



## REQUEST FOR PROPOSAL

### **For: Long-term Economic Development Strategy Development**

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to assist in the development of a written long-term economic development vision and policy and a strategic plan for implementing this policy for the State of Rhode Island. This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified proposers (“Proposers”) to provide all or part of services to the Corporation as described in the Scope of Work.

#### **Project Overview**

On the heels of the COVID-19 pandemic, the Corporation has a need to update the State’s long-term economic development plan. This is for three core reasons: 1) submit an updated long-term economic development strategy to the State’s General Assembly; 2) file an updated Comprehensive Economic Development Strategy (“CEDS”) with the U.S. Economic Development Agency (“EDA”), and 3) update the economic development element of the State’s Guide Plan, with assistance of the Division of Statewide Planning (RIDSP).

#### **Background**

The Corporation and the Executive Office of Commerce (“EOC”) are Rhode Island’s lead entities for economic development. Pursuant to R.I. Gen. Laws § 42-64.17-1, a long-term economic development vision and policy and a strategic plan for implementing this policy must be created or updated within the first year of each new gubernatorial term. Accordingly, the Executive Office of Commerce will be leading a process in the coming months to produce an updated competitive strategy for Rhode Island’s economy, as required by Rhode Island law. Additionally, the Corporation has been charged by the State to oversee the development of a required CEDS plan, funded through an award from the EDA, by the Summer of 2023. Further, Rhode Island’s State Guide Plan economic development element is outdated, meaning updates to this Guide Plan aligned with the long-term economic development vision and policy and CEDS is prudent to undertake.

In an effort to streamline messaging and ensure cohesive strategic direction, the Corporation is seeking to implement the three strategic planning processes in parallel, creating one single document that adheres to the requirements of all processes while also providing clear and singular vision and direction to those who will use the document to drive workflow and other resource decisions.

RI’s most recently approved CEDS, [RI Innovates 2.0](#), may be found at: <https://commerceri.com/wp-content/uploads/2021/06/Rhode-Island-Innovates-2.0.pdf>. RI’s most recent long-term economic development vision and strategy, RI2030, may be found at: <https://www.ri2030.com/>. The most recent State Guide Plan is [Rhode Island Rising](#), and the

economic development element can be found at:

<https://planning.ri.gov/sites/g/files/xkgbur826/files/documents/Econdev/2015/RhodeIslandRisingFinalwReport118.pdf>, under <https://planning.ri.gov/state-guide-plan>.

### **Eligible Proposers**

Eligible Proposers include businesses, institutions of higher education, and nonprofits that are registered with the Rhode Island Secretary of State, and individuals with appropriate experience. Businesses that are not located in Rhode Island, but that are registered with the Rhode Island Secretary of State, are eligible to apply.

### **Scope of Work**

#### *Task 1: Economic analyses*

Rhode Island's long-term economic development strategy will include a summary background of economic conditions, both pre-pandemic and present, and a comprehensive Strengths-Weaknesses-Opportunities-Threats (SWOT) analysis.

Eligible proposers should be prepared to complete a deep but targeted analysis of Rhode Island's economy and industrial base informed by research, data analytics, and stakeholder engagement. These should include analyses of Rhode Island's economic competitiveness, business climate, national and regional reputation, and present economic development resources and should leverage past efforts and build off previous work done to develop RI2030, RI Innovates 2.0, and RI Rising.

#### *Task 2: Stakeholder engagement*

Eligible proposers should be prepared to complete a dedicated public engagement process, inclusive of public feedback forums and online public feedback curation. Additionally, eligible proposers shall convene and facilitate a strategic advisory committee to provide recommendations and strategic oversight of the long-term economic development planning process and final report.

#### *Task 3: Synthesis and writing*

Eligible proposers should be prepared to develop and draft a high-quality written plan. This plan should present the analyses done, conclusions drawn from them, and specific policies and initiatives that take advantage of them to drive economic growth in Rhode Island. This plan should draw on economic growth opportunities and provide a detailed road map for implementation. It should be seen as a next generation of RI Innovate 2.0s, comply with R.I. Gen. Laws § 42-64.17-1 and be well aligned with RI 2030.

The plan should additionally include an evaluation framework with performance metrics that cumulatively address how to improve the state's economic and climate resilience while also advancing equity across the State. This plan should represent a unified economic development strategy, integrating business growth and land use and transportation choices, as well as analyzing how the State's infrastructure can best support the strategy. Along with expanding upon knowledge garnered from RI Innovates 2.0, RI Rising, and RI2030, as much as possible, this plan should draw on and be informed by other comprehensive strategic plans within the State, as found at <https://planning.ri.gov>.

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

- Rhode Island's assets and strengths in targeted and advanced industries,

- Entrepreneurship and innovation, including pathways and methods to evolve an advanced economy,
- Domestic and international models for key economic development policies, including how, among other things, digital government can drive economic development,
- Workforce development and skills training, and their relation to the future of work and automation,
- Suggestions for improving and expanding the skills, abilities, and resources of state agencies, municipalities, and community partners to speed implementation of the plan's recommendations,
- Social equity and economic development for historically disadvantaged communities,
- Sub-national international trade and export development,
- Capital attraction strategies,
- Placemaking, and
- Development of public and civic institutions to support economic development.

All work set forth herein must be completed no later than September 23, 2023.

### **Qualifications**

Respondent(s) should have strong abilities in the following areas:

- Quantitative and qualitative analysis of economic trends;
- Strategic analysis and planning;
- Understanding industry clustering and agglomeration effects;
- Mapping global industry ecosystems;
- Conducting interviews and workshops with various stakeholders; and
- Presenting complex data findings in a simple to understand and visually compelling manners and through clear and jargon-free written materials.

### **Project Timeline**

The Corporation expects work to begin relating to this RFP in January 2023, with a first draft of the economic development plan suitable for release for public comment by the end of May 2023. The plan must then be completed no later than September 2023. Project timeline may only be extended if further rounds of review and editing are determined to be necessary.

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.

### **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.

### **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. Explanation of any/all analytic tools or services that Proposer has access to and how they will be utilized in support of the proposed approach and work plan. Include notation on whether the tools or services will require additional purchase or licensure.
3. Person who will be the primary point of contact with the Rhode Island Commerce Corporation.
4. 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.
5. 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.
6. 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.
7. A description of Proposer determines and tracks success of effort, inclusive of the type of information Proposer will be reporting back to the Corporation as it relates to meeting the objectives outlined in the RFP.
8. A cost estimate for work done, inclusive of 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> 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>QUALIFICATIONS OF PERSONNEL</b> 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</b> Our evaluation will include our assessment of your understanding of our organization and Rhode Island's economic drivers and how you integrated this knowledge into your proposal.	15
<b>STRATEGIC THINKING/PLANNING APPROACH</b> 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)	10
<b>ABILITY TO EXECUTE PROPOSED APPROACH</b> Our evaluation will include an assessment of the Proposer capacity to perform the engagement within the specified timeframe (prior experience of the Proposer in meeting timelines will be factored in here), as well as the Proposer's experience working on federally funded programs and capacity to execute efforts within both federal compliance and state reporting guidelines. This will include a review of the implementation plan of the Proposer	10
<b>BUDGET APPROACH/COST EFFECTIVENESS</b> Our evaluation will include an assessment of the Proposal's demonstration of effective and efficient delivery of quality services is demonstrated in relation to the budget allocation, as well as an assessment that the allocation is reasonable and appropriate.	10
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 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

### **Federal Compliance**

The funding for services outlined in this RFP comes from a federal grant from the U.S. Economic Development Administration ("EDA"), and the expenditure of funding hereunder is expressly subject to and contingent upon the EDA's review and approval. Additionally, successful proposers are responsible for the following:

- A. Reporting:
  - a. Providing the Corporation with any and all information to satisfy its reporting requirements to the EDA, including, but not limited to, information required for performance progress reports and a final project report, or any other performance-based reporting, including, but not limited to information pertaining to performance measures.
- B. Audits:
  - a. Providing the Corporation with any and all information to satisfy its audit requirements pursuant to 2 C.F.R. §§ 200.317-200.327.

C. Proposers should also be familiar with the requirements under the Uniform Guidance with respect to federal grants (2 C.F.R. Part 200) inclusive of the procurement requirements applicable to subrecipients of federal grants:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part200?toc=1>.

## **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](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 Submission**

Responses to this RFP are due on **Thursday, December 1 by 4:00pm**. One (1) electronic (PDF) version must be emailed by that time to [LTPlanning@commerceri.com](mailto:LTPlanning@commerceri.com). In addition, one hard copy of the complete proposal must be received by the Corporation at the address below by 4:00 pm on December 2, 2022:

Rhode Island Commerce Corporation  
Attention: Long-term economic development 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.**

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to [LTPLanning@commerceri.com](mailto:LTPLanning@commerceri.com) no later than 2:00 pm on Wednesday, November 9, 2022. 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.ridop.ri.gov](http://www.ridop.ri.gov) on Wednesday, November 16, 2022 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