



## Rhode Island School of Design – Request for Information (RFI)

### REQUEST FOR INFORMATION

**ISSUE DATE: DECEMBER 20, 2021**

**PROJECT NAME: MULTI STATE EMPLOYMENT CONSULTANT**

**ALL INQUIRIES FOR INFORMATION SHOULD BE DIRECTED TO:**

This request must be returned via e-mail to the addresses below clearly marked “Request for Information “Multi State Employment Consultant” for Furnishing the Services Described Herein on or before **Thursday, January 6, 2022 by 4:00 pm.**

Amy Barr  
abarr@risd.edu  
Procurement Services  
Rhode Island School of Design  
1-401-454-6441

Questions regarding the process should be addressed to Amy Barr.

abarr@risd.edu  
Procurement Services  
Rhode Island School of Design  
1-401-454-6441



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## Rhode Island School of Design – Request for Information (RFI)

### I. Purpose

The Rhode Island School of Design is currently requesting information for a Multi-State Employment Consultant.

The purpose and intent of this Request for Information (RFI) is for the Rhode Island School of Design (RISD) to solicit information from various individuals or candidate organizations. This is a Request for Information (RFI) only and does not constitute a commitment, implied or otherwise that the Rhode Island School of Design (RISD) will take procurement action in this matter.

### II. Background

The mission of RISD (pronounced “RIZ-dee”), through its college and museum, is to educate students and the public in the creation and appreciation of works of art and design, to discover and transmit knowledge and to make lasting contributions to a global society through critical thinking, scholarship and innovation. Our immersive model of art and design education emphasizes robust liberal arts studies and conceptually driven studio-based learning in full-time bachelor's and master's degree programs across 19 majors. RISD's exceptional faculty foster student growth and development in extensive specialized facilities, enabling students to become confident, cross-disciplinary thinkers and nimble problem-solvers ready to confront the complexities of global practice in the 21st century. More than 27,000 alumni worldwide testify to the impact of a RISD education, exemplifying the vital role artists and designers play in defining global innovation. Founded in 1877, RISD and the RISD Museum help make Providence, RI among the most culturally active and creative cities in the region.

### III. Proposal Guidelines

1. **RFI Response:** Suppliers should submit a complete response to this RFI with required attachments no later than Thursday January 6, 2022 at 4:00PM to Amy Barr (abarr@risd.edu). Any responses received after this date and time will be deleted and not considered.
2. **Preparation:**
  - a. Any quotes shall be signed by an authorized representative of the company. All information requested should be submitted. Failure to submit all information requested may result in lowered evaluation. Responses that are substantially incomplete or lack key information may be rejected. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  - b. The response must clearly state if work will need to be outsourced or contracted to someone else. Additionally, all costs included in the response must be all-inclusive to include any outsourced or contracted work. Any response which calls for outsourcing or contracting work must include a name and description of the organizations to be contracted.
  - c. All costs must be itemized to include an explanation of all fees and costs.



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- d. Ownership of all data, materials and documentation originated and prepared for the Rhode Island School of Design pursuant to the RFP shall belong exclusively to the College and be subject to public inspection in accordance with the Rhode Island Freedom of Information Act. Trade secrets or proprietary information submitted by a Representative shall not be subject to public disclosure under the Rhode Island Freedom of Information Act; however, the Representative must invoke the protections of the Code of Rhode Island, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

### IV. Project Purpose and Description:

1. Propose format for delivering data that highlights for decision makers key differences across a spectrum of topics, actions necessary for compliance, and facilitates a risk-based analysis and prioritization.
2. Gather labor laws from the states of operation and perform a gap analysis between RI state law, and that of the remaining states of Massachusetts, New Hampshire, Connecticut, New York, Vermont, Maine and Pennsylvania.
3. Gather information about state registries from the identified states, assist in application process if applicable.
4. Provide information related to state tax agreements
5. Present information to RISD project team.
6. THE PROJECT MUST BE COMPLETED AND SUBMITTED TO RISD BY 2:00 P.M ON FRIDAY, FEBRUARY 11, 2022.

### V. Project Scope:

A. Propose format for delivering data that highlights for decision makers key differences across a spectrum of topics, actions necessary for compliance, and facilitates a risk-based analysis and prioritization.

- Gather labor laws from the states of operation and perform a gap analysis between RI state law, and that of the remaining states of Massachusetts, New Hampshire, Connecticut, New York, Vermont, Maine and Pennsylvania. Items include but are not limited to:
- Pre-hire requirements related to restrictions on background check inquiries
- Credit check + Discrimination based on credit history
- Employment eligibility and verification requirements
- Time of hire like new hire reporting requirements, documentation disclosure, etc.



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- During employment
  - Legally mandated benefit coverages including:
    - eligible dependents;
    - minimum/essential plan design requirements;
    - effective date of those requirements;
    - minimum funding requirements.
    - Do these requirements change if self-insured vs fully insured?
    - Any minimum number of employees required to be working in state before subject to these requirements?
    - Any exemptions/exceptions?
- Legally mandated benefit notices to employees.
  - What are they?
  - When are they due?
  - Differences if self-insured vs fully insured?
  - Minimum number of employees in state to be subject to requirement?
  - Any exemptions? Exceptions?
  - What trainings must be conducted for employees (sexual harassment, leave, disability, safety, data security, etc.)?
- Legally required state benefit filing and reporting requirements.
  - What is it?
  - By when?
  - To whom?
  - Matter if self-insured vs fully insured?
  - Minimum number of participants in state to be subject to?
  - Exemptions/exceptions?
- Legally required state mandated benefit participation?
  - What is plan/program?
  - Benefit amount, coverage level, maximums?
  - How & who funds?
  - Effective date? When?
  - Minimum number of employees in state...
  - Exemptions/exceptions?
- Discrimination and protected characteristics, harassment training requirements
- Disability definitions
  - Off duty contact discrimination
- Leaves of absence including FMLA, mandatory paid sick leave, pregnancy leave, school activities, leave, jury service, military leave, voting time, and other leaves required by law.

If there is a state disability leave plan:

  - Benefit coverage level & amount
  - Maximum time periods?
  - How funded? By whom? & when?



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- Any exemptions if offer something else?
- Privacy including data security breach notifications and employer access to social media
- Workplace safety, workplace violence protection orders, medical marijuana, etc.
- Recordkeeping, record retention and poster requirements, personnel files and access requirements
- Wage and hour requirements, minimum wage, wage payments, (timing of payments) etc.
- Any Workplace COVID restrictions or reporting/testing requirements

B. Gather information about state registries from the identified states, assist in application process if applicable.

C. Provide information related to state tax agreements.

D. Present information to RISD project team.

E. The bidder/vendor will be responsible for providing the following:

- Quote for services
- Narrative proposal regarding services
- Please include at least two references

### VI. Response Preparation and Submission Requirements

Responses should be as thorough and detailed as possible so that the College may properly evaluate representative's capabilities to provide the required services. Representatives are required to submit the following items as a complete proposal:

1. The return of the RFI cover sheet and all addenda acknowledgements, if any, signed and filled out as required.
2. Complete Data Sheet, included as an attachment to the RFI, and other specific items or data requested in the RFI.
3. A written narrative statement to include:
  - a. Experience in providing the services described herein.
  - b. Names, qualifications and experience of personnel to be assigned to the project.
4. Specific plans for providing the proposed services including:
  - a. List of proposed equipment/goods including operating parameters.
  - b. A complete description of representative's program of preventive maintenances and regular replacement of worn equipment.



**Rhode Island School of Design – Request for Information (RFI)**

\_\_\_\_\_  
Name of Bidder/Representative

\_\_\_\_\_  
RFI Project Title

\_\_\_\_\_  
Organization Name/Address

\_\_\_\_\_  
Proposal Due Date

\_\_\_\_\_  
Date/Time Submitted

\_\_\_\_\_  
Rhode Island School of Design



**Rhode Island School of Design – Request for Information (RFI)**

**Schedule A: Response Submittal Form**

**VENDOR INFORMATION FORM**

COMPANY \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WAREHOUSE LOCATION(S)

\_\_\_\_\_  
\_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





## Rhode Island School of Design – Request for Information (RFI)

### Schedule B: QUESTIONS REGARDING REQUEST FOR INFORMATION

1. Question:

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1. Response:

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2. Question:

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2. Response:

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3. Question:

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3. Response:

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