



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF LEGAL SERVICES
One Capitol Hill, 4th Floor
Providence, RI 02908-5890

Tel: (401) 222-8880
Fax: (401) 222-8244

July 25, 2014

VIA FIRST CLASS MAIL AND ELECTRONIC MAIL:

Luly E. Massaro
Commission Clerk
Rhode Island Public Utilities Commission
89 Jefferson Boulevard
Warwick, Rhode Island 02888

RE: Commission's Second Set of Data Request Directed to Rhode Island Office of Energy Resources (July 21, 2014) AND Commission's Third Set of Data Request Directed to Rhode Island Office of Energy Resources (July 21, 2014) – Docket 4288

Dear Ms. Massaro:

Enclosed for filing on behalf of the Rhode Island Distributed Generation Board ("Board") is an original and ten (10) copies responding to both the Commission's Second Set of Data Request Directed to Rhode Island Office of Energy Resources (July 21, 2014) and the Commission's Third Set of Data Request Directed to Rhode Island Office of Energy Resources (July 21, 2014) – Docket 4288

Electronic copies of the filing were sent to all persons named on the attached Service List.

Thank you for your assistance.

Sincerely,

Daniel W. Majcher, Esq.

DWM/njr

Enclosure

c. Docket 4288 Service List

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
PUBLIC UTILITIES COMMISSION

IN RE: RI OFFICE OF ENERGY RESOURCES'
BUDGET REQUEST TO PERFORM CEILING PRICE
SERVICES FOR THE 2015 RENEWABLE ENERGY
GROWTH PROGRAM

DOCKET NO. 4288

COMMISSION'S SECOND SET OF DATA REQUEST DIRECTED
TO R.I. OFFICE OF ENERGY RESOURCES
(July 21, 2014)

1. The contract executed by the consultant was not accessible from either of the links provided in Comm 1-3. Is Purchase Order 3340541 the contract that will be executed by the consultant? If yes, provide an executed copy of Purchase Order 3340541. If an executed copy is not available, provide an unexecuted copy.

Purchase Order 3340541 represents the contract from last year's services with the previous vendor and is attached. This Purchase Order was the contract with the previous consultant. The Purchase Order incorporates the state's general terms and conditions. A new Purchase Order will be issued as the contract for the 2015 ceiling price services with the vendor selected through the RFP process. Assuming the approval of the budget by the Commission, the new Purchase Order will incorporate all of the requirements referenced in the RFP and the selected vendor's proposal, along with the State's General Conditions of Purchase (available on the Division of Purchases website).

2. If Purchase Order 3340541 is not the contract to be executed by the consultant, provide a full and complete copy of the contract, including any exhibits and/or attachments, that was, or will be, executed by the consultant.

The 2015 ceiling price services RFP was released on July 18, 2014 and is publicly posted on the Division of Purchases' website and Office of Energy Resources' website. Attached please find a copy of the RFP. As stated in number one above and assuming approval of the budget of the Commission, the resulting Purchase Order will incorporate the terms of the RFP, along with the selected consultant's proposal.



Notice of Blanket Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

ROBERT C GRACE
 DBA SUSTAINABLE ENERGY ADVANTAGE LLC
 10 SPEEN ST
 THIRD FL
 FRAMINGHAM, MA 01701
 United States

2014 DISTRIBUTED GENERATION
 CONTRACTS PROGRAM - CALCULATING
 REVIEWING AND ADDING CEILING PRICES
 FOR THE ELIGIBLE RENEWABLE ENERGY
 TECHNOLOGIES

Award Number
 3340541

Effective Period:
 26-JUL-13 - 26-SEP-14

S H I P T O	Administration, Department Of DOA CENTRAL BUSINESS OFFICE ADMINISTRATIVE SERVICES ONE CAPITOL HILL, 4TH FLOOR PROVIDENCE, RI 02908 United States	Date: 19-AUG-13 Buyer: C McGurn Shipping: Paid Terms: NET 30 Vendor # 39006	I N V O I C E	Administration, Department Of DOA CONTROLLER ONE CAPITOL HILL, 4TH FLOOR SMITH ST PROVIDENCE, RI 02908 United States

Department		Type of Requisition	Bid Number	Requisition Number
Administration, Department Of		*OTHER	N/A	1338811
Line	Item	Item Description	Unit	Unit Price

		8/18/2014 - PO 3340541 REPLACES PO 3335793 FOR THE REMAINDER OF THE CONTRACT - WRONG VENDOR NAME WAS USED WHEN CREATING PO 3335793		
1		APA-12701 ROBERT GRACE	Hour	226.6
2		APA-12701 JASON GIFFORD	Hour	194
3		APA-12701 MIMI ZHANG	Hour	146.26
4		APA-12701 DAN VON ALLMEN	Hour	100
5		APA-12701 WILSON RICKERSON	Hour	220
6		APA-12701 ANDY BELDEN	Hour	170.5
7		APA-12701 CHAD LAURENT	Hour	170.5
8		APA-12701 TRAVEL AND EXPENSES	Each	1
9		APA-12701 RESEARCH ANALYST	Hour	60
10		APA-12701 INCREASE FOR ADDITIONAL EXPENSES REQUESTED BY TERRI BROOKS	Each	1

STATE PURCHASING AGENT

Lorraine A. Hynes

Lorraine A. Hynes

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements.

Contract Terms and Conditions

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Terms and Conditions

PURCHASE ORDER STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS PURCHASE ORDER

PAYMENT AFTER FULL VENDOR PERFORMANCE

PAYMENT SHALL NOT BE MADE UNTIL DELIVERY HAS BEEN MADE, OR SERVICES PERFORMED, IN FULL, AND ACCEPTED, UNLESS EXPRESSLY PROVIDED FOR HEREIN UPON THE RENDERING OF A PROPERLY SUBMITTED INVOICE.

EQUAL OPPORTUNITY COMPLIANCE

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

AUTHORIZATION AND RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

PURCHASE AGREEMENT AWARD

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

PARTIAL PAYMENTS

PARTIAL OR PROGRESS PAYMENTS MAY BE MADE. PAYMENT WILL BE AUTHORIZED UPON RECEIPT AND ACCEPTANCE BY THE AGENCY OF THE PORTION OF THE CONTRACT OR PURCHASE ORDER COMPLETED BY THE VENDOR. PAYMENT UPON THE RENDERING OF A PROPERLY SUBMITTED INVOICE.

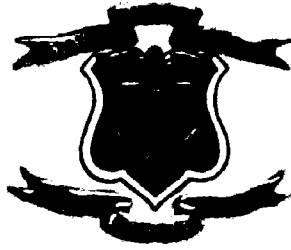
CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov."



Solicitation Information
July 18, 2014

RFP# 7548892

TITLE: Renewable Energy 2015 Ceiling Price Development

Submission Deadline: August 18, 2014, 2:00 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at DOA.Purquestions2@purchasing.ri.gov no later than **August 4, 2014, 4:00 PM ET**. 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 Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

George Welly
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Energy Resources (Office) is soliciting the services of a qualified consultant to develop the 2015 ceiling prices for the renewable energy technologies included in the Renewable Energy Growth Program.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, 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 procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 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 herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. 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. Joint venture and cooperative

proposals will not be considered. 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.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a Form W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. 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.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2: PROJECT DESCRIPTION

RIGL §39-26.6 created the Renewable Energy Growth Program, an extension of the Distributed Generation Standard Contracts pilot program. The pilot program required electric utilities to enter into long-term contracts for at least 40MW of distributed renewable generation between 2011-2014. The Growth Program expands on this program in several ways – including increasing capacity to 200 MW by 2019 and altering the contracts program to a tariff-based system.

During the pilot, the Office of Energy Resources (Office) and the Distributed Generation Board (Board) worked with a consultant to develop ceiling prices for the eligible technologies. These ceiling prices were then approved by the Rhode Island Public Utility Commission.

The Office and the Board are again authorized to hire a qualified consultant to recommend ceiling prices for each of the renewable energy technologies, classes, and eligible system size ranges included in the legislation. In order to implement the Distributed Generation Growth Program, these ceiling prices will again be presented to the RI Public Utility Commission for approval.

While this contract shall only cover the development of ceiling prices for the 2015 program year, ceiling prices will be updated annually for the program through 2019 by the Board.

Attached is a link to the enacted legislation:

<http://webserver.rilin.state.ri.us/BillText/BillText14/SenateText14/S2690Aaa.pdf>

DEFINITIONS

For the purposes of this request for proposals, the following terms are defined as follows. Respondents shall use these terms as applicable in making proposals.

3.1 “Board” means the Rhode Island Distributed Generation Growth Board, comprised of 10 members reflective of the requirements in § 39-26.2-11.

3.2 “Ceiling Prices” means the maximum price per kilowatt hour for the eligible renewable energy technology classes.

3.3 “Office” means the Rhode Island Office of Energy Resources.

3.4 “Renewable Energy Classes” means the categories of different renewable energy technologies as defined by §39-26-5. Eligible renewable energy technologies under the Renewable Energy Growth Program include solar, wind, anaerobic digestion, and small-scale hydropower.

3.5 “REG Program” means the Renewable Energy Growth Program.

3.6 "Response" means the written proposal submitted by an Offeror to the Department of Administration/Division of Purchases in accordance with this RFP. The Response includes all written material submitted by the Offeror, including both the initial proposal and any further information requested by the Department.

3.7 "RFP" means this Request for Proposals.

SECTION 3: SCOPE OF WORK

Eligible Applicant Threshold Criteria

The consultant will be expected to collect industry data and best practices and use this analysis to inform and guide their recommendations. Respondents should detail the methodology they plan to use to collect and analyze this data to provide recommendations.

In developing the 2011-2014 ceiling prices for the Distributed Generation Standard Contracts Program, the Office and Board used the Cost of Renewable Energy Spreadsheet Tool (CREST). However, respondents are also encouraged to propose other proven methodologies in developing proposed REG ceiling prices.

Overview- Scope of Work

As described above, the consultant will develop ceiling prices for multiple renewable energy classes for the 2015 REG Program. These include five (5) solar classes, two (2) wind classes, two (2) anaerobic digestion classes, and two (2) small-scale hydropower classes. The Board will determine the specific kilowatt or megawatt system size ranges for each eligible renewable energy technology after a consultant is selected.

Scope of Work - Specific Requirements

The contractor will perform the following:

Phase 1: Data Gathering (September – early October 2014)

- Collect cost data associated with developing and installing renewable energy systems in Rhode Island and the rest of the Northeast region. These costs should include interconnection and material costs.
- Identify all federal renewable energy tax incentives that will be available through the end of 2015.
- Compile a database for the Office and Board with historic data on both the proposed and executed Distributed Generation Contracts ceiling prices from the 2011-2014 program years.
- Develop a proposal for the process to solicit stakeholder input for the development of the 2015 ceiling prices.

- Present the findings of the work above, along with the methods used to collect and analyze the data, to the OER and Board.

Phase 2: Analysis and Synthesis (early October – November 2014)

- Create a draft template for the process to develop the 2015 ceiling prices.
- Draft preliminary 2015 ceiling prices using this template.
- Present preliminary information and receive feedback at at least one public hearing.
- Respond in writing to all questions and comments received at the public hearing(s). Provide these responses to the Office and Board to be posted publically.
- During this phase, provide weekly progress updates to the Office and Board.

Phase 3: Final Recommendations (November - December 8, 2014)

- Incorporating feedback from Phase 3, draft final proposed ceiling prices and present at a final public hearing.
- Present final proposed ceiling prices to the Board at a board meeting on or before December 8, 2014. Respond to any final questions or comments at this time. After the presentation, Board members will vote on whether to accept the proposed ceiling prices.
- During this phase, continue to provide weekly progress updates to the Office and Board.

Phase 4: Preparation for PUC (December 2014 – February 2015)

- Final ceiling prices require the approval of the Public Utility Commission. After Board approval, consultant will work closely with the Office and Board to compile information and prepare presentations for relevant PUC proceedings.

Phase 5: PUC Proceedings (February 2015 – March 2015)

- Attend and participate, as required or directed, all relevant Public Utilities Commission meetings, hearings, and proceedings, including those required by the Division of Public Utilities and Carriers. The docket proceedings will occur at 89 Jefferson Boulevard, Warwick, RI.
- Respond to any data requests made by the Public Utilities Commission and other parties with standing that result from the Commission proceedings.

Timeline: The workplan begins in early September. Phases 1-3 are to be completed by December 8, 2014. Phases 4-5 will be completed between December 2014 and March 2015.

Budget: Funding and selection of a consultant by the Board will be contingent on available financing through the Public Utility Commission pursuant to the REG law.

SECTION 4: TECHNICAL PROPOSAL

Proposal Elements

At a minimum, proposals should contain the following elements:

1. A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov).
2. One only completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov by clicking on RIVIP, then General Information and then Standard Forms.
3. A project plan as defined in the scope of services in Section 4 above.
4. Qualification statement, including, but not necessarily limited to:
 - a. The experience of the applicant in administering and overseeing this type of project.
 - b. An organizational chart for the project team identifying each team member, team reporting structure, and a narrative describing the responsibility of the team member. The organizational chart should include each of the duties required per the project plan.
 - c. Other information at the discretion of the proposer that will demonstrate the firm or team's ability to perform and complete the project.
5. A project schedule including all major activities from notice to project completion.

SECTION 5: COST PROPOSAL

On a separate page, to be sealed in a separate envelope (see instructions below), a lump sum fixed-fee price to complete the project as described in this solicitation, signed and dated by an authorized agent of the Offeror. Costs will be scored on a comparison of this one value. Specify that the price corresponds to this solicitation, RFP 7548892

SECTION 6: EVALUATION AND SELECTION

Proposal Evaluation

The Division will commission a review team to evaluate and score all proposals that are complete and minimally responsive using the criteria described above. The evaluation of any item may incorporate input from sources other than the bidder's response and supplementary materials submitted by the bidder. Those other sources could include assessments made by evaluators based on findings recorded from reference checks (including but not limited to those supplied by the bidder), prior experience with or knowledge of bidder's work, responses to follow-up questions posed by the State and/or oral presentations by the bidders if requested by the review team. The State may elect to use any or all of these evaluation tools.

The review team may contact any, all or some of the bidders with questions and clarifications at any point during the process at its own discretion. The review team may also require vendors to provide an oral presentation or be interviewed as part of the evaluation. The review team may adjust the technical scores of any bidder after conducting such a clarification.

The review team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made and a contract awarded, a notice will be posted on the Rhode Island Division of Purchases web site.

Because the evaluation takes into consideration both the technical and cost components in a value based approach, the lowest costing bidder may not necessarily be awarded a contract.

To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (86%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The State reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Capability, Capacity, and Qualifications of the Offeror 1. The ability to respond to and meet the guidelines and conditions set forth, and the ability to meet project deadlines and timetables. 2. Demonstrated capacity, facilities and organizational structure to perform the type of consulting services sought.	25 Points
Staff Qualifications Qualifications and experience of respondent and key personnel including academic credentials, operational and practical experience.	10 Points
Quality of Proposal and Suitability of Approach/ Methodology	35 Points
Total Possible Technical Points	70 Points

Cost of the Proposal relative to other submitted proposals*	30 Points
Total Possible Points	100 Points

*The lowest cost bidder will receive 100% of available points in this category (30). Other bidders will be awarded cost points based on the following formula:

$$(\text{Lowest bid}/\text{Applicant's bid}) * 30$$

For example, if the lowest price is \$35,000, and the next applicant (Applicant B) price is \$60,000, Applicant B points are calculated as follows:

$$(35,000/60,000) * 30 = 17.5 \text{ points}$$

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at DOA.Purquestions2@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7548892** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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 this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request 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 will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7548892**" 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 will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One only completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **An original and four (4) copies separate 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 fifteen (15) pages (this excludes any appendices) . Include, as appropriate, resumes of key staff that will provide services covered by this request;

these do not count towards the fifteen page limit (do not include personal information or addresses as the technical proposal becomes a public document.)

4. **One only separate, signed and sealed Cost Proposal** pricing the Scope of Work outlined in Phases 1 through 5. On a separate page, to be sealed in a separate envelope clearly marked as a cost proposal and including the RFP number, a lump sum fixed-fee price to complete the project as described in this solicitation, signed and dated by an authorized agent of the Offeror.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only one electronic copy is requested and it should be placed in the proposal marked "original". Do not include Form W-9 or the cost proposal on digital media.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its 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.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

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