Solicitation Information
January 31, 2022

RFP #7675815

TITLE: E-Procurement System for the University of Rhode Island

Submission Deadline: February 28, 2022, 2:30 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE:
MANDATORY: NO
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:
LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions15@purchasing.ri.gov no later than **February 14, 2022, 10:00 AM (EST).** Questions should be submitted in a *Microsoft Word attachment.* Please reference the **RFP #7675815** 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

Robert DeAngelis, Senior Buyer

Note to Applicants:

1. Vendors must register in RIVIP at the Division of Purchases' website at https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx.
2. 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.

Topic: 7675815
Time: Feb 28, 2022, 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/82234585458?pwd=dUFKQ0pwQWdwNEVGUjdnblYreDJrQT09

Meeting ID: 822 3458 5458
Passcode: 208398
One tap mobile
+13017158592,,82234585458#,,,,*208398# US (Washington DC)
+13126266799,,82234585458#,,,,*208398# 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)

877 853 5247 US Toll-free
888 788 0099 US Toll-free
833 548 0276 US Toll-free
833 548 0282 US Toll-free
Meeting ID: 822 3458 5458
Passcode: 208398
Find your local number: https://us02web.zoom.us/u/khs3G2cAx

Table of Contents

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island ("URI"), is soliciting proposals from qualified firms to provide a web based eProcurement / Procure to Pay ("P2P") system, 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 May1, 2022 for five years. Contracts may be renewed for up to five (5) additional 12-month periods based on vendor performance and the availability of funds.

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

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

13. In the RIVIP Vendor Certification Cover Form, Section 4, Question 11, bidders shall certify agreement to the State's contract terms. However, in accordance with Section 220-RICR-30-00-13.3(C)(3) of the General Conditions, the Vendor may submit in their bid or proposal, qualified or conditional offers which impose limitations of the Vendor's liability or modify the requirements of the solicitation, offers for alternate specifications, or offers which are made subject to different terms and conditions, including form contracts, other than those specified by the State." However, qualified or conditional offers "may be, at the sole discretion of the State Purchasing Agent:
    a. Rejected as being non-responsive; or,
    b. Set aside in favor of the requirements set forth in the solicitation (with the consent of the Vendor); or,

c. Accepted, if the State Purchasing Agent determines in writing that such acceptance is in the best interest of the State."

By submitting a conditional or qualified offer, the Vendor bears the risk of their bid or proposal being considered non-responsive. In the event the State receives a conditional or qualified offer, the State reserves the right to adjust evaluation points in an RFP procurement, conduct a best and final offer process offering the same terms to all vendors, and/or reject a qualified/conditional proposal as being non-responsive at any time during the review process. The Vendor should not assume that any further negotiation will occur upon selection.

14. **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**:*

14a) ☒ Liability - combined single limit of $1,000,000 per occurrence, $1,000,000 general aggregate and $1,000,000 products/completed operations aggregate.

14b) ☒ Workers' compensation - $100,000 each accident, $100,000 disease or policy limit and $100,000 each employee.

14c) ☒ Automobile liability - $1,000,000 each occurrence combined single limit.

14d) ☐ Crime - $500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services**:*

14e) ☐ Professional liability ("errors and omissions") - $2,000,000 per occurrence, $2,000,000 annual aggregate.

14f) ☐ Environmental/Pollution Liability when past, present or future hazard is possible - $1,000,000 per occurrence and $2,000,000 aggregate.

14g) ☐ Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - $1 Million per occurrence.

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

14h) ☒ 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.

14i) ☒ 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 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.

SECTION 2: BACKGROUND

Institutional Background:

The University of Rhode Island (URI) began in 1892 and was one of the original land grant colleges. It has maintained a mission of teaching, research and community outreach for Rhode Island since that time. In addition to being a land grant school, URI is also a national sea-grant school and an urban field grant school. URI offers over 100 majors in seven degree-granting colleges. URI is considered a medium-sized state university. The University's current enrollment totals 18,098 students made up of 15,092 Undergraduates, and 3,006 Graduates, and a complement of about 1,100 faculty (full time and part time) and 1,600 staff.

The university is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond.

As the flagship public research institution in the State of Rhode Island, URI houses leading research facilities that are as varied as our programs of study. The expertise of our researchers and our robust scientific inquiry attract about $72 million each year in research funding from federal and state agencies, foundations, and commercial firms. This funding allows researchers – faculty and students, including undergraduates – to explore diverse avenues of inquiry with the potential to improve the lives, health, and economies of communities and individuals in Rhode Island, the nation, and the world. This competitive funding also generates hundreds of millions of dollars for the state and local economies, creating additional high-paying jobs, and increasing state and local tax revenues.

URI has a spacious rural campus 30 miles south of Providence in the northeastern metropolitan corridor between New York and Boston. The main campus is located in Kingston, RI. The center of campus is a quadrangle of handsome, old granite buildings surrounded by newer academic buildings, student residence halls, fraternity and sorority houses. On the plain below Kingston Hill are gymnasiums, athletic fields, tennis courts, a freshwater pond, and agricultural fields.

In addition to the Kingston campus, the university has three other campuses: The 165-acre Narragansett Bay Campus (NBC) is six miles to the east overlooking the West Passage of Narragansett Bay and is the site of the Graduate School of Oceanography. The College of Education and Professional Studies (CEPs) has a building in downtown Providence. In the western section of the state, 20 miles from Kingston, is the W. Alton Jones Campus. Its 2,300 acres of woods, fields, streams and ponds is the site of environmental education and research.

Additional information about the campus can be obtained by viewing the URI web page on the Internet at http://www.uri.edu/ .

Institutional Objective:

URI is soliciting proposals from qualified firms to provide an Electronic Procurement system, also referred to as an eProcurement or Procure to Pay Software Solution (“P2P System”) that will drive greater efficiencies throughout the University’s purchasing and payables processes while integrating with our PeopleSoft Financial System (which will remain the system of record). The goal is to reduce manual, paper-based processes and process cycle times and improve department/vendor interactions with use of the solution. Ultimately, the system will also provide for complete on-line access to process procurement and payable transactions, allowing work to be performed from any remote location.

The Solution must include the functionality for requisitioning, purchase orders, on-line receiving, accounts payable, vendor registration and electronic bid processing. These MUST be services of the proposed solution and not simply rely on the existing PeopleSoft ERP solution. It is the University’s intent that all actions are to be delivered with the proposed system. The Solution shall be a hosted Software-as-a-Service (Saas) license model that is generally available and currently implemented at comparable institutions. Any solution modifications or additions necessary to enable the Solution to operate according to all technical and functional requirements herein must be approved by the University and must become part of the base product and not require additional fees/costs with future releases or upgrades. The University anticipates the eProcurement or P2P System Solution roll-out to be completed in a timely fashion and in accordance with best practices; including but not limited to implementation, data migration, project management, change management, training and support.

Current Configurations:

ERP System: PeopleSoft v9.2 is the University's current ERP System. The proposed system will need to integrate with cloud Saas platforms. The proposed system will need to integrate with the following

- Purchasing
- Vendors / Suppliers
- Commitment Control
- Payables

The University is currently looking to move its current platform to the cloud and within the next five (5) years will be looking to bid and integrate a new ERP system as PeopleSoft is scheduled to sunset. The proposed system will need to be reintegrated with the new ERP system when that occurs.

Vendors:
In the current structure vendors are able to request a vendor account through a Supplier Portal Package that was custom developed and acts as a 'bolt-on'. Vendors are not able to view the information in PeopleSoft to update information and must re-register to submit updated information or contact accounts payable directly.

Once a vendor is granted a supplier account in PeopleSoft, the Purchasing Department can query the information to generate a report based on the commodity codes, to be used for solicitation notifications. The notice is a manual process using the email addresses generated from the query.

Commitment Control:
All transactions are budget checked in PeopleSoft v9.2.

Workflow:
We currently use PeopleSoft processes which have been highly customized for on-line approvals.

Requisitioning:
We currently use PeopleSoft on-line requisitioning which has also been highly customized.

Purchase Orders:
Some POs are auto sourced while others are manually processed through copying requisitions or via direct entry, approved and then dispatched. Most automated functions have been turned off. This process has also been customized.

Bid Solicitations:
The bid solicitation process is currently entirely manual. Once created in Word/Excel templates, the solicitations are posted on the State's Purchasing Website via a manual upload. The site is maintained by the State of RI Department of IT and is displayed through their website. The process allows for the required transparency and public access per State statute and regulations. Vendors then need to submit bids in sealed envelopes which are manually maintained in the Purchasing Department.

Receiving:
This is a purely manual paper driven process. On-Line receiving is not currently utilized.

Payables:
Invoices are received manually either through email or on paper. Payments are processed either as direct pays or against a purchase order matched manually by staff.

Grants:

Grants are identified via the chartfield string in Psoft and follow the same business process as other procurement processes.

Subawards:
These are handled in conjunction with the above and in a format similar to the requisition and purchase order processing but purchase order awards are handled by the URI Office of Sponsored Projects. Routing and approvals have been customized to separate these from the normal procurement path.

The RFP Objective and Business Outcome:

The desired eProcurement / P2P System solution must be innovative, fully integrated, and well-coordinated to empower the University to achieve the following objectives and business outcomes that are organized around four Business Values:

1. **Cost Savings**: Over the lifecycle of the new Solution, it will:
   a. Streamline and standardize current manual, paper-based procurement, contracting, and purchasing processes and practices to shorten/compress cycle times.
   b. Increase use of University and State of Rhode Island contracts to gain greater economies of scale.
   c. Provide visibility into all University Departments on spend to enable Spend Analytics, Strategic Sourcing and more effective Contracting. Thereby transforming procurement from tactical activities to a strategic focus.
   d. Increase Vendor participation and competitiveness that drive finding the best possible product at the best value-point.
   e. Track and evaluate Vendor performance and aggregate University demand to negotiate and drive down contract pricing.
   f. Lower barriers to compete.

2. **Customer Service Improvement:** The Solution will provide a new or improved Customer Service.
    a. Provide a single place to perform, manage, track, and report on all procurement activities
    b. Establish consistent standards across the University that are adaptable to unique Division/Department needs.
    c. Make it easier to buy regardless of the process or method of procurement.
    d. Make approvals of procurement transactions faster and easier by leveraging more streamlined online approvals.
    e. Improve and expand Vendor participation through simple self- service access.
    f. Provide real-time integration capabilities with PeopleSoft that acknowledges and facilitates the interrelationships and requirements of both accounting and purchasing.
    g. Increase transparency of University Purchases through public access and visibility into University purchases (what was bought, by who, at what price, etc.).

3. **Risk Reduction:** The Solution will reduce risk to the University
    a. Establish consistency campus wide in procurement practices, methods, and outcomes through the use of standards, templates, and a common set of automated tools.
    b. Eliminate redundant and obsolete systems.
    c. Reduce the re-entry of information across departments, systems, and processes to minimize errors, re-work, and duplication of effort.
    d. Increase security and control of University procurement data and documents by reducing physical and electronic storage locations.

4. **Compliance:**
    a. Establish controls and visibility into spend to drive broader and appropriate use of University and State contracts.
    b. Improve control over spending under management, including the ability to track and report contract price compliance and invoicing errors.
    c. Facilitate the selection of the best and most appropriate pricing through University and State contracts.
    d. Facilitate achieving University and State Vendor Diversity goals and objectives through these types of Vendors in all forms of purchasing.
    e. Improve accountability and auditability of all procurement and payment actions.

5. **Secure Remote Access:**
    a. The system must work completely remotely without the need for fixed IP or secure location to access.
    b. The University is implementing single sign-on which will also be a requirement of the system.

URI Metrics:

Description	Quantity
PeopleSoft Users	2500
User Types / Levels of Access	150 roles overall
Suppliers (currently active)	> 21,000
Requisitions per year	18,500
Purchase Orders per year (through Purchasing Office) (Not including Change Orders)	1,600
Purchase Orders per year (Auto Sourced)	14,000
Purchase Orders (Sub-Awards not including Change Orders)	100
Total Multi-year POs in place	250
Public Bids processed per year	200
RFP (Request for Proposals per year)	10
Invoices Processed (Vouchers w/o PO)	16,000
Invoices Processed (Vouchers with PO)	38,000
Travel Expense Reports	6,300
PCard Transactions per year	28,500
Total Annual Spend (less construction)	$215,000,000

The system currently has approximately 2500 users with varying degrees of access including administrative access, the ability to add, edit and delete; request only access; and read only access.

a. Approximately 13 Administrator levels access individuals.

b. There are approximately 800 requesters, 1717 approvers, 17 originators, 27 buyers.

We anticipate that business processes will change to accommodate the new system therefore these numbers cannot be determined until we better understand how our business process may be impacted.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

This section contains the detailed scope of work, business requirements and technical requirements for the E-Procurement RFP. The bidders should propose to meet the University's needs and requirements as defined in this RFP and associated Matrix.

We are seeking a company whose system has been successfully implemented with Higher Education institutions and can provide the breadth and depth of services described in the RFP.

Please refer to the matrix and provide an overview of your company and how you have served similar clients in a Higher Education environment.

1. Software and User Account Functionality

The following are areas of functionality the University envisions the System would provide. Additionally, throughout the different sections, clarification should be provided as to the User Accounts and Additional Functionality(s).

The University requires the System would provide a variety of user account types from full access for system administrators to a tiered structure of limited access depending on the user's role. **The University also requires single sign-on for all integrated systems**. This may also extend to multiple entities with a separate tier structure. The University would coordinate and develop the user account structure with the vendor as part of the Project Assessment and Solution Design stage of the project. For some processes, an approval hierarchy of assigned users would need to be included based on the user initiating the process and the process itself (e.g., requisition to initiate a bid: a department will have several assigned personnel that approves the request before it is released to Purchases to begin the posting process). User accounts, based on set permissions, should have the ability to share documents (e.g., technical proposal for review) with another user.

Since there may be multiple URI Divisions in the System, user accounts should have a way to designate what Division they are with. For any System notices, such as an upcoming upgrade, System administrator accounts should have the ability to send an email blast or notice on home screens to all or select user groups.

2. Supplier Enablement/Management

The System would allow for a two-phase registration process.

a. Initially, prospective vendors would perform a pre-registration process with basic profile information that would provide them an account to view and download bids within minutes and available 24/7/365 without any University approvals. The pre-registration should also allow vendors to provide commodity codes which could be used later to run a list of potential bidders.

b. Once a vendor is to be awarded a contract, the pre-registration would be expanded upon for a full registration that would incorporate more detailed data from the vendor.

The University currently uses the NIGP commodity codes but will be switching to UNSPSC (United Nations Standard Products and Services Codes) for all actions related to a solicitation and in turn require this same list be provided to vendors to associate the applicable codes to their profiles for automated vendor email notifications to the main vendor administrator contact and any additional vendor user accounts. The System should provide functionality that sends either automated or manual email notifications to vendors on solicitation posting, addenda, notice of award, a certification status, expiring documents, requests from a Buyer/Assistant University Purchasing Agent. The vendor master profile should be highly configurable from the field name, location, field type (e.g., fill-in, drop down box), and document link/attachment attached to a related field by the University and reports can be generated using any field in the System.

The system should also have the ability for the University and Vendor to upload documents (e.g., insurance certificates, MBE application) to their profile. The full registration process would include any certification processes (e.g., MBE/WBE, EEO) and the ability for a University designee to approve or deny fields/documents/certifications with a notes field to elaborate any decisions. The Vendor would also have the ability to self-manage their account to add/delete users within their organizations with the goal of providing fewer overall accounts for the University to maintain as well as reduce help desk request to the University (e.g., reset passwords).

This same registration IDs and passwords should also be used for the vendor's access to their ability to submit invoices and see contract awards as later noted.

The system should have the ability to turn on and off access to the vendor to both award a contract and/or to solicit a bid, in the event the vendor is suspended.

The vendor profile would have links to any pending, current or past award(s) a vendor has.

Preferred:

The University would also like the System vendor to propose a process that connects a prime vendor and applicable subcontractor(s) either on the vendor profile level or award level or other. In turn, the subcontractor will need to be provided with functionality to confirm payment received from the prime contractor/vendor to include the ability to upload proof of payment document(s).

3. Strategic Sourcing/Bid Management

Overview:

The System should provide the ability to post the various different types of solicitations currently utilized by the University including Public Bids, Request for Proposals (RFPs), Request for Quotes (RFQs), Requests for Information (RFIs), Single/Sole Sources, Reverse Auctions, Co Ops, University Price Agreements (UPAs) and make reference to the external RI Division of Purchases/Ocean State Procures (OSP) website for contracts the State is bidding on our behalf.

The System should allow for two (2) basic configurations of solicitation.

a. An informal request that is solicited to only a specific number of bidders and is not made public. Responses can be received formally (drop box) or informally via email, fax, etc.
b. A formal request for a public bid which is hosted on a publicly available webpage and vendor submissions must be held in a locked drop box until a specific date and time at which the individual at URI who is managing the solicitation can retrieve the bid responses.

The solicitation profile must be configurable to track all required details. Internally the System would have solicitation profile that a Buyer can manage all facets of the solicitation lifecycle from requisition to contract. The System should be able to transfer data from the requisition to a solicitation format. The solicitation profile would allow documents with no file size limitations to be uploaded and the ability to make those documents internal and/or public. Any documents made public should be available to be downloaded in a timely fashion. Vendor should provide performance information so the University can evaluate the download speeds (not factoring in the University or Member Entity or Vendor's connection).

If a solicitation has any mandatory qualifications in order for a vendor to bid, it is preferable for the System to provide the Buyer the ability to set up a questionnaire that a vendor is required to complete before being able to bid. During the solicitation posting, the System would be able to link the applicable vendors to the solicitation based on the solicitation's commodity code for automated email notification of the posting and also have the ability for the Buyer to add any new suppliers.

For a formal solicitation (Public Bid), once a solicitation is posted, it would be accessible on a public webpage for 24/7/365 viewing with search capabilities on solicitation number, solicitation type, commodity code, keywords, buyer, date, status, etc. Similar search capabilities should be available internally within the system for vendor profiles, solicitations, administrative functions, reports, etc. for all users. Any addenda would follow the same process as the posting with email notification sent to the suppliers associated to the solicitation at time of the original posting. Questions and Answer period would be maintained within the System. As vendors submit questions, they can either be stored awaiting responses after the designated due date or an option to answer in real time up until the due date. The final question and answer would have to be available for the solicitation lifecycle for the record. A Buyer would have the ability to maintain the solicitation profile as needed and make changes with ease (e.g., opening date extensions.) The System would automatically manage the solicitation status based on set milestones or Buyer can override as needed.

Vendors will be directed to submit their proposal/bids electronically by uploading their required documents to the system. There should be no file size limitations on the document for upload and the System server(s) should provide speeds to allow a timely upload of documents. (not factoring in the vendor's connection). Vendor to provide expected performance metrics on system uploads. Please explain if there are any limits on the number of files to upload. The University should have an option to either enter a surrogate quote or upload proposal documents accordingly on behalf of the vendor. Proposals would remain is a sealed status of which no one would be able to view the file(s) until only the authorized University individuals determine to open the selected file(s).

Phased Bids:

The System must accommodate a multi-phase solicitation all contained within the same bid number (e.g., Phase 1 – Technical Proposal to qualify a group of vendors, Addendum issued of approved vendors to submit a Phase 2 -Cost proposal, each phase with its own timeline).

Request for Proposals (RFPs):

The System would also allow the assigned Buyer would have the ability to open some files (e.g., technical proposal) while other file(s) remained sealed until a later date (e.g., cost proposal). Any opened file will have the ability to be shared with assigned Review Committee members electronically (without a Review Committee member requiring a user account) and also have the ability to designate the file(s) as internal or public.

Preferred: The scoring of a proposal can be done electronically with all of the review committee members with a determination memo as the resulting documents of record. There may be a multistage scoring process for a solicitation and the System should be able to accommodate a multistage review/scoring process. In the event of RFQ bids where the vendors are submitting pricing on a line-item basis, the System should provide a configurable format and automated bid tabulation process of which a Buyer can review easily at opening and award accordingly.

Continuous Recruitment:
The System is also expected to support Continuous Recruitment solicitations where a proposal submission is accepted on a regular basis over the course of the life of the contract period. The System would be able to keep the posting period open to a specified timeframe and notify the Buyer of any new submissions to coordinate with the Review Committee on.

Reverse Auction:
For applicable solicitations, a reverse auction feature should be available for vendors to upload their initial bids. Then once the reverse auction is set to start, vendors can revise their bids accordingly. The System must be able to manage the bidding process and its timing and thoroughly document and audit trail behind the scenes. The System would provide generic views that only show a generic representation of the vendor names and their ranking in the auction standings. The internal view would provide more detail such as a running total on savings being generated from the initial bid to the current auction bid on each vendor. The System should allow the Buyer the ability to configure the auction, such as bid intervals. At the end of the auction, a detailed report should be available and linked to the solicitation process, detailing the award vendor, savings and bid history. System should also provide a traditional reverse auction that does display pricing.

Preferred:

Once a vendor(s) is selected for award, the applicable vendor(s) would be able to upload their submittal documents to the system. Contract versioning should be allowed to occur within the System as negotiations are underway between the Vendor and the University with each party having the ability to edit and provide commentary. Once the award is finalized, the Vendor would be notified via email with an attached Purchase Order (converted from the solicitation results) and vendor who did not receive an award would also receive a courtesy email notification. The award would then be linked to the vendor's profile. The University envisions making as much of the overall solicitation, minus any proprietary and/or confidential information, made available for public viewing upon award finalization and accessible on a webpage.

4. Contract Management / Catalogue Capability
Vendor Catalog Integration into the System is required. If a vendor has a website available, the System should be able to integrate with the vendor's website and allow purchasing from it through the System interface. In the event a vendor does not have a website or has an incompatible website, the System would convert a contract's line

items by upload. After the transaction is complete, the System would integrate the purchases to the University's PEOPLESOFT ERP system.

Catalogs should be easily searchable with search parameters on item name, key words, SKU number, manufacturer, part number, etc. A user's shopping experience should be user friendly and utilizing a shopping cart and checkout process to complete an order similar to most national retailer websites. The University should be able restrict use of catalogs as contracts mandate to select users. Once purchases are made, the University should be able to run a spend report in real time on any given contract or on all activity. If vendor is not able to provide data in real time, please explain the delay and when University should expect to see the new data in their system.

Once an award is made the shopper and/or Purchases support staff with approval would issue a Purchase Order through the System that would be emailed to the vendor to engage in work and associated to the solicitation profile. The Purchase order must have a flexible process to accommodate change orders and potentially any fiscal year end processes. Users should be able to submit a change order with upload of any supporting document(s) to the Purchase Order with notification to the assigned buyer to review and put through a defined approval process.

5. E-Procurement

The correlating tab on the matrix details different components that the University feel warrant additional or direct response to detail the overall configuration, customization and functionality of the system as a whole. While the overall intent of this RFP is for the University to procure and implement an EProcurement system, please ensure that responses include answers to the specific questions on Tab 5 of the Matrix.

The System should have the capability to proactively notify Buyers and/or Purchases' management of any purchase orders coming up for renewal or expiration.

6. Spend/Data Analytics and Reporting

The University envisions the reporting capabilities of the System to be a hybrid of standard reports and University configured reports. Reports should have the ability to export into another program for further editing (e.g., Microsoft Excel and Word, Adobe PDF). The System should have a feature for users to set regularly produced reports to be scheduled automatically and have the System send all assigned users an email notice once the report is available for viewing. Reports should be able to run on any field in the System, including any University configured or custom field. Users should be allowed to generate any reports for their own use, save these reports to either personal folder on their user profile or share these reports with other users or folders in the System that their account permissions permit them access to.

The System should also provide the capability to display key report and/or metrics information as a dashboard within the system. Each user should see management developed dashboards as well as their own configured dashboards upon logging into the System on the home screen. Management can set standard dashboards for all users viewable in the reports section of the software and specific dashboards can be added to a user's home screen so the various metrics set for each agency/user can be presented accordingly to assist in achieving assigned agency/user goals.

7. Receiving / Invoicing

Once an item has been purchased and delivered to the department, the department should collect the delivery receipt and upload to the system against the related purchase order. The user would verify if the delivery receipt matched the purchase order and if it does not, the System would notify the user to review and either rectify the discrepancy with the vendor or the purchase order. Then a vendor would upload their invoice to the applicable PO and the System would verify it matches the applicable purchase order and associate delivery receipt. If it does not match, the System would notify the user to review and either rectify. If a three-way match is made, the System would transmit to the system of record the invoice for payment. Vendors will be instructed to submit their invoices electronically through the System however if a paper invoice is received, the System should allow a user to upload on behalf of the vendor. Once paid in the PEOPLESOFT system, the System would acquire payment information from PEOPLESOFT and associate it to the purchase order. A vendor's payment history would be viewable on the vendor's profile in addition to being associated to the purchase order. The University is willing to consider a best approach with the awarded vendor however an approach(s) must be defined in the vendor's technical proposal.

8. Accounts Payables

The system should include an Accounts Payables module to accommodate the full Accounts Payable process to include, but not limited to, the following for the University's consideration:

a. Invoices without a Purchase Order (processed by the University employees)

b. OCR - (Optical Character Recognition) system will have the capability to pass meta-data from scanned or uploaded invoices to support Voucher build processing in PSoft.

c. Payments to be processed out of PSoft system and e-Pro will receive payment information and be available for Suppliers to view.

9. OPTIONAL: Additional/Modified Functionality

The University is open to bidders including additional/modified functionality for the University's consideration. The features and benefits must be defined, and the functionalities align to the University's goal of driving efficiencies in the procurement process with the exception of any mandatory requirements as defined. Strong consideration may be given to an inventory system and/or a chemical inventory system however they are not considered part of the core response at this time and will not be part of the base evaluation.

Of particular consideration is Inventory Management but this is not required.

10. Integration to the University's PEOPLESOFT Oracle-based ERP System

The University expects the System to integrate with PEOPLESOFT at selected intervals where it is logical to transmit data between the two systems. Some transactions would be coordinated with use of APIs for real-time data exchange where other transactions may occur with the use of a flat file at a determined scheduled time. Data that may exchange between systems are as follows, however not limited to:

A. Budget checking
B. Purchase orders/purchase change orders; budget checking is currently at the requisition stage and again with the PO. With this new system it is likely to be at the PO stage,sdx but those decisions will be made upon a business process review after a vendor is selected.
    a. Contracts and catalogs are not currently being used so that will be new in the system.
    b. Bids are not currently tied to the system but is expected to be as part of the new system.
C. Invoices to be paid
    a. Payment status
    b. The ability to import invoices created outside of system.
    c. Vouchers will be submitted into the eProcurement system to coincide with approvals and matching. Payment will take place in PeopleSoft. Data will be returned to eProcurement for reporting purpose
D. Updates to vendor master records
   Vendor /Suppliers; this system will replace the existing bolt-on and integrate with PeopleSoft v9.2. As described, it will be a two level system with the final approval registering in PeopleSoft.
E. Numbering convention for requisitions, solicitations, purchase orders, releases, etc.
F. Grants Management, Budgets Management and other future software platforms.
G. PCard transactions should also be able to be integrated.
H. Other:
    a. Budget: no integration is necessary other than the budget checking which will happen in PeopleSoft and feed that approval back to the eProcurement system.
    b. Commitment Control: encumbrances and payables will need to be integrated but as stated, PeopleSoft will be the system of record.

The University utilizes Informatica an iPaaS (integration Platform as a Service). We also use Integration Broker with the PeopleSoft Application. PeopleSoft is currently hosted on premise but will be moving to the cloud, likely within a year. InfoEd is not required to be integrated. There are no legacy systems at the University to integrate but it is likely that we may integrate with the State Division of Purchases Master Price Agreements (see #3 above). This would require continuous updates. The process however is unknown at this time as this may be determined by the awarded vendor.

Workflow:
There are currently between 1 and 4 steps in the approval process which is typically based on the chart of accounts but there are some approvals based on specific commodities as well. There should be the ability for these approvals to differ based on the dollar amount. Professional services will likely be required to configure workflow but until business processes are identified, the extent is unknown.

Signatures:
Supplemental documents and contracts are currently signed using Adobe but we also send out Purchase Orders with a digital signature as part of the workflow/approval process. This is initiated by the individual's Single Sign On credentials.

10a. Audit Trail and History

The System will be required to track all user and vendor activity throughout the System and run related reports on any activity. This will be key to have audit trails throughout the System that would allow for key insight that could impact a determination. As an example, all bid submissions must be time stamped as Purchasing has a regulation of no late bids. The System should also track the history of steps throughout the system that tracks date, time, user, when and who approved if applicable, status changes, approval or rejection history, etc. History can either be obtained by running a report, opening a history tab or other vendor option however must be able to run quickly by any user and not have any adverse effect on system performance. All data and documents must be retained for a set timeframe per various record retention policies which can span several years. Versioning of documents, catalogs, profile history, etc. must be available. All documents generated must be retained in the System (e.g., multiple change orders).

10b. Transparency Objectives

The University has several areas the System needs to provide transparency by permitting the public to view documents and/or information without requiring a user account. Mentioned throughout this solicitation, the University is looking to ensure the following are available to the public 24/7/365 (see Table 1 of additional website information):

Overall, once an award is made, the University is required to make solicitation, tabulation, purchase order and contract documents available for public viewing and reduce the number of APRA requests.

The system should also be capable of identifying information that can be made public vs. information that is proprietary and would need to remain confidential so that electronic reports can differentiate the two.

Any additional documentation/information that needs to be made public at a future date will be reviewed for an implementation plan with the vendor utilizing existing System functionality to meet the objective.

11. Technology and Platform

Experience with PeopleSoft integration should be documented here as well as a clear description of the processes necessary and where resources will be provided as well as where commitment from the University is necessary.

11a. Data Conversion

The Vendor will be required to either provide services or guidance for applicable data conversion from the University's PEOPLESOFT and the State's System. The University expects the Vendor to be an active partner in the University's data conversion from the current University Systems into the new System. The University is relying on the vendor to guide the University in best practices and define a detailed plan during the Project Assessment and Solution Design stage. There may also be other specific data sources, such as spreadsheets and PC databases that will need to be converted or pre-populated into the Solution. The Vendor and University will further define the data conversion criteria during the Project Assessment and Solution Design stage.

The University is open to other approaches to transitioning data based on a vendor's proven best practices and requests any vendor with alternative approach to specify this in their proposal.

A note on requisitions and purchase orders. University "standard" purchase orders with an encumbrance are valid through the fiscal year. At the end of the fiscal year, purchase orders that are not fully used and need to be utilized in the next fiscal year go through a "roll over" process to create a new encumbrance, processed systematically. Vendor should outline how this process would be integrated with their system.

During the Project Assessment and Solution Design stage of the project, the vendor and University would define when system interactions would occur, timing and supplication to be used. The Vendor is expected to have standard API programming available that are compatible with PeopleSoft/Oracle and options available if the University needs the vendor to program the University's side of an API. Fields added to e-procurement would be included in the API.

11b. System Specifications, Testing, Upgrades and Support

The University is requiring the System to be cloud-hosted by the vendor with two, preferably three sites available, a sandbox (testing site) site for initial data transition, configuration and testing and the live production site. Additional sandbox sites may be required to accommodate multiple reviewers. Once the System is at an agreeable working University, all facets would transfer from the sandbox site to the production site for live use.

Storage and security requirements must meet state and federal requirements for data retention and archiving needs.

The sandbox site would be maintained throughout the life of the contract so any upgrades or new services could be tested without impacting any user on the production site. File sizes for uploading and storage should be unlimited or within a reasonable size to accommodate solicitations/resulting proposals of significant size. The process of uploading or downloading a file should not impact the System's operating speed. The University's expectation is for the System to be configurable within the confines of the System's program design. However, in the event a functionality requires customization, the vendor should be able to accommodate this request if agreement is reached between both parties. Any configurations, customizations, reports, integration points, etc. made on the System must transfer through any System upgrade at no additional charge to the University. If the vendor adds standard functionality in the future, the University expects this would be offered to the University as part of an upgrade. Any new functionality that is an additional offering to the overall System's suite of services, The University will have the option to include in its System design package and will work with the vendor on a quote and implementation. The System must be available 24/7/365 with and uptime of at least 99.9% including any public facing interfaces such as the solicitation postings linked to the Purchases website. In the event such uptime is not achieved the University may request compensation. This compensation is to be determined in contract negotiations. Any upgrade/patch expected to temporarily make any facet of the System and/or public facing interfaces unavailable, must be planned proactively with the University and sufficient communication must be made to all internal and external users as well as notices posted on any public facing interfaces to minimize any impact on bid submissions and routine workflow.

The vendor is expected to provide the University with a testing plan for the initial implementation as well as any future upgrades and/or patches. The test plans need to be precise in identifying the areas of the System that are being affected and communicated effectively to the University project team so any resources can be coordinated accordingly. Each plan must also identify any risks so both parties are aware of any potential impacts and prepare according.

Technical assistance from the Vendor must be provided throughout the contract. The vendor should submit a defined process for emergency and non-emergency technical assistance situations to be refined in the Project Assessment and Solution Design stage of the project. The vendor must deploy reasonable security measure to ensure the System is functioning with minimal interruption, data integrity is protected and any connections between systems are jointly secure.

12. Implementation and Project Plan

Vendor will perform the Services described in this RFP and will collaborate with the University in the implementation and execution of a Project Plan. The University intends that the Vendor will manage the Project at all times during its engagement and shall lead, coordinate, oversee and manage all activities associated with the various phases comprising the Project, subject to the terms and conditions of the Contract between the University and the Vendor and this RFP. The Parties acknowledge that nothing in this section is intended to alter the parties' respective responsibilities under this RFP, including their responsibilities for Project subcontractors. During the term of the award, the Vendor (with support from the University) will facilitate and provide Services for the planning, management and creation of selected Project Deliverables.

The University requires a comprehensive project plan from the vendor that will support a successful implementation of the System into University service. The University is looking for a phased approach to designing, implementing and integrating the System and require the vendor to submit a Project Plan with their proposal that deploys best practices based on their previous successful implementations to include a project communications plan. Notionally the University is leaning towards a two-phase approach that would accommodate a Phase 1 of strategic sourcing, vendor management, contract management and catalog management with related reporting and select integration during the first 6 months of the project and a Phase 2 of Purchase Order, Receipts, Invoicing, Requisition and comprehensive integration for 1 year with optional payment module. The vendor is expected to submit a notional phased approach and related timeline with their proposal for the University's consideration. Any additional phases can be proposed however with significant justification as to why the project would exceed a two-phase approach. Each phase will consist at minimum of the following stages:

A. Project Kick Off

This would be the initial meeting between both parties to review and refine the notional timeline, assemble resources, set roles and responsibilities and set the next project phase into motion. This meeting would occur within 7 days of contract signing.

B. Project Assessment and Solution Design

The vendor will coordinate with the University designated representatives from Purchases, Information Technology, Controller, and select departments as needed in reviewing current business processes, software systems, websites in use and how they will be impacted by the System. The vendor will provide best practices and knowledge from previous implementations and work with the University to ensure business processes work at a greater efficiently with the support of the System. This assessment is expected to begin within 10 days of the contract award. The Vendor is expected to perform the assessment on site with a structured agenda to ensure all key work flows are identified at the University's designated location with any follow up either performed on site, conference calls and/or email as agreed upon between the University and Vendor.

The assessment also involves reviewing documentation and working with key project team members to assess and understand project goals, scope, planning, constraints, success factors, project organization, schedule, requirements, and analysis. The Vendor will validate the requirements of the System with the University and developing a Solution Design to configure, customize or modify the System as required to meet the University's vision. This stage will include, but not limited to, the identification and design of Functionalities, Reports, Interfaces, Conversions, Enhancements and Forms objects required for deployment. It is the University's intention to primarily configure the System within the vendor's program parameters when possible and minimize any customizations/modifications (software code changes) during the project. The vendor will provide best practices and knowledge from previous implementations and work with the University to ensure business processes work efficiently with the support of the System.

A Solution Design will be presented midway through this stage for the University's review, potential modification by mutual agreement and approval. The Solution Design should involve identifying the software components, deliverables, necessary tools, resources, and timeline to create, implement and maintain a fully functioning eProcurement software environment.

Exhibit 1, Red Tab 10, Item 3 – "Roles and Responsibilities" has been included with this solicitation to define the Vendor and University roles and responsibilities for the lifecycle of the project. This spreadsheet is in draft format at time of this solicitation and would be refined and completed by mutual agreement between the University and awarded vendor during this project stage.

C. Project Implementation and Integration

This stage will consist of deploying the System design as defined and agreed upon project assessment and solution design in the previous stage (section 3.G.1-2). The applicable components of the design will be implemented into the sandbox environment and the applicable data will transition from the University into the System. From there both teams will configure areas of the System as applicable and ingrate accordingly with PEOPLESOFT and any applicable University webpages. This stage will follow a process as defined by the vendor in their technical proposal's project plan.

It is expected that some level of import services will be required upon implementation but after careful consideration, the details of that cannot be determined. The answer will depend largely on business practices that are developed with the awarded system. At the go live date it is anticipated that the following ACTIVE information will need to be imported:

- Chart of accounts - CURRENTLY 6,720 CFS Combos which includes 216 Fund Codes, 746 Departments, 7,239 Programs, 9,884 Projects, 10,205 Project/Activities and 1,502 Account codes.
- Vendor/Suppliers and related documents (attached vary) CURRENTLY 69,000+
- Users - CURRENTLY 2500
- Purchase Orders and related documents (attachments vary) the total including attachments is indeterminable at this time and will be negotiable at the time of implementation.

- Payables and related documents (attachments vary) the total including attachments is indeterminable at this time and will be negotiable at the time of implementation.
- Contracts and Awards - Unknown but our primary resource is the RI Division of Purchases for Master Price Agreement; https://www.ridop.ri.gov/contract-board/ as well as some other buying groups/consortiums like MHEC and E&I.

D. Project Testing, Training and Deployment

Involves planning and implementing final tests, end user training, cut-over activities to the production site, and readiness plans for go-live steps. Within this stage, the system integration testing is completed and in scope systems function correctly. Detailed transition and cutover plans are created, and the production system is installed and configured with transports and data developed. Vendor will lead planning and implementing the final tests, end user training, cut-over activities, and readiness plans for go-live steps as specified in the Deliverables for Preparation for System Go-live. Key Deployment Deliverables are:

a. Conduct Unit and System Testing
b. Conduct Integration Testing
c. Conduct Accessibility Testing
d. Conduct Volume/Stress/Performance Testing
e. Support User Acceptance Testing
f. Conduct Production Tests
g. Complete Cutover to new software
h. Conduct Training

Vendor will move the stage or “wave” of users for the initial Go-Live and functions from the sandbox environment to the production environment upon end user receipt of training or schedule of training. Vendor will coordinate the move of the stage or “wave” of users and functions for the initial Go-Live from the sandbox environment to the production environment.

Initial training is expected but the system should allow for workflow design, configuration of reports and dashboards; possibly with pivot grids and graphs, to be developed by University administrators of the system. The number is unknown but should not be limited. Additionally, we expect that the awarded vendor will train the University staff so that we can provide instruction and assistance to suppliers who register with us for these processes. Any additional assistance, if necessary, would expect to be minimal and short term.

E. Go-Live

This will be the day the production site is activated, and users are instructed to make the transition from existing processes to the new System. The Vendor is expected to be available for any issue resolution during this transition period. Any identified issues will be triaged and remedied accordingly.

F. Notional Timeline

The vendor is expected to submit a refined notional timeline based on their product and recommended phases for optimal approach for implementation.

G. Project Close Out

At the completion of the final Go Live stage of the Project and prior to the transition of to the Support and Maintenance stage the Vendor and the University will come to a mutual project acceptance that the project is in a completed stage. If there are any open items that cannot be completed at that time, by mutual agreement, a punch list will be created as a supplement to the formal project acceptance with a timeline on resolutions.

SECTION 4: PROPOSAL

A. Technical Proposal

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

Mandatory Requirements

The proposed electronic procurement solution must meet several minimum mandatory requirements. The Review Committee will review all vendor proposals for the designated mandatory requirements on a Pass/Fail basis. Mandatory Requirements include the following:

a. Successful review of the HECVAT (https://security.uri.edu/forms/sig/)

b. Statement of financial stability: Financial Capacity to Complete Project- (Pass / Fail in this category). Financial Capacity to Complete Project- (Pass / Fail in this category) Audited Financial Statement: Respondents should submit an audited financial statement for the most recent fiscal year in a separate sealed envelope; label the envelope "Audited Financial Statement." The financial information submitted shall remain confidential and **shall not be a public record**. The financial information will be reviewed by the University Controller on a pass/fail basis. (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records). Documentation comparable to an audited financial statement may be considered but must produce the same level of integrity for review.

c. The University / State of Rhode Island requires the Vendor maintain sufficient insurance coverage throughout the contract lifecycle as identified in the RFP which includes the insurance requirements for this contract. Please describe your ability to meet this insurance requirement.

Capability, Capacity, and Qualifications of the Offeror (Exhibit 1: Green Tab #1 Respondent Profile on the spreadsheet & see below)

a. Additionally, provide staff resumes of key project team members that will be assigned to this project. Describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of software design, implementation and project management, as applicable.

b. 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. (see Section Item #9 on the green tab #1 Respondent Profile of Exhibit 1)

(Provide a Narrative response)

Please provide a detailed description of the Vendor's experience as an electronic procurement software provider, including experience in procure to pay lifecycle management. Include a narrative response to Section 3. Scope of Work and Requirements as outlined with how the proposed System will meet or exceed the University's expectations. Address each of the components described under Section 3: Scope of Work and Requirements, as well as any technical issues that will or may arise in performing the requested services.

Product Overview (Exhibit 1: Orange tabs #2-8 on the spreadsheet)

Please complete the spreadsheet for Tabs 2-8 and include any additional material as needed. The vendor must identify if their System is modular in nature and if so, provide a description of their functionality. If the System is modular, the vendor must describe what modules are crucial for the System to work as the University envisions and which modules are optimal to include however not mission critical.

Approach/Methodology/Technology (Exhibit 1: Dark Blue Tabs #10-12 on spreadsheet)

a. **Security Protocols** – The Vendor will provide a description of their information technology security plan for the proposed solution.

b. **Scope Management Plan** – The Vendor will provide a change order control and management plan which outlines the process and controls by which changes to scope may be brought forth for inclusion and either approved or denied by the Project Team.

Implementation and Project Plan (Exhibit 1: Red tab #13 on the spreadsheet)

Please describe in detail the framework for the requested Electronic Procurement Solution and how it will be performed. The following elements should be included:
a. Describe the bidder's understanding of the requirements of The University of Rhode Island pursuant to the solicitation, including the intended results.

Include a specific plan detailing the manner in which the bidder will develop, provide, and support implementation.

Include Evidence of Business Continuity Plan which should demonstrate the Vendor's ability to resurrect critical processes in the event of a natural and or manmade disaster
that affects the Vendor's ability to operate their normal systems. Backup & Restoration Procedures and Data Breach Plan must be described in detail.

The Vendor will provide a notional Project Plan with their technical proposal to include the following elements:

a. **Work Breakdown Structure** – Identifying the tasks to be performed with vendor's recommended phased approach to the project.

b. **Resource Allocation Map** – Identifying who will perform the tasks listed.

c. **Risk Management Plan** – How risks will be tracked, how their estimated impact will be communicated, how risks will be mitigated to minimize the project impact. How to estimate the impact and respond to foreseen risks.

d. **Communications Plan** – How information will be distributed to the stakeholders throughout the life of the project.

e. **Timeline** – When the tasks will be performed, to include the vendor's phased approach.

f. **Scope Management Plan** – How the solution's scope will be managed. How will changes to scope be addressed?

g. **Acceptance and Rejection Process -** The Vendor will provide a plan for the University's review and acceptance or rejection of Project Deliverables. The plan would include the University's review of work product for each of the Deliverables and evaluate whether each Deliverable has clearly met in all material respects the criteria established within a set
timeframe.

h. **Training Plan** – The Vendor will provide a Training Plan, Resources and Schedule to be executed with the University. Users and Vendors to provide them with the necessary knowledge and skills to effectively access and utilize the Electronic Procurement System.

i. **Support Plan** – The Vendor will provide a description of support resources available as well as those proposed or recommended that would be necessary from the University or a third party.

Within fourteen (14) days of the Purchase Order issuance, the Vendor will provide a refined Project Plan which includes the elements described above.

B. Product Demonstration

The University will request that vendors passing an initial technical proposal phase of qualification, will provide a demonstration of their product for final review and scoring.

B. Cost Proposal

Fixed Cost Proposal

Provide a detailed cost proposal narrative for all anticipated costs of successful implementation of all deliverables outlined in this RFP. Include a budget and an explanation of the basis and rationale of the proposed cost structure. The budget must enumerate all ‘licensing’, maintenance, and other costs required to maintain and operate the solution. The cost proposal should assume an initial contract period of (5) five years with (5) five additional 12-month renewals. An item by-item breakdown of costs shall be included in the proposal, including option years.

Vendors shall submit the breakdown and demonstrate how the cost was determined. If there are any implementation fees associated with providing services in the RFP, the applicant shall identify each type of implementation fee to be charged. The cost proposal must describe the vendor’s licensing structure (e.g., per user, license, subscription, contract volume, etc.) throughout the proposal as well as any modular structure of the software.

Alternative fee schedule proposals will be considered with an explanation of the benefits of any alternative approach.

Cost proposal narratives must also include a separate section of pricing for any potential Member Entity integration.

Also include the Accounts Payables and Payments module separately in the cost proposal. In addition to the vendor’s cost proposal narrative, the vendor must complete a **Cost Proposal Workbook**, available as a spreadsheet labeled **Exhibit 2** and INCLUDED WITH THE SEPARATE SEALED COST PROPOSAL to this solicitation.

It should be noted that the University is eligible for the following group or discount pricing if respondents feel it provides the best available pricing for this solicitation:

- E&I Cooperative
- MHEC
- GSA Pricing

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 25 (62.5%) out of a maximum of 40 points to advance to the demonstration phase. In the demonstration phase, up to 30 points will then be added to advance to the cost evaluation phase. Technical proposals scoring less than 45 points for the combined technical and demonstration phases shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 45 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:

Criteria	Possible Points
Mandatory Requirements	Pass/Fail
Capability, Capacity, and Qualifications of the Vendor	5 Points
Product Overview	15 Points
Implementation and Project Plan	10 Points
Approach/Methodology/Training	10 Points
Total Possible Technical Points	**40 Points**

Demonstration Phase	30 Points
Total Possible Technical & Demo 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:

(Lowest cost proposal / vendor's cost proposal) x 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 x 30= 19.5

**ISBE Participation Evaluation:

A. Calculation of ISBE Participation Rate

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

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

B. Points for ISBE Participation Rate:

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

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

X Maximum ISBE participation points)

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive (12% ÷ 20%) x 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 doa.purquestions15@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 #7675815** 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. *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 - 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 should be limited to sixty (60) 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. Two (2) printed paper copies, marked “COPY”
d. One (1) electronic copy of the Technical Proposal marked COPY (reminder no cost information can be contained in these files).
e. One (1) separate envelope with the required financial information that is designated confidential (if applicable).
f. One (1) electronic copy of the HECVAT

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.
   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. Two (2) 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. 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 #7675815** 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 <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:					
Type of RI Certification:	□ MBE □ WBE □ Disability Business Enterprise				
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value ($):		Subcontract Value ($):		ISBE Participation Rate (%):	
Anticipated Date of Performance:					

I certify under penalty of perjury that the forgoing statements are true and correct.		
Prime Contractor/Vendor Signature	**Title**	**Date**

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

Subcontractor/Supplier Signature	**Title**	**Date**

M/W/Disability Business Enterprise Utilization Plan - RFPs - Rev. 5/24/2017