



**Solicitation Information
September 18th, 2019**

RFP# 7599781

TITLE: Armed Security Services at Camp Fogarty

Submission Deadline: October 16th, 2019 at 11:00 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at Max.Rightier@purchasing.ri.gov no later than **September 30th, 2019 at 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 Rightier, Senior 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 Office of the Adjutant General and Executive Military Staff, is soliciting proposals from qualified firms to provide security services at Joint Force Headquarters at Camp Fogarty in East Greenwich, Rhode Island 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 begin approximately January 1, 2020 for one year. Contracts may be renewed for up to three (3) additional 12-month periods based on vendor performance and the availability of federal 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 Krystal.Waters@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

The Office of Adjutant General and Executive Military Staff / RI Army National Guard currently requires security services at Joint Force Headquarters - Camp Fogarty in East Greenwich, RI. This facility is federally mandated to be guarded by a minimum of 3-4 armed guards per shift, three (3) shifts throughout a 24-hour duty day. All guards are required to hold a valid DoD T3/T3R investigation with eligibility of a Secret Clearance. Daily operations include, but are not limited to: operation of entry control points at designated gates; control of personnel access to key secure facilities; periodic perimeter checks; perform traffic control when necessary; submission of full reports of unauthorized entry, presence of unauthorized personnel, theft, vandalism, fire and any other condition that could lead to the loss, damage or destruction of Federal/State property; report incidents that could cause injury or death of personnel to the G3/Director of Military Support. Security personnel will also be required to answer after-hours phone calls to the Rhode Island National Guard Headquarters. All calls shall require maintaining a call log and contacting chain of command when necessary. Lobby Security Personnel shall have a 5 minute response time to all alarm annunciation in designated secure rooms; roving patrols shall have a 15 minute response time. Lobby and/or Joint Operations Center (JOC) security personnel shall operate and maintain Secret Internet Protocol Router Network (SIPRNet) and Communications Security (COMSEC) material.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

- Contract term is to be 1/1/2020- 12/31/2020, with three additional (1) year increments at the sole discretion of the State. Option year pricing is for informational purposes only and will not be considered as part of the evaluation.

Location Camp Fogarty
 2841 South County Trail
 East Greenwich, RI

Duties shall include:

- General Installation Security and Monitoring
 - Perform Identification checks in accordance with the Rhode Island Army National Guard (RIARNG) Physical Security Standard Operating Procedures (SOP) document. Perform vehicle searches per SOP and Threat level.
 - Provide 24-hour coverage in three (3) shifts
 - 1st shift - 7:00 am to 3:00 pm (0700 to 1500) – minimum 4 personnel
 - 2nd shift - 3:00 pm to 11:00 pm (1500 to 2300) – minimum 4 personnel
 - 3rd shift – 11:00 pm to 7:00 am (2300 to 0700) – minimum 3 personnel
 - The contractor shall be required to perform services on these Federally-recognized holidays:
 - (1) New Year's Day: January 1st
 - (2) Martin Luther King, Jr.'s Birthday
 - (3) President's Day
 - (4) Memorial Day
 - (5) Independence Day: July 4th

- (6) Labor Day
- (7) Columbus Day
- (8) Veteran's Day: November 11th
- (9) Thanksgiving Day
- (10) Christmas Day: December 25th
- Provide Access throughout the facility: assist in opening or closing gates, exterior building doors, special access areas, etc., as required by authorized personnel.
- Respond to alarms or request for assistance within their area of responsibility.
- Assist in performing traffic control when necessary.
- Entry Control Point (ECP) Operation.
 - Control vehicle and pedestrian traffic entry/exit. Ensure only authorized personnel are permitted entry. Security Guards(s) at the Entry Control Point shall check all incoming vehicles.
 - Gate shall be open no later than 5:00 am (0500) and closed no earlier than 08:00 pm (2000)
 - Visitors and delivery trucks shall be vetted, recorded in a security logbook, provided temporary vehicle passes and individual visitor badges, and directed to their destination by building number.
 - Assist in traffic control for Emergency Services vehicles entering or departing.
 - Log personnel and vehicles entering the reservation after duty hours (2000 – 0500 hrs).
 - Maintain the interior and exterior of the Entry Control Point in a clean and orderly state. Any facility deficiencies that hinder security operations shall be documented and submitted to G3/Director of Military Support for remediation.
 - Monitor and operate Intrusion Detection System (IDS) and Close Circuit Television (CCTV) and other security equipment located at the Entry Control Point(s).
- Designated Key Building Access Control
 - Control restricted access of personnel at designated secure building
 - Provide Security Guard to man lobby duty station and monitor CCTV during designated hours
 - Provide dedicated response to alarms within area of responsibility within 5 minutes of alarm annunciation
 - Provide security to specified areas of responsibility after duty hours
- Security Patrols and Inspections
 - Security officers shall patrol the entire installation (i.e. Camp Fogarty), to include all parking lots and interior/exterior roads, by motor vehicle or on foot, providing surveillance of the facilities.
 - The security patrol shall inspect all perimeter installation fences for damage and/or evidence of entry by unauthorized personnel to the installation.
 - During patrols, Security Officers shall patrol and inspect interior fences, building access doors and windows as designated and specified by the RIARNG Physical Security SOP. All required building checks are physically checked (in accordance with SOP) and recorded on the duty log. Building check requirements shall be designated by the RIARNG Physical Security SOP.
 - Dedicated offices shall have an alarm response time within 15 minutes of the alarm annunciation by Security Guards assigned to roving patrols. Lobby security personnel shall have a 5 minute response time.

- Reporting, Logging, and Documentation. Reporting procedures shall be conducted in accordance with the RIARNG Physical Security SOP.
 - Submit full reports of all incidents of unauthorized entry or presence of unauthorized personnel
 - Provide detailed reports of any occurrences of theft, vandalism, fire, and other conditions that could lead to the loss, damage, or destruction of Federal/State property or
 - Report any incidents or evidence of incidents that could cause injury or death of personnel.
 - Maintain records, security logs and security reports according to instructions provided by the RIARNG Physical Security SOP.
 - Answer after-hours calls to the Rhode Island National Guard Headquarters.
 - Log all calls and contact chain of command when necessary.
 - Joint Operations Center (JOC)/Lobby security will utilize SIPRNet and COMSEC material.
- Contractor shall comply with Federal Acquisition Regulation (FAR) 52.204.2, Security Requirements, <http://farsite.hill.af.mil>. This clause states requirements pertaining to contracts involving access to information classified “Confidential,” “Secret,” or “Top Secret.” It requires the Contractor to comply with:
 - (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); and
 - (2) Any revisions to that manual, notice of which has been furnished to the Contractor.
- PHASE IN / PHASE OUT PERIODS: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the contractor shall have personnel on board within 10 calendar days of contract award date. During the phase in period, the contractor shall become familiar with performance requirements in order to commence full performance of services on the contract start date
- CONTRACT MANAGER (CM): The contractor shall provide a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the authorized Provost Marshal/Deputy Director of Military Support (DOMS). The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the Provost Marshal/Deputy DOMS to clarify any issues that arise during performance of this requirement. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the Provost Marshal/Deputy DOMS. The CM shall be responsible for the vetting and hiring of new employees. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

Bidders must be able to meet the following Federally Mandated Criteria should they be awarded:

Employees shall:

- Possess a High School Diploma/GED

- Be a US Citizen
- Possess a valid driver's license
- Selective Service Registration required for males born after 12/31/1959
 - Obtain and maintain fully adjudicated T3/T3R investigation with the eligibility for a SECRET Clearance in accordance DoDM 5220.22 National Industrial Security Program: Industrial Security Procedures for Government Activities
- Possess a valid Rhode Island License to Carry
- Meet fitness requirements outlined in AR 190-56 Appendix D
- Meet all hiring requirements prior to their start date and have all required training completed and documented within 30 days of hire.

Contractor shall:

- Conduct and provide proof of an initial physical fitness test for each Security Guard in accordance with Army Regulation 190-56 Appendix D. Test shall be administered and documented annually.
- Provide a medical review of all employees prior to reporting for duty in accordance with AR 190-56 Appendix C Paragraph C-1.e (Pre-Employment Physical).
- Provide proof of a signed copy of Workforce Drug Testing Act for each employee (DA Form 5019).
- Conduct initial drug screening of employees and annual screening thereafter in accordance with AR 600-85
- Provide proof of psychological evaluation for all armed employees (per Lautenberg Amendment to the Gun Control Act of 1968)
- Provide proof of license to carry for pistol, training and qualification.
- Provide National Agency check with Law enforcement and Credit Check (NACLC) T3 level
- Obtain a Secret Facility Clearance (FCL) in accordance with DoDM 5220.22 National Industrial Security Program: Industrial Security Procedures for Government Activities
- Provide minimum staffing requirements of:
 - 1st and 2nd shift: Three (3) Security Guards to conduct ECP operation and conduct security patrols; and one (1) key building access guard
 - 3rd shift: Two (2) Security Guards to conduct ECP operation and conduct security patrols; and one (1) secure area access guard
 - Contractor shall maintain the staffing flexibility to increase the number of Security Guards per shift as needed in accordance with Federal security posture requirements
 - Have a designated Senior Security Guard to assure that day-to-day operational requirements of the contract are being met by employees on all shifts
- Provide one (1) fully insured vehicle for use by security personnel.
 - The vehicle shall be kept on-site at Camp Fogarty at all times for use by security shifts
 - The vehicle shall be fully insured; insurance documentation shall be kept with the vehicle or be provided on request
 - The vehicle shall be four wheel drive,
 - The vehicle shall be fully serviceable and RI DOT compliant, capable of carrying a minimum of 2 personnel, and equipped with emergency lights. The vehicle is inclusive of this bid.
 - If the vehicle becomes inoperable for a period of >12 hours, the Provost Marshal/Deputy DOMS shall be notified.

- If the vehicle is inoperable for a period of >24 hours, a replacement that meets the same requirements must be secured for use at the expense of the contractor.
- Provide Personal Equipment – Weapon and Uniforms:
 - Weapons- 9mm, ammunition, magazines and duty gear to include duty belt, holster, magazine pouches
 - Individual Body Armor – minimum of Level II in accordance with NIJ standards
 - Non-lethal force control methods – police baton, and X26 (or equivalent) Taser carry.
 - Uniform in accordance with requirements outlined in AR 190-56 Paragraph 6-2
- Provide Required Individual Training to all Security Personnel
 - Unarmed self-defense and restraint training
 - Rules for Use of Force training
 - Escalation of Force training
 - Non-Lethal TRAINING shall be provided by RIARNG
 - First Aid, CPR, AED (Initial and Annual Certification)
 - NIMS (National Incident Management System) Training in accordance with AR 525-27
- Maintain accurate documentation and records of training for individual Security Officers in accordance with AR 190-56 Paragraph 4-9
- Provide all required documentation to include personnel records, training records, and required forms for audit by the Provost Marshal/Deputy DOMS at a minimum of an annual basis
- Update all internal Standard Operating Procedures and manuals as necessary to avoid any conflict with updates to RIARNG Physical Security SOPs.

NOTE- Bidders must acknowledge the ability to meet these criteria on Attachment 1: CSG Compliance Sheet; and properly submit Attachment 2: DD Form 254, in accordance with Attachment 3: National Industrial Security Program Operating Manual. Failure to meet any Federally Mandated criteria will result in the bid being non-responsive.

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, including their security experience and military experience, if any.
 - Provide process for vetting, hiring and training qualified contract employees per requirements in section 3 of this RFP
 - All candidates will meet minimum education, skill and experiential requirements as detailed in section 3.
2. **Capability, Capacity, and Qualifications of the Offeror –**
 - Please provide a history of the business to include:
 - Length of time in business
 - References from similar government security details
 - Provide written and visual examples of provided uniforms and equipment.

- Uniforms must show proper protection from all weather related elements.
- Inspection Equipment must be sufficient to perform inspections on vehicles up to tractor trailer, 18 wheeled vehicles
- Provide vehicle - all training, licensing and insurance documents for all security officers.
The vehicle must be four wheel drive, be road worthy, RI DOT compliant, capable of carrying a minimum of 2 personnel, and equipped with emergency lights
- Provide Weapons- 9mm, ammunition, magazines and duty gear to include holster, body armor and magazine pouches
- Provide Samples of employee employment history for previous 2 years

3. **Work Plan –**

- Provide 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:

- Staffing plan, to include the process for identifying, vetting, hiring, training, and fielding (mobilization and demobilization) of qualified candidates within ten (10) regular workdays of contract award.
- Quality Assurance and Compliance process to monitor contract performance and identify and correct deficiencies.
- Coordination, communications, and reporting between the Contractor and the RIARNG.
- Short and long-term goals, objectives, and performance measures are identified and explicated into a series of defined tasks.
- Identifies constraints and the mechanisms to be used to overcome those constraints in order to meet all contract requirements.
- Roles and accountability are clearly identified for all personnel assigned key responsibilities in the execution and management of the contract.
- Contractor shall manage their personnel in order to provide the best overall coverage of the state's requirement and meet the requirements within this RFP.
- 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 COR or his/her delegate.

4. **Approach/Methodology-**

Define the methodology to be used for:

- Processes and resources required to achieve contract goals and objectives
- Billing and invoicing process. Invoicing will occur monthly, capturing salary and actual training expenses.
- At all times, the Contractor shall maintain a work force adequate for the uninterrupted performance of all tasks defined within this RFP. The position shall not remain vacant for more than ten (10) workdays.

B. Cost Proposal

- Bidders are to fill out attached Bid Sheet in its entirety
- Provide a proposal for hourly wages to include overtime and holidays
- 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
- Contract subject to federal funding

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 55 (78.5%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 55 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 55 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 Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points
Work Plan	20 Points
Approach Proposed	20 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 Max.Richter@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 # 7599781** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

- Proposals shall include the following:

- a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
- b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
- c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
- d. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to 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".
- a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
- b. Four (4) printed paper copies
- e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
- f. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".

1. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.

g. Four (4) printed paper copies

- Formatting of proposal response contents should consist of the following:

1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:

- Vendor’s name
- RFP #
- RFP Title
- Proposal type (e.g., technical proposal or cost proposal)
- If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2. Formatting of written documents and printed copies:

1. 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.
2. 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.
 - a. The cost proposal shall be typed using the formatting provided on the template provided in the associated .zip file.
3. 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# 7599781**” 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

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

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

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

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



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

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

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

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