

THE UNIVERSITY OF RHODE ISLAND

Solicitation Information 7/20/2023

RFP# 101294

TITLE: Environmental Health & Safety Web-based Lab Compliance Software

Submission Deadline: 08/17/2023 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

MANDATORY:

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the URI Purchasing Department at URIPurchasing@uri.edu no later than **8/03/2023 12:00 PM (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.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Kristen Bellotti, Asst. Univ. Purchasing Agent

Note to Applicants:

- Applicants should register on-line at the URI Controller's Website at <https://web.uri.edu/controller/accounts-payable/suppliers/>
- Proposals received without a completed URI Bidder Certification Form may result in disqualification.

Respondent Information:

Company Name _____

Address _____

Contact Name _____

Contact Email _____:

Contact Phone _____

University of Rhode Island Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bid responses must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State or University locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed 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 University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at www.purchasing.ri.gov > Solicitation Opportunities > Other Solicitation Opportunities. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified “no substitute”, product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND THE UNIVERSITY OF RHODE ISLAND CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State’s Purchasing Laws and Regulations and other applicable State Laws and Regulations, including the Board of Governors for Higher Education Regulations and General Terms and Conditions of Purchase. The Regulations and General Terms and Conditions are incorporated into all University of Rhode Island contracts and can be viewed at: <https://web.uri.edu/purchasing/files/BOGREG.pdf> and www.ridop.ri.gov .

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State’s Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a “public copy” to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <https://www.ridop.ri.gov/rules-regulations/>

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Indicate Yes (Y) or No (N):

____ 4 State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder 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, then provide details below.

Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Vendor, and the percentage of ownership, if any, he or she holds in the Vendor, and each intermediate parent company and the ultimate parent company of the Vendor.

[illegible]

SECTION 4 - CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE VENDOR CERTIFIES THAT:

____ 1 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

____ 2 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," and (2) RIGL section §37-2-7(16) which identifies the URI Board of Trustees as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.B any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

____ 3 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

____ 4 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

____ 5 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

____ 6 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

____ 7 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<https://www.ridop.ri.gov/rules-regulations/>) and the Board of Governors Regulations on the URI Purchasing Website (<https://web.uri.edu/purchasing/files/BOGREG.pdf>) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

____ 8 I/we certify that the bidder: (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); and (ii) is not engaging in any such investment activities in Iran.

____ 9 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML)
Category: _____

____ 10 I/we certify that the above information is correct and complete.

IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #1 – 8 and 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments where applicable, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor/Company Name; _____

Vendor's Signature: _____ Bid Number: _____ Date: _____
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer

SECTION 1: INTRODUCTION

The University of Rhode Island Board of Trustees /University of Rhode Island is soliciting proposals from qualified OFFERORS to provide web-based Environmental Health and Safety solutions to broadly support campus health and safety compliance in accordance with the terms of this Request for Proposal (“RFP”) and General Terms and Conditions of Purchase indicated on the attached Bidder Certification Form.

The initial contract period will begin approximately September 1, 2023, and continue for five calendar years. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the University of Rhode Island Purchasing Department pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential offerors are advised to review all sections of this RFP 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 are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content shall be borne by the vendor. The University assumes no responsibility for these costs even if the RFP is cancelled or continued.
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 University of Rhode Island 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 made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal, and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the University of Rhode Island Purchasing Department for consideration in response to this RFP may be considered to be public records, as defined in R. I. Gen. Laws § 38-2-1, *et seq.*, and may be released for inspection upon request, once an award has been made.

Any information submitted in response to this RFP that 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 University of Rhode Island Purchasing Department may release records marked confidential by a vendor upon a public records request if the University determines 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. Vendors are also advised that responses marked confidential in their entirety may be deemed non-responsive. **Inclusion of a “confidentiality header/footer” on entire pages of submissions (or all pages) is NOT considered an acceptable way to flag confidential information (flags must be very specific and a specific justification explaining how the information meets the APRA exception must be provided with it) and will not be recognized by URI.**

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.

- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (as well as the “Certificate of Compliance”) <https://dedi.ri.gov/divisions-units/equal-opportunity-office/contract-compliance-related-forms> and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at <https://dedi.ri.gov/divisions-units/equal-opportunity-office> .

11. 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).
12. 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 firms 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 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and 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 enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope 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, Office of Diversity, Equity and Opportunity or firms 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> . Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Equity, Diversity and Inclusion’s website, at <https://dedi.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1.

13. Complete a separate Higher Education Community Vendor Assessment Toolkit (HECVAT) Full 3.04 assessment.: The HECVAT may be accessed electronically at <https://library.educause.edu/resources/2020/4/higher-education-community-vendor-assessment-toolkit>. The “HECVAT” is intended to simplify and speed up the process of gathering the information to assess the controls used by your organization to protect the University’s data, comply with the terms of the Agreement and to provide an operationally stable, protected and recoverable

service. Your electronic completed copy of the HECVAT, provided with your RFP response, will be reviewed and approved for compliance by the University Chief Information Security Officer (CISO) prior to the Technical Review. HECVATs not approved by the URI CISO will not proceed to the Technical Review

14. Vendor agrees to secure the confidentiality of all information and records by applicable federal and state laws, rules, and regulations. Vendor understands that the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g governs the privacy and security of educational records and information and agrees to abide by FERPA rules and regulations, as applicable. |

Restrictions on Communications – No Bidder-initiated contact, other than normal business activities not associated with this procurement, will be allowed after the issuance of this RFP between Bidders and University employees or their agents regarding this solicitation, except with express permission of the University Purchasing Department. Any such other contact may be considered improper and may disqualify a Bidder from further consideration. The appropriate channel to direct any communications, concerns or questions regarding the RFP is through the email address provided herein.

If a Bidder fails to notify the University of Rhode Island Purchasing Department contact person of an error in this RFP which was known or reasonably should have been known to the Bidder, the Bidder shall submit a response at the Bidder's own risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or performance time by reason of the error or its later correction.

SECTION 2: BACKGROUND |

The University of Rhode Island is a public land grant research university with its main campus in Kingston, Rhode Island and its satellite Narragansett Bay Campus. URI was established in 1892 and enrolls approximately 18,000 students. URI has many strong research based academic programs, including the Colleges of Pharmacy, Chemistry, Engineering, Oceanography, Environmental, Marine and Biological Sciences, and Physics.

URI Environmental Health and Safety Department seeks to purchase a web-based software platform that can assist laboratory users in maintaining compliance with Federal and State regulations. Currently, Environmental Health & Safety (EH&S) uses multiple incompatible vendors to complete certain lab functions, such as lab inspections, chemical inventory, safety training and retrieval of safety data sheets. Other tasks, such as safety equipment management, evaluation of control areas in buildings (fire zones), near miss incidents, standard operating procedures and management of controlled substances, are completed “on paper” or on spreadsheets. The goal of this RFP is to purchase a web-based software platform that can include multiple disparate lab tasks for approximately 350 labs under one umbrella so that lab managers may view a dashboard and easily access information and tasks within his/her lab to maintain safety and compliance within the lab.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The purpose of this Request for Proposal is to enter into an agreement with a Company, which can provide the maximum value to the University of Rhode Island EH&S Department by delivering a comprehensive and quality web-based laboratory compliance software program that allows lab managers to actively oversee all aspects of lab management as well as assist in compliance with Federal and State regulations. In every aspect of its work, the University expects the Company to practice the highest level of customer service, to represent the interests and image of the University, and reflect the overall excellence of the University and its research programs.

Specific Activities / Tasks

The University of Rhode Island, Environmental Health & Safety Department (hereinafter referred to as EH&S), desires to establish a contract for a web-based EH&S Laboratory Management solution with implementation support and data migration services:

The EH&S solution must have the ability to provide the following capabilities:

1. Characteristics/Design:

- 1) For Safety Data Sheets (SDS), provide the ability to:
 - a) Search by chemical, Chemical Abstracts Service (CAS) number, or manufacturer so that a detailed SDS record can be retrieved.
 - b) Track URI Laboratory Chemical Inventories in order to identify their related SDSs.
 - c) View a detailed SDS from within the Laboratory Chemical Inventory so that a specific chemical and chemical manufacturer can be obtained.
- 2) Chemical Inventory, provide the ability to:
 - a) Support barcode scanning so that users can make use of commercially available scanners or downloadable apps for iOS mobile devices (iPhone 8 or later or iPad).
 - b) Scan a barcode so that a new chemical is added to a lab's inventory and by extension, the overall chemical inventory for the University.
 - c) Scan a barcode so that a chemical is removed from a lab's inventory, and by extension, the overall chemical inventory for the University.
 - d) Incorporate the barcodes currently in use at URI so that new barcodes will not be required in order to use the proposed solution.
 - e) Maintain attributes so that the following can be tracked for each laboratory: chemical names, chemical synonym names, CAS numbers, vendors, barcode numbers, chemical expiration dates, inventory (scanned) dates, manufacturer names, container sizes and units of measure, amounts of chemical remaining, location (building/room), and lab manager.
 - f) Easily transfer chemicals between labs within the chemical inventory.
 - g) Use pre-defined report criteria so that the following reports can be generated on-demand:
 - i) Department of Homeland Security CFATS list
 - ii) Fire Zone/Control Areas
 - iii) Inventory reports for chemicals of concern (radioactive materials, peroxide formers, expired chemicals, controlled substances, compressed gas cylinders, antineoplastic drugs)

- 3) Lab inspection, provide the ability to:
 - a) Have lab inspectors use the solution to facilitate lab inspections per federal and state regulations.
 - b) Utilize guided inspection forms with prepared regulatory questions so that lab inspections audit all required EPA, OSHA and NFPA regulations.
 - c) Have the versions of EPA, OSHA and NFPA questions and regulatory references updated by the solution when new versions are available within 30 days so that URI is always working with the current version.
 - d) Create custom question prompts so that EH&S staff has the ability to assess URI-specific or lab-specific compliance requirements.
 - e) Have proposed corrective actions so that each non-compliance issue can be addressed.
 - f) Send notifications so that the lab manager receives an email notifying them that an inspection has been completed and there are non-compliance issues that need to be corrected.
 - g) Interface with the solution to take pictures (via an iPhone, laptop or iPad) so that the images can be associated with observed non-compliance issues.
 - h) Mark up photos using a drawing tool and/or adding text so that inspectors can easily highlight the observed non-compliance issues.
 - i) Allow a lab manager to input corrective actions (including photos) so that the violation can be closed.
 - j) Search using criteria so that inspections can be retrieved using attributes including but not limited to: active/closed, campus, building, department, laboratory room and lab manager.
 - k) Search and view labs that are out of compliance (violations not corrected by due date).
 - l) Allow EH&S managers to create, modify, update or delete lab information so that they can maintain location and lab manager attributes.
- 4) Central accumulation area (90-day) inspection requirements:
 - a) Provide the ability to have a checklist that includes the following information: date and time of inspection, name of inspector, notation of observations made, observations of leaking containers or deterioration of containers caused by corrosion or other factors, containers closed properly, and proper labeling of containers so that URI Inspectors can conduct Central Accumulation Area (90-day) inspections.
- 5) Waste pickup, the solution shall provide the ability to:
 - a) Manage waste pickup requests so that lab managers can request pickups from EH&S.
 - b) Notify EH&S when a new request is submitted, so that they can take action.
 - c) Notify Lab Managers so that they will know when waste pickup request are complete.
 - d) Track a history of requests so that EH&S and Lab Managers can review previous requests.
 - e) Set dynamic default values so that waste pickup requests are pre-populated with lab manager, email address, building and lab number.
 - f) Manage waste container information on waste pickup requests so that Lab Managers can list multiple waste container contents (especially for mixtures), hazard class and waste container sizes and quantity.
 - g) Order waste supplies from EH&S (waste containers, biowaste boxes/bags, labels, waste trays) via a dropdown menu or other means.
- 6) Standard Operating Procedures (SOP), the solution shall provide the ability to:

- a) Manage standard operating procedures so that lab users can follow written steps to be performed during an experimental procedure. The SOP will include information about potential hazards and how hazards will be mitigated. The SOP will be edited by both lab users and EH&S staff.
 - b) Relate organizational data to standard operating procedures so that they are associated with a lab manager, building, room number, email and phone number.
 - c) Manage information for specific lab experiments so that the following information is included: chemicals used, equipment used, personal protective equipment used, procedure from obtaining the chemicals through chemical storage through use and waste disposal.
 - d) SOP must have a signature line acknowledgment for the lab manager and training acknowledgement for lab students. Signature can be electronic or a digital acknowledgement.
 - e) Allow SOP form revision by role so that they can be managed by EH&S and a Lab Manager.
 - f) Revision tracking a plus.
- 7) Laboratory training, the solution shall provide the ability to:
- a) Manage EH&S laboratory training requirements so that EH&S will have a framework to:
 - i) Identify training requirements.
 - ii) Offer training materials.
 - iii) Track compliance with training requirements.
 - b) Upload EH&S provided videos, PowerPoint slides, and images/documents to the Company's software platform so that they can be offered as training materials.
 - c) Ability for students to take EH&S created quizzes which are uploaded to the Company's software platform to confirm attendance and knowledge retention. Must be able to allow students to re-take training and quizzes for failing grades. Grades must be documented and retained on the Company's software platform.
 - d) Dashboard accessible to EH&S and lab managers so they may assign applicable training to students and ensure that the training was viewed, and a passing quiz score was obtained.
 - e) Enroll students using their unique email address (including students without a "uri.edu" domain name).
 - f) Must be able to archive training records indefinitely.
 - g) Ability to print training certificates for staff/students.
 - h) Ability to generate a list of names of those who have completed a specific training and the date of completion.
- 8) Track accidents and near misses, the solution shall provide the ability to:
- a) Track accidents and near misses so that EH&S has a history of these events.
 - b) Associate key data with accident or near miss records so that the following information can be included: name, email address, URI identification number, phone number, description of event.
 - c) Input steps taken to prevent recurrence (safety measures, additional training, etc.).
 - d) Forward Accident and Near Miss reports so that they can be shared with other internal URI departments like Health Services and/or Risk Management.
- 9) Calendar, the solution shall provide the ability to:
- a) Maintain a calendar of events so that waste pickup dates, training dates, and other EH&S information is available to EH&S staff, lab users and lab managers.
- 10) Laboratory equipment, the solution shall provide the ability to:

- a) Manage laboratory equipment inventory lists so that the following information can be maintained: type of laboratory equipment, serial or other identifiable number, building room number, department, and lab manager.
 - b) Notify lab managers when equipment certification due dates are approaching so that they know to take action.
 - c) Record inventory inspections and/or certification dates so there is a history stored with each inventory item.
- 2. Usability, the solution shall provide the ability to:
 - 1) Utilize Single Sign On (SSO) so that login is made through URI SSO for an unlimited number of lab users.
 - 2) Offer web-based access so that users can connect over common Internet connections.
 - 3) Utilize multiple web layouts so that Desktop, Mobile and Tablet layouts are available.
 - 4) Be implemented in at least 350 labs.
 - 5) Deliver a simplified, intuitive and streamlined user experience.
 - 6) Have a license model covering all URI lab managers across all URI campuses.
- 3. Training and Implementation Support:
 - 1) Vendor to provide in person and/or video conferencing on training lab users and EH&S staff on how to use all modules of the software. Pre-recorded training or slides provided by the Company will be necessary to upload for software training of future lab users.
 - 2) Provide PMI based project management expertise including the development of staffing plans, a detailed Microsoft Office project plan, project performance metrics, budget tracking, issue and risk management plans.
 - 3) Leverage proven industry standard implementation methodology to create detailed design specifications, structured configuration and development execution, detailed testing plan and deployment activities.
 - 4) Provide data conversion services for all chemical inventory lab records. Chemical inventory records include all elements found in section titled: "Specific Activities/Tasks" bullet 1.2(e).
 - 5) Vendor to provide annual support and maintenance, including security patches, regulatory updates, bug fixes, performance improvements, and new software updates.
 - 6) Working hours (8AM-6PM EST) availability to technical support for problem solving and answering questions.

SECTION 4: PROPOSAL

A. Technical Proposal

URI will establish a technical review committee (TRC) to evaluate submitted vendor proposals related to this RFP. The proposals will be evaluated by the TRC in two phases. In Phase 1, the TRC will evaluate the written proposals. Proposals that meet the minimum scoring threshold for Phase 1 (described further below) will advance to Phase 2. In Phase 2, URI will require selected vendors to provide a presentation/demonstration of their proposed system. Phase 2 will be evaluated accordingly.

Narrative and format: The proposal should address specifically each of the following elements:

1. **Executive Summary** - The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the offeror's technical approach and ability.

2. **Capability, Capacity, and Qualifications of the Offeror** - This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).
3. **Work Plan/Approach and Methodology** – This section shall describe the offeror’s understanding of the State/University’s requirements referenced in section 3, including the result(s) intended and desired. This element of the proposal shall discuss and justify the approach proposed to be taken for each task and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each. It will also identify and describe what type of tutor training methodology for staff will be utilized in the program.
4. **Previous Experience and Background, including the following information:**
 - a. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
 - b. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position;
 - c. Provide a list of four university references with contact information from universities with at least 350 laboratories;
 - d. Bidder company must have been in business for at least 4 years. This can be accomplished by providing registration documents from the Secretary of State’s office in the offeror’s state.

B. Cost Proposal

Provide a cost proposal by completing the following Appendix B - Cost Proposal. Provide the completed Cost Proposal in a separate, sealed envelope labeled “Cost Proposal.”

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee (“TRC”) comprised of staff from URI. The TRC first shall consider technical proposals.

The evaluation of Technical Proposals will be split into two phases: the first phase will be the review and scoring of the Written Technical Proposal by the TRC; the second phase will be the scoring of the Presentation and Demonstration of the Product and Services offered.

In Phase 1, the TRC will score submitted written proposals. Proposals that meet or exceed a minimum threshold of 30 out of a maximum of 40 points to advance to Phase 2. Any technical proposals scoring less than 30 points shall be disqualified.

In Phase 2, URI will require selected vendors to schedule a presentation/demonstration with the TRC and score the product and/or services accordingly.

Following the scoring of Phase 2, points for Phase 1 and 2 will be combined. Technical proposals scoring 50 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The University of Rhode Island 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.

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

Criteria	Possible Points
Phase 1: Evaluation of the Written Proposal	
Executive Summary	5 Points
Capability, Capacity and Qualifications of the Offeror	10 Points
Work Plan/Approach and Methodology	15 Points
Previous Experience and Background	10 Points
Total Possible points for Phase 1	40 Points
Phase 2: Presentation and Demonstration	
Demonstration of Technical and Functional aspects of the system	30 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

*** 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:

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

****ISBE Participation Evaluation:**

A. Calculation of ISBE Participation Rate

1. **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%.
2. **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%.

B. 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:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \times \text{Maximum ISBE participation points}$$

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.

General Evaluation:

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 Technical Review Committee to clarify statements made in the proposal.


SECTION 6: QUESTIONS

Questions concerning this solicitation may be e-mailed to the University of Rhode Island Purchasing Department at URIPurchasing@uri.edu no later than the time and date indicated on page 1 of this solicitation. Please reference the **RFP Number # indicated on the cover sheet** on all correspondence. Questions should be submitted in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7: PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed **URI Bidder Certification Cover Form** (include in the Technical Proposal Original copy only). *Do not include in the Technical Proposal copies or Cost proposals.*
2.  **Technical Proposal** - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal should be limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R or USB, marked "Technical Proposal - Original".
 - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
3.  **Cost Proposal** - A *separate*, signed and sealed cost proposal reflecting the fee structure, proposed to complete all of the requirements of this project as indicated on Appendix B – Cost Proposal. Vendors must use Appendix B to submit their costs.
 - a. One (1) Electronic copy on a CD-R or USB, marked "Cost Proposal - Original".
 - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.

4.  **ISBE Proposal** – A *separate*, signed and sealed Appendix A MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. **Do not include any copies in the Technical proposals.**

5. **Higher Education Cloud Vendor Assessment Tool (HECVAT)** –

- a. One (1) Electronic copy on a CD-R, marked “HECVAT” |

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

1. Formatting of CD-Rs or USBs – Separate CD-Rs or USBs are required for the technical proposal and cost proposal. All CD-Rs and USBs submitted must be labeled with:
 - a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R or USB, multiple CD-Rs or USBs are acceptable. Each CD-R or USB must include the above labeling and additional labeling of how many CD-Rs or USBs should be accounted for (e.g., 3 CD-Rs or USBs are submitted for a technical proposal and each CD-R or USB should have additional label of ‘1 of 3’ on first CD-R or USB, ‘2 of 3’ on second CD-R or USB ‘3 of 3’ etc.).

Vendors are responsible for testing their CD-Rs or USBs before submission as the URI Purchasing Department’s inability to open or read a CD-R or USB may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs or USBs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the URI Purchasing Department may consider it “non-responsive”. Please note that CD-Rs and USBs submitted, shall not be returned.

2. Formatting of written documents and printed copies:

- a. 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. |
- b. 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. |

- c. The cost proposal shall be typed using the formatting provided on the provided template. |
- d. 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 University of Rhode Island Purchasing Department, shall not be accepted.

Responses should be mailed or hand-delivered in a sealed envelope marked “RFP # (as indicated on the cover sheet) to

MAIL TO:

UNIVERSITY OF RHODE ISLAND
PO BOX 1773
PURCHASING DEPARTMENT
KINGSTON, RI 02881

COURIER:

UNIVERSITY OF RHODE ISLAND
PURCHASING DEPARTMENT
10 TOOTELL RD.
KINGSTON, RI 02881-2010

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other University locations or which are otherwise not presented in the URI Purchasing Department by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the URI Purchasing Department will not be considered. The “official” time clock is located in the reception area of the URI Purchasing Department. **(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

SECTION 9: CONCLUDING STATEMENTS

Notwithstanding the above, the University of Rhode Island reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award it in its 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.

The University may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the University of Rhode Island Purchasing Department.

The General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP and can be found in the attached Bidder Certification Form.

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

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer 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, ODEO, 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 Proposer 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. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer 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 Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers 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 Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer 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:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS DEPARTMENT
OF ADMINISTRATION
ONE CAPITOL HILL PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: ☐ MBE ☐ WBE ☐ Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract
Value (\$):

ISBE Participation
Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date

APPENDIX B - COST PROPOSAL			
<u>Description</u>	<u>Quantity</u>	<u>UOM</u>	<u>Cost</u>
One-time software application fee (if applicable)	1	Total	\$
Implementation Services:			
One-time data conversion	1	Total	\$
One-time authentication cost (SSO)	1	Total	\$
Year One:			
Annual License Fee	1	Year	\$
Annual Support and Maintenance, including upgrades	1	Year	\$
Annual Safety Data Sheet Subscription	1	Year	\$
Year Two:			
Annual License Fee	1	Year	\$
Annual Support and Maintenance, including upgrades	1	Year	\$
Annual Safety Data Sheet Subscription	1	Year	\$
Year Three:			
Annual License Fee	1	Year	\$
Annual Support and Maintenance, including upgrades	1	Year	\$
Annual Safety Data Sheet Subscription	1	Year	\$
Year Four:			
Annual License Fee	1	Year	\$
Annual Support and Maintenance, including upgrades	1	Year	\$
Annual Safety Data Sheet Subscription	1	Year	\$
Year Five:			
Annual License Fee	1	Year	\$
Annual Support and Maintenance, including upgrades	1	Year	\$
Annual Safety Data Sheet Subscription	1	Year	\$
Hourly rate sheet for any additional services outside of this scope			please attach