



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

JUDICIAL PURCHASING OFFICE  
670 NEW LONDON AVE, ROOM 1006  
CRANSTON, RHODE ISLAND 02920

TEL: 401-275-6527 FAX: 401-275-6530

**BID SOLICITATION INFORMATION**

<b>Date:</b> 1/28/14	<b>RFP/LOI #:</b> B2014001
<b>Project Name:</b> Migration of Judiciary website(s) to a Microsoft SharePoint Technologies (2013 or higher) infrastructure	
<b>Opening Date, Time and Place:</b> February 25, 2014 at 10:00a.m. Purchasing – Rm. 1014, RI Traffic Tribunal 670 New London Avenue Cranston RI 02920	
<b>Pre-Bid/Proposal Conference:</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>***** Important *****</b> <b>Pre bid conference will be held:</b> February 18, 2014 at 9:00a.m. <b>Location:</b> Fogarty Judicial Annex 24 Weybosset Street, Providence, RI 02903.	
<b>Bonds Required:</b> Surety Bond <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Bidder is required to provide a bid surety in the form of a bid bond or certified check payable to the State of Rhode Island in an amount not less than five percent (5%) of the bid price. Fidelity Bond <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Performance Bond <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes The successful bidder will be required to furnish all insurance documentation as outlined in the attached Judicial Purchasing Rules & Regulations and General Terms & Conditions of Purchase which are available for inspection at <a href="http://www.courts.ri.gov">www.courts.ri.gov</a>	
This solicitation is to seek a service for the migration of the Rhode Island Judiciary's website(s) to a Microsoft SharePoint Technologies (2013 or higher) infrastructure. Specific bid solicitation information begins on page 3 of this document.	
Proposals must be mailed or hand-delivered in a sealed envelope <b>marked with the above RFP/LOI# and Project Name</b> to: <p style="text-align: center;">Rhode Island Traffic Tribunal 670 New London Avenue, Cranston RI, 02920 <b>Purchasing, Room 1014</b></p>	
The bid process and resulting contract are subject to the Judicial Purchasing Rules and Regulations and General Terms and Conditions of Purchase. Submission of a bid in response to this solicitation is acknowledgement and acceptance of the Judicial Purchasing Rules & Regulations and General Terms & Conditions of Purchase.	
The Administrative Office of State Courts ("AOSC") reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest including, but not limited to, directly negotiating with any vendor who submits a proposal in response to this RFP and to award a contract for collection services based upon the results of those negotiations alone. Proposals found to be technically or substantially nonresponsive at any point in the evaluation process will be rejected and not considered further. The AOSC may, at its sole option, elect to require presentations(s) by bidders clearly in consideration for award.	

Questions concerning this solicitation may be e-mailed to the Supreme Court Purchasing Office at [purchasing@courts.ri.gov](mailto:purchasing@courts.ri.gov) **no later than February 19, 2014 at 12:00 PM**. Please reference the RFP number on all correspondence. Answers to questions received, if any, will be posted on the internet as an addendum to this bid solicitation.

**Carla Ciccone**  
**Purchasing Agent**  
**Rhode Island Supreme Court**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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.

**INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS**

- Potential bidders are advised to review all sections of this Request carefully and to follow instructions completely as failure to make a complete submission as described herein may result in rejection of the proposal.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the bidder. The AOSC assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the Judicial Purchasing Committee.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other judicial locations or which are otherwise not received by the Supreme Court Purchasing Office by the time of opening for any cause, will be deemed 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 Judicial Purchasing Office.**
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the bidder's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Bidders are advised that all materials submitted to the AOSC for consideration in response to this Request for Proposals shall be considered to be public records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request once an award has been made.



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**BID / RFP SPECIFICATION SHEET**

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Pursuant to Article X (“Methods of Source Selection”) of the Judicial Purchasing Rules and Regulations, attached are the bid/ request for proposal specifications for the following project

Project Name: **Migration of Judiciary’s website(s) to a Microsoft SharePoint Technologies (2013 or higher) infrastructure.**  
Project Number: **P2014001**  
Prepared by: **Carla Ciccone – Purchasing Agent**

***All bids and/or proposal specifications are subject to and governed by the Judicial Purchasing Rules and Regulations and General Terms and Conditions of Purchase.***

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## **1.0 Overview**

The Administrative Office of the State Courts (“AOSC”), is seeking proposals for the migration of the Judiciary’s website(s) to a Microsoft SharePoint Technologies (2013 or higher) infrastructure.

The Judiciary reserves the right to buy additional software and services from the awarded contract for up to thirty-six (36) months from date of award.

### **1.1 Current Websites Infrastructure**

The Judiciary’s website(s) starting at <http://www.courts.ri.gov>. Our webserver is running on a Microsoft SharePoint Server. We also employ a Microsoft ForeFront server on our DMZ.

We would like to upgrade these servers to current versions. Also, on the SharePoint server we would like to have a staging/development server as well as two load balanced production servers.

The current webserver is running on SharePoint Foundation 2010, some content was created in an earlier version and not upgraded to 2010.

The current Forefront Threat Management Gateway is Version 7.0.9193.540

## **2.0 Scope of Work**

This RFP will encompass:

1. The complete migration project of the current Judiciary’s website(s) to a new highly available infrastructure completely based on the Microsoft SharePoint Technologies (2013 or higher). This project will include, but is not limited to:

- Project management
- Analysis of current websites’ look-and-feel and dynamic components
- Development of sites within the SharePoint framework
- Implementation and configuration of a highly-available SharePoint Technologies (2013 or higher) infrastructure
- Implementation of dynamic components via existing, third-party and/or custom web parts

- Implementation of basic workflows and other (delegated) content management functionalities
- Documentation (Non-technical and technical staff)
- Training (Non-technical and technical staff)

2. Extended maintenance/support and monitoring for the migrated website(s) and SharePoint Technologies infrastructure

The RFP respondent ('Vendor') is encouraged to provide additional documentation of the standard project approach of similar projects.

Note: This is primarily a technology-driven project rather than a governance-driven one. The purpose is the migration of the existing website(s) to the new SharePoint Technologies infrastructure, while maintaining the same structure, look-and-feel and content, while adding enhanced content management functionalities.

3. Who should respond?

Any Vendor with a successful record of completed larger scale projects leveraging SharePoint Technologies are invited to respond to this RFP. Note: Vendor must have the resources to start and finish the project within a limited timeframe. For more information see section "Project Scope Requirements".

Preference will be given to vendors who are located within a sixty (60) mile radius of Providence, Rhode Island.

### **3. INSTRUCTIONS TO BIDDERS**

#### **3.1. Instructions and Notifications**

This document constitutes a Request for Proposal (RFP) for:

- The migration project of the Judiciary's website(s) leveraging the Microsoft SharePoint Technologies (version 2013 or higher)
- Extended maintenance/support and monitoring of the migrated websites and SharePoint Technologies infrastructure

### **GENERAL QUALIFICATIONS**

Please be advised that all technical specifications outlined in the Secretary of State's Rules and Regulations for the Making and Management of Imaged Public Records

dated August 2006, as amended July 2009, must be followed in implementing this process. A copy of the Rules and Regulations can be found at <http://www2.sec.state.ri.us/dar/regdocs/released/pdf/SOS/5762.pdf> .

#### **4. VENDOR QUALIFICATIONS**

Please respond to the following questions and information requests.

##### **4.1. General Vendor Qualifications**

###### **4.1.1. Experience**

Vendor must have a proven record of relevant web implementation projects for at least the last three (3) years leveraging Microsoft software development technologies. Projects are regarded relevant when Vendor was responsible for both the management and implementation of the project and the project was completed successfully.

**Please provide evidence about Vendor's relevant experience.**

###### **4.1.2. History**

Vendor must be operating in the software development field for at least five (5) years in which Vendor has been developing business-driven applications for customers similar to Customer in size and/or line of business.

**Please provide evidence about Vendor's relevant history.**

###### **4.1.3. Personnel**

Vendor must only use full-time employees (under permanent contract with Vendor) for the staffing of this project. Personnel assigned to this project must be able to read, write and communicate effectively with the Judiciary and its staff in English. The use of project staff on any other term, including but not limited to part-time, temporary or other forms of limited terms or subcontracting is not accepted. Vendor must be able to provide proof on request.

###### **4.1.4. Microsoft Partnership**

Gold competencies preferred in the Microsoft Partner Network relevant to this RFP.

Please provide evidence of Vendor's Gold competencies in the Microsoft Partner Network relevant to the project described in this RFP.

###### **4.1.5. Professional Manner**

Vendor personnel are to conduct themselves in a professional manner. AOSC reserves the right of approval of any on-site employees, and the right to dismiss from this, and any other work performed under this RFP, any individual

without a statement of cause. The vendor will comply without compromising schedules and/or any other contract term.

## **4.2. Experience with Web Migration Projects**

### **4.2.1. Project Ownership**

Vendor retains ownership of the project deliverables from the commencement of the project up to the acceptance by AOSC of the deliverables. This implies Vendor guarantees to work on the deliverables until these meet AOSC's acceptance criteria. Note: Acceptance criteria as well as deliverables will be specified/defined prior to commencement of the project.

### **4.2.2. Project Management**

Vendor is responsible for providing project management for the full duration of the project. Vendor ensures that the same project manager remains assigned to this project for the full duration of the project.

When due to unforeseen circumstances or circumstances out of the control of Vendor it is required to replace the project manager, Vendor remains responsible to meet project schedules/planning milestones/deadlines and/or comply with any contract term.

Please provide the list of tasks/responsibilities Vendor includes in project management.

### **4.2.3. Project Planning**

Vendor is responsible to set an initial project plan with milestones and deadlines, mutually agreed upon by AOSC and Vendor. Subsequently through project management, Vendor will continuously maintain the project plan and reports periodically (for example weekly) on progress. Vendor is required to immediately notify AOSC when any milestone or deadline cannot be met. Vendor discusses with AOSC the implications and options to address the resolution.

A project as described in this RFP has to be executed in a number of phases.

Please provide a description of each of the phases Vendor identifies for the project described in this RFP and/or in 'like projects'.

### **4.2.4. Project Staffing**

AOSC recognizes that in the project as described in this RFP will require a multi-person staffing, each with his/her own role and skill set, to meet set milestones/deadlines and a project completion date. Vendor needs to be able to staff this project not only on quality (employees with the required skill sets),

but also on quantity (the required number of employees to meet milestones/deadline and completion date).

Vendor is expected to keep project staffing constant during the duration of the project. If for any circumstance, either within or outside the control of Vendor, a project staffing change has to be made, Vendor needs to inform AOSC immediately. Vendor remains responsible to meet project schedules/planning milestones/deadlines and/or comply with any contract term.

For the purpose of this RFP please provide names and resume of employees that will be likely assigned to this project as well as the role they will play in each of the project phases (to be identified by Vendor in section 4.2.3 Project Planning).

**Note: AOSC expects that Vendor has enough experience to identify the required staffing for this project.**

#### **4.2.5. Project Documentation**

The Vendor is required to document all work performed for the AOSC in general and of installation and configuration changes in particular. All documentation has to be provided or made accessible to the AOSC in a format that allows the AOSC to incorporate this into its own documentation system. Documentation is regarded as an integral part of providing services to the AOSC and is therefore a compulsory component in the completion of any work performed as described in this RFP.

### **4.3. Experience with Microsoft SharePoint Technologies and related products/technologies**

#### **4.3.1. Skills, Knowledge and Experience**

AOSC recognizes that Vendor can only be successful on a project as described in this RFP when Vendor has not only employees with the necessary skills and knowledge, but also can sustain these skills, knowledge and experience at a corporate level.

The project described in this RFP has Microsoft SharePoint 2013 Technologies at its core, but will require skills and knowledge of other Microsoft products and technologies.

Please provide a list of all relevant Microsoft products and technologies that Vendor identifies as being required to successfully execute the project described in this RFP and the number of Vendor's employees with skills, knowledge and experience for each of these products and technologies.

Note: In order for AOSC to appreciate the depth and breadth of Vendor's available staff, Vendor has to uniquely identify individual employees that have skills, knowledge and experience of multiple Microsoft products/technologies.



#### **4.3.2. Microsoft Certifications**

AOSC values the efforts Vendor makes to keep its employees up-to-date with the latest Microsoft products, technologies and Best Practices. AOSC sees certifications in general and, for the purpose of this RFP and project, Microsoft certifications in particular as a good indicator of the Vendor's effort in this area.

Please provide an overview of the relevant Microsoft certifications within Vendor's organization and indicate what number of each of these certifications are held by employees that may be assigned to this project. Vendor is encouraged to list other relevant (non-Microsoft) certifications held by employees.

#### **4.4. References**

Please provide a minimum of three (3) references of Microsoft SharePoint 2010/2013 Technologies projects completed in the past 1.5 years (18 months). For each reference provide at least the following:

- Description of the project giving a clear understanding of the scope of project, the involvement of the Vendor, the extent to which SharePoint 2010/2013 Technologies are used and the size of the SharePoint farm.
- The duration of the project and the current status of the project. When the project has been completed, give the completion date
- Customer contact information for the reference

### **5. PROJECT SCOPE REQUIREMENTS**

#### **5.1 Scope of Migration**

AOSC plans to migrate its main website and all directly related websites. Starting at <http://www.courts.ri.gov> all pages and sites that are presented in the same template (page layout and style) need to be included in the migration. This includes all static and dynamic page components. Dynamic page components can be driven by data stored in website-related database tables or be retrieved from third-party sources, all via standardized protocols and interfaces.

AOSC requires that the migration will not impact the "look and feel" of the Judiciary's website.

Although AOSC recognizes that there is a possibility that with the migration to a platform based on Microsoft SharePoint Technologies minor aspects of the current sites may not be able to replicate in the migrated sites, these discrepancies need to be identified prior to implementation.

As part of the RFP response, Vendor is required to identify those aspects of the current websites and its "look and feel" that can have an impact on the "look and feel" or project plan and/or timeline.

Vendor is responsible for the migration of content from the current sites to the new sites.

Website must work with all major browsers, operating systems and mobile devices including but not limited to:

Browsers:

1. Internet Explorer
2. Firefox
3. Chrome
4. Safari

Operating Systems:

1. Microsoft Windows
2. Apple OSX
3. Linux
4. Apple IOS
5. Google Android

Vendor is expected to review the Judiciary's main website and the sub sites pertaining to this scope of migration closely to ensure that the true project scope is identified. Vendor is encouraged to enumerate the sites/pages being identified as part of the scope and taken into during the formulation of the RFP response, including the cost proposal.

Vendor is responsible for the upgrade of the Microsoft Forefront Threat Management Gateway.

## **5.2. Duration and Timeline**

AOSC recognizes the need to keep the time between the project commencement and taking the new websites (based on the Microsoft SharePoint 2013 Technologies) into production as short as possible in order to keep the transition period limited and therefore limit the time to maintain two separate systems.

AOSC wants to see the project duration limited to no more than 6 (six) months. Duration is defined by the period between the day Vendor commences the project and the day AOSC accepts all deliverables.

Please provide a breakdown of the timeline in the project phases, as Vendor identified in section 4.2.3 Project Planning, and the expected duration of each of these phases, not to exceed the 6 months duration. Please identify whether Vendor is able to complete the project as described in this RFP within this timeframe.

## **5.3. Deliverables**

AOSC has identified the following project deliverables. Vendor is encouraged to make recommendations of additional deliverables, based on their experience with other similar projects.

Note: Vendor is providing the services and related materials. Hardware, software and other licenses are the AOSC's responsibility and Vendor may assume in the RFP response that these will be available at project commencement. Vendor will include hardware and software requirements needed for the project in their response.

The following project deliverables must be included as part of the final product:

1. Installation and Configuration of SharePoint Server 2013 in a redundant and scalable setting (AOSC is responsible for server OS installation).
2. All necessary files and configurations that recreates the branding and 'look and feel' of the current Judiciary's website and sub-sites.
3. All configurations and basic workflows that allows for delegated content management and approval/publish processes.
4. All web parts, developed or purchased from third parties, and related code required to provide the dynamic content generation and delivery identical to this functionality in the current Judiciary's website and sub-sites.
5. Complete set of documentation of all the performed work (as identified in point 1 through 3). Documentation is expected to be provided in such a form that would allow for recreation of the installation and configuration work of the work described in points 1 through 3.
6. Instruction for the Judiciary's staff on the maintenance of the SharePoint 2013 installation and configuration as documented.
7. Documentation (Non-technical and technical staff) to be able to perform content updates with minimal effort and written instructions/documentation. Examples – Alert banner, posting content.
8. Instructions for backup and restore of SharePoint.
9. Vendor must test backup and restore for accuracy.

#### **5.4. Acceptance process**

As indicated earlier in section 4.2.1 Project Ownership, Vendor remains the owner of the project until AOSC accepts all deliverables. Taking ownership of the deliverables by AOSC signals that Vendor completed the project to the satisfaction of AOSC. To avoid a situation in which AOSC does not accept one or more deliverables, Vendor must provide a project plan that incorporates an adequate number of milestones to ensure that partial deliverables are on the path of acceptance.

Prior to commencement of the project, AOSC will work with Vendor to further detail the deliverables as identified in section 5.3 Deliverables.

AOSC will draw up a comprehensive acceptance test plan that will be executed at appropriate milestones during the project timeline. The acceptance test plan will determine to what extent a deliverable meets the acceptance criteria.

The acceptance process is iterative and completes only after Vendor provides a deliverable that meets all criteria.

## **6. MAINTENANCE/SUPPORT AND MONITORING REQUIREMENTS**

After taking ownership of the deliverables and bringing the Judiciary's websites and sub-sites into production, AOSC staff may require maintenance and support assistance. Vendor must be able to provide maintenance, support and monitoring services on an 'as required' basis.

### **6.1. Maintenance and support**

#### **6.1.1. Definition and duration**

During a period of 6 months after taking ownership of the deliverables, AOSC may need 'on demand' assistance in making limited adjustments and modifications to the complete Microsoft SharePoint 2013 installation as described in section 5.3 "Deliverables" in order to ensure proper functioning of the main website and sub-sites as a whole. This assistance can be in different areas including, but not limited to:

- SharePoint 2013 and Server 2008 R2/ Server 2012 Systems Administration
- SharePoint 2013 tuning to optimize response times and end-user experience
- SharePoint 2013 branding and templating
- SharePoint 2013 web part design and programming
- SharePoint 2013 workflow design and programming

This maintenance and support is expected to be on average not more than 8 hours per week, but will only be consumed when the need arises. Vendor needs to be able to provide such requested assistance within a reasonable timeframe depending on the priority/urgency of the issue at hand.

As a rule of thumb, the following response times are expected:

- For issues impacting the operation of the whole main website and/or sub-sites: respond within 4 hours
- For issues impacting individuals pages or page components (web parts): respond within 12 hours

- Answering specific and immediate questions: respond within 24 hours (2 work days)
- Making minor changes with system-wide appearance: respond within 72 hours (3 work days)
- All other issues: respond within 5 work days

For the staffing of the maintenance and support the same requirements apply as for the migration project as described in Section 4 Vendor Qualifications.

### **6.1.2. Vendor Services**

Please describe what services Vendor can provide that meet or exceed the requested maintenance and support as described in section 6.1.1. Please describe other relevant maintenance and support services vendor can provide.

## **6.2. Monitoring**

### **6.2.1. Definition and duration**

During a period of 6 months after taking ownership of the deliverables as described in section 5.3), AOSC may need 24x7 proactive monitoring of the complete SharePoint 2013 installation, to ensure the proper and continuous operation of the Judiciary's main website and sub-sites, consistent with the business-critical nature of the websites.

The monitoring has to be done in real-time and with sufficient detail to ensure that any issue impacting the presentation and/or response times of web pages is immediately identified and addressed within the response time detailed in section 6.1.1 (Maintenance and Support – Definition and duration).

### **6.2.2. Vendor Services**

Please describe what monitoring service Vendor can provide that meet or exceed the requested service as described in section 6.2.1. Please describe other relevant monitoring services Vendor can provide.

Note: Monitoring services have to be directly provided by Vendor performed by Vendor's employees and cannot be subcontracted or outsourced to a third party.

## **7. COST PROPOSAL**

### **7.1. General Requirements**

- Vendor has to submit a separate, signed and sealed Cost Proposal in a separate sealed envelope.
- All service-related costs have to be specified in hourly rates
- If Vendor applies different hourly rates for different roles/skill sets these rates have to be included where appropriate

- Vendor is not allowed to provide a single 'all inclusive' price for the cost proposal
- Cost proposal breakdown has to be consistent with Vendor's RFP response related to scope and project phases.
- Hourly rates have to be specified for regular (daytime/office) hours, evening/weekend hours and holidays.

## **7.2. Proposal Structure and Detail**

To allow AOSC to get a clear understanding how Vendor determined the total cost of the project and to compare it to the cost proposal of other RFP responses, it is imperative that the Vendor breaks down the cost proposal in a structured fashion.

Vendor must adhere to the following guidelines to compose the cost proposal. For the Migration project:

1. The cost proposal has to be broken down into project phases as Vendor identified in section 4.2.3 (Project Planning)
2. Within each project phase identify all the roles that will be performed by a Vendor's employee
3. For each role/employee identify the estimated number of hours of work (and hourly rate) that applies during each phase
4. For project management identify the estimated number of hours of work (and hourly rate) that applies during each phase, plus any additional hours of additional project-wide project management hours.
5. Specify any work that Vendor identifies as not phase-specific plus the numbers of hours and hourly rate
6. Specify any other work, number of hours and hourly rate that Vendor identifies within the project but are not covered by the point 1 through 5

For the Maintenance and Support work:

1. Identify the roles that could be involved in the maintenance and support work and the hourly rates that apply for each role
2. Identify other cost components that apply for the Maintenance and Support work.

For Monitoring:

1. Identify the cost components of monitoring and provide the one-time and yearly recurring rates.

## **MISCELLANEOUS**

Bidders must price the entire installation including services and training as outlined in this Scope of Work for their bid submission to be considered responsive.

Bidders must meet all of the requirements and be able to demonstrate that they have been successful with similar size installations.

Bidders must provide a written statement that all custom programming becomes the property of the AOSC. The AOSC will have access to source codes and will have no restrictions to further internal or external modifications.

The successful bidder will have to execute a confidentiality agreement provided by the AOSC. All of Vendors' staff engaged in the project must submit to BCI (criminal background) checks conducted by the AOSC and be subject to AOSC's discretion and approval.

The bidder must be within a 60 miles radius.

The Judiciary reserves the right to purchase additional software and services from the awarded contract for up to thirty six (36) months from date of award as long as the Vendor and the AOSC can come to agreeable terms.

## SECURITY

During this contract, security measures will be in place at all court locations. The Vendor, its officers, agents, servants and employees shall comply with all security measures in place at each location, including processing through metal detectors, background checks, and signing the vendor log book at each location upon entry. It is the Vendor's responsibility to inquire with the AOSC's Director of Security as to what security measures apply to the services to be provided under a contract awarded pursuant to this RFP and to advise its officers, agents, servants and employees accordingly. There will be no exceptions.

Upon award the Vendor shall provide the AOSC's Director of Security with complete, notarized BCI Authorization and Disclaimer forms (Appendix A) for all of its officers, agents, servants and employees who may provide services pursuant to this RFP ("Personnel"). The forms must be accompanied by copies of a valid driver's license and any other personal identifying information requested by the AOSC, such as date of birth and/or social security number. All Personnel must be cleared by the AOSC Security Personnel before performing any services under a contract awarded pursuant to this RFP. Personnel who are not on the list shall not, under any circumstances, be sent to or permitted to perform such services. It will be the responsibility of the Vendor to immediately inform the AOSC's Director of Security of any personnel changes.

Courthouse deliveries are only permitted between the hours of 8:30 AM and 4:00 PM Monday through Friday. Packages will be inspected upon delivery.

No parking will be provided to the Vendor by the AOSC except limited temporary parking for the delivery and pick up of supplies.

## **8.0 Proposal Content and Organization**

Pricing must include all costs as specified in Section 2.0 – Scope of Work. Pricing for this proposal must be indicated on the Bid Form in Section 8.0 and **must be submitted in a separate, sealed envelope marked with the words "Pricing Proposal"**. Only one pricing proposal needs to be submitted. All Bid Forms must be signed.

Vendors must include on the Bid Form a list of at least four (4) references with whom they have contracted to do similar work by including the company name, telephone number and a contact person. None of these references can be the AOSC.

Respondents must also include an overview of their company's experience including, but not limited to, the number of years the company has been providing these services, the size of the company (including the number of employees and locations), a description of work undertaken that is similar to what is being requested in this RFP, and certifications that show a knowledge of equipment that would be serviced under this contract.

Five (5) copies of your proposal must be submitted at the time of submission. Proposals must be in the following format:

Bid Form

Company overview

All licensing, certification and permits as required in the Scope of Work

Submission of a proposal is acknowledgement and acceptance of the Judicial Purchasing Rules and Regulations and General Terms and Conditions of Purchase.

## **9.0 Acknowledgment of Risk and Hold Harmless Agreement**

In addition to the indemnity provisions in the Judicial Terms and Conditions of Purchase, the Vendor, its officers, agents, servants, employees, parents, subsidiaries, partners, officers, directors, attorneys, insurers, and/or affiliates (Releasers) agree to release, waive, discharge



and covenant not to sue the AOSC, its officers, agents, servants or employees (Releasees) from any and all liability, claims, cross-claims, rights in law or in equity, agreements, promises demands, actions and causes of action whatsoever arising out of or related to any loss, damage, expenses (including without limitation, all legal fees, expenses, interest and penalties) or injury (including death), of any type, kind or nature whatsoever, whether based in contract, tort, warranty, or other legal, statutory, or equitable theory of recovery, which relate to or arise out of a contract awarded pursuant to this RFP and the Releasors use of or presence in and/or on judicial property. The Releasors agree to defend, indemnify and hold harmless the Releasees from (a) any and all claims, loss, liability, damages or costs by any person, firm, corporation or other entity claiming by, through or under Releasors in any capacity whatsoever, including all subrogation claims and/or claims for reimbursement, including any court costs and attorneys fees, that may be incurred as a result of a contract awarded pursuant to this RFP or due to Releasors use of or presence in and on judicial property; and (b) any and all legal actions, including third-party actions, cross-actions, and/or claims for contribution and/or indemnity with respect to any claims by any other persons, entities, parties, which relate to or arise out of a contract awarded pursuant to this RFP or Releasors use of or presence in and on judicial property.

The Releasors acknowledge the risks that may be involved and hazards connected with use of or presence in and on judicial property but elect to provide services under any contract with the AOSC with full knowledge of such risks. Releasors also acknowledge that any loss, damage, and/or injury sustained by Releasors is not covered by Releasees insurance. Releasors agree to become fully aware of any safety risks involved with the performance of services under any contract with the AOSC and any safety precautions that need to be followed and agree to take all such precautions.

The duty to indemnify and/or hold harmless the AOSC shall not be limited by the insurance required under the Judicial Terms and Conditions of Purchase.

#### **10.0 Additional Insurance Requirements**

In addition to the insurance provisions in the Judicial Terms and Conditions of Purchase, the liability insurance coverage, except Professional Liability, Errors and Omissions or Workers' Compensation insurance required for performance of a contract with the AOSC shall include the AOSC, its divisions, officers and employees as Additional Insureds but only with respect to the Vendor's activities under the contract. The insurance required through a policy or endorsement shall include:

- a. a Waiver of Subrogation waiving any right to recovery the insurance company may have against the AOSC; and
- b. a provision that the Vendor's insurance coverage shall be primary with respect to any insurance, self insurance or self retention maintained by the State on behalf of the AOSC and that any insurance, self insurance or self retention maintained by the State on behalf of the AOSC shall be in excess of the Vendor's insurance and shall not contribute.

There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without thirty (30) days written notice from the Vendor or its insurer(s) to the Judiciary's Purchasing Agent. Any failure to comply with the reporting provision of this clause shall be grounds for immediate termination of the contract with the AOSC.

Insurance coverage required under the contract shall be obtained from insurance companies acceptable to the AOSC. The Vendor shall pay for all deductibles, self insured retentions and/or self insurance included hereunder.

The Judiciary's Purchasing Agent reserves the right to consider and accept alternative forms and plans of insurance or to require additional or more extensive coverage for any individual requirement.

## 11.0 Evaluation Criteria

The AOSC reserves the right to award on the basis of cost alone, accept or reject any or all proposals, and to otherwise act in its best interest including, but not limited to, directly negotiating with any Supplier who submits a proposal in response to this RFP and to award a contract for these services based upon the results of those negotiations alone.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The AOSC may elect to require presentations(s) by vendors in consideration for award.

Proposals will be evaluated in two (2) phases:

1. The first phase is an initial review to determine if the proposal, as submitted, is complete. To be complete, a proposal must meet all the requirements of this RFP.
2. The second phase is an in-depth analysis and review based on criteria below and their associated weights.

<b><u>Evaluation Criteria</u></b>	<b><u>Importance</u></b>
<b>Vendor Qualifications/Experience</b>	30%
<b>Project Scope Requirements</b>	30%
<b>Price</b>	20%
<b>Maintenance Support &amp; Monitoring Requirements</b>	10%
<b>References</b>	10%

## 12.0 Miscellaneous

The AOSC reserves the right to renegotiate the terms of this contract with the selected Contractor for subsequent years provided it agrees to the negotiated contract terms for the renewal period.

The AOSC reserves the right to cancel an agreement with the Vendor with thirty (30) days written notice and to award the contract to the next highest evaluated bidder.

The payment and performance of any obligations under this contract are subject to the availability of funds.

**13.0 Bid form**

Project: <b>B2014001 – Migration of Judiciary’s website(s) to a Microsoft SharePoint Technologies (2013 or higher) infrastructure.</b>
--

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

(Include Name, Address and Telephone No.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will any of the work spelled out in this bid be outsourced? \_\_\_\_Yes \_\_\_\_ No

If so, please explain below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General Information

Have you or your firm been subject to suspension, debarment or criminal conviction by the AOSC, the Judiciary, the State of Rhode Island, or any other jurisdiction?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has the AOSC, the Judiciary and/or the State of Rhode Island ever terminated contracts with your firm for cause?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has your firm ever withdrawn from a contract with the AOSC, the Judiciary and/or the State of Rhode Island during its performance?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you or your firm been involved in litigation against the AOSC, the Judiciary and/or the State of Rhode Island.

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you answered yes to any of the foregoing, please explain the circumstances below. If you or your firm has been involved in litigation against the AOSC, the Judiciary and/or the State of Rhode Island, please include the case caption, case number and status. (If more space is needed, please attach separate sheet and submit with the bid.)

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Is your company bonded?      Yes \_\_\_\_      No \_\_\_\_

Please describe the nature and extent of all insurance coverage:

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Addenda

The following Addenda have been received. The noted modifications to the Bidding Documents have been considered and all costs are included in the Bid Sum.

Addendum #1, Dated: \_\_\_\_\_

Addendum #2, Dated: \_\_\_\_\_

Addendum #3, Dated: \_\_\_\_\_

References

Please list at least four (4) companies with whom you have contracted to provide similar services:

Reference #1  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contract Dates: \_\_\_\_\_ To \_\_\_\_\_

Reference # 2  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contract Dates: \_\_\_\_\_ To \_\_\_\_\_

Reference # 3  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contract Dates: \_\_\_\_\_ To \_\_\_\_\_

Reference # 4  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contract Dates: \_\_\_\_\_ To \_\_\_\_\_



**Did you remember to:**

**Initial Here**

- 1. Place the pricing proposal in a separate sealed envelope marked “Pricing Proposal”? \_\_\_\_\_
- 2. Prepare five (5) separate copies of your bid response (NOT including the Pricing Proposal) for submission? \_\_\_\_\_

**Pricing**

**Pricing must be submitted in a separate, sealed envelope marked with the words “Pricing Proposal” and the RFP number clearly printed.**

**Only one pricing proposal needs to be submitted.**

Having examined bid # B2013021, we propose to enter into a contract with the AOSC to supply the services as per the bid specifications for the costs listed below:

**Cost for Migration of Rhode Island Judiciary Website(s) to a Microsoft SharePoint Technologies (2013 or higher) infrastructure.**

\$				,				.		
Numeric										

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Written

**Bid Form Signature**

\_\_\_\_\_  
(Bidder Name – Please Print)

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

## Appendix A

The State of Rhode Island State Archives Division/Public Records Administration has published the Rules and Regulations for the Making and Management of Imaged Public Records. A copy of this document can be found using the following link:

<http://www2.sec.state.ri.us/dar/regdocs/released/pdf/SOS/5762.pdf>

Please be aware, as outlined in section, that all bids must meet these rules and regulations.

## APPENDIX B

### RHODE ISLAND JUDICIARY GENERAL TERMS AND CONDITIONS OF PURCHASE

#### *Preamble*

The Judicial Purchasing Office may, from time to time, make amendments to the General Terms and Conditions when the Judicial Purchasing Agent determines that such amendments are in the best interest of the Judiciary. Amendments shall be made available for public inspection at the Office of the Secretary of State but shall not require formal public notice and hearing. Copies of the Terms and Conditions shall be provided to any individual or firm requesting to become a registered bidder. Applicants shall be required, as part of the application process, to certify that they have read the General Terms and Conditions and understand that they apply to all judicial purchases.

#### **JUDICIAL PURCHASING OFFICE GENERAL CONDITIONS OF PURCHASE**

All Judicial purchase orders, contracts, solicitations, delivery orders and service requests shall incorporate and be subject to the provisions of Rhode Island General Laws 8-15-4 and the judicial purchasing rules and regulations adopted pursuant thereto, all other applicable provisions of the Rhode Island General Laws, specific requirements described in the Request or Contract, and the following General Conditions of Purchase:

##### 1. GENERAL

All purchase orders, contracts, solicitations, delivery orders, and service requests are for specified goods and services, in accordance with express terms and conditions of purchase, as defined herein. For the purposes of this document, the terms "bidder" and "contractor" refer to any individual, firm, corporation, or other entity presenting a proposal indicating a desire to enter into contracts with the Judiciary, or with whom a contract is executed by the Judicial Purchasing Agent, and the term "contractor" shall have the same meaning as "Vendor".

##### 2. ENTIRE AGREEMENT

The Judiciary's Purchase Order, or other Judiciary contract endorsed by the Judicial Purchasing Office, shall constitute the entire and exclusive agreement between the Judiciary and any contractor receiving an award. In the event any conflict between the bidder's standard terms of sale, these conditions or more specific provisions contained in the solicitation shall govern.

All communication between the Judiciary and any contractor pertaining to any award or contract shall be accomplished in writing.

a. Each proposal will be received with the understanding that the acceptance, in writing, by contract or Purchase Order by the Judicial Purchasing Agent of the offer to do work or to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the bidder and the Judiciary. This shall bind the bidder on his part to furnish and deliver at the prices and in accordance with the conditions of said accepted proposal and detailed specifications and the Judiciary on its part to order from such contractor (except in case of emergency) and to pay for at the agreed prices, all materials, equipment, supplies or services specified and delivered. A contract shall be deemed executory only to the extent of funds available for payment of the amounts shown on Purchase Orders issued by the Judiciary to the contractors.

b. No alterations or variations of the terms of the contract shall be valid or binding upon the Judiciary unless submitted in writing and accepted by the Judicial Purchasing Agent. All orders and changes thereof must emanate from the Judicial Purchasing Office: no oral agreement or arrangement made by a contractor with an agency or employee will be considered to be binding on the Judicial Purchasing Agent, and may be disregarded.

c. Contracts will remain in force for the contract period specified or until all articles or services ordered before date of termination shall have been satisfactorily delivered or rendered and accepted and thereafter until all terms and conditions have been met, unless:

1. terminated prior to expiration date by satisfactory delivery against orders of entire quantities, or
2. extended upon written authorization of the Judicial Purchasing Agent and accepted by the contractor, to permit ordering of the unordered balances or additional quantities at the contract price and in accordance with the contract terms, or
3. canceled by the Judiciary in accordance with other provisions stated herein.

d. It is mutually understood and agreed that the contractor shall not assign, transfer, convey, sublet or otherwise dispose of this contract or his right, title or interest therein, or his power to execute such contract, to any



other person, company or corporation, without the previous consent, in writing, of the Judicial Purchasing Agent.

- e. If, subsequent to the submission of an offer or issuance of a purchase order or execution of a contract, the bidder or contractor shall merge with or be acquired by another entity, the contract may be terminated, except as a corporate resolution prepared by the contractor and the new entity ratifying acceptance of the original bid or contract terms, condition, and pricing is submitted to the Judicial Purchasing Office, and expressly accepted.
- f. The contractor or bidder further warrants by submission of an offer or acceptance of a purchase order or other contract that he has no knowledge at the time of such action of any outstanding and delinquent or otherwise unsettled debt owed by him to the Judiciary, and agrees that later discovery by the Judicial Purchasing Agent that this warranty was given in spite of such knowledge, except where the matter is pending in hearing or from any appeal therefrom, shall form reasonable grounds for termination of the contract.

### 3. SUBCONTRACTS

No subcontracts or collateral agreements shall be permitted, except with the Judiciary's express written consent. Upon request, contractors must submit to the Judicial Purchasing Office a list of all subcontractors to be employed in the performance of any Purchase Order or other contract arising from this Request.

### 4. RELATIONSHIP OF PARTIES

The contractor or bidder warrants, by submission of an offer or acceptance of a purchase order or other contract, that he is not an employee, agent, or servant of the Judiciary, and that he is fully qualified and capable in all material regards to provide the specified goods and services. Nothing herein shall be construed as creating any contractual relationship or obligation between the Judiciary and any sub-bidder, subcontractor, supplier, or employee of the contractor or offeror.

### 5. COSTS OF PREPARATION

All costs associated with the preparation, development, or submission of bids or other offers will be borne by the offeror. The Judiciary will not reimburse any offeror for such costs.

### 6. SPECIFIED QUANTITY REQUIREMENT

Except where expressly specified to the contrary, all solicitations and contracts are predicated on a specified quantity of goods or services, or for a specified level of funding.

- a. The Judiciary reserves the right to modify the quantity, scope of service, date of delivery or completion, or funding of any contract, with no penalty or charge, by written notice to the contractor, except where alternate terms have been expressly made a part of the contract.
- b. The Judiciary shall not accept quantities in excess of the specified quantity except where the item is normally sold by weight (where sold by weight, the Judiciary will not accept quantities greater than ten per cent [10%] of the specified quantity), or where the Request or Contract provides for awards for other than exact quantities.
- c. Purchase Orders or other contracts may be increased in quantity or extended in term without subsequent solicit with the mutual consent of the contractor and the Judiciary, where determined by the Judicial Purchasing Agent to be in the Judiciary's best interest.

### 7. TERM AND RENEWAL

Where offers have been requested or contracts awarded for terms exceeding periods of twelve (12) months, it is mutually understood and agreed that the Judiciary's commitment is limited to a base term not to exceed twelve (12) months, subject to renewal annually at the Judiciary's sole option for successive terms as otherwise described, except where expressly specified to the contrary. Purchase orders appearing to commit to obligations of funding or terms of performance may be executed for administrative convenience, but are otherwise subject to this provision, and in such cases the Judiciary's renewal shall be deemed to be automatic, conditional on the continued availability of appropriated funds for the purpose, except as written notice of the Judiciary's intent not to renew is served.

### 8. DELIVERY/COMPLETION

Delivery must be made as ordered and/or projects completed in accordance with the proposal. If delivery qualifications do not appear on the bidder's proposal, it will be interpreted to mean that goods are in stock and that shipment

will be made within seven (7) calendar days. If the project completion date is not specified in the proposal, the date shall be determined by the Judicial Purchasing Agent. The decision of the Judicial Purchasing Agent, as to reasonable compliance with the delivery terms, and date of completion shall be final. Burden of proof of delay in receipt of order shall rest with the contractor. No delivery charges shall be added to invoices except when authorized on the Purchase Order.

9. FOREIGN CORPORATIONS

In accordance with Title 7 Chapter 1.1 (“Business Corporations”) of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in this state until it shall have procured a certificate of authority so to do from the Secretary of State.

10. PRICING

All pricing offered or extended to the Judiciary is considered to be firm and fixed unless expressly provided for to the contrary. All prices shall be quoted F.O.B. Destination with freight costs included in the unit cost to be paid by the Judiciary, except, where the Request or Contract permits, offers reflecting F.O.B. Shipping Point will be considered, and freight costs may then be prepaid and added to the invoice.

11. COLLUSION

Bidder or contractor warrants that he has not, directly or indirectly, entered into any agree participated in any collusion or otherwise taken any action in restraint of full competitive bidding. In special circumstances, an executed affidavit will be required as a part of the bid.

12. PROHIBITION AGAINST CONTINGENT FEES AND GRATUITIES

Bidder or contractor warrants that he has not paid, and agrees not to pay, any bonus, commission, fee, or gratuity to any employee or official of the Judiciary for the purpose of obtaining any contract or award issued by the Judiciary. Bidder or contractor further warrants that no commission or other payment has been or will be received from or paid to any third party contingent on the award of any contract by the Judiciary, except as shall have been expressly communicated to the Judicial Purchasing Agent in writing prior to acceptance of the contract or award in question. Subsequent discovery by the Judiciary of non-compliance with these provisions shall constitute sufficient cause for immediate termination of all outstanding contracts and suspension or debarment of the bidder(s) or contractor(s) involved.

13. AWARDS

Awards will be made with reasonable promptness and by written notice to the successful bidder (only); bids are considered to be irrevocable for a period of sixty (60) days following the bid opening unless expressly provided for to the contrary in the Request, and may not be withdrawn during this period without the express permission of the Judicial Purchasing Agent.

- a. Awards shall be made to the bidder(s) whose offer(s) constitutes the lowest responsive price offer (or lowest responsive price offer on an evaluated basis) for the item(s) in question or for the Request as a whole, at the option of the Judiciary. The Judiciary reserves the right to determine those offers which are responsive to the Request, or which otherwise serve its best interests.
- b. The Judiciary reserves the right, before making award, to initiate investigations as to whether or not the materials, equipment, supplies, qualifications or facilities offered by the bidder meet the requirements set forth in the proposal and specification, and are ample and sufficient to insure the proper performance of the contract in the event of award. If upon such examination it is found that the conditions of the proposal are not complied with or that articles or equipment proposed to be furnished do not meet the requirements called for, or that the qualifications or facilities are not satisfactory, the Judiciary may reject such a bid. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon the Judiciary to make any examinations before awarding a contract; and it is further understood that if such examination is made, it in no way relieves the contractor from fulfilling all requirements and conditions of the contract.
- c. Qualified or conditional offers which impose limitations of the bidder's liability or modify the requirements of the bid, offers for alternate specifications, or which are made subject to different terms and conditions than those specified by the Judiciary may, at the option of the Judiciary, be
  1. rejected as being non-responsive, or
  2. set aside in favor of the Judiciary's terms and conditions (with the

3. consent of the bidder), or  
accepted, where the Judicial Purchasing Agent determines that such acceptance best serves the interests of the Judiciary.

Acceptance or rejection of alternate or counter-offers by the Judiciary shall not constitute a precedent which shall be considered to be binding on successive solicitations or procurements.

- d. Bids submitted in pencil, or which do not bear an original signature, in ink, by an owner or authorized agent thereof, will not be accepted.
- e. Bids must be extended in the unit of measure specified in the Request. In the event of any discrepancy between unit prices and their extensions, the unit price will govern.
- f. The Judicial Purchasing Agent reserves the right to determine the responsibility of any bidder for a particular procurement.
- g. The Judicial Purchasing Agent reserves the right to reject any and all bids in whole or in part, to waive technical defects, irregularities, and omissions, and to give consideration to past performance of the offerors where, in his judgment the best interests of the Judiciary will be served by so doing.
- h. The Judicial Purchasing Agent reserves the right to make awards by items, group of items or on the total low bid for all the items specified as indicated in the detailed specification, unless the bidder specifically indicates otherwise in his bid.
- i. Preference may be given to bids on products raised or manufactured in the State of Rhode Island, other things being equal.
- j. The impact of discounted payment terms shall not be considered in evaluating responses to any Request.
- k. The Judicial Purchasing Agent reserves the right to act in the Judiciary's best interests regarding awards caused by clerical errors by the Judicial Purchasing Office.

#### 14. SUSPENSION AND DEBARMENT

The Judicial Purchasing Agent may suspend or debar any Vendor or potential bidder, for good cause shown:

- a. A debarment or suspension against a part of a corporate entity constitutes debarment or suspension of all of its divisions and all other organizational elements, except where the action has been specifically limited in scope and application, and may include all known corporate affiliates of a contractor, when such offense or act occurred in connection with the affiliate's performance of duties for or on behalf of the contractor, or with the knowledge, approval, or acquiescence of the contractor or one or more of its principals or directors (or where the contractor otherwise participated in, knew of, or had reason to know of the acts).
- b. The fraudulent, criminal or other serious improper conduct of any officer, director, shareholder, partner, employee, or any other individual associated with a contractor may be imputed to the contractor when the conduct occurred in connection with the individual's performance of duties for or on behalf of the contractor, or with the contractor's knowledge, approval or acquiescence. The contractor's acceptance of benefits derived from the conduct shall be evidence of such knowledge, approval, or acquiescence.
- c. A Vendor or contractor who knowingly engages as a subcontractor for a contract awarded by the Judiciary to a Vendor or contractor then under a ruling of suspension or debarment by the Judiciary shall be subject to disallowance of cost, annulment or termination of award, issuance of a stop work order, or debarment or suspension, as may be judged to be appropriate by the Judicial Purchasing Agent.

#### 15. PUBLIC RECORDS

Contractors and bidders are advised that certain documents, correspondence, and other submissions to the Judicial Purchasing Office may be voluntarily made public by the Judiciary absent specific notice that portions of such submittals may contain confidential or proprietary information, such that public access to those items should be withheld.

#### 16. PRODUCT EVALUATION

In all specifications, the words "or equal" are understood after each article when manufacturer's name or catalog are referenced. If bidding on items other than those specified, the bidder must, in every instance, give the trade designation of the article, manufacturer's name and detailed specifications of the item the bidder proposes to furnish; otherwise, the bid will be construed as submitted on the identical commodity described in the detailed specifications. The Judicial Purchasing Agent reserves the right to determine whether or not the item submitted is the approved equal the detailed specifications.

- a. Any objections to specifications must be filed by a bidder, in writing, with the Judicial Purchasing Agent at least 96 hours before the time of bid opening to enable the Judicial Purchasing Office to properly investigate the objections.

- b. All standards are minimum standards except as otherwise provided for in the Request or Contract.
- c. Samples must be submitted to the Judicial Purchasing Office in accordance with the terms of the proposals and detailed specifications. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating whether or not the bidder desires their return and specifying the address to which they are to be returned (at the bidder's risk and expense), provided they have not been used or made useless by tests; and absent instructions, the samples shall be considered to be abandoned. Award samples may be held for comparison with deliveries.
- d. All samples submitted are subject to test by any laboratory the Judicial Purchasing Agent may designate.

#### 17. PRODUCT ACCEPTANCE

All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the Judiciary. The Judiciary reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the Judiciary's option. Contract deliverables specified for procurements of services shall be construed to be work products, and subject to the provisions of this section.

- a. Failure by the Judiciary to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the Judiciary's right to subsequently reject the goods in question.
- b. Formal or informal acceptance by the Judiciary of non-conforming goods shall not constitute a precedent for successive receipts or procurements.
- c. Where the contractor fails to promptly cure the defect or replace the goods, the Judiciary reserves the right to cancel the Purchase Order, contract with a different contractor, and to invoice the original contractor for any differential in price over the original contract price.
- d. When materials, equipment or supplies are rejected, the same must be removed by the contractor from the premises of the Judiciary within forty-eight (48) hours of notification. Rejected items left longer than two days will be regarded as abandoned and the Judiciary shall have the right to dispose of them as its own property.

#### 18. PRODUCT WARRANTIES

All product or service warranties normally offered by the contractor or bidder shall accrue to the Judiciary's benefit, in addition to any special requirements which may be imposed by the Judiciary. Every unit delivered must be guaranteed against faulty material and workmanship for a period of one year unless otherwise specified, and the Judiciary may, in the event of failure, order its replacement, repair, or return for full credit, at its sole option.

#### 19. PAYMENT

Unless otherwise provided for by the Request or Contract, payment shall not be made until delivery has been made, or services performed, in full, and accepted. Payment shall not be due prior to thirty (30) working days following the latest of completion, acceptance, or the rendering of a properly submitted invoice.

- a. Payment terms other than the foregoing may be rejected as being nonresponsive.
- b. No partial shipments, or partial completion will be accepted, unless provided for by the Request or Contract.
- c. Where a question of quality is involved, or failure to complete a project by the specified due date, payment in whole or part against which to charge back any adjustment required, shall be withheld at the direction of the Judicial Purchasing Agent. In the event a cash discount is stipulated, the withholding of payments, as herein described, will not deprive the Judiciary from taking such discount.
- d. Payments for used portion of inferior delivery or late delivery will be made by the Judiciary on an adjusted price basis.
- e. Payments on contracts under architectural or engineering supervision must be accompanied by a Certificate of Payment and Statement of Account signed by the architect or engineer and submitted to the Judicial Purchasing Office for approval.

#### 20. THIRD PARTY PAYMENTS

The Judiciary recognizes no assigned or collateral rights to any purchase agreement except as may be expressly provided for in the bid or contract documents, and will not accede to any request for third party or joint payment(s), except as provided for in specific orders by a court of competent jurisdiction, or by express written permission of the Judicial Purchasing Agent. Where an offer is contingent upon such payment(s), the offeror is obligated to serve affirmative notice in his bid submission.

#### 21. SET-OFF AGAINST PAYMENTS

Payments due the contractor may be subject to reduction equal to the amount of unpaid and delinquent state taxes (or other just debt owed to the State), except where notice of delinquency has not been served or while the matter is pending in hearing or from any appeal therefrom.

22. CLAIMS

Any claim against a contractor may be deducted by the Judiciary from any money due him in the same or other transactions. If no deduction is made in such fashion, the contractor shall pay the Judiciary the amount of such claim on demand. Submission of a voucher and payment, thereof, by the Judiciary shall not preclude the Judicial Purchasing Agent from demanding a price adjustment in any case when the commodity delivered is later found to deviate from the specifications and proposal.

- a. The Judicial Purchasing Agent may assess dollar damages against a Vendor or contractor determined to be non-performing or otherwise in default of their contractual obligations equal to the cost of remedy incurred by the Judiciary, and make payment of such damages a condition for consideration for any subsequent award. Failure by the Vendor or contractor to pay such damages shall constitute just cause for disqualification and rejection, suspension, or debarment.

23. CERTIFICATION OF FUNDING

The Chief Purchasing Officer shall provide certification as to the availability of funds to support the procurement for the current fiscal year ending June 30th only. Where delivery or service requirements extend beyond the end of the current fiscal year, such extensions are subject to both the availability of appropriated funds and a determination of continued need.

24. UNUSED BALANCES

Unless otherwise specified, all unused Blanket Order quantities and/or unexpended funds shall be automatically canceled on the expiration of the specified term. Similarly, for orders encompassing more than one fiscal year, unexpended balances of funding allotted for an individual fiscal year may be liquidated at the close of that fiscal year, at the Judiciary's sole option.

25. MINORITY BUSINESS ENTERPRISES

Pursuant to the provisions of Title 37 Chapter 14.1 of the General Laws, the Judiciary reserves the right to apply additional consideration to offers, and to direct awards to bidders other than the responsive bid representing the lowest price where:

- a. the offer is fully responsive to the terms and conditions of the Request, and
- b. the price offer is determined to be within a competitive range (not to exceed 5% higher than the lowest responsive price offer) for the product or service, and
- c. the firm making the offer has been certified by the R.I. Department of Economic Development to be a small business concern meeting the criteria established to be considered a Minority Business Enterprise. Ten per cent [10%] of the dollar value of the work performed against contracts for construction exceeding \$5,000 shall be performed by Minority Business Enterprises where it has been determined that subcontract opportunities exist, and where certified Minority Business Enterprises are available. A contractor may count towards its MBE, DBE, or WBE goals 60% of its expenditures for materials and supplies required under a contract and obtained from an MBE, DBE, or WBE regular dealer, and 100% of such expenditures when obtained from an MBE, DBE, or WBE manufacturer. Awards of this type shall be subject to approval, by the Chief Purchasing Officer, of a Subcontracting Plan submitted by the bidder receiving the award.

26. PREVAILING WAGE REQUIREMENT

In accordance with Title 37 Chapter 13 of the General Laws of Rhode Island, payment of the general prevailing rate of per diem wages and the general prevailing rate for regular, overtime and other working conditions existing in the locality for each craft, mechanic, teamster, or type of workman needed to execute this work is a requirement for both contractors and subcontractors for all public works.

27. EQUAL OPPORTUNITY COMPLIANCE, HANDICAPPED ACCESS AND AFFIRMATIVE ACTION

Contractors of the Judiciary are required to demonstrate the same commitment to equal opportunity as prevails under federal contracts controlled by Federal Executive Orders 11246, 11625, 11375 and 11830, and Title 28 Chapter 5.1 of the General Laws of Rhode Island.

Affirmative action plans shall be submitted by the contractor for review by the State Equal Opportunity Office. A contractor's failure to abide by the rules, regulations, contract terms and compliance reporting provisions as established shall be grounds for forfeiture and penalties as shall be established, including but not limited to suspension.

28. DRUG-FREE WORKPLACE REQUIREMENT

Contractors who do business with the Judiciary and their employees shall abide by the State's drug-free workplace policy and the contractor shall so attest by signing a certificate of compliance.

29. TAXES

The Judiciary is exempt from payment of excise, transportation and sales tax imposed by the Federal or State Government. These taxes should not be included in the proposal price. Exemption Certificates will be furnished upon request.

30. INSURANCE

All construction contractors, independent tradesmen, or firms providing any type of maintenance, repair, or other type of service to be performed on judicial premises, buildings, or grounds are required to purchase and maintain coverage with a company or companies licensed to do business in the state as follows:

- a. Comprehensive General Liability Insurance
  - 1) Bodily Injury \$1,000,000 each occurrence/ \$1,000,000 annual aggregate
  - 2) Property Damage \$500,000 each occurrence /\$500,000 annual aggregateIndependent Contractors  
Contractual - including construction hold harmless and other types of contracts or agreements in effect for insured operations  
Completed Operations  
Personal Injury (with employee exclusion deleted)
- b. Automobile Liability Insurance  
Combined Single Limit \$1,000,000 each occurrence  
Bodily Injury  
Property Damage, and in addition non-owned and/or hired vehicles and equipment
- c. Workers' Compensation Insurance  
Coverage B \$100,000

The Judicial Purchasing Agent reserves the right to consider and accept alternate forms and plans of insurance or to require additional or more extensive coverage for any individual requirement. Successful bidders shall provide certificates of coverage, reflecting the Rhode Island Judiciary as an additional insured, to the Judicial Purchasing Office, forty-eight (48) hours prior to the commencement of work, as a condition of award. Failure to comply with this provision shall result in rejection of the offeror's bid.

31. BID SURETY

When requested, a bidder must furnish a Bid Bond or Certified Check for 5% of his bid, or for the stated amount shown in the solicitation. Bid Bonds must be executed by a reliable Surety Company authorized to do business in the State of Rhode Island. Failure to provide Bid Surety with bid may be cause for rejection of bid. The Bid Surety of any three bidders in contention will be held until an award has been made according to the specifications of each proposal. All others will be returned by mail within 48 hours following the bid opening. Upon award of a contract, the remaining sureties will be returned by mail unless instructed to do otherwise.

32. PERFORMANCE AND LABOR AND PAYMENT BONDS

A performance bond and labor and payment bond of up to 100% of an award may be required by the Judicial Purchasing Agent. Bonds must meet the following requirements:

- a. Corporation: The Bond must be signed by an official of the corporation above his/her official title and the corporate seal must be affixed over his/her signature.
- b. Firm or Partnership: The Bond must be signed by all of the partners and must indicate that they are "Doing Business As (name of firm)."
- c. Individual: The Bond must be signed by the individual owning the business and indicate "Owner."
- d. The Surety Company executing the Bond must be licensed to do business in the State of Rhode Island or Bond must be countersigned by a company so licensed.

- e. The Bond must be signed by an official of the Surety Company and the corporate seal must be affixed over his signature.
- f. Signatures of two witnesses for both the principal and the Surety must appear on the Bond.
- g. A Power of Attorney for the official signing of the Bond for the Surety Company must be submitted with the Bond.

### 33. SUSPENSION, DEFAULT AND TERMINATION

#### a. Suspension of a Contract by the Judiciary

The Judiciary reserves the right at any time and for any reason to suspend all or part of this contract, for a reasonable period, not to exceed sixty days, unless the parties agree to a longer period. The Judiciary shall provide the contractor with written notice of the suspension order signed by the Purchasing Agent or his or her designee, which shall set forth the date upon which the suspension shall take effect, the date of its expiration, and all applicable instructions. Upon receipt of said order, the contractor shall immediately comply with the order and suspend all work under this contract as specified in the order. The contractor shall take all reasonable steps to mitigate costs and adverse impact to the work specified in the contract during the suspension period. Before the order expires, the Judiciary shall either:

1. cancel the suspension order;
2. extend the suspension order for a specified time period not to exceed thirty (30) days; or
3. terminate the contract as provided herein.

The contractor shall resume performance once a suspension order issued under this section is canceled or expires. If as a result of the suspension of performance, there is a financial or schedule impact upon the contract, an appropriate adjustment may be made by, or with the approval of, the Judicial Purchasing Agent. Any adjustment shall be set forth in writing. After a suspension order has been canceled or expires, the contractor shall provide any request for adjustment to the Judicial Purchasing Agent within thirty (30) days after resuming work performance.

#### b. Termination of a Contract by the Judiciary

##### 1. Termination for Default or Nonperformance

If, for any reason, the contractor breaches the contract by failing to satisfactorily fulfill or perform any obligations, promises, terms, or conditions, and having been given reasonable notice of and opportunity to cure such default, fails to take satisfactory corrective action within the time specified by the Judiciary, the Judiciary may terminate the contract, in whole or in part, the termination of all outstanding contracts or sub-contracts held by the contractor, and the suspension or debarment of the contractor from future procurements by giving written notice to the contractor specifying the date for termination. The Judiciary shall endeavor to provide such notice at least seven (7) calendar days before the effective date of the termination.

A contractor who fails to commence within the time specified or complete an award made for repairs, alterations, construction, or any other service will be considered in default of contract. If contractor consistently fails to deliver quantities or otherwise perform as specified, the Judicial Purchasing Agent reserves the right to terminate the contract and contract for completion of the work with another contractor and seek recourse from the defaulting contractor or his surety. In the event of a termination for default or nonperformance, in whole or in part, the Judiciary may procure similar goods or services in a manner and upon terms it deems appropriate, and the contractor shall be liable for the excess costs incurred by the Judiciary as a result of the contractor's default. The contractor, or its surety, agrees to promptly reimburse the Judiciary for the excess costs, but shall have no claim to the difference should the replacement cost be less.

##### 2. Termination Without Cause

The Judiciary may terminate the contract in whole or in part without cause at any time by giving written notice to the contractor of such termination at least thirty (30) days before the effective date of such termination. The notice shall specify the part(s) of the contract being terminated and the effective termination date.

Within thirty (30) days of the effective date of the termination of the contract the contractor shall compile and submit to the Judiciary an accounting of the work performed up to the date of termination. The Judiciary may consider the following claims in determining reasonable compensation owed to the contractor for work performed up to the date of termination:

- (a) contract prices for goods or services accepted under the contract;

- (b) costs incurred in preparing to perform and performing the terminated portion of the contract; or
- (c) any other reasonable costs incurred by the contractor as a result of the termination.

The total sum to be paid to the contractor shall not exceed the total contract price, less any payments previously made to the contractor, the proceeds from any sales of goods or manufacturing materials, and the contract price for work not terminated.

### 3. Contractor's Obligations in the Event of Termination

If the contract is terminated for any reason, or expires pursuant to its terms, the contractor shall transfer and deliver to the Judiciary in the manner and to the extent directed by the Judiciary:

- all finished or unfinished material prepared by the contractor; and
- all material, if any, provided to the contractor by the Judiciary.

For the purposes of the contract, "material" shall include, but is not limited to, goods, supplies, parts, tools, machinery, equipment, furniture, fixtures, information, data, reports, summaries, tables, maps, charts, photographs, studies, recommendations, files, audiotapes, videotapes, records, keys, security badges, and documents.

If the contract is terminated for cause, the contractor shall not be relieved of liability to the Judiciary for damages sustained because of any breach by the contractor. In such event, the Judiciary may retain any amounts which may be due and owing to the contractor until such time as the exact amount of damages due the Judiciary from the contractor has been determined by the Judicial Purchasing Agent. The Judiciary may also set off any damages so determined against the amounts retained.

Upon termination of the contract, the contractor shall stop performance on the date specified, terminate any outstanding orders and subcontracts applicable to the terminated portion of the contract, and shall incur no further commitments or obligations in connection with the terminated performance. The contractor shall settle all liabilities and claims arising out of the termination of subcontracts and order generating from the terminated performance. The Judiciary may direct the contractor to assign the contractor's right, title and interest under terminated orders or subcontracts to the Judiciary or a third party.

Terminations of Purchase Order Contracts or Master Pricing Agreements shall require the signature of the Judicial Purchasing Agent or his designee. Notice of termination by either party shall be submitted in writing to the other party in accordance with the termination clause of the contract, or where no specific termination clause is included, written notice shall be provided no later than thirty (30) days before the expiration of the contract.

### 34. INDEMNITY

The contractor guarantees:

- a. To save the Judiciary, its agents and employees, harmless from any liability imposed upon the Judiciary arising from the negligence, either active or passive, of the contractor, as well as for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract of which the contractor is not the patentee, assignee or licensee.
- b. To pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the city or town in which the installation is to be made and of the State of Rhode Island.
- c. That the equipment offered is standard new equipment, latest model of regular stock product with all parts regularly used with the type of equipment offered; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.

### 35. CONTRACTOR'S OBLIGATIONS

In addition to the specific requirements of the contract, construction and building repair contractors bear the following standard responsibilities:

- a. To furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other contractors;



- b. The contractor, its subcontractor(s) and their employees and/or agents, shall protect and preserve property in the contractor or subcontractor's possessions in which the Judiciary has an interest, and any and all materials provided to the contractor or subcontractor by the Judiciary;
- c. To clear and remove all debris and rubbish resulting from his work from time to time, as directed or required, a completion of the work leave the premises in a neat unobstructed condition, broom clean, and in satisfactory order and repair;
- d. To store equipment, supplies, and material at the site only upon approval by the Judiciary, and at his own risk;
- e. To perform all work so as to cause the least inconvenience to the Judiciary, and with proper consideration for the rights of other contractors and workmen;
- f. To acquaint themselves with conditions to be found at the site, and to assume responsibility for the appropriate dispatching of equipment and supervision of his employees during the conduct of the work;
- g. To ensure that his employees are instructed with respect to special regulations, policies, and procedures in effect for any judicial facility or site, and that they comply with such rules, including but not limited to security policies or practices and/or criminal background checks for any employees and/or subcontractors;
- h. The contractor shall ensure that its employees or agents are experienced and fully qualified to engage in the activities and services required under the contract;
- i. The contractor shall ensure that at all times while services are being performed under this contract at least one of its employees or agents on the premises has a good command of the English language and can effectively communicate with the Judiciary and its staff;
- j. The contractor and contractor's employees or agents shall comply with all applicable licensing and operating requirements required by federal or state law and shall meet accreditation and other generally accepted standards of quality in the applicable field of activity;
- k. The contractor shall secure and retain all employee-related insurance coverage for its employees and agents as required by law; and
- l. The contractor, subcontractor, and his or her employees and agents shall not disclose any confidential information of the Judiciary to a third party. Confidential information means:
  - (1) any information of a sensitive or proprietary nature, whether or not specially identified as confidential or proprietary; or
  - (2) any information about the Judiciary gained during the performance of a contract that is not already lawfully in the public domain.

36. **FORCE MAJEURE**

All orders shall be filled by the contractor with reasonable promptness, but the contractor shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the contractor and which by the exercise of reasonable diligence, the contractor is unable to prevent.