



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

# **REQUEST FOR IDEAS**

**Item Description: Vendor Management System for City of Providence**

**Date to be opened: August 2<sup>nd</sup> 2021**

**Issuing Department: Department of Public Property**

## **QUESTIONS**

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
  - Phone: (401) 680-5264
  - Email: [pjordan@providenceri.gov](mailto:pjordan@providenceri.gov)
    - Please use the subject line “**RFI Question**”
- Please direct questions relative to the specifications outlined to the issuing department’s subject matter expert:
  - Alejandro Tirado  
Email: [atirado@providenceri.gov](mailto:atirado@providenceri.gov)

## **Pre-bid Conference**

*There is no bid conference*



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**INSTRUCTIONS FOR SUBMISSION**

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3<sup>rd</sup> floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFI & bid/response are related.** (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form, do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply  
Department of the City Clerk – City Hall, Room 311  
25 Dorrance Street  
Providence, RI 02903**

**All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.**



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**NOTICE TO VENDORS**

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates that should include more than two.**
6. Bids may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City’s [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. All expenses must be included in your initial bid. Requests for reimbursement of incidental (e.g. parking) costs above the submitted and awarded bid will not be entertained.
12. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
13. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
14. A certificate of insurance will normally be required of a successful vendor.
15. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
16. No goods should be delivered or work started without a Purchase Order.
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)
18. Payment Terms are Net 30 upon receipt and approval of an invoice
19. A bidder who is an **out-of-state corporation** shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
  - a. In order to enter into a contract with the City of Providence, the awarded vendor must provide a local agent for service. A local (aka registered) agent for service is defined by [RIGL Sec. 7-2-501 et seq.](#)



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**Certificate Regarding Public Records & Non-Discrimination**

Upon behalf of \_\_\_\_\_ (Firm or Individual Bidding),

I, \_\_\_\_\_ (Name of Person Making Certification),

being its \_\_\_\_\_ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's), Requests for Qualification (RFQ's), and Requests for Ideas (RFI's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ/RFI have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.
6. Bidder/Respondent does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
7. All of Respondent's/ Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name



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## RFI SPECIFICATIONS

### Introduction

This request is for information only to assist the City of Providence (City) in determining how best to fulfill vendor management system requirements described herein. Should the City determine to proceed with a solicitation based on the responses to this Request for Information (RFI), the solicitation to be issued would be a formal Request for Proposals (RFP) to be handled in accordance with the City's purchasing policies and procedures.

### Purpose

The purpose of this Request for Information (RFI) is to solicit technical and performance narratives along with suggested pricing information from vendors for a vendor management system.

### Existing Conditions and Technology

Providence maintains an on-premise hosted Infor/Lawson S2, v 10.0.5 environment, with MHC Image Express and Document Express document management. All requisitions and purchase orders are generated within Lawson, along with vendor details and payments. Vendor details may include tax ID, office and remittance addresses, contacts and diversity codes. Providence does not currently use Lawson Contract Management (BL), document management for PO supporting documents, or allow online access to vendors. The current process of procurement through payment is managed through a system of emails, paper records and paper checks.

The Providence Information Technology Department has been standardized on, maintains and is trained on the use of Microsoft technologies, including Windows Server, SQL Server, Active Directory, IIS, and desktop Windows and Office platforms. All versions should be considered to be the latest available or one version prior. The successful application must be able to be implemented and integrate within a Windows environment. City employees currently use Microsoft Office 2019 on desktops, along with 200+ mobile staff utilizing Office 365.

### Scope of Project

Providence is seeking information on vendor management solutions with the following features:

- Augment the standardized workflow stemming from the procurement process to be inclusive of steps relative to contract engagement, relevant dates, record keeping, and relationship management.
- Develop "phases" and define ownership of the workflow to clarify both internally and externally where next steps reside. (ex. Procurement: owned by Purchasing. Contracting: owned by Legal. Vendor Management: owned by SME at the Department level.)
- Maintain vendor "profiles" to aid in the evaluation of bidders.
- Define quality evaluation standards that will be universally applied by all departments for contracts that they maintain. (Information should be added to the vendor management system.)
- Once the database holds enough information – build an acknowledgement of past performance into standard rubrics to be used to evaluate bids. (ex. If a vendor is graded as "exceeds" or "meets" standards – does not impact evaluation points. If a vendor's performance is graded "below" standards – deduct 10 points. If a vendor is flagged as in "violation of past contract terms" - automatically disqualify the vendor.)
- Procure and implement a vendor management system that will integrate with Lawson.



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- Inclusive of the ability to support contract tracking beyond storage. (expiration dates, addendums, links back to procurement activity such as change orders.)
- Standardize contract documents/templates or components to ensure consistency.
- Further define the escalation process by which vendors come to be prohibited/debarred from doing business with the City of Providence.

## Requirements

Interested vendors may submit information on solutions within the Lawson environment. This option would include an overview of available Lawson modules, along with steps to take advantage of document management services, workflows and approvals.

### **OR**

Interested vendors may submit information on solutions that will integrate with the city's existing Lawson environment.

Additionally, RFI response should contain the following:

- Comments  
Please provide your evaluative comments on the project description and requirements outlined in this document. Include any suggestions or advice regarding the design, implementation, management, technology, etc. of this contemplated project. Detail what additional information or clarifications would be needed in order to prepare a comprehensive proposal in the future?
- Approach  
Based on the project information provided to date, briefly describe the approach you would recommend for this project and why. If possible, please list other large cities (population  $\geq$  100,000 people) who utilize your recommended solution.
- Cost / Pricing Estimate  
Along with idea(s)/ solution(s) recommend for a vendor management system. Please provide a ballpark range of the cost (as well as time required) to implement them.

## Outcome

The City of Providence does not guarantee any formal solicitation will be generated from responses to this RFI.