

- Ten percent (10%) below 1990 levels by 2020;
- Forty-five percent (45%) below 1990 levels by 2035; and
- Eighty percent (80%) below 1990 levels by 2050.

The state’s Greenhouse Gas Emissions Reduction Plan, EC4 Annual Reports, and other related materials can be found at: <http://climatechange.ri.gov/state-actions/ec4/>.

In 2017, the Rhode Island General Assembly enacted an amendment to the Act to require the EC4 to study a possible carbon pricing program. Specifically, the General Assembly charged the EC4 to “specifically study the effectiveness of the state and/or multi-state carbon pricing program to incentivize institutions and industry to reduce carbon emissions.

The study shall include the effectiveness of allocating revenues generated from such carbon pricing program to fund enhanced incentives to institutions and industry for targeted efficiency measures; projected emissions reductions; economic impact to businesses; any economic benefits to Rhode Island; and impacts to the state's economic competitiveness if the program were implemented” (RIGL §42-6.2-2).

While Rhode Island and the New England region has made significant progress in reducing carbon emissions from the electric sector, there are few comprehensive policies or programs that address emissions from the thermal (heating) and transportation sectors. These two sectors now account for more than two-thirds of the state’s greenhouse gas emissions. Previous analysis conducted by the state demonstrates that significant de-carbonization in these two sectors are vital if Rhode Island is to achieve its greenhouse gas emission reduction targets by 2035 and 2050.

### **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

The Rhode Island Office of Energy Resources (OER) and Rhode Island Department of Environmental Management (DEM), in consultation with the Rhode Island Department of Transportation (DOT), is requesting proposals from qualified consultants to serve as the lead contractor for preparing a “Rhode Island Carbon Pricing Study” (Study).

OER and DEM seek consultants with deep expertise in climate change and energy policy and demonstrated expertise in economy-wide economic and environmental modeling and analysis (including the electricity, thermal and transportation sectors).

The selected consultant will conduct a qualitative analysis of potential multi-state, economy-wide carbon mitigation approaches available to Rhode Island and quantitatively examine the short- and long-term impacts of each mechanism on the state’s economy and environment under a range of revenue disbursement/investment options.

This information will help inform consideration of carbon mitigation opportunities by the legislature, state agencies, and stakeholders, and identify emerging opportunities and barriers to meeting Rhode Island’s carbon reduction targets as specified in the Resilient Rhode Island Act (RIGL §42-6.2, et. seq.).

The selected consultant will work closely with a project team composed of representatives from OER, DEM, and DOT, and be responsible for performing the tasks specified within the scope of work outlined in this solicitation.

The focus of this study will be predominantly on examining scenarios and policies/programs to reduce carbon emissions (by 2030, 2035, 2040 and by 2050) from the state's thermal and transportation sectors, but also accounting for the impacts of existing natural gas and electric carbon reduction programs that are currently in effect, including, but not limited to, the Regional Greenhouse Gas Initiative, Least Cost Procurement (e.g. state's gas and electric energy efficiency programs), the Renewable Energy Standard, the Renewable Energy Growth Program, and Long-Term Renewable Energy Contracts.

The consultant will develop data and methodologies, undertake modeling and analysis, and perform policy research to support the creation of a comprehensive Report. The purpose of the analyses, Report and presentation is to suggest possible scenarios for strategies and carbon pricing type programs (factoring in existing state energy efficiency and renewable energy policies and programs) to achieve the state's greenhouse gas emission reduction targets by 2050.

Applicants may be individuals, sole proprietors, professional consultants or companies with multiple employees. Proposals may be submitted by firms, individuals, or as a team with more than one firm or individual to provide the necessary breadth of skills to complete the scope of work. The data and materials that the consultant produces shall become property of the State.

### **General Tasks and Travel Requirements**

- Monthly phone or webinar status update conference calls with OER, DEM and DOT staffs between September 2019 and February 2020.
- Attending up to two (2) meetings with stakeholders during the course of the study and analyses between October and December 2019, including a presentation on the preliminary results.
- Attending up to three (3) meetings with the Executive Climate Change Coordinating Council on the analyses and study between October 2019 and February 2020 in different parts of the State.
- Providing a first and second drafts of analyses, Power Point Presentation and Report between October and December 2019 to OER, DEM and DOT.
- Providing a Final Report (no greater than 50 pages), Power Point Presentation and Two-Pager Summary in January 2020.
- Providing fifty (50) hard copies of the Report, Power Point Presentation and Two-Pager Summary.
- Providing six (6) public presentations across the State (including two at the Rhode Island State House in Providence for the House and Senate Committees) between February and March 2020.

## Specific Tasks

Consultants will need to prepare proposals that address the following subjects:

- Identify the characteristics (e.g. population size, geography) and timeline of a multi-state region that may be needed to optimize the effectiveness/efficiency of using carbon pricing program to reduce economy-wide emissions
- How many New England and/or mid-Atlantic states and their respective legislative bodies would need to adopt the same or similar carbon pricing policies through enacting legislation to minimize any impacts solely on Rhode Island
- What challenges does Rhode Island and/or New England face relative to its imported/non-domestic sources of carbon-based fuels
- Survey existing literature and detail/explain the types of multi-state economy-wide carbon mitigation mechanisms available to Rhode Island, including cap-and-trade, an economy-wide carbon fee, and other combinations of administrative and/or market-based mechanisms across carbon-emitting sectors (electric, thermal, transport)
- For each carbon pricing mechanism described, explain which entities, sources, and sectors in Rhode Island through a multi-state collaborative can feasibly charge fees and/or otherwise regulate for carbon emissions.
- Produce results for target years 2030, 2035, 2040 and 2050
- Examine the emissions impact of different carbon pricing schemes, and the other policies needed to reach near zero emissions by 2030, 2035, 2040 and 2050
- Develop a base case scenario and a range of sensitivities that test variations in economic growth, fuel costs, costs of renewables, rates of electric vehicle adoption, range of carbon fee and/or cap levels
- For entities/sources that cannot be effectively taxed/regulated at the state level, what other opportunities exist to do so
- For each carbon-emitting sector (electricity, thermal, transport), at which point in the supply chain can each mechanism be levied on suppliers
- For any revenue generated, detail viable options (with pros/cons) for disbursement to Rhode Island taxpayers/residents and/or investments in the economy to foster further carbon reduction and climate change resiliency measures
- Detail how each proposed mechanism acts in concert with (or creates barriers to) other existing carbon-reduction measures, particularly Rhode Island's participation in the Regional Greenhouse Gas Initiative
- For disbursement/investment options identified above, conduct a scenario analysis that models potential economic, environmental, and job impacts across Rhode Island. Disaggregate the data for economic, environmental, and job impacts by demographic information, including socioeconomic class and race



- Health impacts of carbon pricing, including the impacts on pollution “hot spots” and the health co-benefits, especially in areas of Rhode Island particularly vulnerable to climate change impacts
- Estimate of the carbon mitigation value of existing protected Rhode Island forests and the estimated value of this carbon absorption and storage provided by these protected forests
- Account for any local/state tax base erosion from fossil fuel-based industrial assets (e.g. power plants, gas stations, oil storage tanks, fuel terminals, etc.) Impacts of loss revenue from fossil fuel-based assets, including economic impacts on jobs and wages
- Assess the potential impacts to state funding for transportation related infrastructure (roads, bridges, etc.), such as the state gas tax and its relationship to maintaining a state of good infrastructure repair
- Assess the potential impacts to state funding for public transportation (RI Public Transit Authority state agency), such as the state gas tax and its relationship to maintaining robust public transportation services
- Estimated costs to state governmental agencies and local municipalities (i.e. direct budget impacts)
- How are the state’s most energy-intensive commercial and industrial users and businesses potentially impacted
- Estimated costs to the average homeowner/residential consumers with different income levels
- Examine the equity impacts of the policy, on low- and middle-income Rhode Islanders, on rural populations, on people of color populations, and on workers in key economic sectors, like construction
- Determining the impacts and effects that each identified scenario and options will have on existing state revenue sources such (i.e. gas tax, toll revenues, etc.) and the subsequent impact on functions those revenues currently fund. Similarly, the economic impact on businesses and industries impacted by the new policy and program proposals and any suggested mitigation scenarios
- Which agencies across state and/or local governments should have responsibility for regulation (i.e. evaluation, monitoring and verification)
- What types of state agencies have other New England and Mid-Atlantic states considering in implementing a carbon pricing program through their respective legislatures and associated legislation
- What resources (e.g. budget, staffing, information technology) would be required to effectively carry out such a program

- Explain how a future Rhode Island carbon pricing program would need to interact with and existing state electric and gas related renewable energy and energy efficiency programs that are achieving greenhouse gas emission reductions, including the following:
  - Renewable Energy Standard – 38.5 % renewables (1.5% per year) by 2035  
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-26/INDEX.HTM>
  - Affordable Clean Energy Security Act – Including the recently approved (May 2019) 400 megawatt RI Offshore Wind Project that is scheduled to be operational in 2023  
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-31/INDEX.HTM>
  - Renewable Energy Growth Program – 600 megawatts of renewable capacity awarded for solar, wind, small hydro projects between 2011-2029  
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-26.6/INDEX.HTM>
  - Least Cost Procurement - State Energy Efficiency Programs administered by National Grid and the Renewable Energy Fund administered by Commerce Rhode Island  
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-2/39-2-1.2.HTM>  
[http://rieermc.ri.gov/wp-content/uploads/2018/05/8\\_2018-eermc-annual-report.pdf](http://rieermc.ri.gov/wp-content/uploads/2018/05/8_2018-eermc-annual-report.pdf)
  - Long Term Renewable Contracting Standard – 90 megawatts long-term contracts, including the operational 30-megawatt Block Island Wind Farm  
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-26.1/INDEX.HTM>
  - Net Metering (Behind-the-Meter) and Virtual Net Metering  
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-26.4/INDEX.HTM>
  - Regional Greenhouse Gas Initiative  
<http://webserver.rilin.state.ri.us/Statutes/TITLE23/23-82/INDEX.HTM>

Other factors to consider as part of the analyses and study:

- Avoid “double-taxation.” For instance, if you levy a carbon tax on fuels landed in Rhode Island at the point of distribution but are also requiring local power plants to be in compliance with the Regional Greenhouse Gas Initiative, the power plant operator may be paying twice for the carbon emitted.
- Estimate any potential leakages of fossil fuel assets within Rhode Island that may occur, considering that leakage is a significant and important consideration to carbon related efforts and pricing discussions at the regional level.

## **SECTION 4: PROPOSAL**

### **A. Technical Proposal**

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

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 the field of billing in general and water testing billing in particular, if any.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the consultant 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 framework and timeline to complete the Scope of Work.
4. **Approach/Methodology** – Define the methodology and process to be used for the studies and final report?

## **B. Cost Proposal**

Please provide a lump sum to complete the tasks in the Scope of Work.

The Consultant is expected to maintain a clear, up-to-date log of all hours worked and how those hours were spent broken down by task.

The Consultant is expected to provide monthly invoices to OER detailed all hours worked by each staff, breakdown of hours by task, hourly billing rate, and total monetary cost associated with each staff's billable time and overall.

Specifically, these invoices should be delivered to OER no later than the fifth business day of the month following the month for which work is being reported and billed.

## **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 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 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 60 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:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror	10 Points
Work Plan	30 Points
Approach Proposed	20 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*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:

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

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 6. QUESTIONS**

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [Max.Rightier@purchasing.ri.gov](mailto:Max.Rightier@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 # 7598882** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

**SECTION 7. PROPOSAL CONTENTS**

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*

2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/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. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
  - 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. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
  - 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. Four (4) printed paper copies

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

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
  - 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. 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# 7598882**” 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**

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

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

### **B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

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





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

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification:     MBE     WBE     Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

**Prime Contractor/Vendor Signature**

**Title**

**Date**

**Subcontractor/Supplier Signature**

**Title**

**Date**