



**REQUEST FOR PROPOSAL**  
**Planning Process for a More**  
**Resilient, Equitable, and Prosperous**  
**Future: Developing a 2030 Strategy**

The Rhode Island Commerce Corporation (Corporation), working in collaboration with the Department of Administration (DOA), seeks to retain a firm or firms qualified to provide research, resources, expert advice, document production, stakeholder engagement, policy and strategy development, and related services in support of the State of Rhode Island’s upcoming 2030 strategic planning process to encourage a strong economic recovery and to lay the foundation for a more resilient, equitable, and prosperous future for the state of Rhode Island. With the formulation of a 2030 strategy, we aim to emerge from the COVID-19 crisis with strength and to propel our state into the next decade.

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 (“Respondents”) 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.

**Project Overview**

The global pandemic had a severe impact on Rhode Island's economy, increasing the state's unemployment rate from 3.6 percent to 17.4 percent and displacing 108,000 jobs in a matter of months. While Rhode Island has made immense progress in reopening and revitalizing its economy (Rhode Island's unemployment rate has fallen more than ten percentage points to 7.1 percent and the state has recovered 67,700 jobs), there is still much more work to be done to support a strong economic recovery and to lay the foundation for a more inclusive, equitable, and resilient economic future.

As Rhode Island emerges from the COVID-19 pandemic, state leadership—in coordination with community stakeholders—will be leading a process to develop a strategy and a set of clear goals and objectives for Rhode Island’s recovery that will benefit our state in the near term and advance us into the next decade (a 2030 strategy). While the state’s economy will be one important focus of this strategy, other key topics will include priorities such as: (1) creating a more accessible and resilient housing market; (2) investing in state-of-the-art infrastructure; (3) building a nation-leading education system that provides opportunity to all Rhode Islanders; (4) developing a transportation system that improves connectivity in all 39 Rhode Island municipalities and within the broader region; (5) enhancing social supports, mental health, and

public health statewide—especially to address the public health, mental health, substance use, and other health and socioeconomic challenges that may have been exacerbated by the pandemic; (6) advancing renewable energy for our environment and our economy; (7) bolstering state and municipal fiscal strength over the short- and long-term; (8) making Rhode Island an ever more just, equitable, and inclusive state; and (9) such other priorities as may be added during the development of a comprehensive work plan.

This project will focus on four core areas: (1) facilitating a comprehensive public input and stakeholder engagement process (including facilitating a series of community conversations and engaging a stakeholder council or councils), along with organizing feedback received through this process into both quantitative and qualitative summary findings and supporting materials; (2) producing a deep analysis of Rhode Island’s economy, workforce, and industrial base informed by research, data analytics, and stakeholder engagement, including an examination of strengths, weaknesses, opportunities, and threats; (3) facilitating discussions with Rhode Island state government departments about their pre-existing strategic visions, to inform the broader strategic planning process, along with organizing feedback received through this process into high-level summary findings and supporting materials; and (4) developing actionable strategies that synthesize the information collected and prepared through this project to guide Rhode Island’s short-term recovery and longer-term future. Given the unprecedented opportunities provided by the American Rescue Plan (ARP) and other potential federal funding sources, this project will identify investments that provide substantial economic, social, and community value and can be initiated with expenditures incurred by December 31, 2024 in accordance with federal ARP requirements.

This work will culminate in a set of formal recommendations and reports to guide Rhode Island’s recovery and future—with an eye towards what Rhode Island can advance and achieve by 2030. Building upon previous plans, this work will also meet the statutory requirements of Rhode Island’s long-term economic development plan, strategy, and vision, while also addressing the broader challenges of recovering from the global pandemic, strategically utilizing federal stimulus funds, and building a more resilient and prosperous future.

## **Background**

Commerce is partnering with the Department of Administration to guide the 2030 strategic planning process. Other state agencies will be key leaders and partners throughout this process. This work will be conducted in concert with General Assembly leadership.

## **Scope of Work**

The project will focus on four core tasks: (1) facilitating a comprehensive public input and stakeholder engagement process (including facilitating a series of community conversations and engaging a stakeholder council or councils), along with organizing feedback received through this process into both quantitative and qualitative summary findings and supporting materials; (2) producing a deep analysis of Rhode Island’s economy, workforce, and industrial base informed by research, data analytics, and stakeholder engagement, including an examination of strengths, weaknesses, opportunities, and threats; (3) facilitating discussions with Rhode Island state government departments about their pre-existing strategic visions, to inform the broader strategic planning process, along with organizing feedback received through this process into high-level

summary findings and supporting materials; and (4) developing actionable strategies that synthesize the information collected and prepared through this project to guide Rhode Island's short-term recovery and longer-term future. **Respondents can provide responses to any portion or all four of these tasks.**

*Task 1. Facilitating a comprehensive public input and stakeholder engagement process (including facilitating a series of community conversations and engaging a stakeholder council or councils), along with organizing feedback received through this process into both quantitative and qualitative summary findings and supporting materials.*

Topics respondent(s) should be prepared to cover include, but are not limited to:

- Facilitating a comprehensive, inclusive, and engaging strategic planning process through public input, stakeholder engagement, and council consultation;
- Holding a series of roundtable discussions and public meetings across the state;
- Developing and maintaining feedback tools through the “Rhode Island 2030” website and producing data and analytics reporting on the feedback received through these channels;
- Partnering with cities and towns to develop strategies and receive public input;
- Meeting with and receiving input from key stakeholders;
- Involving General Assembly leadership proactively; and
- Producing summary finding reports on the recommendations and consensus garnered through the course of these meetings.

*Task 2. Producing a deep analysis of Rhode Island's economy, workforce, and industrial base informed by research, data analytics, and stakeholder engagement, including an examination of strengths, weaknesses, opportunities, and threats.*

Topics respondent(s) should be prepared to cover include, but are not limited to:

- Conducting a comprehensive analysis of (1) the current state of Rhode Island's economy, workforce, and industrial base and (2) the global pandemic's short-term and long-term impacts on Rhode Island's economy, workforce, and industrial base;
- Evaluating the global pandemic's broad-based impacts on Rhode Island, including its education system, transportation system, health system, housing market, and social services;
- Assessing the effectiveness of and need/potential for adapting Rhode Island's existing policies, programs, and institutions; and
- Assessing how the global pandemic negatively impacted different demographic groups;

Proposals—at a minimum—should include the following deliverables for this task:

- A professional, public-facing analysis of:
  - Rhode Island's economy, workforce, and industrial base;
  - The global pandemic's broad-based impacts on Rhode Island, including its economy, workforce, industrial base, education system, transportation system, health system, housing market, and social services; and
  - The effectiveness of Rhode Island's existing policies, programs, and institutions.

*Task 3. Facilitating discussions with Rhode Island state government departments about their pre-existing strategic visions, to inform the broader strategic planning process, along with organizing feedback received through this process into high-level summary findings and supporting materials.*

Topics respondent(s) should be prepared to cover include, but are not limited to:

- Facilitating inter-agency discussions and strategic planning processes in a professional and streamlined manner; and
- Guiding and coordinating agency-specific strategic plans.

*Task 4. Developing actionable strategies that synthesize the information collected and prepared through this project to guide Rhode Island's short-term recovery and longer-term future.*

Topics respondent(s) should be prepared to cover include, but are not limited to:

- Developing a plan and vision for our state's recovery and future. While the state's economy should be a central focus, other topics may include such priorities as: (1) creating a more accessible and resilient housing market; (2) investing in state-of-the-art infrastructure; (3) building a nation-leading education system that provides opportunity to all Rhode Islanders; (4) developing a transportation system that improves connectivity in all 39 Rhode Island municipalities and within the broader region; (5) enhancing social supports, mental health, and public health statewide—especially to address the public health, mental health, substance use, and other health and socioeconomic challenges that may have been exacerbated by the pandemic; (6) advancing renewable energy for our environment and our economy; (7) bolstering state and municipal fiscal strength over the short- and long-term; (8) making Rhode Island an ever more just, equitable, and inclusive state; and (9) such other priorities as may be added during the development of a comprehensive work plan.

The abovementioned plan and vision should take into account:

- The use of American Rescue Plan funds and other federal funding sources;
- Social equity and economic opportunity for historically disadvantaged communities;
- Best practices from other jurisdictions;
- Partnerships to leverage private and philanthropic funding;
- Opportunities to integrate adaptation, and resilience, including, but not limited to the requirements of the recently enacted Act on Climate;
- Existing visions, goals, and objectives of the various elements of the State Guide Plan and municipal Comprehensive Plans;
- Previous findings from the reports Rhode Island Innovates and Rhode Island Innovates 2.0; and
- A need to satisfy the statutory requirements of the state's long-term economic development plan (details available [here](#)).

Proposals—at a minimum—should include the following deliverables for this task:

- A professional, public-facing initial report/brief of high-level principles, focus areas, priorities, and recommendations for guiding Rhode Island's recovery, future, and use of federal stimulus funds. This project should be guided by findings from key stakeholder

- engagement sessions;
- A professional, public-facing interim report/brief of recommendations for Rhode Island's recovery, future, and use of federal stimulus funds; and
- A professional, public-facing final report that incorporates this analysis as well as policy, programmatic, institutional, and structural recommendations to guide Rhode Island's short-term recovery and future. Among other objectives, this final report must meet the statutory requirements of the state's long-term economic development plan.

## **Qualifications**

Respondent(s) should have strong abilities in the following areas applicable to each the above Tasks.

*Task 1. Facilitating a comprehensive public input and stakeholder engagement process (including facilitating a series of community conversations and engaging a stakeholder council or councils), along with organizing feedback received through this process into both quantitative and qualitative summary findings and supporting materials.*

- Hosting and facilitating both virtual and in-person panel discussions, public hearings, and government body meetings;
- Conducting interviews and workshops with various stakeholders;
- Producing data analysis using digital public survey and feedback tools;
- Soliciting public input via accessible and innovative methods; and
- Managing strategic planning processes that involve public, private, and community leaders.

*Task 2. Producing a deep analysis of Rhode Island's economy, workforce, and industrial base informed by research, data analytics, and stakeholder engagement, including an examination of strengths, weaknesses, opportunities, and threats.*

- Conducting quantitative and qualitative economic, policy, and program analysis;
- Conducting economic sector and industry analysis;
- Managing strategic planning processes that involve public, private, and community leaders;
- Presenting complex data findings in a simple to understand and visually-compelling manner; and
- Presenting complex data findings through clear and accessible written materials.

*Task 3. Facilitating discussions with Rhode Island state government departments about their pre-existing strategic visions, to inform the broader strategic planning process, along with organizing feedback received through this process into high-level summary findings and supporting materials.*

- Facilitating inter-agency discussions and strategy development; and
- Coordinating agency-specific strategic plans.

*Task 4. Developing actionable strategies that synthesize the information collected and prepared through this project to guide Rhode Island's short-term recovery and longer-term future.*

- Managing strategic planning processes that involve public, private, and community leaders; and

- Writing high-quality, visually-compelling reports that incorporate public input; stakeholder engagement; economic, policy, and program analysis; best practices from other jurisdictions; and strategic analysis and planning;

### **Project Timeline**

The project will begin immediately upon selection, will include periodic intermediate work product, and must be completed by December 31, 2021. The successful Respondent(s) will enter into a contract for services with the Corporation. The actual scope of work in such contract(s) will be negotiated. The duration of the initial contract between the Corporation and the successful Proposer is expected to begin upon the date of contract approval.

### **Budget**

Proposers to this RFP shall provide a proposed fee structure for providing services necessary to complete the proposed scope items. 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 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. The Corporation reserves the right to adjust both the budget and related services.

In addition to showing how you will meet the requirements outlined above, Proposers should also provide information regarding the following:

- **Research & Analytics:** Provide an overview of how you determine success. What are the analytic tools or services that you use to successfully complete each task, as well as this project as a whole, and what type of information will you be reporting back to the Corporation as it relates to meeting our objectives?
- **Travel and Administration:** The Proposer should estimate any travel costs expected to incur during contract period. Travel and per diem expenses shall not exceed rates authorized by the Corporation's Travel and Expense Policy.

## Criteria for Selection

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

### EVALUATION CRITERIA

|  | <b>Points</b> |
|--|---------------|
| <b>OVERALL EXPERIENCE OF COMPANY &amp; DEMONSTRATED RESULTS</b><br>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. | 35            |
| <b>CREATIVITY (if applicable)</b><br>Our evaluation will include an assessment of the quality of proposed strategies and creativity.   | 10            |
| <b>QUALIFICATIONS OF PERSONNEL</b><br>Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.  | 20            |
| <b>FAMILIARITY WITH RHODE ISLAND'S ECONOMIC DRIVERS AND COMMUNITY NEEDS (if applicable)</b><br>Our evaluation will include an assessment of your understanding of Rhode Island's economic drivers, community needs, and how you integrated this knowledge into your proposal.                                    | 10            |
| <b>STRATEGIC THINKING/PLANNING APPROACH</b><br>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)  | 15            |
| <b>BUDGET APPROACH/COST EFFECTIVENESS</b><br>Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.  | 10            |
| <b>Total</b>   | <b>100</b>    |
| <b>MBE/WBE/DisBE Participation (additional potential points)</b>   | <b>6 pts</b>  |

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 non-ISBE 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.

**NOTE:** Designated Corporation staff, Department of Administration staff, Governor's Office staff, and/or selected advisors will evaluate the written proposals. The Corporation, Department of Administration staff, Governor's Office staff, and/or selected advisors 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 the Corporation, Department of Administration staff, Governor's Office, or selected advisors outside the RFP process, in an attempt to gain knowledge or an advantage, may result in disqualification of the Proposer.

### **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. Agencies 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 [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
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](http://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](http://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](http://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 and work plan. Activities and timelines should be specific, measurable, achievable, realistic, and time-oriented. Include a timeline of major tasks and milestones.
2. Person who will be the primary point of contact with the Rhode Island Commerce Corporation, the Department of Administration, the Governor's Office, and other state agencies.
3. Qualifications of the Proposer to provide the requested services including capability, capacity, similarly complex projects and related experience and client references. Certification of availability of individuals in proposal.

4. A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on engagements of this scope including resumes, and their role in those past engagements.
5. 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**

Electronic responses to this RFP must be **received** no later than May 27, 2021 by 2:00pm. One (1) electronic (PDF) version must be emailed to Benjamin Mays at [benjamin.mays@commerce.ri.gov](mailto:benjamin.mays@commerce.ri.gov) no later than 2:00 pm on May 27, 2021 with the subject line “Planning Process for a More Resilient, Equitable, and Prosperous Future RFP.” In addition, it is requested that five (5) printed copies of the complete proposal be received by the Corporation by 4:00 PM on June 4, 2021. Paper copies can be mailed or delivered at the following address:

Rhode Island Commerce Corporation  
Attention: Planning Process for a More Resilient, Equitable, and Prosperous Future RFP  
315 Iron Horse Way, Suite 101  
Providence, RI 02908

**Note: No phone calls and late responses will be accepted.**

**The Corporation will host a Proposers’ Conference via Zoom at 4:00 pm on May 18 to permit potential Proposers to ask questions related to this RFP. The call-in information for the Zoom call is:**

Join EOC Zoom Meeting  
<https://us02web.zoom.us/j/4437737716>

Meeting ID: 443 773 7716  
One tap mobile  
[+16465588656](tel:+16465588656),[4437737716](tel:+13017158592)# US (New York)  
[+13017158592](tel:+13017158592),[4437737716](tel:+13017158592)# US (Washington DC)

Dial by your location  
[+1 646 558 8656](tel:+16465588656) US (New York)  
[888 788 0099](tel:+18887880099) US Toll-free

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to [benjamin.mays@commerce.ri.gov](mailto:benjamin.mays@commerce.ri.gov) no later than 2:00 pm on May 19, 2021. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at [www.commerceri.com](http://www.commerceri.com) and [www.purchasing.ri.gov](http://www.purchasing.ri.gov) on May 21, 2021 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:  | <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> 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.

|  |              |             |
|--|--------------|-------------|
| <b>Prime Contractor/Vendor Signature</b> | <b>Title</b> | <b>Date</b> |
|--|--------------|-------------|

|   |              |             |
|---|--------------|-------------|
| <b>Subcontractor/Supplier Signature</b> | <b>Title</b> | <b>Date</b> |
|---|--------------|-------------|

|   |              |             |
|---|--------------|-------------|
| <b>Subcontractor/Supplier Signature</b> | <b>Title</b> | <b>Date</b> |
|---|--------------|-------------|

|   |              |             |
|---|--------------|-------------|
| <b>Subcontractor/Supplier Signature</b> | <b>Title</b> | <b>Date</b> |
|---|--------------|-------------|

## RFP RESPONSE CERTIFICATION COVER FORM

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

### SECTION 1 - RESPONDENT INFORMATION

**RFP Number:**

**RFP Title:**

**RFP Respondent Name:**

**Address:**

**Telephone:**

**Fax:**

**Contact Name:**

**Contact Title:**

**Contact Email:**

### SECTION 2 —DISCLOSURES

**RFP Respondents must respond to every statement. RFP 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 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 response is not a collusive RFP 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