

October 20, 2023

**Rhode Island Commerce Corporation  
REQUEST FOR PROPOSALS**

Solicitation Number: **RFP-2322**

ADDENDUM NO. 1

Questions & Answers

**REQUEST FOR PROPOSALS**

**TRAINING PROVIDER SERVICES TO ASSIST IN THE SUMMER 2024 RHODE  
ISLAND CLEAN ENERGY INTERNSHIP PROGRAM**

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to provide support to the Renewable Energy Fund (“REF”) in the form of training, recruiting, retaining, and tracking of college students of color for internships with clean energy companies during the Summer 2024 round of the Rhode Island Clean Energy Internship Program (the “Program” or “Internship Program”).

**Question #1:** Is the proposer responsible for intern placement?

**Answer #1:** The selected Proposer(s) will be responsible for recruiting students for the RI Clean Energy Internship Program in general, but not for specific postings within the program. Part of the recruitment process can involve the directing of students towards the [Internships Board](#), so they may reach out to potential employers expressing interest in open positions. These recruits should be made aware of the job descriptions, duties, work environments, requirements, pay range, etc. before applying for the program. To be clear, students who are recruited through the selected Proposer(s) must undergo the same interview process as their counterparts who were not recruited by the selected Proposers.

**Question #2:** Can work readiness training be offered virtually?

**Answer #2:** Potential vendors are strongly encouraged to host in person meetings or a combination of virtual AND in-person meetings.

**Question #3:** Are there specific tracking requirements of the proposer – i.e., specific data or method of tracking?

**Answer #3:** The selected Proposer(s) will be responsible for tracking college students of color selected for the summer 2024 (timeframe) Internship Program (the “Participants”) and the tracking of Participants through their studies and one (1) year post graduation.

The selected Proposer(s) will complete an interim report to be submitted to REF on September 22, 2024; the report will include the following:

- Detailed participant information gathered based on information gathered from the summer sessions:

- Student demographic information
- Student interest and any changes in career path based on their summer internship
- Current job placement information
- Workshops attended by each participant
- Lessons learned by the Training Provider on recruitment, retention, and tracking of students and Participants
- The selected Proposer will complete a final report to be submitted to the REF on October 27, 2024; the final report will include the following:
  - Detailed participant information gathered based on summer session information.
  - Student demographic information
  - Student interest and any changes in career path based on their summer internship
  - Current job placement information
  - Lessons learned by the Training Provider on recruitment, retention, and tracking of students.
  - Identified opportunities and barriers for Participants to have success in the clean energy industry; and
  - Identify how many students were hired as full-time or part-time employees at the Host Companies.

**Question #4:** Have employer partners already been identified as a part of the RI Clean Energy Internship Program?

**Answer #4:** Employer hosts must apply for the Summer 2024 internship session by April 15, 2024, and are accepted as hosts for the summer session after review by program administrators. Hosts will be identified as approved on a rolling basis by April 15, 2024 and will be able to post their open positions once approved.

**Question #5:** Is it the responsibility of the Proposer to identify employer partners?

**Answer #5:** No.

**Question #6:** Is it the expectation of the Corporation that the proposer will track students through the completion of their degree program?

**Answer #6:** The selected Proposer(s) will be responsible for tracking college students of color selected for the summer 2024 (timeframe) Internship Program (the “Participants”) and the tracking of Participants through their studies and one (1) year post graduation.

**Question #7:** Can the corporation define the period/timeline for “studies?” (e.g., if a college sophomore is recruited, is the proposer expected to track them for the summer 2024 internship + their sophomore, junior, senior years + one year post college?)

**Answer #7:** Yes. REF is seeking up to two qualified Proposer(s) that can track participants through the Internship program completion and throughout their studies, and one (1) year post-graduation.

\*\*\*End of Addendum \*\*\*