

**January 5, 2024**  
**Rhode Island Commerce Corporation**  
**REQUEST FOR PROPOSALS**

Solicitation Number: **RFP-04-2301**  
ADDENDUM NO. 1  
Questions & Answers

**REQUEST FOR PROPOSALS**  
**RHODE ISLAND LIFE SCIENCE HUB - EXECUTIVE SEARCH FIRM**

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to provide executive search services for the Rhode Island Life Sciences Hub (“RILSH”). The services include identifying potential high-quality candidates for one or more leadership-level positions, the primary and first position being for a President and Chief Executive Officer for the RILSH.

**Question #1:** Please advise on the number of vendors RILSH anticipates selecting for this engagement and/or if this is a sole award?

**Answer #1:** Sole award.

**Question #2:** The RFP references “one or more leadership-level positions” – can RILSH advise on any specific roles in scope in addition to President/CEO, and if those roles will be solicited in additional RFPs or are they contingent on the award of this particular response. In other words, is this contract award for a “retainer”-type of partnership for upcoming needs or a one-off contract for this role specifically?

**Answer #2:** This RFP is initially for the hiring of the President & CEO position. Other leadership leadership-level positions will be determined by the President and CEO once hired and approved by the RI Life Science Hub board of directors. Proposals should provide a fixed fee for providing executive search services for each required leadership-level position.

**Question #3:** If a vendor chooses not to participate in this solicitation does that preclude participation in additional engagements (i.e. additional exec/permanent placement, temp or contingent finance, accounting, technical roles)?

**Answer #3:** No. It does not preclude participation in additional RFP opportunities and engagements.

**Question #4:** Page 5, Section 1. ISBE Participation Evaluation references “Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope” is this only required for vendors who have identified specific subcontractors in relation to this RFP and/or if it is required regardless, can it be submitted electronically with the technical/pricing response?

**Answer #4:** Bidders are required to submit their forms if they are a MBE or if they have identified specific MBE subcontractors. The form can be submitted electronically.

**Question #5:** Additionally, the RFP Response Certification Cover Form references a respondent “signature in ink” is an electronic/scanned signature acceptable in relation to the submission instructions of an email/PDF response?

**Answer #5:** Yes.

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