

**RFQ – AGENCY SOLICITATION specifications**

**HEADER**

**Title:**

**Description:**

**PRE-BID CONFERENCE:** YES/NO

MANDATORY: YES/NO

**BONDING REQUIREMENTS**

BID SURETY BOND REQUIRED: YES/NO

PAYMENT AND PERFORMANCE BOND REQUIRED: YES/NO

**CONTRACT TERMS**

The initial contract period will begin approximately [Insert date] for [insert period] .  Contracts may be renewed for up to [Insert number] additional 12-month periods based on vendor performance and the availability of funds.

**Insurance Requirements**

In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> **and General Conditions - Addendum A found at** <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

***General Requirements****:*

13a)  Liability - combined single limit of $1,000,000 per occurrence, $1,000,000 general aggregate and $1,000,000 products/completed operations aggregate.

13b)  Workers compensation - $100,000 each accident, $100,000 disease or policy limit and $100,000 each employee.

13c)  Automobile liability - $1,000,000 each occurrence combined single limit.

13d)  Crime - $500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services****:*

13e)  Professional liability (“errors and omissions”) - $2,000,000 per occurrence, $2,000,000 annual aggregate.

13f)  Environmental/Pollution Liability when past, present or future hazard is possible - $1,000,000 per occurrence and $2,000,000 aggregate.

13g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - $1 Million per occurrence.

***Information Technology and/or Cyber/Privacy****:*

13h)  Technology Errors and Omissions - Combined single limit per occurrence shall not be less than $5,000,000. Annual aggregate limit shall not be less than $5,000,000.

13i)  Information Technology Cyber/Privacy – minimum limits of $5,000,000 per occurrence and $5,000,000 annual aggregate. If Contract Party provides:

a)  key back office services Contract Party shall have a minimum limit of $10,000,000 per occurrence and $10,000,000 annual aggregate;

b)  if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by $25 per person breach response expense per occurrence; but no less than $5,000,000 per occurrence, per annual aggregate; or,

c)  if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data $20,000,000 per occurrence and in the annual aggregate.

***Other****:*

Specify insurance type and minimum coverage required, e.g*.* builder’s risk insurance*,* vessel operation (marine or aircraft):

13j)  Other - Specify insurance type and minimum coverage required

**Optional Instructions to Vendors:**

AIA Contract - For public works projects, the selected Vendor must submit a fully executed Rhode Island custom AIA contract. If awarded the contract, Vendor shall be required to obtain the specified AIA Documents from <https://documentsondemand.aia.org/?filter=Rhode>. Design Agents must obtain and utilize the Custom Rhode Island AIA Documents G701-2017, AIA G714-2017, AIA G802-2017, which can also be located at <https://documentsondemand.aia.org/?filter=Rhode>. Full instructions will be included in the Tentative Selection Letter.

**SECTION A. BACKGROUND**

**SECTION B: SCOPE OF WORK AND REQUIREMENTS**

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