



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov

Date: 3/19/10

Addendum # 7323534A1

RFP # 7323534

TITLE: ARRA State Transportation Employment Program (STEP)

SUBMISSION DEADLINE: Wednesday, April 2, 2010 @ 11:30 A.M. (Eastern)

Minutes of Pre-Proposal Meeting held on March 16, 2010. Courtesy Copy of Attendance Sheet also included for review.

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan'.

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
RIDOT Addendum Notification

7323534 - ARRA State Transportation Employment Program (STEP)

Per the issuance of Department of Transportation ADDENDUM # 7323534A1 the following changes are noted:

- **CLARIFICATION**

Attached responses 1 through 11 will clarify questions and comments discussed at the Pre-Proposal Meeting held March 16, 2010.

- **COST REVISION**

RIDOT has reconsidered the maximum allowances for deliverables identified in RFP and has determined that other than the training stipends offered STEP graduates (as cited on PAGE 11 of RFP), Bearing in mind that "PRICE" will be evaluated and included in Final Scoring, Respondents may define the balance of the maximum \$350,000.00 ARRA Grant as they see fit to best reflect their proposed costs to provide the services requested.

- **ATTENDANCE SHEET**

Courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on March 16, 2010.

TO ALL RESPONDENTS:

RIDOT is seeking to establish a **performance based** contract with a **non-profit community based organization** for the purpose of training women and minorities in an effort to facilitate the referral of qualified personnel to be employed on RIDOT projects. The successful AGENCY will be awarded a federal grant under the **American Recovery and Reinvestment Act of 2009** (ARRA) for the purpose of establishing the **ARRA State Transportation Program (STEP)**. This ARRA Grant is subject to all ARRA reporting requirements; the selected AGENCY will be notified should additional reporting requirements arise under the ARRA Act. Should federal funding for this project be ever reduced or ended, no other funding for this contract will be made available.

Respondents are instructed to submit a **TECHNICAL PROPOSAL** along with a **separately sealed COST PROPOSAL** (**“Original” plus SIX (6) Copies**) to the Department of Administration Office of Purchases by **FRIDAY, APRIL 2, 2010 no later than 11:30 AM.** Submission package should be clearly labeled as to Bid # and Project Description

TECHNICAL PROPOSAL MUST be bound in a single volume and limited to **25 PAGES** in length equivalent to 13 double sided PAGES. Any requested certifications, forms, resumes etc. will be considered “exhibits” and not part of the 25 PAGE technical narrative. Any exhibit information must be tabbed and included after technical summation in bound submission. Any technical pages in excess of the 25 Page Maximum will be removed and discarded. Technical Proposal must be submitted in hard copy form and on **CD ROM**.- clearly labeled and included on the inside cover of **each TECHNICAL Proposal** submitted.

Detailed COST PROPOSALS will be capped at \$350,000.00; anticipated funding will be 100% federal monies under the aforementioned ARRA federal grant. **COST PROPOSALS** will be submitted in “hard copy” only. The maximum **CONTRACT TERM** of any award resulting from this request is **FIFTEEN (15) Months;** per ARRA guidelines this contract has been assigned a definitive completion **no later than AUGUST 31, 2011.**

Each Respondent **must** include the **RIVIP BIDDER CERTIFICATION COVER FORM -all 3 Pages-** signed, completed and submitted along with **TECHNICAL PROPOSAL** submission. **“ORIGINAL” RIVIP FORM** should be presented separately -unbound for Purchases review and ownership AND a **“COPY” of the RIVIP FORM** should be included in **EACH** technical proposal (“Original” + 6) submission. Respondents must register on-line at the RIVIP’S website www.purchasing.ri.gov to access RIVIP Form. Should there be a need for assistance in registering or downloading any document, please contact the RIVIP HELP DESK @ (401) 574-8100 for technical assistance.

Additionally, the following required **FORMS** - included in the RFP - MUST be completed and included in each **TECHNICAL PROPOSAL** submission.

- [CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES \(SFF-LLL\)](#)
- [CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION](#)
- [CONFLICTS DISCLOSURE FORM](#)

A **W-9 FORM** is also required from each AGENCY but should be submitted “unbound” for DOA review. Copies of W-9 need NOT be included in each Proposal submission.

Any pertinent questions subsequent to today’s Pre-Proposal Meeting may be posted at the RIDOT website @ www.dot.ri.gov through steps outlined in the RFP. Responses to questions will be posted under the same questions menu. A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. The Q& A Forum will disable **5 FULL CALENDAR DAYS** prior to the due date for this project. **Therefore, questions will not be accepted after midnight on MARCH 27, 2010.**

1. Q – Is this assigned percentage of labor hours/trainees a new requirement?

A – NO. RIDOT had always assigned trainee hours per project presented as a “voluntary” goal. Currently compliance with project’s assigned trainee hours are mandated by specification and will be strictly monitored and enforced by the RIDOT Office of Business and Community Resources.

2. Q – Is there a set percentage assigned or is there a range of goals depending on project and work proposed?

A –Although trainee hours are set per project, RIDOT’S Trainee Program is “contractor based” and valuated based on annual aggregated trainee hours utilized by Contractor. A Contractor will be reimbursed \$6.00/HR for trainee hours used on RIDOT projects; trainee hours expended on “NON-RIDOT” projects will be counted towards training hours but will not be eligible for reimbursement by RIDOT.

3. Q – Since contract is limited to 15 MONTHS, what follow-up actions are anticipated to ensure referrals take place?

A – Ideally RIDOT hopes to secure more funding to continue the STEP, but once a STEP candidate completes the required 500 HOURS of pre-apprenticeship training and secures work as a trainee for a Contractor, they become part of RIDOT’S OJT Program and hopefully will be utilized on other future jobs with said Contractor.

4. Q – Do the trainee hours assigned a RIDOT Contract apply to “sub-contractors” also??

A – YES. The Prime Contractor can utilize all assigned trainee hours or can issue to their Sub-Contractors to assign to their workforce.

5. Q - Would a targeted deliverable be deemed “a successfully trained individual”?

A - YES. The RFP cites a minimum of 25 successfully trained individuals must be provided under this Contract.

6. Q - Does this include “placement” of the individuals also?

A - NO. RIDOT recognizes that this is not easily accomplished since trainee referrals are dependent on the amount of work the Prime encounters which is driven by the what the market generates.

7. Q - What is included in assessing “equipment and materials” resources? If simulation equipment is utilized in training the cost to purchase would use up maximum allowable equipment dollars. Would RIDOT allow any flexibility in pricing contract costs??

A - RIDOT has reviewed this request and has determined that, other than the training stipends offered STEP graduates (as cited on PAGE 11 of RFP), Respondents may define the balance of the \$350,000.00 as they see fit to best reflect their proposed costs to provide the services requested.

8. Q - Reference in RFP cites “annual” work plan. Can we assume that will mean the “15 MONTH” contract term?

A - YES.

9. Q - Can references requested be from "Client or Funder"?

A - References provided can be from any entity that you have previously provided the type of services requested in this RFP.

10. Q - Are there any major RIDOT Projects anticipated?

A - Currently the Wickford Junction Rail Station and Pawtucket Bridge 550 are two of RIDOT'S upcoming projects which will be both assigned significant trainee hours.

11. Q - How many current trainees were carried over from last year's OJT Program?

A - Eighteen (18)

-END-

