



Solicitation Information
02/13/2020

RFP# 7602783

TITLE: Operational Assessment of Rhode Island's Fish & Wildlife and Land Stewardship Programs

Submission Deadline: 03/16/2020 at 10:00 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at jonathan.nadeau@purchasing.ri.gov no later than **03/02/2020 by 4:00 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

Jonathan Nadeau – Buyer I

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.ridop.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

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases (“Division of Purchases”), on behalf of the Rhode Island Department of Environmental Management (“RIDEM”), is soliciting proposals from qualified firms to provide consultant services to conduct a comprehensive operational assessment of 1) RIDEM’s Division of Fish & Wildlife, and 2) RIDEM’s program of oversight and stewardship of state-owned/operated conservation and management areas. This solicitation is made 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.ridop.ri.gov.

The initial contract period will begin approximately April 1, 2020 for ten (10) months. Contracts may be renewed for up to one (1) additional three-month period 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 procurement 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 is 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

RIDEM's Division of Fish & Wildlife (DFW) protects, restores, and manages the freshwater fish and wildlife resources of the state and their habitats, and includes two sections: Wildlife and Freshwater Fisheries.

DFW's Wildlife section protects, restores and manages wildlife and their habitats and manages and supports hunting and trapping activities in the state. This overarching mission involves a host of diverse programmatic responsibilities, including species research and management; habitat conservation, restoration and management; public access development, operation, and maintenance; land acquisition; licensing; information, education and outreach; technical assistance; budgeting, grant administration, and federal compliance. While the conservation and management of wildlife and habitat resources that support hunting is a top priority, the section broadly oversees all the state's fauna, including nongame, threatened and endangered species.

DFW's Freshwater Fisheries section protects, restores and manages freshwater and diadromous (migratory) fisheries and their habitats and manages and supports freshwater fishing activities in the state. This overarching mission involves several programmatic responsibilities, including wild and naturalized freshwater species research; surveys of game and non-game species; husbandry and stocking of trout, salmon, and Northern pike; habitat conservation and management; public boating and fishing access development and management; licensing; and public outreach and education.

RIDEM owns and manages approximately 60,000 acres of lands – exclusive of park lands – that are generally categorized as conservation and management areas and include approximately 200 boating and fishing access sites. This extensive conservation and management area function encompasses a wide range of upland and wetland habitats, and provides abundant opportunities for hunting, fishing, boating, hiking, and other forms of recreation. Management responsibilities live with both the Department's DFW and the Department's Division of Forest Environment (DFE). In addition to overseeing existing conservation and management areas, RIDEM is also involved in the acquisition of new areas, with RIDEM's Division of Planning and Development playing a key role, in partnership with DFW and DFE.

Against this backdrop, two major challenges have emerged. Both pertain to the need for improved alignment and coordination of programmatic roles and responsibilities, organizational structure, and staffing, consistent with state and federal mandates, funding sources, and stakeholder interests. The first challenge involves DFW as a whole, with particular focus on the

Wildlife section. DFW's amalgamation of responsibilities, coupled with funding restrictions and staffing/organizational issues, are confounding its ability to operate at optimal effectiveness and efficiency. The second major challenge involves RIDEM's intra- and inter-divisional programs pertaining to state-owned/operated conservation and management areas. The large amount of land and number of areas involved, the diversity of the areas in terms of their natural and public-use attributes, and the overlap of DFW and DFE oversight/jurisdiction lead to complex responsibilities for a small team. These two challenges serve as the central focus of this request for services.

The primary objective of this project is to conduct a comprehensive assessment of the two main subjects – RIDEM's Division of Fish and Wildlife, and RIDEM's cross-divisional program(s) for overseeing and stewarding conservation and management areas – and recommend strategies to strengthen both. The primary goal is to provide a platform for success, upon which these programs can function effectively well into the future. It is important to note that these programs must juggle the interests of diverse constituents, along with the equally important interests of the state's wide-ranging natural resources. To meet these diverse interests, a well-developed and realistic organizational and management approach is needed.

The two main subject areas overlap and will inform each other. DFW's amalgamation of responsibilities includes oversight of conservation and management areas. The first subject area involves a full operational assessment of DFW, including its organizational structure and its role and responsibility regarding the conservation and management of species and land areas. The second subject area breaks out the oversight of all conservation and management areas, including those falling under the jurisdiction of DFE, as a departmental function, and analyzes the roles and responsibilities of DFW and DFE pursuant thereto.

For the purpose of this project, state park lands falling under the jurisdiction of RIDEM's Division of Parks and Recreation are separate and not within scope.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The initial and primary phase of the project will involve the assessment of, and development of recommendations to strengthen and improve: RIDEM's (a) Division of Fish and Wildlife and (b) land stewardship programs.

The second and final phase of the project, to be undertaken upon completion of the assessment, will be to facilitate an exercise with all DFW staff, consistent with the recommended strategies and aligning the team behind a vision. DFE staff should be included for a portion of the exercise to ensure consistent communication across the broader team and to align behind the strategies focused on land stewardship programs. While all staff will be involved in all phases of the project, this final phase is intended to enable staff to use the assessment to build the bridge to the future.

Phase 1a (70% of overall project)

The consultant shall conduct a comprehensive review and analysis of **RIDEM's Division of Fish & Wildlife**, with primary focus on the *Wildlife* section, and pinpoint areas for improvement. The analysis will identify the resources and organizational structures needed to better align, coordinate, and execute the roles and responsibilities of the DFW, consistent with state and federal mandates, funding sources, and stakeholder interests.

The consultant will work closely with RIDEM staff to:

- Fully characterize all existing physical, human, and capital resources associated with the DFW, including but not limited to: current responsibilities, operations, activities and sub-programs; and current organizational and management structures and staffing.
- Fully characterize the mission, goals, and objectives of the DFW, all current state and federal statutory mandates, explicit and implicit roles and responsibilities, and associated funding streams that govern and support the DFW, with particular focus on applicable provisions of Rhode Island General Laws, and the state's participation in and administration of Federal Aid, particularly the Wildlife and Sportfish Restoration Programs, as well as other programs such as State Wildlife Grants.
- Evaluate the capacities of the DFW, as currently configured, to meet requirements and expectations; identify shortcomings, gaps, and areas of risk.
- Research and draw upon effective programmatic frameworks and organizational structures in other comparable states.
- Develop a suite of recommendations that identify and prioritize modifications, enhancements, and resources (e.g., funding, staffing) needed to meet mission, requirements and expectations, including recommendations on the organizational structure.

RIDEM will provide:

- Primary points-of-contact for all aspects of the project; facilitated access to all staff, including regular interactions with an internal working group composed of leadership from DFW and Director's Office.
- An overview of existing physical, human, and capital resources; relevant documentation and reports pertaining to DFW; and staffing charts and job descriptions.
- An overview of the nature and range of stakeholder needs and interests associated with DFW.

Phase 1b (20% of overall project)

The consultant shall conduct a comprehensive review and analysis of **RIDEM's Land Stewardship Programs**, pertaining to all state-owned/operated conservation and management areas falling under the control and jurisdiction of DFW and DFE, and pinpoint areas for improvement. Given the relative proportion of the project expected as part of Phase 1b (in

comparison with Phase 1a), we expect this review to be less detailed than the review in Phase 1a. The analysis will identify the resources and organizational structures needed to better align, coordinate, and execute the roles and responsibilities of the two divisions relative to land stewardship, consistent with state and federal mandates, funding sources, and stakeholder interests.

The consultant will work closely with RIDEM staff to:

- Fully characterize all current lands subject to oversight by DFW and DFE. These lands shall include all conservation and management areas, and boating and fishing access sites. Lands falling under the jurisdiction of RIDEM's Division of Parks and Recreation shall be excluded and not subject to consideration pursuant to this project.
- Fully characterize all existing physical, human, and capital resources associated with the lands subject to oversight by DFW and DFE, including but not limited to: current responsibilities, operations, activities and sub-programs; and current organizational and management structures and staffing.
- Relative to the lands subject to oversight by DFW and DFE, fully characterize the mission, goals, and objectives of the two divisions, all current state and federal statutory mandates, explicit and implicit roles and responsibilities, and associated funding streams that govern and support the two divisions, with particular focus on applicable provisions of Rhode Island General Laws and the state's participation in and administration of Federal Aid in Wildlife and Sportfish Restoration Programs.
- Evaluate the capacities of the two divisions, as currently configured, to meet requirements and expectations associated with land stewardship; identify shortcomings, gaps, and areas of risk.
- Research and draw upon effective programmatic frameworks in other comparable states.
- Develop a suite of recommendations that identify and prioritize modifications, enhancements, and resources (e.g., funding, staffing) needed to meet mission, requirements and expectations.

RIDEM will provide:

- Primary points-of-contact for all aspects of the project; facilitated access to all staff, including regular interactions with an internal working group composed of leadership from the two Divisions and Director's Office.
- An overview of existing physical, human, and capital resources; relevant documentation and reports pertaining to the land stewardship programs and operations of the two Divisions; staffing charts and job descriptions; and facilitated access to all lands subject to oversight by the two Divisions.
- An overview of the nature of stakeholder needs and interests associated with the lands subject to oversight by DFW and DFE.

Phase 2 (10% of overall project)

Upon the completion of Phase 1, the consultant shall facilitate a session with all DFW and DFE staff, consistent with the recommended strategies.

The consultant will work closely with RIDEM staff to:

- Organize and facilitate a multi-day workshop with all DFW staff to present and review project findings and recommendations and assist staff in initiating an internal implementation process. DFE staff should be included for a portion of the exercise to ensure consistent communication across the broader team and to align behind the recommendations focused on land stewardship programs.

RIDEM will provide:

- The physical location for the workshop.
- Assistance in scheduling the workshop, developing the workshop agenda, and supporting the facilitation of the workshop.

Deliverables

The consultant shall be expected to deliver the following:

- Written monthly reports during the duration of the project, with each report summarizing project status, updating project activities, and detailing expenses incurred on each task in a format mutually agreed upon by RIDEM and the successful Vendor.
- A comprehensive draft report submitted not less than three (3) months prior to the project completion date that sets forth all relevant background information, findings, prioritized recommendations, and expected outcomes if recommendations are operationalized, emanating from and grounded in the combination of research, interviews, and critical undertaken pursuant to the scope of work documented herein under Phase 1.
- A workshop undertaken pursuant to the scope of work set forth herein under Phase 2, and a written summary of that workshop.
- An oral presentation of the draft plan and workshop summary for RIDEM Director and senior staff.
- A final report that reflects the comments and review of RIDEM staff, including RIDEM Director and senior staff.
- A PowerPoint deck describing project goals, approach, findings and recommendations.
- Documents, spreadsheets and raw thinking data from all completed research, analyses and interviews associated with the project.

Communication

The consultant shall assign a project manager as coordinator and point-of-contact for the duration of the project. The consultant will participate in weekly conference calls with project

leaders to monitor progress and resolve any issues in a timely manner. The consultant will meet monthly with internal working group to report on progress and receive feedback and input.

Compensation and Payment Terms

Compensation will be based on meeting the milestones set forth in the Work Plan and Project and Payment Schedule. In accordance therewith, the successful Vendor will submit detailed invoices to RIDEM, which RIDEM will review and accept for payment processing in a timely manner, provided the invoices reflect satisfactory completion the Work Plan and Deliverables and align with the Project and Payment Schedule.

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should be consistent with the Scope of Work set forth in this RFP and, at a minimum, specifically address each of the following elements:

- 1. Staffing Plan and Staff Qualifications** – Provide an overview of the Vendor’s firm or business structure. Provide a staffing plan, along with staff resumes/CV, and describe qualifications and experience of key staff who will be involved in this project. Characterize the experience of said staff in assessing the operations and organizational structure of state agencies responsible for managing wildlife resources, freshwater fish resources, and/or land stewardship programs, or other government agencies/management programs serving similar functions. Address proposed staff assignments and concentration of effort for each staff member. If applicable, describe any sub-contractor’s firm or business structure as well as the specific type of work they will perform. The Staffing Plan and Staff Qualifications must be as detailed for any sub-contractors as they are for the primary Vendors.
- 2. Capability, Capacity, and Qualifications of the Offeror** - Provide a detailed description of (a) the Vendor’s experience as an evaluator of state agencies, particularly agencies responsible for wildlife management, freshwater fisheries management, and/or land stewardship, and particularly with regard to agencies in the Northeast and/or Mid-Atlantic regions; and (b) the Vendor’s experience with state participation in and administration of Federal Aid in Wildlife and Sportfish Restoration Programs. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
- 3. Work Plan** - Describe in detail, the workplan within which requested operational assessment and strategic planning services will be performed. At a minimum, the following elements should be included: (a) methods or

approach to be used to characterize and assess RIDEM's DFW; (b) methods or approach to be used to characterize and assess conservation and management areas subject to oversight by RIDEM's DFW and DFE, and the associated land stewardship programs; (c) methods or approach to be used to evaluate the RIDEM's DFW, and RIDEM's land stewardship programs vis-à-vis legal mandates and funding sources, missions, and existing capacities, and to identify shortcomings, gaps, and areas of risk; (d) methods or approach to be used to research and draw upon relevant and applicable examples from other states; (e) methods or approach to be used for developing recommendations that identify and prioritize concrete actions for strengthening and improving the operations of RIDEM's DFW and land stewardship programs; (f) methods or approach to be used for conducting a session/workshop with staff from RIDEM's DFW and DFE; and (g) methods or approach to be used for developing and presenting draft and final reports pertaining to the project. Whereas the work plan should include separate components for phases 1a, 1b, and 2, the work plan may specify the blending of certain components of phases 1a and 1b if conducive to a more effective process and outcome.

4. **Project and Payment Schedule** – Set forth a timeline with milestones that reflects the proposed schedule for conducting the project. Include a payment schedule that aligns with the Work Plan and Deliverables and enables the processing of invoices submitted monthly throughout the contract period.

B. Cost Proposal

The cost proposal will reflect execution and completion of the project, itemized by phase and corresponding to the deliverables. Where appropriate, steps associated with phases 1a and 1b may be blended for budgetary purposes. A detailed budget and budget narrative shall be submitted that fully accounts for all costs, including personnel, travel, and materials/supplies, as well as any sub-contracting and any/all other costs to be covered by the proposal. The cost proposal may include additional services that the contractor believes will benefit RIDEM and the overall final product.

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 50 (71.47%) 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 Plan and Qualifications: Knowledge of State Wildlife Management and State Land Stewardship Programs – Demonstrated knowledge of applicable state programs, including applicable federal-aid programs	15 Points
Capability, Capacity, and Qualifications of the Offeror: Experience with similar assessments -- Demonstrated experience conducting similar operational assessments for other states, or other similar jurisdictions, with particular emphasis on states/jurisdictions within the Northeast and/or Mid-Atlantic regions.	15 Points
Work Plan: Demonstrated depth of understanding of the project proposal, and means for carrying out the project, as reflected by Work Plan.	30 Points
Project and Payment Schedule: Demonstrated ability and commitment to complete project within the timeframe specified in the Scope of Work.	10 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 and it subcontracts a total of \$12,000 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 and it subcontracts a total of \$12,000 to ISBEs and will perform a total of \$8,000 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:

$$\text{(Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate X Maximum ISBE participation points)}$$

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 jonathan.nadeau@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 # 7602783** 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.ridop.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/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 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"
 - b. One (1) printed paper copy, marked "Technical Proposal - Original" and signed
 - c. Four (4) 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 of the requirements of this project, as well as any additional costs (such as travel, materials/supplies)
 - a. One (1) electronic copy on a CD-R, marked "Cost Proposal - Original"
 - b. One (1) printed paper copy, marked "Cost Proposal - Original" and signed
 - c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

1. 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.

2. 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. 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# 7602783" 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:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> 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

