



Solicitation Number: RFP26006038

PrepareRI Website Redesign

Request for Proposal (RFP)

State of Rhode Island

AND

Ask IT Consulting Inc.

October 27, 2025 - November 24, 2025

General Header Information

Type:	Formal - Request for Proposal (RFP)
Start Date:	October 27, 2025 at 6:00:00 AM PDT
End Date:	November 24, 2025 at 12:00:00 PM PST
Vendor Q&A Start Date:	October 27, 2025 at 6:15:00 AM PDT
Vendor Q&A End Date:	November 10, 2025 at 11:00:00 AM PST
Description:	<p>The purpose of this project is to redesign the PrepareRI website (https://www.prepare-ri.org/) to align with current best practices in accessibility, design, and user engagement. The new site will serve as a modern, user-friendly platform that clearly communicates PrepareRI's mission to prepare all Rhode Island youth for meaningful careers through collaboration between education and workforce development. It must be visually compelling, intuitive, and accessible to students, families, educators, employers, and partners. The redesigned site will also support the PrepareRI: Destination 2030 action plan by highlighting key initiatives, resources, and opportunities for engagement. Ultimately, the new platform will function as a trusted statewide hub that strengthens PrepareRI's mission and advances Rhode Island's goals for education and workforce readiness.</p>
Delivery Terms:	Free On Board Destination
Payment Terms:	Vendor Specified
Contact Information:	<p>State of Rhode Island Austin Goodness One Capitol Hill 2nd Floor Providence RI, 02908 United States Tel: 401-574-8131 austin.goodness@purchasing.ri.gov</p>
Contact Details:	<p>If you have any questions, please contact: Austin Goodness One Capitol Hill 2nd Floor Providence RI, 02908 United States Tel: 401-574-8131 austin.goodness@purchasing.ri.gov</p>
Selected Categories:	<p>Internet services (81112100) World wide web WWW site design services (81112103)</p>

Header Custom Fields: General Solicitation Overview

OSP Vendor Instructions

- Vendors must register in Ocean State Procures™ at www.ridop.ri.gov/vendor-registration/ to be able to submit solicitation responses and receive any potential solicitation award.
- Vendor "How to Register" in Ocean State Procures™ instruction and registration link can be found at [Osp Vendor Registration | Rhode Island Division of Purchases \(ri.gov\)](#).
- Vendor "How to Bid" in Ocean State Procures™ instruction can be found at [OSP Vendor Online Training Center | Rhode Island Division of Purchases \(ri.gov\)](#).
- Solicitation responses must be submitted in Ocean State Procures™. Any solicitation responses emailed, mailed, faxed, hand-delivered or mis-directed to other State locations shall not be accepted.

Type	INST
Response	N/A

Contract Term

The initial contract period will begin approximately January 2026 for 6 months.

Contracts may be renewed for up to 2 additional 6-month periods based on vendor performance and the availability of funds.

Type	INST
Response	N/A

Questionnaire:

Vendor Certification Questionnaire

Description: Vendors must respond to every statement. Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

Disclosures 1. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below in Disclosures #5.

N/A

Type	YES/NO
Is Required	Y

Disclosures 2. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below in Disclosures #5.

N/A

Type	YES/NO
Is Required	Y

Disclosures 3. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below in Disclosures #5.

N/A

Type	YES/NO
Is Required	Y

Disclosures 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state. If "Yes," provide details below in Disclosures #5.

N/A

Type	YES/NO
Is Required	Y

Disclosures 5. Disclosure Details - If a "Yes" was provided in Disclosures 1-4, provide details here (attach document if additional space needed) - OR - Type "N/A" if all responses were "No".

N/A

Type	TEXT
Is Required	Y

Ownership Disclosure 1. Depending on the structure of the Vendor's business operation, provide one of the following: 1. If the Vendor is privately held, the Vendor shall provide ownership information. For each individual, provide his or her name, position with the Vendor and the percentage of ownership. If applicable, also list each intermediate parent company and the ultimate parent company of the Vendor. 2.If the Vendor is publicly held, the Vendor shall provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Vendor. List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Vendor to include each individual's name, position with the Vendor, and the percentage of ownership. If applicable, also list each intermediate parent company and the ultimate parent company of the Vendor. Attach document if additional space needed.

N/A

Type	TEXT
Is Required	Y

Certifications 1. The Vendor will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation. If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
Is Required	Y

Certifications 2. The Vendor possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Vendor shall immediately notify the State Purchasing Agent in writing. If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
Is Required	Y

Certifications 3. The Vendor will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Vendor will immediately notify the State Purchasing Agent in writing. If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
Is Required	Y

Certifications 4. The Vendor understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Vendor Certification may be grounds for suspension, debarment, and/or prosecution for fraud. If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
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Is Required Y

Certifications 5. The Vendor has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Vendor further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation. If "No," provide details below in Certifications #12.

N/A

Type YES/NO
Is Required Y

Certifications 6. This bid proposal is not a collusive bid proposal. Neither the Vendor, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other vendor or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other vendor or person to fix the price or prices in the bid proposal or the bid proposal of any other vendor, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other vendor, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Vendor, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents. If "No," provide details below in Certifications #12.

N/A

Type YES/NO
Is Required Y

Certifications 7. The Vendor: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b). If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
Is Required	Y

Certifications 8. The Vendor will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island. If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
Is Required	Y

Certifications 9. Vendor certifies that it is not currently engaged in and shall not during the duration of the contract (if awarded) engage in the boycott of any person, firm, or entity based in or doing business with any jurisdiction with whom the State of Rhode Island can enjoy open trade. Nor shall vendor participate in the boycott of any public agencies, entities, or instrumentalities of any jurisdiction with whom the State of Rhode Island can enjoy open trade. For the purposes of this certification "jurisdiction with whom the State of Rhode Island can enjoy open trade" means national governments who are members of the World Trade Organization. If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
Is Required	Y

Certifications 10. Vendor has complied with and, if awarded a contract with the State of Rhode Island shall promptly comply with, the reporting requirements of the "Reporting of Political Contributions by State Vendors Act", R. I. Gen. Laws § 17-27-1, et seq. If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
Is Required	Y

Certifications 11. Vendor has read and accepts the State of Rhode Island's General Conditions of Purchase which shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State's General Conditions of Purchase can be found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and addenda can be found at <https://ridop.ri.gov/about-us/procurement-statutes-and-regulations>. If "No," provide details below in Certifications #12.

N/A

Type	YES/NO
Is Required	Y

Certifications 12. Certifications Details - If a "No" was provided in Certifications 1-11, provide details here (attach document if additional space needed) - OR - Type "N/A" if all responses were "Yes".

N/A

Type	TEXT
Is Required	Y

Acknowledgement 1. Submission by the Vendor of a bid proposal pursuant to this solicitation constitutes an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation and the bid proposal. The Vendor certifies that: (1) the Vendor has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the bid proposal is based on this solicitation; and (3) the information submitted in the bid proposal (including this Vendor Certification Form) is accurate and complete. The Vendor acknowledges that the terms and conditions of this solicitation and the bid proposal will be incorporated into any contract awarded to the Vendor pursuant to this solicitation and the bid proposal. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this bid proposal and has been duly authorized to execute and submit this bid proposal on behalf of the Vendor.

N/A

Type	YES/NO
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Is Required Y

Acknowledgement 2. Name and Date - Enter name of vendor representative submitting this form with date.

N/A

Type TEXT

Is Required Y

Documents Required Before Bidding

ISBE Form - RFP Appendix B.pdf rev.11.15.24.pdf (**Not Accepted**)

Supplemental Bidder Attestation Form.pdf (**Not Accepted**)

RFP26006038 Scope of Work.pdf (**Not Accepted**)

Note: Acceptance of the documents above must be acknowledged in order for your bid to be considered.

Solicitation Bid Fields

General Requirements

Confidential Documents

Vendors may designate part or all of a document(s) as being "confidential" on the applicable document(s) itself. A confidential designation for these purposes should only be applied to information which is deemed exempt from public disclosure pursuant to R.I. Gen. Laws § 38-2-2 or other applicable federal/State law, and may include but not be limited to the following: proprietary information; trade secrets; vendor financial records/statements; vendor bank account, ACH, and/or routing numbers; personally identifiable information of vendor staff/contractors; and FEIN and/or Social Security Numbers.

Vendors are advised that upon submission of document(s) marked as "confidential", the Vendor must also upload a redacted copy of the same document(s) which are suitable for public disclosure. Failure to upload a redacted copy, or submission of documents which are so excessively redacted as to thwart public disclosure requirements, may result in the Vendor's proposal being deemed non-responsive to the solicitation in accordance with 220-RICR-30-00-13(C)(6).

OSP Confidential Toggle Indicator Note: The toggle functionality in OSP to designate a document(s) as confidential is temporarily unavailable. If a vendor needs to indicate a document(s) as "confidential", do so within the document(s) itself and upload the file accordingly.

Type	INST
Response	N/A

Questions

Questions concerning this solicitation must be submitted to the Division of Purchases' eProcurement website, Ocean State Procures™, no later than the date and time indicated on the 'Overview' tab of this solicitation. All questions must be submitted in OSP to the 'Q&A Center', accessed via the 'Collaboration' tab of this solicitation. Questions submitted directly to the buyer of record and/or Division of Purchases shall not be acknowledged. Submit each question individually with no attachments. Attachments shall not be acknowledged. No other contact with State parties is permitted.

Answers to questions received, if any, shall be posted on the solicitation record within Ocean State Procures™, as an addendum to this solicitation. It is the responsibility of all interested parties to monitor Ocean State Procures™ for any procurement related postings such as addenda.

Type	INST
Response	N/A

Insurance Requirements

In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s) (**marked with an "X"**):

General Requirements:

- a) ☒ Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
- b) ☒ Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
- c) ☒ Automobile liability - \$1,000,000 each occurrence combined single limit.
- d) ☐ Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

Professional Services:

- e) ☐ Professional liability ("errors and omissions") - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- f) ☐ Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- g) ☐ Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

Information Technology and/or Cyber/Privacy:

- h) ☒ Technology Errors and Omissions - Combined single limit per occurrence shall not be less than \$5,000,000. Annual aggregate limit shall not be less than \$5,000,000.
- i) ☐ Information Technology Cyber/Privacy – minimum limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate. If Contract Party provides:
 - 1) ☐ key back office services Contract Party shall have a minimum limit of \$10,000,000 per occurrence and \$10,000,000 annual aggregate;
 - 2) ☐ if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information"), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by \$25 per person breach response expense per occurrence; but no less than \$5,000,000 per occurrence, per annual aggregate; or,
 - 3) ☐ if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data \$20,000,000 per occurrence and in the annual aggregate.

Other:

Specify insurance type and minimum coverage required, (e.g. builder's risk insurance, vessel operation (marine or aircraft):

j) [] Other - Specify insurance type and minimum coverage required

Type	INST
Response	N/A

Late Bids

Vendors must submit proposals in response to this solicitation electronically in Ocean State Procures™ before the date and time listed on the “Overview” tab. Ocean State Procures™ will accept no submissions after the date/time listed in the “Overview” tab. Proposals must be uploaded to Ocean State Procures™ at <https://webprocure.perfect.com/login> on this solicitation utilizing the submission system as indicated above.

NOTE: Proposals misdirected to other State locations or those not presented to the Division of Purchases in Ocean State Procures™ by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals mailed, hand-delivered, faxed or emailed to the Division of Purchases shall not be accepted. The official time clock is online in Ocean State Procures™. Vendors are solely responsible for having proper internet connectivity, browser compatibility, and/or a functioning computer system for use of Ocean State Procures™.

Type	INST
Response	N/A

Vendor Registration Status in OSP and Potential Award

If your vendor registration in OSP is in a “**pending**” status **and** your organization receives notice of tentative selection for a potential contract or purchase order award; you must log into your OSP account and complete your registration to include your W-9 upload and other requirements as defined in the award's Tentative Letter of Selection. Your registration will then be reviewed by the state's Supplier Coordinator to transition your registration from “**pending**” to “**approved**” status if all qualifications are met. Further instruction for an “**approved**” account can be found atOSP Quick Start Guide (ri.gov)

Type	INST
Response	N/A

Bid Clauses/Requirements***Awards Extending Past Fiscal Year 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.

Type INST
Response N/A

Bid Opening

Notice to Bidders: Please be advised that the bid results relative to the within solicitation are preliminary. All bid submissions shall be evaluated by the Division of Purchases and the Agency to determine whether they are responsive to the solicitation and whether the vendor is responsible in accordance with the “State Purchases Act”, R. I. Gen. Laws § 37-2-1, et seq. and the Procurement Regulations.

Type INST
Response N/A

RFP Standard Specifications

SECTION 1. INTRODUCTION & INSTRUCTION AND NOTIFICATIONS TO VENDORS

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

A. INSTRUCTIONS AND NOTIFICATIONS TO VENDORS

1. Potential vendors are advised to review all sections of this RFP solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP solicitation are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP solicitation may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP solicitation or for providing oral or written clarification of its content, shall be borne by the vendor. The Division of Purchases assumes no responsibility for any vendor costs even if this RFP solicitation is cancelled or postponed.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be issued to a prime vendor, or prime vendors in the various categories, who shall be responsible for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractors to be used are identified in the proposal. The state reserves the right to cancel this procurement in the State's best interest at any time during the procurement and prior to issuance of a purchase order/contract for any reason whatsoever.
7. The purchase of goods and/or services under an award made pursuant to this RFP solicitation will be contingent on the availability of appropriated funds.
8. Any and all information submitted to the Division of Purchases for consideration in response to this RFP solicitation shall be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection.

Any information submitted in response to this RFP solicitation which a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if it determined that the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Vendors are responsible to monitor the Division of Purchases website on a regular basis, as additional information relating to this RFP solicitation may be released in the form of addenda, as necessary. Vendors are responsible for any amended requirements stated in an addendum.

10. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).

11. In accordance with R.I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1, it is the policy of the State to support the fullest possible participation of vendors owned and controlled by minorities (MBEs) and women (WBEs), and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a DisBE) (collectively, MBEs, WBEs and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 220-RICR-80-10-2, "Regulations Governing Participation by Small Business Enterprises in State Purchase of Goods and Services and in Public Works Projects". As a condition of contract award, vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the attached form entitled "MBE, WBE and/or DisBE Plan Form", which shall be submitted in a separate file as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Division of Equity, Diversity, and Inclusion or vendors certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office/minority-business-enterprise-mbe> or by contacting the Minority Business Enterprise Compliance Office (MBECO) at 401-574-8606 or via email at mbe.compliance@doa.ri.gov;

13. In the Vendor Certification Questionnaire, question “Certifications 11.”, bidders shall certify agreement to the State’s contract terms. However, in accordance with Section 220-RICR-30-00-13.3(C)(3) of the General Conditions, the Vendor may submit in their bid or proposal, “[q]ualified or conditional offers which impose limitations of the Vendor’s liability or modify the requirements of the solicitation, offers for alternate specifications, or offers which are made subject to different terms and conditions, including form contracts, other than those specified by the State.” However, qualified or conditional offers may be, at the sole discretion of the State Purchasing Agent:

- 1.Rejected as being non-responsive; or,
- 2.Set aside in favor of the requirements set forth in the solicitation (with the consent of the Vendor); or,
- 3.Accepted, if the State Purchasing Agent determines in writing that such acceptance is in the best interest of the State.”

By submitting a conditional or qualified offer, the Vendor bears the risk of their bid or proposal being considered non-responsive; however, prior to finding a vendor non-responsive, the Department shall give the vendor the opportunity to withdraw their requested, qualified terms. In the event the State receives a conditional or qualified offer, the State reserves the right to conduct a best and final offer process offering the same terms to all vendors and/or reject a qualified/conditional proposal as being non-responsive at any time during the review process. The Vendor should not assume that any further negotiation will occur upon selection.

In addition to the above, interested parties may submit questions relative to any terms and conditions (including but not limited to insurance requirements, limitation on liability, warranties, ownership, etc.) during the Q-and-A process for evaluation and response by the State during the open solicitation period. Please refer to the stated Q-and-A deadline under the “General Header Information” section and procedural instructions for question submissions in the “Questions” section at the beginning of this document for additional information.

Type	INST
Response	N/A

SECTIONS 2 - 6. STANDARD RFP SOLICITATION SPECIFICATIONS

SECTION 2. AGENCY SOLICITATION SPECIFICATIONS

See the “Overview” tab of this solicitation for the Agency Solicitations Specifications document which includes the following:

- Section A. Background
- Section B. Scope of Work and Requirements
- Section C. Proposal
- Section D. Evaluation and Selection – Solicitation Specific
- Additional sections may be provided, as necessary

SECTION 3: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Points shall be assigned based on the vendor’s clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

A. Technical Proposal Evaluation:

See the “Agency Solicitation Specifications” document provided on the “Overview” tab on this solicitation in Ocean State Procures™ for details.

B. Cost Proposal Evaluation:

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B’s cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

C. ISBE Participation Evaluation:

1. Calculation of ISBE Participation Rate:

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

2. Points for ISBE Participation Rate:

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

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate X Maximum ISBE participation points)

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

NOTE: See "Agency Solicitation Specifications" document, Section D. Evaluation and Selection – Solicitation Specific on the "Overview" tab of this solicitation for further evaluation information.

SECTION 4. PROPOSAL CONTENTS

RFPs in Ocean State Procures™ use two sections for uploading separate file attachments for Technical Proposal, Cost Proposal, ISBE Proposal and Supplemental Bidder Attestation Form responses on the "Attach Documents" tab, as follows:

- *Technical Evaluation Attachments* – use for uploading **Technical Proposal** and **Supplemental Bidder Attestation Form** as separate file attachment(s) only. Do not include any Cost or ISBE proposal information and/or files in this section.
- *Price Evaluation Attachments* - use for uploading **Cost Proposal** and **ISBE Proposal** file attachment(s) only.

Any proposals submitted incorrectly may be deemed non-responsive.

1. Proposals shall include the following:

1. *Review and accept any solicitation documents on the "Overview" tab.*

2. *Respond to the required “Questionnaire” tab with:* One completed Vendor Certification questionnaire. Do not include any Technical Proposal, Cost Proposal, ISBE Proposal and/or Supplemental Bidder Attestation Form response files.

3. *Upload the following files individually to the “Attach Documents” tab in the “Technical Evaluation Attachments” section:*

- a. Technical Proposal - Describe the qualifications and background of the vendor and experience with similar projects, and all information described in this solicitation. Upload one (1) electronic file, labeled “Tech Proposal”.
- b. Appendix A. Supplemental Bidder Attestation Form - Upload one (1) electronic file, labeled “Attestation Form”.

*Do **not** include any copies of the Cost Proposal, or ISBE Proposal files in the “Technical Evaluation Attachments” section.*

3. *Upload the following files individually to the “Attach Documents” tab in the “Price Evaluation Attachments” section:*

- a. Cost Proposal - A separate cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all requirements of this project. Upload one (1) electronic file labeled “Cost Proposal”.
 - b. Appendix B. MBE, WBE and/or Disability Business Enterprise Participation Plan (“ISBE Proposal”). Complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/vendor to be utilized on the solicitation. Do not include any copies in the Technical Proposal or Cost Proposal files.
- Upload one (1) electronic file for each vendor/subcontractor to be utilized on the solicitation, labeled “ISBE Proposal – [insert vendor/ subcontractor name]” .

B. Formatting of proposal response contents should consist of the following:

1. Formatting of Files – Separate files are required for the Technical Proposal, Bidder Attestation Form, Cost Proposal and ISBE Proposal. All files submitted must be labeled with:

- a. Vendor’s name
- b. RFP # (DO NOT include the RFP title)
- c. Proposal type (e.g., Tech Proposal, Cost Proposal, Attestation Form, ISBE Proposal, etc.)

Vendors are responsible for testing their files before submission as the Division of Purchase’s inability to open or read a file may be grounds for rejection of a vendor’s proposal. All files should be readable and submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. Please note that files submitted, shall not be returned.

2. Formatting of written documents:

- a. For clarity, proposal documents shall be type-written. All proposal documents shall be formatted to single-space, with 1" margins on 8.5"x 11" paper setting using a font of 12-point Times New Roman.
- b. All pages of the proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. If the solicitation includes a proposal template for vendor use, it shall be typed using the formatting provided in the template.

SECTION 5. PROPOSAL SUBMISSION

Vendors must submit proposals in response to this solicitation electronically in Ocean State Procures™ before the date and time listed on the "Overview" tab. Ocean State Procures™ will accept no submissions after the date/time listed in the "Overview" tab. Proposals must be uploaded to Ocean State Procures™ at <https://webprocure.perfect.com/login> on this solicitation utilizing the two-envelope proposal submission system as indicated above.

NOTE: Proposals misdirected to other State locations or those not presented to the Division of Purchases in Ocean State Procures™ by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals mailed, hand-delivered, faxed or emailed to the Division of Purchases shall not be accepted. The official time clock is online in Ocean State Procures™. Vendors are solely responsible for having proper internet connectivity, browser compatibility, and/or a functioning computer system for use of Ocean State Procures™.

SECTION 6. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order or contract is issued by the Division of Purchases.

The State's General Conditions of Purchase shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State's General Conditions of Purchase can be found at General Conditions of Purchase (220-RICR-30-00-13) - Rhode Island Department of State and addenda can be found at Procurement Statutes and Regulations | Rhode Island Division of Purchases (ri.gov).

Type INST

Response N/A

APPENDIX A. SUPPLEMENTAL BIDDER ATTESTATION FORM

Appendix A. Supplemental Bidder Attestation Form:

In accordance with R.I. Gen. Laws § 37-2-13.1(b), Vendors are required to complete the included Supplemental Bidder Attestation form as part of their proposal submission. Upload the fully executed form as a separate file with your Technical Proposal in Ocean State Procures™. Any Vendor proposals submitted without a fully executed Supplemental Bidder Attestation form may constitute a technical omission in accordance with 220-RICR-30-00-13.3(C)(7), or deemed nonresponsive for failure to comply with R.I. Gen. Laws 37-2-13.1(d). Vendors are advised to direct any inquiries regarding this form and/or its governing laws to their own legal counsel.

Type INST
Response N/A

APPENDIX B. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

Appendix B. Proposer ISBE Responsibilities and MBE, WBE and/or Disability Business Enterprise Participation Form

a. Vendor's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Vendor must submit its proposed ISBE Participation Rate via sealed electronic submission at the time it submits its proposed total contract price. *Upload the fully executed form as a separate file with your cost proposal in Ocean State Procures™* The Vendor shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, DEDI, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Vendor that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Vendors shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Vendors shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Vendor shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Vendor shall notify the DEDI of the change as soon as reasonably possible. Vendors are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Vendor becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and DEDI as soon as reasonably possible. The Division, in consultation with DEDI and Governor's Commission on Disabilities, and the Vendor may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Vendor or the direct result of an unanticipated reduction in the overall total project cost.

b. MBE, WBE AND/OR Disability Business Enterprise Participation Plan Form:

The MBE, WBE and/or Disability Business Enterprise Participation Plan form is located on the "Overview" tab. Vendors are required to complete, sign and upload to the "Attach Documents" tab in the "Price Evaluation Attachments" section. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/vendor to be utilized on the solicitation.

Type INST
Response N/A

General Requirements Acknowledgement

Acknowledge you have read all the requirements by selecting yes/no

Type YESNO
Response N/A

Vendor Solicitation Contact

Type TEXT
Response N/A

Company Street Address

Type TEXT
Response N/A

City, State & Zip Code

Type TEXT
Response N/A

Contact Email

Type TEXT
Response N/A

phone (include extension)

Type TEXT
Response N/A

The buying organization has no content in line items fields of the solicitation.