



Solicitation Information
24 May 10

LOI# 7353674

TITLE: Safe and Active Commuting Consultant

Submission Deadline: 17 June 10 @ 2:30 PM (EDT)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than 2 June 10 at **12:00 Noon (EDT)**. **Questions** should be submitted in a Microsoft Word attachment. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INTRODUCTION

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Health (HEALTH), Initiative for a Healthy Weight Program (IHW) is requesting Letters of Interest (LOI) from qualified consultants to promote safe and active transportation across the state through education, technical assistance, and state and local policy and environmental changes.

HEALTH is seeking expert services covering a broad spectrum of work. A strong emphasis will be placed on expertise to promote environments that make it safe for people to integrate physical activity into their daily lives and educate community members and policy makers around issues that will make healthy choices easier choices for all.

IHW is part of The Health Promotion & Wellness Team (HPW) that changes social, political and physical environments to support healthy living through the life course, and is committed to achieving health equity for all Rhode Islanders.

HPW consists of the following programs: Tobacco Control Program, Initiative for a Healthy Weight, and Safe Rhode Island Violence and Injury Prevention Program.

Up to \$40,000 for the project period September 1, 2010 – June 30, 2012 is available to one consultant entity who can demonstrate knowledge, experience, and accomplishments in creating active environments at the state and local level, community education, program development and reaching decision makers.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

- Potential offerors are advised to review all sections of this solicitation carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- The State reserves the right to award to one or more offerors.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late

and will not be considered. The “Official” time clock in located in the reception area at the Department of Administration, Division of Purchases.

- In accordance with Title 7, Chapter 1.1 of the General laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful bidder(s).*
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- Submitters should be aware of the State’s Minority Business Enterprises (MBE’s) requirements, which addresses the State’s goal of ten percent (10%) participation by MBE’s in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or cnewtown@gw.doa.state.ri.us or visit the website at <http://www.mbe.ri.gov>.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.
- **Equal Employment Opportunity (RIGL 28-5.1)28-5.1 Declaration of policy.** – Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office at 222-3090 or via email at raymond1@gw.doa.state.ri.us.
- It is intended that an award pursuant to this Request will be made to a prime contractor who will assume responsibility for all aspects of the work. Joint ventures and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror’s proposal, and the proposed subcontractor(s) are identified in the proposal.
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

PROJECT SERVICES

Overview

The consultant will work with the Physical Activity Coordinator and community partners on the planning, execution, and evaluation of projects that will advance safe and active transportation. Projects will vary by community, according to community needs, but will have a focus on safe and active transportation issues, such as building Safe Routes to School teams, slowing traffic, enforcing traffic laws, maintaining pedestrian and cyclist facilities, improving street crossings, ensuring roads accommodate all users, and pedestrian scale building design.

Scope of Work

The consultant will assist IHW with developing a strong statewide infrastructure to support safe and active transportation for children and adults. The consultant will provide strategic guidance and technical assistance on specific walkability/bikeability issues. The consultant will:

- Coordinate, distribute, and fit bike helmets at various events across the state.
- Serve as a safe and active commuting spokesperson. Educate policy makers, community leaders, and community residents on the need for walkable and bikeable communities.
- Promote safe and active transportation, representing HEALTH and IHW, at state and community events.
- Identify media opportunities to support safe and active transportation priorities and prepare IHW and community partners to act on those opportunities.
- Recruit bike and pedestrian advocates to serve on IHW's committees.
- Assist IHW and funded partners in identifying and addressing the state's obesity prevention priorities related to safe and active transportation. These priorities include:

Built Environment Priorities:

Assist core city neighborhoods with making documented improvements for safe community walkability and bikeability.

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Example activities include:

- Mobilize community members and key stakeholders to develop local bike and pedestrian plans.
- Educate Policy makers and residents on the connection between the environment and support for physical activity as part of everyday life through forums using PBS Unnatural Causes DVD <http://www.unnaturalcauses.org/> and/or Photovoice projects <http://www.photovoice.org>
- Train residents as spokespeople on the connection between their communities built environment (walkable, bikeable, and safe street design) & make them available for community education and advocacy efforts and events

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School Priorities:

Assist communities with making documented policy, program and environmental changes to promote safe walking and biking to school.

Example activities:

- Provide technical assistance to existing Safe Routes to School Programs
- Implement and promote bike/walk to school initiatives
- Provide expertise on youth led advocacy surrounding safe walking and biking routes

Worksite Priorities:

Increase the number of worksites that have policies, programs, or facilities that support physical activity via walking, bicycling or public transportation for commuting.

Example Activities:

- Promote and provide expertise re: walk/bike commuter programs

The contractor selected as a result of this request will work closely with and be supervised by the Physical Activity Coordinator. The consultant will be required to attend monthly trainings and serve on relevant HEALTH committees. The contractor will work with a variety of state and community level individuals and must be able to respond to their requests for technical assistance.

QUALIFICATIONS

Eligible applicants must have experience:

- Advising community based organizations.
- Advising either governmental agencies or organizations serving the entire state.
- In large-scale policy or environmental change, community mobilization, and stakeholder cultivation through similar work in the field of tobacco control and/or obesity prevention.
- Educating community members and groups about the benefits of acting commuting and safety issues.
- Educating and promoting active living across the state.

Contract Information

A contract resulting from this award will be issued approximately September 1, 2010. There is a total of \$40,000 available through June 30, 2012.

Any award resulting from this request will be subject to the State's General Conditions of Purchase, which is available from the Internet at www.purchasing.ri.gov, as well as the terms of this request.

Interested individuals should submit Letters of Interest containing the following information:

- A description of the background and qualifications of the offeror;
- A description of the offeror's experience providing training and technical assistance around policy change to both state and/or federal agencies, as well as community based organization;
- Curriculum Vitae of key staff; and
- At least three letters of recommendation, including one letter from a community based organization and one letter from a state or federal agency

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time listed on the cover sheet of this solicitation. Please reference the LOI # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all

interested parties to download the information. For computer technical assistance, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered

Responses (**an original plus three copies**) should be mailed or hand-delivered in a sealed envelope marked "LOI#7353674: Safe and Active Commuting Consultant" to

RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses must include the following:

1. A completed and signed three-page R.I.V.I.P. generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. In addition to the multiple hard copies of the proposals required, respondents are requested to provide their proposal in electronic format (CD, diskette, or flash drive). Microsoft Word / Excel or PDF format is preferable. Only one electronic copy is requested and it should be placed in the proposal marked "original."

EVALUATION CRITERIA

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies that have experience working with community-based programs. The maximum

possible score is 100 points and *applications scoring below 70 points in the technical review will not be considered*. HEALTH reserves the right not to fund any proposal(s). Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal. Proposals will be reviewed and scored based upon the following criteria:

0-25 Points: Consultant Capacity

- Qualifications and experience of staff assigned to perform desired services are clearly demonstrated.

0-25 Points: Past Experience

- Experience with similar projects undertaken working both with state and/or federal agencies and community-based agencies is demonstrated.

0-20 Points: Understanding of the Project and the built environment's impact on Active Living

- Understanding of the IHW's priorities including results intended and desired, and approach to be employed is demonstrated.

0-10 Points: Letters of Support

- At least three letters of reference are included that reflect the offerer's ability to engage community stakeholders and influence key decision makers in community policy change.

0-20 Points: Cost Proposal

- The cost proposal fairly represents standard industry costs for similar projects.
- The cost proposal is responsive to the established project budget.

Notwithstanding the above, the State reserves the right to not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, to waive any technicalities, and to award in its best interest.

A Technical Review Sub-committee will review the proposals based on the Evaluation Criteria and present written findings, including the results of all evaluations, to the State's Purchasing Agent, or his designee, who will make the final award decision.