

**RFP - AGENCY SOLICITATION specifications**

**HEADER**

**Title:**

**Description:**

**PRE-BID/ PROPOSAL CONFERENCE:** YES/NO

MANDATORY: YES/NO

DATE: XXX

TIME: XXX

LOCATION: XXX

**BONDING REQUIREMENTS**

BID SURETY BOND REQUIRED: YES/NO

PAYMENT AND PERFORMANCE BOND REQUIRED: YES/NO

**CONTRACT TERMS**

The initial contract period will begin approximately [Insert date] for one (1) year.  Contracts may be renewed for up to [Insert number] additional 12-month periods based on vendor performance and the availability of funds.

**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):

***General Requirements****:*

13a)  Liability - combined single limit of $1,000,000 per occurrence, $1,000,000 general aggregate and $1,000,000 products/completed operations aggregate.

13b)  Workers compensation - $100,000 each accident, $100,000 disease or policy limit and $100,000 each employee.

13c)  Automobile liability - $1,000,000 each occurrence combined single limit.

13d)  Crime - $500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services****:*

13e)  Professional liability (“errors and omissions”) - $2,000,000 per occurrence, $2,000,000 annual aggregate.

13f)  Environmental/Pollution Liability when past, present or future hazard is possible - $1,000,000 per occurrence and $2,000,000 aggregate.

13g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - $1 Million per occurrence.

***Information Technology and/or Cyber/Privacy****:*

13h)  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.

13i)  Information Technology Cyber/Privacy – minimum limits of $5,000,000 per occurrence and $5,000,000 annual aggregate. If Contract Party provides:

a)  key back office services Contract Party shall have a minimum limit of $10,000,000 per occurrence and $10,000,000 annual aggregate;

b)  if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in 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,

c)  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):

13j)  Other - Specify insurance type and minimum coverage required

**SECTION A. BACKGROUND**

See comment.

**SECTION B: SCOPE OF WORK AND REQUIREMENTS**

See Comment.

**SECTION C: PROPOSAL**

## **1. Technical Proposal**

Narrative and format: Vendors must submit a technical proposal which addresses each of the following elements and is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request):

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in [insert description of field of expertise].
2. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor’s experience as a [insert description of field of expertise]. List a minimum of three (3) relevant client references, to include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan -** Please describe in detail, the framework within which requested [insert service type] services will be performed. The following elements should be included: [Insert list of elements]
4. **Approach/Methodology** – Define the methodology to be used for [insert description of efforts you are looking for the vendor to define in their response]

**2. Cost Proposal**

Detailed Budget and Budget Narrative:

Provide a cost proposal for the required services which includes the following information: [Insert description]

## **3. ISBE Proposal**

See Appendix A on the “Overview” tab in Ocean State Procures™ for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these forms with their overall proposal.Please complete separate forms for each MBE, WBE, and/or Disability Business Enterprise subcontractor to be utilized on the solicitation.

**SECTION D: EVALUATION AND SELECTION - SOLICITATION SPECIFIC**

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

Proposals shall be reviewed and scored based upon the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Possible Points** |
| Staff Qualifications | 10 Points |
| Capability, Capacity, and Qualifications of the Vendor | 10 Points |
| Work Plan | 30 Points |
| Approach/Methodology | 20 Points |
| **Total Possible Technical Points** | **70 Points** |
| Cost proposal | 30 Points |
| **Total Possible Evaluation Points** | **100 Points** |
| ISBE Participation | 6 Bonus Points |
| **Total Possible Points** | **106 Points** |

See the “Requirements” tab of this solicitation for additional information on the evaluation and selection process in the “RFP Standard Specification” section.