



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

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**Solicitation Information
November 15, 2019**

RFP #7599851 MPA 572 CR-16

TITLE: PUBLIC ARTS PROJECT MANAGEMENT TEAM - ART

SUBMISSION DEADLINE: DECEMBER 13, 2019 @ 11:00 AM (Eastern Time)

**PRE-BID CONFERENCE: X NO
YES**

Robert DeAngelis, Senior Buyer

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purquestions15@purchasing.ri.gov no later than **NOVEMBER 27, 2019 5:00 PM (Eastern Time)**. Please reference the **RFQ #7599851** on all correspondence. Questions received, if any, will be answered and posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

**Robert DeAngelis
Senior Buyer**

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

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/ Division of Purchases, on behalf of the Rhode Island State Council on the Arts (RISCA), is seeking to establish a list of ten qualified Project Managers to provide services in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which are available on the internet at www.ridop.ri.gov.

This solicitation will be used to create a RISCA-specific Master Pricing Agreement, which will expire three years from the date of original issuance of the Master Price Agreement (MPA), approximately January 1st, 2020. Project Managers who are added to the qualified vendor list after the date of the original issuance of the Master Price Agreement will serve until the scheduled end of the original contract term. All service providers who desire to be included on this list must meet the qualifications listed below at the time the list is established.

This is a continual enrollment process. As proposals are received, the Division of Purchases will forward all proposal to RISCA for evaluation as described herein.

All offerors deemed appropriate by RISCA and the DOA/ Division of Purchases will be placed on the qualified provider list for these services **There is no guarantee of any level of spending activity to a vendor or vendors selected for this recruitment.** Service providers will be selected, on an as-needed basis, based upon qualifications and other factors.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, 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).
11. 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.

SECTION 2. SCOPE OF WORK

The Rhode Island State Council on the Arts administers the state’s 1% for Public Art Program. The legislative intent of the Percent for Art program, according to public law 42- 75.2-2, is as follows:

The general assembly declares that the state of Rhode Island has a responsibility for expanding the public experience of art, and, it recognizes the necessity of fostering the arts and in developing artists and crafts persons. Art creates a more humane environment: one of distinction, enjoyment, and pride for all citizens. The general assembly recognizes that public art also is a resource which stimulates the vitality and the economy of the state's communities and which provides opportunities for artists and other skilled workers to practice their crafts. The general assembly declares it to be a matter of public policy that a portion of each capital construction appropriation be allocated for the acquisition of works of art to be placed in public places constructed.

This program requires notification to state agencies that are planning construction and renovation projects of the requisite expenditure for public art as part of their project budget. RISCA then coordinates a panel consisting of the project architect, a representative of the state department, a member of the community and two representatives from the Rhode Island arts community. A request for proposals with information about possible buildings sites and other specifications is distributed nationally. Submissions are reviewed by the panel and finalists are invited to give in-depth presentations of their proposals to the panel. A finalist is chosen and communication between the artist/s the architect and the contractor are administered through RISCA until the project is completed.

SECTION 3. APPLICATION REQUIREMENTS

A candidate for appointment to the RI State Council on the Arts' Public Art Management Team must demonstrate by education, training and experience, or other objective criteria, an ability to effectively organize and manage the complex series of tasks that characterize the typical public art project, as described below. The candidate should possess negotiation, analytical and writing skills, be able to demonstrate his/her skills in the conduct of meetings and have either experience in or an inherent understanding of the arts and design.

Typically, a Public Art Management Team member will be responsible for the following administrative activities:

1. Maintain communications and flow of information between participating agencies and organizations such as the state agency to receive the artwork, RISCA, the project architectural firm, and participating artists.
2. Establish and conduct three or four meetings of the Public Art Selection Panel and present meeting reports to the Arts Council's governing board for ratification.
3. Manage site and meeting visits for artists and panelists and arrange all travel, accommodations, reimbursements and fee payments for artists through the state purchasing system.
4. Create and manage calls to artists through the Café online digital application program.
5. Ensure that all meetings comply with the State open meetings law and ensure that all paperwork and documentation is completed and filed with the appropriate state agencies.
6. Manage the public education components of each project.

DETAILED ACTIVITIES FOR THE TYPICAL PROJECT WITH ESTIMATED TIMES

1. The Project Manager will meet with representatives of the state agency that will be acquiring the artwork to assess the size and scope of the project and ensure that the agency representative(s) understand RISCA's public art selection process. (2-4 hours)
2. The Project Manager will create a Public Art Selection Panel, in accordance with the State Public Art Law. This panel must be approved by the Arts Council governing board or by the Executive Committee. (5-8 hours)
3. The Project Manager will organize and run the First Public Art Selection Panel meeting. This meeting will familiarize the panel with the project and will establish the Call for Qualifications. The project architect will be asked to make a presentation on the building at the first Public Art Selection Panel meeting. Arrangements should be made for equipment set up and for architectural documents to be given to the panel. The Project Manager is responsible for leading the discussion and comprehensive note taking. (planning and communications 3-5 hours, meeting preparation and execution 10-12 hours)
4. Based on the decisions of the panel meeting, the Public Art Manager will create a Call for Qualifications. This call will be posted to the Café (Call for Entries) online system and the RISCA website and publicized widely (according to the level of outreach established by the panel). The Public Art Manager will monitor the progress of the call and continue to publicize it over the period of at least one month. (RISCA staff will field inquiries as they arise in-house.) (15-20 hours)
5. The second Public Art Selection Panel meeting will narrow down the applications received through the Café system to 2-5 finalists. The Project Manager will organize an online voting process for the panel's first review. The Project Manager will then present the remainder of applications through a digital presentation at the second panel meeting, with the objective of selecting no more than 5 artist finalists. (15 - 20 hours)
6. The Project Manager will contact each of the artist finalists, explain RISCA's public art selection process and arrange for a site visit with the project architect or manager. The Project Manager is responsible for arranging all travel, accommodations, reimbursements and stipends for visiting artists through the state purchasing system. (25 - 30 hours)

7. The Project Manager will maintain communications, provide assistance and respond to questions during the period between finalist selection and when proposals are completed. (will depend upon the project)
8. The Project Manager will organize the final Public Art Selection Panel meeting, arranging all travel, accommodations, and reimbursements for visiting artists. The panel will determine whether to select any of the proposed works. The final recommendations of the Public Art Selection Panel must be ratified by RISCA's Governing Council. (15 - 20 hours)
9. The Project Manager will contact the artist finalists to report results. Selected artists will work with the Project Manager and the Arts Council to negotiate a contract including payment, fabrication and installation schedules. (10 - 15 hours)
10. The Project Manager will cooperate with RISCA staff, create press releases and press conferences, publicize selection process results and ensuing plans. (5-8 hours)
11. The Project Manager will coordinate with the selected artist/s to ensure: communications with the project architect and project manager; compliance with building codes; compliance with state purchasing regulations including contract bidding; public access to information on the project; and, resolution of any other issues that may arise. (estimated 10 – 20 hours, depending on the requirements of the project)
12. The Project Manager will ensure that all proceedings are adequately documented and that all documents are filed appropriately with the State Arts Council and the Secretary of State's Office. (5 – 10 hours)

SECTION 4. PROPOSAL

TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Previous experience – Provide resumes/CV and describe qualification and experience of key staff who will be involved in this project, including experience in organizing, managing or commissioning arts projects.
2. Organizational Skills - Please provide a detailed description of the Vendor's previous experience in the field of public art, as well as any knowledge or experience the Vendor has in the fabrication and installation of art work. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. Project Management Skills - Please certify that you have read the detailed project activities specified above, agree to operate within their requirements, and have the capacity to do so in an effective manner. Provide information on any training and experience you have had in managing complex projects.
4. Arts and public art background – Provide examples demonstrating your experience in, or inherent understanding of, arts and design. Also provide examples of your knowledge and experience in the areas of fabrication, installation, local ordinances that might affect the installation of work, and maintenance and conservation of work.

COST PROPOSAL

Include a Cost Proposal reflecting an hourly rate, a daily rate (8 hours) and a half-day rate (4 hours); all rates should be fully loaded (inclusive of all compensation costs).

Cost proposals **will not be scored**, as noted below. Vendors may offer pricing for Year 1, Year 2, and Year 3. If only one price structure is offered, that rate will continue for the three-year maximum duration of the contract.

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 RISCA.

Candidates will be ranked based on their previous experience with or managing public art programs, organizational and project management skills, and arts background.

Proposals must receive a minimum of 80 out of a maximum of 106 points (75%) to advance in the evaluation phase. Any proposals scoring less than 80 points shall not advance. The proposal will be dropped from further consideration.

Cost proposals **will not be scored** but will be necessary to complete the evaluation for all providers achieving the minimum eighty (80) point score to establish the providers list.

Selection and utilization of individual providers will be based on need, availability and price. Inclusion on the qualified provider list is not a guarantee of utilization.

RISCA reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein and conversely, reserves the right not to select any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Previous Experience	25 Points
Organizational Skills	25 Points
Project Management Skills	25 Points
Arts Background	25 Points
Cost Proposal	N/A
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

Additionally, at the end of every quarter during this continual recruitment process, new proposals will be evaluated, based on the criteria established in this solicitation, and qualified service providers will be added for the remainder of the term.

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.

2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example, if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

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

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at doa.purquestions15@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP #7599851** 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:

1. One completed and signed RIVIP Bidder Certification Three-Page Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.ridop.ri.gov. *Do not include any copies in the Technical or Cost proposals*
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. 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 ten (10) 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
4. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - c. Four (4) printed paper copies

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 #7599851**" 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