



RFQ - AGENCY SOLICITATION SPECIFICATIONS

HEADER

1 **TITLE:** NAME OF PROJECT

2 **DESCRIPTION:** BRIEF DESCRIPTION OF PROJECT

PRE-BID/ PROPOSAL CONFERENCE: YES/NO
MANDATORY: YES/NO

BONDING REQUIREMENTS

BID SURETY BOND REQUIRED: YES/NO
PAYMENT AND PERFORMANCE BOND REQUIRED: YES/NO

CONTRACT TERMS

The initial contract period will begin approximately **START DATE** for **DURATION OF PROJECT**. Contracts may be renewed for up to **INSERT NUMBER** additional 12-month periods based on vendor performance and the availability of funds.

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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://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, 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

Optional Instructions to Vendors:

- AIA Contract - For public works projects, the selected Vendor must submit a fully executed Rhode Island custom AIA contract. If awarded the contract, Vendor shall be required to obtain the specified AIA Documents from <https://documentsondemand.aia.org/?filter=Rhode>. Design Agents must obtain and utilize the Custom Rhode Island AIA Documents G701-2017, AIA G714-2017, AIA G802-2017, which can also be located at <https://documentsondemand.aia.org/?filter=Rhode>. Full instructions will be included in the Tentative Selection Letter. Specify required AIA contract document

SECTION A. BACKGROUND

The Community College of Rhode Island is the largest public institution in the state, providing high-quality academic programs and career-oriented training for full- and part-time students, recent high school graduates, and adult learners.

Named the 2019 Two-Year College of the Year by Education Dive magazine, CCRI enrolls more than 13,000 students in credit-bearing degree and certificate programs and an additional 8,500 individuals in Workforce Development programs and adult education courses annually.

With campuses in Warwick, Providence, Newport, and Lincoln and satellite campuses in Westerly and Woonsocket, CCRI meets Rhode Islanders where they are, offering an outstanding college education that leads to strong learning outcomes, successful degree attainment, and job placement opportunities. Students can choose from more than 90 majors and programs and seven academic career paths. CCRI also offers online, hybrid, and in-person options in addition to seamless transfer opportunities for students looking to continue their education at a four-year college or university.

The Community College offers extensive community programming as well, opening its facilities for public use, sponsoring programs on issues of public concern, and offering workshops and seminars for businesses, government agencies, and individuals seeking to improve their skills or enhance their lives.

The purpose of this RFQ is to identify a qualified vendor that will exemplify our institution's mission by providing **NAME AND DESCRIBE SERVICE** with the highest caliber of services delivered to the Community College of Rhode Island community.

SECTION B: SCOPE OF WORK AND REQUIREMENTS

7 DESCRIBE IN DETAIL THE SCOPE OF WORK AND REQUIREMENTS

RFQ Template Instructions

1. **Name of Project** – Name/title of the project you are requesting proposals for
2. **Brief Description of Project** – Brief but succinct description of the goods or services you are looking to acquire. Please note that this will be viewable on the bid board; be precise so you can attract interest of the appropriate vendor community
3. **Start Date** – The date you anticipate the project beginning
4. **Duration of Project** – The length/desired term of service
5. **Insert Number** – The number of times this contract can be renewed (if any)
6. **Name of Service and Description** – Specific name of service and simple description
7. **Scope of Work and Requirements** – This section is the “nuts and bolts” behind the project’s authorization of work. What you are requesting should be clear, concise, and driven by deliverables where ever possible. This is where you describe the expectations and layout what the core function of the work should be, i.e.: deliverables, tasks, or work products