



State of Rhode Island  
Department of Administration / Division of Purchases  
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**ADDENDUM #1**

**RFP#7599878**

**TITLE: CONSULTANT SERVICES TO PROVIDE SOFTWARE AS A  
SERVICE FOR PUBLIC ENGAGEMENT**

**SUBMISSION DEADLINE: 1/8/20 - 11:30 A.M.**

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Addendum 1 includes questions and answers posted to the RIDOT Q/A Portal.

*Lisa Hill*

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Lisa Hill  
Assistant Administrator



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RIDOT Addendum Notification

**RFP# 7599878 – Consultant Services to Provide Software as a Service for Public Engagement  
ADDENDUM #1  
SUBMISSION DUE DATE: JANUARY 8, 2020 at 11:30 am**

Per issuance of ADDENDUM # 7599878A1 the following clarifications are noted:

1. Questions/Answers posted at the RIDOT Q/A Portal.

APPROVED:

  
Lisbeth Pettengill  
Director of Communications

01.02.20  
DATE

### Questions and Answers For:

Consultant Services To Provide Software As A Service For Public Engagement  
7599878

**Please Note:** *If this is the first time accessing our system on our new web site, you will be required to reset your password.*

**The ask question function is now disabled;  
please call 401-563-4100 with any new questions.**

**Date Asked:** 12/30/2019

**Date Answered:** 12/31/2019

**Poster:** Brendan Joseph

**Company:** Qualtrics

**Question:**

1. What is the expected number of annual responses received? 2. Is there an opportunity to meet/speak with the vendors during the RFP process? 3. While we can easily name 6 state DOTs that we've worked with in the past 3 years, are we able to reference RIDOT given the number of former Qualtrics users RIDOT employs? Over 90% of RIDOT employees who graduated college in the past 10 years have used Qualtrics.

**Answer:**

1. Since this is new service-we have no way of predicting the number of responses. 2. Interviews/Presentations will not be part of the evaluation process. 3. Please list of a minimum of six state Departments of Transportation (not individuals) for which you provided SaaS for public engagement within the past three years.

**Date Asked:** 12/30/2019

**Date Answered:** 12/31/2019

**Poster:** Brendan Joseph

**Company:** Qualtrics

**Question:**

Bidder is an environmentally focused organization and we do not have a print production center for printing and shipping of RFPs. Bidder respectfully requests a waiver for the hard copy submission as contracting with an independent printer/shipper for multiple hard copies adds extra expense and time to our response preparation and except digital copies of the response. Can you please provide an alternative portal for digital submission?

**Answer:**

The Division of Purchases does not currently accept digital submission of bids or proposals.

**Date Asked:** 12/11/2019**Date Answered:** 12/12/2019**Poster:** Tara Macaulay**Company:** Envision Sustainability Tools, Inc.**Question:**

1. RIDOT is asking for an electronic copy specifically on CD-R. Is memory stick fine for the electronic copy? 2. Relevant experience 4b; 'Submit three letters of reference/recommendation from clients for whom the Vendor provided SaaS within the past three years.' Are these three references over and above what is required in Appendix E? If so, are these to be on the customer's letterhead? 3. We need to submit the cost proposal and technical proposal in separate sealed envelope can these all be in the same box for shipping? 4. FedEx for shipping needs a phone number. What number for RIDOT can we provide...? 5. Forms: We want to ensure we complete all of these forms as required. We have a question regarding the form Disclosure of Lobbying Activities. Our proposal for this RFP is for a State contract. Additionally, we have not engaged in any type of federal or state lobbying whatsoever. We don't know One if it's required to attempt to complete this and two if required we don't know how as, other than our company name, none of the other items are applicable.

**Answer:**

1) State Purchasing accepts CDs only. 2) Please submit Appendix E in addition to letters of reference/recommendation. However, you may utilize the same 3 clients. 3) Please put the Cost Proposal in a separate envelope within the box. 4) State Purchasing may be reached at 401-574-8100. 5)The Lobbying form is required since RIDOT is the recipient of Federal funds. If you have not engaged in lobbying, provide the required information in #16 and write N/A on the continuation sheet (page 2 of the form)