

2009 PLANNING CHALLENGE GRANTS PROCUREMENT SUMMARY SHEET

Please Note: This form must be submitted and approved by the Rhode Island Division of Planning PRIOR to entering into any contractual agreement. Failure to do so may result in forfeiture of grant funding.

Grantee Name: _____ Project Title: _____

Grantee Project Manager: _____ Phone Number & E-mail: _____

Was a competitive bid process used? Yes No **Please attach a copy of the Request for Proposals (RFP).**

Where was the RFP advertised? Include all media and web outlets and dates: _____

Was a pre-bid conference held? Yes No If so, please list the date, place, time and number of attendees: _____

Please list the date, time and place of the public bid opening: _____

Was the date, time and place of the bid opening included in the RFP? Yes No

List all bids submitted in response to the RFP.

<u>Firm</u>	<u>Bid Amount</u>	<u>% Minority Business Enterprise assigned*</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional sheets if necessary.

Please describe the process for evaluation of the bids: _____

Recommended firm for contract: _____ **Please attach the proposed contract for services.**

Will 10% of the total contract be assigned to a Minority Business Enterprise (MBE)? Yes No

If yes, please list name of MBE that will be utilized as part of this project: _____

If no, please state what percentage of the contract will be assigned to an MBE and explain why a total of 10% of the contract cannot be assigned to an MBE:

* Pursuant to Rhode Island General Law, Chapter 37-14.1, a minimum of 10% of the dollar value of all procurements for goods and services shall be awarded to Minority Business Enterprises (MBE) where it has been determined that subcontract opportunities exist, and where a certified MBE is available. Refer to Regulations Governing Participation by Minority Business Enterprises in State Funded and Directed Procurement Contracts, available at <http://www.mbe.ri.gov/pdf/Regulations%20Gov%20MBEs.pdf> for more information. A listing of MBE firms is available at www.mbe.ri.gov.

Equal opportunity and affirmative action are goals whose achievement is the policy of all units of Rhode Island state government. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance. It is the responsibility of all Grantees to ensure that any firms contracted as part of the Planning Challenge Grant process are in compliance with Rhode Island General Law 28-5.1, Equal Employment Opportunity (EEO). All documentation pertaining to EEO compliance must be kept on file with the Grantee and be readily available for inspection by the Grantor.

If the proposed contract does not match the Scope of Work outlined in the Cooperative Agreement or if the procurement process does not conform to Rhode Island General Law, Chapter 37-2, State Purchases and Chapter 37-14.1, Minority Business Enterprise, the Statewide Planning Program reserves the right to require the initiation of a new RFP process.

Signature of Grantee Authorized Representative

Date

Print Name and Title

Please direct all questions to Karen Scott, Principal Planner with the Statewide Planning Program at 401-222-4411 or kscott@doa.ri.gov.