



## **Solicitation Information**

March 10, 2010

**RFP # 7323535**

**TITLE: Fiscal Agent – Arts Council Panel Operations**

**Submission Deadline: 08 April 10@ 2:00 PM (Eastern Time)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gwalsh@purchasing.state.ri.us](mailto:gwalsh@purchasing.state.ri.us) no later than **25 Mar 10 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Gail Walsh  
Buyer**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island State Council on the Arts (RISCA or "the Council"), is soliciting proposals from qualified organizations and individuals to function as fiscal agent to RISCA for support of peer advisory panel operations for three years, **with a possible option to renew for an additional three years**, as described elsewhere here in, and in accordance with the terms of this Request and the State's General Conditions of Purchase, which is available on the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request; other than to name those offerors who have submitted proposals. The Rhode Island State Council on the Arts is the administrator of this project.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

**Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Office of Purchases. FAXED, or emailed, proposals will not be considered.**

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

The offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8253 or [cnewton@gw.doa.state.ri.us](mailto:cnewton@gw.doa.state.ri.us) . You may also visit the website at [www.mbe.ri.gov](http://www.mbe.ri.gov) .

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.

Equal Employment Opportunity (RIGL 28-5.1) §28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us) .

If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) for more information.

**THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME. IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA. AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.**

## SECTION 2 - BACKGROUND AND PURPOSE

**BACKGROUND:** The Rhode Island State Council on the Arts depends on professional artists and administrators to review applications through our peer panel process in each grant application category, and also commissions three kinds of professional site visits and reviews as part of its review of General Operating Support applications. Panelists devote long hours on their own to review of dozens of grant applications, and spend one or two full days in meetings to discuss these applications and offer funding recommendations to the Arts Council board. In return, the State Arts Council awards an honorarium to panelists for each day they meet as a group. In addition, artistic and administrative site visits, as well as a financial report by an independent CPA are part of the review in our General Operating Support (GOS) category. Artistic site visits involve attending a performance or exhibition and writing up to two pages of observations on the artistic quality of the performance and the experience of attending a performance. Administrative site visits involve meeting with the leadership and professional staff of an organization to explore management, planning, finances and other aspects of the organization and its work. The fiscal review, conducted by an independent CPA, looks at the financial records of each GOS applicant and provides analysis for the benefit of the peer review panel.

RISCA will have a resource plan of **\$15,000** for State Fiscal Year 2010, **\$15,000** for State Fiscal Year 2011 and **\$15,000** in State Fiscal Year 2012, including the cost of fiscal agent services. All funds are federal, provided as part of the annual Partnership Agreement with the National Endowment for the Arts, a federal agency.

**GENERAL PURPOSE:** RISCA seeks the services of a fiscal agent for the timely payment of honoraria and some travel expenses for peer panelists, and for site visitors and reviewers.

### SECTION 3 - SCOPE OF WORK

**GENERAL DESCRIPTION:** The Rhode Island State Council on the Arts (RISCA) requires a fiscal agent to administer the timely payment of honoraria, fees and travel expenses, under the direction of the State Arts Council.

**QUALIFICATIONS:** To be considered to be qualified to perform these services, offerors must demonstrate their fiscal knowledge and experience, Excel capability, and understanding of the Rhode Island arts community.

A full disclosure of the offeror's involvement with the Rhode Island State Council on the Arts grant programs must be made within the Technical Proposal. The disclosure must name the project(s), describe the services rendered by the offeror or such other involvement as may be pertinent, and name the personnel involved in those projects who have participated or will participate in the response to the Request.

#### **TASKS:**

##### Task 1

The fiscal agent will establish a RISCA panelist checking account and deposit the panelist operations funds on a scheduled basis upon receipt from RISCA.

##### Task 2

The fiscal agent will pay bills and expenditures authorized by the Council. The fiscal agent will communicate within two working days with the Council to resolve any questions or problems in payment.

##### Task 3

The fiscal agent will establish and maintain a computerized spreadsheet of expenditures by category.

##### Task 4

The fiscal agent will provide expenditure and balance reports to the Council within five working days of any request for this information by the Council and an annual report within ten working days of the end of the fiscal year.

### SECTION 4 – PROPOSAL QUESTIONS & SUBMISSION

**Questions concerning this solicitation may be emailed to the Division of Purchases, in accordance with the terms and conditions expressed on Page 1 of this solicitation. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the help Line at (401) 222-3766.**

Interested offerors may **submit proposals** to provide the services covered by this Request **on or by the date and time indicated on Page 1 of this solicitation.**

Proposals (an original plus five (5) copies of the technical response and an original plus one (1) copy of the cost response) should be mailed or hand-delivered in a sealed envelope marked "**RFP #7323535: Fiscal Agent –Arts Council Panel Operations**" to:

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested .

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

## **PROPOSAL CONTENTS**

Proposals must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov))
2. A Technical Proposal statement of experience describing the **Vendor's** background, qualifications, and experience with and for similar projects,
3. A separate, *signed and sealed*, Cost **Proposal not to exceed \$15,000 for FY 2010, \$15,000 for FY 2011 and \$15,000 FFY 2012. This fee may be negotiated if renewed for FY 2013, FY 2014 and FY2015 for fiscal agent services.**
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) .

The **Technical Proposal** must contain the following sections:

### **Executive Summary**

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offerors technical approach, capability to complete the task, and ability.

### **Offeror's Organization and Staffing**

This section shall include the qualifications of the Vendor to perform the project (limited to those qualifications that directly relate to the type of work required in this project), and all staff and/or subcontractors. It shall also include the duties, responsibilities, and concentration of effort, which apply to each including resumes, curricula vitae, or statements of prior experience and qualification.

### **Work Plan/Approach Proposed**

This section shall describe the offeror 's understanding of the State 's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplace for accomplishing the results proposed. A Work Plan including methodology, and a Project Schedule containing a timetable of proposed tasks and sub tasks (**the schedule shall be based on an assumed start of December 7, 2009**), and

### **Previous Experience and Background**

This section shall include the following information:

1. A list of three (3) most recent similar projects with a contact person to be used as a reference check;
2. A description of the business background of the offeror and all subcontractors proposed, including a description of their financial position; and

3. Offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode island Department of Administration and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all state procurements. Questions concerning this requirement should be directed to the MBE Administrator at (401) 222-6253.

The **Cost Proposal** must outline the cost for performing as fiscal agent so as to meet the requirements and standards set forth in this RFP. Vendors should submit a copy of their cancellation fee policy. Vendors should submit a copy of their rejection fee policy.

Terms and payment for professional services will be based on interim submittals that are to be arranged with the successful Vendor and by mutual agreement of the parties.

The State reserves the right to limit the award to perform those Tasks for which funding is presently available.

**PROPOSAL EVALUATION**

Criteria for reviewing proposals:

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|---|-------------|
| 1. Fiscal agent experience/staff capability   | 0-50 points |
| 2. Excel capability and experience  | 0-15 points |
| 3. Understanding of RISCA and RI arts community   | 0-15 points |
| 4. Cost of providing fiscal services<br>( Lowest cost / cost of proposal being evaluated X 20 points) | 0-20 points |

SCORING TOTAL	100 points
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Proposals must receive a minimum of 60 technical points, out of a possible 80, to warrant further evaluation. Proposals scoring less than 60 points, will be dropped from further consideration and their cost proposals will remain unopened. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole discretion, elect to require presentations by offerors clearly in consideration for award. Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, to reject any or all proposals, and to award what it considers to be in its own best interest.

The State will commission a proposal review committee which will present written findings including the results of all evaluations and its recommendation, to the Purchasing Agent who will obtain a recommendation from the Rhode Island State Council on the Arts. The Purchasing Agent, or his designee, will make the final selection for this requirement.