The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Massachusetts Rehabilitation Commission

600 Washington Street, Boston, Massachusetts



Request for Response (RFR)

Document Title:Organizational and Implementation Support for the MRC Statewide Rehabilitation Council

# COMMBUYS Bid#:  BD-24-1071-AO-CON01-94525

Agency Document Number: MRC-SCR-SUPP-FY24

Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on [COMMBUYS](http://www.commbuys.com/) (www.COMMBUYS.com). All Bidders are responsible for reviewing and adhering to all information, forms and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the OSD Helpdesk at osdhelpdesk@mass.gov the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk County holidays.

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| --- | --- |
| Purchasing Department: | Massachusetts Rehabilitation Commission (MRC) |
| Address: | 600 Washington StreetBoston, MA 02111 |
| Telephone #: | 857-286-1413 |
| Fax #: | N/A |
| Procurement Lead: | Kathleen Biebel, Deputy Commissioner |
| Email: | Kathleen.biebel@mass.gov |
| Questions & Answers:  | Questions must beposted on COMMBUYS by: November 7, 2023, by 4 pm EST*.*Responses to the questions received via COMMBUYS will be posted on COMMBUYS no later than November 9, 2023 by 4 pm EST*.* |
| Bidder’s Conference: | Bidder’s Conference will be held on November 6th 2023 from 3:15pm – 4:00pm.Join Zoom Meeting<https://massrehabcommission.zoom.us/j/91824053490>Meeting ID: 918 2405 3490---One tap mobile+13017158592,91824053490# US (Washington DC)+13052241968,91824053490# US |
| Vendor should register and submit electronic proposals to COMMBUYS  | [**https://www.commbuys.com/bso/**](https://www.commbuys.com/bso/)OSD Helpdesk #: 1-888-627-8283 (8am - 5pm ET Monday - Friday) |
| RFR File Name/Title: | Organizational and Implementation Support for the Massachusetts State Rehabilitation Council  |
| RFR File Number: | MRC should match cover page (Agency document #) |
| Procurement Management Group/Category (If Applicable): |  “N/A” |
| Total Procurement Period: | December 14, 2023 to September 30, 2028 |
| Initial Contract Period: | December 14, 2023, through September 30, 2024. Start date may change, depending on contract execution date. |
| Contract Renewal Option: | Four (4), One (1) year options. Final contract end date including options to renew is 09/30/2028.  |
| Type of Contract: | Cost Reimbursement |
| Total Estimated Annual Award Amount: | Up to $50,000 annually. Any additional funding is based on the availability of funds. |
| Response Due Date and Time: | November 20, 2023 by 4 pm EST. |
| Submission method | Electronic **only** through COMMBUYS |
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# ACQUISITION METHOD

# MRC will be selecting a single source to provide services through this RFR.

|  |  |
| --- | --- |
| Check One (“X”): | Category |
| X | Cost Reimbursement |
|  | Unit Rate |
|  | Other: Accommodation Rate  |

# SINGLE CONTRACT

Massachusetts Rehabilitation Commission is conducting a competitive procurement to solicit a single, qualified provider to provide the services identified below in this RFR.

# SINGLE DEPARTMENT PARTICIPATION

|  |  |
| --- | --- |
| Check One (“X”): | Eligible Entities |
| [x]  | Only Procuring Department May Contract Under RFR |
| [ ]  | Option to Allow Other Departments to Contract Under Terms of RFR using separate contracts.The Purchasing Department reserves the right to add or remove additional authorized users during the contract term. |

# ANTICIPATED DURATION OF CONTRACT AND ANY RENEWAL OPTIONS

|  |  |
| --- | --- |
|  | From: Month/Year – To: Month/Year |
| Anticipated Initial Contract Duration  | December 14, 2023 to September 30, 2024 |
| Anticipated Options to Renew  | Four (4), One (1) year options. |
| Anticipated Total Duration (initial + renewals)  | December 14, 2023 to September 30, 2028 |

MRC also reserves the right to amend this contract if needed.

ANTICIPATED EXPENDITURES, FUNDING OR COMPENSATION FOR EXPECTED DURATION

Estimated Total Annual Funds up to $50,000.

Any and all unspent funds from current and/or prior state fiscal year(s) shall not be carried forward and will not be available to the vendor in the following fiscal year for services and/or billing. A contract may be amended to allow for the expenditure of unspent funds only with MRC’s written approval.

APPLICABLE PROCUREMENT LAW

This Bid is issued under the following law: Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00.

Definition of Terms

* Key Personnel: Personnel directly responsible for management of the contract; or those personnel whose professional/technical skills are determined to be essential to the successful implementation of the contract.
* Massachusetts Rehabilitation Commission or MRC: An agency-level organization within the Executive Office of Health and Human Services secretariat.
* Purchasing Department: Shall refer to MRC.
* Request for Responses or RFR: Shall refer to this RFR document’s procurement specification and referenced documents.
* Services: The activities engaged in by Bidder for fulfilling its obligations under the terms of this RFR, which may or may not result in the creation of a Deliverable.
* Standard Contract Form or SCF: A part of the contract resulting from this procurement governing the conduct of work.
* Vendor (or Provider or Selected Bidder or Contractor): The Bidder who is selected and executes a contract or agreement under this RFR.
* Work Plan/Project Plan: A plan that includes project scope, schedule details, milestones, deliverables, and resource responsibilities agreed by MRC and the Vendor prior to work commencing

# PURPOSE OF PROCUREMENT

Together with stakeholders, partners, and allies, the Massachusetts Rehabilitation Commission works to expand what’s possible in the lives of people with disabilities. We collaborate, problem-solve, innovate, and bring about a better Massachusetts for everyone – one that is truly equitable, accessible, and inclusive.

MRC provides services that break down barriers and empower people with disabilities to live life on their own terms. We are innovators, change agents, and community builders who put the people we serve at the heart of everything we do. Our programs focus on training and employment, community living, and disability determination for federal benefit programs – interconnected services that are essential to the Commonwealth.

MRC employs approximately 800 individuals who serve over 128,000 people with disabilities across Massachusetts, providing services and supports that include vocational counseling, training and employment supports, job placement, benefits counseling, independent living supports, assistive technology, home modification, brain injury services, and home care assistance. Services are provided through three primary divisions: (1) Vocational Rehabilitation; (2) Community Living; and (3) Disability Determination Services. Funding for MRC is provided from multiple sources including federal funds, state funds, and grant awards. Additionally, MRC has multiple employer, vendor, and provider partners from across the Commonwealth.

The Massachusetts State Rehabilitation Council (SRC) is a federally mandated council through the Rehabilitation Act (Workforce Investment Act, Title IV, Section 105) and Massachusetts Executive Order No. 368. The primary goal of the State Rehabilitation Council is to partner with and advise the Massachusetts Rehabilitation Commission (MRC) Vocational Rehabili­tation Division in ensuring that individuals with disabilities are provided equal opportunity to receive the programs, services, and supports needed to gain competitive integrated employment. The SRC provides a forum for direct input and voices of individuals with disabilities resulting in recommendations and advice on how MRC can best serve the needs of people with disabilities across the Commonwealth.

The SRC is composed of no less than twenty-one (21) members, the majority of whom are individuals with disabilities. Members are appointed by the Governor to serve three-year terms with a limit of two terms. The SRC is a public body that is open to public participation and subject to the Open Meeting Law. Members represent the perspectives of family members, employers, and other state agency representatives who promote the interest and independence of individuals with disabilities.

Structurally, the SRC consists of an Executive Committee, as well as Standing Committees addressing Policy, Statewide Needs Assessment/Consumer Satisfaction, State Plan, and Business and Employment. Our full SRC meets quarterly, and Committees meet monthly to bi-monthly.

Activities of the SRC include, but are not limited to:

* Reviewing functions or services provided by MRC that affect or that potentially affect the ability of individuals with disabilities in achieving their employment goals.
* Preparation of the State Plan and amendments to the plans, reports, needs assessments, and evaluations.
* Review and analysis of the effectiveness of, and consumer satisfaction with, Vocational Rehabilitation services.

Learn more about the SRC at: <https://www.mass.gov/orgs/massachusetts-state-rehabilitation-council>.

With this RFR, MRC seeks an experienced vendor to partner with the MRC State Rehabilitation Council (SRC) to develop, support, and operationalize and provide a blueprint that outlines operational activities, procedures, policies, and sustainability of these practices within the SRC.

# DESCRIPTION OF THE PROCUREMENT

The purpose of this procurement is to develop, support, and operationalize a blueprint for the SRC. All activities will be monitored by the MRC Department of Learning and Community Engagement. The proposed scope of work includes, but is not limited to, the following key features and activities:

**Activities**

* **Activity 1: Development and refinement of SRC operational procedures and associated materials**
	+ New member orientation *(current draft to be refined).*
	+ Guidelines regarding SRC meeting procedures.
	+ Chair meeting facilitation practices.
	+ Executive member training manual *(current draft to be refined)*
	+ Checklist for ensuring Council adherence to Open Meeting Law and related federal regulations.
* **Activity 2: Supporting onboarding of new SRC Chair, and all Chair related duties** *(in partnership with SRC MRC Liaisons)*
	+ Refine agenda and meeting minute templates for council meetings that adhere to Open Meeting law and identify priority topics for the coming year.
	+ Co-facilitate SRC monthly Executive Committee and Full SRC Quarterly Meetings with Chair.
* **Activity 3: Diversity, Equity, Inclusion, and Accessibility (DEI-A) related work**
	+ Develop and implement a plan (and associated tracking tools\mechanism) for intentional recruitment of diverse voting SRC membership with an emphasis on engaging the voices of individuals with disabilities.
	+ Review the existing SRC DEI-A Strategic Plan and deploy a workplan to address priority objectives.

MRC reserves the right to identify follow-up or additional tasks for the Vendor to perform related to the scope of this project. If MRC exercises this right, the Parties will negotiate the scope and compensation for such additional tasks or change in scope and amend this Contract accordingly.

**Ownership:** MRC shall retain full ownership and is entitled to possession of the products, data, reports, and records created because of this RFR and any modifying Agreements thereafter. The vendor acknowledges that it does not retain any intellectual property rights in the deliverables related to this RFR, including proprietary data, and shall not disclose such data to any third party without the prior written consent of MRC or otherwise required by law.

**General Procurement Requirements**

This Request for Response (RFR) does not commit the Commonwealth of Massachusetts (Commonwealth) to pay any costs incurred in the preparation of the Bidder’s Response or contract for products or services.

MRC reserves the right to accept or reject any and all responses received as a result of this RFR and to contract for some, all, or none of the products and services described in this RFR. MRC further reserves the right to negotiate with any or all qualified Bidders and to cancel in part or in its entirety this RFR if it is in the best interest of MRC or the Commonwealth to do so.

MRC reserves the right to amend this RFR at any time prior to the date responses are due. Any such amendment will be posted to the Commonwealth’s procurement web site, COMMBUYS, at www.commbuys.com. Bidders are reminded to check the COMMBUYS site regularly, as postings to this site will be the sole method used for notification of changes as well as for any clarifications of the RFR that MRC might issue.

All Responses and related documents submitted in response to this RFR become public records and are subject to the Massachusetts Public Records law, M.G.L. c.66, §10 and M.G.L. c.4, §7, subsection 26. Any statements in submitted Responses that are inconsistent with these statutes will be disregarded.

All Response submissions, regardless of whether a contract is awarded to a Bidder, become the property of MRC. MRC will not return to Bidders any Responses or materials they submit in response to this RFR.

This project will require the selected Vendor to sign a Standard Contract Form (SCF) indicating that the vendor will provide specific services with incorporate elements of this RFR as well as agreed upon provisions of the Vendor’s response.

Bidders are prohibited from communicating directly with any employee or contractor of the Agency concerning this RFR except as specified. No other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR for any purpose.

Failure to provide all required state forms will automatically deem the bidder disqualified (i.e., missing documentation such as, but not limited to, SBPP, SDP, CASL, W9, etc.).

**Audience for this content**

The primary audience for this RFR are members and leaders of the MRC State Rehabilitation Council (SRC).

## **Performance Requirements and Contract Monitoring**

Awarded bidder will be required to provide updates to MRC as requested, participate in periodic utilization reviews, and submit reports as requested. Vendor may be expected to provide MRC data related to outcomes, metrics, progress measures, staff salaries, and other information upon request related to the performance and financing of services provided under the contract.

## **BILLING REQUIREMENTS**

Vendor will be expected to submit bills for services per agency requirements. The agency establishes special billing requirements relative to the end of fiscal year (state and federal) billing.

Contractor shall submit invoices and applicable supporting documentation (submitted either through paper Payment Vouchers or the EIM system, as applicable) for expenditures incurred under this contract within fifteen (15) calendar days following the end of the month during which services were provided and maintain all records of actual expenses to be provided to MRC upon request.

If budgetary funds revert due to the Contractor’s failure to submit timely final invoices, or for disputing an estimated payment, the Department may deduct a penalty up to 10% from any final payment in the next fiscal year for failure to submit timely invoices.

This VR contract will be fully federally funded and as such, bidders should not include subcontractors in their proposal.

MRC expects a payment schedule with the Bidder’s response.

**Changes in Scope/Additional Responsibilities**

MRC shall have the option, at its sole discretion, to modify, increase, reduce or terminate any activity related to any contract that may result from this RFR whenever, in the judgment of MRC, the goals of the project have been modified or altered in a way that necessitates such changes.

MRC may determine that additional work products or new initiatives are necessary to accomplish the objectives of this RFR or that certain items are not required or must be substantially modified. The Vendor(s) and MRC may negotiate amendments to the contract that are in the best interests of the Commonwealth.

MRC will provide prior written notice of any such action to the Vendor, and the parties will negotiate the effect of such changes in scope on the schedule and payment terms. No compensation shall be owed, nor credits given, until the parties reach agreement on the modified Change Order or contract amendment. Such Change Order or contract amendment, when approved, shall detail the changes, the cost impact (if any) and the timeline impact (if any).

# PERFORMANCE MEASURES

Upon award of contract, the provider will be evaluated by MRC on the following performance criteria. MRC will monitor performance measures and approve vendor choices. The vendor should build “progress reports” into their proposed workplan – final cadence and frequency will be determined upon contract award. MRC reserves the right to revise performance measures during the life of this RFR. The vendor will be evaluated on timely and adequate completion of the required project deliverables specified in this RFR including but not limited to:

**Activity 1: Development and refinement of SRC operational procedures and associated materials:**

* Development, vetting, and rollout of an onboarding training/Power Point with accompanying talking points/materials to be utilized during the onboarding of appointed members. The Power Point should include the history of the Massachusetts State Rehabilitation Council, general knowledge regarding the disability movement and history, as well as knowledge regarding vocational rehabilitation, the Rehabilitation Services Administration (federal funder), the purpose/mission of the Massachusetts Rehabilitation Commission, and how the SRC fits within the Massachusetts Rehabilitation Commission. Additionally, materials should include general guidance surrounding the logistics of meetings, and roles and expectations of members including leadership. Materials developed for this Activity must be designed specifically for ASL/CART users focused on potential members who are Deaf or Hard of Hearing.
* Finalization of previously drafted Executive Member Training Manual.
* Development, vetting, and rollout of an itemized checklist and supporting materials to insure adherence to Open Meeting Laws and related federal regulations.

**Activity 2: Supporting onboarding of new SRC Chair, and all Chair related duties (in partnership with SRC MRC Liaisons)**

* Development, vetting, and rollout of agenda and meeting minute templates and tools for council meetings to be used as the standardized template moving forward. Template/tools should be able to highlight the yearly goals of the SRC and provide updates on steps being executed to achieve these specific outcomes.
* Development, vetting, and rollout of written guidance and resources/tools for co-facilitation of monthly Executive Committee meetings, and SRC Quarterly Meetings with the Chair.

**Activity 3: DEI-A related work**

* Development, vetting, and rollout of a comprehensive plan for the intentional recruitment of voting SRC members with emphasis on engaging individuals with disabilities among the committee.
* In association with recruitment, develop, vet, and rollout a tracking tool or mechanism to highlight DEI-A strategies used to recruit, collect demographic data, and evaluate the efficiency of recruitment techniques.
* Development, vetting, and facilitation of an SRC Committee tasked with reviewing and monitoring the existing SRC DEI-A Strategic Plan.
* Development, vetting, and implementation of a comprehensive work plan, including timelines, for address priority objectives, based on the review of the existing SRC DEI-A strategic plan.

All training materials, documentation, electronic files, etc. should conform to the latest Web Content Accessibility Guidelines (WCAG) standards, Americans with Disabilities Act (ADA) guidelines, and Section 504 and Section 508 guidelines for Accessibility. This includes materials designed to work with various screen readers (e.g., JAWS, NVDA), speech recognition software (e.g., Dragon), closed captioning, etc.

## **IT Requirements**

Currently, there are no specific IT requirements other than the technology necessary for the bidder’s ability to host, conduct, and facilitate all events and associated deliverables. Bidder is expected to be on site for all in-person events. Work in partnership with MRC will be conducted virtually (e.g., Zoom/Teams). The vendor should have the ability to meet in person if determined necessary by MRC.

# REQUIRED BUSINESS RESPONSE FOR PROPOSAL SUBMISSION

## Page Limits and Attachments:

The Business Response must not exceed 15 pages, double-spaced, with 1-inch margins and a 12-pt. font.

Additional materials including but not limited to: staff resumes, budget form and budget justification, organizational charts, and other required attachments are excluded from the page limit. COMMBUYS will accept Word, PDF, and zip files.

Bidders must provide the following information in their Responses for which a Bid is submitted.

* RFR Cover Page and Cover Letter
* Business Response
* Cost Response/Payment Schedule.
* Required Forms

Bids will be considered valid for a minimum of ninety (90) calendar days. In your response submit the following:

1. **RFR Cover Page and Cover Letter**

The RFR Cover Page is included in the bid attachments on COMMBUYS and must be completed and submitted with the quote.

1. **Business Response**

At a minimum, include the following information (i.e., a-e) as part of the Business Response:

1. **Company Experience**

Bidders must highlight their organization’s experience, including their knowledge and work in strategically supporting and operationalizing advisory board efforts, as well as their experience with, and capacity for, providing the services to state agency and human services providers who serve individuals living with disabilities. Bidders should also provide a brief description of a project(s) they have delivered that is like the one proposed in this RFR.

1. **Project References**

Bidders must highlight experience with clients and/or business processes similar in nature and size to MRC as well as experience with the Commonwealth of Massachusetts.

1. **Project Delivery and Management Approach**

Bidders must provide a description of their proposal to provide the services described in the section above called **Description of the Procurement**. The Response must explain the Bidder’s understanding of, and ability to, provide each of the services identified and the Bidder’s approach to each required element. Bidders should include a workplan for the contract period inclusive of timelines, deliverables, and scheduled checks in on performance and measurement between MRC and the awarded bidder.

MRC expects that the Selected Bidder will apply sound project management methodologies across all project activities, including project planning, resource management, quality management, execution, and more.

1. **Project Staffing**

Bidders must provide information on the different roles of personnel proposed to work on this project to provide the services described in **Description of the Procurement**. For each proposed role, the Bidder must describe the envisioned roles and responsibilities.

1. **Key Personnel Resumes**

The Bidder must provide resumes for Key Personnel proposed to work on this project. (Note: resumes and organizational charts are excluded from the 15-page limit).

1. **Information about Partners/Collaborators**

Bidders may propose one or more partners/collaborators to work on this engagement, but they must name themselves as the prime partner/collaborator. Partners/collaborators may not be subcontractors. If applicable, Bidder may not use a partner/collaborator for more than 80% of the work as measured by dollar amount.

For each proposed partner/collaborator, the Bidder must provide the following:

* Partner/Collaborator name;
* Partner/Collaborator address;
* A summary of their qualifications, experiences, and duties, including project tasks to be performed by the partner/collaborator; and
* A written statement signed by each proposed partner/collaborator that clearly verifies that the partner/collaborator is committed to render the services required by this RFR and the subsequent contract.

All partners/collaborators are subject to the approval of MRC. All employees and partners/collaborators are expected to abide by the Commonwealth Third Party Information Security Standard. See <https://www.mass.gov/advisory/third-party-information-security-standard> for additional information. Prior approval of MRC is required for any partner/collaborator service of the contract. The vendor is responsible for the satisfactory performance and adequate oversight of its partners/collaborators.

1. **Assumptions**

The Bidder must include any relevant assumptions about its ability to provide the requested services, including assumptions about any MRC staff involvement or information to which the Bidder will require access. MRC will consider Bidder’s stated assumptions during evaluation; however, the Bidder may not condition its Response on MRC’s acceptance of any assumptions.

The Bidder’s Response to each of the required items herein must reference the RFR section numbers or title headings (if no section numbers) to ensure that the Review Committee described below properly considers all aspects of the Response. Failure to properly reference requirements could result in a lower evaluation.

The Bidder shall NOT include any costs in its Business Response. The Bidder's Cost Response must be separately submitted on COMMBUYS. The Cost Response shall comply with the instructions defined below. If any cost information is found in the Business Response, or if the Cost Response is not submitted separately, the entire Response may be disqualified at the discretion of MRC.

1. **Cost Response/Payment Schedule**

The Cost Response will include a budget and budget justification for the entire project, with reference to the Specifications section above. Bidders are encouraged to provide as many cost options and as much flexibility as possible. The total value of the proposal should not exceed $50,000.

A Bidder must adhere to stated page limits set for each Response Section. Attachments specifically asked for by this RFR will not be counted in determining if a Bidder’s Response Package exceeds the stated page limits. Attachments must be limited to those specifically asked for by this RFR. An attachment that was not requested will be removed from the Response and will not be reviewed.

All pages more than the stated page limit will be removed from the end of the relevant Response Section. They will not be reviewed or considered in evaluating a Bidder’s Response.

1. **Required Forms**

Bidders must provide all required forms in their submission to review and potentially award bid. Incomplete submissions will automatically be disqualified from being reviewed. All forms should be submitted electronically.

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| **REQUIRED FORMS/DOCUMENTS** |
| RFR Cover Page and Cover Letter |
| Business Response |
| Business Reference Form  |
| Copy of corrective action plan during last five years – if any- along with status |
| Copy of Organization Liability Insurance |
| Prompt Payment Discount Form |
| MA Department of Revenue Certificate of Good Standing |
| Contractor Authorized Signatory Listing |
| W9 |
| Electronic Funds Transfer (EFT) |
| Resumes of Key Personnel |
| Organizational Chart |
| Financial Prequalification Requirements  |
|  |
| **OPTIONAL FORMS/DOCUMENTS** |
| CORI (Required for individual [e.g., Sole Proprietors], not organizational, applicants) |
| Equal Opportunity Employment Plan (Required with submission if organization has an EOEP) |

# REVIEW AND SELECTION PROCESS

## Compliance with Submission Requirements

Each response will be reviewed to determine if the response satisfies the submission, format and contents requirements set forth in the REQUIRED BUSINESS RESPONSE FOR PROPOSAL SUBMISSION and Submission Components and Attachments sections of the RFR. A response which meets these requirements will be considered an “Eligible Response.” Any response that does not meet these requirements may be considered non-responsive and disqualified without further review. It may be determined that the non-compliance is insubstantial and can be readily corrected, or that an alternative proposed by the Bidder is acceptable. In such case, MRC can seek clarification or allow the Bidder to make minor corrections.”

As part of the minimum review process, it will be determined if the Bidder has been Financially Qualified and if the Bidder is subject to any debarment. If a Bidder is subject to a debarment order, the response will be considered non-responsive and disqualified.

Review Process

Review Committees. MRC will create one Review Committee to review the responses submitted.

**Evaluation Criteria**. The Review Committee(s) will evaluate the Response Packages in accordance with the relevant criteria set forth in the Evaluation Tool developed for the RFR.

In addition to the Bidder’s response, a Review Committee may consider any relevant information about the Bidder known to MRC. Any additional information that is considered will be noted by the Review Committee in the Evaluation Tool.

**Oral Presentations.** The Review Committee may, in its sole discretion, invite those Bidders whose responses have been judged competitive and responsive during the evaluation to attend an oral presentation. At that time, the Bidder’s response may be discussed and clarified, but not changed in any way. MRC reserves the right to apply restrictions to the structure and content of the oral presentation, and to instruct the Bidder regarding attendees. Oral presentations will not be open to the public nor to any competitors. Failure of a Bidder to agree to a date and time for an oral presentation may result in rejection of the Bidder’s response.

**Findings and Recommendations to the Commissioner of MRC.** The Review Committee rates all the applicable Response Packages and forwards its completed Evaluation Tools to the Commissioner of MRC.

##

## Selection

**The Commissioner of MRC** shall review the completed Evaluation Tools and make decisions regarding notices of award.

##

## Selection Decision and Notification

The decision to select or not select a Vendor/Provider/Bidder/Contractor is the decision of the Commissioner of MRC.

Pursuant to 801 CMR 21.06(13), no Bidder shall have any press conferences, or make any news releases or announcements concerning its selection or non-selection, prior to MRC’s public release of said information, or prior to the written approval of MRC. Violation of this Subsection may be considered grounds for disqualification.

## Compliance with Submission Requirements

Responses may be reviewed and evaluated by any person(s) at the discretion of MRC including non-allied and independent consultants retained by MRC now or in the future, for the sole purpose of obtaining an analysis of Responses.

At any time during its review, the committee may determine some element of a Bidder’s Responses requires clarification to verify its responsiveness to the RFR or facilitate a fair comparison with competing Responses. In such cases, the committee may seek written clarification from the Bidder. All Bidders will be accorded fair and equal treatment with respect to any opportunity(ies) for clarification.

MRC shall qualitatively rate Bidder’s Responses by evaluating it for appropriateness, clarity, effectiveness, and responsiveness to the needs and goals of MRC. Responses will be evaluated based on the Bidder’s ability, as described in its Responses, to meet the following requirements and to provide the best value to the Commonwealth:

* Past Performance
* Technical Approach
* Staffing and Management
* Comprehensive Proposal
* Budget
* Disability, Cultural Competency, and DEIA Lens

MRC may also consider any relevant information about the Bidder known to MRC.

**Scoring Scale and Description:**

MRC will use a weighted scoring method on a scale of 0-5. See the weighted scale in the table below and the scoring description table below.  A Minimum Qualifying Score is 40.

The Criterions are weighted as follows:

* Criterion 1, 2, 3, and 4 will be multiplied by 4
* Criteria 5 and 6 will be multiplied by 2

**Scoring Scale and Description:**

|  |  |
| --- | --- |
| Non-Responsive (0 points):  | Response does not address the requirement(s) or misses a significant portion of the requirement(s). |
| Poor (1 points):  | Response to the requirement(s) is given but is weak overall, or is missing key items, or expands on the requirement in ways that are wrong/inaccurate. |
| Fair (2 points):  | This is the default ranking, to be used when the bidder meets basis expectations. The bidder parrots back the requirement with little more than an acknowledgement that they will "do" it. |
| Good (3 points):  | The response addresses key items with a credible amount of insight and a meaningful explanation of the "how” is described.  |
| Very Good (4 points): | The response addresses key items with a credible amount of insight and a meaningful explanation of the "how" is offered. The approach is relevant and appears highly effective for meeting proposed agency goals and objectives.  |
| Excellent (5 points):  | The response addresses key activities with a credible amount of insight and a meaningful explanation of the "how" is offered. The approach is relevant and appears highly effective for meeting agency goals and objectives and includes novel or innovative approaches that could provide significant additional benefit to the agency beyond the original ask.  |

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| **Evaluation Criteria**  | **Maximum Points**  |
| 1.Past performance * Demonstrated experience in supporting development and sustainability of advisory bodies.
* Experience related to engaging the disability community, families, and human services professionals in engaging in-person training, workshops, and other activities.
* Experience working with Commonwealth of Massachusetts agencies.
* Demonstrated success in completing project deliverables on time and within budget.
 | 20  |
| 2. Technical approach * Demonstrated understanding of the Statewide Rehabilitation Council and/or similar appointed councils, Open Meeting Law, and associated tasks and responsibilities related to council implementation and management.
* Demonstrated understanding of the requested tasks and deliverables and the steps required to accomplish them.
* Realistic timeline for proposed tasks and deliverables
* Demonstrates ability to complete tasks on time.
 | 20 |
| 3. Staffing and management * Demonstration of staffing needs and provides an overview of task assignments.
* Clear and realistic organizational structure and lines of supervision/reporting
* Qualifications of the proposed staff
* Clearly defined roles and responsibilities of proposed staff
* Understanding of the management challenges and experience based, practical strategies for addressing them.
* Administrative and management tools and processes that will be employed to ensure the delivery of high-quality and timely.
 | 20  |
| 4. Comprehensive proposal  * Completeness of the materials requested in the RFR.
* Quality of writing and presentation of proposal materials
 | 20  |
| 5. Budget * Alignment of the budget and proposed costs with the proposed tasks and the deliverables
* Realistic estimates of cost components
* Reflection of strategies used to control costs and maximize costs savings
 | 10  |
| 6. Disability, Cultural Competency, and DEIA Lens * History working with individuals with disabilities and agencies/entities serving individuals with disabilities.
* Proven track record of conducting membership recruitment for advisory bodies, with a priority focus on underserved communities.
* Demonstrates the ability to engage effectively in team dynamics.
* Identifies concrete ways to engage marginalized and underserved communities, such as those in the Deaf and Hard of Hearing Community, those intersectional lived experience (disability, substance use, behavioral health, etc.).
* Is inclusive of strategies and approaches that incorporate a DEIA lens onto the work.
 | 10  |

**CULTURAL COMPETENCE**

MRC is committed to awarding contracts to providers and organizations that demonstrate cultural competence. This can be evidenced through: Staff resumes that detail experience with diverse populations, or the organizations experience with diverse groups.

**Bidder’s Commitment**: Bidder’s Board of Directors and administrators have a formalized commitment to creating an environment that supports services for cultural and linguistic minority populations through the mission and goals of the agency. The bidding entity has a formalized commitment to creating an environment that supports services for cultural and linguistic minority populations through its mission and goals.

**Consumer Services (as applicable)**: Bidder has program policies that include language that contributes to enhancing equal access to services for all individuals residing in the Commonwealth. If the program does not have bilingual/bicultural staff, there are mechanisms in place to respond to inquiries and serve people in languages other than those of the staff.

**Bidder Employees**: Bidder’s employees and volunteers, especially those who have direct contact with consumers, should reflect a diversity of culture and language. Services to non-English speaking clients are provided by bilingual/bicultural employees. Policies on recruitment, screening, and interviewing encourage hiring of individuals whose cultural and linguistic backgrounds are appropriate to the consumer it serves. If the bidder does not have bilingual/bicultural employees, whether extensive training is provided to ensure sensitive and appropriate prevention, treatment, and rehabilitation services.

For MRC, cultural competence includes the capacity to provide services to non-English speaking clients who speak one or more of the following underserved languages: American Sign Language (ASL), Spanish, Portuguese, Haitian Creole, Russian, Khmer, Vietnamese, and Mandarin Chinese. Bidder’s organization policies and procedures should contribute to the cultural competence of the organization at the staff and leadership levels.

Equal Employment Opportunity Plan (Organizational applicants only): An EEOP details your organization’s efforts to employ people with disabilities and minorities. Bidders who have an EEOP should include it with their submission.

**Small Business Purchasing Program (SBPP)**

**Program Background.** The Massachusetts [Small Business Purchasing Program](https://www.mass.gov/sbpp) (SBPP) was established pursuant to [Executive Order 599](https://www.mass.gov/executive-orders/no-599-reaffirming-programs-to-ensure-diversity-equity-and-inclusion-for-diverse-and-small-massachusetts-businesses-in-state-procurement-and-contracting?_gl=1*wnz9qe*_ga*OTcxODE1Mjg3LjE2ODM2MzUyMjc.*_ga_MCLPEGW7WM*MTY5ODA3OTg1NC4yNi4wLjE2OTgwNzk4NTQuMC4wLjA.) to increase state contracting opportunities with small businesses having their principal place of business within the Commonwealth of Massachusetts. Pursuant to the SBPP, it is the intention of the issuing department to award this Small Procurement to one or more SBPP participating business(es) as described below.

**SBPP Award Preference.** While all businesses, no matter the size or principal place of business, may submit responses to this solicitation, should an SBPP participant respond and meet the best value criteria as described in this solicitation, the SBPP participant shall be awarded the contract. The Strategic Sourcing Services Team (SST) will not evaluate submissions from non-SBPP participants unless no SBPP Bidder meets the SSST’s best value evaluation criteria.

**SBPP Participation Eligibility.** To be eligible to participate in this procurement as an SBPP participant, an entity must meet the following criteria, and be marked as an SBPP registered business in [COMMBUYS](https://www.commbuys.com/bso/):

1. Have its principal place of business in the Commonwealth of Massachusetts;
2. Been in business for at least one year;
3. Employ a combined total of 50 or fewer full-time equivalent employees in all locations, or employees work less than a combined total of 26,000 hours per quarter; and
4. Have gross revenues, as reported on appropriate tax forms, of $15 million or less, based on a three-year average.

Non-profit firms also must be registered as a non-profit or charitable organization with the MA Attorney General’s Office and be up to date with all filings required by that office and be tax exempt under Section 501(c) of the Internal Revenue Code.

**SBPP Compliance Requirements.** It is the responsibility of the Bidder to ensure that their SBPP status is current at the time of submitting a response and throughout the life of any resulting contract. Misrepresentation of SBPP status will result in disqualification from consideration, and may result in debarment, contract termination, and other actions. To learn more about the SBPP, including how to apply, visit the [SBPP Webpage](http://www.mass.gov/sbpp).

**Program Resources and Assistance.** Bidders and Contractors seeking assistance regarding SBPP may visit the SBPP webpage, <http://www.mass.gov/sbpp>, or contact the SBPP Help Desk at sbpp@mass.gov.

## AUDIT

**Applicable Laws:** The Vendor/Provider/Bidder/Contractor shall comply with all applicable state laws and regulations including but not limited to the applicable Massachusetts General Laws; the Official Code of Massachusetts Regulations; Code of Massachusetts Regulations (unofficial); 801 CMR 21.00 (Procurement of Commodity and Service Procurements, Including Human and Social Services); 815 CMR 2.00 (Grants and Subsidies); 808 CMR 1.00 (Compliance, Reporting and Auditing for Human And Social Services); AICPA Standards; confidentiality of Department records under G.L. c. 66A; and the Massachusetts Constitution Article XVIII if applicable.

The Vendor/Provider/Bidder/Contractor shall also comply with Federal Anti-Lobbying and Other Federal Requirements such as, but not limited to, 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the so-called Uniform Guidance.

The providers that MRC contracts with agree to submit Uniform Financial Reports accurately and on a timely basis as required by regulation.

During the term of this Agreement and for a period of six years thereafter, the Massachusetts Rehabilitation Commission, its auditors, the Operational Services Division, the Office of the Inspector General or other authorized representatives shall be afforded access at reasonable times to Provider's accounting records, including sales information on any system, reports or files, in order to audit all records relating to goods sold or services performed pursuant to this Agreement. If such an audit indicates that Provider has materially overcharged the Massachusetts Rehabilitation Commission, then the Provider shall remit the overcharged amount and be responsible for payment of any costs associated with the audit.

# DEBRIEFINGS AND APPEALS

## Debriefing

Any Bidder that has filed an Eligible Response, but that is not selected may request a debriefing to understand the basis for the decision and review all materials relevant to the review and the qualification and selection process. The request must be in writing and received within 14 calendar days of notification of such being sent to the Bidder. A Bidder aggrieved by the decision must participate in a debriefing as a prerequisite to filing a request for an administrative appeal. All requests for a debriefing must be sent by certified mail and addressed to:

 Massachusetts Rehabilitation Commission

 Attn: Director of Procurement

 OFMB Procurement Department

 600 Washington St., 1st Floor.

 Boston, MA 02111

If a debriefing is properly requested, one will be scheduled within 14 calendar days of the date the request was received. If necessary, a brief extension shall be allowed by mutual agreement of the Bidder and MRC. At the debriefing, a Bidder shall be allowed to review public records directly related to the selection decision.

##

## Administrative Appeals

A Bidder that is not selected and who attends a debriefing may appeal the decision to the Director of Procurement of MRC. Requests for appeal must be sent by certified mail and addressed to:

 Massachusetts Rehabilitation Commission

 Attn: Director of Procurement

 600 Washington St., 1st Floor.

 Boston, MA 02111

The appeal must be filed within 14 calendar days of the debriefing meeting. The appeal must be in writing specifying the basis for the appeal and it must be based on one or more of the following grounds:

1. The procurement failed to comply with applicable regulations and guidelines. These are limited to the requirements of 801 CMR 21.00 or any successor regulations, the policies in the Operational Services Division (OSD) Procurement Information Center, subsequent policies and procedures issued by OSD and the specifications of the RFR; or
2. There was a fundamental unfairness in the procurement process.

The burden of proof rests with the Bidder to provide sufficient and specific evidence in support of its claim.

Requests for an appeal must specify in sufficient detail the basis for the appeal. Sufficient detail requires the identification of an applicable regulation or guideline that was not complied with or the specific facts that demonstrate that the procurement was unfair. MRC reserves the right to reject appeal requests based on grounds other than those stated above, or those submitted without sufficient detail on the basis for the appeal.

Administrative appeals are not subject to the formal procedures specified in M.G.L. c. 30A, §§ 10 & 11. A pending appeal will not prohibit MRC from proceeding with the selected Bidder, awarding a contract, or making referrals to the selected Bidder.

### **Acceptance/Denial of the Appeal**

Within 21 calendar days of the receipt of request for an appeal, MRC will schedule a hearing date or notify the Bidder that the appeal has been deemed without merit and that it will not be heard. The Bidder and the MRC may mutually agree to extend the date for the hearing. The Commissioner’s decision on the appeal will be put in writing and sent to the Bidder within 60 calendar days of the date of the hearing on the Bidder’s appeal.

### **Appeals to the Operational Services Division**

Non-successful Bidders who participate in the appeal process described in this Section and remain aggrieved by the decision of the Agency may appeal the decision to the Operational Services Division (OSD). The basis for an appeal to OSD is limited to the following grounds:

1. The competitive procurement conducted by MRC failed to comply with applicable regulations and guidelines. These would be limited to the requirements of 801 CMR 21.00 or any successor regulations, the policies in the OSD Procurement Information Center, subsequent policies and procedures issued by OSD and the specifications of the RFR; or
2. There was a fundamental unfairness in the procurement process. The allegation of unfairness or bias is one that is easier to allege than prove; consequently, the burden of proof rests with the Bidder to provide sufficient and specific evidence in support of its claim. OSD will presume that MRC conducted a fair procurement absent documentation to the contrary.

Requests for an appeal must be sent to OSD to the attention of the State Purchasing Agent at Room 1017, One Ashburton Place, Boston, MA 02108 and be received within 14 calendar days of the postmark of the notice of the Agency’s decision on the appeal. Appeal requests must specify in sufficient detail the basis for the appeal. Sufficient detail requires a description of the published policy or procedure which was applied and forms the basis for the appeal and presentation of all information that supports the claim under paragraphs a or b above. OSD reserves the right to reject appeal requests based on grounds other than those stated above or those submitted without sufficient detail on the basis for the appeal.

The decision of the State Purchasing Agent shall be rendered, in writing, setting forth the grounds for the decision within 60 calendar days of receipt of the appeal request. Pending appeals to the State Purchasing Agent shall not prohibit MRC from proceeding with executing contracts.

**Debarment**

The Contractor certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation including Executive Order 147; M.G.L. c. 29, § 29F; M.G.L. c. 30, § 39R; M.G.L. c. 149 §§ 27C, 44C and 148B; and M.G.L. c. 152, § 25C. The Contractor shall comply with all applicable state laws and regulations stated in the Standard Contract Form Instructions and Contractor Certifications.

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# ADDITIONAL INFORMATION

 The Bidder(s) is responsible for all costs associated with the preparation of the RFR response.

1. All response submissions, regardless of whether a contract is ultimately awarded to a particular Bidder, become the property of MRC.
2. The Agency may, during response review or at any time prior to selection, cancel a Request for Response or reject any or all responses if the Agency determines that such action is in the best interest of the Commonwealth.
3. MRC and the Commonwealth of Massachusetts make no guarantee that any commodities or services will be purchased from any contract resulting from this RFR.
4. MRC reserves the right to renegotiate and adjust rates, performance terms and/or performance measures at any time during the life of the contract.
5. All materials developed by the selected Provider(s) under this contract will remain the property of MRC.
6. All bidders must comply with CORI (Criminal Offender Records Information) requirements identified with any contract awarded because of this procurement.
7. Any contract resulting from this solicitation may be terminated at any time if the Provider is unable to meet performance standards after given a reasonable opportunity to improve performance.
8. This Request for Response is developed in good faith based on needs known at the time of document preparation. Should additional information become available during the term of this contract suggesting the advisability of a different strategy and/or additional contract goals or performance benchmarks, MRC reserves the right to modify the contract, accordingly, including adjusting the contract term, dates of performance, and/or contract rate structure or contract maximum obligation.
9. A Bidder unable to offer the exact commodity or service described in this RFR but believing a comparable one can be provided, is encouraged to respond and should fully explain why the substitute commodity or service meets the specifications set forth in this RFR.
10. The qualified provider must maintain an e-mail account capable of handling e-mails and attachments of appropriate size and of accessible formatting type.
11. Bidders are prohibited from communicating directly with any employee of MRC regarding this RFR, except as specified in this RFR; and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the Contact Person(s) for this RFR if this RFR is incomplete or the Bidder is having trouble obtaining any required attachments electronically through COMMBUYS.

# SUBMISSION COMPONENTS AND ATTACHMENTS

COMMBUYS is the official source of information for this Bid and is publicly accessible at no charge at [www.COMMBUYS.com](http://www.commbuys.com). Information contained in this document and in COMMBUYS, including file attachments, and information contained in the related Bid Questions and Answers (Q&A), are all components of the Bid, as referenced in COMMBUYS, and are incorporated into the Bid and any resulting contract.

Bidders are solely responsible for obtaining all information distributed for this Bid via COMMBUYS. Additionally, bidders are responsible for posting their response (called “quote”) on the system. Bidders should review the “COMMBUYS Market Center” and “COMMBUYS Registration” sections in Appendix 2 of the Appendix document for an overview of electronic submission. Additional detail is provided in the “Instructions for Vendors Responding to Bids Electronically through COMMBUYS” section, found in the Appendix.

**COMMBUYS Registration.**  Bidders may elect to obtain a free COMMBUYS Seller registration which provides value-added features, including automated email notification associated with postings and modifications to COMMBUYS records.  However, in order to respond to a Bid, Bidders must register and maintain an active COMMBUYS Seller account. If a Bidder requires assistance with the registration process, they may contact the OSD Help Desk by email at osdhelpdesk@mass.gov or by phone at 1-888-627-8283.

**Quote Submission Method.** Online Quote Submission via COMMBUYS is required.  All Bidders must submit Quotes online using tools available only to Sellers registered in COMMBUYS.  COMMBUYS provides Seller registration functionality at no charge. To register, go to [www.COMMBUYS.com](http://www.commbuys.com) and click on the “Register” link on the front page.  All Bidders who are awarded a contract resulting from this Bid, if any, will be required to maintain an active account during the duration of the Contract, by reviewing their registration information regularly and maintaining its accuracy.

To receive a contract with the Commonwealth, a vendor must be active in The Massachusetts Management Accounting and Reporting System (MMARS). MMARS is the official accounting system of the Commonwealth and once registered a vendor will be issued a Vendor Customer Code number or a “VC” number. This VC number is used for all contracts that a vendor has with state agencies. An organization with existing state contracts, or a vendor who has had state contracts with any state agency in the past, has been registered in MMARS and does not need to re-submit paperwork unless existing information in MMARS will need to be updated. Bidders that don’t have a Vendor Customer Code or have changes to information or forms currently on file should send an email to: DDSPOSProcurement@mass.gov

**Public Records**: All information, documents, and attachments submitted as a response to this RFR(RFQ) are considered a public document subject to the Massachusetts Public Records Law, M.G.L., c. 66, s. 10, and to c. 4, s. 7, ss. 26. Please be aware that checking the “confidential” box in COMMBUYS does not bar these documents from being released as a public record pursuant to these statutes once the procurement is awarded, unless statutorily exempt from disclosure.

### **Electronic Signatures**

Responses submitted via COMMBUYS must be signed electronically by the Bidder or the Bidder’s Agent by accepting the terms and conditions of the bid on the “Terms & Conditions” tab of the Bid in COMMBUYS. By selecting “Save & Continue” on the “Terms and Conditions” tab after accepting the terms and conditions of the bid, the submitter attests that s/he is an agent of the Bidder with authority to sign on the Bidder’s behalf, and that s/he has read and assented to each document’s terms.

Responses must be submitted to COMMBUYS (<https://www.commbuys.com/bso/>) byNovember 20, by 4:00 pm EST, for contracts starting December 14, 2023, deadline time is based on the time according to the COMMBUYS system.

The electronic response must include the following:

* RFR Cover Page and Cover Letter (Attachment 1)
* Business Response (up to 15 pages, excluding attachments, double spaced, 12-pt type, 1-inch margins)
* Budget and budget narrative
* Business Reference Form
* Copy of Corrective Action Plan during last five years – if any – along with status
* Copy of Organization’s liability insurance
* Prompt Payment Discount Form
* Massachusetts Department of Revenue Certificate of Good Standing (<https://wfb.dor.state.ma.us/webfile/Certificate/Public/WebForms/Welcome.aspx> )
* Contractor Authorized Signatory Listing
* W-9
* Electronic Funds Transfer (EFT)
* Resumes of Key Personnel
* Organizational Chart
* Financial Pre-Qualification Requirements (Required with submission only for Chapter 257-unit rate contracts), as listed below in “Additional Requirements for Financial Pre-Qualification” section.
* CORI (Required with submission for individual [i.e., Sole Proprietor], not organizational, applicants)
* Equal Opportunity Employment Plan (Required with submission if organization has an EOEP)
* An electronic signature that is either:
	+ Hand drawn using a mouse or finger if working from a touch screen device; or
	+ An uploaded picture of the signatory’s hand-drawn signature
	+ Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign.
	+ If using an electronic signature, the signature must be visible, include the signatory’s name and title, and must be accompanied by a signature date.
	+ Please be advised that typed text of a name not generated by a digital tool such as Adobe Sign or DocuSign, even in computer-generated cursive script, or an electronic symbol, are not acceptable forms of electronic signature.

MRC has transitioned to an electronic signatory method for W9 and EFT forms, and may ask the vendor to complete the forms online in DocuSign, upon receipt of an email from MRC.

Contact the OSD Help Desk with submission difficulties at osdhelpdesk@mass.gov. or 888-627-8283.

## Additional Requirements for Financial Pre-Qualification

Provider Organizations delivering services regulated by 808 CMR 1.00 must follow the pre-qualification procedures described in this regulation.

As a prerequisite for an organization entering a contract with MRC, a bidder must demonstrate that it meets minimum administrative and fiscal standards or is “pre-qualified.” Pre-qualification is the process the Commonwealth uses to be assured it has minimized possible risks to consumers being served through purchased programs. Bidders who are already pre-qualified by the Commission or any other Executive Office of Health and Human Services (EOHHS) agency do not need to submit pre-qualification materials as part of the RFR process if they are fulfilling submission requirements for the current re-qualification process. That information will automatically be requested of the provider during the annual re-qualification process for current providers.

Bidders who are not pre-qualified must submit a completed package as part of the RFR response.

Pre-qualification requires the **additional** following documents:

Corporations/Organizations:

* Articles of Organization
* Resumes of Principals (i.e., Chief Executive, Financial and Clinical Program Offices)
* Board of Directors Information
* Current Financial Statements including notes prepared by an independent auditor
* Certificate of Good Standing (<https://wfb.dor.state.ma.us/webfile/Certificate/Public/WebForms/Welcome.aspx> )
* Copy of Current Public Charities Annual Filing for non-profit organizations <http://www.charities.ago.state.ma.us/>
* Provider Qualification Form

All required forms and related instructions can be found in the “File Attachments” section of the bid on COMMBUYS.

Upon selection, bidders will receive a Standard Contract packet for signature. No services should be rendered until the bidder is notified that the contract process is complete.

All bidders must complete a quote on the COMMBUYS system.

Electronic Responses must be submitted to COMMBUYS (<https://www.commbuys.com/bso/>) by November 20, 2023 at 4:00 pm

Upon selection, bidders will receive a Standard Contract packet for signature. No services should be rendered until the bidder is notified that the contract process is complete.

**RFR Attachments**

This RFR includes additional specifications, as described in the Appendix document. The document includes the sections below:

Appendix A: Required Specifications

Appendix B: Electronic Quote Submission Instructions

Appendix C: RFR – Other Specifications