



REQUEST FOR PROPOSAL

RFP #: 2335

For: Information Technology (IT) Services

The Rhode Island Commerce Corporation (Corporation) seeks proposals from qualified firms to provide full-service support for desktop, networking, backup and recovery, Chief Information Officer/IT Management Services (CIO) support, and on-demand services.

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 the services to the Corporation that are described in the Scope of Work.

Project Overview

The Rhode Island Commerce Corporation is seeking an Information Technology (“IT”) firm to provide all aspects of IT Support services. This includes CIO services in lieu of having Corporation staff performing that function, as well as all aspects of desktop and network support for all technology aspects of the Corporation.

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.

Scope of Work

The scope of the services for which this solicitation is issued is provided below. The Corporation recognizes the changing environment of the technology space and expects that this scope will evolve over the duration of the engagement to match changes in hardware, software, and practices.

The successful Proposer will be required to work closely with Corporation staff on coordination of services.

With respect to the CIO activities described in section 1 below, it is expected that the selected Proposer will meet a minimum of monthly with Corporation executive management but as frequently as needed to address any and all emerging issues. The selected Proposer will also be responsible for performing the desktop support activities described in section 2 below and the additional activities described in section 3 below..

1. CIO / IT Management Services

- i. Strategy - Provide advice and counsel related to technology needs and trends.
 - Cybersecurity
 - Data retention
 - User education / training
 - Collaboration tools
 - Appropriate and effective use of cloud resources.
 - Appropriate and effective use of emerging Artificial Intelligence (AI)-based tools for the workforce.
- ii. IT Governance - Review and provide input to policies and procedures.
 - Acceptable internet use
 - Use of personal computers and phones
 - Email Spam Filtering
 - Offsite and on-premises Backups for Disaster Recovery
 - Onboarding/termination processes
- iii. Cybersecurity guidance and ongoing support
 - CMMC knowledge and participation with Registered Practitioner on staff
 - Provide proactive guidance on emerging technologies and practices such as zero trust and advanced security technologies.
 - Participate in committees with external parties (government and private sector) as subject matter expert.
 - Awareness training
 - Cyber insurance renewals
 - NIST assessments
 - Perform quarterly penetration tests.
 - Perform monthly password audits.
 - Address emerging trends and techniques to be applied across the Corporation.
- iv. Government-specific knowledge
 - Manage government Office 365 tenants.
 - Assist with responding to federal grants.
 - Maintain and support special retention policies for all data.

- Implement email and file search strategies across active tenant and archives for public records discovery.
 - IT Infrastructure Evolution - Develop recommendations for hardware and services selection to support improvements (on premise and cloud) Desktops.
 - Portable computers
 - Printers
 - Tablets
 - Servers (cloud and/or on premise)
 - Networking Equipment
 - Provision/maintain integrations between on-site and cloud-based infrastructure.
- v. Identify modern technology for efficiencies, ergonomics, and security.
- Reception area tablet sign-in
 - Cell Phones
 - Dual monitors
 - Email scanning
 - Web filtering
 - Endpoint protection
- vi. Strategic Guidance and Project Advising for special projects.
- Planning for office move and/or redesigns.
 - Small business hotline
 - New Grant programs
 - Design and support for special purpose entities
- vii. Software Selection and business process advising
- Accounting integration software
 - Review of CRM platforms and upgrades
 - Reporting needs
 - Project Management software
 - Office 365
2. Helpdesk Support
- i. Local user Support
- Weekly full-day on-site support at the Corporation's office (minimum of 1 day per week)
 - Provide remote support when not on-site.
 - Workstation troubleshooting, upgrade, and repair (Total Employees/Computers on the floor 68)
 - Tablet and cell phone troubleshooting and setup (10 Tablets, 13 Cell Phones)
 - Determining required hardware specifications and ordering hardware and software

- Installation of new computers, servers, Network equipment, monitors, peripherals
 - Handle intrusions (viruses, spam, malware)
 - Printer Setups (6 Networked Printers, 16 Local User Printers), maintaining the Print Server
 - Perform Onboardings and terminations.
- ii. Infrastructure upkeep / upgrade
- Physical servers: 2 physical servers and 4 virtual servers. 2 DCs, SQL Server, File Server, RDS Server, and Hyper V Server)
 - Storage Area Network (SAN) Cybernetics
 - Update Windows Operating Systems (PCs, Macs, and Servers)
 - Update Tablets and Cell Phones Operating Systems
 - Manage and maintain JumpCloud for Mac AD Integration
 - Microsoft SQL Server for Great Plains for the Accounting Department
 - RDS server for Great Plains and Sage for the Accounting Department
 - Monitoring data backups – Barracuda Echo
 - Monitor and manage WAN/LAN performance & stability (Firewall & Wi-Fi access points)
 - Monitoring the APC Alert System for Water, Temperature, and/or humidity
 - Upgrading firmware on network equipment
 - Physical server room upkeep and support
 - A/C / temperature control
 - APC Battery backup for Server room
- iii. Manage Disaster recovery and data retention.
- Local and cloud backup of servers
 - Perform periodic test restores of server and Microsoft 365 backups.
- iv. Training
- Infima Phishing Training/Testing
 - Office365, OneDrive, SharePoint, Teams
 - Cybersecurity best practices
- v. License and warranty management
- Office 365
 - Adobe Cloud
 - HP Servers
 - Teams Phone system
 - Server Operating System
 - SonicWALL / SonicPoints
 - Cybernetics (SAN)
 - HP Servers Warranty
 - Adobe Cloud

3. Additional Services

- i. Perform on demand emergent services when requested and authorized by the Corporation.
- ii. Provide tech stack for environment and each user workstation
 - Reseller products and subscriptions currently in place:
 1. Huntress EDR
 2. Barracuda Echo platform backup / recover
 3. Barracuda Email Spam Filter
 4. Barracuda Cloud to Cloud for Microsoft 365
 5. Infima Phishing Training/Testing
 6. SSL certificates for websites
- iii. Software Development
 - Develop custom software and integrations.
- iv. Project management and implementation
 - New Entities
 - Special programs/projects
- v. Website & Digital Marketing
 - Provide ad hoc technical support, development, and enhancements for websites developed in WordPress, and .NET platforms.
 1. CommerceRI.com
 2. Supplyrhodeisland.com
 3. Rismallbiz.com
 4. RIApex.org
 5. OffshorewindRI.com
 6. Openarestaurant.commerceri.com
 7. RI2030.com
 8. REFIntershops.commerceri.com
 9. STAC.org
 10. Grantdata.commerceri.com
 - Setup and administer Google Analytics and other tracking tools
 1. Provide monthly reporting and real-time dashboards.
 - Perform Search Engine Optimization tasks.
- vi. Web-based Application hosting and support
 - Ssbci.commerceri.com
 - Wavemaker.commerceri.com
 - Incentives.commerceri.com
- vii. Perform APRA searches.
- viii. Procure and manage renewals, in conjunction with Corporation, for the following representative items:

- Administer and invoice for passthrough products and subscriptions:
 1. Web and email domains
 2. Software/Hardware, and subscriptions for departments
 - Vimeo
 - Zapier
 - GoToMeeting
 - Zoom
 - Constant Contact
 - Survey Monkey
 - Hyper Write AI
 - Artlist.io
 - Cybernetics (SAN)
 - SonicWALL/SonicPoints
 - SonicWall (Web Filter)
 - Envoy (Sign in and out for Visitors and Staff)

Qualifications

Firms responding to this solicitation shall have a minimum of 10 years of experience working with similarly sized organizations, including governmental and quasi-governmental agencies. Staff proposed for the effort shall be employees of the respondent and not contracted services (1099 employees). Special projects authorized during the term, by a separate work-order, may propose contractors and will be subject to the approval of the Corporation prior to commencement.

NOTE: Remote work proposed under this solicitation shall be performed in the United States. 'Off-Shore' remote work will not be allowed.

Project Timeline

This engagement is contemplated to be a three-year contract with three (3) one-year extension options, at the discretion of the Corporation. The contract is subject to receipt of the annual appropriation from the RI General Assembly,

The successful Proposer 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 July 1, 2024.

Budget

Firms responding to this RFP shall provide a monthly rate for desktop support and a monthly rate for the CIO / IT Management Services Function. Additionally, Proposers shall provide a personnel schedule which includes job title and billing rate for any work which may be undertaken under this contract, whether described above or not yet contemplated. Travel and related expenses are not contemplated for this engagement.

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.

Finally, any pass-through charges for software, services, supplies or equipment authorized under this contract shall be reimbursed after presenting the Corporation with an itemized invoice and proof that payment has been made.

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 as per the Corporation’s purchasing guidelines.

EVALUATION CRITERIA

	Points
<p>OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS 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.</p>	25
<p>QUALIFICATIONS OF PERSONNEL Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, as it relates to the requirements within this RFP and related items.</p>	35
<p>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)</p>	10
<p>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.</p>	30
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.*

1. 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. 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 that are submitted late, misdirected or sent to the wrong email address will not be accepted.
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, including a minimum of 7.5% participation by minority business enterprises owned and controlled by a minority owner, as defined in Section 37-14.1-3, and a minimum of 7.5% participation by minority business enterprises owned and controlled by a woman... 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 **11:59 pm on Wednesday, May 15, 2024**. 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 Friday, May 3, 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 Tuesday, May 7, 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: MBE WBE Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by

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