

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, August 10, 2005

MINUTES

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Richard W. Prull, Assistant Vice President for Information Services

>Rhode Island College (RIC):

A quorum being present, the meeting was called to order by the Chairman. Minutes of the A/E/CS Selection Committee meeting of July 27, 2005 were approved by W. Anderson and G. Bedrick. The following agenda items were addressed and voted upon by the Committee:

1. Rhode Island College (RIC): (9:01 a.m.)

RFP #B04962 – Telecom Maintenance Services

Voting Members: W.Anderson, G. Bedrick, R. Prull

Cost: \$214,400

R. Prull and J. Goncalves presented this item. R. Prull noted that the college has a Meridian 81C PBX telephone system, and they contract for maintenance for that system every three years. The evaluation criteria were technical approach and conformance to specifications, experience and resourcefulness of the vendor, and cost. There were three responses, Verizon, Summatis and Shared Technologies; all are Nortel certified vendors. All three vendors scored closely in the first two criteria; however, clearly Summatis offered the lowest cost. The maintenance portion of the project will be done at this time; however, the other items solicited in the RFP will be done as funding permits.

A discussion followed concerning the fact that the cost summary on Page 3 of the evaluation did not include the cost for VOIP Enhancement for each vendor. When that cost was added to the totals, it did not affect the outcome of the evaluation.

Recommendation: Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of Rhode Island College's Technical Review Subcommittee, as approved by the President, and sends forward to the Director of Administration for her consideration the single name of Summatis, the most responsive and responsible of the 3 firms that responded to the RFP. (9:12 a.m.)

2. Department of Health (DOH): (9:16 a.m.)

- A. RFP #B05065 – Vaccinate Before You Graduate
Voting Members: W. Anderson, G. Bedrick, K. Marceau
Cost: \$150,000

K. Marceau noted that this is an immunization catch-up program designed to provide seniors in high school and incoming freshmen with the vaccines they need before entering college, universities, or the workforce. The Agency has provided these services to all schools in Rhode Island for the past four years. This is a four year extension using CDC funding because more schools have been added to the program (charter schools, alternative schools, in addition to the private and public sector). This program was originally designed to give vaccines that were not available to children when they were babies.

Two responses were received: The Wellness Company and Kent County Visiting Nurse Association d/b/a VNA of Care New England (VNA). Both agencies provided solid proposals and within budget; however, the proposal submitted by The Wellness Company far exceeded that submitted by VNA in the scope of the work.

Recommendation: Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick 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 Wellness Center, the more responsive and responsible of the 2 firms that responded to the RFP. (9:20 a.m.)

- B. RFP #B04835– Health Communications Campaigns (Contract Extension)
(9:20 a.m.)
Voting Members: W. Anderson, G. Bedrick, D. Reavey
Cost: No Additional Cost

Mr. Anderson noted that this item was heard at a previous meeting of the Architectural/ Engineering/Consultant Services Selection Committee at which time Policy Studies, Inc. was selected and a determination was made to fund this project through the end of the calendar year. A request has been made by the Agency to extend this contract through the end of the fiscal year, 6/30/06.

Recommendation: Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick 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 Policy Studies Inc. for an extension of contract completion time from 12/30/05 to 6/30/06. (9:24 a.m.)

3. Department of Labor and Training (DLT): (9:27 a.m.)

LOI #B05067– Customer Satisfaction Survey
Voting Members: W. Anderson, G. Bedrick, J. O’Hare
Cost: \$180,000 (3 yr. contract)

J. O’Hare noted that under the federal Workforce Investment Act there are 17 performance standards with which the Agency must reach certain negotiated levels of compliance. Two of the standards relate to customer satisfaction, including people who receive training using federal money under the Workforce Investment Act and people who have been involved in the unemployment process under the Wagner Peyser Act. These two groups, as well as employers, will be surveyed under this program.

Five responses were received. RKM Research and Communications, Inc., who holds the current contract, was ranked first after the technical evaluation; they were ranked second on cost proposal. When the two scores were combined, they were the highest score.

Recommendation: Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Labor and Training’s Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of RKM Research and Communications, Inc., the most responsive and responsible of the 5 firms that responded to the LOI. (9:38 a.m.)

4. Department of Education (RIDE): (9:40 a.m.)

LOI #B05195– School Accountability for Learning and Teaching (SALT) Quality Assurance & Integration – Progressive Support and Intervention
Voting Members: W. Anderson, G. Bedrick, M. Canole
Cost: \$225,000 (3 yr. contract)

M. Canole and C. Bilotti represented the Agency. M. Canole noted that the new Office of Progressive Support and Intervention focuses on building capacity within school districts for the purpose of supporting district schools to improve student learning. The department is mandated by federal and state law to assess school and district performance by test scores and SALT school visits. They have been successful in building a national model over the last eight years.

The purpose of this project is to make school districts more self-sufficient by supervising these SALT visits within their own districts. The Agency sought to hire a firm with significant background with the SALT process over the last eight years that could provide oversight and technical assistance for the ongoing SALT visits program. About thirty visits are conducted each year. In addition to SALT visits, many departments within the Department of Education require visitations to schools. Under this program the department would seek to incorporate other visitation requirements into a single visit structure.

Recommendation: Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick 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 Catalpa, Ltd., the only respondent to the LOI. (9:58 a.m.)

Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously carried, the meeting was adjourned at 9:58 a.m.

Gail M. Walsh
Recording Secretary

Supporting documentation is on file at the Division of Purchases.