

**April 13, 2021  
Rhode Island Commerce Corporation**

**Project Name: Project Management Services for Implementation of Web-Based Grant Program for Small Businesses Impacted by the COVID Health Pandemic**

**Solicitation Number: RFP-2269  
Addendum No. 1  
Answers to Questions**

**REQUEST FOR PROPOSALS**

**PROJECT MANAGEMENT SERVICES FOR IMPLEMENTATION OF WEB-BASED GRANT PROGRAM FOR SMALL BUSINESSES IMPACTED BY THE COVID HEALTH PANDEMIC**

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to provide professional project management services in connection with a grant program or programs to assist small businesses impacted by the COVID health pandemic. This initiative is anticipated to be up and running as soon as reasonably possible and will include project management of (i) technology development, (ii) operation and management of a web-based system for originating and managing grants to small businesses impacted by the COVID health pandemic, and (iii) disbursement of grants.

**Prospective Proposers and all concerned are hereby notified of the following questions and answers regarding the Request for Proposals document for the above-listed RFP. These questions and answers shall be incorporated in and shall become an integral part of the RFP documents.**

**Would the Rhode Island Commerce Corporation be open to negotiating the terms and conditions at the contract stage upon notice of selection?**

The Rhode Island Commerce Corporation will prepare a Services Agreement for review and approval by the selected vendor. The Services Agreement will include a scope of work that will be subject to negotiation.

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**The RFP does not appear to include a sample agreement or terms and conditions. Would the Corporation consider providing a sample agreement for us to review?**

The Rhode Island Commerce Corporation does not have a sample agreement available at this time.

**Can we do electronic signature rather than ink signature on the attestations page?**

Yes. You may sign the Certification Cover Sheet by secure electronic signature instead of with an ink signature where it specifies “Signature in Ink” on page 4 of the Certification Cover Sheet for the electronic submission. Alternately, the form can be scanned into a PDF and included in the electronic submission. Remember that, additionally, three hard copies of the form must also be received by RI Commerce by 4pm on April 14 to be registered as a valid response. These hard copies could be a print-out of a certified electronic signature.

**Is the Evaluation Criteria for the Management RFP the same as for the Technical Assistance RFP? More specifically, did the Technical Assistance RFP have more detailed Evaluation Criteria? We were hoping to get an understanding of the type of systems that may be involved with application portal, security requirements etc.**

The Evaluation Criteria for the Technical Assistance RFP is the same as for the Project Management RFP. That said, it might be helpful to know that we are working with two external vendors for the application portal and the grant application processing. We will additionally be working with our internal team members as well as the State for “customer service” of the grant and award processing.

For reference, we have pasted the Evaluation Criteria below:

**EVALUATION CRITERIA**

	<b>Points</b>
<b>OVERALL EXPERIENCE OF COMPANY &amp; DEMONSTRATED RESULTS</b>	30
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.	
<b>QUALIFICATIONS OF PERSONNEL</b>	20
Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	
<b>STRATEGIC THINKING/PLANNING APPROACH</b>	30
Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines will be factored in here)	
<b>BUDGET APPROACH/COST EFFECTIVENESS</b>	20
Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.	
<b>Total</b>	<b>100</b>
MBE/WBE/DisBE Participation (additional potential points)	6 pts