



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
1/22/2020**

ADDENDUM# 1

RFP #7599919

TITLE: Paternity DNA Testing Services

Bid Closing Date & Time: Tuesday, February 4, 2020 @ 11:30 AM Eastern Time (ET)

Notice to Vendors

Attached are vendor questions with State responses. No further questions will be answered.

**Anthony Venditelli
Buyer I**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions with State Responses for RFP #7599919 – Paternity DNA Testing Services

Question 1: In reference to the Contract Administrative Fee described in the Instructions and Notifications to Offerors Section 14 on page 6:

- a. Will this fee apply to this Contract?
- b. If applicable will the fee be assessed on a monthly or annual basis?
- c. If applicable will the fee be held back/subtracted from payment(s) to the service provider or if not, how will these fees be collected?

Answer to question 1: No

Question 2: We find the following requirement in Section 13 of Specific Activities/Tasks on page 10:

It shall effectively communicate effectively with all parties---including, but not limited to, custodial parents, unrepresented alleged fathers and attorneys representing alleged fathers---for any and all purposes including the completing paperwork provided by the child support agency that must be filled out by both the custodial parent and the alleged father, or any other party involved in the paternity matter.

As written, this requirement raises concerns regarding the release of confidential information. Current practice for this Offeror is not to release information to callers who are customers of OCSS (custodial parents and alleged fathers) without OCSS's permission. Please confirm that this approach is still acceptable to the agency.

Answer to question 2: The section implies communication may take place with the parties when authorized by OCSS.

Question 3: We find a requirement in Specific Activities/Tasks Section 15 on page 10 to include a date of birth on invoices which is not current practice. Can this part of the requirement be removed?

Answer to question 3: The section offers options for invoices. It clearly states: The successful bidder shall invoice the billing agency upon eth completion of said tests, listing the names of the parties and “any other identifying information such as case number, date of birth, and dates surrounding the delivery of any such test result to the agency” The vendor may use any of the other identifying information listed.

Question 4: We find the following requirement in Section 20 of Specific Activities/Tasks on page 11:

(Excerpt) Furthermore, whenever an interstate or international case is involved, the laboratory shall take a second photograph of the alleged father and provide that copy to the OCSS for the purpose of it mailing said photograph to the initiating jurisdiction in order that the alleged father may be identified.

This Offeror provides an original photograph along with the original signed chain of custody documentation, with the written paternity test result. A color copy of photograph(s) and relevant case documentation are also available to the agency via our secure Internet site. Is this an acceptable substitute for the second photograph?

Answer to question 4: Yes. That is sufficient.

Question 5: We find the following requirement in Section 21 of Specific Activities/Tasks on page 11:

The vendor or entity shall provide a separate, dedicated fax machine for the transmission of test schedules and other correspondence

Is the agency requesting a dedicated fax machine at a specific location at the agency and if so where is that location? The Offeror will provide a dedicated fax machine available for transmission of schedules and other correspondence located within the Customer Service Department.

Answer to question 5: We are simply requesting that the vendor have a dedicated fax machine at the vendor location to submit documentation securely.

Question 6: We find the following requirement in Section 4 - A. Technical Proposal #3 Work Plan on page 12:

2) description of its chain-of-custody protocols and how those protocols measure against standards within the industry and under Rhode Island law.

Please identify the applicable Rhode Island statute(s) or law(s) being referred to in this section

Answer to question 6: The question is intended to determine the extent to which any vendor is familiar with the various laws and rules regarding chain-of-custody issues. Consequently, each vendor is left to refer to and cite any case law, statutes, rules of evidence, or regulation it believes is relevant.

Question 7: Section 4 –D. Cost Proposal on page 12 describes requirements for preparing the cost proposal however no pricing template is provided. Will the

agency provide a pricing template that Offerors can utilize similar to those provided in solicitations from the agency in the past?

Answer to question 7: A pricing template is not necessary. We are asking for a cost per person.

Question 8: Please clarify whether the ISBE Participation aspect of this opportunity is a requirement or an optional goal?

Answer to question 8: An optional goal.

Question 9: Regarding Section 7 Proposal Contents we find the following in A.1 on page 15:

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.

When we access the appropriate area of the website, we receive the following message:

Form	Description
<i>RIVIP Bidder Certification Cover Form</i>	<i>The RIVIP Bidder Certification Cover Form <u>is a part of the bid package</u>. Sign in with your vendor number and password under 'Vendor Center', then access the bid or RFP. The cover form will be the first several pages of document.</i>

We have not been able to acquire a copy of this form from the website or the downloadable version of the solicitation. Can the agency provide it as an attachment to the Q&A Addendum?

Answer to question 9 This issue should be resolved. If any vendor(s) is having further issues accessing the RIVIP Bidder Certification Cover Form, they should contact the Division of Purchases.

Question 10: Regarding Section 7 Proposal Contents we find the following in A.3 on page 15:

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.

Please clarify for us if this means two (2) originals and two (2) copy of the original plan or if not what is required?

Answer to question 10: Section 7. Proposal Contents – A.3. refers to one (1) **completed original**, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Along with one (1) **copy version** of the completed, signed and sealed Appendix A. MBE, WBE, and/or Disability Business

Enterprise Participation Plan. **For a total of two (2) – one original & one copy.** If a vendor has multiple MBE/WBE or Disability Business Enterprise subcontractor/supplier, then separate forms must be completed for each.

Question 11: Regarding Section 7 Proposal Contents we find the following in A.4 on page 15:

(Excerpt) The technical proposal is limited to six 25 pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).

- a. Can the agency clarify what is meant by six 25 pages?
- b. We are concerned our proposal may exceed a 25 page limit. Will the agency consider removing the page limit requirement?

Answer to question 11: This is a typo. It should be 25 pages.