



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

**Solicitation Information
June 3, 2020**

ADDENDUM #1

RFP # 7606777

TITLE: COVID-19 Swabbing Testing Locations Operations

Bid Closing Date & Time: June 16, 2020 @ 1:00 PM Eastern Time (ET)

Notice to Vendors

Attached:

- 1. Sample Budget Worksheet**
- 2. Sample Budget Narrative**

**Dawn Vittorioso
Buyer II**

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

APPENDIX B. SAMPLE BUDGET WORKSHEET

The Contractor estimates that the budget for allowable expenses for work to be performed under this Agreement is as follows:

Expense Category	Approved Budget Time Period
1. Personnel	\$6,534.00
2. Fringe Benefits	\$1,901.00
3. Consultants	\$30,000.00
4. In-State Travel	\$450.00
5. Out-of-State Travel	\$1,000.00
6. Printing/Copying	\$700.00
7. Supplies	\$800.00
8. Telephone/Internet	\$1,200.00
9. Education/Resource Materials	\$1,000.00
10. Postage	\$500.00
11. Other (listed separately)	
Refreshments	\$200.00
Incentives	\$200.00
12. Equipment	\$3,412.00
13. Subcontracts	\$4,000.00
Sub-Total	\$51,897.00
Administrative Cost (10%)	\$4,449.00
Total	\$56,346.00

APPENDIX C. SAMPLE BUDGET NARRATIVE

PERSONNEL		\$6,534.00
<u>Sally Smith, Director</u>	<u>\$2,132.00</u>	
\$24.79 per hour for 86 hours Ms. Smith will work with community partners to achieve the goals and objectives of this proposal. She will attend monthly trainings/meetings as required by the RFP.		
<u>John Jones, Assistant Systems Development</u>	<u>\$2,178.00</u>	
\$33.76 per hour for 64.50 hours Mr. Jones will specifically review operating protocols related to systems development, implementation and operation performance.		
<u>John Doe, RN, C. MS, Project Coordinator</u>	<u>\$2,224.00</u>	
\$51.72 per hour for 43 hours Mr. Doe will assume responsibility for oversight of the project and all project-reporting requirements.		
FRINGE BENEFITS		\$1,901.00
Fringe is calculated at 29.1% of personnel and includes FICA, Life/Disability, Health, Payroll/ Unemployment Taxes, Pension Expense and Worker's Compensation Insurance		
CONSULTANTS		\$30,000.00
Sue Smith, PhD, Psychologist for RI Hospital \$150.00 per hour for 200 hours Dr. Smith will provide technical assistance with reports, data collection and infrastructure of the ABC Home		
IN-STATE TRAVEL		\$450.00
Mileage reimbursement for all staff members to be calculated at \$0.535/mile for 842 miles. *Rate is effective through December 31 st , 2017		
OUT-OF-STATE TRAVEL		\$1,000.00
2 Staff members to attend annual meeting in Atlanta, GA. All travel related reimbursement must follow State or RI Travel Guidelines for reimbursement		
PRINTING/COPYING		\$700.00
Printing expenses for printing of monthly flyers, brochures, and information sheets		
SUPPLIES		\$800.00
General office supplies to include paper, pens, file folders, etc.		
TELEPHONE/INTERNET		\$1,200.00
Cell phones for 2 staff associated with this contract at \$50/mo. for 12 months		
EDUCATION/RESOURCE MATERIALS		\$1,000.00
Update of books and reference manuals in the school library		
POSTAGE		\$500.00
Postage for flyers and mailings associated with this contract		
OTHER		\$400.00

Refreshments \$200.00
All refreshments for the program/event will meet the RIDOH'S Healthy Eating and Events Policy

Incentives \$200.00
40 - \$5.00 Gift Cards for participation in after- hours meetings

EQUIPMENT **\$3,412.00**
2 Laptop computers for use by all office staff

SUBCONTRACTS **\$4,000.00**
John Hope Settlement House and the Center for Hispanic Policy & Advocacy will conduct a community assessment on tobacco use.

John Hope Settlement House \$2,000.00
\$25 per hour x 80 hours

Center for Hispanic Policy & Advocacy \$2,000.00
\$25 per hour x 80 hours

SUB-TOTAL **\$51,897.00**

ADMINISTRATIVE COST **\$4,449.00**
10% of all direct expenses less equipment and subcontracts

TOTAL **\$56,346.00**