



**Solicitation Information
January 13th, 2020**

RFP# 7599921

TITLE: Economic and Energy Market Analysis Supporting 100% Renewable Energy Pathways for Rhode Island

Submission Deadline: February 3, 2020 10:30 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

**DATE: N/A
LOCATION: N/A**

Questions concerning this solicitation must be received by the Division of Purchases at Max.Rightier@purchasing.ri.gov no later than **January 21st, 2020 5:00 PM EST**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: No

PAYMENT AND PERFORMANCE BOND REQUIRED: No

Max Rightier, Senior Buyer

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

Table of Contents

SECTION 1. INTRODUCTION.....	3
Instructions and Notifications to Offerors.....	3
SECTION 2. BACKGROUND	5
SECTION 3: SCOPE OF WORK AND REQUIREMENTS	7
SECTION 4: PROPOSAL	9
A. Technical Proposal.....	9
B. Cost Proposal	10
C. ISBE Proposal.....	10
SECTION 5: EVALUATION AND SELECTION	10
SECTION 6. QUESTIONS	12
SECTION 7. PROPOSAL CONTENTS.....	12
SECTION 8. PROPOSAL SUBMISSION.....	14
SECTION 9. CONCLUDING STATEMENTS	14
APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM	15

SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Energy Resources, is soliciting proposals from qualified firms to provide energy market and economic impact analyses, reports/presentations, and development of actionable pathways and strategies that support Rhode Island meeting 100% of its electricity demand with renewable energy resources in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately February 1, 2020 through March 31, 2021. Contracts may be renewed for up to two (2) additional six-month periods based on vendor performance and the availability of funds.

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

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.

7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

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

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

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

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

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

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For

public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at 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.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

As a coastal state vulnerable to the impacts of global climate change, the need for Rhode Island to take bold action to mitigate greenhouse gas emissions while strengthening our resiliency is clear. Although climate change presents us with formidable challenges, we also face an unprecedented opportunity to capitalize on technological advances, industry growth opportunities, and innovative solutions to lower our carbon footprint. Rhode Island has demonstrated that it can achieve climate change goals while unlocking economic opportunity and improving the environmental and public health of our citizens and communities.

Under Governor Gina M. Raimondo’s leadership, Rhode Island is on track to increase its clean energy portfolio an incredible ten-fold by the end of 2020, marching toward 1,000 MW in total. In doing so, the state is on track to meet approximately one-third of its electric demand with clean energy resources over the next few years. The Governor has also launched major initiatives to modernize the electric grid (Power Sector Transformation); foster a clean and reliable heating sector (Heating Sector Transformation); and joined the Transportation & Climate Initiative (TCI) to reduce transportation-sector emissions. All this important work must advance earnestly and in parallel, but, ultimately, remains dependent on a near carbon-free electric supply to power a vibrant, decarbonized economy.

In 2020, the Ocean State will take another vital step toward charting its decarbonized future by developing clean, affordable, and reliable pathways to meet 100% of statewide electricity demand with renewables on an accelerated timeline. This goal will further cement Rhode Island as a national clean energy leader and set a milestone pace for clean energy adoption and GHG reductions across the United States.

Rhode Island has in place several key clean energy policies that are supporting its clean energy future, including, but not limited to, a Renewable Energy Standard of 38.5% by 2035 (RIGL §39-26); a feed-in tariff program (Renewable Energy Growth Program) that is helping to drive local renewable development (§39-26.6); net metering policies; a Renewable Energy Fund (REF); and authorizations for long-term contracting for utility-scale resources (e.g. Long Term Contracting Standard §39-26.1 and the Affordable Clean Energy Security Act §39-31). Moreover, Rhode Island is a national leader in energy efficiency deployment and innovation (Least Cost Procurement §39-1-27.7).

These policies are consistent with the Resilient Rhode Island Act, which required the development of “a plan that includes strategies, programs, and actions to meet targets for greenhouse gas emissions reductions,” including an eighty percent (80%) reduction of emissions below 1990 levels by 2050. The state’s Greenhouse Gas Emissions Reduction Plan, EC4 Annual Reports, and other related materials can be found at: <http://climatechange.ri.gov/state-actions/ec4/>.

The state’s commitment to clean energy adoption and innovation has also spurred new economic growth opportunities across the state. Now 16,021 jobs strong, Rhode Island’s clean energy economy continues to demonstrate robust economic growth. Since 2014, clean energy employment in the Ocean State has grown by an impressive 74 percent.

Building on Rhode Island’s clean energy leadership and its strong foundation of renewable policies and programs, The Rhode Island Office of Energy Resources (OER) seeks proposals from qualified energy market consultants to develop economic and energy analyses that support the development of realistic policy and programmatic pathways capable of meeting 100% of Rhode Island’s electric demand with renewable energy resources in an accelerated manner. Interested bidders should detail their understanding of Rhode Island’s clean energy policy and programmatic landscape, and demonstrate the necessary expertise and capabilities to support the Scope of Work and Requirements listed in Section 3.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

OER seeks consultants with demonstrated and deep expertise in regional energy markets and analytical modeling, as well as significant experience in clean energy policy development to conduct the following tasks and deliverables:

- Research on U.S. jurisdictions that have 100% renewable or carbon-free electric sector mandates, including creation of a matrix of resource eligibility and major policy/programmatic tools in place or under development to achieve those goals, to help inform decision making in Rhode Island.
- Detailed electric sector and economic scenario modeling under various hypothetical resource mixes which could achieve the goal under a “business-as-usual” case as well as customer load cases that account for impacts of beneficial electrification across the heating (thermal) and transportation sectors, consistent with economy-wide GHG emission reduction targets.
 - Modeling should produce key Rhode Island-based metrics, including, but not limited to, potential impacts on ratepayers, trajectory of GHG emission reductions from the state’s electric supply/sector, and a cost-benefit analysis to the state economy.
 - Cost impacts should reflect changes in New England wholesale energy and capacity prices, as well as the costs to support new development and preservation of existing non-emitting resources and energy efficiency programs. Results should be presented in both annual and cumulative terms, in total and per unit impact (kWh/MWh) where appropriate.
 - Both direct and indirect costs and benefits for each portfolio should be calculated to ensure that Rhode Island policymakers have sound insight into expected incremental wholesale and retail costs relative to each scenario developed.
 - Emissions impacts should include, at minimum, CO₂, NO_x, and SO₂.
 - Assumptions for the heating (thermal) and transportation sectors should account for work already underway through Rhode Island’s Heating Sector Transformation (HST) Initiative and the state’s engagement with the Transportation and Climate Initiative (TCI).
 - Consider how the demand for energy storage resources change across each case to ensure system reliability in response to non-dispatchable resource output and load variability.
- Take stock of Rhode Island’s existing renewable energy procurement policies/programs and consider potential new policies/programs that may be utilized (individually or in combination) to support meeting 100% of the state’s electric demand with renewables on an accelerated timetable. As part of this work, detail how proposed 100% renewable pathways may necessitate changes to existing state renewable energy and energy efficiency programs, including, but not limited to, the following:
 - Renewable Energy Standard – currently 38.5 % renewables (1.5% per year) by 2035 <http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-26/INDEX.HTM>

- Affordable Clean Energy Security Act
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-31/INDEX.HTM>
- Renewable Energy Growth Program
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-26.6/INDEX.HTM>
- Long Term Renewable Contracting Standard
<http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-26.1/INDEX.HTM>
- Consider how competitive market mechanisms, such as utility-scale procurements, or other potential policy/programmatic solutions can be leveraged to maximize potential benefits to the Rhode Island economy at a reasonable cost to consumers.
- Propose one or more policy/programmatic pathways that will enable Rhode Island to meet 100% of its electric demand with renewables by a date TBD. As part of this task, identify the necessary changes to any existing statutory or programmatic mechanisms that may be needed to support achievement of the goal.
- Detail the mechanisms by which progress and achievement of the 100% renewable energy goal can be transparently tracked and measured, e.g. through retirement of NEPOOL GIS certificates.
- Detail the potential market, tax/investment, statutory and other risks to implementation of the identified policy/programmatic pathways and overall achievement of the 100% goal, e.g. federal consistency, status of federal tax credits.
- Identify opportunities to leverage ongoing or existing initiatives with regional neighbors to reduce project costs, enhance scenario modeling, and advance broader, carbon-free electric sector analyses/policies/mechanisms.
- Engage local utilities and other key stakeholders during analytical and strategy development phases of the project.
 - The engagement strategy, implemented in coordination with OER, should include at least one round of initial one-on-one phone conversations with key stakeholders; a minimum of three (3) internal project team webinars/meetings; and a minimum of four (4) in-person stakeholder meetings/presentations through 2020 and early 2021.
 - Along with a proposed, detailed project timeline, bidders should describe the cadence and means by which they intend to communicate with the OER Project Team throughout the life of the project.
- Produce an executive report (\approx 5 pages); a more detailed, full report; and accompanying presentation slides detailing scenario modeling results and recommendations for implementation strategies (which could begin as early as 2021). These items must be delivered to OER no later than October 31, 2020.

The selected consultant will work closely with a State Project Team, established and led by OER, and will be responsible for performing the tasks specified within the scope of work outlined in this solicitation.

The consultant will develop study methodology(ies), undertake energy and economic modeling and analysis, and perform policy research to support the creation of comprehensive deliverables, as noted above.

Applicants may be individuals, sole proprietors, professional consultants or companies with multiple employees. Proposals may be submitted by firms, individuals, or as a team with more than one firm or individual to provide the necessary breadth of skills to complete the scope of work. The data and materials that the consultant produces shall become property of the State.

General Tasks and Travel Requirements

- Regularly-scheduled phone (and/or webinar) status update calls with OER and its project team throughout the life of the project.
- Attending a minimum of four (4) in-person meetings in Rhode Island to deliver presentations on project scope and results to stakeholders throughout the life of the project. This number may include at least one (1) presentation to legislative leaders in early 2021, as warranted.
- Supporting at least three (3) in-depth meetings/webinars for State project team members to iterate on results and strategy development. Meetings may be in-person and held in Rhode Island.
- Providing draft sets of analyses and final results, and thoroughly reviewing all data and study results at each stage with the State Project Team.
- Produce a Final Executive Report (\approx 5 pages), a Final Report, and a PowerPoint Presentation in October 2020.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project. For each staff member, identify any potential conflicts related to the conduct of this work.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the consultant experience. Detail previous or on-going analysis similar in scope and explain how that experience may be leveraged to conduct and bring resource and/or cost efficiencies to this engagement. 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. Client references may be contacted by OER.
3. **Work Plan** - Please describe, in detail, the framework and timeline to complete the Scope of Work. Please include specific reference to how the bidder intends to communicate with the State Project Team throughout the project.

4. **Approach/Methodology** – Define the methodology and process to be used for the studies and final report.

B. Cost Proposal

Please provide a total “not to exceed” budget for this engagement.

The Consultant is expected to maintain a clear, up-to-date log of all hours worked and how those hours were spent broken down by task.

The Consultant is expected to provide monthly invoices to OER detailing all hours worked by each staff member (by task), their hourly billing rate, and total costs associated with each staff member. Each bill should summarize total billable time and cost across all relevant staff.

Specifically, these invoices should be delivered to OER no later than the fifth business day of the month following the month for which work is being reported and billed.

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:

Criteria	Possible Points
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points

Work Plan	25 Points
Approach Proposed	20 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

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

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

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

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

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

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

b. Points for ISBE Participation Rate:

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

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate

X Maximum ISBE participation points)

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

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at Max.Rightier@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 # 7599921** 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

A. Proposals shall include the following:

1. 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.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13_RI_Version_of_IRS_W-9_Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. 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.*
4. 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. Six (6) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all 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. Six (6) printed paper copies

B. 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 in a manner similar to the technical proposal
- 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# 7599921**” 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

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