



**Solicitation Information  
November 25, 2019**

**RFP# 7599868**

**TITLE: State Archives Project Management and Relocation Services for Special Collections**

**Submission Deadline: December 23, 2019 at 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: YES  
MANDATORY: NO**

**DATE: December 12, 2019 at 10:00 AM (ET)  
LOCATION: Department of Administration / Division of Purchases  
Purchasing Conference Room (2<sup>nd</sup> Floor)  
One Capitol Hill, Providence, RI 02908**

**For vendors who are unable to attend in person, a conference line has been established as follows:  
Please call 1-866-919-6470 Participant #71144275**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions15@purchasing.ri.gov](mailto:doa.purquestions15@purchasing.ri.gov) no later than **Monday, December 16, 2019 at 11:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: YES**

**PAYMENT AND PERFORMANCE BOND REQUIRED: YES**

**GAIL WALSH, CHIEF BUYER**

**Note to Applicants:**

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

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

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## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of State (“Department”), is soliciting proposals from qualified firms to provide Archives relocation project management and moving services to relocate the historic collections held at the Rhode Island State Archives from its current location to a new, yet to be determined, leased space within a five (5) mile radius of the Rhode Island State House (82 Smith St., Providence, RI). Services to be performed will include management of the State Archives relocation project, including but not limited to: development of a scope of work and comprehensive pre-move plan; planning and execution of the relocation process (un-shelving, cleaning, boxing, carting, loading, transporting, unloading, re-shelving records and equipment); post-move quality control; final clean-up, and any other related professional services that may be required. in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The initial contract period will begin approximately in February of 2020. Phase one will include collection assessment and project planning. Phase two will include determination of a floorplan for collections in the new facility. Phase three will include the packing, palatizing, and carting of records to the new facility. Additionally, phase three will include shelving disassembly, shelving transportation and reassembly in the new facility, transport of pallets and carts, and unpacking of palletted and carted materials. Finally, phase four will include confirmation of all work complete and quality control reporting.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **Instructions and Notifications to Offerors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.

4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-

RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

13. Bid Surety Bond – Vendors responding to this RFP must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the vendor’s cost proposal. (*Vendors for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful vendor who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all vendors until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the proposal submission deadline; or (iii) the rejection of all proposals.
14. Payment and Performance Bond - The successful vendor must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

## SECTION 2. BACKGROUND

The State Archives is home to more than 10 million letters, photographs, and important state documents that form a permanent, tangible record of Rhode Island’s rich history. Holdings date back to 1638 and include historic materials such as bound volumes, parchment, paper, VHS, cassettes, magnetic media, photographs and negatives, maps, plans, various three-dimensional objects, and loose collections of rolled, oversized maps and plans.

The State Archives has been located at 337 Westminster Street in Providence, Rhode Island since 1990. The Department must vacate this location by **May 31, 2020** and is seeking a new leased facility. While Secretary Gorbea continues to advocate for a permanent facility for the State Archives, the Department seeks State Archives relocation project management and moving services vendor to relocate its historic collections from its current location to a new, yet to be determined, leased space within a five (5) mile radius of the Rhode Island State House. Services to be performed will include management of the State Archives relocation project, including but not limited to: development of a scope of work and pre-move plan; planning and execution of the relocation process (un-shelving, cleaning, boxing, carting, loading, transporting, unloading, re-shelving records and equipment); post-move quality control; final clean-up, and any other related professional services that planning and execution of the relocation process (un-shelving, cleaning, boxing, carting, loading, transporting, unloading, re-shelving records and equipment); post-move quality control; final clean-up, and any other related professional services that may be required may be required.

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

### **General Scope of Work**

The responsibilities for the State Archives relocation project management and moving services vendor include to assess, oversee, provide quality control, pack, palletize, cart, and appropriately move State Archives collections, contents, shelving, equipment, archival furnishings, and all associated materials to a new location. Relocation of additional office furnishings may be included separately as part of the cost proposal.

The vendor must be capable of moving all materials from the State Archives current location at 337 Westminster Street in Providence, Rhode Island to a new facility, which will be within a five (5) mile radius of the State House, located at 82 Smith Street in Providence, Rhode Island.

A Needs Assessment, dated 2016, identified the State Archives collections at an estimated 17,520 cubic feet (CF) of holdings, including 4,520 CF off-site and additional collections broken down as follows:

- 350 CF volumes stored vertically;
- 7 map cases;
- 250 CF of rolled maps and plans;
- 600 CF oversized boxes, ballots boxes, flat maps/plans; and
- 1,420 CF photographs, videos, and other media.

### **Specific Activities / Tasks**

#### **1. SERVICES TO BE PERFORMED:**

##### **a) Collection Assessment and Relocation Plan**

1. The vendor shall attend a pre-project meeting to review the scope of work.
2. The vendor shall develop a project management plan. The plan shall include an assessment of the project, chart of roles and responsibilities of project personnel, and timeline for the relocation.
3. The vendor shall work with the Department to establish a floor plan for the shelving and collections arrangement at the new facility to ensure all items are accounted for in the move.
4. The vendor shall work with the Department to determine operational interruptions for researchers and public programs.

##### **b) Quality Control Measures**

1. The vendor will be responsible for quality control to ensure that each box, item, and artifact are successfully moved and set in a new facility as outlined in the project plan and assessment.
2. At a minimum, the vendor agrees to take specific measures to guarantee no materials are misplaced, lost, or damaged in transit. Such measures may include:

- a. Link archival boxes to shelving unit via physical barcode;
  - b. Move materials in sections in the order in which they are shelved;
  - c. Submit progress reports on each collection relocated;
  - d. Sign-out logs for each collection section prior to move and following re-shelving at new facility; and
  - e. A comprehensive section plan and timeline for when each collection shall be moved.
3. The vendor shall adhere to industry standards for the relocation of collections and protective measures taken to preserve records in transit, including protecting them from heat, humidity, climate, and physical danger.
  4. The vendor must work with the Department to guarantee security of collections. A Department staff person shall always be with collections during the relocation. Additionally, moving trucks may be escorted by State Police or other security as deemed necessary by the State Archivist.
  5. The vendor must have liability insurance coverage and/or be bonded to the standards set by the Department of Administration, Division of Capital Asset Management & Maintenance.

**c) Relocation of Materials**

1. The vendor will be responsible for the relocation of archival materials, including but not limited to collections identified in the 2016 Needs Assessment. Additional materials may include, but are not limited to:
  - a. 186 Oversized Ballots;
  - b. 2,125 Record Cartons;
  - c. 836 Metal Edge Document Boxes;
  - d. 484 Flat Boxes;
  - e. 306 Small Media Hollinger boxes;
  - f. 2,000 Reels of Microfilm;
  - g. 1,400 Loose volumes located in the vault;
  - h. 1,701 Loose Reference Books/Volumes in Reading Room; and
  - i. 250 CF Loose and Rolled maps and plans.
2. The vendor will be responsible for the dismantling, relocation, and set up of archival storage solutions, including but not limited to:
  - a. 78 Bays of 30-inch deep shelving,
    - i. Height = 120-inches (48)
    - ii. Height = 88-inches (30)
  - b. 28 bays of 15-inch deep shelving
    - i. Height = 96-inches (16)
    - ii. Height = 88-inches (12)
  - c. 4 Microfilm Cabinets (full)
    - i. 27-inch H x 25-inch W x 29-inch D
    - ii. 29-inch H x 43-inch W x 18.5-inch D
    - iii. 57.5-inch H x 24-inch W x 28.5-inch D
    - iv. 54-inch H x 25-inch W x 29-inch D
  - d. 7 Map Cabinets (full)
    - i. 28-inch W x 61-inch H x 68-inch D
    - ii. 33-inch W x 44-inch H x 17-inch D
    - iii. 39-inch W x 43-inch H x 89-inch D
    - iv. 51-inch W x 54-inch H x 41-inch D (3)
    - v. 41.5-inch W x 23-inch H x 54-inch D



- e. 7 Card Catalog Units (full)
  - i. 64.5-inch H x 41.5-inch W x 18.6-inch D
  - ii. 64.5-inch H x 41.5-inch W x 18.6-inch D
  - iii. 60-inch H x 41.5-inch W x 18.5-inch D
  - iv. 60-inch H x 39.5-inch W x 18-inch D
  - v. 52-inch H x 45-inch W x 27-inch D (3)
- 3. The vendor shall move additional shelving located off-site at the Rhode Island State House to the new facility where it will be reassembled and determine the amount of records it can accommodate. The Department expects the vendor will relocate collections to these units prior to disassembling and reassembling units currently located at our 337 Westminister Street facility.
- 4. The vendor shall include the option to move additional office furniture including desks, file cabinets, tables, chairs, and shelving, as a separate line item in their cost proposal.

## **2. DELIVERABLES CHECKLIST**

- 1. Preliminary meeting to review scope of work and assess the State Archives collection within one (1) week of issuance of Purchase Order.
- 2. Provide detailed schedule for each phase of the Archives Relocation Project Management and Moving Services project.
- 3. Submit a Project Plan within three (3) weeks of issuance of Purchase Order.
- 4. Submit shelving layout, logistics, and floor plan.
- 5. Submit written summary report of each project phase and work complete.
- 6. Submit written confirmation and sign-off for each collection section moved from one site to the next.
- 7. Submit a summary report of the State Archives relocation project management and moving services overall project.

## **3. SCHEDULES**

### **a. Work Schedule**

The State Archives relocation project management and moving services project will begin approximately in February 2020, with a final move in date of May 1, 2020. The State Archives aims to complete this project with the following benchmarks.

- 1. Initial meeting and review of scope
- 2. Floor plan for new facility
- 3. Shelving relocation and collections move
- 4. Archival furnishings relocation
- 5. Move in to new location – **May 2020**

### **b. Preliminary Schedule Target Dates**

- 1. RFP Announcement: November 25, 2019
- 2. Pre-Proposal Conference (non-mandatory)—December 12, 2019 @ 10:00 a.m.
- 3. Questions Due: December 16, 2019
- 4. Question Responses posted: December 18, 2019
- 5. Proposals Due: December 23, 2019 @ 10:00 a.m.

6. Firm Selection/Tentative Award: January 10, 2020
7. Work Starts (Contract Signed): February 3, 2020
8. Confirm Scope of Work: February 3, 2020
9. Initial Project Meeting and Site Visit: February 10, 2020
10. Project Plan Complete: February 21, 2020
11. Owner Review Period (Project Plan): February 24-28, 2020
12. Floor Plan Report Submission: March 13, 2020
13. Owner Review Period (Floor Plan): March 16-18, 2020
14. Collections Relocation: March 20-April 30, 2020
15. Summary Report: May 15, 2020
16. Owner Review (Summary Report): May 16-24
17. Project Close Out Meeting: June 8, 2020
18. Contract End: July 2, 2020

## SECTION 4: PROPOSAL

### A. Technical Proposal

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

1. **Capability, Capacity, and Qualifications of the Offeror (0-25 Points)** – Provide staff resumes/ curriculum vitae (CV) and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of moving special collections and rare historical records. Please provide a detailed description of the vendor’s experience as a special collections relocation provider, including experience in assessment, safety and packing standards, and quality control and security of records during relocation. Please provide a detailed description of experience, including previous projects related to large-scale collections relocations, project management, and quality control.

Proposals must provide answers to the following questions:

- What experience does the Respondent have with projects of a similar size, scope and use?
- Does the Respondent have specific experience in major building relocations?
- Does the Respondent have specific experience in building layout?
- Does the Respondent have specific knowledge and experience with special collections, their care, and special requirements?
- Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?
- Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful relocation? Are specific project examples included?
- Are staff and consultants assigned to this project experienced with projects of a similar size, scope and use with consideration given to buildings of this type and age? Has the team’s experience been provided for the last ten (10) years and includes three or more relevant projects?

- Has an organizational chart for the Respondent and project team/sub-consultants been provided for the project?
2. **Project Plan (0-35 Points)** - Please describe in detail, the framework within which requested archival relocation services will be performed. The following elements should be included: 1) project plan and standards and methods used to assess the collection prior to relocation 2) methods for quality control and assurance of materials security and identification, 3) methods and standards used to physically pack, palatize, cart, and otherwise physically move collections 4.) follow-up measures to ensure no materials have been misplaced, 5) methods used to maximize time. Define the methodology to be used for the relocation of State Archives collections as well as the process of planning required prior to the relocation and all security and quality control measures. What procedures will be used to ensure safe relocation, accurate data integrity and collections discovery, and timely tenancy in the new facility.

Proposals must provide answers to the following questions:

- Does the Project Plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this project?
- Does the Project Plan provide a brief description of the approach the firm proposes for planning the project and executing the relocation?
- Does the Project Plan provide an assessment of the collections and the specific needs for relocation of each type of record?
- Does the Project Plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
- Does the Project Plan reflect industry standards for the protection of historical records?
- Does the Project Plan include a timeline of all phases addressed in the scope of work?
- Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long) for all phases?
- Does the Project Plan address security of collections?
- Does the Project Plan appear sensitive to budget and time constraints?
- Does the plan address relevant design and program issues, by providing possible solutions?
- Does the Respondent identify both constraints and opportunities posed by this project?
- Does the Respondent describe their current workload and the availability of their personnel to perform the project? Is it feasible?
- Does the Respondent address the geographic location of their firm relative to the location of the project and the expected logistics in working on the project?

3. **References (0-10 points)**

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

Proposals must provide answers to the following questions:

- Were the references provided related to projects of a similar size, scope and timeline the proposed project? Did the Respondent provide a detailed project plan with clear deadlines and benchmarks?
- Were references responsible for collections of similar size, scope, and stability?
- Were the references provided related to project management and planning?
- Did the Respondent identify problems and issues in a timely and complete manner?
- Were technical, budget, and timeline/deadline issues fairly balanced with a good outcome resulting?
- Did the projects come in on time and in budget? If yes, what was the budget and what were the number of change orders on the project?
- Did the Respondent contribute to project delays? How did the Respondent assess and respond to project delays?

## **B. Cost Proposal**

### **Detailed Budget and Budget Narrative:**

Provide a lump sum and fixed fee cost proposal to include the following, as identified above:

- 1) Collection assessment and Project plan.
- 2) Measures for quality control and assurance of materials security.
- 3.) Disassembly, relocation, and re-assembly of all required shelving.
- 4.) Physical packing, relocation, and re-shelving of all State Archives materials.
- 5.) Packing and moving of State Archives furnishings.

## **C. ISBE Proposal**

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

## **SECTION 5: EVALUATION AND SELECTION**

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as

specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

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

<b>Criteria</b>	<b>Possible Points</b>
Capability, Capacity, and Qualifications of the Offeror	25 Points
Project Plan	35 Points
References	10 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**\*\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

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

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

b. Points for ISBE Participation Rate:

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

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

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.

**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 [doa.purquestions15@purchasing.ri.gov](mailto: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 # 7599866** 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**

d) 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](http://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

*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. **Six (6)** 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”.

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

g. **Six (6)** printed paper copies

e) Formatting of proposal response contents should consist of the following:

- 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.

- Formatting of written documents and printed copies:
  - 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.
  - 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.
  - 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# 7599866 State Archives Relocation Svcs. For Special Collections**” to:

RI Dept. of Administration  
 Division of Purchases, 2nd floor  
 One Capitol Hill  
 Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>



## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **8. 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.

### **9. 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**