



**REQUEST FOR PROPOSAL  
RFP #: RFP-2336**

**For: Diversity, Equity, and Inclusion Advising for Updated Rhode Island Food Strategy**

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified consulting firms for diversity, equity, and inclusion (“DEI”) consultation. The Corporation and other partners in the State are updating the Rhode Island Food Systems Plan, currently known as Relish Rhody (the “Food Systems Plan”). As part of that update, and State-wide stakeholder engagement activity, the selected proposer will provide subject matter expertise, training, and consultation to embed DEI in the State’s food systems planning and execute an equitable and inclusive process for updating the Food Systems Plan.

This document constitutes a Request for Proposal (“RFP”) in a competitive format, from qualified firms. This request is an offer by the Corporation to underwrite, in accordance with the terms and conditions of this RFP, the services proposed by the successful firm(s), by contract.

The respondents (“Proposers”) to this RFP shall provide a proposal in accordance with the terms and conditions set forth herein, to provide all services to the Corporation as described in the Scope of Work.

**Project Overview**

The purpose of this RFP is to enter into an agreement with a qualified consulting firm to undertake aspects pertaining to DEI in the planning process of updating the Food Systems Plan. The selected proposer will engage directly with the Corporation, as well as all members of the Plan’s Strategic Planning Team (“SPT”), which is comprised of representatives from the Department of Environmental Management (“DEM”), Department of Health (“RIDOH”), the Narragansett Tribe, and other community partners described below. The selected proposer will consult the SPT as it leads updates to the Food System Plan for Rhode Island from 2024 to 2030, ensuring a more sustainable, equitable, and economically viable food system for all residents. The selected Proposer will work directly with the project’s SPT to ensure that DEI is centered throughout the planning, development, and launch of the updated Food System Plan.

**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 its citizens by promoting the State’s long-term economic health and prosperity.

In 2016, the State’s leadership made concerted efforts to establish a statewide food strategy and hire the State’s first Director of Food Strategy. By 2017, a five-year plan was launched, charting a path for a more resilient, sustainable and equitable local food system. The State Food Strategy, *Relish Rhody*, set bold goals to: 1) grow RI’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) to ensure access to healthy and culturally relevant foods for all Rhode Islanders, particularly RI’s most underserved and vulnerable populations.

There has been significant progress made since *Relish Rhody* was published in 2017, including, but not limited to, investments in the food system, policy, and regulation reform and increased coordination and collaboration. However, a recent five-year retrospective of *Relish Rhody* concluded that the report had a major gap around addressing racial equity and justice in the first food strategy. Since the strategy’s launch in 2017, focus on the inequities experienced by low-income communities, the Narragansett Tribe, Native Americans, communities of color, and other historically and currently underserved groups has grown. This is particularly important within the food system where inequities exist surrounding access to healthy and affordable foods, access to capital and business resources, access to land and clean water, equitable job and workforce development opportunities, and other issues exist. The voices and concerns of those most affected by injustice and inequality in the food system were not well represented in the first food plan and should be addressed more directly in the development of a food strategy for the period from 2024 to 2030.

The Corporation and the SPT have collectively begun working on an updated Food Systems Plan that can serve as a shared roadmap for how to address ongoing challenges and set shared goals for 2030. These entities, as well as the [Advisory Board](#) they have convened, are committed to ensuring that DEI is central to the planning process.

## **Scope of Work**

The selected Proposer will lead the following tasks with collaborative support from the Corporation and the SPT:

### Baseline Assessment & Advising

- Conduct a review of the current 2030 strategic planning process design to identify opportunities to further embed participatory practices (e.g., ways to enable communities to play active roles in decision-making) and DEI principles in the development of the 2030 plan.
- Present findings and recommendations from this review to the Steering Committee to both orient members on structuring fair and just decision-making processes as well as update process to be more DEI-focused and more participatory.
- Advise SPT process, including through a focus on stakeholder engagement, decision-making, strategy development and evaluation.
- Provide advisory support and expertise to the STP and Strategic Planning Consultant on best ways to center DEI throughout the strategic planning process, such as:

- Strengthen decision-making processes (e.g., currently adopted a consent-based model)
- Adoption of working framework including justice, equity, diversity and inclusion principles
- Advice on development of a stakeholder engagement plan
- Support of strategy development with key stakeholders and general public through listening sessions, strategy sessions and public comment period in collaboration with the Strategic Planning Consultant
- Ensure stakeholder engagement in public launch and early implementation plan is centered on DEI

### Training

- Plan and facilitate two equity and justice training sessions for SPT to build shared language and understanding of the history and impact of injustice in the food system and mechanisms to address injustices in strategic planning processes.

### Deliverables

- Compile relevant resources and tools for the SPT to utilize throughout the planning process and stakeholder engagement efforts.
- Attend two meetings a month with project partners provide advisory support as needed

DEI consulting will be the primary activity of the selected Provider. Proposals should outline how proposed tasks will take place through an hourly rate.

### **Qualifications**

Eligible Proposers include non-profit organizations, for-profit organizations, and institutions of higher education. Proposers should provide an explanation of their experience in providing the services described herein. This should include examples of successfully engaging, orienting and implementing DEI frameworks in strategic plan development. Specifically, include the following:

- a) Provide a summary of the Proposer's directly related experience (expertise in the nuances of DEI work with the Indian Country as defined in 18 U.S.C. 1151 and 40 C.F.R. 171.3, cultural groups, and people of color), including the qualifications of all personnel and any subcontractors that will be retained by the proposal.
- b) Provide a summary of related projects demonstrating success.
- c) Outline the responsibilities of members assisting the study team and include their time commitments.
- d) Provide a one or two-page resume of each person assigned to the contract.
- e) Describe any staff capabilities that you consider unique which better prepares you to handle this project.
- f) Describe staff's representation of racial diversity; identifying as black, Indigenous, Aboriginal, people of color and white.

- g) Demonstrate experience by providing the name, email and phone number of clients for whom the proposed team has performed this type of service within the last 3-5 years.

Knowledge of Rhode Island

- a) Provide information that demonstrates your knowledge of Rhode Island and projects/initiatives in Rhode Island’s food system.
- b) Provide any relevant information on experience working in Rhode Island with towns, cities, non-profits, state agencies, the Federally recognized Tribe, or regional projects.

Strength and Appropriateness of Methodology

Provide information that shows the reasoning of your methodology and a clear understanding of the task at hand through creativity of how to approach the project. Include the following:

- a) Demonstrate your understanding of the Scope of Work to include the objective and the deliverables.
- b) Provide a methodology that will be used to conduct interactions with the ~150 contacts required.
- c) Explain what key draft reports and materials Proposer will submit during the project.
- d) Provide a proposal schedule identifying meeting dates and dates of material submissions and reports.

**Project Timeline**

The consulting services shall be completed by December 31, 2024, based on the following overarching project timeline, subject to change:

<b>PHASE 1</b>	<b>Strategic Planning Team</b>	<b>DEI Consultant</b>
Stakeholder Engagement Plan	Deliverable	Advising
Stakeholder outreach and development of food system brief	Deliverables	Deliverables, Advising

<b>PHASE 2</b>	<b>Strategic Planning Team</b>	<b>DEI Consultant</b>
Strategy development including two strategy sessions with key stakeholders	Deliverables	Advising
Advise on writing, development, design and publication of final plan	Deliverables	Advising

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 Contractor is expected to begin upon the date of contract approval.

## Budget

Proposers to this RFP shall provide a proposed fee structure for providing hourly services necessary to complete the proposed scope items. Proposers shall include a total, maximum price to accomplish the scope items incorporated in the proposal. Proposers shall include an hourly rate for all members of the Proposer's team assigned to the project. Additionally, Proposers shall include an estimate regarding the duration and number of hours to complete each task.

Additionally, Proposers shall provide a personnel schedule which includes job title and billing rate for any work which may be undertaken under this contract. Proposers shall also provide job titles and rates for any subcontractors that the respondent is including in this response. If the Proposers 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 not to exceed \$15,000.

## Criteria for Selection

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

<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
<b>OVERALL EXPERIENCE &amp; DEMONSTRATED RESULTS</b> - Our evaluation will include an assessment of the history of your experience as relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.	25
<b>QUALIFICATIONS OF PERSONNEL</b> - Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	25
<b>STRATEGIC THINKING/PLANNING APPROACH</b> - Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior to experience of the firm in meeting timelines will be factored in here)	20
<b>BUDGET APPROACH/COST EFFECTIVENESS</b> - Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.	15
<b>KNOWLEDGE OF RHODE ISLAND</b> – Demonstrated involvement in the state's communities, municipalities, and Federally-recognized Tribe.	15
<b>Total</b>	100
MBE/WBE/DisBE Participation (additional potential points)	6

***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 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 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.
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](http://www.commerceri.com)) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Addenda will also be posted to the Rhode Island State Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

13. Equal Employment Opportunity (R.I. Gen. Laws § 28-5.1-1, et seq.) – § 28- 5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.

14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no corporation organized under the laws of another state or country shall have the right to transact business in Rhode Island until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful bidder.

15. The proposer should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of 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](http://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, as applicable.

### **Proposal Submission**

Responses to this RFP are due no later than May 13, 2024 at 11:59 pm. One (1) electronic (PDF) version must be emailed by that time to [rfp@commerceri.com](mailto:rfp@commerceri.com). 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](mailto:rfp@commerceri.com) no later than 11:59 pm on May 6, 2024. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at [www.commerceri.com](http://www.commerceri.com) and [www.ridop.ri.gov](http://www.ridop.ri.gov) on May 9, 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.*

## 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.

<b>Prime Contractor/Vendor Signature</b>		<b>Title</b>	<b>Date</b>
<b>Subcontractor/Supplier Signature</b>		<b>Title</b>	<b>Date</b>

## 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