



**Solicitation Information
January 31, 2019**

RFP# 7598563

TITLE: Centralized Voter Registration System

Submission Deadline: March 1, 2019 at 10:30 AM (ET)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, February 11, 2019 @5:00 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: YES (UP TO 100% OF
CONTRACT VALUE**

**GAIL WALSH
CHIEF BUYER**

Note to Applicants:

1. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
2. Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of State, is soliciting proposals from qualified firms to provide a centralized voter registration system in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The contract period will begin approximately in May 2019.

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 Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors 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 State 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 State 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 Division of Purchases 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 Division of Purchases may release records marked confidential by a vendor upon a public records request if the State 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.

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” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), 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” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

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 <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.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. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

The Rhode Island Department of State is looking to contract with a vendor who can help the state rebuild and modernize its central voter registration system (CVRS), transfer existing data, and assist in the maintenance of the system during the first year of operation. The resulting CVRS will be owned and operated by the Rhode Island Department of State. The CVRS rebuild is expected to be in place for use in the 2020 election cycle.

The current CVRS was developed over 12 years ago with Help America Vote Act (HAVA) funding and needs to be modernized to meet the challenges of today’s elections environment. Rhode Island elections are the result of three entities: (1) the Rhode Island Department of State – Elections Division, (2) the State Board of Elections – an independent state agency, and (3) 39 local Boards of Canvassers (local boards) representing the 39 cities and towns in Rhode Island (For more information on Rhode Island’s election system see Appendix B).

Each entity utilizes the CVRS in specific and overlapping ways. The 39 local boards utilize the CVRS to maintain voter records, run reports, manage candidate information, generate ballot information, maintain mail ballot information, and assign polling places. The State Board of Elections uses the CVRS to maintain mail ballot information, manage polling place data, maintain poll worker information, and view nomination paper information. The Rhode Island Department of State uses the CVRS as an elections management system to generate ballot information, maintain mail ballot information, re-assign voters to the correct city/town, run reports, maintain the street list, and maintain the overall registration system. The CVRS is used to generate the data on the Department of State's Voter Information Center (www.vote.ri.gov).

The Rhode Island Department of State is nationally recognized for its effective modernization and securing of its election systems. The vendor the State seeks to partner with on this important project will be working with a dedicated team of elections and IT professionals with years of successful implementation of new technology and programming.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Rhode Island is soliciting proposals to build a secure CVRS that serves as the voter registration and elections management system for the State. The Rhode Island Department of State, State Board of Elections, and 39 local boards will be the primary users of the system.

Under this proposal, the State will pay for this project with federal funds appropriated by Congress in 2018.

For a variety of reasons, the State is motivated to select a vendor who can help Rhode Island develop a secure, simple and cost-effective CVRS with a web browser, which does not require software to be loaded on the client.

However, the State may consider selecting a vendor who utilizes a server/client set up depending upon several factors, including but not limited to price, functionality, company credentials, and/or security. We will give preference to methods that are designed to simplify the process and mitigate the technical support requirements. Vendors who currently offer a server/client set up are encouraged to offer a schedule for when the vendor can convert the State to the new platform that does not require licensing fees or any form of "middleware" to operate the system.

Specific/Minimum Requirements (Vendor must answer "Yes" on Appendix C: Specific/Minimum Requirements Compliance Matrix to all requirements listed in the following sections or the proposal may be deemed non-responsive.)

1. Assuming the vendor is under contract in April 2019, the vendor will provide deliverables by August 30, 2019. *(provide yes/no response on compliance matrix)*
2. The vendor has installed a voter registration system or similar type of registration system in a jurisdiction whose size is equal to or greater than the number of registered voters in the State of Rhode Island (790,000). *(provide yes/no response on compliance matrix)*

3. The vendor will be responsible for the installation of all software of this proposal to the satisfaction of the Rhode Island Department of State. *(provide yes/no response on compliance matrix)*
4. The vendor's voter registration system (system) and implementation will be in compliance with the Help America Vote Act (HAVA) of 2002. *(provide yes/no response on compliance matrix)*
5. The vendor has read and understands the requirements for a central voter registration system as enumerated in HAVA, Rhode Island General Laws, and State Board of Elections and Rhode Island Department of State rules/regulations. *(provide yes/no response on compliance matrix)*
6. The vendor agrees that all hardware and/or software provided to the State of Rhode Island under the terms of this contract are for the exclusive use of the State of Rhode Island as determined by the State. *(provide yes/no response on compliance matrix)*
7. All materials and products, including all source code, developed as part of the proposal are the sole and exclusive property of the Rhode Island Department of State. *(provide yes/no response on compliance matrix)*
8. The vendor will work closely with the Rhode Island Department of State, State Board of Elections and 39 local boards during the implementation of the system. Contact will include regular, in-person meetings with the Rhode Island Department of State, State Board of Elections and 39 local boards. *(provide yes/no response on compliance matrix)*
9. The system is browser agnostic and compatible with all of the latest versions. *(provide yes/no response on compliance matrix)*
10. The vendor's proposal will include provisions necessary for a full-service support agreement with the vendor for the first 12 months after the system is fully operational (expected November 2019). *(provide yes/no response on compliance matrix)*
11. The system is accessible over an internet network and all updates are made in "real-time". *(provide yes/no response on compliance matrix)*
12. The system allows local boards to exercise control over their voter registration system and the information within their respective cities/towns and have viewing access to other city/town data. *(provide yes/no response on compliance matrix)*
13. The system is scalable and flexible to meet future needs. *(provide yes/no response on compliance matrix)*
14. The system design will account for back-up servers located in a remote hosted facility for disaster recovery. *(provide yes/no response on compliance matrix)*
15. The system will have a test environment that users can utilize to test modules within the system. *(provide yes/no response on compliance matrix)*
16. All data from the current voter registration environment will be transferred to the new system to the satisfaction of the Rhode Island Department of State. *(provide yes/no response on compliance matrix)*

Voter Registration

This section refers to the overall voter registration process. Local boards enter and maintain individual voter data and the Rhode Island Department of State has overall system maintenance responsibilities. The Rhode Island Department of State and local boards use these modules the most.

17. The system will seamlessly integrate data resources from other agencies including but not limited to the RI Division of Motor Vehicles (DMV); RI Department of Health - Office of Vital Statistics (DoH); and RI Department of Corrections (DoC). *(provide yes/no response on compliance matrix)*
18. The system will match records sent from agencies listed in item #17 to all existing voter records and allow users to process the records accordingly (as a new voter or a change to an existing voter). *(provide yes/no response on compliance matrix)*
19. The system can display a separate queue for the lists sent by each of the agencies listed in item #17. *(provide yes/no response on compliance matrix)*
20. The system can identify matched records as potential duplicates using fields such as first name, last name, driver's license, and/or SSN4. *(provide yes/no response on compliance matrix)*
21. The system can return a statewide list of all voters matching the search criteria entered by the user. *(provide yes/no response on compliance matrix)*
22. The system can verify if an applicant has already applied or is already registered. *(provide yes/no response on compliance matrix)*
23. If the system can find a potential match (or duplicate) with an existing record, the system will give the user the option to update the existing record or process the new record and then resolve the potential duplicate. *(provide yes/no response on compliance matrix)*
24. The system can allow a user to electronically transfer a voter record from another city/town and update its contents without creating a duplicate record. *(provide yes/no response on compliance matrix)*
25. The system can have an option for users to indicate their determination of whether a potential duplicate record matches or not. *(provide yes/no response on compliance matrix)*
26. If a user indicates there are no matched records for a voter, the system can maintain the records separately. *(provide yes/no response on compliance matrix)*
27. The system can maintain a history of all previous voter registration information for a voter. *(provide yes/no response on compliance matrix)*
28. The system can allow a user to manually add a voter record and select a method by which they registered. *(provide yes/no response on compliance matrix)*
29. The system can allow a user to manually cancel a voter record and select a method by which they were canceled. *(provide yes/no response on compliance matrix)*
30. The system can allow a user to activate a canceled record. *(provide yes/no response on compliance matrix)*
31. The system can allow a user to make a voter inactive. *(provide yes/no response on compliance matrix)*
32. The system can provide a way to indicate why a change is made to a voter's status. *(provide yes/no response on compliance matrix)*
33. The system can identify voters who have been on inactive status and have not voted in the previous two federal elections. *(provide yes/no response on compliance matrix)*

34. The system can allow a user to temporarily prevent local boards from transferring records from one city/town to another based on state law. *(provide yes/no response on compliance matrix)*
35. The system can display a queue of potential duplicate voters within a city/town and statewide. *(provide yes/no response on compliance matrix)*
36. The system can allow all changes to voter records to be made and displayed in real time. *(provide yes/no response on compliance matrix)*
37. The system can have a place for comments should the user feel it necessary to make a note in an individual record. *(provide yes/no response on compliance matrix)*
38. The system can notify a user if a voter was transferred from their city/town to another city/town. *(provide yes/no response on compliance matrix)*
39. The system can provide a method of selecting a voter, merging all data associated with that voter into the record of a second selected voter, and canceling the first selected voter record while maintaining an audit trail that will allow the merged records to be unmerged if merged in error. *(provide yes/no response on compliance matrix)*
40. The system can allow additions/changes made during an election cycle to not overwrite/change the data that is being used to facilitate the in-process election. *(provide yes/no response on compliance matrix)*
41. The system can allow for certain voters' addresses to remain confidential and not be listed in any public reports. *(provide yes/no response on compliance matrix)*
42. The system can use the DMV interface to verify a voter's identity. If the driver's license number is provided, the system can compare the voter information based on what is currently on file with the DMV. If the SSN4 is provided, the system can compare names and dates of birth based on what is on file with the social security administration (SSA). *(provide yes/no response on compliance matrix)*
43. The system can allow voters who do not provide a driver's license number or SSN4 to be flagged. *(provide yes/no response on compliance matrix)*
44. The system can require users to enter specific information to add/change a voter record. *(provide yes/no response on compliance matrix)*
45. The system can allow data to persist from one screen to another when data fields are the same, so the user does not have to do the same data input on multiple screens and allows users to easily move in and out of system modules. *(provide yes/no response on compliance matrix)*
46. The system can accept input from a barcode reader. *(provide yes/no response on compliance matrix)*
47. The system can allow for Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters to be flagged. *(provide yes/no response on compliance matrix)*
48. The system can allow users to print mailing labels for individual voters. *(provide yes/no response on compliance matrix)*
49. The system can maintain an unlimited history of signatures tied to a voter's registration record. *(provide yes/no response on compliance matrix)*
50. The system can allow a user to enter a voter who is 16 or 17 years of age and automatically make them eligible to vote on their 18th birthday. *(provide yes/no response on compliance matrix)*
51. The system can maintain a non-public list of voters described in item #50 if said voters will not be 18 by the next general election. *(provide yes/no response on compliance matrix)*

52. The system can distinguish between new registrations, updates to existing registrations, and transfers of registrations. *(provide yes/no response on compliance matrix)*
53. The system can validate that all required fields are completed when a user is entering a voter registration. *(provide yes/no response on compliance matrix)*
54. The system can allow a user to scan a voter's voter registration form and signature on the form and attach it to the voter's record. *(provide yes/no response on compliance matrix)*
55. The system can allow the scanning of individual documents and batches of documents. *(provide yes/no response on compliance matrix)*
56. The system can retain scanned document images for a pre-defined period. *(provide yes/no response on compliance matrix)*
57. The system can allow a scanned document to be deleted, retaining a record of the deletion and the user deleting it. *(provide yes/no response on compliance matrix)*
58. The system can allow scanned document images to be linked to a voter. *(provide yes/no response on compliance matrix)*
59. The system can require users to scan a voter registration form and attach it to the voter record when entering a voter registration. *(provide yes/no response on compliance matrix)*
60. The system can allow for signatures to be clipped/cropped from a scanned voter registration form. *(provide yes/no response on compliance matrix)*
61. The system can allow users to transfer an electronically received voter registration form (DMV/OVR) to another city/town when it was transferred to the incorrect city/town. *(provide yes/no response on compliance matrix)*
62. The system can provide the capability to remove voter registration records submitted at the DMV in error. *(provide yes/no response on compliance matrix)*
63. The system can allow keyboard shortcuts, tabbing, and other functions to enter information efficiently. *(provide yes/no response on compliance matrix)*
64. The system can standardize residence addresses to USPS standards. *(provide yes/no response on compliance matrix)*
65. The system validates addresses on input based on USPS standards. *(provide yes/no response on compliance matrix)*
66. The system can identify a precinct for each residential address. *(provide yes/no response on compliance matrix)*
67. The system can validate that a voter will be 18 on or before the next election. *(provide yes/no response on compliance matrix)*
68. The system can have the capability of uploading information to and downloading information from the national Electronic Registration Information Center (ERIC). *(provide yes/no response on compliance matrix)*
69. The system can allow for the import of National Change of Address (NCOA) data. *(provide yes/no response on compliance matrix)*
70. The system can allow an incomplete registration to be recorded with an incomplete status. *(provide yes/no response on compliance matrix)*
71. The system can allow for the rejection of a voter registration record. *(provide yes/no response on compliance matrix)*
72. The system can allow for Election Day registration. *(provide yes/no response on compliance matrix)*
73. The system can integrate Online Voter Registration (OVR) with queuing based on city/town. *(provide yes/no response on compliance matrix)*

Notices

This section refers to the notices that are sent to voters when their voter record is added, updated or canceled. Notices are sent by local boards.

74. The system can allow users to generate notices and reports from voter registration data.
(provide yes/no response on compliance matrix)
75. The system can display a queue of records for which notices need to be created and sent.
(provide yes/no response on compliance matrix)
76. The system can create various types of notices including but not limited to the below, depending on the update to the voter record: *(provide yes/no response on compliance matrix)*
 - a. A voter acknowledgment notice
 - b. A confirmation notice (to verify a voter's address)
 - c. A change notice (listing the specific change(s) to the record)
 - d. An incomplete voter registration notice
 - e. A rejected voter registration notice
 - f. A cancellation notice listing the reason the voter was canceled
77. The system can produce notices specific to each city/town - listing the canvasser's name, address, city/town, and contact information. *(provide yes/no response on compliance matrix)*
78. The system can send notices via email. *(provide yes/no response on compliance matrix)*
79. The system can allow state users to create, update, and manage the format of all notices.
(provide yes/no response on compliance matrix)
80. The system can create notices with content based on data from specific voter records.
(provide yes/no response on compliance matrix)
81. The system can allow users to re-print notices that have already been printed/sent.
(provide yes/no response on compliance matrix)

Nomination Papers/Petitions

All candidates for public office in Rhode Island are required to garner a specified number of signatures from registered voters to obtain ballot access. The signatures are gathered on nomination papers provided by the local boards and the Rhode Island Department of State.

82. The system can allow users to generate nomination papers that include, at a minimum:
(provide yes/no response on compliance matrix)
 - a. The petition number
 - b. Header box (state name, race name)
 - c. Multiple text boxes
 - d. Voter information (name and address)
 - e. A reasonable number of signature lines (front and back)
83. The system can create candidate, initiative, recall and/or referendum papers/petitions.
(provide yes/no response on compliance matrix)
84. The system can check for duplicate signatures on papers/petitions. *(provide yes/no response on compliance matrix)*
85. The system can manage multiple papers/petitions at the same time. *(provide yes/no response on compliance matrix)*

86. The system can allow users to accept or reject signatures and select a reason for doing so. *(provide yes/no response on compliance matrix)*
87. The system can allow users to view the signer's voter information on file, including signatures, while validating signatures. *(provide yes/no response on compliance matrix)*
88. The system can link the fact that a voter signed a paper/petition to the voter's voter record. *(provide yes/no response on compliance matrix)*
89. The system can allow multiple candidates' names to appear on the same paper/petition and can record a voter's signature as being valid for all candidates listed on the paper/petition. *(provide yes/no response on compliance matrix)*
90. The system can allow a user to enter the total number of papers/petitions received and assign sheet numbers to each paper/petition. *(provide yes/no response on compliance matrix)*
91. The system can determine if the paper/petition has sufficient signatures based on the number of signatures validated and the number of signatures required. *(provide yes/no response on compliance matrix)*

Election/Candidate Management

The system will be used as an election/candidate management system. Election, candidate, and ballot information is entered into the system by the local boards and the Rhode Island Department of State. The information is used to create ballot proofs, certification reports, and in the overall administration of elections.

92. The system can allow users to create an election with information including, but not limited to: *(provide yes/no response on compliance matrix)*
 - a. Election date
 - b. Election type
 - c. Deadline dates
93. The system can create statewide elections, city/town-wide elections, and district elections. *(provide yes/no response on compliance matrix)*
94. The system can identify specific precincts associated with each election. *(provide yes/no response on compliance matrix)*
95. The system can disseminate election definitions to cities/towns having an election. *(provide yes/no response on compliance matrix)*
96. The system can manage multiple elections at the same time. *(provide yes/no response on compliance matrix)*
97. The system can extract ballot data including races, candidates, party affiliation, ballot position, "vote-for" information, terms of office, and whether a candidate is endorsed or not. *(provide yes/no response on compliance matrix)*
98. The system can produce a standard export file of election data. *(provide yes/no response on compliance matrix)*
99. The system can allow for the addition or deletion of individual voter history. *(provide yes/no response on compliance matrix)*
100. The system can allow for voter history to be added manually or in batches. *(provide yes/no response on compliance matrix)*
101. The system can allow users to record provisional ballot information for individual voters, including disposition. *(provide yes/no response on compliance matrix)*
102. The system can allow users to indicate that a non-registered voter voted a provisional ballot. *(provide yes/no response on compliance matrix)*

103. The system can verify a candidate's eligibility for an office using geographic information available in the system. *(provide yes/no response on compliance matrix)*
104. The system can inform other local boards of candidate filings (if it's a cross-city/town office). *(provide yes/no response on compliance matrix)*
105. The system can allow users to delete candidates entered erroneously. *(provide yes/no response on compliance matrix)*
106. The system can produce a certification of candidates. *(provide yes/no response on compliance matrix)*
107. The system can assign candidates to a primary or general election based on entered data. *(provide yes/no response on compliance matrix)*
108. The system can retain all candidate information for each election they run in. *(provide yes/no response on compliance matrix)*
109. The system can allow for specific races to be assigned to specific cities/towns. *(provide yes/no response on compliance matrix)*

Mail Ballots

Mail ballots are offered to all Rhode Island voters. Local boards enter and certify mail ballot information in the system. Once certified, the Rhode Island Department of State creates labels and the mail ballot package (using data from the system) and sends the mail ballot to the voter. The system records the date a mail ballot is sent. Once the ballot is returned to the State Board of Elections, the date which the ballot is received is recording by the system.

110. The system can allow users to enter mail ballot information for voters, including but not limited to: *(provide yes/no response on compliance matrix)*
 - a. Election date
 - b. Date requested
 - c. Party affiliation
 - d. Residence address
 - e. Mail ballot address
 - f. Mail ballot category (nursing home, UOCAVA, etc.)
 - g. Ballot type (federal, full)
 - h. Certification date
 - i. Mail date
 - j. Date mail ballot was mailed
 - k. Date voted ballot was received
 - l. Email address
 - m. Phone number
111. The system can capture the date a mail ballot was mailed. *(provide yes/no response on compliance matrix)*
112. The system can produce the precinct information for each mail ballot voter. *(provide yes/no response on compliance matrix)*
113. The system can print mailing labels for each mail ballot voter including a barcode. *(provide yes/no response on compliance matrix)*
114. The system allows users to enter mail ballot voters based on specific categories (UOCAVA, nursing home, etc.). *(provide yes/no response on compliance matrix)*
115. The system can identify mail ballot voters based on who has been locally certified and who has not. *(provide yes/no response on compliance matrix)*

116. The system provides a method for local boards to certify mail ballots thereby giving authority to the Rhode Island Department of State to mail the ballot. *(provide yes/no response on compliance matrix)*
117. The system can allow for more than one user (at the same time) to scan returned mail ballots into the system as being “received”. *(provide yes/no response on compliance matrix)*
118. The system can notify a user that a mail ballot has been sent to a voter when a second ballot for the same voter is scanned to be mailed. *(provide yes/no response on compliance matrix)*
119. The system can notify a user that a voted mail ballot has been received when a second ballot for the same voter is scanned as “received”. *(provide yes/no response on compliance matrix)*

System Administration

This section refers to components of the system, overall. The Rhode Island Department of State, State Board of Elections and local boards use these modules.

120. The system can allow users to manage geographic information, including but not limited to: *(provide yes/no response on compliance matrix)*
- a. Index of streets
 - b. Individual addresses
 - c. Precincts
 - d. Districts
121. The system can validate that all geographic information in an election includes all precincts defined for an election. *(provide yes/no response on compliance matrix)*
122. The system can identify residential addresses and non-residential addresses respectively. *(provide yes/no response on compliance matrix)*
123. The system can export addresses for external validation against certified address standardization software. *(provide yes/no response on compliance matrix)*
124. The system can integrate geographic information system (GIS) and shapefile data. *(provide yes/no response on compliance matrix)*
125. The system can allow for all changes that are made in the system to be reversed but tracked so that changes can be audited and/or reviewed. *(provide yes/no response on compliance matrix)*
126. The system can produce proofing documents to assist staff with ballot proofing. *(provide yes/no response on compliance matrix)*
127. The system can allow users to cancel, at one time, all voter registrations for individuals that have been marked as “inactive” and who have not voted in one of the last two federal elections. *(provide yes/no response on compliance matrix)*
128. The system can import/export election data to/from an e-poll book system. Rhode Island currently uses KNOWiNK’s e-poll pad. *(provide yes/no response on compliance matrix)*
129. The system can allow for certain users to manage user roles/permissions. *(provide yes/no response on compliance matrix)*
130. The system can have various roles/permissions ranging from full, statewide access to local, view-only access. *(provide yes/no response on compliance matrix)*
131. The system can allow authorized users to remove all access for certain users. *(provide yes/no response on compliance matrix)*

132. The system can allow authorized users to archive old users who no longer have access to the system. *(provide yes/no response on compliance matrix)*

Poll Workers

Poll workers in Rhode Island are hired independently by each local board. All poll workers are trained by the State Board of Elections on general polling place operations and by local boards on use of the e-poll pads. The State Board of Elections and local boards use the poll worker module.

133. The system can allow users to mark existing voters as poll workers and to add, maintain, and manage individual poll workers to a municipality's poll worker list. *(provide yes/no response on compliance matrix)*
134. The system can allow users to assign poll workers to a training class. *(provide yes/no response on compliance matrix)*
135. The system can allow for poll workers who have worked in one city/town in a previous election, to be added to a different city/town for a different election. *(provide yes/no response on compliance matrix)*
136. The system retains poll worker data for all elections and makes data accessible to users. *(provide yes/no response on compliance matrix)*

Reports

Reports are run by the Rhode Island Department of State, State Board of Elections and local boards to provide candidates, media, and voters with information from the system and to provide information for internal use.

137. The system can generate a report on all activities a user has conducted in the system. *(provide yes/no response on compliance matrix)*
138. The system can provide all reports in usable formats including, but not limited to exported flat files in csv or a similar format. *(provide yes/no response on compliance matrix)*
139. The system can produce the Election Assistance Commission's (EAC) Election Administration and Voting Survey (EAVS) data in report format. *(provide yes/no response on compliance matrix)*
140. The system can allow users to filter all reports listed below based on various subsets, including but not limited to: *(provide yes/no response on compliance matrix)*
- a. District type
 - b. Party affiliation
 - c. Voter status
 - d. Registration start/end dates
 - e. Age
 - f. Street
141. The system can provide reports for any date range on record, including but not limited to: *(provide yes/no response on compliance matrix)*
- a. Report of new voters
 - b. Report of voters (with reasons) whose records have been updated/changed and which user made the update/change
 - c. Report of canceled/moved voters (with reasons)
 - d. Report of registered voters by age

- e. Report of voters who voted in specified election(s)
- f. Report of voter history including (at least) the last 8 statewide elections
- g. Report of voter history with voters grouped by age
- h. Report of street ranges by precinct, city/town, district, and statewide
- i. Report of duplicate voters
- j. Report of all voters eligible for a specific election
 - i. In label format (paper poll book)
 - ii. Master list format
- k. Report of mailing labels for:
 - i. Individual voters
 - ii. Voters in a specified precinct, city/town, district, statewide
 - iii. Households in a specified precinct, city/town, district, statewide
- l. Report of the complete voter file
- m. Report of the complete voter history file including (at least) the last 8 statewide elections
- n. Report of the complete voter history file including local elections
- o. Summary report of registered voters by party affiliation and/or precinct, city/town, district, and statewide
- p. Report of voters residing at a specified address(es)
- q. Report of mail ballot voters in a specified precinct, city/town, district, and statewide
- r. Report of voters who have indicated they are interested in being a poll worker
- s. Report of provisional ballot voters

Polling Places

Polling places are chosen by the local boards and approved by the State Board of Elections. Polling places are generally municipal buildings, schools, fire stations, and churches.

- 142. The system can allow users to add, maintain, manage, and delete polling places. *(provide yes/no response on compliance matrix)*
- 143. The system can allow users to assign polling places for an election and make modifications if necessary. *(provide yes/no response on compliance matrix)*
- 144. The system can allow authorized users to approve polling places. *(provide yes/no response on compliance matrix)*
- 145. The system can display all polling place information (name and address) for each voter. *(provide yes/no response on compliance matrix)*

Project Timeline

The vendor will provide a timetable for implementing the entire CVRS project. The delivery timetable must be sufficient to allow for needs analysis, data conversions, system installation/testing, training, and final delivery. All proposed deliverables for converting the State from its current voter registration system must be completed by August 30, 2019 to allow for ample system testing ahead of full implementation by November 29, 2019.

The vendor will provide a detailed breakout of all phases of implementation, work plan, and projected start/completion dates. The work plan description must include a proposed project schedule with a list of tasks, activities, and/or milestones that will be used to mark the

progress of the project. The vendor will work with the Rhode Island Department of State, State Board of Elections and local boards on all aspects of implementation.

The vendor will describe and justify the approach proposed to be taken for each task and the technical issues that will or may be confronted at each stage of the project, the assignment of staff members, subcontractors and support organizations and the concentration of effort for each, and the attributable deliverables for each.

The vendor will describe its comprehensive full-service support (on-line, in-person, telephone, etc.) for the 12 months after the CVRS is fully operational.

Training

Training for this project is crucial to the success of the CVRS. Vendors should specify training recommendations, but at a minimum the vendor must provide training and documentation (training manuals and videos, user guides, webinars) specified in the Request for Proposals (RFP).

Vendors may assume they must train and provide end-user documentation to at least 100 users from the Rhode Island Department of State, State Board of Elections and local boards.

The vendor should assume that once the deliverables have been delivered, the vendor will provide training seminars scheduled at the request and determination of the Rhode Island Department of State.

The vendor must provide additional training to personnel of the Rhode Island Department of State until the staff's competency is equivalent to a trainer.

The vendor must also provide a support phone line for one year following full implementation between the vendor and the State for state and local users to utilize if necessary.

Staff Qualifications

The vendor will identify a project leader who will be the point of contact for the project. The vendor will supply a resume outlining the experience and qualifications of this person.

The vendor will identify all key staff on the project and list their duties and responsibilities. Resumes or a statement of experience on these individuals must also be included.

SECTION 4: PROPOSAL

A. Technical Proposal

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

Technical Requirements

All materials and products, including all source code, developed under the executed contract by the vendor are the sole and exclusive property of the Rhode Island Department of State. The vendor will seek written permission to use any products created under this contract.

The vendor must comply with the policies/requirements set forth in the Rhode Island Department of State's Vendor Technology Requirements Policy (Appendix D), the Rhode Island Department of State's Secure Coding Standard's Policy (Appendix E) and the Rhode Island Department of State's External Hosting Policy (Appendix F). The Rhode Island Department of State may require the vendor to implement, comply and/or provide proof of one of more of the requirements laid out in this document.

The vendor shall be responsible for the professional quality, technical accuracy, timely completion and coordination of all services provided to the Rhode Island Department of State. If any service, product or deliverable provided by the vendor does not conform to Rhode Island Department of State policies, standards or general practices, the vendor shall at its expense and option either (1) replace it with a conforming equivalent or (2) modify it to conform to Rhode Island Department of State's policies, standards or practices.

Implementation

This section of the RFP is meant to allow vendors the ability to distinguish their solution and implementation from other vendors. Provide details regarding aspects of the solution proposed including, but not limited to the following:

1. Document architecture of proposed solution supported by diagrams and descriptions. Describe programming platform, framework and runtime environment. Discuss security implications, scalability, audit trails, redundancy and integration processes.
2. Detail information regarding the implementation for registration, reporting and notifications.
3. Discuss help implementation solutions such as online manuals, tool tips, etc.
4. Provide input on possible GIS solutions for precinct validation.
5. Document possible scanning workflow implementation.
6. Describe how the proposed meets all the requirements presented in this RFP.
7. Describe the project management plan, assigned Project Manager, project phases and necessary roles.
8. Describe the hardware and software required for the solution. The target infrastructure for this application's Operating System is Microsoft Server 2012 with the database platform being Microsoft SQL Server 2012 R2 Enterprise edition.
9. List all third-party components.
10. Describe the approach to data migration, build/configuration, documentation, testing, training and data validation.
11. Define any configurations necessary for the proposed solution.
12. Describe the approach to handling file transfer, web services and other interfaces from other agencies (DMV, DoC, DoH, ERIC).
13. Describe how encryption will be implemented for data at rest and in motion.
14. Detail how User Access Management will be handled for different user types/roles.
15. Provide details on how the proposed solution will manage system access, including but not limited to application level security (two-factor authentication, encryption to/from database), server level security, database level security, data exchange (interface) security and network security.
16. Detail the recommended change management process for this project.
17. Describe the process for code transfer and documentation upon successful completion of the project.

Live Demonstration

The State intends to conduct live demonstrations during the Evaluation and Selection period. The demonstrations allow for vendors to display and demonstrate their system and processes to the Technical Review Committee.

References

Provide a minimum of three (3) state, county, or local government domain references for which the vendor has delivered goods and/or services similar in scope, size, or type to those described in this RFP. Preference will be given for work related to election systems or voter registration systems, but other types of similar database projects can be submitted. Please do not include current Rhode Island Department of State staff as references.

Financial Ability

Part of the evaluation criteria is the offeror's financial ability to perform the contract. In evaluating an offeror's ability, the evaluation committee will ascertain whether the offeror's financial ability is adequate or inadequate. If the evaluation committee ascertains an offeror's financial ability is inadequate to perform the contract, the bid will be rejected.

Offerors must submit audited financial statements for the previous three years. In the event the offeror has been in existence for less than three years, then the offeror must submit audited financial statements for each year the offeror has been in existence.

Offerors must also include the most recent financial records for the current fiscal year not reflected in the audited financial statements requested in this proposal.

B. Cost Proposal

The proposal should include all associated costs of the proposed solution deliverables including, but not limited to:

1. Database analysis, conversion and migration
2. Implementation (planning, design, and customization)
3. Transitioning from the current system
4. Travel and expenses for vendor's proposed team
5. User acceptance testing and integration testing
6. Documentation and training manuals
7. Hardware or software licensing (that the Rhode Island Department of State does not already have) required as part of the proposed solution
8. User training for staff of the Rhode Island Department of State, State Board of Elections and local boards.
9. Technical staff training
10. Go live support and maintenance (Tier 2 -3) for an additional 12 months

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 shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 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 Division of Purchases 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
Specific/Minimum Requirements	Pass/Fail
Technical Proposal / Financial Ability	35 Points
Live Demonstration	30 Points
References	5 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 TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP #7598563** on all correspondence. Questions should be submitted in writing 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

- Proposals shall include the following:

- A. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
- B. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
- C. Two (2) completed original and copy versions, 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 or Cost proposals.*

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 is limited to six (100) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request)

- a. One (4) Electronic copy on a CD-R, marked "Technical Proposal - Original".
- a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
- Six (6) printed paper copies

Cost Proposal - A separate, signed and sealed cost proposal Provide a proposal cost proposal to include the following (see attached spreadsheet):

- a. One (4) Electronic copy on a CD-R, marked "Cost Proposal -Original".
- a) One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
- b. Six (6) printed paper copies

- Formatting of proposal response contents should consist of the following:
 - a) Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs 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, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

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

- b) 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. 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 Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598563 Centralized Voter Registration System**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

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

1. 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.

2. 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