

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, December 8, 2004

MINUTES

Members Present:

Chairman: Peter S. Corr

Public Member: George deTarnowsky

Agency Representative: Lawrence Franklin, State Controller

>Department of Administration, Accounts and Control (DOA):

A quorum being present, the meeting was called to order by the Chairman. Minutes of the A/E/CS Selection Committee meeting of November 22, 2004 were approved by P. Corr and G. deTarnowsky. The following agenda items were addressed and voted upon by the Committee:

1. Department of Administration (DOA): (9:11 a.m.)

RFP #B03255 – Credit Card Processing Services

Voting Members: P. Corr, G. deTarnowsky, L. Franklin

Cost: Will Vary Depending on Popularity of Program (3 yr. contract)

L. Franklin noted that the purpose for soliciting credit card processing services is to provide state agencies with a tool to offer taxpayers the opportunity to pay state fees and licenses via credit card. The vendor would stand between the state and the bank to process the services; the state cannot do this by federal regulation. Presently, the state accepts credit cards via an electronic portal; i.e., one website may be accessed that will connect to several agencies where credit cards may be used. This service is limited now; e.g., Secretary of State fees, Division of Taxation taxes, and the DMV is beginning to accept payments. The user or taxpayer, under this program, pays the credit card fee, and that fee goes to the credit card processing company. Under this new contract, the state will pay the credit card fees, and this will result in a revenue reduction (state fee for the service less the credit card charge).

The three members of the Technical Review Subcommittee independently evaluated the seven proposals and scored them for both cost and technical aspects. The Subcommittee also met twice to discuss the proposals.

A lengthy discussion followed concerning the complicated scoring of

the proposals.

Dr. deTarnowsky asked if credit cards fees decrease as volume of usage increases and Mr. Franklin answered yes; therefore, the marketing criteria in the RFP is essential.

Mr. Franklin added that each proposal was reviewed from a technical aspect and ranked by the Chief Information Officer for the state, but this was not part of the scoring and did not materially impact upon the RFP process.

EDS Corporation, Global Payments Direct, Inc. and Link2Gov Corporation were the three semifinalists. Global and Link2Gov were eliminated in the cost evaluation. References were checked for all respondents and all received favorable reviews.

Recommendation: Upon a motion made by Dr. deTarnowsky, seconded by Mr. Franklin and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of Department of Administration's Technical Review Subcommittee, as approved by the Controller, and sends forward to the Director of Administration for her consideration the single name of EDS Corporation, the most responsive and responsible of the 7 firms that

responded to the RFP. This approval is subject to the submittal of certain revisions to the format of the evaluation as discussed. (9:44 a.m.)

2. Department of Health (DOH): (9:48 a.m.)

RFP #B04284 – Risk Behavior Survey, 2005

Voting Members: P. Corr, G. deTarnowsky, D. Perry

Cost: \$75,000

D. Perry and D. Reavey presented this item. D. Perry noted that this project is a statewide student health survey administered every two years and is made up of two parts: Youth Risk Behavior Survey and Youth Tobacco Survey. The survey involves a sample of 50 schools; 25 high schools and 25 middle schools. The surveys are done at the schools and are self-administered by the students, although the Agency explains and distributes them. Therefore, a core of classroom survey administrators is needed.

Dr. deTarnowsky asked what firm had done this work in the past. Mr. Perry responded that the two-part survey was begun in 2001. Prior to that year, only the Youth Risk Behavior Survey was done, and 1997 was the only year in which the Agency could collect enough data for a valid sample. At that time, existing staff worked on the survey. The Agency utilized Macro International in 1999 and not enough responses were received to be valid. In 2001, the surveys were

performed by state employees and other volunteers from community agencies. In 2003, the International Institute of RI did this work as a component of another RFP and did an excellent job.

Mr. Corr asked what is done with the results of these surveys. Mr. Perry answered that both surveys are national samples, as well as samples in other states, and the Centers for Disease Control analyze these data and publish findings. The Department of Health also does their own analysis and produces reports for the school districts, educators, community agencies and chronic disease and health promotion programs within the DOH, as well as the Department of Education.

Mr. Corr noted that the RFP required that the report be done by May; the only respondent cannot finish the report until June. Mr. Perry responded that he did not feel there was an inability to meet the deadline as much as a poor reading of the RFP. He added that the proposal submitted by the International Institute of RI (IIRI) was not well written; however, the Agency felt that IIRI was capable of meeting the required deadlines.

There was further discussion concerning the deficiencies of the proposal; however, Mr. Perry expressed the Agency's confidence that IIRI could produce a good product based upon their prior work and the fact that management staff and others involved previously are still in place. Mr. Perry further stated that a tremendous amount of the

evaluation criteria was past experience and demonstrated ability to do the work. This is the area where the firm received a good number of points.

The A/E/CS/SC discussed the possibility of re-soliciting this RFP; however, it was decided to conditionally approve the recommendation.

Recommendation: Upon a motion made by Dr. deTarnowsky, seconded by Mr. Perry and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Health's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of the International Institute of Rhode Island, the only respondent to the RFP. This approval is subject to the clarification of staffing and timing issues. (10:08 a.m.)

3. Department of Education (DOE): (10:13 a.m.)

RFP #B04297 – Community Learning Centers Initiative

Voting Members: P. Corr, G. deTarnowsky, J. Ascrizzi

Cost: \$60,000/year (3 year contract)

J. Ascrizzi and G. McDonough presented this item. J. Ascrizzi noted that the 21st Century Community Learning Centers Initiative is a

federally funded project that funds after school programs linked to schools. Schools, community agencies, or faith-based organizations can apply for these funds. There are currently 15 grantees through this federal program that the Department of Education administers. The purpose of the RFP is to provide coordinators and staff of these programs with professional development to integrate academic components into their programs, to manage behavior problems, and to better communicate with parents and schools, etc., as well as logistical needs, such as evaluations. Funding is available through this program for professional development.

Mr. Corr asked if this included only the 15 grantees. Ms. Ascrizzi answered that one part of the RFP provides service to more than the 15 grantees; however, these are large programs where services are provided to the entire staff, providers and parents at each location. For example, the Pawtucket program serves 2,000 children per day and includes homework, help, tutoring, adult ed and enrichment activities.

Dr. deTarnowsky asked where does the professional development come in, because the evaluation refers to capacity building. Ms. Ascrizzi answered that the Agency envisioned professional development to be a peer review system where members of each site would come together in teams and visit other sites with a protocol around observation and teaching. The teams would then share with

each site what they learned as a form of program improvement. Loosely, this is being called professional development, but it is really capacity building through a peer review system that includes site visits.

There is also a component that includes a statewide conference that would include other after school providers not funded through this program. The Agency works with them now through a statewide alliance of after school programs.

Recommendation: Upon a motion made by Dr. deTarnowsky, seconded by Ms. Ascrizzi and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Education's Technical Review Subcommittee, as approved by the Commissioner, and sends forward to the Director of Administration for her consideration the single name of Education Alliance, Brown University, the most responsive and responsible of the 3 firms that responded to the RFP. (10:21 a.m.)

Upon a motion made by Dr. deTarnowsky, seconded by Ms. G. McDonough and unanimously carried, the meeting was adjourned at 10:22 a.m.

Gail M. Walsh

Recording Secretary

Supporting documentation is on file at the Division of Purchases.