



**Solicitation Information  
DATE**

**May 24, 2021  
RFP # 7642810**

**TITLE: University of Rhode Island Utility Service Contract, 3 years**

**Submission Deadline: Monday June 21, 2021 at 10:30 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: Yes  
MANDATORY: Yes**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE: Wednesday, June 2, 2021 at 1 PM  
LOCATION: URI Greenhouse Headhouse Building, 4 Greenhouse Road Room 123,  
Kingston RI**

Questions concerning this solicitation must be received by the Division of Purchases at [Thomas.bovis@purchasing.ri.gov](mailto:Thomas.bovis@purchasing.ri.gov) no later than **6/7/2021 at 4 PM**. 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**

**Thomas Bovis, Interdepartmental Project Manager**

**Note to Applicants:**

- Vendors must register in RIVIP at the Division of Purchases' website at <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>.
- Proposals received without a completed RIVIP Vendor Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A RIVIP VENDOR CERTIFICATION COVER FORM**

## **COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS**

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth. Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

### **BID OPENING ZOOM INFORMATION**

Division of Purchases is inviting you to a scheduled Zoom meeting for the bid opening.

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: 7642810

Time: Jun 21, 2021 10:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89744845584?pwd=WWUzUDdldm95c2dScmZQVCtDbzliZz09>

Meeting ID: 897 4484 5584

Passcode: 656525

One tap mobile

+13017158592,,89744845584#,,,,\*656525# US (Washington DC)

+13126266799,,89744845584#,,,,\*656525# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free  
Meeting ID: 897 4484 5584  
Passcode: 656525  
Find your local number: <https://us02web.zoom.us/j/89744845584>

# **Table of Contents**

<b>SECTION 1: INTRODUCTION .....</b>	<b>5</b>
<b>Instructions and Notifications to Vendors.....</b>	<b>5</b>
<b>SECTION 2: BACKGROUND.....</b>	<b>8</b>
<b>SECTION 3: SCOPE OF WORK AND REQUIREMENTS.....</b>	<b>9</b>
<b>SECTION 4: PROPOSAL .....</b>	<b>11</b>
<b>A. Technical Proposal.....</b>	<b>11</b>
<b>B. Cost Proposal.....</b>	<b>13</b>
<b>C. ISBE Proposal .....</b>	<b>13</b>
<b>SECTION 5: EVALUATION AND SELECTION .....</b>	<b>13</b>
<b>SECTION 6: QUESTIONS.....</b>	<b>15</b>
<b>SECTION 7: PROPOSAL CONTENTS .....</b>	<b>15</b>
<b>SECTION 8: PROPOSAL SUBMISSION .....</b>	<b>16</b>
<b>SECTION 9: CONCLUDING STATEMENTS .....</b>	<b>17</b>
<b>APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM .....</b>	<b>18</b>
<b>APPENDIX B. PREFERRED FORMAT FOR COST PROPOSAL.....</b>	<b>18</b>

## SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Department of Facilities Services, (“URI”)], is soliciting proposals from qualified firms to provide underground and above-ground Utility Maintenance, Repair and Emergency Response Services (excluding electrical)] 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](http://www.ridop.ri.gov).

The initial contract period will begin July 1, 2021 for 3 years, with the option of two 1-year renewals 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 vendors who have submitted proposals.

### **Instructions and Notifications to Vendors**

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 vendors/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-compliancereport.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 further information, contact the Rhode Island Equal Employment Opportunity Office via e-mail at [odeo.eoo@doa.ri.gov](mailto: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](http://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](mailto:Dorinda.Keene@doa.ri.gov)

13. **Insurance Requirements** – In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

***General Requirements:***

- 13a)  Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
  
- 13b)  Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
  
- 13c)  Automobile liability - \$1,000,000 each occurrence combined single limit.

- 13d)  Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services:***

- 13e)  Professional liability (“errors and omissions”) - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- 13f)  Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 13g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

***Information Technology and/or Cyber/Privacy:***

- 13h)  Technology Errors and Omissions - Combined single limit per occurrence shall not be less than \$5,000,000. Annual aggregate limit shall not be less than \$5,000,000.
- 13i)  Information Technology Cyber/Privacy – minimum limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate. If Contract Party provides:
- a)  key back office services Contract Party shall have a minimum limit of \$10,000,000 per occurrence and \$10,000,000 annual aggregate;
  - b)  if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by \$25 per person breach response expense per occurrence; but no less than \$5,000,000 per occurrence, per annual aggregate; or,
  - c)  if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data \$20,000,000 per occurrence and in the annual aggregate.

***Other:***

Specify insurance type and minimum coverage required, e.g. builder’s risk insurance, vessel operation (marine or aircraft):

- 13j)  Other - Specify insurance type and minimum coverage required

**SECTION 2: BACKGROUND**



The University of Rhode Island is seeking a dedicated vendor to provide routine and emergency utility maintenance and repair services for all underground and above-ground utility systems, excluding electrical, located on the Kingston campus. The Kingston campus consists of 197 buildings totaling over 4 million square feet with miles of underground utility systems. These systems include steam, water (potable and non-potable), sewage, storm water and natural gas.

An integral understanding of each of the university's utility systems is necessary for undertaking the scope of work described in Section 3 of this solicitation. As such, the selected vendor(s) will be required to study and understand the university's utility systems within the first 6 months of the contract's award date.

The selected vendor(s) will be required to provide pipefitter, steamfitter and plumbing services, along with all construction equipment, excavation services and materials required to perform the necessary task/repair. Services shall also include investigation as necessary to ensure proper repair (locating, camera work, etc).

For clarification, the University will continue to utilize the State Master Price Agreement for general plumbing (MPA #40) and steamfitter work (MPA #199) for repairs and maintenance outside of the scope of utilities.

### **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

#### **General Scope of Work**

Vendors submitting proposals in response to this solicitation must demonstrate that they have the capacity to furnish the labor, materials, and equipment necessary for maintaining and repairing underground and above-ground utility systems, including excavation and restoration services where necessary. Utility systems covered under this service contract will include steam, potable and non-potable water, natural gas, sewer and storm water infrastructure. All materials used for maintenance and repairs to utility systems must satisfy code requirements and conform with the University's standards for pipe and fittings. These standards will be provided to the selected vendor(s) upon award of this contract.

Most emergency requests from the University are due to a compromised utility main or service line that directly affects its customers. As such, vendors must demonstrate they have the capacity to respond to a service call within (1) hour of the request for emergency service, 24 hours a day, 365 days a year. This requirement includes ensuring the availability of and providing the equipment necessary for responding to the emergency.

Vendors must demonstrate that they and all response personnel possess appropriate licensure and certifications for performing requested/required tasks. Evidence of these credentials must be submitted as part of the proposal.

Vendors must demonstrate that they have access to well-maintained equipment, as well as the resources to provide backup equipment in the event of a breakdown during an emergency or scheduled repair.

#### **Pertinent utility systems information and service requirements:**

- Steam system operates at 100psi

- Vendor(s) will provide service up to and including PRVs in each building, as well as associated low-pressure piping beyond the PRV as necessary to ensure a proper repair.
- The majority of steam pipe is manufactured by “Thermacore” and is of the jacketed insulated HT406 Type. Vendors must demonstrate that personnel are certified and have the ability to work on this type of system. URI has since standardized on a Conduit Pipe-in-Pipe system and accepts products manufactured by Thermacore, Rovanco, and Perma-Pipe.
- Maintenance and repair services shall include all aspects of the system including main and condensate replacement, steam pit maintenance, steam trap maintenance, drip leg repair, valve replacement, and welding.
- Water system operates at up to 100psi
  - Vendor(s) will provide service up to and including the building backflow preventer and isolation valves. Backflow repair certification will be required.
  - Maintenance and repair services will be required for various types of piping. The majority of pipe is ductile, however cast iron, transite and plastic exist as well.
- Natural gas lines are University owned and operated. Distribution pressure is 5 psi.
  - The University participates in the Operator Qualification Program and requires all contractors to be task certified and adhere to the plan requirements.
  - This contract will require repair and installation of meters, regulators, service lines and mains, including all restoration services as needed.
  - Vendor(s) must possess the experience and equipment to service plastic, wrapped steel, bare steel, etc.
  - Vendor(s) will provide system compliance services including annual leak detection surveys and cathodic protection maintenance and monitoring.
- Sewer Conveyance System
  - This contract will require service of all mains and services across the campus to the South Kingstown pump station at Peckham farm.
  - Maintenance and repair services will be required for various types of piping including clay (VC), cast iron, plastic and transite pipe.
  - Vendor(s) will provide line clearing, root control, repair, and replacement services.
- Storm Water System
  - Vendor(s) will maintain and repair pipe systems and street drains, providing necessary investigative and drain clearing services as needed.

### **Specific Activities / Tasks**

In non-emergency situations the contractor will evaluate the requested maintenance/repair tasks and provide cost and procedural estimates for the work prior to commencement of the task.

Additional specific tasks the University will be requiring the vendor to perform are as follows:

1. Evaluate/inspect the existing utility systems
2. The university at its discretion may include the servicing of distribution piping internal to buildings for both heating and domestic use to ensure proper utility system function.
3. Provide as-built drawings and/or sketches of work performed including utility condition.

4. Assist URI staff in updating existing drawings including identification of materials, sizes, location, and condition.
5. Identify areas within the utility systems for improving reliability.
6. Assist the Utility Department with developing a preventative maintenance plan for each utility.
7. Assist the Utility Department with developing a master plan for replacement of sections of mains/services deemed at/near end of useful life.

Note: The tasks above will require varying levels of expertise. The University is requiring that these tasks be implemented on a time-and-materials basis utilizing personnel identified in the Technical Proposal.

### **Other considerations**

- Those conducting subsurface work on campus may not proceed until they have verified that utility markings have been placed in the area of any proposed excavation prior to excavating or extending an excavation beyond a previously marked area.
- Those performing work on campus utility systems must check in with the University's utility project manager prior to commencing work and check out at the end of the task or day, whichever is applicable, to recap progress.
- Invoices must be submitted for each project or daily, whichever is applicable. Invoice information shall include:
  - Description and photographs of the task performed
  - Location of the repair
  - Itemized material description and cost breakdown
  - Detailed description of manhours and equipment and cost
- The successful vendor(s) must be prepared to provide documentation of continued licensure and certification upon request for such by the University at any time while the contract is in effect.
- Scheduled utility outages occasionally may be necessary for maintenance work. Due to the nature of the institution, these outages may need to occur after hours or on weekends. Outage requests will be handled in accordance with the University's outage request policy to ensure proper notice is given to affected departments.

## **SECTION 4: PROPOSAL**

### **A. Technical Proposal**

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

1. **Executive Summary** – The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the vendor's technical approach and ability].

2. **Capability, Capacity, and Qualifications of the Vendor** - This section shall highlight the vendor's understanding of the operation, maintenance, and repair of multiple utilities and shall demonstrate a minimum of ten (10) years of experience in performing the tasks identified in Section 3 for an institution of similar size and complexity. The vendor shall demonstrate knowledge in the techniques, standards and tools used for repair and construction of each utility and roadways. This section shall include a summary of the number and types of work crews available, type of equipment available, depth of redundancy in manpower and equipment, and methods used to ensure service vehicles are stocked and ready to respond. This section must identify all staff and subcontractors proposed as members of the project team, including the duties, responsibilities and concentration of effort which apply to each. (For each, attach a resume, curricula vitae, or statements of prior experience and qualification.) The vendor shall demonstrate that all response personnel possess appropriate licensing and certifications for performing requested/required tasks including, but not limited to, State of Rhode Island Licenses/Certifications for:

Plumber Master (License)  
Pipefitter Master 1(License)  
Welding (License)  
Hoisting-Construction Equipment Operator (License)  
Gas System Operator (Operator Qualified)  
Backflow Preventer Assembly Tester  
OSHA (Confined Space w/Air Monitors)  
OSHA 10 Hour Safety & Health Training

Documentation on the education, licenses and or certifications of employees for applicable work required must be included in this section. In addition, a list of all company-owned equipment necessary to perform the services required under this contract must be included, along with a description of backup capabilities. This section must also include a description of the vendor's emergency service call response process.

3. **Work Plan/Approach Proposed** - This section shall describe the vendor's understanding of the University's requirements. The document shall discuss the scope of work, plan to accomplish tasks, and capacity to perform the required tasks. The work plan shall include a description of the vendor's abilities to perform the tasks identified in Section 3 and describe in further detail the vendor's experience and capabilities.]
4. **Previous Experience and Background** – Description shall include the following:
- a. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of each project
  - b. A description of the business background of the respondent (and all subcontractors proposed), including a description of their financial position.

## B. Cost Proposal

A **separate, signed, and sealed** cost proposal reflecting the fee structure proposed for this scope of service must be included. Attached is a table or matrix for specific fees/rates and requested breakdown.

## C. ISBE Proposal

See Appendix A for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these form(s) with their overall proposal in a sealed envelope. Please complete separate form(s) for each MBE, WBE and/or Disability Business Enterprise subcontractor 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 56 (80%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 56 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 56 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor 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:

<b>Criteria</b>	<b>Possible Points</b>
Executive Summary	5 Points
Capability, Capacity, and Qualifications of the Vendor	35 Points
Work Plan and Approach for Specific Activities & Tasks	15 Points
Previous Experience	15 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>

Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*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:

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

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 [Thomas.bovis@purchasing.ri.gov](mailto:Thomas.bovis@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 # 7642810** 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 Vendor Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.ridop.ri.gov](http://www.ridop.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. 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/vendor to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
3. Technical Proposal - The Technical Proposal shall incorporate the scope of work presented in Section 3 of this solicitation and organized as described in Section 4 of this solicitation. The technical proposal shall be limited to fifteen (15) pages, formatted as described in Section 7(B)(2) of this solicitation (excluding appendices and resumes). The following must be submitted following the instructions in Section 8 of this solicitation:
  - 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. Three (3) printed paper copies

4. 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. (An example of the preferred format for the cost portion of the proposal is included as an Attachment to this solicitation.) The following must be submitted following the instructions in Section 8 of this solicitation:
  - 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. Three (3) 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 and all attachments 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. If the solicitation includes a proposal template for vendor use, it shall be typed using the formatting provided in the template.
  - 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# 7642810**” 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 shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State’s General Conditions of Purchase can be found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and addenda can be found at <https://ridop.ri.gov/rules-regulations/>.

## **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. Vendors 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.

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Vendor's Name:

Vendor'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.

<b>Prime Contractor/Vendor Signature</b>		<b>Title</b>	<b>Date</b>
<b>Subcontractor/Supplier Signature</b>		<b>Title</b>	<b>Date</b>

**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**