

Resources and Guidance for the State of Rhode Island Solicitation and Bid Process

Created by EOHHS – 2/8/2024

This guide aims to give you an overview of the State of Rhode Island solicitation and bid process, including how to learn about solicitation opportunities and how to approach the solicitation and bid responses. Throughout this document, we share places that you can receive additional help with guides, videos, and FAQs.

Please note that this document is current as of February 8, 2024. If any links have changed, please go to the Division of Purchases home page to find the most updated path to information about Rhode Island's solicitation and bid process.

- **Overall Reference:**

Solicitation opportunities are facilitated by the Rhode Island Division of Purchases on behalf of all executive State agencies.

- Here is the **home page for the Division of Purchases website:** <https://ridop.ri.gov/>.

- **Registering Your Organization:**

The most complete way to access State bidding opportunities is to **register in the Ocean State Procures (OSP) system on the Division of Purchases website:** <https://ridop.ri.gov/ocean-state-procures-osp/osp-vendor-registration/vendor-registration>.

- When you register, you will sign up for system-generated bid notifications for the goods or services that you can provide by selecting relevant Commodity Codes. **You can sign up for as many Commodity Codes as you want**, and you can go back in and add more later.
- If a solicitation is posted that is connected to one of those Commodity Codes that aligns with your business offerings, you'll receive a system-generated email alert about it. Be sure to look for emails that come in from Ocean State Procures (oceanstateprocures@proactis.com)!
- **Need help registering?**
 - Here is a link to a **downloadable guide to registering:** <https://ridop.ri.gov/media/1051/download>.
 - There is a **HELP DESK** that can provide registration assistance over the phone. You can reach them at 1-866-889-8533 from 8 am to 8 pm. Or send a **detailed email** to suppliersupport@proactisservicedesk.com at any time.

- **Finding Solicitation Opportunities for Bidding:**

Once you've registered, you'll want to explore the **main page for Ocean State Procures**, which gives an overview of some definitions and provides links to bidding pages:

<https://ridop.ri.gov/ocean-state-procures-osp>.

- Here is the link to the **All Solicitations** page: <https://ridop.ri.gov/vendor-resources/all-solicitations>.
- Here is the **Bid Board**, which lists all OSP solicitations that are active for bid submissions or may have already been awarded: <https://ridop.ri.gov/vendors/bidding-opportunities>.

- On the Bid Board, you can **search by keyword**. For example, if you search the word “Opioid,” you will see at least 3 previously awarded bidding opportunities (as of this writing, there isn’t an active bid with the keyword “opioid” in the solicitation title).
 - Broaden your Bid Board search with multiple keywords such as **overdose, drug, prevention, rehabilitation**, or the like.
 - To view all **active** solicitations, set the search filter to **active** and scroll through the full listing of opportunities.
 - When you are registered in OSP, you can log into the OSP System as a user and take advantage of additional features such as searches by Commodity Codes and more.
 - Another area of opportunity is available on the **All Solicitations Page** called **RIVIP External Solicitations** and should not be overlooked as it is used by Municipalities, School Districts, Quasi-Public Agencies and Higher Education.
 - **State Agencies and Higher Education also post Grants and Delegated Authority opportunities on the external site.**
 - The direct link to external solicitation postings is:
<https://purchasing.ri.gov/bidding/externalbidsearch.aspx>.
- **Help is Available!**
There are number of instructional pages, including videos, to help you learn how to use the site.
 - Here is the **Vendor Training and Guides Page**: <https://ridop.ri.gov/vendors/vendor-training-and-guides-osp-system>.
 - And here are a set of **Frequently Asked Questions (FAQs)**: <https://ridop.ri.gov/ocean-state-procures-osp/faqs>.
- **Learn more through the Governor’s Overdose Task Force!**
Another way to find **specific overdose-related funding opportunities** is to be added to the **Governor’s Overdose Taskforce email list** by contacting Gianna DeLuca at gianna.deluca.CTR@ohhs.ri.gov.
 - At least one email will go to this list sharing solicitation opportunities through State solicitations (or mini bids facilitated directly by Rhode Island State agencies).
 - Again, make sure to flag emails that come in from oceanstateprocures@proactis.com. This is the email address that will send system-generated notifications to let you know about Requests for Proposals (RFPs) and other solicitation opportunities that have been posted to the Ocean State Procures platform.
 - You can also sign up for **other Task Force reminders**, like the Task Force Newsletter or invitations to Task Force Work Groups; please let Gianna DeLuca know about any of those listservs that you might want to join as well.