



**REQUEST FOR PROPOSAL
RFP #: RFP-2331**

For: Improving the Economic Impact of Rhode Island Food Brands through Market Research and Brand Promotion to Local and Regional Markets

The Rhode Island Commerce Corporation (“Corporation”) is seeking proposals from qualified firms to conduct a comprehensive economic impact assessment and a marketing research study for the recently-launched, State-led food brands: ["R.I. Grown"](#) and ["R.I. Seafood."](#) The primary objective of this study is to gain a deep understanding of local food brands by analyzing their economic impact on the local economy and researching the most effective marketing strategies to increase brand awareness and consumer participation. The Corporation and the Rhode Island Department of Environmental Management (“RIDEM”) are committed to gaining valuable insights into the performance of the food brands and leveraging the findings to enhance their impact on the local community.

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, by the terms and conditions of this RFP, the services proposed by the successful firm(s) by contract.

The services to this RFP shall provide a proposal, by the terms and conditions set forth herein, to provide all of the services to the Corporation that are described in the Scope of Work.

Project Overview

The goal of this RFP is to select a qualified firm to conduct an economic impact assessment and market research for two "buy local" brands in Rhode Island: "R.I. Grown" and "R.I. Seafood." The selected Proposer will work with the Corporation, RIDEM, and the Rhode Island Food Policy Council (“RIFPC”) to carry out research, analyze findings, and provide recommendations to support the growth of these local food brands. The activities and final deliverables should help Rhode Island food producers, retailers, and institutions to prosper economically.

Background

As a quasi-public agency, the Corporation is the official full-service, economic development organization for the state of Rhode Island. The Corporation works with public, private and nonprofit partners to create the conditions for businesses in all sectors to thrive and to improve the quality of life for our residents by promoting the State’s long-term economic health and prosperity.

The Corporation works closely with RIDEM to coordinate and advance the strategies of Rhode Island’s Food Strategy, Relish Rhody. Relish Rhody, which was launched in 2017, charts a path for a more resilient, sustainable, and equitable local food system and sets goals to: 1) grow

Rhode Island's local food economy, 2) preserve and grow agriculture and seafood industries, 3) enhance the climate for food businesses, 4) minimize and divert wasted food, and 5) ensure access to healthy and culturally relevant foods for all Rhode Islanders, particularly Rhode Island's most underserved and vulnerable populations.

Two Rhode Island state-supported "buy local" brands have been launched in the last five years—"R.I. Grown" and "R.I. Seafood"—to address these challenges for producers and support the goals of Relish Rhody. Based on the success of other state-grown programs, the R.I. "buy local" brands offer a single point of access for Rhode Island producers to receive technical assistance, market research, and marketing tools and [resources](#) through RIDEM.

As evidenced by "Vermont Grown" and "Real Maine"—two successful, locally grown and harvested programs in other states—there is potential for regional/local consumers and food businesses to purchase more locally grown and harvested foods if they are made aware of them through effective and targeted marketing efforts. Rhode Island agricultural and seafood producers, especially new/beginning and small farmers and farmers of color, face particular challenges in marketing their products. They often lack the resources to develop effective and targeted marketing practices that expand sales beyond direct-to-consumer markets to sales channels such as grocery and institutional food services.

This project will lay the necessary groundwork for the State to establish a more comprehensive local food brand or family of brands in the future by setting an economic baseline for the current programs. Additionally, the project will bring forward necessary market research to strengthen the use and impact of the local food brand programs. Likewise, this project will seek to enhance the local food brands by researching the best marketing methods to increase brand awareness, member participation, and improve the economic impact of the brands.

Scope of Work

To achieve the goals outlined in the section above, the selected Proposer will be required to complete the following objectives:

1. Assess the brand awareness and economic impact of locally grown programs, namely "R.I. Grown" and "R.I. Seafood" in order to increase membership and revenue for producers and food businesses.
2. Research and test targeted marketing and promotion strategies to identify the ideal target market(s) for increasing "R.I. Grown" and "R.I. Seafood" and brand loyalty and local food consumption.
3. Share the findings and marketing resources with "R.I. Grown" and "R.I. Seafood" members, food business partners, and other key stakeholders to maximize the overall impact of "R.I. Grown" and "R.I. Seafood".

The Corporation will oversee this project, working closely with RIDEM on all deliverables and communications. An advisory board of key stakeholders will provide regular insight to the selected Proposer and the Corporation throughout the project. The RIFPC will be a partner of the Corporation, overseeing equity stipends for convening underserved and historically marginalized food producers.

To achieve the three objectives noted above, the selected Proposer will design, execute, and report on the research and findings of the project with the following outcomes:

Assess current branding initiative assets and challenges, and identify and quantify benefits of producer participation in R.I. Grown and R.I. Seafood:

- Determine current and past users of R.I. Grown and R.I. Seafood brands, including farmers, fishers and shell fishers, and retailers, by compiling lists from RIDEM and conducting outreach as needed.
- Examine the alignment of R.I. Grown and R.I. Seafood with other state initiatives and resources, such as Relish Rhody, Rhody Feed Rhody Alliance, the Rhode Island Farm to School Network, and grant programs like Local Agriculture and Seafood Act and Resilient Food System Infrastructure.

Conduct an economic impact report of R.I. Grown and R.I. Seafood brands:

- Survey current R.I. Grown and R.I. Seafood members to understand their sales and measure the economic impact of local food brands.
- Analyze the results and provide a detailed report to the Project Team. The report should determine the future economic impacts of strengthened local agriculture and seafood marketing programs in Rhode Island, such as job creation and revenue generation.

Research and test targeted marketing and promotion approaches to determine best practices for increasing brand loyalty and economic impact:

- Build on current University of Rhode Island research and research from the R.I. Seafood Marketing Collaborative on consumer perceptions, awareness, and willingness to pay.
- Assess consumer attitudes, awareness, and usage of R.I. Grown and R.I. Seafood; determine consumer personas based on demographics and purchasing habits; identify target markets and channels to increase brand loyalty and local food consumption; find opportunities for generating interest; provide recommendations on positioning and price strategies to enhance the local brands and market values of products.
- Provide marketing strategies and program implementation to increase brand use and loyalty over the next five years. Work with partners to test 2-3 strategies.
- Develop a comprehensive report for the Project Team and key industry stakeholders that summarizes and evaluates test and control findings.
- Create toolkits with brand standards that explain the brands, provide brand guidelines, the economic benefits for brand users and consumer personas. In addition to brand standards, the toolkits should include promotional tactics to encourage the use of the R.I. Grown and R.I. Seafood brands. The toolkits should be designed for producers, retailers, and institutions and geared toward members and prospective members. These toolkits will be available online and distributed to organizations that provide business and technical assistance to R.I. farmers and fishers.
- Additionally, Proposer should explore the potential benefit of combining R.I. Grown and R.I. Seafood into one unified brand.

Stakeholder Engagement & Logistics:

- Ensure stakeholder engagement processes that promote racial equity and inclusive engagement with underserved communities, farmers, fishers, food producers, food retailers, and institutions.
- Identify opportunities to engage with current and potential members through annual convenings and partnership gatherings with organizations such as the R.I. Farm Bureau meeting, Young Farmer's Market gathering, URI Cooperative extension partnership, Commercial Fisheries Center for R.I. webinar, and others.
- Disseminate findings and receive input on studies and recommendations from the Advisory Council and key stakeholders, such as farmers, fishers, and food business retailers.
- Participate in regular project update meetings with the Project Team, which includes the Corporation, RIDEM, and RIFPC.

Qualifications

Proposers need to provide information on their experience in providing the services described in the project and include examples of conducting market research and economic impact assessments on brands. Additionally, please provide the following details:

- Summary of related projects demonstrating success.
- Outline the responsibilities of the team members involved in the study, along with the percentage of time allocated to the project.
- One to two-page resume of each team member assigned to the contract.
- Description of unique staff capabilities that better prepare the Proposer to handle this project.
- Provide contact information of clients for whom the proposed team has provided this service within the last 3-5 years.
- Demonstrate how the Proposer will engage historically marginalized communities as stakeholders.
- Demonstrate experience working with local food branding and, if applicable, familiarity with R.I. Grown and R.I. Seafood
- Understanding of local agriculture and seafood business branding.

Please provide clear and concise information for each of these requirements.

Project Timeline

The research and consulting services shall be completed by March 1, 2026, based on the following timeline, subject to change:

- Spring – Summer 2024: Onboarding, study design, and study deployment.
- Fall 2024: Studies are complete, and findings are available to disseminate to the project team and advisory group. Begin strategy development.
- Winter 2025: Strategies finalized, retail partners established, and necessary supplies procured for testing.
- Spring 2025: Strategies deployed and tested.
- Fall 2025: Evaluate strategies and review summary to the project team, advisory group, key stakeholders, and producers.

- Winter 2026: Finalize and share all findings with the advisory group and key industry partners. The Corporation’s Research Marketing Coordinator will work with the Project Team to communicate results to key audiences and work with R.I. Grown and R.I. Seafood program managers to enroll new members and provide a toolkit of marketing suppliers and resources to maximize the use of the brands.

Note that the studies should intentionally take place during peak growing season over the Spring, Summer & Fall 2024.

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 items. Proposers shall include a total, maximum price to accomplish all of the scope items incorporated in the proposal. Additionally, proposers shall provide a personnel schedule which includes job title and flat fee 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 includes 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.

Total budget must not exceed \$140,000.

In addition to showing how the above requirements outlined above will be met, 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 Proposer should estimate any travel costs expected to be incurred during the contract period. Travel must be in line with the budget submitted, be approved by the Corporation and follow guidance from all relevant Federal and State statutes.

Criteria for Selection

Responsive proposals for this RFP will be evaluated according to the Evaluation Criteria outlined below. The Proposer with the highest score will be selected.

EVALUATION CRITERIA

	Points
OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS	25

Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.	
CREATIVITY & ORIGINALITY Our evaluation will include an assessment of the quality of proposed strategies, creativity, and engagement objectives.	15
QUALIFICATIONS OF PERSONNEL Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	15
FAMILIARITY WITH RHODE ISLAND'S LOCAL FOOD BRANDS Our evaluation will include an assessment of your understanding of our organization, partners, Rhode Island's economic drivers and local food initiatives and how you integrated this knowledge into your proposal.	15
STRATEGIC THINKING/PLANNING APPROACH Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe. Prior experience of the firm in meeting timelines will be factored in here.	15
BUDGET APPROACH/COST EFFECTIVENESS Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.	15
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 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 fifteen percent (15%) 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, 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 **March 22, 2024, 11:59pm**. 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 March 13, 2024. 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 March 18, 2024 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. 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