



**Solicitation Information
September 11, 2019**

RFP# 7598959

TITLE: Professional Services: Environmental Management Support Personnel

Submission Deadline: October 10, 2019 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, September 23, 2019 at 5:00 PM (ET)**. 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

**GAIL WALSH
CHIEF BUYER**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

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 Army National Guard Environmental Program Manager (EPM) is soliciting proposals from qualified firms to provide a personal services contract for two personnel to manage selected environmental program areas 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.

The initial contract period will for one base year (twelve months). Contracts may be renewed for up to three additional 12-month periods for one or both positions outlined in this document based on mission requirements, 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 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

Our mission is directed by Army Regulation 200-1 (Environmental Protection and Enhancement) and supports a critical need for the management of multiple environmental and related areas to enable the Rhode Island Army National Guard (RIARNG) to meet all relevant federal, state, and local laws, regulations, policies, and directives.

This contract is to provide two (2) Contracted Employees within thirty (30) calendar days of contract award to support the RIARNG Environmental Branch. The two positions are (1) Environmental Specialist: Waste Management and (2) Environmental Technical Support Specialist (ETSS).

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

SECTION 3(A): ENVIRONMENTAL SPECIALIST: WASTE MANAGEMENT

General Scope of Work

This non-supervisory position is responsible for managing the solid waste program and performing related environmental duties, works with a high degree of independence, and reports directly to the RIARNG Environmental Program Manager or his/her delegate. A moderate degree of autonomy and independent judgement in performing work and developing reports is to be exercised. This position is equivalent to the State of Rhode Island job specification for a Supervisor of Environmental Systems (Class Code 00335500), which is a Grade 826A unclassified title.

Specific Activities / Tasks for the Contracted Employee

1. As the Subject Matter Expert (SME) on Solid Waste for the RIARNG, manage, develop, implement, monitor, and report on the program and ensure that the EPM is kept fully informed of the status and technical and administrative aspects of assigned program areas, providing advice for improvement.
2. Exercise a full working knowledge of RCRA (40 CFR 260-299), RI Rules and Regulations for Hazardous Waste Management, and RI Medical Waste Regulations.
3. Schedule and arrange for transportation and timely disposal of hazardous waste, universal waste, medical waste, municipal waste, and recyclables from all RIARNG sites.
4. Maintain hazardous waste supplies and storage containers.
5. Sign and maintain hazardous waste manifests and other shipping documents.

6. Collect samples for laboratory analysis.
7. Inspect waste accumulation and storage areas for regulatory compliance.
8. Maintain and train others on the Hazardous Waste Management Plan, Integrated Solid Waste Management Plan, Green Procurement Plan, and Pollution Prevention Plan.
9. Characterize waste streams to ensure proper disposal practices are being followed and to maximize diversion rates.
10. Collect and report data for periodic data calls, Installation Status Report (ISR) queries, and other reporting requirements such as Tier II reporting.
11. Serve as a member of the Environmental Quality Control Committee (EQCC), briefing senior RIARNG leadership on the metrics, status, successes, shortfalls, and needs of assigned program areas.
12. Consolidate and provide training updates for all RIARNG personnel and ensure appropriate solid waste training is incorporated into unit training plans and pre-mobilization training and exercises.
13. Conduct annual program reviews and evaluations of subordinate program areas.
14. Advise and assist in environmental resource management and ensure that funding requirements for all assigned program areas are identified prior to and during the annual budget cycle and fully captured in the Status Tool for the Environmental Program (STEP).
15. Advise and assist in the maintenance of State environmental program products on the RIARNG GKO portal.

Contracted Employee Requirements:

1. Preferred Minimum Qualifications:
 - a. Education: A Bachelor's Degree in one of the physical sciences (e.g. Chemistry, Environmental Science/Engineering, Geology, Biology) from an accredited university;
 - b. Experience: Two (2) years' experience in Resource Conservation and Recovery Act (RCRA), Emergency Planning and Community Right-to-Know Act (EPCRA), signing hazardous waste profiles/manifests, regulated medical waste (RMW), inspecting accumulation and storage areas, characterizing waste streams, waste sampling, calculating diversion rates, waste minimization, Tier II Reporting, green procurement, pollution prevention (P2);
 - c. And/or any combinations thereof.

2. Must have and maintain a valid driver's license to operate a vehicle within the State of Rhode Island and neighboring States.
3. Must be available for travel (approximately 5-10%) to attend training.
4. Possess excellent interpersonal, computer (e.g. MS Office Suite, SharePoint, Adobe Pro), writing, and presentation skills.
5. Prior experience with the military is preferred, either working for or in one of the armed services.
6. Must be able to obtain a favorable BCI and a Common Access Card (CAC).
7. Must maintain training requirements and certifications to ensure access to required systems and the uninterrupted performance of all duties.
8. The following requirements must be met within 5 business days of Contract Employee fielding:
 - a. Obtain a Common Access Card (CAC) in compliance with DTM-08-006 by completing a National Agency Check, Law Checks, an FBI Check, Credit Check;
 - b. Information Assurance/Information technology Training (<https://ia.signal.army.mil/DoDIAA/>);
 - c. Anti-Terrorism Level 1 Awareness Training (<https://jkodirect.jten.mil/>);
 - d. iWATCH Training (provided by RIARNG);
 - e. OPSEC Training (<https://jkodirect.jten.mil/>);
 - f. Army Training Certification Tracking System Registration (<https://atc.us.army.mil/iastar/index.php>);
 - g. Proof of insurance for driving Government Owned Vehicles;
 - h. Proof of current training IAW 49 CFR Part 172, Subpart H (for the signing of profiles/manifests); 40 CFR Part 262; RI Rules and Regulations for Hazardous Waste Management, Rule 1.7.13, F; RI Medical Waste Regulations
 - i. Access to required Government systems: WEBCASS, WASTE, SWARWeb, and STEP;

SECTION 3(B): ENVIRONMENTAL TECHNICAL SUPPORT SPECIALIST (ETSS)

General Scope of Work

This non-supervisory position is primarily administrative in nature, works under the general supervision of the RIARNG Environmental Program Manager (EPM) or his/her delegate, with latitude for the exercise of independent judgement. Work is reviewed for accuracy and conformance to instructions. A moderate degree of autonomy and independent judgement in performing work and developing reports is to be exercised. This position is equivalent to the State of Rhode Island job specification for a Technical Staff Assistant – Operations (Class Code 0082280), which is a Grade 820A unclassified title.

Specific Activities / Tasks for the Contracted Employee

1. Oversee day-to-day office operations, which include but are not limited to records and document management, maintenance of computer systems, inventory control, scheduling, purchasing, budget management, presentation development, and production of memoranda and meeting minutes.
2. Develop and process requests for purchases, track invoices, manage payments, maintain inventories, and place orders for supplies and services.
3. Maintain computerized database systems to track compliance with environmental requirements and collect, analyze, and report data.
4. Develop informative, educational, and outreach materials regarding the environmental program and present these materials to various groups within the supported community in a classroom format.
5. Manage environmentally related service contracts to maintain the operation of systems such as oil/water separators, grit separators, wash racks, storage tanks, and backflow prevention.
6. Support, promote, and implement the Environmental Management System (eMS) and incorporate the continuous improvement process in all assigned duties.
7. Advise and assist in the maintenance of State environmental program products on the RIARNG GKO portal.
8. Perform related work as required to assist and support the environmental staff with projects.

Contracted Employee Requirements:

1. Preferred Minimum Qualifications:
 - a. Education: An Associate's Degree in one of the physical sciences (e.g. Chemistry, Environmental Science/Engineering, Geology, Biology) from an accredited college and/or possession of a certificate from a recognized program in a relevant field;
 - b. Experience: Such as may have been gained through at least one (1) year of employment in an environmentally related field performing administrative and/or technical work;
 - c. And/or any combinations thereof.
2. Must have and maintain a valid driver's license to operate a vehicle within the State of Rhode Island and neighboring States.
3. Must be available for travel (approximately 5-10%) to attend training.
4. Possess excellent interpersonal, computer (e.g. MS Office Suite, SharePoint, Adobe Pro), writing, and presentation skills.
5. Prior experience with the military is preferred, either working for or in one of the armed services.
6. Must be able to obtain a favorable BCI and a Common Access Card (CAC).
7. Must maintain training requirements and certifications to ensure access to required systems and the uninterrupted performance of all duties.
8. The following requirements must be met within 5 business days of Contract Employee fielding:
 - a. Obtain a Common Access Card (CAC) in compliance with DTM-08-006 by completing a National Agency Check, Law Checks, an FBI Check, Credit Check;
 - b. Information Assurance/Information technology Training (<https://ia.signal.army.mil/DoDIAA/>);
 - c. Anti-Terrorism Level 1 Awareness Training (<https://jkodirect.jten.mil/>);
 - d. iWATCH Training (provided by RIARNG);
 - e. OPSEC Training (<https://jkodirect.jten.mil/>);

- f. Army Training Certification Tracking System Registration (<https://atc.us.army.mil/iastar/index.php>);
- g. Proof of insurance for driving Government Owned Vehicles;
- h. Access to required Government systems: WEBCASS, SWARWeb, STEP, and RIFANS

SECTION 3(C): CONDITIONS RELEVANT TO BOTH POSITIONS

General Conditions of Employment:

1. Training: The Contractor is entirely responsible for training their employees if the training is available to the general public and/or can be procured in the commercial market. The Government will provide training on computer systems and procedures that are unique to the Government; actual expenses incurred by the Contractor for booking, travel, lodging, per diem at the current federal rate, and registration fees will be reimbursed through a separate line of accounting that will be established in the contract in the amount of \$5,000 per year (\$2,500 per employee). Any balance at the end of the contract year that has not been spent will remain with the Government and not be given to the Contractor. Any training that will result in time away from performing duties or incur a cost must be approved by the EPM or his/her delegate.
2. Transportation: The Government will provide access to a vehicle shared by the RIARNG environmental staff for the performance of off-site duties. Contractor must provide proof of automobile insurance coverage for the operation of Government Owned Vehicles.
3. Government Furnished Equipment/Workspace: The Government will provide a computer (desktop/laptop) and a workspace (to include desk, chair, and telephone) and allow use of copier/scanner/fax equipment and other items within the assigned work area. Except for the items listed above, the contractor shall provide all personnel, equipment, tools, materials, supervision, transportation and quality control necessary to perform the services defined in this RFP.
4. Any services performed outside the scope of this contract are performed wholly at the expense of the Contractor.
5. Contract subject to federal funding.
6. The Contractor will perform services within the core operating hours of 7:30 AM through 4:45 PM during a compressed 35-hour workweek running Tuesday through Friday. Hours are subject to change depending upon the operational needs of the RIARNG. Overtime is not authorized under this Contract. The Contractor may be required to perform services during federal/state holidays.
7. This position is authorized to travel with prior authorization.

8. The Contractor is cautioned that if off-duty active military personnel are hired under this contract, they may be subject to permanent change of station, change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The absence of such employees shall not constitute an excuse for non-performance under this Contract.
9. The Contractor agrees to attend any post award conference convened by the Buyer in accordance with Federal Acquisition Regulations Subpart 42.5. The Buyer, EPM, or other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance.
10. The Contractor's employees shall become familiar with and obey the regulations of the installation; including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All Contractor employees shall carry proper identification with them at all times. The Contractor shall ensure compliance with all regulations and orders of the installation which may affect performance.

Security Requirements:

1. **AT Level I training.** All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 15 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the Environmental Program Manager (EPM) or his/her delegate or to the Buyer within 5 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <http://jko.jten.mil>
2. **Access and general protection/security policy and procedures.** Contractor and all associated sub-contractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.
3. **For contractors requiring Common Access Card (CAC).** Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated Tier 1 (T1) background investigation or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to

DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

4. **iWATCH Training.** The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Anti-Terrorism Officer). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the EPM or his/her delegate. This training shall be completed within 15 calendar days of contract award and within 5 calendar days of new Contract Employees commencing performance with the results reported to the EPM or his/her delegate NLT 15 calendar days after contract award.
5. **Army Training Certification Tracking System (ATCTS) registration for contractor employees who require access to government information systems.** All contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.
6. **For information assurance (IA)/information technology (IT) training.** All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. **Meeting Staffing Requirements:**
 - a. Realistic and efficient process for identifying, vetting, hiring, training and fielding qualified Contract Employees.
 - b. Candidate Contract Employees meet the minimum educational, skills, and experiential requirements as detailed in Section 3.
 - c. Candidate Contract Employees will be fully trained as detailed in Section 3.

- d. Candidate Contract Employees are capable of obtaining a successful BCI, meeting the security requirements as detailed in Section 3, and being issued a CAC.

2. Capability, Capacity, and Qualifications of the Offeror:

- a. Given the requirements detailed in Section 3, the Contractor is capable of training and fielding a qualified Contract Employee within thirty (30) calendar days of the contract award.
- b. Contractor is able to backfill, within thirty (30) calendar days, a vacancy should one occur during the performance of the contract with a qualified Contract Employee who meets the requirements detailed in Section 3.
- c. Capable of conducting required background checks (BCI) and pre-screening for its employees proposed for work under this Contract;
- d. Provides at least three references from within the past 10 years for whom the Contractor has successfully executed contracts of a similar type and scope;
- e. Sufficient resources and staff of appropriate experience/background with proper lines of authority to successfully execute this contract;
- f. Demonstrates ability to meet the training and travel needs for the Contract Employee;
- g. Demonstrated commitment to retain employees through the end of the Contract.

3. Work Plan:

- a. Provides a detailed work plan for Year 1 of the award and a general summary of work plan activities for Years 2-4 in narrative form. Plan should address at a minimum:
 - i. Staffing plan, to include the process for identifying, vetting, hiring, training, and fielding (mobilization and demobilization) of qualified candidates within thirty (30) calendar days of contract award.
 - ii. Billing and invoicing process. Invoicing will occur monthly, capturing salary and actual training/travel expenses.
 - iii. Quality Assurance and Compliance process to monitor contract performance and identify and correct deficiencies.
 - iv. Coordination, communications, and reporting between the Contractor and the RIARNG.

- v. Timelines, to include kick-off meeting, fielding of Contracted Staff, reports, billing, and contract closeout.
- b. Short and long-term goals, objectives, and performance measures are identified and explicated into a series of defined tasks.
- c. Describes processes and resources required to achieve contract goals and objectives.
- d. Identifies constraints and the mechanisms to be used to overcome those constraints in order to meet all contract requirements.
- e. Roles and accountability are clearly identified for all personnel assigned key responsibilities in the execution and management of the contract.
- f. Contractor shall manage their personnel in order to provide the best overall coverage of the state's requirement and meet the requirements within this PWS.
- g. At all times, the Contractor shall maintain a work force adequate for the uninterrupted performance of all tasks defined within this PWS. The position shall not remain vacant for more than ten (10) workdays.
- h. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the work force are essential and that all personnel are subject to the prior approval of the EPM or his/her delegate.

B. Cost Proposal

1. Bidders are to fill out attached Bid Sheet in its entirety
2. Provide a proposal including the following elements for each year of the contract:
 - a. Total contract cost (salaries, travel services, and direct/indirect costs)
 - b. Fully burdened cost for each position;
 - c. Cost for travel services.
3. Regardless of the schedule awarded, vendors should be aware that the staffing needs of the National Guard may change at any point during the contract term.

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 50 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 50 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 50 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
Staff Requirements	20 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Work Plan	25 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:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}$$

$$\times \text{Maximum ISBE participation points})$$

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 gail.walsh@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 # 7598959** 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. *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 <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *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 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# 7598959 Professional Services: Environmental Management Support Personnel**” 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://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

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