



REQUEST FOR PROPOSAL
RFP #: RFP-2340

For: Business Attraction Public Relations Agency, Brand Repositioning and Event Management

The Rhode Island Commerce Corporation (Corporation) seeks proposals from qualified firm(s) to provide public relations and/or advertising services to assist with the strategy and execution of comprehensive, statewide business attraction initiatives, brand repositioning, and event management and production.

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 Corporation seeks a firm(s) to further develop and build upon its public relations and creative strategy; cultivate promotional and strategic partnerships with key vertical sector-oriented media and economic development reporters; and provide research and analytics on latest best practices and story trends. The chosen agency(ies) will work collaboratively with website and event management partners and execute a comprehensive brand repositioning strategy. The strategy will increase awareness of the Corporation as a resource to everyone invested in making Rhode Island a premier place to live and succeed as a business. The selected firm should provide a detailed brand guide for the brand's new look, feel, tone, and position, as well as short videos, commercials, presentations, and digital advertising. The goal is to promote the State's long-term economic health and prosperity.

Background

Rhode Island is engaged in a major effort to further drive the progress of its reimagined brand and its presence for the purpose of projecting a more favorable image to the nation. Under the leadership of a jobs-focused Governor and General Assembly, Rhode Island has dedicated substantial financial resources to bring together its people around a new vision for the State—one that brands Rhode Island as the most attractive place in the Northeast to live, grow a business, and visit as a tourist or business traveler.

Rhode Island's business attraction efforts support the entire state economy, with a particular emphasis on the following target areas and advanced industries in which the state has key strengths:

- Small Business, Minority Business, and International Business
- Government Efficiency
- Blue Economy: offshore wind, marine, defense, shipbuilding, maritime, custom manufacturing, aquaculture, and offshore wind industries
- Ocean Tech Hub
- IT / Software, Cyber-Physical Systems, and Data Analytics
- Advanced Business Services
- Design, Food, and Custom Manufacturing
- Arts, Education, Hospitality, and Tourism
- Transportation, Distribution, and Logistics

Scope of Work

The Corporation requires a Proposer or Proposers to execute media relations initiatives, including, but not limited to, strategic planning, creative story development, unique partnership opportunities, traditional and new school media relations activities based on client feedback and priorities, activating media events and programs, content creation and distribution, social media strategy, event management and to assist other functions of the Corporation as needed.

The results of these efforts will provide a targeted action strategy that complements partner efforts

while focusing activities within appropriate industries and markets. The strategy will provide a platform for a targeted business attraction marketing plan to be created. It will also provide guidance for where the business attraction program should focus its time, understand which industries to target and define roles for the business attraction program. A strong emphasis will be placed on the Proposer's relationships and assets with economic development beat reporters and/outlets and appropriate sector-based publications as well as successful campaigns attained with other clients.

Core Services

At a minimum, the Proposer should be able to perform the following three types of services under the strategic direction of the Corporation's staff:

1. Public Relations

Strategic Planning: Provide the Corporation with an "insider's look" at the Proposer's strategic account planning process. What goes into the development of a plan? What type of research do you do? Please indicate how your firm will support the development and writing of Rhode Island's business attraction strategy.

Public Relations: Provide examples of potential projects where the Corporation would be able to work with appropriate media and brands; identify trade shows and events worthy of consideration; and promote the State at relevant events.

Copywriting/Copy Editing Services: The selected firm will be responsible for providing copywriting services for a variety of marketing materials, including but not limited to:

- Website content
- Social media content calendar creation and deployment
- Email marketing campaigns
- Blog articles
- Quarterly newsletters
- Print and digital advertisements
- Sales collateral (brochures, signage, datasheets, etc.)
- Pod casts

- One Blue Economy piece of written content each month up to 750 words each that can be used on LinkedIn and the Blue Economy Section of the website
- One block of Blue Economy content for the quarterly e- newsletter (this will be combined with content for an all-sector e-newsletter)

Content Creation and Distribution: Proposers should share relevant media materials and messaging previously produced; outline steps to monitor, distribute and promote the content being created as a result of the Corporation's efforts; identify types of content the Corporation should consider producing for business attraction events/projects/campaigns and explain how to best distribute to generate business attraction leads. Please note that this content includes, but is not limited to press releases, backgrounders, story idea pitches and other press materials, key messages, speeches, etc.

Social media: Demonstrate how to integrate social media into a brand strategy, including a suggested approach for a global social strategy. The Corporation is interested in hearing the Proposer's thoughts on how a brand similar in size should resource to efficiently manage a global social footprint. At a minimum, the Corporation will look to the winning Proposer to provide the overarching social strategy and guidance on implementation.

Analytics: Provide an overview of how your agency determines a campaign's success. What are the analytic tools or services used, and what type of information is reported to the Corporation as it relates to meeting objectives? Please define how analytics can be converted into insights, and how the insights will help guide the Corporation in making decisions on how to market in the future.

Travel and Administration: The Proposer should estimate travel to Corporation board meetings, monthly meetings (can be done virtually), communication and postage/shipping expenses expected to incur during contract period, and any additional reserve funds to be held for marketing contingencies. Travel and per diem expenses shall not exceed rates authorized by the Corporation's Travel and Expense Policy.

Comprehensive Brand Repositioning for Rhode Island Commerce

The Corporation is looking to help develop and execute a comprehensive brand realignment

strategy. The study will give the Corporation in-depth insights into its key demographics, the most effective communication methods for different audiences and key messaging.

The selected Proposer will perform all the necessary discovery, market research, brand health, and competitor analysis to inform the brand repositioning strategy. They will develop a creative guide to implement the strategy and, using existing brand elements, will inform the Corporation's new tone and position. Examples should include design standards, how to message each key audience, differentiating factors, and identifying consumer personas.

The selected Proposer will also provide short videos for the campaign launch, broadcast commercials, presentations, and digital advertising. Additionally, they will provide key audio brand elements, including audio signatures and brand elements.

The selected Proposer will be responsible for the following tasks:

Strategic Planning: Support the development and writing of the Corporation's communications plan; conduct research for, and provide input to, a multi-year public and media relations plan; establish program key performance indicators and measures; execute required items from the plan as requested; and provide required reporting to the Corporation on performance of the plan.

Brand Analysis and Positioning: Scrutinize the Corporation's existing brand identity elements within the context of government representation. Review historical data and performance metrics related to our agency's public service delivery. Identify trends, successes, and areas for improvement in serving the public. Establish a community identity/ pride promoting what makes Rhode Island Commerce Corporation appealing in a regionally competitive environment for investors, businesses, retailers, visitors, and residents.

Audience Research and Perception Assessment: Conduct an in-depth analysis of the perceptions of key stakeholders, including citizens, elected officials, other government agencies, and internal employees of the Rhode Island Commerce Corporation. Understand the expectations and concerns of stakeholders in the government context. Evaluate our agency's current position within the governmental landscape. Examine the perception of the agency in comparison to other government

entities and public services. Examine how Rhode Islanders consume media, how the Corporation's key audiences consume media, and how to best market programs to those findings.

Brand Perception Campaign Objectives: Present a comprehensive proposal to elevate our brand identity, leveraging insights from perception research to improve overall market presence. Outline recommendations for aligning our brand with the overarching vision of public service while directly addressing the concerns and questions identified in perception research.

Strategic Messaging Development: Develop a cohesive and compelling narrative that aligns with our brand values and resonates with the target audience. Craft a message for the brand that addresses identified perception gaps and capitalizes on identified strengths.

Engagement and Interaction Strategies: Identify specific strategies for growing engagement with the target audience, tailoring recommendations to address misconceptions or confusion identified in perception research. Identify key strategies for database growth.

Monitoring and Measurement: Implement tools to track the campaign's real-time performance using key performance indicators (KPIs) to measure success against defined objectives. Regularly assess and adapt engagement strategies to ensure responsiveness to evolving public perceptions. Demonstrate flexibility to adjust the campaign based on ongoing feedback and market dynamics.

2. Advertising

For each of the following project areas, the Proposer should prove its capability by describing strategies to be used and quality controls. Sufficient detail must be given and must include examples of past projects, ability to meet deadlines, and managerial experience. The Proposer should demonstrate knowledge and understanding of brand in a global marketplace, and the shifting dynamics of how consumers receive and use information today.

Strategic Planning: Provide the Corporation with an "insider's look" at the Proposer's strategic account planning process. For instance, what goes into the development of a plan? What type of research does the Proposer perform?

Advertising Campaign Development: Demonstrate how the Proposer develops a holistic approach to client brand advertising, integrating interactive, including social media, into the overall strategy. Include how the Proposer's media planning has changed due to barriers affecting traditional frequency and reach via television, including streaming services, video on demand, recording devices, etc. For instance, how does the Proposer approach and extend beyond that 30-second spot? How has the Proposer's strategy evolved based on the way consumers are receiving and using their information today?

Production/Creative Team: Does the Proposer do production in-house? If not, how does the Proposer manage production? Is the Proposer's creative team located in the office that this account will be managed? The Proposer should demonstrate current and/or past client examples of how its brand development moves across all mediums.

Media Planning & Buying: The Proposer should outline its process in deciding where, when, and how to purchase media, what tools or analytics it uses, the determining elements that make the Proposer's purchasing decisions, optimization strategy, and co-op Strategy. The Proposer should provide an overview of its philosophy as it relates to planning and buying media domestically.

Promotional and Strategic Partnerships: The Proposer should identify where its strategic partnerships or alliances fit into its overall approach and how it has used strategic partnerships to extend a client's budget and exposure.

3. Event Management and Production

The Corporation, at its sole discretion, seeks event planning and production services for business attraction events. The event planner will be responsible for an array of services for each event which may include, but not be limited to: identifying companies willing to provide paid and in-kind services and creating and overseeing event timeline, run-of-show and rundown, managing all aspects of the event program onsite, and serve as a principal contact. Develop a marketing plan that may involve print materials, signage as well as radio and/or television appearances and public interest stories with local media outlets.

The selected firms will be expected provide a minimum of two recent examples of success in large-scale event planning. Proposers should include any special circumstances or capabilities that they

would like Corporation to know about them, and the Proposer's team as it relates to event management and production. Please include a budget that includes all anticipated costs and fees associated with planning and executing the event. All actions and anticipated expenses should be itemized with all hourly rates for services included.

Qualifications

The Proposer must be an experienced and qualified public relations firm able to support the Corporation's global communications and programs. The Proposers' account manager and team must have five years' experience specifically working in economic development. The ideal Proposer should be: known for their strong reputation for excellent advertising and public and media relations work in the U.S.; familiar with Rhode Island's economy and economic partners and key industries; established within the U.S. economic development industry; on top of the latest trends and best practices in advertising, public and media relations, and content marketing; flexible, organized, customer-service oriented and a team player; and exceptional writers with strong communication skills.

In addition to the qualifications above, the Proposer should have demonstrated relationships with business trade media as well as premiere business trade shows and conferences.

Project Timeline

The successful Proposer will enter 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 and terminate twelve months later. The Corporation reserves the right to renew its agreement prior to the end of each contract term for a total of three (3) years, providing funding to do so is appropriated for this purpose in subsequent budgets. There will be a 6-month oral review in 2025 and subsequent reviews annually in each year the contract is renewed.

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. Fee structure proposals shall include, but are not limited to costs for each of the specific services described in the Scope of Work along with an estimate regarding the duration and number of hours to complete each service. 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 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.

In addition to showing how you will meet the requirements outlined above, 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 incur during contract period. Travel must be in line with budget submitted and 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(s) with the highest score will be selected as per the Corporation's purchasing guidelines.

EVALUATION CRITERIA

	Points
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.	25
FAMILIARITY WITH RHODE ISLAND AND THE STATE'S ECONOMIC DRIVERS Our evaluation will include our assessment of your understanding of our organization and the state's economic drivers and how you integrated this knowledge into your proposal.	20
QUALIFICATIONS OF PERSONNEL Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	10
PLANNING & INNOVATION Ability of firm to think beyond the now and set Rhode Island up to be at the forefront of the changing marketing landscape.	10
EVENTS MANAGEMENT AND PRODUCTION Experience in designing, planning, managing, implementing, and executing high-quality events, including in-person, hybrid, and virtual events, ideally with domestic and international business audiences. Expertise in logistics and support. Experience with vendor management and sponsor management.	20
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.

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 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 Tuesday, September 24, 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, September 6, 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 Thursday, September 12, 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