

May 27, 2025  
**Rhode Island Commerce Corporation**  
**REQUEST FOR PROPOSALS**

Solicitation Number: **RFP-2511**  
ADDENDUM NO. 1  
Questions & Answers

**REQUEST FOR PROPOSALS**  
**Small Business Digital Development Technical Assistance Program**

The Rhode Island Commerce Corporation (Corporation) seeks proposals from qualified firms to establish a technical assistance (TA) program to work directly with local small businesses to improve and enhance their online presence through the development of individual digital development plans.

**Question 1:** Can you clarify the expected budget allocation per small business, given the \$100,000 cap and the goal of serving 20–30 businesses?

**Answer:** Proposers should include a breakdown of costs in the proposal with the expectation that the majority of funds expended go to direct business assistance.

**Question 2:** Will RI Commerce provide the list of small businesses to support?

**Answer:** RI Commerce will coordinate with the selected proposer to identify participating small businesses with the vendor.

**Question 3:** Will RI Commerce facilitate introductions to the participating businesses, or will the vendor handle outreach and scheduling directly?

**Answer:** The selected proposer will be responsible for outreach and scheduling with businesses.

**Question 4:** Is this scope of work part of an existing program (e.g. RI Rebounds) or a net new program?

**Answer:** This program is a net-new program.

**Question 5:** How many businesses are expected to be supported via the cohort model versus one-on-one support? Are there any expectations around cohort size, session frequency, or structure?

**Answer:** It is expected that businesses will receive both direct one-on-one support and the opportunity to participate in cohort sessions if desired.

Proposers should provide recommendations for cohort sizes and frequency based on previous experience working with small businesses to develop digital development plans.

**Question 6:** What are the eligibility criteria for the small businesses to qualify for the technical assistance?

**Answer:**

RI Commerce will finalize eligibility criteria with the selected proposer. Eligibility criteria is likely to include the following:

- Annual revenues of less than \$2 million
- Fewer than 20 employees
- In business for at least one year
- A viable business actively operating in compliance with all local, state, and federal laws and regulations;
- Open or temporarily closed (businesses may not be permanently closed but a seasonal business temporarily closed is eligible);
- Not in or planning to enter federal bankruptcy or state receivership;
- Not owned by a nationally or regionally owned franchise.
- Not be engaged in any activity that is illegal under Federal, State, or Local law (see information below for clarification on franchisees);
- Organized as one of the following: sole proprietorships, General Partnerships, Partnerships (LPs and LLPs), C Corporations, S Corporations, B Corporations, Cooperatives, and Limited Liability Companies (LLCs).

\*\*\*End of Addendum \*\*\*