



# Division of Purchases

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

June 1, 2021

WestEd  
730 Harrison Street  
Suite 500  
San Francisco, CA 94107-1260  
[REDACTED]

Re: Tentative Award Solicitation # RFP21000563 K-12 School and Higher Education Reopening Plan Consulting Services

Dear Ms. Dana Chambers:

Please be advised that the Division of Purchases has tentatively selected your company to provide the goods and/or services requested in the above-referenced solicitation. This tentative selection may be revoked by the Division of Purchases if your company fails to satisfy any of the requirements of this letter or the solicitation.

No work may commence until your company has received a purchase order issued by the Division of Purchases and, in addition, written authorization to proceed from the user agency. Prior to issuance of a purchase order by the Division of Purchases your company must provide the documentation listed below by Monday, June 21, 2021.

Submit all documentation, except as provided below, to: Nina M. Lennon, Division of Purchases, One Capitol Hill, 2<sup>nd</sup> Floor, Providence, Rhode Island 02908, Email: [REDACTED] Failure to timely provide the required documentation may result in the revocation of this tentative selection by the Division of Purchases.

You should note that the Purchase Order issued by the Division of Purchases together with the State's General Conditions of Purchase (220-RICR-30-00-13), available at <https://rules.sos.ri.gov/regulations/part/220-30-00-13>, shall serve as the agreement with the State of Rhode Island and the user agency.

You should also note that individual agencies may require that vendor employees, subcontractors and/or agents undergo a State and/or national criminal background check prior to providing any services to the agency as it relates to this procurement.



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Please provide the following documents indicated by a :

- 1)  A completed and approved full vendor registration in Ocean State Procures™. Instructions and registration link are found at: (<https://www.ridop.ri.gov/osp/ops-vendor-registration.php>).  
Include:
  - 1a)  An upload of your Internal Revenue Service Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) to your vendor account in Ocean State Procures™. See the OSP vendor registration instructions for additional upload instruction.
- 2)  Performance bond and labor payment bond in accordance with the terms of the solicitation from a firm authorized to conduct business in the State of Rhode Island.
- 3)  Certificates of insurance in accordance with the 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>). Certificates of insurance must: (i) reference the solicitation title and number; (ii) name the State of Rhode Island as "certificate holder" and "additional insured;" and (iii) state that 30 days advance notice of cancellation (referencing the solicitation number) will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # (401) 574-8387:

**General Requirements:**

- 3a)  Liability – combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate;
- 3b)  Workers' compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee;
- 3c)  Automobile liability - \$1,000,000 each occurrence combined single limit;
- 3d)  Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

**Professional Services:**

- 3e)  Professional liability ("errors and omissions") - \$2,000,000 per occurrence, \$2,000,000 annual aggregate;
- 3f)  Environmental/Pollution Liability when past; present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate;
- 3g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1,000,000 per occurrence.

**Information Technology and/or Cyber/Privacy:**

- 3h)  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;



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- 3i)  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 R.I. Gen. Laws § 11-4-3-1 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.

4)  Rhode Island Affirmative Action Plan and contract compliance forms. Submit the applicable forms as indicated below to Rhode Island Department of Administration, Office of Diversity, Equity and Opportunity (ODEO), State Equal Opportunity Office at One Capitol Hill, 3<sup>rd</sup> Floor, Providence, Rhode Island 02908. Any questions relative to EEO and/or the submission of any EEO documents should go to the following website: [odeo.eeo@doa.ri.gov](mailto:odeo.eeo@doa.ri.gov)

- 4a)  Contract Compliance Report  
(<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>)
- 4b)  Certificate of Compliance  
(<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>)

The resulting determination from the Office of Diversity, Equity and Opportunity shall be the required final document to complete the tentative award process.

- 5)  Minority Business Enterprise (MBE) Plan. Submit MBE plan to Rhode Island Department of Administration, Office of Diversity, Equity and Opportunity (ODEO), Minority Business Enterprise Compliance Office at One Capitol Hill, 3<sup>rd</sup> Floor, Providence, Rhode Island 02908. For further information, contact Dorinda Keene at [REDACTED] or visit the Office of Diversity, Equity and Opportunity website at <http://odeo.ri.gov/>. The resulting determination from the Office of Diversity, Equity and Opportunity shall be the required final document to complete the tentative award process.
- 5a)  For Non-Disadvantaged Business Enterprise (DBE) Service-based RFQs – Minority Business Enterprise (MBE) Plan shall be submitted within 5 business days of the date of this tentative selection notice.



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- 6)  Good-Standing Certificate issued by the Rhode Island Secretary of State within the 30-day period prior to the date all documentation is due. Contact the Corporations Division at the Rhode Island Secretary of State at (401) 222-3040 or <http://business.sos.ri.gov/CorpWeb/certificates/certificateorderform.aspx>.
- 7)  Business Associate Agreement (HIPAA compliant), executed by an authorized representative of your company, found at:  
(<https://www.ri.dop.gov/documents/centralized-template/2014-13%20BUSINESS%20ASSOCIATE%20AGREEMENT.docx>).

If you have any questions regarding this letter, please feel free to contact the undersigned.

Sincerely,

Nina M.  
Lennon

Digitally signed by Nina M.  
Lennon  
DN: cn=Nina M.Lennon, o=  
ou=State of RI,  
email=Nina.Lennon@purchasing.ri  
gov, c=US  
Date: 2021.05.01 13:20:03 -0400

Nina M. Lennon  
Interdepartmental Project Manager

cc: Dorinda Keene – ODEO – Acting Associate Director, Office of Diversity, Equity and Opportunity  
Alexandra LaFlamme - Purchasing  
Daniel W. Majcher - Legal Services