



RI Purchase Agreement Amendment Report

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

TECHCOMM PARTNERS INC
 1 THURBER BLVD
 UNIT C
 SMITHFIELD, RI 02917
 United States

Amendment Date: 01-JUL-15
 Original Award Date: 21-JUN-12
 Buyer: G Walsh
 Phone #:
 FOB: Destination
 Terms: NET 30
 Vendor # 34480

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	I N V O I C E	Change Order Number 1 Award Number 3281730 Effective Period 01-JUL-12 - 30-JUN-16	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RIDE (MPA-210)

Description			Bid Number	Change Order Req#	
TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RIDE (MPA-210)				RIDE15NMC-0057	
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO 3281730 CHANGE EFFECTIVE PERIOD: FROM: 7/1/12 - 6/30/15 TO: 7/1/12 - 6/30/16			

STATE PURCHASING AGENT
 Nancy R. McIntyre



Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

TECHCOMM PARTNERS INC
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 SMITHFIELD, RI 02917
 United States

TECHNICAL ASSISTANCE AND SUPPORT
 SERVICES - RIDE (MPA #210)

Award Number
3281730

Effective Period:
01-JUL-12 - 30-JUN-15

SHIP TO	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Date: 21-JUN-12 Buyer: G Walsh Shipping: Paid Terms: NET 30 Vendor # 34480	INVOICE	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States

Department	Type of Requisition	Bid Number	Requisition Number
	MPA-210	7449122 N/A	1245204
Line	Item	Item Description	Unit Price

		7/1/12 - 6/30/15 MASTER PRICE AGREEMENT #210 WITH AN OPTION TO RENEW FOR UP TO TWELVE (12) MONTHS. TECHNICAL ASSISTANCE AND SUPPORT SERVICES - RI DEPT. OF EDUCATION, IN ACCORDANCE WITH THE PROVISIONS OF RFP #7449122; THE 11/10/11 PROPOSAL SUBMITTED BY TECH COMM PARTNERS, INC; AND THE STATE OF RHODE ISLAND'S GENERAL CONDITIONS OF PURCHASE. AT THE TIME THAT A PROJECT IS AWARDED, SUPPLIER WILL BE REQUESTED TO FURNISH WITHIN TEN (10) DAYS THE FOLLOWING DOCUMENTS: 1. SIGNED AGREEMENT BETWEEN SUPPLIER AND THE RI DEPT. OF EDUCATION 2. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE 3. MINORITY BUSINESS ENTERPRISE COMPLIANCE OR WAIVER 4. CERTIFICATE OF INSURANCE. PRICING QUOTED HEREIN IS MAXIMUM PRICING FOR THE TERM OF THE CONTRACT AND MAY BE NEGOTIATED DOWNWARD AT THE TIME A PROJECT IS AWARDED.		
1		MPA-210 - 7/1/12-6/30/13 - GRAPHIC DESIGNER (DESIGN) - SALARY & FRINGE BENEFITS	Hour	70.12
2		MPA-210 - 7/1/12-6/30/13 - LEARNING ANALYST(1) (DESIGN) - SALARY &	Hour	108.17

STATE PURCHASING AGENT

Lorraine A. Hynes

Lorraine A. Hynes

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TECHNICAL ASSISTANCE AND SUPPORT
 SERVICES - RIDE (MPA #210)

Award Number
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01-JUL-12 - 30-JUN-15

S H I P P I N G	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Date: 21-JUN-12 Buyer: G Walsh Shipping: Paid Terms: NET 30 Vendor # 34480	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

		FRINGE BENEFITS		
3		MPA-210 - 7/1/12-6/30/13 - INSTRUCTIONAL DESIGNER (DESIGN) - SALARY & FRINGE BENEFITS	Hour	90.23
4		MPA-210 - 7/1/12-6/30/13 - QUALITY CONTROL LEVEL 1 (DESIGN) - SALARY & FRINGE BENEFITS	Hour	54.32
5		MPA-210 - 7/1/12-6/30/13 - INSTRUCTIONAL WRITER (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	70.12
6		MPA-210 - 7/1/12-6/30/13 - INSTRUCTIONAL TECHNOLOGIST (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	70.12
7		MPA-210 - 7/1/12-6/30/13 - EDITOR (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	61.5
8		MPA-210 - 7/1/12-6/30/13 - INTERN/APPRENTICE (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	43.55
9		MPA-210 - 7/1/12-6/30/13 - AUDIO TALENT (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	51.5
10		MPA-210 - 7/1/12-6/30/13 - GRAPHIC TECHNOLOGIST (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	70.12
11		MPA-210 - 7/1/12-6/30/13 - VIDEOGRAPHER (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	103
12		MPA-210 - 7/1/12-6/30/13 - QUALITY CONTROL LEVEL 2 (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	54.32
13		MPA-210 - 7/1/12-6/30/13 - PROJECT MANAGER (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	70.12
14		MPA-210 - 7/1/12-6/30/13 - LEARNING ANALYST(2) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	108.17
15		MPA-210 - 7/1/12-6/30/13 - ADMINISTRATIVE ROLE(1) (PROJECT	Hour	65.1

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1 THURBER BLVD
UNIT C
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United States

TECHNICAL ASSISTANCE AND SUPPORT
SERVICES - RIDE (MPA #210)

Award
Number
3281730

Effective Period:
01-JUL-12 - 30-JUN-15

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	Date: 21-JUN-12 Buyer: G Walsh Shipping: Paid Terms: NET 30 Vendor #: 34480	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

		MANAGEMENT) - SALARY & FRINGE BENEFITS		
16		MPA-210 - 7/1/12-6/30/13 - PROGRAM COORDINATOR(1) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	77.25
17		MPA-210 - 7/1/12-6/30/13 - HELP DESK SUPPORT INTERN/APPRENTICE (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	43.55
18		MPA-210 - 7/1/12-6/30/13 - ADMINISTRATIVE ROLE(2) (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	65.1
19		MPA-210 - 7/1/12-6/30/13 - PROGRAM COORDINATOR(2) (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	77.25
20		MPA-210 - 7/1/12-6/30/13 - GRAPHICS	Each	1
21		MPA-210 - 7/1/12-6/30/13 - TRAVEL	Each	1
22		MPA-210 - 7/1/12-6/30/13 - PRINTING	Each	1
23		MPA-210 - 7/1/12-6/30/13 - LMS HOSTING AT \$5.15 PER PERSON PER MONTH	Each	1
24		MPA-210 - 7/1/13-6/30/14 - GRAPHIC DESIGNER (DESIGN) - SALARY & FRINGE BENEFITS	Hour	72.22
25		MPA-210 - 7/1/13-6/30/14 - LEARNING ANALYST(1) (DESIGN) - SALARY & FRINGE BENEFITS	Hour	111.42
26		MPA-210 - 7/1/13-6/30/14 - INSTRUCTIONAL DESIGNER (DESIGN) - SALARY & FRINGE BENEFITS	Hour	92.94
27		MPA-210 - 7/1/13-6/30/14 - QUALITY CONTROL LEVEL 1 (DESIGN) - SALARY & FRINGE BENEFITS	Hour	55.95
28		MPA-210 - 7/1/13-6/30/14 - INSTRUCTIONAL WRITER (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	72.22
29		MPA-210 - 7/1/13-6/30/14 - INSTRUCTIONAL TECHNOLOGIST (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	72.22

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TECHNICAL ASSISTANCE AND SUPPORT
 SERVICES - RIDE (MPA #210)

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 Number**
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Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

30		MPA-210 - 7/1/13-6/30/14 - EDITOR (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	63.35
31		MPA-210 - 7/1/13-6/30/14 - INTERN/APPRENTICE (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	44.86
32		MPA-210 - 7/1/13-6/30/14 - AUDIO TALENT (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	53.05
33		MPA-210 - 7/1/13-6/30/14 - GRAPHIC TECHNOLOGIST (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	72.22
34		MPA-210 - 7/1/13-6/30/14 - VIDEOGRAPHER (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	106.09
35		MPA-210 - 7/1/13-6/30/14 - QUALITY CONTROL LEVEL 2 (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	55.95
36		MPA-210 - 7/1/13-6/30/14 - PROJECT MANAGER (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	72.22
37		MPA-210 - 7/1/13-6/30/14 - LEARNING ANALYST(2) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	111.42
38		MPA-210 - 7/1/13-6/30/14 - ADMINISTRATIVE ROLE(1) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	67.05
39		MPA-210 - 7/1/13-6/30/14 - PROGRAM COORDINATOR(1) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	79.57
40		MPA-210 - 7/1/13-6/30/14 - HELP DESK SUPPORT INTERN/APPRENTICE (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	44.86
41		MPA-210 - 7/1/13-6/30/14 - ADMINISTRATIVE ROLE(2) (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	67.05
42		MPA-210 - 7/1/13-6/30/14 - PROGRAM COORDINATOR(2) (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	79.57

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TECHNICAL ASSISTANCE AND SUPPORT
SERVICES - RIDE (MPA #210)

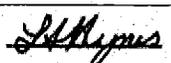
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			N/A	
Line	Item	Item Description	Unit	Unit Price

43		MPA-210 - 7/1/13-6/30/14 - GRAPHICS	Each	1
44		MPA-210 - 7/1/13-6/30/14 - TRAVEL	Each	1
45		MPA-210 - 7/1/13-6/30/14 - PRINTING	Each	1
46		MPA-210 - 7/1/13-6/30/14 - LMS HOSTING AT \$5.30 PER PERSON PER MONTH	Each	1
47		MPA-210 - 7/1/14-6/30/15 - GRAPHIC DESIGNER (DESIGN) - SALARY & FRINGE BENEFITS	Hour	74.39
48		MPA-210 - 7/1/14-6/30/15 - LEARNING ANALYST(1) (DESIGN) - SALARY & FRINGE BENEFITS	Hour	114.76
49		MPA-210 - 7/1/14-6/30/15 - INSTRUCTIONAL DESIGNER (DESIGN) - SALARY & FRINGE BENEFITS	Hour	95.73
50		MPA-210 - 7/1/14-6/30/15 - QUALITY CONTROL LEVEL 1 (DESIGN) - SALARY & FRINGE BENEFITS	Hour	57.63
51		MPA-210 - 7/1/14-6/30/15 - INSTRUCTIONAL WRITER (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	74.39
52		MPA-210 - 7/1/14-6/30/15 - INSTRUCTIONAL TECHNOLOGIST (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	74.39
53		MPA-210 - 7/1/14-6/30/15 - EDITOR (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	65.25
54		MPA-210 - 7/1/14-6/30/15 - INTERN/APPRENTICE (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	46.21
55		MPA-210 - 7/1/14-6/30/15 - AUDIO TALENT (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	54.64
56		MPA-210 - 7/1/14-6/30/15 - GRAPHIC TECHNOLOGIST (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	74.39
57		MPA-210 - 7/1/14-6/30/15 - VIDEOGRAPHER (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	109.27

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SERVICES - RIDE (MPA #210)

Award Number: 3281730
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Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

58		MPA-210 - 7/1/14-6/30/15 - QUALITY CONTROL LEVEL 2 (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	57.63
59		MPA-210 - 7/1/14-6/30/15 - PROJECT MANAGER (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	74.39
60		MPA-210 - 7/1/14-6/30/15 - LEARNING ANALYST(2) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	114.76
61		MPA-210 - 7/1/14-6/30/15 - ADMINISTRATIVE ROLE(1) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	69.06
62		MPA-210 - 7/1/14-6/30/15 - PROGRAM COORDINATOR(1) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	81.96
63		MPA-210 - 7/1/14-6/30/15 - HELP DESK SUPPORT INTERN/APPRENTICE (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	46.21
64		MPA-210 - 7/1/14-6/30/15 - ADMINISTRATIVE ROLE(2) (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	69.06
65		MPA-210 - 7/1/14-6/30/15 - PROGRAM COORDINATOR(2) (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	81.96
66		MPA-210 - 7/1/14-6/30/15 - GRAPHICS	Each	1
67		MPA-210 - 7/1/14-6/30/15 - TRAVEL	Each	1
68		MPA-210 - 7/1/14-6/30/15 - PRINT	Each	1
69		MPA-210 - 7/1/14-6/30/15 - LMS HOSTING AT \$5.46 PER PERSON PER MONTH	Each	1
70		MPA-210 - 7/1/15-6/30/16 - GRAPHIC DESIGNER (DESIGN) - SALARY & FRINGE BENEFITS	Hour	76.62
71		MPA-210 - 7/1/15-6/30/16 - LEARNING ANALYST(1) (DESIGN) - SALARY & FRINGE BENEFITS	Hour	118.2
72		MPA-210 - 7/1/15-6/30/16 - INSTRUCTIONAL DESIGNER (DESIGN) - SALARY & FRINGE BENEFITS	Hour	98.6

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Lorraine A. Hynes

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			N/A	
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73		MPA-210 - 7/1/15-6/30/16 - QUALITY CONTROL LEVEL 1 (DESIGN) - SALARY & FRINGE BENEFITS	Hour	59.36
74		MPA-210 - 7/1/15-6/30/16 - INSTRUCTIONAL WRITER (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	76.62
75		MPA-210 - 7/1/15-6/30/16 - INSTRUCTIONAL TECHNOLOGIST (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	76.62
76		MPA-210 - 7/1/15-6/30/16 - EDITOR (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	67.21
77		MPA-210 - 7/1/15-6/30/16 - INTERN/APPRENTICE (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	47.6
78		MPA-210 - 7/1/15-6/30/16 - AUDIO TALENT (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	56.28
79		MPA-210 - 7/1/15-6/30/16 - GRAPHIC TECHNOLOGIST (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	76.62
80		MPA-210 - 7/1/15-6/30/16 - VIDEOGRAPHER (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	112.55
81		MPA-210 - 7/1/15-6/30/16 - QUALITY CONTROL LEVEL 2 (DEVELOPMENT) - SALARY & FRINGE BENEFITS	Hour	59.36
82		MPA-210 - 7/1/15-6/30/16 - PROJECT MANAGER (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	76.62
83		MPA-210 - 7/1/15-6/30/16 - LEARNING ANALYST(2) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	118.2
84		MPA-210 - 7/1/15-6/30/16 - ADMINISTRATIVE ROLE(1) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	71.13
85		MPA-210 - 7/1/15-6/30/16 - PROGRAM COORDINATOR(1) (PROJECT MANAGEMENT) - SALARY & FRINGE BENEFITS	Hour	84.42

STATE PURCHASING AGENT
Lorraine A. Hynes
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SERVICES - RIDE (MPA #210)

Award
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01-JUL-12 - 30-JUN-15

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Department		Type of Requisition	Bid Number	Requisition Number
			N/A	
Line	Item	Item Description	Unit	Unit Price

86		MPA-210 - 7/1/15-6/30/16 - HELP DESK SUPPORT INTERN/APPRENTICE (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	47.6
87		MPA-210 - 7/1/15-6/30/16 - ADMINISTRATIVE ROLE(2) (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	61.86
88		MPA-210 - 7/1/15-6/30/16 - PROGRAM COORDINATOR (2) (HELP DESK) - SALARY & FRINGE BENEFITS	Hour	84.42
89		MPA-210 - 7/1/15-6/30/16 - GRAPHICS	Each	1
90		MPA-210 - 7/1/15-6/30/16 - TRAVEL	Each	1
91		MPA-210 - 7/1/15-6/30/16 - PRINTING	Each	1
92		MPA-210 - 7/1/15-6/30/16 - LMS HOSTING AT \$6.65 PER PERSON PER MONTH AGENCY CONTACT: KRISTEN COLE - (401) 222-4681 SUPPLIER CONTACT: GERTRUDE MANDEVILLE - (401) 232-9060 FAX # (401) 232-0524	Each	1

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Lorraine A. Hynes

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements.

TECHNICAL ASSISTANCE AND SUPPORT SERVICES – EDUCATION: TECHNICAL PROPOSAL

Overview

TechComm Partners, Inc. is an instructional technology and workforce development provider located at 1 Thurber Blvd, Suite C, in Smithfield, RI. We are a women-owned and family small business incorporated in 1997. Our EIN is 20-0954034. Our motto is "Building 21st century performance, one learner at a time."

TechComm Partners does not off-shore any of our development, design or build work. All of our web-based design work occurs in Smithfield, RI and our professional team includes our non-traditional apprentice corps.

Our core business is the design, development, delivery, and support of professional development and online training solutions. Our expertise goes beyond instructional design and the technology required to design, develop, and deliver the online content to encompass an exceptional capacity to identify the right subject matter partner to provide the core materials being re-purposed by us for the online solution. Our solutions do not stop there. We provide support systems sufficient to ensure that the end user is comfortable and confident navigating through the material. Support for us means a help desk that can respond to learners at every level of computer proficiency, providing the environment that they need to feel comfortable with their online experience. We also make branded social media available to clients who wish to create a total learning experience by creating a knowledge-based community.

A second line of business offered by TechComm Partners is our Adult Learning Center that provides job-driven blended training classes and workshops, and offers virtual instruction classes. Our state of the art Learning Center is also a host site for interactive e-meetings.

Finally, TechComm Partners is an authorized testing center for Prometric, PearsonVue, Kryterion, Castle Worldwide, and *pan* Testing. As such, we offer certification testing for a wide range of disciplines for clients such as EMC, Cisco, The American College, Avaya, IBM, the United States postal Service, TSA and others.

The fact that we are a Rhode Island corporation means that our work reflects the unique personality of Rhode Island. Our local presence allows us to offer you a project team from Rhode Island of practicing, professional Rhode Islanders: professional educators, tutors, instructional designers, technologists, and project managers. We understand how to work with local school systems because we presently work with the Woonsocket Technical School, the North Kingstown School Department, North Kingstown COZ, and the MET school. We have a demonstrated understanding of the intricacies of working with RIDE because we are currently a vendor to you, providing online learning modules for the formative assessment component of Race to the Top.

Our grounding in online learning is philosophical, systemic, and research driven. Our principals have been building on-line knowledge courseware for more than 15 years. Our approach is performance based, contextual, behavioral, and data rich. Concepts are presented using a variety of tools that incorporate assessments and are reinforced with context-based exercises and interactions that drive the concept home. This allows learners to convert information into knowledge more quickly and retain the knowledge longer and more accurately.

TechComm Partners is a shop filled with curriculum design specialists – the best in the field of knowledge transfer. Our marketplace distinction is as knowledge brokers and deployment experts. This means that we accept projects from many disciplines, not just one knowledge vertical. We understand why and when to use multi-media; we know the best software to use for specific audiences; we have participated in university research projects that have uncovered learning modality shifts unique to the online learning environment. Typically we provide: guidance for the process, project management, the technology, the component build-out, QA, content hosting, distribution, and reporting mechanisms.

Our Chief Executive Officer and Chief Learning Officer, Trudy Mandeville, has been taught by and worked with Dr. Ruth Colvin Clark, noted author and internationally recognized expert in the field of e-learning. Ms. Mandeville has served as a certified instructor for Dr. Clark delivering the research based course “e-Learning and the Science of Instruction.” Trudy’s many clients include Wheelock College, Communication and Literacy CMI Communications Corporation Business Grammar, and RIDE Formative Assessment Project.

Our Chief Operating Officer, Barbara Jackson, has previously worked with many e-learning companies and has built a learning library of over 125 titles covering both technical and soft skills deployed to a global audience. One of the her TechComm clients is the COZ in North Kingstown, assisting them with a sustainability plan that expands 21st Century programming, PAT, and adult education. She has also developed competency based instructor led curriculum for use by the United Nations and presented numerous training sessions for the UN Country Representative Corps at the International Learning Center in Turin, Italy with follow-up virtual coaching upon the participant’s return to post.

One further distinction in our commitment to professional development is our practice to partner with local high schools and colleges to provide multi-semester employment for interested and talented students. Our intern and apprentice program is recognized by the Met School, Woonsocket High School, and Bryant College as a model in the area of young technologist development.

In the online development side, our interns and apprentices have daily project task sheets, are as responsible as our full time professional staff for work elements, and are called on to be accountable for the work product that they produce.

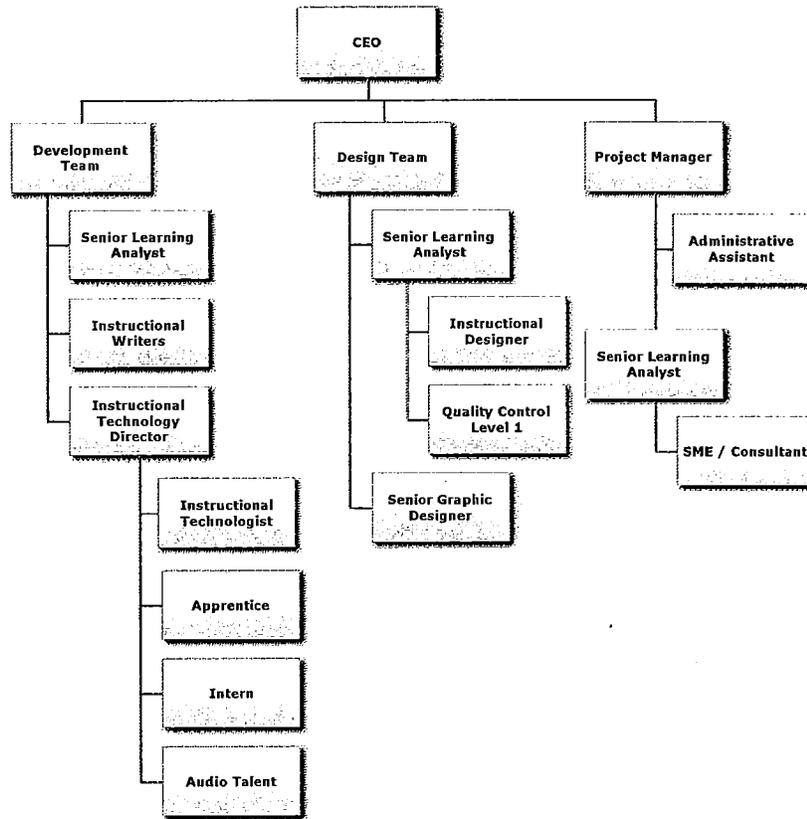
Our Help Desk is staffed in part by our adult learning graduates after they have completed extensive training and received all of their certifications and are ready to go to work for large corporations on their help desk or become part of the call center staff. By working on the Help Desk at TechComm Partners, we provide our graduates a window of reference-able field experience aiding job placement and our customers with an unusually enthusiastic fresh voice to speak to.

Although they work inside a more controlled and tightly managed environment, all of our interns and apprentices are true members of our design and development team. We anticipate that this project would provide the opportunity to expand the program an unanticipated benefit to you when using the TechComm Partners team.

Organizational Capacity

The following outlines a basic organizational chart as well as the services we provide.

ORGANIZATIONAL CHART – TechComm Partners, Inc



PROFESSIONAL SERVICES

The following table provides summary highlights our capacity to offer a variety of professional development services to our clients in the areas of:

- Planning and Analysis
- Design Services
- Development Services
- Delivery and Support Services

Offering	Description
Planning/Analysis Services	Defining and Managing a Project
Curriculum Planning	<ul style="list-style-type: none"> • Determine the job training needs for a business unit, a job or product. • Perform a gap analysis on existing training. • Create an execution strategy for the design, development and delivery of curricula.
Project Management	<ul style="list-style-type: none"> • Manage design, development and delivery of courseware.

Professional Services, continued

Offering	Description
Planning/Analysis Services, con't	Defining and Managing a Project
Learning Infrastructure (Learning Management System, Learning	<ul style="list-style-type: none"> • Analyze the audience needs and recommend the appropriate learning delivery methodology.

Community)	
Certification Programs	<ul style="list-style-type: none"> • Provide consulting/professional services for the initiation and maintenance of testing services for certifying skills and knowledge of employees or customers who use the organizations' product or services.
Design Services	Developing the Content and Visual Design
Course Design (Modules, Lessons, Tutorials)	<ul style="list-style-type: none"> • Identify the objectives for the training. • Define the knowledge and skills that will be taught. • Define the types of skill practices and learning activities that will support the retention in the workplace.
Digital Media Design (Visual, Graphics, Audio, Video, Animations)	<ul style="list-style-type: none"> • Identify the different assets used in the learning environment that help support the transfer of knowledge.
Technical Design (User Interface)	<ul style="list-style-type: none"> • Define the authoring tool and programming required to deliver the learning content so that it meets the technical requirements.
LMS Design	<ul style="list-style-type: none"> • Define the technology requirements for delivery of education and training for an organization or audience.
Testing/Assessment	<ul style="list-style-type: none"> • Provide consulting/professional services for the design testing services for an organizations' product or services.
Development Services	Transforming the Design into a Product
Instructional Writing	<ul style="list-style-type: none"> • Create script for all learning materials including audio, video and animations using a storyboard technique.
Digital Media Development (graphics, audio, video)for courseware	<ul style="list-style-type: none"> • Create all digital media so that it meets the design specifications and learning requirements of a course and the requirements defined in the storyboard.
Instructional Technology Production (Course, Animations, Learning interactions)	<ul style="list-style-type: none"> • Assemble all of the instructional content and digital media assets into a course/lesson/module so that it is ready for the learner. <p>Note: This includes both our work-for-hire customized for specific clients as well as course titles for re-sale.</p>
Learning Community/LMS Setup	<ul style="list-style-type: none"> • Setup a learning management system and learning infrastructure so that it meets the technology requirements for delivery of education and training for an organization or audience.
Testing/Assessment	<ul style="list-style-type: none"> • Perform question-writing support services including editing.

Offering	Description
Delivery and Support Services	Distributing our product to the audience
Instructional Technology	<ul style="list-style-type: none"> • Deliver courseware via our LMS SaaS (Software as a Service) with LearningServer provided by our partner Intralearn Software. • Provide learning infrastructure administration (learning management system; learning community) • Provide LMS Support (Tier 1 and Tier 2) through our Help Desk located in Smithfield, RI
Traditional/Virtual Classroom Delivery	<ul style="list-style-type: none"> • Deliver training with internal resources or via one of our learning partners (Global Knowledge or Training Associates). • Deliver blended courses (Ex: Getting the Most Out of Microsoft Office) which include virtual or instructor-led courses and some of our "off-the-shelf courseware".
Online courseware delivery via partners	<ul style="list-style-type: none"> • Provide "off-the-shelf" courses that meet either the business or the technical training needs of our customers. (Reseller agreements with Mindleaders, Teknimedia, ed2go)
Testing Center	<ul style="list-style-type: none"> • Offer computer-based testing facility for Prometric, PearsonVue, Kryterion, Castle Worldwide and Certiport. • Provide proctoring and registration services to support the testing center.
Learning Center	<ul style="list-style-type: none"> • Offer personal learning opportunities at our physical location.

TECHNOLOGY

TechComm Partners has designed, developed and delivered courseware for a variety of audiences, including educators, using a variety of instructional technology and authoring tools such as:

- Articulate Studio 09
- Lectora
- Adobe Captivate
- Adobe Flash
- Dreamweaver
- Webex
- Centra
- Go-to-Meeting
- Moodle
- Blackboard
- Angel
- SharePoint

Scope of Work and Understanding of the Issue

We understand that Commissioner Deborah Gist has established a vision of what RI schools can and will look like in the future; a vision that guided the development of RIDE's strategic plan, Transforming Education in Rhode Island. In addition to achieving the goals set out in the strategic plan, RIDE must also comply with other state and federal mandates, resulting in a tremendous amount of data reporting and analysis – and associated remediation programs. It is no wonder that schools need support in leadership, teacher professional development, and the health and safety of students as reflected in this RFP.

TechComm Partners is pleased to respond to your request for assistance in the areas of on-line professional development and technical assistance in:

- The Division of Accelerating School Performance - Office of Multiple Pathways
- Division of Educator Excellence and Instructional Effectiveness - Office of Educator Quality
- Division of Educator Excellence and Instructional Effectiveness - Office of Instruction, Assessment and Curriculum
- Division of Fiscal Integrity and Efficiencies – Offices of Information Services; Finance; Statewide Efficiencies; Human Resources

Each of these offices has requested services for developing and providing professional development. Our capacity to respond effectively in each area is as follows:

For the **Office of Multiple Pathways** our services may include professional development materials as well as the development of short course or targeted content on line modules to support the implementation of new initiatives or in support of workplace skills programs.

For the **Office of Educator Quality** our services would respond to the request for technical assistance to support RIDE and the educational community on initiatives related to the office of Educator Quality and the development or revision of training modules for district Mentor Coordinators.

For the **Office of Instruction, Assessment and Curriculum** our professional development services will support this office in its goal to train educators to administer and interpret test results. This involves providing professional development on standards, instructional practices, and assessment strategies; the development of web-based professional development materials to support selected projects.

For the office of **Offices of Information Services; Finance; Statewide Efficiencies; Human Resources** our services will provide training and support for internal and external clients on new systems.

In all cases, TechComm Partners will use off the shelf authoring tools to build a custom designed online professional development solution specifically targeted to respond your needs. The result will easily be housed within your IMS, providing you with ease of use and integrated reporting, or can stand alone and be housed in our LMS. Similar reports will be available from each system.

We will partner with your internal subject matter expert(s) or find an expert content partner that meets your needs to provide the content you require. We will use the material to build

instructional materials that are easy to use, interactive, and appropriately inclusive of assessment and reporting tools.

We will support the professional development materials after they have been deployed with our own RI Help Desk staffed by sensitive and informative professionals to ensure that all your users feel comfortable with the presentation of and pathway through the material.

Quality of Key Personnel

The following table outlines the key staff involved in this project and their roles. A resume or curriculum vitae is attached in PDF format in the digital copy and included in Attachment 1 – Supplemental Information in the hard copy versions of this document.

Name and Role	Bio	Resume
<p>Trudy Mandeville Chief Executive Officer Learning Analyst and Instructional Designer</p>	<p>Our Chief Executive Officer and Chief Learning Officer, Trudy Mandeville, has been taught by and worked with Dr. Ruth Colvin Clark, noted author and internationally recognized expert in the field of e-learning. Ms. Mandeville has served as a certified instructor for Dr. Clark delivering the research based course "e-Learning and the Science of Instruction." Trudy's many clients include Wheelock College MTEL Communication and Literacy Project, CMI Communications Corporation Business Grammar and RIDE Formative Assessment Project.</p>	<p> mandeville_2011.pdf</p>
<p>Barbara Jackson Chief Operating Officer Program Coordinator</p>	<p>Our Chief Operating Officer, Barbara Jackson, has worked with e-learning companies to build and deploy technical and soft skill curriculum to a global audience. She is presently a consultant for the COZ in North Kingstown, assisting them with a sustainability plan that expands 21st Century programming, PAT, and adult education. She has also developed competency based instructor led curriculum for use by the United Nations and presented numerous training sessions for the UN Country Representative Corps at the International Learning Center in Turin, Italy with follow-up virtual coaching upon the participant's return to post.</p> <p>For this project, Barbara's role will be Project Coordinator and Manager. Her experience in this area has been demonstrated over her career. Barbara is known as a project coordinator who has delivered complex multi-disciplined projects time and time again on time and within budget. She led the team developing multi-disciplinary online modules for a privately funded national science education project. Barbara has also led the development, production and deployment of over 35 "soft-skill" and 75 technical titles sold through learning libraries.</p> <p>Barbara's breadth of management experience with diverse participants and her ability to maintain communications among all parties makes her exceptionally well suited to this role.</p>	<p> Barbara M Jackson July 2011.pdf</p>

Name and Role	Bio	Resume
Tech Gordon TCP Project Manager	As Project Manager, Ms. Gordon is responsible for managing and monitoring all project plans for TCP Learning. She serves as the gatekeeper for quality and service to all our clients.	

Relevant Experience

The experience of TechComm Partners in designing, delivering, and supporting online learning is extensive and comprehensive. We have an exhaustive list of clients and successful projects, three of which are outlined below with reference contact information. However, for purposes of this response, we have two projects that are directly on point: The MTEL Communication and Literacy Online Workshop developed for Wheelock College, deployed in the summer of 2011 and the RIDE Formative Assessment project currently in the design stage.

Additional projects with reference contacts are listed below.

Reference Project 1

Company Name and Address	: ACORD Two Blue Hill Plaza PO Box 1529 Pearl River, NY
Contact Name	: Beth Grossman, Chief Learning Officer
Contact Telephone Number	: 1.845.620.1700
Date Work Undertaken	: 2009 to present
Nature of Assignment and Relevance to RFQ	Developed certification program which includes: <ul style="list-style-type: none"> • Mapping job tasks to test specification document • Coaching and monitoring question writing program • Creating courseware to support certification
Link to Sample	:  DCO v 4_LAH_Sample.pdf Sample of Test Specification

Reference Project 2

Company Name	: EMC Engineering, Training Group, Milford MA
Contact Name	: Patricia Quist, Learning Project Manager (Formerly – presently works at VCE, a subsidiary of EMC)
Contact email	: patricia.quist@vce.com

Date Work Undertaken	: Multiple Assignments beginning in 2005 to 2010
Nature of Assignment and Relevance to RFQ	: Analysis, Design and Development Services for Engineering Training
Link to Sample	:  CTA for Celerra Product and multiple roles  Celerra Hardware and Software_Sample

Reference Project 3

Company Name	: R&L Carriers for nSight
Company Address	: Columbus, Ohio
Contact Name	: Danielle Levy, Program Manager for nSight
Contact Telephone Number	: 781.273.6308
Date Work Undertaken	: 2007 to 2010 (Multiple projects)
Nature of Assignment and Relevance to RFQ	: <ul style="list-style-type: none"> • Performed CTA for all roles in Terminal Operations including trucking, dock workers, terminal managers, etc.) • Developed training and procedure guides for each of the roles.
Link to Samples	:  Second Shift Operations.pdf  Organizational Taxonomy for RLC.pc
Note:	: Completed multiple similar projects for nSight as subcontractor including: <ul style="list-style-type: none"> • McLunkin Redman (MRC) • MADICO • Insurer's World

Budget Detail Sheet

Fiscal Year 2013

SALARY AND FRINGE BENEFIT DETAIL for Design Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Graphic Designer	\$70.12
TBD	Learning Analyst	\$108.17
TBD	Instructional Designer	\$90.23
TBD	Quality Control Level 1	\$54.32

SALARY AND FRINGE BENEFIT DETAIL for Development Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Instructional Writer	\$70.12
TBD	Instructional Technologist	\$70.12
TBD	Editor	\$61.50
TBD	Intern/Apprentice	\$43.55
TBD	Audio Talent	\$51.50
TBD	Graphic Technologist	\$70.12
TBD	Videographer	\$103.00
TBD	Quality Control Level 2	\$54.32

2013 Continued

SALARY AND FRINGE BENEFIT DETAIL for Project Management Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Project Manager	\$70.12
TBD	Learning Analyst	\$108.17
TBD	Administrative Role	\$65.10
TBD	Program Coordinator	\$77.25

SALARY AND FRINGE BENEFIT DETAIL for Help Desk Services

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Help Desk Support Intern/Apprentice	\$43.55
TBD	Administrative Role	\$65.10
TBD	Program Coordinator	\$77.25

EXPLANATION OF OTHER EXPENSES (i.e. travel, indirect cost %)

EXPENSE CATEGORY	DESCRIPTION	COST
Graphics	Purchase Per Stock Photos	\$2.58
Travel to meetings	Per Mile	IRS Business Standard
Print	Per copy	\$0.16
LMS Hosting	Per person per month	\$5.15

Budget Detail Sheet

Fiscal Year 2014

SALARY AND FRINGE BENEFIT DETAIL for Design Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Graphic Designer	\$72.22
TBD	Learning Analyst	\$111.42
TBD	Instructional Designer	\$92.94
TBD	Quality Control Level 1	\$55.95

SALARY AND FRINGE BENEFIT DETAIL for Development Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Instructional Writer	\$72.22
TBD	Instructional Technologist	\$72.22
TBD	Editor	\$63.35
TBD	Intern/Apprentice	\$44.86
TBD	Audio Talent	\$53.05
TBD	Graphic Technologist	\$72.22
TBD	Videographer	\$106.09
TBD	Quality Control Level 2	\$55.95

2014 Continued

SALARY AND FRINGE BENEFIT DETAIL for Project Management Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Project Manager	\$72.22
TBD	Learning Analyst	\$111.42
TBD	Administrative Role	\$67.05
TBD	Program Coordinator	\$79.57

SALARY AND FRINGE BENEFIT DETAIL for Help Desk Services

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Help Desk Support Intern/Apprentice	\$44.86
TBD	Administrative Role	\$67.05
TBD	Program Coordinator	\$79.57

EXPLANATION OF OTHER EXPENSES (i.e. travel, indirect cost %)

EXPENSE CATEGORY	DESCRIPTION	COST
Graphics	Purchase Per Stock Photos	\$2.66
Travel to meetings	Per Mile	IRS Business Standard
Print	Per copy	\$0.18
LMS Hosting	Per person per month	\$5.30

Budget Detail Sheet
Fiscal Year 2015

SALARY AND FRINGE BENEFIT DETAIL for Design Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Graphic Designer	\$74.39
TBD	Learning Analyst	\$114.76
TBD	Instructional Designer	\$95.73
TBD	Quality Control Level 1	\$57.63

SALARY AND FRINGE BENEFIT DETAIL for Development Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Instructional Writer	\$74.39
TBD	Instructional Technologist	\$74.39
TBD	Editor	\$65.25
TBD	Intern/Apprentice	\$46.21
TBD	Audio Talent	\$54.64
TBD	Graphic Technologist	\$74.39
TBD	Videographer	\$109.27
TBD	Quality Control Level 2	\$57.63

2015 Continued

SALARY AND FRINGE BENEFIT DETAIL for Project Management Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Project Manager	\$74.39
TBD	Learning Analyst	\$114.76
TBD	Administrative Role	\$69.06
TBD	Program Coordinator	\$81.96

SALARY AND FRINGE BENEFIT DETAIL for Help Desk Services

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Help Desk Support Intern/Apprentice	\$46.21
TBD	Administrative Role	\$69.06
TBD	Program Coordinator	\$81.96

EXPLANATION OF OTHER EXPENSES (i.e. travel, indirect cost %)

EXPENSE CATEGORY	DESCRIPTION	COST
Graphics	Purchase Per Stock Photos	\$2.74
Travel to meetings	Per Mile	IRS Business Standard
Print	Per copy	\$18.54
LMS Hosting	Per person per month	\$5.46

Budget Detail Sheet
Fiscal Year 2016

SALARY AND FRINGE BENEFIT DETAIL for Design Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Graphic Designer	\$76.62
TBD	Learning Analyst	\$118.20
TBD	Instructional Designer	\$98.60
TBD	Quality Control Level 1	\$59.36

SALARY AND FRINGE BENEFIT DETAIL for Development Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Instructional Writer	\$76.62
TBD	Instructional Technologist	\$76.62
TBD	Editor	\$67.21
TBD	Intern/Apprentice	\$47.60
TBD	Audio Talent	\$56.28
TBD	Graphic Technologist	\$76.62
TBD	Videographer	\$112.55
TBD	Quality Control Level 2	\$59.36

2016 Continued

SALARY AND FRINGE BENEFIT DETAIL for Project Management Roles

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Project Manager	\$76.62
TBD	Learning Analyst	\$118.20
TBD	Administrative Role	\$71.13
TBD	Program Coordinator	\$84.42

SALARY AND FRINGE BENEFIT DETAIL for Help Desk Services

NAME	POSITION TITLE	HOURLY RATE (INCLUDING FRINGE BENEFITS) \$
TBD	Help Desk Support Intern/Apprentice	\$47.60
TBD	Administrative Role	\$61.86
TBD	Program Coordinator	\$84.42

EXPLANATION OF OTHER EXPENSES (i.e. travel, indirect cost %)

EXPENSE CATEGORY	DESCRIPTION	COST
Graphics	Purchase Per Stock Photos	\$2.82
Travel to meetings	Per Mile	IRS Business Standard
Print	Per copy	\$19.10
LMS Hosting	Per person per month	\$6.65

PAAWD

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

CAMPAIGN INCLUDING ARRA SUPPLEMENTAL TERMS & CONDITIONS

EVERY PERSON OR BUSINESS ENTITY PROVIDING GOODS OR SERVICES AT A COST OF \$5000 CUMULATED VALUE IS REQUIRED TO FILE AN AFFIDAVIT REGARDING POLITICAL CAMPAIGN CONTRIBUTIONS WITH THE RI STATE BOARD OF ELECTIONS EVEN IF NO REPORTABLE CAMPAIGN CONTRIBUTIONS HAVE BEEN MADE. (RI GENERAL LAW 17-27) FORMS OBTAINED AT BOARD OF ELECTIONS, CAMPAIGN FINANCE DIVISION, 50 BRANCH AVENUE PROVIDENCE 02904 (401-222-2056).

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and

Reinvestment Act of 2009, Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009, Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov."

TERMS

SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

PRODUCT ACCEPTANCE - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.

State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.

A Department Purchase Order (DPO) listing the items ordered shall be created by the

agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

DELIVERY If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

PRICING - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

INVOICING All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

PAYMENT - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller. \

P1

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.
PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY
RENDERED INVOICES TO THE RECEIVING AGENCY. ANY UNUSED
BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

P6

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY
COMPLIANCE.

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT

MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

INSURANCE2

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

COMPENSATION TYPE - REIMBURSEMENT. RATE OF REIMBURSEMENT SET AT \$1 FOR EACH \$1 OF ALLOWABLE EXPENSES.

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).