



# RI Purchase Agreement Amendment Report

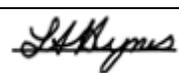
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

IBM CORP  
 PUBLIC SECTOR  
 1 FINANCIAL PLAZA  
 12TH FL  
 HARTFORD, CT 06103

Amendment Date: 14-JUN-10  
 Original Award Date: 19-JUN-08  
 Buyer: J Moynihan  
 Phone #: 401-574-8119  
 FOB: Destination  
 Terms: NET 30  
 Vendor # 13910

<b>S H I P  T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number <b>3</b> Award Number <b>3088837</b> Effective Period <b>01-JUL-08 - 30-JUN-11</b>	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
	MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH			

Description			Bid Number	Change Order Req#	
MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO P.O. #3088837  CHANGE EFFECTIVE PERIOD: FROM: 7/1/08 - 6/30/10 TO: 7/1/08 - 6/30/11			

**STATE PURCHASING AGENT**  
  
 Lorraine A. Hynes



# RI Purchase Agreement Amendment Report

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

IBM CORP  
 PUBLIC SECTOR  
 1 FINANCIAL PLAZA  
 12TH FL  
 HARTFORD, CT 06103

Amendment Date: 04-MAY-09  
 Original Award Date: 19-JUN-08  
 Buyer: J Moynihan  
 Phone #: 401-574-8119  
 FOB: Destination  
 Terms: NET 30  
 Vendor # 13910

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	<b>I N V O I C E</b>	Change Order Number 2 Award Number <b>3088837</b> Effective Period <b>01-JUL-08 - 30-JUN-10</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH

Description			Bid Number	Change Order Req#	
MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO P.O. #3088837  CHANGE EFFECTIVE PERIOD: FROM: 7/1/08 - 6/30/09 TO: 7/1/08 - 6/30/10			

<b>STATE PURCHASING AGENT</b>



# RI Purchase Agreement Amendment Report

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

IBM CORP  
PUBLIC SECTOR  
1 FINANCIAL PLAZA  
12TH FL  
HARTFORD, CT 06103

Amendment Date: 16-MAR-09  
Original Award Date: 19-JUN-08  
Buyer: J Moynihan  
Phone #: 401-574-8119  
FOB: Destination  
Terms: NET 30  
Vendor # 13910

All hourly rates for the roles on this MPA are fixed-priced. There is no negotiating of rates. All requests for new hires from this MPA **must be done thru the MPA Administrator** - Debbie St Hilaire (574-9212). **The MPA administrator will request resumes via email from the 15 best-priced vendors for the requested role.** Once the resumes are received, they will be forwarded to the requesting party for review, interviews and selection. The MPA administrator will coordinate the start date with the vendor for the selected individual.

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 1 Award Number <b>3088837</b> Effective Period <b>01-JUL-08 - 30-JUN-09</b>	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH

Description			Bid Number	Change Order Req#	
<b>MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH</b>					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
3	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DESIGNER TECHNICAL JUNIOR		Hour	145.20
4	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DESIGNER TECHNICAL INTERMEDIATE		Hour	169.35
5	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DESIGNER TECHNICAL SENIOR		Hour	203.65
6	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - PROCESS ARCHITECT JUNIOR		Hour	145.20
7	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - PROCESS ARCHITECT INTERMEDIATE		Hour	169.35
8	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - PROCESS ARCHITECT SENIOR		Hour	203.65
9	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - PROGRAMMER JUNIOR		Hour	123.34
10	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - PROGRAMMER INTERMEDIATE		Hour	145.20
11	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - PROGRAMMER SENIOR		Hour	169.35
12	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - SOLUTION ARCHITECTURE INTERMEDIATE		Hour	169.35
13	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - SOLUTION ARCHITECTURE SENIOR		Hour	203.65

STATE PURCHASING AGENT

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.state.ri.gov](http://www.purchasing.state.ri.gov). Delivery of goods or services as described herein shall be deemed acceptance of these requirements



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ONE CAPITOL HILL  
PROVIDENCE RI 02908

IBM CORP  
PUBLIC SECTOR  
1 FINANCIAL PLAZA  
12TH FL  
HARTFORD, CT 06103

Amendment Date: 16-MAR-09  
Original Award Date: 19-JUN-08  
Buyer: J Moynihan  
Phone #: 401-574-8119  
FOB: Destination  
Terms: NET 30  
Vendor # 13910

<b>S H I P  T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 1 Award Number <b>3088837</b> Effective Period <b>01-JUL-08 - 30-JUN-09</b>	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH

Description			Bid Number	Change Order Req#
<b>MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH</b>				
14	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - SYSTEMS ANALYST JUNIOR	Hour	145.20
15	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - SYSTEMS ANALYST INTERMEDIATE	Hour	169.35
16	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - SYSTEMS ANALYST SENIOR	Hour	203.65
17	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - SYSTEM INTEGRATOR INTERMEDIATE	Hour	145.20
18	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - SYSTEM INTEGRATOR SENIOR	Hour	169.35
19	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DESIGNER INTERMEDIATE	Hour	145.20
20	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DESIGNER SENIOR	Hour	169.35
21	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - WEB DEVELOPER JUNIOR	Hour	123.34
22	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - WEB DEVELOPER INTERMEDIATE	Hour	145.20
23	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - WEB DEVELOPER SENIOR	Hour	169.35
24	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DATABASE ADMINISTRATOR JUNIOR	Hour	123.34
25	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DATABASE ADMINISTRATOR INTERMEDIATE	Hour	145.20

**STATE PURCHASING AGENT**



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Amendment Date: 16-MAR-09  
Original Award Date: 19-JUN-08  
Buyer: J Moynihan  
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Terms: NET 30  
Vendor # 13910

<b>S H I P  T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 1 Award Number <b>3088837</b> Effective Period <b>01-JUL-08 - 30-JUN-09</b>	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH

Description			Bid Number	Change Order Req#
<b>MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH</b>				
26	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DATABASE ADMINISTRATOR SENIOR	Hour	169.35
27	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - CONTENT DEVELOPER JUNIOR	Hour	103.67
28	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - CONTENT DEVELOPER INTERMEDIATE	Hour	123.34
29	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - CONTENT DEVELOPER SENIOR	Hour	145.20
30	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - COURSE DEVELOPER JUNIOR	Hour	103.67
31	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - COURSE DEVELOPER INTERMEDIATE	Hour	123.34
32	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - COURSE DEVELOPER SENIOR	Hour	145.20
33	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DATA ENTRY JUNIOR	Hour	103.67
34	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DATA ENTRY INTERMEDIATE	Hour	123.34
35	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - DATA ENTRY SENIOR	Hour	145.20
36	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - GIS JUNIOR	Hour	103.67
37	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - GIS INTERMEDIATE	Hour	123.34

**STATE PURCHASING AGENT**



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Amendment Date: 16-MAR-09  
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MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH

Description			Bid Number	Change Order Req#
<b>MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH</b>				
38	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - GIS SENIOR	Hour	145.20
39	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - IMAGE DOCUMENT MANAGER JUNIOR	Hour	103.67
40	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - IMAGE DOCUMENT MANAGER INTERMEDIATE	Hour	123.34
41	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - IMAGE DOCUMENT MANAGER SENIOR	Hour	145.20
42	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - TECH WRITER JUNIOR	Hour	123.34
43	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - TECH WRITER INTERMEDIATE	Hour	145.20
44	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - TECH WRITER SENIOR	Hour	169.35
45	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - TESTER / DESIGNER JUNIOR	Hour	123.34
46	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - TESTER / DESIGNER INTERMEDIATE	Hour	145.20
47	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - TESTER / DESIGNER SENIOR	Hour	169.35
48	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - TRAINER INTERMEDIATE	Hour	145.20
49	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - ORACLE FINANCIAL SPECIALIST INTERMEDIATE	Hour	145.20

**STATE PURCHASING AGENT**

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	MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH			

Description			Bid Number	Change Order Req#
<b>MPA-230 - COMPUTER TECHNICAL SUPPORT SERVICES - HEALTH</b>				
50	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - ORACLE FINANCIAL SPECIALIST SENIOR		Hour 169.35
51	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - BUSINESS ANALYST JUNIOR		Hour 145.20
52	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - BUSINESS ANALYST INTERMEDIATE		Hour 169.35
53	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - BUSINESS ANALYST SENIOR		Hour 203.65
54	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - CONFIGURATION SPECIALIST INTERMEDIATE		Hour 169.35
55	999.27	MPA-230 - HEALTH APPLICATION DEVELOPMENT - CONFIGURATION SPECIALIST SENIOR		Hour 203.65

<b>STATE PURCHASING AGENT</b>



# Notice of Blanket Purchase Agreement

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

IBM CORP  
 PUBLIC SECTOR  
 1 FINANCIAL PLAZA  
 12TH FL  
 HARTFORD, CT 06103

MPA-230 - COMPUTER TECHNICAL  
 SUPPORT SERVICES - HEALTH

**Award  
 Number**  
 3088837

**Effective Period:**  
 01-JUL-08 - 30-JUN-09

All hourly rates for the roles on this MPA are fixed-priced. There is no negotiating of rates. All requests for new hires from this MPA must be done thru the MPA Administrator - Debbie St Hilaire (574-9212). The MPA administrator will request resumes via email from the 15 best-priced vendors for the requested role. Once the resumes are received, they will be forwarded to the requesting party for review, interviews and selection. The MPA administrator will coordinate the start date with the vendor for the selected individual.

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 19-JUN-08 <b>Buyer:</b> J Moynihan <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor #</b> 13910	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

		7/1/08 - 6/30/09  WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS.  SUPPLIER TELEPHONE # (860) 275-5570 SUPPLIER FAX # (860) 275-5542		
1		MPA-230 - HEALTH PROJECT MANAGEMENT - PROJECT MANAGER INTERMEDIATE	Hour	193
2		MPA-230 - HEALTH PROJECT MANAGEMENT - PROJECT MANAGER SENIOR The following documents for MPA 230 are incorporated herein by reference, any: (1) Nondisclosure, Confidentiality and Invention Agreement; (2) Letter Agreement(s) for Contractor's Employees; (3) HIPAA Business Associate Agreement; (4) Vendor Certification(s); and, (5) any other document required by MPA 230, signed by vendor or its employees.  Additional terms and conditions for Temporary Personnel (Exhibit A dated 5/15/08) are attached hereto and made a part hereof. The State reserves the right to require additional terms and conditions when entering into individual engagements with vendors	Hour	222

<b>STATE PURCHASING AGENT</b>

## Temporary Personnel

### EXHIBIT A

5/15/08

Contractor agrees to recruit, hire, and place temporary personnel at the request of the State and comply with the following:

- The State shall have an approved "Request for Consultation Services Form (RP6A)." MPA administrator will then send an email with requirements for role needed. Contractor must maintain an email account.
- Contractor will screen the candidates to insure that they meet the requirements as described in the job descriptions provided by the State, including educational background, knowledge, lack of conflicts, licensure and experience necessary to perform the duties of the position requested. It is recommended the Contractor use an industry acceptable encryption method to submit any confidential information.
- Contractor will email resumes to the identified State contact person for review and interview (if requested). Only one email per role requested should be sent to the State contact person. Email may contain multiple resumes for that particular role. The subject line must contain all the information requested by the State contractor (role, project number, etc.)
- MPA Administrator will notify the Contractor of the selected individual.
- **The selected individual shall be deemed to be an employee, agent or subcontractor of Contractor and will not be considered an employee, agent or subcontractor of the State for any purpose whatsoever.**
- Contractor shall handle and be responsible for any and all payroll functions and any other duties and obligations as employer of the temporary personnel including, but not limited to, federal, state and/or local payroll taxes and worker's compensation.
- In the event that State notifies Contractor at any time the selected individual is unacceptable in the State's sole discretion, or for any reason the State discontinues payment to Contractor, the placement shall be immediately terminated.
- For any complaints or allegations solely involving two or more selected individual(s) of the Contractor, it is the responsibility of the Contractor to investigate and take any action it deems appropriate.

- Contractor will exercise its best effort to have the selected individual start within two weeks or sooner depending upon the urgency of the request.
- Each selected individual will be required to maintain an electronic time card. The application to enter the time will be supplied by the State and available at the State work site.
- Contractor will identify a single point of contact (Account Manager) to ensure timely handling of requests and/or issues of State.
- Invoice the State sent to the attention of Accounts and Controls on a monthly basis on or before the 15<sup>th</sup> day of each month for the previous month's charges that will include: the Contractor's employee's name, position title, total number of hours worked by the hourly rate of pay and Purchase Order Number. The Contractor shall prepare and submit with the monthly invoice the following reports in form and substance satisfactory to the State:
  - (i) A summary of any recruitment or placement activity that occurred during the invoice period.
  - (ii) A backup spreadsheet identifying the PO number, release number, billing period ending date and the invoice number should be submitted with the vendor's normal invoice. The backup should contain each PO line item number and role (e.g. 56.0 Unix Administrator – intermediate) used, the PO line item numbers and names of the individuals assigned to the project(e.g., 56.1, Jones, John, 56.2, Smith, Mary) the numbers of hours billed, the rate billed, the rate multiplied by the hours for each line item and total amount. The total amount billed on the vendor's regular invoice should exactly match the total on the invoice backup spreadsheet.
  - (iii) Tolerance Report. The Tolerance Report will indicate what percentage has been invoiced against the Purchase Order amount. When the Purchase Order has reached 70%, the MPA Administrator with the Contractor and requesting agency/manager, will review the remaining needs to ensure the Purchase Order balance is sufficient. The form of the Tolerance Report is attached hereto.
- Meet with State staff to discuss the status of this work effort, including any performance issues or concerns, and if necessary, plans for improvement. The meetings will be held at the identified State office.
- Contractor shall be responsible for the maintenance of complete records on all time and charges submitted for payment. Such records shall be made available to the State's representatives upon its request.
- Prepare and submit to the State any other reports, documents or other materials in form and substance satisfactory to the State.

# CONTRACT TERMS AND CONDITIONS

**Contract Terms and Conditions**

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## Terms and Conditions

### **BID STANDARD TERMS AND CONDITIONS**

#### **FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END**

AWARDS EXTENDING BEYOND JUNE 30TH 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.

#### **PURCHASE AGREEMENT AWARD**

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.

#### **AUTHORIZATION AND 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.

#### **BLANKET PAYMENT**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

#### **EQUAL OPPORTUNITY COMPLIANCE**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

#### **TERMS AND CONDITIONS OF PRICING AGREEMENT**

**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.

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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 Purchasing may be disregarded and shall not be binding on the state.

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**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.

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#### 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 shipping 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 billing 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.

#### CAMPAIGN FINANCE COMPLIANCE

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).

#### **QUARTERLY REPORTS**

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.

# CONTRACT TERMS AND CONDITIONS

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **PURCHASE ORDER STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS PURCHASE ORDER**

##### **INSURANCE REQUIREMENTS (ADDITIONAL)**

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.

##### **BLANKET PAYMENT**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

##### **MULTI YEAR AWARD**

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.

##### **PURCHASE AGREEMENT AWARD**

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.

#### **AUTHORIZATION AND 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.

#### **EQUAL OPPORTUNITY COMPLIANCE**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

#### **CAMPAIGN FINANCE COMPLIANCE**

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).

#### **TERMS AND CONDITIONS OF PRICING AGREEMENT**

**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.