



# Request for Quote

Page 1 of 3

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

CREATION DATE : 16-SEP-19  
BID NUMBER: 7599779  
TITLE: 1098-T SERVICES (MPA #298)

BLANKET START : 01-FEB-20  
BLANKET END : 31-JAN-25  
BID CLOSING DATE AND TIME:16-DEC-2019 11:00:00

BUYER: McGurn, Cheryl A  
PHONE #: 401-574-8130

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Requisition Number:  
Note to Bidders: 1098 T-SERVICES  
2/1/2020 - 1/31/2025

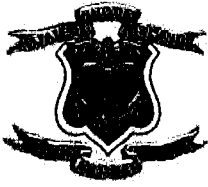
In the event a postage increase is invoked by the United States Postal Service Vendors(s) may increase their postage rates one time during fiscal year. The sole change in rate cannot exceed the amount imposed by the US Postal Service. Vendor(s) shall provide to the Division of Purchases a written request for an increase price adjustment that is equal to the change. The Division may, in its sole discretion, approve or disapprove the requested adjustment. Any approved adjustment shall be final and remain unchanged until the following rate schedule is published.

To provide 1098 T-services as specified for the University of Rhode Island, Rhode Island College and the Community College of Rhode Island including option identified as #7 in specifications.

Any questions concerning this solicitation may be emailed to [cheryl.mcgurn@purchasing.ri.gov](mailto:cheryl.mcgurn@purchasing.ri.gov) no later than December 5, 2019 @ 4:00 PM (ET). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>NOTICE TO VENDORS: In addition to Bid Specifications please find attached Standardized Information Gathering (SIG) Questionnaire.</p> <p>All offers MUST include a COMPLETE (SIG) Questionnaire with their proposal.</p> <p>1)Complete the Business Information tab.</p> <p>2)Compile all documentation requested on the Documentation tab.</p> <p>3)Answer all of the questions on the SIG LITE tab by selecting YES, NO, or N/A from the drop-down menu.</p> <p>2/1/2020 - 1/31/2025 - MPA-298 - TAXPAYER 6050'S IN ACCORDANCE WITH THE TAXPAYERS RELIEF ACT OF 1997. TO PROVIDE 1098 -T SERVICES AS SPECIFIED FOR THE UNIVERSITY OF RHODE ISLAND INCLUDING OPTION IDENTIFIED AS #7 IN SPECIFICATIONS.</p>	25,000.00	Each		
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Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**  
**Department of Administration**

**DIVISION OF PURCHASES**

One Capitol Hill, 2<sup>nd</sup> floor

Providence, RI 02908-5855

TEL: (401) 574-8100

FAX: (401) 574-8387

TDD: (401) 574-8228

**RFQ # 7599779**

**1098-T Services (Tax Credit Reporting)**

**Blanket period: February 1, 2020 through January 31, 2025**

To Provide full service to comply with the Taxpayer Relief Act as related to Higher Education Tax Credits. Pricing is to be submitted by category and as a complete package of services on a per student basis.

Such services are to include, at a minimum, the following categories:

1. Submission of form 1098-T to every student at the University of Rhode Island and the Community College of Rhode Island (**estimated at 25,000 each**) for whom a reportable transaction has been made during the 2014 calendar year, and each calendar year thereafter during a subsequent five-year period.
  - a. Electronic submission of form 1098-T annually to the Internal Revenue Service, on or before March 31st.
  - b. Distribution of form 1098-T annually to our students, on or before January 31<sup>st</sup>.
  - c. Each form 1098-T must include the following:
    - i. School name, contact address and phone number, and TIN number.
    - ii. Student name, address, and social security number.
    - iii. Proper completion of boxes one through ten as applicable.
    - iv. On the student document, a brief description of the law and a reference to the appropriate IRS publications.
2. A fully staffed call center to respond to anticipated telephone inquiries. The provider's contact name and phone number will be printed on form 1098-T and will link to the call center. The call center must provide information on the terms of the Act(s) and related IRS regulations to taxpayers, students, and the school. However, legal and tax advice is not to be provided.
3. A website for students to obtain copies of form 1098-T for the current year, and prior years, if applicable. Site must also provide general information and resources related to higher education tax credits. Must have the ability to load 1098T information into a Cashiering software.
4. A website for administrators which will allow staff to access student 1098-T records and which will allow managers to make online data corrections if needed.

5. The ability to process returned mail.
6. The ability to process amended forms.
7. Optional: The ability to provide an addendum on the student document which will summarize, by semester, the qualified us. Non-qualified charge and payment activity, prior year adjustment activity, and refund activity transacted in the calendar year and reported in applicable boxes numbered one through six on form 1098-T these transactions will be clearly identified by the school to the reporting entity.

**Other:**

- The University must have a direct link to a Company contact person to promptly resolve reporting issues.
- The Company must have the ability for students to consent to receive form 1098-T electronically. The consent process must conform to all IRS requirements and Treasury regulations. If method of delivery impacts per unit pricing, it should be noted accordingly.
- All information provided by the school must be held in strictest confidence and used solely for the purposes identified in this document.
- Terms subject to regulatory changes.

**NOTICE TO VENDORS:**

In addition to Bid Specifications please find attached Standardized Information Gathering (SIG) Questionnaire.

All offers **MUST** include a **COMPLETE** (SIG) Questionnaire with their proposal.

- 1) Complete the "Business Information" tab.
- 2) Compile all documentation requested on the "Documentation" tab.
- 3) Answer all the questions on the "SIG LITE" tab by selecting "YES", "NO", or "N/A" from the drop-down menu.

**Blanket period: FEBRUARY 1, 2020 – JANUARY 31, 2025**

**END OF DOCUMENT**

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS BID**

##### **MPA 1% ADMINISTRATIVE FEE**

##### **MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE**

In 2017 the General Assembly amended the "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system.

The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.

##### **PURCHASE AGREEMENT BID**

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

##### **QUARTERLY REPORTS**

**REPORTS** - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

##### **RIVIP INFO - BID SUBMISSION REQUIREMENTS**

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#### **AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

#### **MPA BID AWARD (STATEWIDE APPLICABILITY)**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

#### **RIVIP INFO - BID SUBMISSION REQUIREMENTS**

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The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

#### **DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.



## **Disk Based Bidding Information**

### **File Format**

All disk-based bid files are ZIP files that you can open using the **WinZip 8.1** software. The ZIP file will contain one or more files based on the type of Bid/RPF.

### **Downloading the Disk Based Bid**

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

### **Opening the Disk Based Bid**

Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

### **Completing the Disk Based Bid**

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

### **Submitting the Disk Based Bid**

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.