



REQUEST FOR PROPOSAL

For: Consumer Activation Voucher or Gift Card Program as Response to COVID-19

The Rhode Island Commerce Corporation (the “Corporation”) seeks proposals from one or more qualified firms to provide an electronic voucher or gift card program to activate consumer spending and therefore support local businesses as well as incentivize COVID-safe behaviors that have suffered business interruptions as a result of the pandemic.

This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified firms. This request is an offer by the Corporation to underwrite, in accordance with the terms and conditions of this RFP, the services proposed by the successful firm(s), by contract.

The respondents (“Proposers”) to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all or part of services to the Corporation as described in the Scope of Work. Proposers should clearly articulate the services they can provide as well as the timeline for service implementation. It is the intention of the Corporation to select one or more Proposers to complete the tasks outlined in the Scope of Work below. The Corporation may choose multiple Proposers who can each engage in a subset of deliverables in the Scope of Work, one Proposer who best responds to all tasks, or a partnership between Proposers.

Project Overview

As everywhere, COVID-19 has disrupted economic activity across Rhode Island. Many businesses—especially restaurants, retail shops, hotels, and service providers like salons and spas—needed to close for health and safety reasons in the spring of 2020. As these businesses reopen, the Corporation has a desire to support safe consumerism, driving increased traffic to Rhode Island’s impacted local and small businesses while concurrently enforcing the state’s guidance on social distancing, mask-wearing, and outdoor engagements. At the same time, many Rhode Islanders have felt additional stressors during COVID-19 that have led to unhealthy behaviors—including limiting exercise, increased alcohol and substance use, and decreased access of mental health supports.

This RFP solicits proposals that will support Rhode Island’s COVID-19-impacted business sectors by increasing safe, COVID-compliant consumer engagement with. Specifically, we are seeking Proposers who can provide a platform that will:

- 1) Incentivize Rhode Island consumerism in our local economy, through the use of vouchers, gift cards, or other structured awards.
- 2) Tier and track these rewards, ensuring they are well-distributed across Rhode Island’s COVID-19-impacted businesses, industries, regions, and consumer bases.

- 3) Motivate COVID-19-compliant behaviors amongst both Rhode Island residents and businesses (including but not limited to mask wearing, social distancing, group size limitations, and contact tracing through the Crush COVID mobile app).
 - a. The Corporation will additionally weigh bidders' ability to incentivize generally healthy behaviors amongst Rhode Islanders as part of a voucher or gift card program
- 4) Integrate efficiently with other state-enabled platforms and systems, creating a simple user experience for both businesses and consumers, while ensuring data privacy and security.

We are asking for responses that provide a rapid, effective, and innovative approach to the deployment of state resources.

It is the intention of the Corporation to allocate \$5,000,000 to \$10,000,000 for this complete program, including the voucher/gift card dollar amounts themselves. This figure may be amended.

Background

In response to COVID-19, the Corporation has deployed a core set of programs directly supporting impacted small businesses, restaurants, entrepreneurs and sole proprietors, regional tourism boards, nonprofits, and childcare entities. Continued analysis has shown a deeper and more targeted need to 1) support restaurants; Main Street retailers; hotels; and arts, events, and other experience-focused businesses and nonprofits, 2) engage Rhode Island consumers, 3) ensure a continued safe and COVID-19-compliant economic reopening, and 4) support overall healthy behavior in response to behavioral trends in 2020.

It is the intention of the Corporation to strategically align any Consumer Activation Voucher or Gift Card Program with programs currently being managed by Commerce to support COVID-19-impacted businesses. When evaluating responses, the Corporation will assess both the Proposers' alignment with the four needs articulated above, the Scope of Work articulated below, and the alignment with Corporation priorities.

We encourage all respondents to visit the Corporation's website (www.commerceri.com) and familiarize themselves with the Corporation's current grants programming in response to COVID-19. Further, the expenses described in proposals must be consistent with the uses permitted under the Coronavirus Relief Fund (CRF) as defined in guidance and FAQs issued by the U.S. Department of Treasury and updated from time to time.¹ Proposers must familiarize themselves with this guidance and adhere to it.

¹ Treasury's Guidance is available at: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

Treasury FAQs on the Guidance are available at: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

Scope of Work

In order to meet the four goals stated above, the Corporation is seeking a full-service partner, an applicant team of partners, or combination of applicants who is/are capable of deploying a voucher or gift card program to support Rhode Island businesses. Specifically, the Corporation is soliciting Proposers who can:

- Stand up a mature, bug-free, customizable online platform that provides consumers with vouchers or gift cards to participating local businesses
- Show capacity to conduct voucher or gift card distribution in accordance with a number of criteria including but not limited to: geography/region, industry category, and size or type of business, and business need
- Show capacity to register interested businesses and enable businesses to enter responses to questions regarding eligibility
- Show capacity to tier or structure voucher/gift card distribution in accordance with pre-determined consumer interests and/or consumer categories (including a consumer question/response, registration, and award process in accordance with criteria)
- Show capacity to add to or modify voucher/gift card amounts based on program success and/or specific consumer engagements
- Show capacity for utilization of the platform by those without easy access to web interfaces through mobile, paper-based, or other functionality
 - Proposers who can show ADA-compliance of interface preferred
 - Proposers who can provide services in multiple languages preferred
- Provide unique value-proposition for incentivizing and increasing targeted consumerism and healthy behaviors in general including but not limited to:
 - Local consumerism—especially for Rhode Island’s small businesses, stand-alone businesses, and hotels
 - COVID-19-compliant behaviors and practices (e.g., mask wearing, social distancing, hand sanitizing, and contact tracing through use of the Crush COVID app)
 - Consumerism amongst the state’s WBE/MBE/WMBE businesses
 - Generally healthy behaviors including the strengthening of physical and mental/behavioral health
 - Remote purchasing, potentially through the provision of rapid delivery of local products and or take-out meals
- Create a seamless back-end integration between resident/consumer interface and business interface that can provide real-time analytics of registrations, vouchers/gift cards claimed, economic impact, and other data bidders feel necessary and valuable to demonstrate progress toward articulated goals.
 - Proposers who can show integration capacity with external platforms and software, especially those that are currently being leveraged by the state for COVID-19 response efforts (e.g., Salesforce, Crush COVID app), preferred
- Demonstrate an ability to reach consumers and businesses in concert with State marketing activities as well as through independent means; articulate how vouchers/gift cards will be expended by December 24, 2020. This means that consumers will have to redeem the vouchers/gift cards by that date.

The Corporation welcomes Proposers who can respond to all or some of the articulated elements of the Scope of Work. Preference will be given to Proposers who can fulfill all of the elements of the Scope of Work and/or to Proposers who can fulfill elements of the Scope of Work expeditiously and economically.

Additionally, the successful bidder will:

- Data Analytics: Provide an overview of how you determine success and how will it be measured. What are the analytic tools or services that you use? What type of information will you be reporting back to the Corporation as it relates to meeting our objectives? What is the timeline on which those data will be shared (e.g., daily, weekly, monthly, quarterly)?
- Data Privacy, Security & Interoperability: Provide an explanation of how your solution will ensure the secure storage, transfer, and ultimate permanent destruction of PII and other proprietary data to the Corporation during and upon completion of the project, including an articulation of any data standard on which your platform operates.

Qualifications

The Corporation seeks Proposer(s) with a track record of executing 1) multi-pronged projects on tight timelines; 2) incentive-based consumer-engagement programs that lead to increased traffic to client-designated local businesses. We further seek Proposer(s) who have experience working with state or local agencies to deploy incentive or rewards programs as well as those who can well-integrate behavioral economics/science to support COVID-compliant consumerism. Knowledge of the Rhode Island context and business landscape, as well as a business presence in Rhode Island, will additionally be considered favorably.

Project Timeline

The successful Proposer(s) will enter into a contract for services with the Corporation. The duration of the initial contract between the Corporation and the successful Proposer is expected to begin upon the date of contract approval and will conclude no later than December 30, 2020. Funding for this solicitation is through the Coronavirus Relief Fund (CRF), which necessitates an aggressive timeline for any successful Proposer. All funds distributed through this solicitation must be expended by December 24, 2020.

In order to ensure timely project completion, the Corporation expects this solicitation to operate on or close to the following timeline:

- October 29: RFPs issued
- November 2; 3:30 pm: Proposers' Conference
- November 6: Due date for Proposals
- November 10: Successful Proposal(s) selected
- November 12: Final success metrics determined
- November 12: Contract begins
- November 27: Platform/intervention goes live
- December 4: Initial report to Corporation
- December 24: All funds expended

Budget

The budget for this RFP may be submitted within the application itself or as a stand-alone spreadsheet. There is no specific required budget format.

Proposers to this RFP shall provide a proposed fee structure as well as timeline for spending down the allocated funds. Proposers shall include a total, maximum price to accomplish the scope items incorporated in the proposal. Fee structure proposals shall include, but are not limited to costs for specific task items from the Scope of Work along with an estimate regarding the duration and number of hours to complete each task. Additionally, proposers shall provide a personnel schedule which includes job title and billing rate for any work which may be undertaken under this contract. Proposers shall also provide job titles and rates for any subcontractors that the respondent is including in this response. If Proposer contemplates any travel costs expected to incur during contract period, these shall be modest and not exceed rates authorized by the Corporation's Travel and Expense Policy. If the Proposer contemplates any purchases or pass-through charges during the engagement, any mark-up rate above actual cost shall be identified as a separate line item in the budget. As relevant, Proposer should detail the items necessary for successful project completion that fall outside the parameters of this solicitation (e.g., local marketing, regional tourism board collaborations). If the Proposer has received other federal coronavirus funding, it must disclose the amount and source of that funding in the budget and detail how these funds would be spent differently or meet the needs unaddressed by the prior allocation.

Only direct costs are allowable, and only if:

- They are necessary expenditures incurred due to the COVID-19 public health emergency.
- They were incurred during the time period beginning at the start of the period of performance and ending December 24, 2020.
- Expenditures must be direct and allocable to the specific proposed project.²

Budgets will be evaluated on three criteria: 1) Reasonableness and appropriateness of the associated costs to complete the scope of work; 2) Transparency and clarity on project scope—including what is not covered by the Proposer budget; 3) Innovative approach to task completion and to cost recapture (e.g., pay for performance, percentage of sales reimbursements, etc.).

The Corporation reserves the right to adjust both the budget and related services.

² The State of Rhode Island Department of Administration's Indirect and Administrative Costs policy is available at: https://rigov-policies.s3.amazonaws.com/PRO_CRF_Indirect_and_Administrative_Costs_7.28.20.pdf

Criteria for Selection

All complete applications received from Proposers by the deadline stated below will be reviewed and scored by a team of internal Corporation staff. Evaluations will be done individually and then incumbents will be determined by a Corporation selection committee. Per Corporation purchasing guidelines, the lowest responsible bidder will be selected.

Responsive proposals for this RFP will be evaluated according to the Evaluation Criteria outlined below.

EVALUATION CRITERIA

	Points
OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items, including record of quick and scalable program deployment.	20
PROGRAM PLAN Our evaluation will directly assess the Proposer's capacity to perform the engagement within the specified timeframe as well as the content of the program plan and its alignment to the three goals articulated within this RFP. Additional points will be awarded for fulfilling all of the provisions of the RFP scope.	25
STRATEGIC THINKING/PLANNING APPROACH Our evaluation will consider overall approach and strategy described/outlined in the proposal, including how it interacts with and supports core Corporation priorities and ongoing strategic endeavors	20
BUDGET APPROACH/COST EFFECTIVENESS Our evaluation will assess whether allocations are reasonable and appropriate and whether effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. Scoring will value documented ability to keep overhead and administrative costs low.	20
CREATIVITY Our evaluation will include an assessment of the quality of proposed strategies, as well as their relative innovativeness and creativity.	5
QUALIFICATIONS OF PERSONNEL Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	5
FAMILIARITY WITH RHODE ISLAND'S ECONOMIC DRIVERS Our evaluation will include our assessment of your understanding of our organization and Rhode Island's business community and business market and how you integrated this knowledge into your proposal.	5
Total	100
MBE/WBE/DisBE Participation (additional potential points)	6 pts

NOTE: Designated Corporation staff or selected advisors will evaluate the written proposals. The Corporation may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each

respondent will reflect a consensus of the evaluations. Any attempt by a Proposer to contact a member of Corporation staff or selected advisors outside the RFP process, in an attempt to gain knowledge or an advantage, may result in disqualification of Proposer.

1. ISBE Participation Evaluation (see below for scoring)

- a. The Rhode Island Commerce Corporation encourages MBE/WBE/DisBE participation in this Request. In accordance with Title 37, Chapter 14.1, and Title 37, Chapter 2.2 of the Rhode Island General laws, the Corporation reserves the right to apply additional consideration to MBE/WBE/DisBE up to six (6) additional points in the scoring evaluation as provided below:
- b. Calculation of ISBE Participation Rate
 - i. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for nonISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
 - ii. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example, if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.
- c. Points for ISBE Participation Rate:
 - i. The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate X Maximum ISBE participation points)

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation

Instructions and Notifications to Proposers

1. Potential proposers are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the proposer. The Corporation assumes no responsibility for such costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of proposals.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other locations, or that are otherwise not present at the Rhode Island Commerce Corporation by the submission deadline for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Rhode Island Commerce Corporation.
7. All proposals should identify the proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Proposer should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.
8. All proposals should include the proposer's FEIN or Social Security number as evidenced by a W9, downloadable from <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
9. All proposals should include a completed RFP Response Certification Cover Form, included in this document.
10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of the Corporation.
11. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by the Corporation, which may use any such materials and ideas.
12. Interested parties are instructed to peruse the Corporation's website (www.commerceri.com) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Addenda will also be posted to the Rhode Island State Division of Purchases' website at www.purchasing.ri.gov.

13. Equal Employment Opportunity (R.I. Gen. Laws § 28-5.1-1, et seq.) – § 28- 5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.

14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no corporation organized under the laws of another state or country shall have the right to transact business in Rhode Island until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful bidder.

15. The proposer should be aware of the State’s Minority Business Enterprise (MBE) requirements, which address the State’s goal of ten percent (10%) participation by MBE’s in all procurements. For further information, visit the website www.mbe.ri.gov.

16. The Corporation reserves the right to award to one or more Proposers.

Proposal Requirements

In order to be considered responsive, proposals must at a minimum contain the following:

Technical Proposal Elements

1. Description of the proposed approach, theory of change, and work plan. Activities and timelines should be specific, measurable, achievable, realistic, and time-oriented. Include a timeline of major tasks and milestones. As applicable, explain additional support or engagement that would be needed to ensure project completion by December 18, 2020.
2. Person who will be the primary point of contact with the Rhode Island Commerce Corporation.
3. Qualifications of the Proposer to provide the requested services including capability, capacity, similarly complex projects and related experience and client references. This includes both human and technical qualifications of the Proposer. Certification of availability of individuals in proposal.
4. A description of the outcome monitoring and evaluation plan including a list of tools to track process, output, and outcome measures for each component of the application.

Proposal Submission

Responses to this RFP are due on **November 6, 2020 by 5:00pm**. One (1) electronic (PDF) version on thumb drive, disk, or via email to daniela.fairchild@commerceri.com and two (2) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

Rhode Island Commerce Corporation
Attention: Consumer Activation Voucher/Gift Card RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

Note: No phone calls and late responses will be accepted and responses received via electronic submission only will be disqualified.

The Corporation will host a Proposers' Conference via Zoom at 3:30 pm on November 2, 2020 to permit potential Proposers to ask questions related to this RFP. The call-in information for the Zoom call is

<https://us02web.zoom.us/j/85289969005>

Meeting ID: 852 8996 9005

One tap mobile

+16465588656,,85289969005# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to daniela.fairchild@commerceri.com no later than 2:00 pm on November 3, 2020. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.commerceri.com and www.ridop.ri.gov on November 4, 2020 to ensure equal awareness of important facts and details.

The Rhode Island Commerce Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.

Rhode Island Commerce Corporation reserves the right to reject any or all proposals for not complying with the terms of this RFP.

APPENDIX A

PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification:

MBE WBE Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date

RFP/RFQ RESPONSE CERTIFICATION COVER FORM

Instruction: To fulfill your RFP/RFQ response, this form must be completed, printed, signed and included with your submission.

SECTION 1 - RESPONDENT INFORMATION

RFP/RFQ Number:

RFP/RFQ Title:

RFP/RFQ Respondent Name:

Address:

Telephone:

Fax:

Contact Name: Contact Title:

Contact Email:

SECTION 2 —DISCLOSURES

RFP/RFQ Respondents must respond to every statement. RFP/RFQ Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below

____ 1. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent 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.

____ 2. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent 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.

____ 3. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent 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.

____ 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent 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.

Disclosure details (continue on additional sheets if necessary):

SECTION 3 —OWNERSHIP DISCLOSURE

Respondents must provide all relevant information. Respondent proposals submitted without a complete response may be deemed nonresponsive.

If the Respondent is publicly held, the Respondent may 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 Respondent; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent. For each individual, provide his or her name, business address, principal occupation, position with the Respondent, and the percentage of ownership, if any, he or she holds in the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent.

SECTION 4 —CERTIFICATIONS

Respondents must respond to every statement. Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE RESPONDENT CERTIFIES THAT:

___ 1. The Respondent will immediately disclose, in writing, to the Rhode Island Commerce Corporation any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

___ 2. The Respondent 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 Respondent shall immediately notify the Rhode Island Commerce Corporation in writing.

___ 3. The Respondent 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 Respondent will immediately notify the Rhode Island Commerce Corporation in writing.

___ 4. The Respondent understands that falsification of any information in its RFP/RFQ response or failure to notify the Rhode Island Commerce Corporation of any changes in any disclosures or certifications in this Respondent Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

___ 5. The Respondent has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the Rhode Island Commerce Corporation or 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 Respondent 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.

___ 6. This RFP/RFQ response is not a collusive RFP/RFQ response. Neither the Respondent, 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 Respondent or person to submit a collusive response to the solicitation or to refrain from submitting response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other Respondent or person to fix the price or prices in the response or the response of any other Respondent, or to fix any overhead, profit, or cost component of the price in the response or the response of any other Respondent, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the Rhode Island Commerce Corporation or the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The price in the response is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Respondent, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

___ 7. The Respondent: (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); and (ii) is not engaging in any such investment activities in Iran.

___ 8. The Respondent will comply with all of the laws that are incorporated into and/or applicable to any contract with the Rhode Island Commerce Corporation.

Certification details (continue on additional sheet if necessary):

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

RESPONDENT

Date: _____

Name of Respondent

Signature in ink

Printed name and title of person signing on behalf of Respondent