

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, August 16, 2006

MINUTES

Members Present:

Acting Chairman: Louis A. DeQuattro, Jr., Esq.

Public Member: Gerry Bedrick

Agency Representative: Peder Schaefer, Chief Budget Analyst
>Department of Administration/Budget Office/Municipal Affairs

A quorum being present, the meeting was called to order by the Chairman.

Minutes of the A/E/CS Selection Committee meetings of July 26, 2006 and July 28, 2006 were approved by G. Bedrick and L. DeQuattro.

The following agenda items were addressed and voted upon by the Committee:

1. Department of Administration/Budget Office/Municipal Affairs (DOA): (9:05 a.m.)

Sole Source Request – Motor Vehicle Data Processing
Voting Members: L. DeQuattro, G. Bedrick, P. Schaefer
Cost: \$50,000

P. Schaefer, J. Savage and W. Catelli represented the department. P. Schaefer noted that in 1998-1999 legislation was passed to phase out motor vehicle excise tax over a six-year period using prorated exemptions. Under this plan, the State would reimburse each municipality for the value of lost tax revenue during the phase out program, and Municipal Affairs went out to bid to select a vendor to do the calculations. MCF was the successful bidder. Due to economic reasons, the phase out plan was not completed in the anticipated six-year timeframe and MCF's contract expired on June 30, 2006. The department had planned to request an extension of MCF's contract, but due to reduction in MCF's staff and serious illness of a key employee, MCF is no longer able to perform this work.

The department will go out to bid for a new contract, but in the interim, they are requesting to make a sole source award to SBTS Services for a period of one year. This firm is operated by Shawn Parsons, a former partner at MCF who wrote the programming, and they propose to offer the same fee structure previously charged by MCF.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Administration/Budget Office/Municipal Affairs, as approved by the Executive Director/State Budget Officer, and sends forward to the Director of Administration for her consideration the single name of SBTS Services on a sole source basis. (9:15 a.m.)

2. Department of Health (DOH): (9:18 a.m.)

RFP #7000021 – Poison Control Center Services

Voting Members: L. DeQuattro, G. Bedrick, H. Drew

Cost: \$200,000 (75% federal grant/25% state)

H. Drew and D. Ratnapradipa represented the Agency. H. Drew noted that prior to the issuance of this RFP, the Agency had a contract with Boston Children's Hospital. Due to reduced funding availability, the Agency could no longer continue that contract, and issued an RFP for a new contract that included a reduced scope of services. The Boston Children's Hospital submitted the only response to this RFP and the Agency was very satisfied with the bid.

Poison Control Services are basically telephone services available to all Rhode Islanders by calling a standard telephone number. About 85% of the calls relate to children under 19; of these about 50% relate to children under 5. These calls are made by families as well as other health professionals, such as EMT's, and total about 10,000 per year. Billing is done on a fixed price monthly basis.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Boston Children's Hospital, the more responsive and responsible of the 2 firms that responded to the RFP. (9:28 a.m.)

3. Department of Mental Health, Retardation and Hospitals (MHRH): (9:53 a.m.)

Single Source Request – Technical Assistance Services

Voting Members: L. DeQuattro, G. Bedrick, L. Hayes

Cost: \$188,000

L. Hayes noted that Dr. Ellen Nelson, Director of the Department of Mental Health, Retardation and Hospitals has been requested by the Governor to conduct a comprehensive quality assessment and to develop a master plan for the entire department by October, 2006. The recommended firm, John Snow, Inc., has done this type of assessment at the Tewksbury Hospital in Massachusetts where Dr. Nelson directed the project as Associate Commissioner of Health in Massachusetts.

Due to the timeline issue, the fact that this company is very qualified, has a similar contract with the Department of Health, and their prices are competitive with other contracts that are in place, the Agency is recommending John Snow, Inc. on a single source basis. A discussion followed.

Recommendation: Upon a motion made by Mr. DeQuattro, 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 Mental Health, Retardation and Hospitals' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of John Snow, Inc., on a single source basis. (10:09 a.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 10:09 a.m.

Supporting documentation is on file at the Division of Purchases.