Solicitation Number: RFI24004434
DOIT - State of Rhode Island Artificial Intelligence Task Force

Request for Information (RFI)

State of Rhode Island

June 25, 2024 - July 24, 2024
General Header Information

No. RFI24004434
Title: DOIT - State of Rhode Island Artificial Intelligence Task Force
Start Date: June 25, 2024 at 3:00:00 PM EDT
End Date: July 24, 2024 at 10:00:00 AM EDT
Vendor Q&A Start Date: June 25, 2024 at 3:15:00 PM EDT
Vendor Q&A End Date: July 10, 2024 at 2:00:00 PM EDT
Estimated Total Value: 
Who can respond to this bid? : All Vendors
Description: The State of Rhode Island, in support of Executive Order 24-06, is requesting information about artificial intelligence use cases, best practices, standards, and other relevant details to advise Governor McKee’s Artificial Intelligence (AI) Task Force.
Delivery Terms: Free On Board Destination
Payment Terms: Vendor Specified
Contact Information: State of Rhode Island
Max Righter
One Capitol Hill 2nd Floor Providence RI, 02908 United States
Tel: (401) 574-8179
Max.Righter@purchasing.ri.gov
Contact Details: If you have any questions, please contact:
Max Righter
One Capitol Hill 2nd Floor Providence RI, 02908 United States
Tel: (401) 574-8179
Max.Righter@purchasing.ri.gov

Selected Categories:
General Solicitation Overview

OSP Vendor Instructions

• Vendors must register in Ocean State Procures™ at www.ridop.ri.gov/vendor-registration/ to be able to submit solicitation responses and receive any potential solicitation award.

• Vendor "How to Register" in Ocean State Procures™ instruction and registration link can be found at Osp Vendor Registration | Rhode Island Division of Purchases (ri.gov).

• Vendor “How to Bid” in Ocean State Procures™ instruction can be found at OSP Vendor Online Training Center | Rhode Island Division of Purchases (ri.gov).

• Solicitation responses must be submitted in Ocean State Procures™. Any solicitation responses emailed, mailed, faxed, hand-delivered or mis-directed to other State locations shall not be accepted.
Solicitation Requirements:
General Requirements

Confidential Documents

Vendors may designate part or all of a document(s) as being "confidential". A confidential designation for these purposes should only be applied to information which is deemed exempt from public disclosure pursuant to R.I. Gen. Laws § 38-2-2 or other applicable federal/State law, and may include but not be limited to the following: proprietary information; trade secrets; vendor financial records/statements; vendor bank account, ACH, and/or routing numbers; personally identifiable information of vendor staff/contractors; and FEIN and/or Social Security Numbers.

Vendors are advised that upon submission of document(s) marked as "confidential", the Vendor must also upload a redacted copy of the same document(s) which are suitable for public disclosure. Failure to upload a redacted copy, or submission of documents which are so excessively redacted as to thwart public disclosure requirements, may result in the Vendor’s proposal being deemed non-responsive to the solicitation in accordance with 220-RICR-30-00-13(C)(6).

Questions

Questions concerning this solicitation must be submitted to the Division of Purchases’ eProcurement website, Ocean State Procures™, no later than the date and time indicated on the 'Overview' tab of this solicitation. All questions must be submitted in OSP to the 'Q&A Center', accessed via the 'Collaboration' tab of this solicitation. Questions submitted directly to the buyer of record and/or Division of Purchases shall not be acknowledged. Submit each question individually with no attachments. Attachments shall not be acknowledged. No other contact with State parties is permitted.

Answers to questions received, if any, shall be posted on the solicitation record within Ocean State Procures™, as an addendum to this solicitation. It is the responsibility of all interested parties to monitor Ocean State Procures™ for any procurement related postings such as addenda.

Late Bids
Vendors must submit proposals in response to this solicitation electronically in Ocean State Procures™ before the date and time listed on the “Overview” tab. Ocean State Procures™ will accept no submissions after the date/time listed in the “Overview” tab. Proposals must be uploaded to Ocean State Procures™ at https://webprocure.perfect.com/login on this solicitation utilizing the submission system as indicated above.

NOTE: Proposals misdirected to other State locations or those not presented to the Division of Purchases in Ocean State Procures™ by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals mailed, hand-delivered, faxed or emailed to the Division of Purchases shall not be accepted. The official time clock is online in Ocean State Procures™. Vendors are solely responsible for having proper internet connectivity, browser compatibility, and/or a functioning computer system for use of Ocean State Procures™.

Bid Clauses/Requirements

Bid Opening

Notice to Bidders: Please be advised that the bid results relative to the within solicitation are preliminary. All bid submissions shall be evaluated by the Division of Purchases and the Agency to determine whether they are responsive to the solicitation and whether the vendor is responsible in accordance with the “State Purchases Act”, R. I. Gen. Laws § 37-2-1, et seq. and the Procurement Regulations.

RFI Standard Specifications

RFI Standard Specifications
This is a Request for Information ("RFI"), not a Request for Proposals. Responses will be evaluated in accordance with the solicitation. There shall be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those vendors who have submitted responses.

**SECTION 1. INSTRUCTIONS AND NOTIFICATIONS TO VENDORS:**

1. Potential vendors are advised to review all sections of this RFI solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the response.

2. The State invites comments, suggestions and recommendations from potential vendors and other interested parties on any questions or issues raised in this RFI solicitation. Vendors are not required to answer all questions.

3. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFI solicitation are solicited.

4. This is a request for information only, not a request for proposals or price quotes. Therefore, no award shall be made as a result of this solicitation. RFI responses will be reviewed, and for procedural purposes, RFI's will be cancelled in OSP.

5. All costs associated with developing or submitting a proposal in response to this RFI solicitation or for providing oral or written clarification of its content, shall be borne by the vendor. The Division of Purchases assumes no responsibility for any vendor costs even if the RFI is cancelled or postponed.

6. Any and all information submitted to the Division of Purchases for consideration in response to this RFI solicitation shall not be considered to be public records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island unless and until there is a contract award through a subsequent, related procurement.

7. Vendors are responsible for monitoring the Division of Purchases website on a regular basis, as additional information relating to this RFI solicitation may be released in the form of addenda, as necessary.

**SECTION 2. AGENCY SOLICITATION SPECIFICATIONS**

See the Attachments tab of this solicitation for the Agency Solicitation Specifications document which includes the following:

- Section A. Request for Information
  - Background
  - RFI Response
  - Additional sections may be provided, as necessary

**SECTION 3. RESPONSE CONTENTS**

A. Responses shall include the following:
1. Response - describing the requirements and concept for this potential project, and all information described earlier in this solicitation.

• Upload one (1) electronic copy, labeled “RFI Response”, to this solicitation on the "Attachments" tab in Ocean State Procures™.

B. Formatting of proposal response contents shall be as follows:

1. Formatting of Files – All files submitted must be labeled with:
   1. Vendor’s name
   2. RFI #

Vendors are responsible for testing their files before submission as the Division of Purchases’s inability to open or read a file may be grounds for rejection of a vendor’s proposal. All files should be readable and submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. Please note that files submitted, shall not be returned.

2. Formatting of written documents:
   1. For clarity, response documents shall be type-written. All documents shall be formatted to single-space, with 1” margins on 8.5”x 11” paper setting using a font of 12 point Times New Roman.
   2. All pages of the response are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the response section and the attachment title should reference the response section it is applicable to.

SECTION 4. RESPONSE SUBMISSION

Vendors must submit responses electronically in Ocean State Procures™ before the date and time listed on the Overview tab of this solicitation in Ocean State Procures™. Ocean State Procures™ will not accept any submissions after the date/time listed in the "Overview" tab. Responses must be uploaded to Ocean State Procures™ at https://webprocure.perfect.com/Login.

NOTE: Proposals misdirected to other State locations or those not presented to the Division of Purchases in Ocean State Procures™ by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals mailed, hand-delivered, faxed or emailed to the Division of Purchases shall not be accepted. The official time clock is online in Ocean State Procures™. Vendors are solely responsible for having proper internet connectivity, browser compatibility, and/or a functioning computer system for use of Ocean State Procures™.

General Requirements Acknowledgement

**Acknowledge you have read all the requirements by selecting yes/no**

Vendor Solicitation Contact
Company Street Address
City, State & Zip Code
Contact Email
phone (include extension)

This bid has no questions defined.
Item Specifications
Solicitation has been designated as having no line items.