

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, December 20, 2006

MINUTES

Members Present:

Acting Chairman: Matthew B. Smith, Esq.

Public Member: Gerry Bedrick

Agency Representative: Deborah Reavey
Health Program Administrator
>Department of Health

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

Mr. Smith read into the record a letter dated December 15, 2006 from Beverly E. Najarian, Director, Department of Administration, appointing Mr. Smith as Acting Chairman of the December 20, 2006 meeting of the Architectural/Engineering/Consultant Services Selection Committee. This designation is due to the absence of Louis DeQuattro for this meeting.

Minutes of the A/E/CS Selection Committee meeting of November 15, 2006 were approved by M. Smith and G. Bedrick.

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

1. Department of Health (DOH): (1:17 p.m.)

RFQ #7002185 – WIC Program Food Checks Payment Service

Voting Members: M. Smith, G. Bedrick, D. Reavey

Cost: \$256,500 (3 yr. contract) Federal Grant

D. Reavey and B. Bessette represented the Agency. B. Bessette noted that the WIC (Women Infants and Children) Nutrition Program dispenses approximately one million checks per year to be used by recipients in exchange for specific types of foods or infant formulas. These checks are accepted by approximately 200 authorized WIC vendors (grocery stores and pharmacies) throughout the state. The checks are deposited into the local vendors' banks and then forwarded to the Agency's contract bank for processing.

The current contract is expiring; therefore, the Agency solicited a vendor for a new multi-year contract. The WIC program is complex in that the editing process looks at a number of criteria to meet federal regulations. The Agency contacted USDA for the names of vendors currently providing banking services for the WIC program and received the names of 6 firms. The Agency was able to contact five of these firms and also posted the RFQ to the website. Two

bidders responded, FSMC, Inc., the current processor, and Covansys Corporation, who is very knowledgeable about the WIC program and developed software for use in local agencies. They were, however, less specific as to how they would meet the requirements of the RFQ.

Mr. Bedrick asked a question as to how the cost proposal from the recommended vendor compares to the current pricing and Ms. Bessette answered that it is competitive. The pricing, per check, decreased by a small amount. Under this contract, the Agency seeks to shift the charge for checks that do not pass the edit process back to the store. The Agency requested printing of the check stock to be tied in more easily with banking, and those prices were competitive. The Agency requested information with regard to earned credits; FSMC offered a floating credit of 2.67% monthly interest and Covansys offered a flat rate of .5%. Ms. Bessette noted that, over a five year period, there is approximately a \$12,000 difference between the two proposals with the proposal submitted by Covansys being lower.

Recommendation: Upon a motion made by Mr. Smith, 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 FSMC, Inc., the more responsive and responsible of the 2 firms that responded to the RFQ. (1:27 p.m.)

2. Department of Corrections (DOC): (1:30 p.m.)

LOI #B05870 – Building Envelope Repairs – Minimum Security
Voting Members: M. Smith, G. Bedrick, A. Filo
Cost: \$88,385

A. Filo presented the fee schedule as submitted by Castellucci, Galli Corporation, the recommended firm under this LOI. This information was requested at the October 25, 2006 meeting of the A/E/CS/SC.

Recommendation: Upon a motion made by Mr. Smith, 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 Corrections' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her final approval of the cost proposal as submitted by Castellucci, Galli Corporation. The selection of this firm was previously approved at the October 25, 2006 meeting of the A/E/CS/SC. (1:32 p.m.)

3. Rhode Island Board of Governors for Higher Education (RIBGHE): (1:35 p.m.)

Sole Source Award – Educational Consultant for Academic Affairs

Voting Members: M. Smith, G. Bedrick, S. McAllister

Cost: \$71,500

S. McAllister noted that last year the General Assembly passed legislation that exempted higher education from the competitive bidding process related to research and grant funded programs. In addition, the Commissioner submitted a sole source request in June of 2006 to hire this consultant. A purchase order was issued for this consultant and one payment was made. Subsequently, RIBGHE was advised that they must come before the A/E/CS/SC for approval of this project.

Mr. Bedrick requested some background information regarding the nature of this project. Mr. McAllister stated that The Board of Governors for Higher Education oversees the University of Rhode Island, Rhode Island College and the Community College of Rhode Island. The staff to the Board of Governors is in the Office of Higher Education, and the Academic Affairs Office approves the programs that are offered at the colleges. The Academic Affairs Office requires the services of a consultant to assume some duties that relate to PK-16 activities, particularly in the area of mathematics and science, as well as academic affairs in higher education, institutional effectiveness, and accreditation and state regulation. Funding for this project is through a grant from the National Governor’s Association. Dr. Livingston is an expert in a number of areas that the grant addresses in terms of collecting data, examining regulations, and assessing academic programs.

Recommendation: Upon a motion made by Mr. Smith, 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 Board of Governor’s for Higher Education, as approved by the Commissioner, and sends forward to the Director of Administration for her consideration the single name of Dr. Cathy Livingston, on a sole source basis. (1:45 p.m.)

4. Department of Human Services (DHS): (1:50 p.m.)

RFQ #7002467 – Family Independence Program Specialized Work Services – Focus on Individuals with Disabilities and Individuals with Limited or No English Proficiency

Voting Members: M. Smith, G. Bedrick, D. Cook

Cost: \$1,200,000 annually as follows:

Part A (21 Months)

SER Jobs for Progress

Annual: \$721,428

Part B (24 months)

Rhode Island College of Social Work

Annual: \$28,572

South Shore Mental Health

Annual: \$450,000

D. Cook noted that this is the second iteration of this program. From their first experience with Supportive and Transitional Employment Services, as well as the changing nature of the family independence program caseload, the Agency determined the need to focus on individuals with disabilities, limited or no English language proficiency, and, to some extent, individuals with criminal backgrounds. Under Part A of this solicitation, six responses were received. Under Part B (Evaluation), one response was received.

Both SER Jobs for Progress and South Shore Mental Health provided services under the previous contract. These two organizations far outperformed the other firms working on the project in terms of meeting benchmarks and producing quality work.

Mr. Bedrick introduced a discussion concerning the fact that South Shore Mental Health submitted a very minimal cost proposal. Ms. Cook answered that the Agency is familiar with the performance of this firm, and payment is made on a deliverables basis. Although South Shore Mental Health received the lowest score for cost, they still ranked second highest over all. Cost was given a maximum score of 10 points in the evaluation.

Recommendation: Upon a motion made by Mr. Smith, 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 Human Services' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the following names: Part A - SER Jobs for Progress and South Shore Mental Health, the most responsive and responsible of the 6 firms that responded to the RFQ; and Part B – Rhode Island College School of Social Work, the only respondent. (2:07 p.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 2:07 p.m.

Supporting documentation is on file at the Division of Purchases.