



STATE OF RHODE ISLAND OFFICE OF THE GENERAL TREASURER

QUESTIONS AND ANSWERS

QUESTION 1: On page 8 of the RFQ, respondents are required to submit two electronic copies of their proposal, one PDF file and one Word file. However, the corresponding RFQ section of www.treasury.ri.gov states that the two electronic copies of a respondent's proposal must include one PDF file and *one Excel file*. While submission of a PDF file and a Word file would be conducive for proposal submission, submitting in Excel may prove challenging given formatting issues, etc. Notwithstanding, to ensure that respondents fulfill the necessary submission requirements, could Treasury please clarify the type of electronic files that must be submitted in response to the RFQ?

ANSWER: Please submit one (1) Word file and one (1) PDF file. An Excel file is not required.

QUESTION 2: On page 9 of the RFQ, respondents are required to certify in their cover letters that they "maintain the requisite professional liability and cybersecurity insurance". In reviewing the RFQ, however, there is no information about the insurance requirements. With this in mind, could Treasury please provide respondents with information about the requisite insurance coverages so that appropriate certifications can be made?

ANSWER: Respondent should be able to represent that it has the requisite amount of professional liability and cybersecurity insurance amounts to cover any damages that could arise from claims related to the services requested in the RFP. Respondent should indicate in its response the amount of coverage that it carries and be prepared to provide certificates of insurance to Treasury upon request.

QUESTION 3: Part 5 of Section III of the RFQ (Minimum Qualifications and Information Requested Minimum Qualifications) states the following:

5. Respondent must possess knowledge of unclaimed property laws and agree to comply with the Act and all federal legislation and court rulings regarding unclaimed property. The Respondent must maintain a full-time, licensed attorney on staff. (Page 4).

Would Treasury consider removing this limitation where a Respondent has access to licensed attorneys rather than on staff?

ANSWER: Respondent should have a full-time, licensed attorney on staff or should otherwise have access to licensed attorneys to provide legal guidance when necessary at no charge to Treasury. To the extent that Respondent does not have a full-time, licensed on staff, Respondent should provide the name and contact information for the attorney and/or firm that Respondent seeks counsel.

QUESTION 4: The RFP requires the winning bidder to have an attorney on staff. Does the state anticipate needing legal services? Would that attorney need to be barred in Rhode Island?

ANSWER: The state may need legal services with regards to the services requested by this RFQ. The attorney does not have to be barred in Rhode Island.

QUESTION 5: On Page 1 of the RFP, the executive summary is limited to two pages and is instructed to be included in the cover letter. However, the cover letter is restricted to two pages too, and requires additional information. Can we interpret this to mean that the executive summary can be two pages and that the cover letter can be an additional two pages beyond the executive summary for a total maximum of 4 pages?

ANSWER: Yes. The Cover Letter and the Executive Summary may be two pages each for a total maximum of 4 pages.

QUESTION 6: In response to item 16, if the Company is directly owned by other companies and no individuals, is it sufficient to provide the names of the entities owning the bidder?

ANSWER: This is sufficient.

QUESTION 7: May a bidder wait to register with the Secretary of State until it is awarded a contract?

ANSWER: Respondent must represent that it will be registered with the Secretary of State prior to execution of contract and then must be able provide proof of same to Treasury at time of execution of contract.