

RFP Template TIPS

Agency edits may be made in the “yellow shaded areas”.

The screenshot shows the 'Solicitation Information' section of an RFP template. It includes fields for 'DATE', 'RFP#', and 'TITLE:'. The 'Submission Deadline' is set to 'DATE TIME (Eastern Time)'. A 'PRE-BID/ PROPOSAL CONFERENCE: MANDATORY:' section contains a paragraph with yellow shaded areas for editing. The text states that vendors must attend the mandatory conference and register at the Pre-Bid/ Proposal Conference, with a warning that failure to do so will result in disqualification.

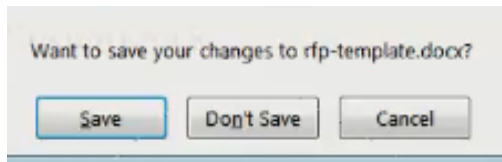
Purchases Comments are provided to guide Agency in developing the RFP Template.

The screenshot shows the 'Purchases Comments' section of the RFP template. It includes a 'MANDATORY:' section with a paragraph of text. Below this is a 'DATE: LOCATION:' field. A red oval highlights the text: 'Questions concerning this solicitation must be received by the Division of Purchases at purchasing.ri.gov no later than DATE (EST). Questions should be submitted in a Microsoft Word attachment. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.' To the right of the text are several comments from Francis, David (DOA) and Skelly, Meredith (DOA) dated June 13, 2017, providing guidance on the RFP template.

Agencies may update the Table of Contents

The screenshot shows the 'Table of Contents' section of the RFP template. It includes a 'Table of Contents' table with sections 1 through 9 and Appendix A. The sections are: SECTION 1. INTRODUCTION, SECTION 2. BACKGROUND, SECTION 3. SCOPE OF WORK AND REQUIREMENTS, SECTION 4. PROPOSAL, SECTION 5. EVALUATION AND SELECTION, SECTION 6. QUESTIONS, SECTION 7. PROPOSAL CONTENTS, SECTION 8. PROPOSAL SUBMISSION, and SECTION 9. CONCLUDING STATEMENTS. Appendix A is titled 'APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM'. To the right of the table is a comment from Skelly, Meredith (DOA) dated June 13, 2017, providing instructions on how to update the table of contents.

Save your changes



Agency exceptions to the standing ranking format – contact buyer for alternate ranking template.

ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

Pomfret, Alicia (DOA) August 07, 2017

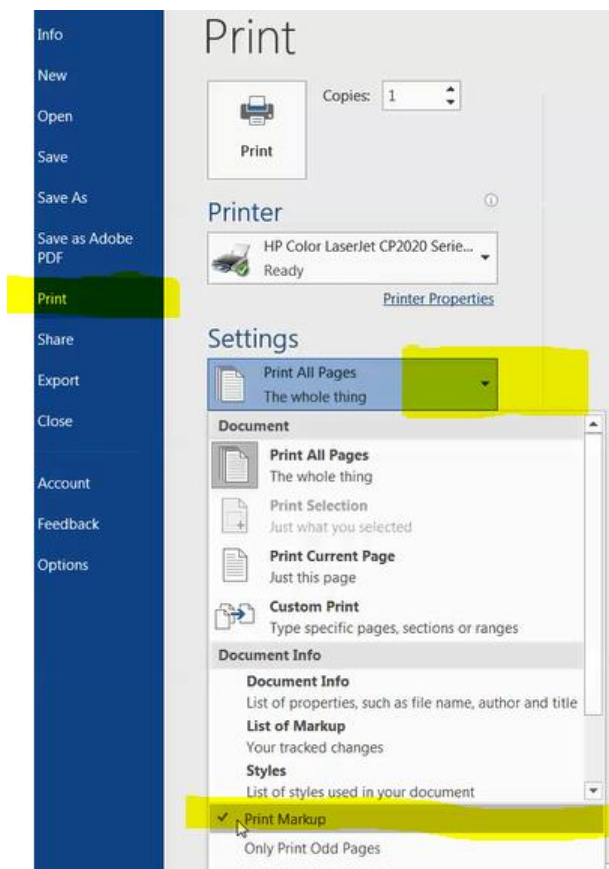
For exceptions to the standard ranking format contact the Purchases Buyer responsible for this RFP to collaborate on an "alternate ranking template".

[Reply](#) [Resolve](#)

For exceptions to the standard ranking format contact the Purchases Buyer responsible for the RFP to collaborate on an “alternate ranking template”. The Buyer will provide you with the “alternate ranking template” for your edits. Agency should provide buyer with both the RFP template and alternate ranking template and the buyer will merge both documents into one comprehensive RFP document for bid posting.

Instructions to print a non-markup copy of this document (no highlights & comments).

Click on the “File” tab, select “Print”, beneath the heading “Settings” click on the down arrow to the right of “Print All Pages”, beneath the section “Document Info” click on the arrow to the left of “Print Markup”. Under the “Print” heading at the top of the page select “Print”.



You will notice a change in the “print preview” from the markup version:

or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. Formatting of written documents and printed copies:

- For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- The cost proposal shall be typed using the formatting provided on the provided template.
- Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “RFP# xxxxxx” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill

Comments:

- Commented [SM(31)]: Include any additional documents that are required to be typed.
- Commented [SM(32)]: Include any additional documents that are required to be typed.
- Commented [SM(33)]: This is for cost proposals using a State provided template (Agency creates).
- Commented [SM(34)]: Purchases to fill-in

To the non-markup version for printing:

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