RHODE ISLAND COLLEGE

PURCHASING DEPARTMENT
600 Mt. Pleasant Avenue, Building #5
Providence, Rhode Island 02908
Phone: 401-456-8047 Fax: 401-456-8528

BID/PROPOSAL

SOLICITATION NUMBER: 44651
SOLICITATION TITLE: Food Management System — RIC
BID PROPOSAL SUBMISSION DEADLINE: AUGUST 8, 2025 AT 2:00 PM (EST)

NOTICE TO VENDORS:

Note to Bidders: ***Questions concerning this solicitation may be emailed to jcimorelli@ric.edu no later than July 22, 2025 @ 2:00 PM (EST)***. Please reference the Bid # 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 the information.

FEIN: ______________________________
COMPANY NAME: ______________________________
ADDRESS: ______________________________
CITY, STATE & ZIP: ______________________________
CONTACT PERSON: ______________________________
TITLE: ______________________________
TELEPHONE: ______________________________
E-MAIL ADDRESS: ______________________________

Bid proposals must be accompanied by the included three-page Bidder Certification Form. The form must be completed in full and signed in order to be considered responsive.

______________________________	______________________________
PRINT NAME AND TITLE:	TELEPHONE NUMBER/E-MAIL ADDRESS
______________________________	______________________________
SIGNATURE	DATE

NOTICE TO VENDORS:

BIDDER CERTIFICATION COVER FORM

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements. Incomplete certification forms are grounds for disqualification of offer.

DISCLOSURES

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

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-3, and if "Yes," provide details below. Complete Disclosure 4.

____ 1. State whether the Bidder, or any owner, officer, director, manager, stockholder, member, partner, or principal thereof, or any subsidiary or affiliated company has been subject to suspension or debarment by any federal, state, or municipal government agency, authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

____ 2. State whether your company, or any officer, director, stockholder, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state, or municipal government agency terminated for any reason within the previous 5 years. If "Yes," provide details below.

____ 3. State whether your company or any owner, officer, director, stockholder, member, partner, or principal thereof, or any subsidiary or affiliated company, 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.

____ 4. List each officer, director, manager, stockholder, member, partner, or other owner or principal 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 Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder.

Disclosure details (continue on additional sheet if necessary):

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____

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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 BIDDER CERTIFIES THAT:

____ 1. I/we certify that I/we will immediately disclose, in writing, to the College 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 RIC as a public agency and gives binding contractual authority to the Rhode Island College 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 Rhode Island College may be disregarded and shall not be binding on Rhode Island College.

____ 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 Rhode Island College 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 Rhode Island College 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 Rhode Island College Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

____ 6. This bid proposal is not a collusive bid proposal. Neither the Bidder, nor any of its owners, stockholders, members, partners, principles, directors, mangers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder 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 bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, 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 bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

____ 7. 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.

____ 8. The Bidder will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.

Certification details (continue on additional sheet if necessary):

____

____

Submission by the Bidder 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 Bidder certifies that: (1) the Bidder 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 Bidder Certification Form) is accurate and complete. The Bidder acknowledges that the terms and conditions of this solicitation and the bid proposal will be incorporated into any contract awarded to the Bidder 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

BIDDER

Date: ________________

____
Name of Bidder

____
Signature in ink

____
Printed name and title of person signing on behalf of Bidder

Rhode Island College Bidder Certification Form

NOTICE TO OFFERORS

This three-page Rhode Island College (RIC) Bidder Certification Form/Contract Offer **must** be attached 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 RIC. As such, submittal of the entire Rhode Island College Bidder Certification Form/Contract Offer, signed by a duly authorized representative of the offeror attesting to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award. Offers received without the entire completed three-page form attached may result in offer disqualification.

Other Provisions and Procedures

To assure maximum access opportunities for users, public bid/RFP notices shall be posted on the Rhode Island Division of Purchases Website (**https://ridop.ri.gov/**) **RIVIP External Solicitations, Other Solicitation Opportunities** for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due.

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 College Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. 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. After an award has been made, failure to meet all requirements of this invitation may result in a determination of default. Payments for partial delivery will not be made, except where expressly provided herein.

Unless specified “no substitute,” product offerings equivalent in quality and performance will be considered (at the sole option of the College) on the condition that the offer is accompanied by detailed product specifications.

The College reserves the right to (a) make awards on the basis that best serves the interest of RIC, individual items, total low, etc., and (b) reject any and all bids in whole or in part. Prices quoted are N30, FOB DESTINATION, less federal/state tax.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order or change order is issued by Rhode Island College, 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 issued by Rhode Island College 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 a purchase order made in writing by the Purchasing Agent, or a state official with purchasing authority delegated by the Purchasing Agent, shall be considered a binding contract.

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. 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.

This solicitation and any contract or purchase order arising from it is issued in accordance with the specific requirements described herein, and the State’s Purchasing Laws and Regulations and other applicable State Laws, including the State of Rhode Island General Conditions of Purchase (220-RICR-30-00-13. The regulations, General Terms and Conditions are incorporated into all of Rhode Island College contracts. The General Conditions of Purchase can be viewed at **https://rules.sos.ri.gov/regulations/part/220-30-00-13**.

Offerors are advised that all materials submitted to the College 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 upon written request once an award has been made.

Provisions of State labor laws concerning payment of prevailing wage rates, issued by the R.I. Department of Labor and Training, shall apply for contracts involving public works construction, alteration, or building repair work.

In accordance with Title 7 Chapter 1.1-99 of the Rhode Island General Laws, foreign corporations (a corporation established other than in Rhode Island) must be qualified to transact business in this state.

State Equal Employment Opportunity Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at $10,000 and 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. For further information, contact the State MBE Administrator at (401) 574-8253 or MBE.Compliance@doa.ri.gov, visit the website https://dedi.ri.gov/.

RFP Instructions

RFP #44651

COMMODITY: **FOOD MANAGEMENT SYSTEM – DINING SERVICES – RHODE ISLAND COLLEGE**

a. Rules for submitting offers:
   1. Bid response must be submitted using Rhode Island College (RIC) Bid Form. Any other form submitted will be considered non-responsive and will be disqualified.
   2. Vendor name must appear on all pages.
   3. If bidding on any item, the entire bid must be returned.
   4. Submitting a Bid
      - Via email: A complete, signed bid/offer package, including a completed three-page RIC bidder certification form/contract offer and the following attachments must be submitted as separate pdf's/ a separate, signed, and sealed with the document title and specific bid/RFP number:

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, as follows:

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”.

•Technical Evaluation Attachments – Submit Technical Proposal and Supplemental Bidder Attestation Form as a separate file attachment(s) only.

Do not include any Cost or ISBE proposal information and/or files in this section.

Cost Proposal - A separate cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all requirements of this project. Attach one (1) electronic file labeled “Cost Proposal”.

•Price Evaluation Attachments - Submit Cost Proposal as a separate file attachment(s) only.

Any proposals submitted incorrectly may be deemed non-responsive.

Appendix A. Supplemental Bidder Attestation Form - Attach one (1) electronic file, labeled “Attestation Form”.

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.

Attach one (1) electronic file for each vendor/subcontractor to be utilized on the solicitation, labeled “ISBE Proposal – [insert vendor/ subcontractor name]”.

HECVAT

The Lite HECVAT, published https://library.educause.edu/resources/2020/4/higher-education-community-vendor-assessment-toolkit, needs to be completed by each supplier for a software solicitation.

Attach said PDF files can be sent to the email with the subject line of the specific bid/RFP number and the date and time of bid closing.

Email to: jcimorelli@ric.edu

Proposals mailed follow that same submittal procedure referenced above and can be mailed to:

Rhode Island College
Purchasing Office, Building #5
600 Mt. Pleasant Avenue
Providence, RI 02908

5. Bids misdirected to other locations, or which are not present at the RIC Purchasing Office at the time of closing for whatever cause will be considered to be late and will not be opened. For this requirement, the official time and date shall be that of the time clock (Eastern Standard Time) in the Purchasing Office of RIC.
   Mail proposals to the following address
6. Failure to complete forms as instructed may be grounds for disqualification.
7. Questions regarding bid procedure should be emailed to the Purchasing Office at jcimorelli@ric.edu; RIC bid number must appear on the subject line.

b. RIC is a State Agency and as such Rhode Island's State Purchasing Laws and Regulations and other State Laws including the State of Rhode Island General Conditions of Purchase (220-RICR-30-00-13 are applicable to all procurements. The regulations, General Terms and Conditions are incorporated into all Rhode Island College contracts. The General Conditions of Purchase can be viewed at **https://rules.sos.ri.gov/regulations/part/220-30-00- 13**.
   1. Any questions regarding the above should be asked during the Question and Answer period.
   2. Any concerns must be submitted along with the bid response and may result in disqualification.

SCOPE OF WORK (SOW) AND REQUIREMENTS
REQUEST FOR PROPOSAL

HEADER: FOOD MANAGEMENT SYSTEM

TITLE: FOOD MANAGEMENT SYSTEM

DESCRIPTION: CLOUD-BASED MENU AND FOOD MANAGEMENT SYSTEM FOR RHODE ISLAND COLLEGE DINING SERVICES.

CONTRACT TERMS
The initial contract period will begin approximately 9/1/25 for 1 year. Contracts may be renewed for up to 4 additional 12-month periods based on vendor performance and the availability of funds.

☒ **HECVAT** The Lite HECVAT, published https://library.educause.edu/resources/2020/4/higher-education-community-vendor-assessment-toolkit, needs to be completed by each supplier for a software solicitation. 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 College's data, comply with the terms of the Agreement and to provide an operationally stable, protected and recoverable service. The completed copy of the HECVAT, provided with your RFP response, will be reviewed and approved for compliance by the Chief Information Security Officer (CISO) prior to the Technical Review. HECVATs not approved by the RIC CISO will not proceed to the Technical Review. The HECVAT, in excel format, will be uploaded and submitted as a separate document with a file name of [Supplier Name and RFP#] HECVAT Confidential.

Please be advised that the successful selected vendor will need to provide a copy of the vendor's SOC 2 Type 2 Audit report, not older than 12 months.

☒ **FERPA** By submitting a response to this RFP, the supplier agrees to secure the confidentiality of all information and records by applicable federal and state laws, rules, and regulations. Supplier 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.

Geographical Restrictions:
The College requires that all vendors submitting proposals must be based in the United States. Offshore vendors, or vendors whose operations or data processing are located outside of the United States, will not be considered.

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://ridop.ri.gov/about-us/procurement-statutes-and-regulations, 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

BACKGROUND

Rhode Island College is seeking proposals from qualified vendors for the implementation of a cloud-based menu and food management system to support Dining Services operations. The system will serve the foodservice operations of the College, including a **c**entral food court-style dining center, a non-branded retail location, and campus catering services.

This system is intended to serve as the foundational platform for managing recipes, menus, costing, nutrition, production, and promotional communication across foodservice operations at Rhode Island College.

Rhode Island College Dining Services is responsible for providing nutritious and affordable meals to students, faculty, staff, and guests. The current operations include:

- A **food court-style dining center** with seven concepts offering a blend of fixed and rotating menus.
- A **non-branded retail dining venue** serving quick-service ala carte coffee and beverages, meals and snacks.
- A **catering department** that supports campus events, internal meetings, and special functions.

Currently, food and menu management processes are largely manual or handled through disconnected tools. The college seeks to modernize and integrate these functions into a single, cloud-based platform.

SCOPE OF WORK AND REQUIREMENTS

Rhode Island College Dining Services is seeking to implement a cloud-based menu management system that must meet the following requirements across all three areas of operations.

Menu Management:
3.1 Menu Planning

- Create and manage daily, weekly, and cycle menus
- Menu scheduling by location and service type
- Manage multiple dayparts (breakfast, lunch, late-lunch and dinner)

3.2 Recipe Management

- Centralized recipe database with ingredient-level control
- Batch scaling and conversion tools
- Standardization of units and prep instructions
- Ability to tag recipes by dining concept or location

3.3 Costing

- Real-time recipe and menu costing
- Pre-production vs. post-production cost tracking
- Ingredient linking to costs and yield data

- Integration with prime vendor procurement database for real-time cost detail

3.4 Nutrition & Allergen Tracking

- Automatic nutrition calculation from ingredients
- Allergen and dietary tagging (e.g., gluten-free, vegetarian)
- Ability to generate FDA-compliant nutrition labels
- Filterable menus for dietary preferences

3.5 Production Management

- Pre-production tools (prep lists, production schedules)
- Post-production logging (yields, waste tracking)
- Catering-specific prep and packing lists
- HACCP Tools for recording cooking and holding temperatures

3.6 Customer-Facing Functionality

- Exportable menus for public display (PDF, web, or API)
- Integration or compatibility with digital signage systems
    - Current Media Players are VISIX Axis TV9
- Optional integration with RIC's website or app for student access

3.7 Cloud-Based Platform

- Web-based access with secure, role-based user permissions
- Multi-location access for mobile and desktop devices

Capability, Capacity, and Qualifications of the Offeror:

Proposals should include:

- Executive summary
- Response to all functional and technical requirements
- Implementation plan and timeline
- Company qualifications and experience in higher education
- Two or more client references (preferably colleges or universities of similar size and offer)

Approach/Methodology:

Vendors should describe:

- Implementation timeline and major milestones
- Data migration approach (if applicable)
- Disaster recovery and uptime SLAs

Deliverables:

- Training plan for Dining Services staff and administrators
- Support services (e.g., help desk, knowledge base, system updates)

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 twenty (20) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request):

Organization and Staff Qualifications – Provide overview of experience servicing a Higher Education, corporate and / or institution dining services.

A. The contractor's staff should have experience, expertise and ability to meet the implementation needs of the College specified in the Scope of Work.

B. **Capability, Capacity, and Qualifications of the Vendor** – The software should offer essential features for menu management, recipe management, and effective nutrition and allergen tracking. To include, but not limited to:

- **Menu Building Tools** to create daily, weekly and cycle menus from menu recipes database and functionality for adding and modifying recipes.
- **Menu Design Templates:** Offering options to customize the look and feel of exportable digital menus, including layout, colors, fonts, and imagery.
- **Allergen and Dietary Modifiers:** Automatic identifiers for common allergens and customizable options to identify items with allergens and note dietary restrictions.
- **Prime Supplier API –** To allow real-time menu ingredient details.
    - Current Prime food supplier is US Foods
- **Nutrition Calculators:** Features to calculate nutritional information.
- **Data Analytics and Reporting:** Tools to collect and analyze menu data, track menu performance, and gain insights into customer preferences.

OPTIONAL POS Integrations: Seamless integration with your point-of-sale system for real-time updates and synchronization.
- Current POS is CBORD Micros 3700 (due for upgrade)

C. **Work Plan -** Please describe in detail the framework within which requested in the Scope of Work. Provide your company's delivery method of a cloud-based Menu Management Solution, schedule from implementation to go live, and your company's level of technical support to be provided, including response times, communication channels, and expertise.

D. Approach/Methodology – The vendor should provide a detailed plan for deployment and rollout of the system, provide detailed information on how the College's stakeholders requirements will be met, and how testing is approached to ensure the system is working before launch. The methodology should emphasize collaboration with stakeholders and provide clear, actionable recommendations to support the success of this software implementation.

EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee ("TEC") comprised of staff from Rhode Island College. The TEC first shall consider technical proposals. Rhode Island College 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.

2. Cost Proposal

Provide a cost proposal for the required services which includes the following information:

Total annual cost based on Section B above: Scope of Work and Requirements.

Describe your pricing structure in detail. Include:

1. The cost proposal should present a fixed fee structure for the outlined scope of work, with sufficient detail to explain the proposed fees. Additionally, hourly billing rates for all members of the team should be provided to account for any optional or additional services.

   Training costs must also be addressed within the proposal. <u>Vendors shall include a $5,000.00 allowance in their proposed fee for training.</u> Rhode Island College (RIC) will work with the selected vendor identify training needs. Vendor to provide training RIC staff using the hourly rates provided in the cost proposal detail.

2. Include yearly annual subscription fee for 5 years.

3. Supplemental Bidder Attestation Form

Vendors are required to complete, sign and submit this form with their overall proposal. **Attestation Form attached. This form can also be obtained in Ocean State Procures™, www.ridop.ri.gov.**

4. ISBE Proposal

See Appendix B 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 55 (73.3%) out of a maximum of 75 points to advance to the cost evaluation phase. **Note: In order to advance to the interview and system demonstration phase, vendors must score a minimum of 44 points in the first four categories** Technical proposals scoring less than 40 points shall not advance to the interview and system demonstration phase nor have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Those proposals scoring 55 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 25 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:

Mandatory Requirements – Pass/Fail

HECVAT Submission Pass/Fail

Criteria	Possible Points
Phase 1: Evaluation of Technical Proposal	
System Deliverables Against Scope of Work and Requirements	25 Points
Respondent's Qualifications and Staffing	10 Points
Work Plan	10 Points
Approach/Methodology	10 Points
Total Possible Technical Points	**55 Points**
Phase 2: Interview and System Demonstration	20 Points
Total Possible Technical Points & Interview Points	**75 Points**
Cost proposal	25 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:

(lowest cost proposal / vendor's cost proposal) x 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 twenty five (25), Vendor B's cost points are calculated as follows:

$65,000 / $100,000 x 25= 16.25

****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:

(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% ÷ 20%) x 6 which equals 3.6 points.

STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION

Division of Purchases

One Capitol Hill | Providence, RI 02908 | (401) 574-8100
Nancy R. McIntyre, State Purchasing Agent

SUPPLEMENTAL BIDDER ATTESTATION

R.I. GEN. LAWS § 37-2-13.1(b)

In accordance with R.I. Gen. Laws § 37-2-13.1(b), I hereby certify that ____________________ and its parent corporation, subsidiary, affiliates and/or subcontractors do not have a conflict of interest as defined in Chapter 14 of Title 36 with any official, officer or agency in charge of the below-noted Request for Proposal, nor materially participated or was consulted with respect to the requirements, technical aspects or any other part of the formation and promulgation of the below-noted Request for Proposal.[1] Further and if applicable, the below-noted Request for Proposal does not relate to any audit, examination, independent verification, review, or evaluation of ____________________'s work, financials, or operations performed on behalf of the State of Rhode Island or any official, officer, or agency.

By signature below, I attest that the information provided above is true and correct to the best of my knowledge. Further, I attest that I am authorized to make such attestation on behalf of and in the interest of ____________________.

So attested on this ________ day of ______________ in the year 20_____.

AUTHORIZED SIGNATORY NAME (PRINTED): ________________________________

AUTHORIZED SIGNATURE: ________________________________

SOLICITATION NUMBER/TITLE: ________________________________

[1] A "conflict of interest" occurs when private interests or relationships interfere in any way with the interests of the State. Simply being a current vendor or a past vendor of the State does not in itself cause a conflict requiring preclusion. Additionally, formal responses to a Request for Information (RFI) issued by the Division of Purchases does not constitute "participation" or "consultation" with respect to a future RFP and does not disqualify a vendor from future participation from a subsequent RFP.

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

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN		
Vendor's Name:		
Vendor'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 Division of Equity, Diversity & Inclusion 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 <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:		
<u>This field must be completed.</u> Type of RI Certification:	☐ Minority Business Enterprise (MBE) ☐ Women Business Enterprise (WBE) ☐ Disability Business Enterprise ☐ None of the above	
Address:		
Point of Contact:		
Telephone:		
Email:		
Detailed description of work to be performed by Subcontractor or materials to be supplied by Supplier:		
<u>This row must be completed</u>. Vendors who do not supply this information at time of bid submission will receive 0% MBE participation credit.	Total Contract Value ($):	Subcontract Value ($):
Anticipated Date of Performance:		

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

Prime Contractor/Vendor Signature	**Title**
Subcontractor/Supplier Signature	**Title**