



COMMUNITY COLLEGE  
OF RHODE ISLAND

**Purchasing Office**

**BID/RFP Addendum 1**

PUBLIC BID NO. **R0068086**

COMMODITY: **Mentor Program Analytics Software**

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)
  - a. No, the contract will be executed in Rhode Island and governed by laws in the United States. Any entity from outside of Rhode Island will be required to register with the Rhode Island Secretary of State prior to coming into Rhode Island to do business.
2. Whether we need to come over there for meetings?
  - a. While we anticipate leveraging efficiencies of electronic convening platforms, there will be need for meetings, trainings, and other engagements that will likely require the vendor to be in person. They do not need to be from Rhode Island but must be able to staff meetings and/or trainings, at times in person.
3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
  - a. No, the contract will be executed in Rhode Island and governed by laws in the United States. Any entity from outside of Rhode Island will be required to register with the Rhode Island Secretary of State prior to coming into Rhode Island to do business.
4. Can we submit the proposals via email?
  - a. Submitting a Bid
    - i. Via mail: Each bid/offer must be submitted in a separate sealed envelope with the specific bid/RFP number, date and time of bid closing noted on the envelope. A complete, signed bid/offer package, including a completed three-page CCRI bidder certification form/contract offer and attachments if required (e.g., bid sureties, special licenses, samples, specifications that differ from solicitation) must be submitted as one package.  
Mail to: Purchasing Office  
Community College of RI  
400 East Ave  
Warwick, RI 02886
    - ii. Via email: A complete, signed bid/offer package, including a completed three-page CCRI bidder certification form/contract offer and attachments if required (e.g., bid sureties, special licenses, samples, specifications that differ from solicitation) must be submitted as one PDF document titled as the specific bid/RFP number. Attach said PDF file to the email with the subject line of the specific bid/RFP number and the date and time of bid closing.  
Email to: [purchasing@ccri.edu](mailto:purchasing@ccri.edu)
  - b. Bids misdirected to other locations or which are not present at the CCRI Purchasing Office at the time of closing for whatever cause will be considered to be late and will not be opened. For the purpose of this requirement, the official time and date shall be that of



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the time clock in the Purchasing Office of CCRI. Postmarks shall not be considered proof of timely submission.

5. Our question is under insurance requirements. In particular, the Professional Services box 13e. Does the fact that the box is not checked mean it's not required?
  - a. In addition to the insurance requirements noted on the Bid Document (13a Liability, 13b Workers Compensation, 13c Automobile Liability, 13d Crime, and 13i Information Technology Cyber/Privacy) Professional Liability (13e) is required.