



**REQUEST FOR PROPOSAL
RFP-2322**

For: 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”).

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 described in the Scope of Work.

Background

The Corporation is the economic development agency for the State of Rhode Island. A quasi-public agency, the Corporation works with public, private, and non-profit partners to create the conditions for businesses in all sectors to thrive and to improve the quality of life for the State’s citizens by promoting the State’s long-term economic health and prosperity. The Corporation administers the REF.

The REF is dedicated to increasing the use of renewable energy throughout the state and provides an integrated organizational structure for Rhode Island and its citizens to reap the full benefits of cost-effective renewable energy from diverse sources.

The REF and Rhode Island Office of Energy Resources (“OER” and together with REF, the “Program Partners”) co-manage the Rhode Island Clean Energy Internship Program, which is a workforce development initiative focused on enhancing the talent pipeline for Rhode Island employers engaged in the clean energy industry. The Program is designed to help provide internship opportunities in clean energy careers, ranging across marketing, consulting, engineering, research, solar, energy efficiency and more.

The Program Partners recognize that accommodations are necessary to equitably unlock opportunities for underserved individuals, especially those living in communities most impacted by climate change, or who are typically excluded from employment opportunities in these sectors. The Program Partners seek to create a diverse, equitable, and inclusive clean energy workforce in Rhode Island that can support a just transition to an equitable clean energy

economy. This solicitation is intended to help build job training and support capacity to fill gaps in the workforce for climate-critical sectors while creating opportunities for underserved individuals.

Definitions

Eligible Student: An “Eligible Student” for purposes of this RFP is a student of color (defined as Black or African American, Hispanic or Latino, American Indian, Alaska Native, Asian, Native Hawaiian, or Pacific Islander) who meets the following criteria:

A student currently matriculated at a Rhode Island community college, four-year college, graduate college, or a recent graduate who is considering career opportunities in clean energy (recent graduates are defined as college students who graduated undergraduate or graduate college with a graduation date of December 2023 through June 2024. Law School students, Ph.D. candidates, or students who have been previously enrolled or matriculated in a Ph.D. or Ed.D. program are not eligible to participate in the Program). Students who graduation in 2024 from high school are not eligible;

Host Company: A “Host Company” for purposes of this RFP is defined as “an employer engaged in whole or in part in goods and services or advanced and applied technologies that significantly reduce or eliminate the use of energy from non-renewable sources, including, but not limited to: energy efficiency; demand response; energy conservation and those technologies powered in whole or in part by the sun, wind, water, biomass, alcohol, wood, fuel cells, any renewable, non-depletable, or recyclable fuel.” The REF, in its sole discretion, makes the determination of whether an employer is a clean energy employer.

REF will not fund existing interns that have been on a Host Company’s payroll for greater than six (6) weeks within the current calendar year at a Host Company prior to the start date of May 15, 2024. Current or previously terminated non-internship full or part-time employees of the Host Employer are ineligible to participate in this program with that employer. The REF must approve any intern participating in the Internship Program before work can be carried out under the Program.

Participant: A “Participant” for purposes of this RFP is the eligible student selected by the Host Company to participate in an Internship with the Host Company through the Program.

Environmental Justice Community: An “Environmental Justice Community” for the purpose of this RFP is a community, in RI, that has been disproportionately impacted by environmental and public health risks as a result of pollution from industrial, commercial and governmental facilities located in their neighborhoods.

Project Overview

Through this RFP, the REF seeks to increase diversity within the Ocean State’s clean energy workforce and create career pathways for Rhode Island college students (as defined below) that lead to greater economic stability. REF’s Clean Energy Internship Program exposes students to career pathways and opportunities in clean energy. In doing so, the REF is committed to ensuring students of color are exposed to career pathways and opportunities in clean energy, and that the program is inclusive of and effective for students of color.

The REF is seeking to partner with training providers (“Training Providers”) who can recruit, retain and track college students of color for internships with Host Companies during the summer 2024 round of the Clean Energy Internship Program (the “Program” or “Internship Program”). Training Providers should have experience recruiting, supporting, and mentoring college students of color for work-based learning experiences. Additionally, successful Training Providers should have experience designing and facilitating effective career readiness workshops that can support successful outcomes during the internship program and beyond.

Through this RFP, REF will competitively select and fund up to two (2) qualified Proposers that can:

- A. Recruit four (4) to six (6) college students of color from March to June to participate in the summer 2024 (May 15 – August 31, 2024) Internship Program;
- B. Retain and track college students of color selected for summer 2024 (May 17 – August 31, 2024, Internship Program (the “Participants”);
- C. Provide monthly career readiness workshops for Participants from May - August 2024 for a total of at least three; and
- D. Track Participants through the Internship Program completion, throughout their studies, and one (1) year post-graduation.

Scope of Work

The REF seeks to secure the services of a training provider or providers who can recruit, retain, track, and provide monthly career readiness workshops for college students of color for internships with clean energy companies during the Summer 2024 round of the Rhode Island Clean Energy Internship Program. Proposers shall demonstrate a commitment to completing all services.

The REF team is seeking Proposals that will include all of the following deliverables and tasks:

Tasks	Deliverables
1	Recruitment of four (4) to six (6) college students of color
2	Retention of said students through the Summer 2024 round of the Rhode Island Clean Energy Internship Program

3	Tracking of said students through college program and one (1) year post-graduation
4	At least three (3) monthly career readiness workshops during the summer of 2024. One workshop will be attended by all internship program students, with remaining workshops open only to students of color recruited by the proposer
5	Meetings
6	Complete an interim report
7	Complete a final report

1. TASK 1 – Recruitment of college students of color to participate in the Program

At the request of the REF, the selected Proposer will recruit four (4) to six (6) college students of color. The Proposer should look to recruit students or recent graduates of color (recent graduates are defined as college students who graduated undergraduate or graduate college with a graduation date of May 2023 through June 2024) from Environmental Justice communities or low-income communities, individuals from federally recognized or state-acknowledged tribes within the Ocean State. The designated recruitment period will be from March to June for the summer 2024 (May 17 – August 31, 2024) Internship Program. Recruits should be aware of the job description, duties, work environment, requirements, salary range, and potential career pathway before applying for and enrolling in the program.

2. TASK 2 – Retention of students through the Summer 2024 round of the Rhode Island Clean Energy Internship Program

The selected Proposer will be responsible for the retention of the selected students throughout the summer 2024 round. The establishment of retention support services to address social and economic barriers to increase the likelihood of long-term career success.

Given that a strong workforce development program typically strives for at least 80% completion, 70% placement of participants in target occupations within 30 days after completion, and 60% retention of participants in target occupations 12 months after initial placement, Proposers should reference any comparable outcome data they might have. Additionally, Proposers are encouraged to detail strategies and support that can lead to increased outcomes over the performance period of the grant.

3. TASK 3 – Tracking of participants through college program and one (1) year post-graduation

The selected Proposer 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.

4. TASK 4 – Monthly career readiness workshops for a period of one (1) year

The selected Proposer will provide at least three, monthly career readiness workshops for Participants from May - August 2024. One workshop must include all students participating in the summer round, with the remaining two workshops made available only to students of color recruited by the proposer. One workshop should include Transparent Career Fit Counseling. The goal of this session is to ensure the long-term success of training participants, potential recruits should be interested and able to work in the target occupations.

5. TASK 5 – Meetings

The REF may request the vendor to attend bi-weekly meetings during the contract term, for the purpose of reviewing performance, discussing progress, or discussing communication strategies.

6. TASK 6 – Complete an interim report

The selected Proposer 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

7. TASK 7 – Complete a final report

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.

Cost Proposals

The REF is requesting two cost proposals that include :

1. > Recruitment of four (4) to six (6) college students of color from March to June to participate in the summer 2024 (May 17 – August 31, 2024) Clean Energy Internship Program;
> Retaining and tracking college students of color selected for Summer 2024 (timeframe) Internship Program (the “Participants”);
> Providing monthly career readiness workshops for Participants from May – August 2024; and tracking Participants through their studies and one (1) year post graduation.
> Attending bi-weekly meetings with Program Partners during the contract term, for the purpose of reviewing performance, discussing progress, or discussing communication strategies.
> Completing 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> Completing 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
2. A second cost proposal for providing monthly career readiness workshops for all summer 2024 participants of the Rhode Island Clean Energy Internship Program, from May -

August 2024. The summer 2024 round has capacity for seventeen (17) total students in total, including those recruited by the Proposer.

Cost Proposal #1

During the initial contract period, the Program Partners will work with a qualified, contracted vendors to recruit a minimum of four (4) and a maximum of six (6) college students of color from March to June to participate in the summer 2024 (May 17 – August 31, 2024) Internship Program; Retaining and tracking college students of color selected for Summer 2024 (timeframe) Internship Program (the “Participants”). The contracted vendor will need to provide at least three (3) monthly career readiness workshops for Participants from May - August 2024; and track Participants through their studies and one (1) year post graduation.

Cost Proposal #2

Provide pricing for providing monthly career readiness workshops for all Rhode Island Clean Energy Internship Program summer students in the summer 2024 round. The summer 2024 round has capacity for seventeen (17) total students, including those recruited by the Proposer.

Qualifications

Training Providers should have experience recruiting, supporting, and mentoring college students, along with experience providing career readiness programs. Preference will be given to those with experience working with students of color and those with hands on learning experience.

Organizations, individuals, or a partnership/team are eligible to apply and are collectively termed “Proposers.” If multiple parties are jointly applying, one party should take on the role of leading the application team (the “Lead Proposer”). The Proposer will the contract with REF (if selected), and receive funds from REF. The following entities are eligible to serve as an Applicant with the following conditions:

1. A community-based nonprofit organization with 501(c)(3) status;
2. A community-based organization providing youth services;
3. A workforce investment board;
4. An accredited higher education institution offering two (2) and four (4) year degrees;
5. A local labor union; or
6. An established private workforce training provider.

The Program Partners strive to partner with organizations, companies, and entities that consciously work to create a diverse, equal, and inclusive work environment. The Program Partners encourage providers to have a Diversity, Equity & Inclusion (“DEI”) policy to encourage hiring a diverse team, provide equal and fair treatment for all team members, and ensure a workplace environment where all team members feel valued and can fully participate in

creating organizational success and request that a copy of the policy be included in the response to this RFP.

Project Timeline

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. A proposed timeline for the RFP process and program is outlined below. The REF reserves the right to modify this schedule as needed. Please note that this an estimated timeline and dates are subject to change.

2023 REF Training Provider Schedule	Tentative Timeline
Request for Proposals for Training Provider Vendor: Released	October 6, 2023
Questions Due	October 13, 2023
Answers Posted	October 20, 2023
RFP Deadline	October 31, 2023

Budget

REF anticipates selecting no more than two Proposers and that each contract for services will not exceed Twenty-five Thousand Dollars (\$25,000). Selected Proposers will receive a portion of the funding upfront and will receive the remainder in amounts determined by the contract based on deliverables agreed to by REF and the selected Proposer(s). Proposers will have an opportunity to clarify specific budget needs in the budget form component of their application. Contracts may be renewed for up to two (2) additional twelve (12) month periods based on vendor performance and the availability of funds, at the discretion of REF.

Proposers to this RFP shall provide a proposed fee structure for providing services necessary to complete the work listed in the Scope of Work. 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, and what type of information will you be reporting back to the Corporation as it relates to meeting our objectives?
- **Travel and Administration:** The Proposers 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. The Corporation’s Travel and Expense Policy is for staff members specifically. Consultant travel must be in line with budget submitted and approved by the Corporation and follow Guidance from all relevant federal and state statutes.

Criteria for Selection

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. Proposals that do not include all the requirements will not be considered.

Only Proposers submitting a Proposal in accordance with the requirements and qualifications set forth above shall be eligible for evaluation. Each submitted Proposal meeting the requirements and qualifications will be evaluated by the REF using the Evaluation criteria below. The REF may invite all proposers to participate in an interview phase of the selection process. However, the REF Project Team reserves the right to make a selection and award the contract based on evaluation of the proposals without conducting formal interviews.

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

EVALUATION CRITERIA

	Points
Executive Summary Evaluation will include an assessment of the executive summary and comprehension of the program’s needs.	15
Overall Experience of Company & Demonstrated Results Evaluation will include an assessment of the company’s history, company experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.	20
Qualifications and Experience of Personnel & Staffing Plan Evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items. .	15
Strategic Thinking/Planning Approach Overall approach and strategy described/outlined in the proposal (clear, concise strategy for recruiting, matching, retaining, and tracking students) and firm	25

capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines will be factored in here)	
Cost Proposal and Budget Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.	25
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.*

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.

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.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.

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 as follows:

One (1) electronic (PDF) version must be provided by email to RFP@commerceri.com by **October 31, 2023, 11:59 pm**. Submissions that are late, misdirected or sent to the wrong email address will not be accepted.

Note, To ensure transparency, no phone calls pertaining to this RFP will be accepted.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to RFP@commerceri.com no later than 11:59 pm on **October 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 **October 20, 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
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Subcontractor/Supplier Signature	Title	Date
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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