



Solicitation Number: RFQ26006645

**DOC Threading and Embroidery Material for the Embroidery
Shop**

Request for Quotation (RFQ)

State of Rhode Island

May 14, 2026 - June 11, 2026

General Header Information

No. RFQ26006645
Title: DOC Threading and Embroidery Material for the Embroidery Shop
Start Date: May 14, 2026 at 10:00:00 AM EDT
End Date: June 11, 2026 at 11:00:00 AM EDT
Vendor Q&A Start Date: May 14, 2026 at 10:15:00 AM EDT
Vendor Q&A End Date: May 28, 2026 at 2:00:00 PM EDT
Estimated Total Value:
Who can respond to this bid? : All Vendors
Description: The State of Rhode Island Department of Corrections is seeking a vendor to provide threading and embroidery material for the embroidery shop. For more information, A) when viewing from public bid board, click on the "print/download solicitation" button in the upper right corner of this window, or B) vendor can login to their WebProcure account to view this solicitation in full.
Delivery Terms: Free On Board Destination
Payment Terms: Vendor Specified
Contact Information: State of Rhode Island
Bridgette DuBois
One Capitol Hill Providence RI, 02908 United States
Tel: 401-574-8466
Email: Bridgette.DuBois@purchasing.ri.gov
Contact Details: If you have any questions, please contact:
Bridgette DuBois
One Capitol Hill Providence RI, 02908 United States
Tel: 401-574-8466
Email: Bridgette.DuBois@purchasing.ri.gov
Selected Categories:

Header Custom Fields: 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.

Contract Term

The initial contract period will begin approximately Summer 2026 for three (3) years. Contracts may be renewed for up to two (2) additional 12-month periods based on vendor performance and the availability of funds.

Solicitation Requirements: General Requirements

Confidential Documents

Vendors may designate part or all of a document(s) as being "confidential" on the applicable document(s) itself. 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).

OSP Confidential Toggle Indicator Note: The toggle functionality in OSP to designate a document(s) as confidential is temporarily unavailable. If a vendor needs to indicate a document(s) as "confidential", do so within the document(s) itself and upload the file accordingly.

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.

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) (**marked with an "X"**):

General Requirements:

- a) Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
- b) Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
- c) Automobile liability - \$1,000,000 each occurrence combined single limit.
- d) Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

Professional Services:

- e) Professional liability (“errors and omissions”) - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- f) Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- g) Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

Information Technology and/or Cyber/Privacy:

- h) 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.
- i) Information Technology Cyber/Privacy – minimum limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate. If Contract Party provides:
 - 1) key back office services Contract Party shall have a minimum limit of \$10,000,000 per occurrence and \$10,000,000 annual aggregate;
 - 2) if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined 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,
 - 3) 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):

j) [] Other - Specify insurance type and minimum coverage required

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™.

Vendor Registration Status in OSP and Potential Award

If your vendor registration in OSP is in a "**pending**" status **and** your organization receives notice of tentative selection for a potential contract or purchase order award; you must log into your OSP account and complete your registration to include your W-9 upload and other requirements as defined in the award's Tentative Letter of Selection. Your registration will then be reviewed by the state's Supplier Coordinator to transition your registration from "**pending**" to "**approved**" status if all qualifications are met. Further instruction for an "**approved**" account can be found atOSP Quick Start Guide (ri.gov)

Bid Clauses/Requirements***Award***

The State, at its sole discretion, reserves the right to make one or multiple awards for this solicitation and/or to reject any or all bids.

Awards Extending Past Fiscal Year End

Awards extending beyond June 30th are subject to availability of funds. Continuation of the contract beyond the initial fiscal year will be at the discretion of the State.

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.

Contract Administrative Fee

In 2025, the General Assembly amended the “State Purchases Act” via R.I. Gen. Laws § 37-2-12(b) to authorize the Chief Purchasing Officer to establish, charge and collect from State contractors a contract administrative fee not to exceed one-third of one percent (0.33%) of the total value of the annual spend against a contract awarded to a State contractor. All contract administrative fees collected pursuant to this subsection shall be deposited into a restricted receipt account which shall be used for the purposes of implementing, maintaining, or operating technology for the submission and processing of bids, online vendor registration, bid notification, and other costs related to State procurement including staffing. In accordance with this legislative initiative, the contract administrative fee shall be applicable to all Contracts/Purchase Orders issued by the State of Rhode Island except for those services whose fees are otherwise set in statute or exempt from competitive procurement pursuant to applicable provisions of 220-RICR-30-00-9 and 220-RICR-30-00-10. Therefore, effective January 1, 2026, all eligible contracts shall be assessed the 0.33% contract administrative fee.

Invoicing.

Awarded Vendors are responsible to collaborate with their organization’s accounting team to advise of the State’s process of withholding the 0.33% contract administrative fee as follows:

1. Vendors shall invoice the State in full at time of services rendered and/or goods delivered.
2. Upon approval, the State will pay the invoice, less the 0.33% administrative fee amount.

The legislative mandate requires the collected funds to be deposited into a restricted receipt account and the State complies with this by way of the State’s financial system withholding and transfer of those funds to the appropriate account at time of invoice payment. Exceptions to payment remittance format will not be considered.

Costs

No costs other than for parts and labor required to perform the work described in the solicitation, shall be authorized. Thus, out of pocket expenses such as travel costs, meals, mileage, portal-to-portal charges, etc. shall not be allowed.

Minority Business Enterprise Participation

In accordance with RI Gen. Law § 37-14.1-1, it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs). Pursuant to §§ 37-14.1-2 and 37-14.1-6, MBEs and WBEs shall be included in all State purchasing, including, but not limited to, the procurement of goods, services, construction projects, or contracts funded in whole or in part with State funds, or funds which, in accordance with a federal grant or otherwise, the State expends or administers.

§37-14.1-6.Minority business enterprise participation.

(a) Minority business enterprises shall be included in all procurements and construction projects under this chapter and shall be awarded a minimum of fifteen percent (15%) of the dollar value of the entire procurement or project.

Purchase Agreement Bid

A. Bidding (a) A single price shall be quoted for each item for which a price is solicited. The vendor's quoted price shall be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities stated in this solicitation, if any, are estimated only. The agreement shall cover the actual quantities ordered during the contract term. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this solicitation.

B. Ordering (a) The user agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this solicitation, the State reserves the right to solicit prices separately for any extra-large orders for delivery to specific destinations.

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)

Questionnaire:

Vendor Certification Questionnaire

Description: Vendors must respond to every statement. Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

Disclosures 1. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below in Disclosures #5.

Type	YES/NO
Is Required	Y

Disclosures 2. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below in Disclosures #5.

Type	YES/NO
Is Required	Y

Disclosures 3. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below in Disclosures #5.

Type	YES/NO
Is Required	Y

Disclosures 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state. If "Yes," provide details below in Disclosures #5.

Type YES/NO
Is Required Y

Disclosures 5. Disclosure Details - If a "Yes" was provided in Disclosures 1-4, provide details here (attach document if additional space needed) - OR - Type "N/A" if all responses were "No".

Type TEXT
Is Required Y

Ownership Disclosure 1. Depending on the structure of the Vendor's business operation, provide one of the following: 1. If the Vendor is privately held, the Vendor shall provide ownership information. For each individual, provide his or her name, position with the Vendor and the percentage of ownership. If applicable, also list each intermediate parent company and the ultimate parent company of the Vendor. 2.If the Vendor is publicly held, the Vendor shall provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Vendor. List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Vendor to include each individual's name, position with the Vendor, and the percentage of ownership. If applicable, also list each intermediate parent company and the ultimate parent company of the Vendor. Attach document if additional space needed.

Type TEXT
Is Required Y

Certifications 1. The Vendor will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation. If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 2. The Vendor possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Vendor shall immediately notify the State Purchasing Agent in writing. If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 3. The Vendor will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Vendor will immediately notify the State Purchasing Agent in writing. If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 4. The Vendor understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Vendor Certification may be grounds for suspension, debarment, and/or prosecution for fraud. If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 5. The Vendor has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Vendor further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation. If "No," provide details below in Certifications #12.

Type	YES/NO
Is Required	Y

Certifications 6. This bid proposal is not a collusive bid proposal. Neither the Vendor, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other vendor or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other vendor or person to fix the price or prices in the bid proposal or the bid proposal of any other vendor, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other vendor, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Vendor, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents. If "No," provide details below in Certifications #12.

Type	YES/NO
Is Required	Y

Certifications 7. The Vendor: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b). If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 8. The Vendor will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island. If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 9. Vendor certifies that it is not currently engaged in and shall not during the duration of the contract (if awarded) engage in the boycott of any person, firm, or entity based in or doing business with any jurisdiction with whom the State of Rhode Island can enjoy open trade. Nor shall vendor participate in the boycott of any public agencies, entities, or instrumentalities of any jurisdiction with whom the State of Rhode Island can enjoy open trade. For the purposes of this certification "jurisdiction with whom the State of Rhode Island can enjoy open trade" means national governments who are members of the World Trade Organization. If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 10. Vendor has complied with and, if awarded a contract with the State of Rhode Island shall promptly comply with, the reporting requirements of the "Reporting of Political Contributions by State Vendors Act", R. I. Gen. Laws § 17-27-1, et seq. If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 11. Vendor has read and accepts the State of Rhode Island's General Conditions of Purchase which shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State's General Conditions of Purchase can be found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and addenda can be found at <https://ridop.ri.gov/about-us/procurement-statutes-and-regulations>. If "No," provide details below in Certifications #12.

Type YES/NO
Is Required Y

Certifications 12. Certifications Details - If a "No" was provided in Certifications 1-11, provide details here (attach document if additional space needed) - OR - Type "N/A" if all responses were "Yes".

Type TEXT
Is Required Y

Acknowledgement 1. Submission by the Vendor of a bid proposal pursuant to this solicitation constitutes an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation and the bid proposal. The Vendor certifies that: (1) the Vendor has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the bid proposal is based on this solicitation; and (3) the information submitted in the bid proposal (including this Vendor Certification Form) is accurate and complete. The Vendor acknowledges that the terms and conditions of this solicitation and the bid proposal will be incorporated into any contract awarded to the Vendor pursuant to this solicitation and the bid proposal. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this bid proposal and has been duly authorized to execute and submit this bid proposal on behalf of the Vendor.

Type YES/NO
Is Required Y

Acknowledgement 2. Name and Date - Enter name of vendor representative submitting this form with date.

Type	TEXT
Is Required	Y

Documents:

Exhibit A - RFQ26006645 Bid Sheet.xlsx

RFQ26006645 Solicitation Specifications.pdf

Item Specifications

<i>No.</i>	<i>Item</i>	<i>Alternative</i>	<i>Supplier Part No</i>	<i>Mfr. Name</i>	<i>Mfr. No</i>	<i>Del Date</i>	<i>Unit</i>	<i>Unit Bid</i>	<i>Qty.</i>	<i>Total</i>
1	Exhibit A - Bid Sheet Discount Price Total						each		1.00	

Item Specification for Exhibit A - Bid Sheet Discount Price Total
Description: Discount price total as calculated in Exhibit A - Bid Sheet cell H40.

Allow Vendor to Enter Negative Value : No
Exclude Line Item from Bid Total : No

