

November 5, 2020
Rhode Island Commerce Corporation
REQUEST FOR PROPOSALS

RFP-2263
ADDENDUM NO. 2
Questions & Answers

**CONSUMER ACTIVATION VOUCHER OR GIFT CARD PROGRAM
AS RESPONSE TO COVID-19**

The Rhode Island Commerce 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.

Question #1: What are the implementation priorities for this RFP (e.g., will you weigh timeline or breadth of functionality or budget more highly)?

Answer #1: With a short timeline for this program, we are interested in proposals that can clearly scope and explain what they are able to do within the timeline we have.

Question #2: The RFP states that the initial contract will conclude December 30, 2020. What are the Corporation's expectations/preferences from the vendor beyond the December 30 program expiration date? For example, healthy habits and wellbeing elements of the solution provide value beyond the initial spending budget.

Answer #2: All tasks funded under this RFP must be completed by December 30, 2020. Any additional engagements after this time would fall under a separate contract contingent on funding and Corporation need.

Question #3: What are the Corporation's expectations from an ADA and off-line access standpoint as commented in "Scope of Work."?

Answer #3: The Corporation expects the proposed solution to comply with ADA requirements. We would like to have capacity to issue vouchers that can be used without smart phone and/or app access upon request and would welcome the proposers' recommendations on enabling access for those without tech access.

Question #4: Please confirm distributed dollars spend timing requirements – Do vouchers/gift cards have to be distributed AND spent by Dec 24, or can

consumers spend dollars beyond Dec 24 as long as the gift cards are distributed to a consumer ahead of the Dec 24 deadline

Answer #4: Consumers must utilize the vouchers/gift cards by December 24, 2020 in order to be eligible expenditures in this program. Vendors will be responsible for ensuring that vouchers/gift cards cannot be used after December 24, 2020.

Question #5: The RFP states that programming must wrap by December 18 but funds can be spent until December 24. Could you explain the discrepancy?

Answer #5: The Corporation expects all vouchers/gift to be issued by December 18, understanding that there will be a lag between final distribution and use of the vouchers/gift cards. Vendors will be responsible for ensuring that vouchers/gift cards cannot be used after December 24, 2020.

Question #6: Can the Corporation provide a list of businesses who qualify for the spending program OR is the chosen vendor required to register/select/screen participating businesses

Answer #6: The Corporation will work with the chosen vendor to initiate all qualifying businesses. The Corporation will be able to help with this process, using eligibility through our Restore RI program and other CRF-eligible programs

Question #7: What are the Corporation's expectations in terms of location of the recipient of the program benefit? For example, neighboring state residents and visitors to the state may register to receive economic stimulus funds? Is the Corporation ok with that

Answer #7: The Corporation expects the consumers who take advantage of this program to be Rhode Island residents and/or Rhode Island-based employees. As applicable, respondents should articulate in their response if and how they are able to track that information(e.g., self-reporting, self-attestation, address collection, etc.).

Question #8: The RFP Cover Form says signature in ink, will you also accept DocuSign?

Answer #8: Yes

Question #9: On the ISBE Form, if we do not qualify as a MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE, nor do we have any subcontractors that do, would you like us to still submit the form and leave the bottom half blank?

Answer #9: If you do not qualify for ISBE, you do not need to complete the form.

Question #10: Does the Corporation have your own set of Terms and Conditions that you would like potential vendors to review?

Answer #10: The Corporation does have a set of Terms and Conditions that will be made available for selected vendors for review during contract negotiation.

Question #11: The budget section of the RFP requires a detailed time and materials billing detail. Could you please recommend how a software company should respond to this budget request?

Answer #11: Please provide a breakdown of the cost to administer the program and provide your assumptions (e.g., number of users) and unit costs where applicable

***End of Addendum ***