



REQUEST FOR PROPOSAL
For: Go Global Awards Conference Venue and Hotel

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to provide a location for the Corporation to host the 2023 Go Global Awards Conference which will require (i) the reservation of a block of at least 590 hotel rooms, (ii) a venue for hosting 3 days of seminars and meetings and an awards ceremony gala event, (iii) catering, food and beverage services, and (iv) audiovisual equipment and staffing, all of which are to take place in a single hotel location or in partnership with an adjacent venue facility. If the venue location is to be separate from the hotel location, the venue must be within walking distance of the hotel or connected to it.

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 of the services to the Corporation as described in the Scope of Work.

Project Overview

The Go Global Awards brings senior executives, government officials, Economic Development Organizations (EDOs), Export Promotion Agencies (EPAs), and Investment Promotion Agencies (IPAs) to the doorstep of the host country, where they not only receive international recognition, but are also presented with opportunities for trade and investment.

Go Global has selected Rhode Island as the location to host Go Global’s 2023 Annual Conference (“Conference”) in the United States. The conference will be held for three consecutive days, beginning on a Wednesday, and ending on a Friday. The calendar dates will be determined based on proposed availability and pricing for November 7- 9, 2023.

The Conference will include site visits, B2B and G2G meetings, and lectures, and will conclude with an awards presentation on the final day. While the Conference will be only three days long, the average stay of an attendee is anticipated to be five days. Attendees of the Conference generally come from two sectors: business (300 attendees) and government (50 attendees). Go Global asks for a venue location that guarantees the ability to host 300 delegates with historic potential hotel room requirements averaging 200 rooms per night (spouses and staff).

The goal of the Conference is to decrease lead time to successful expansions for each company by making necessary connections. The EDO/EPA/IPAs showcases their value proposition to a

multilateral audience, which, in turn, unlocks new economic opportunities. The EDO/IPAs can directly invite companies in their own jurisdictions to the Conference to guide them to successful soft-landing locations in jurisdictions. Lastly, the EDO/IPAs sign bilateral cooperation agreements to strengthen ties between jurisdictions.

Background

Hosting the Conference offers the Corporation the opportunity to showcase leading industries and highlight advantages for doing business in the Ocean State to a global audience of decision makers through:

- Trade: Connections for the purpose of business development.
- Investment: Connections for the purpose of investment and expansion into Rhode Island.
- Export promotion: The opportunity to showcase the best exporters from Rhode Island and match them with incoming buyers through an extensive match-making process and B2B meetings for incoming investors and local businesses.
- Business development opportunities for local partnerships and technical assistance: The opportunity for companies to setup their business in the US more efficiently by creating programming and booth presence of potential local industry partners and technical assistance organizations.
- Tourism: Opportunities for cultural and capture of additional spend in retail, hospitality, and tourism.
- Economic diplomacy: Create connections and opportunities for ongoing economic development.
- Awareness: Creating global awareness of Rhode Island.

Scope of Work

Proposers shall include in their proposals a detailed description of how they will meet all of the requirements below.

Hotel Accommodations:

Go Global participants and guests will be responsible for paying for their own hotel rooms and incidentals. Proposers shall confirm that they have sufficient hotel room availability and shall provide room pricing, including taxes and fees, pursuant to the proposed dates. Of the 590 rooms to be reserved, five complimentary rooms are required for the Go Global Administration.

	Wednesday	Thursday	Friday
Dates	November 7th	November 8 th	November 9th
Run of House	190	200	200
Rates	\$	\$	\$

Go Global also requests room pricing for guests that wish to arrive early or depart days after the Conference ends. Proposers are also requested to provide pricing for three nights before and after the Conference. Please state how many days group rates will be honored before and after group arrival.

Proposers shall also provide the following information regarding reservations within the room block:

- A. *Room reservation procedures*: Information regarding the standard procedures for your location for our group to reserve group blocks, as well as how individuals should make their individual reservations.
- B. *Cut-off date*: Booking timeline and standard cut off policies for room reservations and attrition provisions.
- C. *Check-in and check-out*: Check-in and check-out times, and any policies that an individual reserving a room should be aware of surrounding check-in and check-out (for example, having a credit card on file).
- D. *Attrition*: Provide your attrition policies.
- E. *Cancellation*: Provide your cancellation policy, and any provisions surrounding cancellation of the event.
- F. *Complimentary Accommodations*: Provide information on the complimentary accommodations provided or other special concessions.
- G. *Force Majeure*: Provide your policies surrounding loss of power, internet, or emergencies during the event.

Catering, Food, and Beverage Services:

Based on the estimated needs of 590 room nights over the requested dates, Proposers shall provide the banquet food and beverage cost calculations, service fees and taxes applicable for their location, and if cost figures are net/gross, inclusive or exclusive of taxes, service charges commissions and gratuities.

** Proposers are requested to provide a sample menu for estimating food & beverage.

Audio Visual Equipment and Staffing:

Providers shall provide information regarding use of hotel/venue and outside sourced microphones, screens, sound equipment and other audio-visual equipment and services. Please also provide Audio/visual staffing requirements, security, utilities, signage, and any other applicable policies.

In-House Equipment:

Providers shall provide information regarding charges for meeting equipment, (i.e., tables, chairs, etc.), setup or non-standard setup requests.

Outside Contractors:

Providers shall provide any information regarding policies surrounding the use of outside contractors, such as photographers, and any requirements regarding general liability insurance and coverage requirements.

Insurance And Indemnification:

Providers shall provide information and policies regarding insurance and indemnification.

Shipping and Receiving

Providers shall provide information regarding secured storage space, the maximum number of days that boxes/packages may be sent for arrival, and how they should be marked. Please also provide standard charges for storage.

Function Space Venue:

Providers shall confirm that the proposed facility can fulfill the function space requirements for the Conference listed below. Please include the facility location where functions will be accommodated. Proposer should provide a breakdown that includes meeting space costs, service charges, taxes/fees, and confirmation policies.

Day	Begin	End	Type	Arrangement	Seating
Wed	9:30 AM	6:00 PM	2 Tables	Registration	
Wed	10:00 AM	5:00 PM	General Session	Theater Style Full audio-visual	300
Wed	10:00 AM	5:00 PM	2 Breakout Rooms	Theater Style Full audio-visual	50
Wed	11:00 AM	11:30 AM	Reception area for sponsor booths	Coffee Break in reception area	50 standing tables
Wed	12:45 PM	1:45 PM	Lunch	Standing lunch with rounds of 5 scattered seating in the Reception Area	200
Thursday	9:30 AM	6:00 PM	2 Tables	Registration	
Thursday	10:00 AM	5:00 PM	General Session	Theater Style Full audio-visual	300
Thursday	10:00 AM	5:00 PM	2 Breakout Rooms	Theater Style Full audio-visual	50
Thursday	11:00 AM	11:30 AM	Reception area for sponsor booths	Coffee Break in reception area	50 standing tables
Thursday	12:45 PM	1:45 PM	Lunch	Standing lunch with rounds of 5 scattered seating in the Reception Area	200
Friday	9:00 AM	3:00 PM	2 Breakout rooms	Theater style	50
Friday	6:00 PM	7:00 PM	Reception	TBD – some rounds and some high tops	120
Friday	7:00 PM	9:00 PM	Awards Gala	Rounds of 10	350

Proposers shall also provide the following information regarding the function space venue, catering, food and beverage services, and audio/visual equipment:

- a. Policies regarding direct billing privileges, any applicable pre-payment requirements, handling fees, or other customary charges posted to the Master Account, if applicable.
- b. Host property will arrange master bill meetings to review and explain the charges applied to the master bill.

- c. A standard deposit schedule.
- d. A sales kit.

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 of work items. Proposers shall include a total, maximum price to accomplish all of the scope of work 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. Additionally, Proposers shall provide a personnel schedule which includes job title for any work which may be undertaken under this contract. Proposers shall also provide job titles and costs 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.

Criteria for Selection

Proposers will submit a single bid for providing all the items in the Scope of Work which will be evaluated against the Criteria outlined below.

EVALUATION CRITERIA

	Points
NUMBER OF AVAILABLE ACCOMMODATION ROOMS, BREAKOUT ROOMS AND VENUE CAPACITY: <ul style="list-style-type: none"> - The higher number of available accommodation rooms during the conference, the more score the company will score on this criterion. - Number of breakout rooms with maximum capacity. 	30
BREAKOUT ROOMS AND VENUE’S FACILITIES: THIS CRITERION WILL BE ASSESSED BASED ON THE FOLLOWING ASPECTS: <ul style="list-style-type: none"> - No poles and columns inside the main hall, proper ventilation AC/Heating/Fans, availability of sound system, availability of lighting, space for activities and sound proofing. - The company shall provide pictures of all breakout rooms with detailed description of available facilities. 	10
PROVISIONS OF CATERING AND STATIONERY FOR THE BREAKOUT ROOMS: <ul style="list-style-type: none"> - Provisions of coffee/tea/water each room - Provisions for lunch for 3 days - Provisions of flipcharts with markers, projector, microphones, notebooks, pens for participants. 	10
INSPECTION OF THE FACILITY	10

Assessment of the locations ability to host the conference rooms, hotel guest rooms, meeting facilities, services, location, etc.	
FACILITIES PRICE (ROOMS AND /OR VENUE:	40
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

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 and available here: <https://commerceri.com/wp-content/uploads/2022/08/RFP-RESPONSE-CERTIFICATION-COVER-FORM.pdf>
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.ridop.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 MBEs 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 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.
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

Responses to this RFP must be received on or before **February 20, 2023, at 2:00pm**. One (1) electronic (PDF) version on thumb drive and five (5) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

Rhode Island Commerce Corporation
Attention: Go Global Awards Conference 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 marketing@commerceri.com no later than 2:00 pm on February 13, 2023. 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 February 15, 2023 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.

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