



## RFP - 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 -

**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 RFP 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**

## 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 **INSERT NUMBER** pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request):

9

- A. **CRITERIA #1** – **INSERT DESCRIPTION OF CRITERIA #1**
- B. **CRITERIA #2** – **INSERT DESCRIPTION OF CRITERIA #2**
- C. **CRITERIA #3** – **INSERT DESCRIPTION OF CRITERIA #3**
- D. **CRITERIA #4** – **INSERT DESCRIPTION OF CRITERIA #4**

## 2. Cost Proposal

- 10 Provide a cost proposal for the required services which includes the following information: **INSERT DESCRIPTION**

## 3. ISBE Proposal

See Appendix A 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 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 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:

Criteria	Possible Points
Criteria #1	10 Points
Criteria #2	10 Points
Criteria #3	30 Points
Criteria #4	20 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

See the “Requirements” tab of this solicitation for additional information on the evaluation and selection process in the “RFP Standard Specification” section.

## RFP Template Instructions

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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
8. **Maximum Number of Pages** – The number of pages the proposal should be limited to (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request)
9. **Technical Proposal Categories** – Create several categories that will be used to score the proposal. These criteria should prove the vendor’s ability to deliver the work detailed in this RFP. Each category should have a specific description detailing the elements the vendor should provide in order for the committee to assess the category.

*For example:*

- a. *Staff Qualifications - Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in ...*
  - b. *Capability, Capacity, and Qualifications of Vendor – Please provide a detailed description of the vendor’s experience as a ...*
  - c. *Work Plan - Please describe in detail, the framework within which requested services will be performed. The following elements should be included: ...*
  - d. *Approach/Methodology - Define the methodology to be used for ...*
10. **Cost Proposal** – Before completing this section, it is recommended you calculate the project as a lump sum fixed fee, time and materials, deliverable-based or reimbursable based. We highly recommend a spreadsheet or appendix template to be included, so you can get consistent responses from vendors.
  11. **Points** – Enter the categories you selected in the Technical Proposal and assign each a certain number of points. The 70-point max can be divided up as you deem fit among the criteria you choose. Make sure that these point categories mirror the categories set forth in Section C.I: Technical Proposal (step 9).
    - a. The cost proposal cannot be lower than 30, but it can be higher. Be sure to adjust the technical points so the total is 100.
    - b. The bonus points cannot be altered.