

**ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

**SELECTION COMMITTEE A/E/CS/SC**

*Thursday, July 5, 2007*

**MINUTES**

Members Present:

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

Public Member: James I. Higgins, Jr.

Agency Representative: David M. Sullivan, Tax Administrator  
Department of Revenue/Division of Taxation

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

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

1. Department of Revenue/Division of Taxation: (9:09 a.m.)

RFP #7003414 – Department of Revenue Data Warehouse Project  
Voting Members: L. DeQuattro, J. Higgins, D. Sullivan  
**Cost: \$2,500,000**

D. Sullivan and B. Bisson represented the Division. D. Sullivan noted that the purpose of this project is to create a data warehouse for the Division of Taxation/Office of Revenue Analysis in the Department of Revenue. A data warehouse is simply a computerized system to allow the Division to create a centralized environment to store tax data received from taxpayers who file directly with the Division, from the Internal Revenue Service, and also from state and local governments. Reporting and compliance programs can be generated from this data warehouse, but more importantly, it allows the Division to do forecasting and revenue analysis for legislation that is introduced, to track trends in different taxes, and to better monitor taxes being paid in the state of Rhode Island.

Two responses were received as a result of this RFP: Revenue Solutions, Inc. (RSI) and Intech Software Solutions, Inc. Five teams evaluated the proposals in the following areas: information technology, business expertise, project approach, references and training, documentation and testing. RSI has a proven solution which they have implemented in five states, and they have a well thought out approach to this implementation.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Revenue/Division of Taxation's Technical Review Subcommittee, as approved by the Tax Administrator, and sends forward to the Director of Administration for her consideration the single name of Revenue Solutions, Inc., the more responsive and responsible of the 2 firms that responded to the RFP. The Agency is authorized to negotiate a contract and return to the A/E/CS/SC for final contract approval. (9:14 a.m.)

2. Department of Mental Health, Retardation and Hospitals (MHRH): (9:17 a.m.)

- A. Single Source Request – A&E Design – Water Treatment Modification, Eleanor Slater Hospital, Zambarano Unit  
Voting Members: L. DeQuattro, J. Higgins, E. Rudegear  
**Cost: \$78,806**

E. Rudegear noted that Wallum Lake provides water to Zambarano. Increasingly stringent regulations have been implemented to improve the quality of that water. In 1997, a new filtration system was installed at the hospital; however, five years later the Department of Health informed the Agency that the Disinfection Byproducts Rule had changed and the system was now in violation. They required the Agency to hire an engineer to propose modifications to the treatment system to satisfy the rule. In 2003, their report suggested that chloramination was the proper procedure to implement at Zambarano.

The engineer also proposed, and the Department of Health approved, a bench scale study to determine the proportions of chemicals that would be needed, as well as a pilot treatment system to determine if it would actually work. The Agency, through the LOI process, solicited a firm for this work and the Maguire Group was the successful respondent. The Maguire Group subsequently determined through the bench scale study that chloramination would not work. They recommended a MIEX® Resin system which would remove organic carbon.

The purpose of this single source request is to have a new engineering study done to pilot test the MIEX® system and ultimately install it. The Maguire Group has been working on this project for the last two years; therefore, is being recommended to continue the project. This firm has maintained their original fee schedule.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins 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, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of the Maguire Group, on a single source basis. (9:21 a.m.)

- B. Single Source Request – Consultant Services for Monitoring RIACT II Program (9:23 a.m.)  
Voting Members: L. DeQuattro, J. Higgins, R. Bacchus  
**Cost: \$25,000**

R. Bacchus noted that in October of 2006, the Agency instituted a new mental health service for their clients called Rhode Island Assertive Community Treatment. The purpose of this request is to ensure that services under this program are being properly administered to clients and that they comply with the national model. The Agency does not have this kind of expertise in-house. For evaluations of this type, the Agency will seek assistance from the University of Rhode Island; however, the university does not have this capability.

The Agency requested a proposal from a capable vendor who submitted a viable proposal that included a better price than the university would normally charge. The scope of work requires that the vendor contact eight providers over a period of a year to complete the study.

Mr. DeQuattro asked if Mr. Bacchus was of the opinion that other candidates might have submitted proposals if this work had been advertised. Mr. Bacchus answered probably not because, unless vendors are contacted, there is not a great interest in this type of work. He added that the Agency has worked with the recommended vendor in the past, and that he has extensive experience in the mental health area, particularly in Rhode Island.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins 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, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of the Thomas O'Hare, M.S.W., Ph.D., on a single source basis. (9:26 a.m.)

3. Department of Environmental Management (DEM): (9:28 a.m.)

LOI #7003475 – Improvements to Recreational Facilities at Arcadia Management Area

Voting Members: L. DeQuattro, J. Higgins, J. Dias

**Cost: \$54,900**

J. Dias and J. Callan represented the Agency. J. Callan noted that this is the second phase of an earlier project. The first phase of the project was to make a vacant structure in Dawley Park in the Arcadia Management Area weather-tight, with the ultimate idea of upgrading it for use by emergency response groups in case of oil spills, etc. The building has been waterproofed, and this LOI is for the second phase of the project to upgrade the interior and add a steel building to house emergency response trailers. The well, that was a part of Phase I, has collapsed, so another well must be drilled. The ISDS must be upgraded to accommodate a staff of 15 during emergencies.

Three responses were received: Caputo and Wick, Ltd., L.A. Torrado Architects, and American National Construction, LLC. Caputo and Wick, Ltd. did the work in Phase I; therefore, that firm is familiar with the project and has established their competency. They also offered the lowest cost proposal.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of Department of Environmental Management's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Caputo and Wick, Ltd., the most responsive and responsible of the 3 firms that responded to the LOI. (9:35 a.m.)

4. RI Board of Governors for Higher Education (RIBGHE): (9:38 a.m.)

LOI #7003075 – Electronic Assessment of State Public Institutions of Higher Education

Voting Members: L. DeQuattro, J. Higgins, N. Carriuolo

**Cost: \$90,000 – Year 1**

**\$55,000 – Each Year Thereafter**

N. Carriuolo noted that the RI Board of Governors for Higher Education has charged URI, CCRI and RIC with having student outcomes assessment in place for all of their degree programs by 2008. This is also required by the Regional Accrediting Association for Colleges and Universities and required by the discipline specific accrediting association. Because of the fact that huge datasets must be analyzed to meet the requirements of this program, various software companies have begun to develop software to manage these datasets and analyze them.

Three software vendors responded to the LOI: TrueOutcomes, TaskStream and Nuventive. All are nationally known firms and all have been used successfully at other institutions. The technical review subcommittee was composed of representatives from Assessment and IT at URI, RIC and CCRI. All three vendors were requested to make presentations that included a Q and A session. Two of the firms were requested to make second presentations at the campuses.

The recommended vendor, TrueOutcomes, is by far the least expensive of the three respondents. They also have somewhat of an established track record at URI working with the Education Department for the last four years. They have been very responsive to questions, problems or the need for software alterations. The proposed software includes all of the features required by the various above-mentioned accrediting organizations.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the RI Board of Governors for Higher 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 TrueOutcomes, the most responsive and responsible of the 3 firms that responded to the LOI. (9:43 a.m.)

5. Department of Education (RIDE): (9:46 a.m.)

LOI #7003305 – Technical Assistance and Support Services (MPA #210)

Voting Members: L. DeQuattro, J. Higgins, C. Dias

**Cost: Annual Awards Capped at \$100,000 per Vendor**

**(Most are federally funded)**

C. Dias and C. Bilotti represented the Agency. C. Dias noted that this is an extension of a Master Price Agreement currently in place at the department. The Agency had discussed with Brian Stern, the former Purchasing Agent, the possibility of raising the cap on the existing MPA from \$20,000 per vendor to \$100,000. Because of the nature of education work, there is a particular pool of expertise from which the department draws. Due to the demands being placed on the system regarding statewide curriculums and urban districts in need of improvement, the department was frequently contracting with vendors on a sole or single source basis, or soliciting Letters of Interest. This process was becoming increasingly burdensome on the department, as well as on state purchasing.

The Agency sought to solicit vendors for a new master price agreement with a capped award of \$100,000 per vendor. Ms. Dias stated there would be accountability in the form of a standard contract for each vendor selected to perform work under the master price agreement. The contract would outline such items as deliverables, timelines, and a negotiated detail budget. Ten agency offices are part of this effort, some of which are testing, instruction, information systems for education, middle school and high school reforms, and special education. The Agency requested the current pool of vendors to submit proposals based on their expertise and the solicitation was advertised on RIVIP. An extensive review process was conducted and most of these contracts will be supported by federal dollars.

C. Bilotti reiterated that the implementation of this MPA only eliminates the lengthy solicitation process, and that the contract will be the Agency's standard contract approved under the department's delegation.

Mr. DeQuattro cautioned the department that any contracts under this MPA reasonably expected to exceed \$20,000 must be approved by the A/E/CS/SC.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins 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 following 39 vendors, the most responsive and responsible of the 40 respondents to the LOI. (9:56 a.m.)

Brown University – Ed Alliance  
Center for Secondary School Redesign, Inc.  
Children's Friend & Service  
Clarendon Group, Inc.  
Day One  
Education Development Ctr., Inc.

Brustein & Manasevit  
Center for Summer Learning  
City Times, Inc.  
Commonwealth Corporation  
EDmin.com  
Education Partnership

Hayden Consulting, Inc.  
Integrated Management Solutions, Inc.  
Kids First  
Ninigret Partners, LLC  
Plexus Corporation  
Rhode Island Parent Information Network  
Technology, Inc.  
Stonewall Solutions, Inc.  
Technology Applications Associates  
University of Rhode Island  
Web-Cow, Inc.  
Blenkiron, Patricia  
Fitzgerald, Heather  
Pucciarelli, Karen  
Ryan, Timothy P.

Initiatives for Human Development  
Integre International, Inc.  
Kyran Research Associates, Inc.  
Planned Parenthood of Rhode Island  
Public Consulting Group, Inc.  
RI Network for Educational  
  
Systemetrics, Inc.  
UCLA School Management Program  
Urban Social Empowerment LLC  
Youth Pride, Inc.  
Blayley, Dorothy A.  
Hyde, Joseph G.  
Richardson, Irv

6. Department of Human Services (DHS): (9:59 a.m.)

RFP #7003245 – Stored Value Card

Voting Members: L. DeQuattro, J. Higgins, S. Santilli

**Cost: No Cost to State Other Than Minor Programming (5 year contract)**

S. Santilli and F. DiBiase represented the Agency. S. Santilli noted that this project is an electronic method to disburse child support payments. Currently, the Agency mails checks to custodial parents at a cost of approximately \$300,000 per year. There are now approximately thirty states using an electronic method to transfer child support. It is a quick, easy, effective method to transfer funds, is very cost effective, and will help the Agency with their undistributed collections.

F. DiBiase noted that there were 4 responses received: J.P. Morgan Chase Bank, N.A., ACS State & Local Solutions, Inc., eFunds Corporation Government Solutions Group, and Bank of America. In the evaluation, 60% of the score was derived from a combination of analyzing the experience of each applicant, the responsiveness of each applicant's proposal to the RFP, their technical capacity, technology, and client references. Each category carried a point structure of 20 points. The second component of the scoring dealt with the type of fees charged by each company. The fees would not be charged to the state, but rather to the custodial parent. There were twenty-five areas where fees could possibly be charged; this might vary from company to company. Based on the twenty-five categories, this portion of the evaluation counted for 40% of the total score. The proposals were scored by the individual members of the evaluation subcommittee and then as a group. Each member of the subcommittee scored the proposal submitted by J.P. Morgan Chase Bank, N.A. as their first choice.

J.P. Morgan offered an excellent customer service record, averaging 20,000 calls per day with an average response time of 15 seconds. J.P. Morgan provides this type of service in other states, as well as here in Rhode Island at the Department of Labor and Training and the Department of Human Services. Any fees passed on to the client will be reasonable.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins 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 single name of J.P. Morgan Chase Bank, N.A., the most responsive and responsible of the 4 firms that responded to the RFP. (10:12 a.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting was adjourned at 10:14 a.m.

Supporting documentation is on file at the Division of Purchases.