



RI Rebounds Technical Assistance Program

VENDOR APPLICATION: Request for Qualifications (RFQ)

Frequently Asked Questions

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Vendor Application Period

March 20, 2023 – January 31, 2024

For questions about this RFQ

contact the Rhode Island Small Business HUB:

Email: risbHUB@skillsforri.com

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ABOUT RI REBOUNDS TECHNICAL ASSISTANCE PROGRAM

What is the RI Rebounds Technical Assistance VENDOR RFQ Application?

The State of Rhode Island, through the Commerce Corporation of Rhode Island (RI Commerce) and in partnership with Skills for Rhode Island's Future (SkillsRI) is seeking VENDORS to serve as technical assistance providers to small businesses in Rhode Island. The VENDORS need to complete a Request for Qualifications (RFQ) to become eligible to provide technical assistance. If eligible, VENDORS may receive up to \$200,000 in funding (across no more than 20 Statements of Work) to provide technical assistance to eligible Rhode Island small businesses.

This document is designed to help answer some of the more frequently asked questions about this funding initiative known as "RI Rebounds Technical Assistance Program" and how you, as a prospective vendor, can qualify for funding.

Who are the entities responsible for the RI Rebounds Technical Assistance Program?

- *The State of Rhode Island's Office of the Governor and RI General Assembly*, through its FY23 budget, enacted \$10M in funding for the RI Rebounds Technical Assistance Program.
- *Rhode Island Commerce Corporation (RI Commerce)* is the state entity responsible for managing the RI Rebounds Technical Assistance funds. For information about the RI Rebounds Technical Assistance Program, visit: [RI Rebounds Web Link \(RI Commerce\)](#).
- *Skills for Rhode Island's Future (SkillsRI)* is the organization tasked by RI Commerce with implementing the RI Rebounds Technical Assistance Program. For more information about SkillsRI, visit: [About SkillsRI](#).
- *Rhode Island Small Business HUB (HUB)* is a federally funded initiative of SkillsRI, and the division of SkillsRI is responsible for implementing the RI Rebounds Technical Assistance Program. For more information about the HUB, visit: [About RI Small Business HUB \(HUB\)](#).

What is the RI Rebounds Technical Assistance Program?

The RI Rebounds Technical Assistance Program is designed to support small businesses that have been negatively impacted by the COVID-19 pandemic. This program is funded through Rhode Island's allocation of the State Fiscal Recovery Fund and managed by RI Commerce. Program operation and implementation are being led by SkillsRI.

Eligible small businesses (CLIENTS) can receive technical assistance valued up to \$10,000 through matched VENDOR(S). Skills for Rhode Island's Future (SkillsRI) will pay VENDORS directly for services they provide. VENDORS may be eligible for up to \$200,000 in funding (across no more than 20 Statements of Work) to provide technical assistance to multiple matched CLIENTS.

Why is SkillsRI operating this program for the State of Rhode Island?

Skills for Rhode Island's Future (SkillsRI) is a state-wide nonprofit agency focused on economic and workforce development in Rhode Island. After a competitive RFP process, SkillsRI was selected by RI Commerce to implement and operate the RI Rebounds Technical Assistance Program.

SkillsRI will operate the RI Rebounds Technical Assistance Program through its RI Small Business HUB (HUB) division. The HUB is designed to work exclusively with Rhode Island small businesses. During the COVID-19 pandemic, SkillsRI supported 1,300+ small businesses with small grants for hiring incentives and providing direct technical support.

If I have any questions, whom should I contact?

Please contact the Rhode Island Small Business "HUB" staff at risbHUB@skillsforri.com or call **401-BIZ-2222 (401-249-2222)**. Our HUB staff speak English, Spanish and Haitian Creole, and other languages available upon request.

What type of services are we looking for VENDORS to provide under this RFQ?

- Accounting & bookkeeping
- Legal advice & services
- Marketing, Communications, Branding & Public Relations
- Customer data & user experience analytics
- Strategic & business planning
- Human Resource & Payroll Services
- Information & computer technology
- Website development support
- Business funding pitch & grant writing
- Supply chain & procurement
- E-commerce

At the recommendation of the VENDOR, small businesses may spend up to \$500 of their grant on software purchases, web domain & hosting costs, and payroll & accounting subscription fees (subscriptions may be no longer than one year). Any in-kind purchases must be directly connected to the services being provided and incorporated into the SOW. No markups on the price of a purchase are allowed and vendors must provide a receipt for any purchase when submitting their invoice.

VENDOR ELIGIBILITY

Who is eligible to apply to be a technical assistance VENDOR for this program?

If you can check all the following boxes, you can apply:

- I am the owner or authorized agent for the VENDOR.
- I am either a sole proprietor, business, or nonprofit in good standing and legally operating in the United States.
- I am not an employee of or related to an employee of SkillsRI or have a conflict of interest with SkillsRI or RI Commerce.
- I have not been convicted of bribery or attempting to bribe a public official or employee of RI Commerce or the State of Rhode Island.
- I have never defaulted on an award from RI Commerce or the State of Rhode Island.
- I have not been debarred, suspended, or proposed for debarment by any agency or instrumentality of the federal or state government.
- I have not filed (in the past 7 years), and I am not considering filing for federal bankruptcy or state receivership.
- I am not a government-owned entity, or a K-12 school district.
- I am not a state-level elected official subject to R.I. Gen. Laws § 36-14-5
- I am not a business solely formed for lobbying or political organizing.
- I am not involved in any lawsuits, litigation, claims, investigations, or proceedings of any kind pending, threatened, or to Vendor's knowledge asserted against Vendor that could materially and/or adversely impact Vendor's ability to perform its duties under the terms of the Vendor Contract.

I am the sole proprietor; can I apply to be a VENDOR?

Yes. For the purposes of the technical assistance program, sole proprietors who file a Schedule C are eligible. If you are registered under a trade name/DBA, you will be required to submit your local municipality registration.

I am the executive director of a nonprofit organization; are nonprofit organizations eligible to be VENDORS?

Yes, nonprofit organizations are eligible, provided they meet all other eligibility criteria.

I am the owner of an out of state business, is my business eligible to apply?

Yes, businesses established to do business outside of Rhode Island are eligible to apply as vendors in the RI Rebounds program, provided they are in good standing in the state in which they are duly registered, and they meet all other eligibility requirements.

I own a franchise of a national brand; can I apply to be a VENDOR?

Yes, but only if your business is registered with the Rhode Island Secretary of State and conducts operations within the state of Rhode Island.

What is the System for Award Management (SAM.gov), and why is it required for VENDORS to participate in this program?

Please note: There are no fees for creating and registering with SAM.gov. This service is FREE.

The System for Award Management (SAM.gov) is an official website of the U.S. Government. Registration with SAM.gov is typically required to do business with the U.S. Government and/or receive funding from the federal government. All vendors must obtain a Unique Entity Identifier (UEI) through SAM.gov. Any vendor receiving more than \$50,000 of funding is required to have an active SAM.gov registration.

If you have questions or need assistance with SAM.gov, please contact a member of the HUB at **401-BIZ-2222 (401-249-2222)** or email us at risbHUB@skillsforri.com.

I do not have an active registration with SAM.gov; can I still apply to be a VENDOR?

Please note: There are no fees for creating and registering with SAM.gov. This service is FREE.

Yes, VENDORS without a SAM.gov registration can apply; however, all vendors must obtain a Unique Entity Identifier (UEI). VENDORS without a SAM.gov registration can only receive up to \$50,000 in contracts.

What is a UEI and why do I need one?

A UEI is the authoritative identification number provided by the U.S. government, used to identify businesses awarded federal grants, awards and contracts. Since the RI Rebounds Technical Assistance Program is a federally funded initiative, any recipients of these funds are required to have an active UEI registration. An application link for a UEI can be found here: <https://sam.gov/content/entity-registration> If you have a SAM.gov registration, you already have a UEI.

I don't have a SAM.gov registration, but I am interested in receiving more than \$50,000 in contracts through this program.

Please note: There are no fees for creating and registering with SAM.gov. This service is FREE.

You can submit your application, and if pre-qualified and subsequently matched with a qualified small business, you can begin to provide services. In the meantime, you can register with SAM.gov (it generally takes up to 2 weeks for approval). Any vendor must have an active SAM.gov registration before we can exceed the \$50,000 maximum.

If you have questions or need assistance with SAM.gov, please contact a member of the HUB at **401-BIZ-2222 (401-249-2222)** or email us at risbHUB@skillsforri.com.

How can I confirm my SAM.gov registration status?

Please note: There are no fees for creating and registering with SAM.gov. This service is FREE.

To confirm your registration status, log on to SAM.gov and make sure your entity is listed as an active registration. To register or renew your SAM.gov registration, please click this link: [New Registration/Renewal](#).

APPLICATION PROCESS

What is the VENDOR Request for Qualifications (RFQ) application process?

You must complete an initial eligibility quiz to proceed to the RFQ Application. If you are determined to be eligible, you will automatically be directed to the RI Rebounds Application - VENDOR Request for Qualifications (RFQ). Throughout this program VENDORS may be subject to audit. At all times while engaged as a VENDOR with the RI Rebounds Technical Assistance program and for at least seven (7) years following its expiration or termination, VENDOR shall keep and maintain its books, records, and accounts in reasonable detail to accurately, completely, and fairly reflect its activities and transactions hereunder.

When does the application for VENDORS open?

The Request for Qualifications (RFQ) Application for VENDORS for the RI Rebounds Program will be available on March 20, 2023. All applications will be online. You can apply online at <https://bit.ly/VENDOR-RFQ-Application>.

What happens if I get interrupted during the application process?

Should you need to step away from your application for any reason, your application will automatically be saved. To return to your application, simply sign back in with the username and password created at the time you began your application.

What information and documentation are required for my application?

Depending on your type of business, you will be required to upload the following documents:

Required Documentation	Business Legal Structure	Upload
W-9 Form (IRS)	All Vendor Applicants	Required
Proof of Business Insurance	All Vendor Applicants	Optional
Letter of Good Standing (RI Division of Taxation)	LLC, S-Corp, C-Corp, B-Corp	Required**
2021 Tax Returns Schedule C	Sole Proprietors	Required
2021 Tax Return Schedule K-1	General Partnership	Required
2021 Form 990 (IRS)	Nonprofit	Required

*Letter of Good Standing does not need to be uploaded at the time of application, however you will be required to provide a Letter of Good Standing prior to contracting.

How will I know if I have been pre-qualified?

Once you submit your application, you will receive an email within 15 business days that will indicate one of the following: (1) you have been pre-qualified; (2) your application is incomplete; or (3) your application has been denied. You may also log into your account anytime to review the status of your application. If your application is incomplete, you will have an opportunity to correct any deficiencies.

What if I have a question while completing the application?

There is an application guide to help walk you through the application form. Please visit www.risbHUB.com to access the Application Guide. There will also be information about where to find the required information/documents in the description fields of the “Document Upload” section of the application.

If you need additional assistance accessing or completing the application, please contact the HUB at risbHUB@skillsforri.com or call **401-BIZ-2222 (401-249-2222)**.

What is the VENDOR approval process?

After completing the RFQ application, VENDORS will be scored based on the following criteria:

- Number of years in business
- Number of Full Time Employees
- Women and Minority Owned Business
- Minority Business Enterprise (MBE) Certified Business
- Ability to provide services remotely (via Zoom or a similar online meeting program)
- Ability to provide services at the small business location

Once I have been pre-qualified, what are the next steps?

Once you have been pre-qualified to be a technical assistance VENDOR, you will receive a confirmation email including a Master Service Agreement (MSA) to sign agreeing to the terms and conditions of the program. The MSA will be sent to you in an AdobeSign format. Once the contract has been signed, we will begin matching you with small businesses requiring technical assistance.

Please note: Once you have been pre-qualified to become a technical assistance VENDOR, you do not automatically receive funding. Funding and any dollar amounts awarded will be articulated in a Statement of Work (SOW) once you have been matched and approved to work with small businesses.

APPLICATION TIMELINE

Timeline of VENDOR RFQ

(subject to change per funders request)

- **March 20, 2023:** Release of RI Rebounds Technical Assistance VENDOR RFQ
- **January 31, 2024:** RFQ application closes at 11:59 pm
 - Please note: VENDORS are pre-qualified on a rolling basis and are encouraged to apply early.
- **January 31, 2024:** All Statements of Work (SOW) for any outstanding Small Business Clients must be fully executed and submitted by VENDORS to SkillsRI by January 31, 2024. SkillsRI has the right to deny any payments to VENDORS for SOW submitted after January 31, 2024.
 - Please note: SkillsRI requires VENDORS to provide at least monthly status updates.
- **March 1, 2024:** All work under any outstanding SOWS must be completed.

- **March 31, 2024:** All VENDOR invoices must be submitted to SkillsRI. SkillsRI reserves the right to deny any VENDOR invoices submitted after March 31, 2024.

ENGAGING WITH A SMALL BUSINESS

How do I get matched to a small business?

The HUB will match a small business CLIENT with a pre-qualified VENDOR who offers the required services. The matching process will be as follows:

- **STEP 1: INTAKE MEETING COORDINATION**
 - HUB arranges an intake meeting with the approved CLIENT.
 - The CLIENT reviews their technical assistance needs.
 - During the meeting, the CLIENT discusses their objectives.
 - The CLIENT ranks their desired tasks/services for technical assistance.
- **STEP 2: VENDOR SELECTION**
 - HUB evaluates the CLIENT's request for technical assistance.
 - Based on evaluation, HUB selects a vendor believed to be the most suitable for the CLIENT.
 - HUB sends pre-matched email to communicate the VENDOR selection to both parties. The email includes contact information for both parties, request they schedule a meeting to discuss CLIENT's needs, and provide step-by-step directions for next steps.
- **STEP 3: DISCOVERY MEETING**
 - VENDOR and CLIENT agree to schedule a discovery meeting to discuss requested services in more detail
 - The purpose of this meeting is to ascertain if both parties agree to work together
 - After the VENDOR and CLIENT conclude their discovery meeting, either party can notify the HUB of their decision to work together.
 - HUB will send SOW template via AdobeSign to VENDOR.
- **STEP 4: STATEMENT OF WORK (SOW) DRAFTING**
 - Based on the outcomes of the discovery meeting, the VENDOR drafts a Statement of Work (SOW).
 - Upon VENDOR signature, HUB will automatically receive SOW via AdobeSign for review to ensure hourly rates, timeline and services listed are allowed by the program. ****Please note:** The HUB reserves the right to deny Vendor payment for work completed for client prior to the execution of a SOW.

- Once the VENDOR and the HUB review and sign the SOW, The CLIENT will automatically receive SOW via AdobeSign for review and final signature. The HUB, VENDOR, and the CLIENT sign the SOW via Adobe Sign.
- Work does not begin until VENDOR receives fully executed SOW signed by all three parties.

- **STEP 5: SERVICE AGREEMENT INCORPORATION**

- The approved VENDOR SOW becomes part of the Service Agreement.
- This Service Agreement constitutes a valid, legally binding contract with terms of payments to the VENDOR.

What if the cost of my services is more than the \$10,000 allotted to a small business?

Each eligible small business is entitled to technical assistance valued up to \$10,000. If the services a business requires are greater than \$10,000, there are a few things that can be done:

- The HUB and/or the CLIENT will work with VENDORS to review the services requested and pare down the Statement of Work (SOW) to fit the \$10,000 budget.
- The CLIENT may be able to access additional free services from the Small Business HUB or from one of its networked partners if services are available. These options will be explored at the time of developing the Statement of Work.
- The CLIENT may be eligible for other municipal, state, or federal funding. These options will be explored at the time of developing the Statement of Work.

The HUB will ensure whatever decision is made, it will be approved by both the VENDOR and the CLIENT prior to starting any work. If the final cost exceeds \$10,000, it should be stated under the special conditions in the SOW, that the HUB is only responsible for paying \$10,000. Any additional costs will be agreed upon by VENDOR and CLIENT.

How will I get paid for my services once completed?

Once a service has been completed based on the SOW, VENDOR will be required to submit an invoice to the HUB via email at billing@skillsforri.com. We will review the invoice within 5 business days and contact the CLIENT to confirm if all services in the invoice were provided in alignment with the approved SOW. VENDORS will receive payment from SkillsRI within 30 business days of completing the service.

What happens if a VENDOR underperforms based on CLIENT expectations or SOW agreement?

The CLIENT must contact HUB and state the problem/concern they have. (i.e., cost of work is not proportionate to quality delivered or what was expected)

- HUB reaches out to VENDOR to notify and question.
- HUB will determine if the CLIENT claims are valid.
- Based on its findings, HUB has the right to revise payment made to VENDOR and re-match CLIENT with another VENDOR.

What happens if a CLIENT is not cooperative, unclear or unrealistic in their expectations?

VENDOR must contact HUB and state the problem/concern they have. (i.e., CLIENT makes unreasonable demands or is not cooperative)

- HUB reaches out to CLIENT to notify and question.
- HUB will determine if VENDOR claims are valid.
- Based on its findings, HUB, upon VENDOR request, will pay VENDOR for work completed (pro-rata) and release VENDOR from any additional work owed under SOW for that particular CLIENT.

What happens if there are multiple complaints about a VENDOR?

If HUB observes a pattern of dissatisfied CLIENTS with a particular VENDOR, HUB, at its discretion, can unmatch any CLIENT matched with said VENDOR. If VENDOR has commenced work pursuant to a fully executed SOW with any subsequently unmatched CLIENT, HUB will pay VENDOR only for verifiable work completed prior to being unmatched.

What happens if a VENDOR starts working with a CLIENT prior to a fully executed SOW?

Once a VENDOR is matched with a CLIENT, they receive an email that advises them of the match and details the multi-step process that states work can only commence once a SOW has been fully executed. HUB reserves the right to request documentation for any work performed and reserves the right to deny any payment (full or partial) deemed to have commenced prior to the execution of a SOW.

Is there a cap on the amount I can receive through services provided by RI Rebounds Technical Assistance Program?

Yes. VENDORS can earn up to a maximum amount of \$200,000 (across no more than 20 Statements of Work) by providing technical assistance to small businesses through the RI Rebounds program. If your business is not registered with SAM.gov, your maximum amount will be \$50,000.

Whom do I contact if the small business CLIENT I am working with is unresponsive?

Please contact the HUB at risbHUB@skillsforri.com or call 401-BIZ-2222 (401-249-2222).

GENERAL QUESTIONS

What is considered technical assistance for the purpose of this grant?

Technical assistance consists of a wide range of business services that small businesses can request to help strengthen and stabilize their organization. These services are customized based on the needs of a small business. Through the RI Rebounds program, a small business CLIENT is matched to a technical assistance VENDOR who will provide customized support to the business.

Please Note: The intent of this program is to provide technical assistance. Promotional materials, hardware, paid advertising, digital paid ads, attorney fees, and other products are not allowable expenses under the RI Rebounds Technical Assistance Program.

How much funding is available for this RI Rebounds Technical Assistance Program?

In total, \$9.5M is available for direct payments to approved VENDORS providing technical assistance services.

What is the source of funding for the RI Rebounds Technical Assistance Program?

The Technical Assistance Program is being supported, in whole or in part, by federal award number SLRFP0136 in connection with State Fiscal Recovery Funds awarded to the State of Rhode Island by the US Department of Treasury.

What do I do if I applied but have not heard anything about my application?

The HUB will take up to 15 business days to process your application. You may also log into your account to learn the status of your application. If you have not received an email or update regarding the status of your application after 15 business days, contact the HUB at risbHUB@skillsforri.com or call **401-BIZ-2222 (401-249-2222)**.

What if I made a mistake in my submitted application?

Any errors on your application will be noted by HUB staff, and you will receive an email with instructions on the next steps. If you feel you made an error, such as providing the wrong email address or you were denied based on incorrect information, please contact the HUB immediately at risbHUB@skillsforri.com or call **401-BIZ-2222 (401-249-2222)**.

I applied but was told I was denied. Is there an appeals process?

If you have been denied, you will receive an email from the Small Business HUB explaining the reason for the denial. If your application was denied, and you feel you are still eligible, or if the denial was due to a lack of proper documentation or lack of clarity in your answers, we can help. If you feel your application has been wrongly denied, you can send us an email requesting reconsideration by contacting us at risbHUB@skillsforri.com or calling **401-BIZ-2222 (401-249-2222)**.

Most common reasons why an applicant is denied:

- We could not verify your business address.
- We could not verify your EIN/SSN.
- You did not provide a valid Letter of Good Standing.
- You did not provide a valid W-9 Form (IRS).
- Your business does not appear to be registered (excluding sole proprietors)
- You did not provide a current Schedule C (IRS Form).
- You did not provide a current Schedule K-1 (IRS Form).
- You did not provide a current Form 990 (IRS Form).
- Your business was indicated as “DO NOT PAY” under the SAM.gov registry.

I applied but was asked for additional information; why?

At the time of submission, every applicant must provide supporting documentation. If this information is not included, we cannot determine if your business is eligible and will need to request this information.

I am a Rhode Island business, where do I get a Letter of Good Standing?

Letter of Good Standing is a required document upload for VENDORS with a business legal structure of LLC, C-Corp, S-Corp, or B-Corp. If your business is a sole proprietor, general partnership, or nonprofit organization, we do not require a Letter of Good Standing.

You can request a Letter of Good Standing through the State of Rhode Island’s Division of Taxation website using this link: [Order a Letter of Good Standing](#). Once you click the link, scroll down to the “*Frequently Asked Questions*” section, and click the “*How does one submit a request for a Letter of Good Standing.*”

If you choose to mail in your request, send it to the address below, along with a \$50.00 fee, all required information, and any amount due with checks or money orders made payable to the RI Division of Taxation. Processing time is up to 4 weeks. **Mail Letter of Good Standing requests to:** Letter of Good Standing: Compliance & Collections, Rhode Island Division of Taxation, One Capitol Hill, Providence, RI 02908

Please note: Businesses outside of Rhode Island must provide evidence that they are in good standing in the state in which they are duly registered.

DEFINITIONS & VOCABULARY

2021 Form 990 (IRS): Form 990 is the primary tool the IRS uses for gathering information about tax-exempt organizations, educating organizations about tax law requirements, and promoting compliance. Organizations also use Form 990 to share information with the public about their programs.

2021 Tax Return Schedule K-1: Schedule K-1 is an IRS tax form used by partnerships, S-Corporations, and estates and trusts to declare the income, deductions, and credits that partners, shareholders, and beneficiaries have received in the tax year. Individual taxpayers transfer the financial information on their K-1s to their tax returns.

2021 Tax Returns Schedule C: Schedule C is an IRS tax form for reporting profit or loss from a business. Schedule C is typically for people who operate sole proprietorships or single-member LLCs.

Application Guide: This is a visual guide to help VENDORS who are completing the Request for Qualifications Application (RFQ). The application guide can be found on www.risbHUB.com.

Approved: A VENDOR who has been “approved” means the VENDOR has been matched with a small business CLIENT to provide technical assistance and has signed a service agreement, Statement of Work, and agreed to terms and conditions of payment.

Client: A “CLIENT” under the RI Rebounds Technical Assistance Program is a small business that that applies and has been approved to receive technical assistance. A CLIENT will be matched with a VENDOR to receive technical assistance.

FAQ: This is an acronym for Frequently Asked Questions. An FAQ addresses the most frequent questions people may have and is helpful at all stages of the VENDOR journey. FAQs start with a question and then answer it concisely.

HUB: This is an acronym used by Skills for Rhode Island’s Future to abbreviate its RI Small Business HUB initiative. The HUB is the division of Skills for Rhode Island’s Future that will operationalize

the RI Rebounds Technical Assistance Program. The mission of the HUB is to *Empower Small Businesses to Fuel our Rhode Island Economy*.

Letter of Good Standing (RI Division of Taxation): A Letter of Good Standing shows that you are current on your Rhode Island state tax obligations and have no outstanding liabilities. The Rhode Island Division of Taxation issues a Letter of Good Standing. You will need to provide a Letter of Good Standing at time of contracting.

Matched: Under the RI Rebounds Technical Assistance Program, “matched” refers to a small business (CLIENT) who has been matched with a technical assistance VENDOR. A “matched” CLIENT and VENDOR does not constitute an approved contract.

Matching: Under the RI Rebounds Technical Assistance Program, “matching” refers to the process the HUB staff will perform to best match a small business (CLIENT) with a technical assistance VENDOR. During the “matching” process, a CLIENT may select from more than one VENDOR.

Pre-Qualified: Under the RI Rebounds Technical Assistance Program, “pre-qualified” refers to the status of a VENDOR who has successfully completed the request for qualifications (RFQ) application. Being a pre-qualified VENDOR does not guarantee funding under the RI Rebounds Technical Assistance Program.

Proof of Business Address: We need to collect validation of VENDOR’s business location. Typical proof of business address includes: a copy of a utility bill, lease, mortgage statement, landlord verification, business license, or articles of incorporation should work. For sole proprietors, a valid, current driver’s license will suffice if your business address is your home address.

Proof of Business Insurance: A Certificate of Insurance (COI) is a document from an insurer to show you have business insurance. They’re also known as certificates of liability insurance or proof of insurance. With a COI, we need to validate that a VENDOR has the right insurance before a VENDOR starts working with a CLIENT.

Qualified: Under the RI Rebounds Technical Assistance Program, “qualified” may be used interchangeably with “pre-qualified” and refers to the status of a VENDOR who has successfully completed the request for qualifications (RFQ) application. A qualified VENDOR does not guarantee funding under the RI Rebounds Technical Assistance Program.

Request for Qualifications: A request for qualifications (RFQ) is a step used in the formal process of procuring a product or service, for example, by a government agency. It is typically used as a screening step to establish a pool of vendors that are then pre-qualified and thus eligible to submit a Statement of Work for specific proposals.

RFQ: “RFQ” is an acronym used for “Request for Qualifications.”

Rhode Island Commerce Corporation: This is the official full-service economic development organization for the state of Rhode Island, serves as a government and community resource to help businesses expand in, and relocate to, Rhode Island.

RI Commerce: This is the acronym commonly used to refer to the Rhode Island Commerce Corporation.

RI Rebounds Technical Assistance Program: The RI Rebounds Technical Assistance Program is designed to support small businesses that have been negatively impacted by the COVID-19 pandemic. This program is funded through Rhode Island's allocation of the State Fiscal Recovery Fund and overseen by Rhode Island Commerce. Program operation and implementation is being led by Skills for Rhode Island's Future (SkillsRI).

Rhode Island Small Business HUB: The Rhode Island Small Business HUB, aka RI Small Business HUB or "HUB," is an initiative of Skills for Rhode Island's Future launched in 2022 and funded by the United State Department of Commerce through the Economic Development Agency. The mission of the HUB is to *Empower Small Businesses to Fuel our Rhode Island Economy*. The HUB is the division of Skills for Rhode island's Future that will operationalize the RI Rebounds Technical Assistance Program.

SAM.gov: This is an official website of the U.S. Government. "SAM" is an acronym that stands for System for Award Management. There is no cost to use SAM.gov. You can use this site to Register to do business with the U.S. Government, update, renew, or check the status of your entity registration.

Service Agreement: Under the RI Rebounds Technical Assistance Program, VENDORS will enter into a service agreement articulating the terms and conditions required to provide technical assistance to a small business CLIENT. The Service Agreement is an evergreen document and, together with an approved Statement of Work, will constitute a legally binding contract.

Skills for Rhode Island's Future: This is a state-wide, 501c3 nonprofit economic and workforce development organization that was awarded a contract from RI Commerce to manage and operate the RI Rebounds Technical Assistance Program. Skills for Rhode Island's Future, aka SkillsRI, will manage and operate the RI Rebounds Technical Assistance Program under its Rhode Island Small Business HUB division.

SkillsRI: This is the acronym commonly used to reference Skills for Rhode Island's Future.

SOW: This is the acronym used to reference a Statement of Work.

Statement of Work: A Statement of Work (SOW) is a document that provides a description of a given project's requirements. It defines the Statement of Work being provided, project deliverables, timelines, work location, and payment terms and conditions. VENDORS matched with a CLIENT will be required to submit a Statement of Work for each CLIENT match. A VENDOR may be required to submit several SOW's. The Statement of Work, together with the Service Agreement, will constitute a legally binding contract.

Submittable: This is the online software used by the RI Small Business HUB to create, issue, and collect VENDOR responses as well as hosts VENDOR and CLIENT applications for the RI Rebounds Technical Assistance Program.

System for Award Management: This is an official website of the U.S. Government. “SAM” is an acronym that stands for System for Award Management. There is no cost to use SAM.gov. You can use this site to register to do business with the U.S. Government, update, renew, or check the status of your entity registration.

Technical Assistance: Technical Assistance, also known as “TA” and commonly referred to as consulting, is the process of providing targeted support to an organization with a development need or problem. It is an effective method for building the capacity of an organization.

UEI (Unique Entity Identifier): Is the authoritative identification number provided by the U.S. government, used to identify businesses awarded federal grants, awards and contracts. Since the RI Rebounds Technical Assistance Program is a federally funded initiative, any recipients of these funds are required to have an active UEI registration. If you have a SAM.gov registration, you already have a UEI

VENDOR: A vendor, also known as a supplier, is an individual or company that sells goods or services to someone else in the economic production chain. Under the RI Rebounds Technical Assistance Program, VENDORS will need to pre-qualify through the request for qualifications application to provide direct services to an eligible small business (CLIENT) in Rhode Island. Pre-qualified VENDORS under the RI Rebounds Technical Assistance Program are eligible for up to \$200,000 in funding (across no more than 20 Statements of Work).

VENDOR Contract: Under the RI Rebounds Technical Assistance Program, a VENDOR Contract is a 2-part document consisting of a Service Agreement and a Statement of Work. A VENDOR will enter into a contract with Skills for Rhode Island’s Future and a small business CLIENT.

W-9 Form (IRS): Form W-9 is a commonly used IRS form for providing necessary information to a person or company that will be making payments to another person or company. One of the most common situations is when someone works as an independent contractor for a business. When you are hired as a contractor for a business or begin work as a freelancer, you will be asked to complete a W-9 and provide it to the business that will be paying you.