

June 23, 2025
Rhode Island Commerce Corporation
REQUEST FOR PROPOSALS

Solicitation Number: **RFP-2513**

ADDENDUM NO. 1

Questions & Answers

REQUEST FOR PROPOSALS
Impact Assessment of Tourism Attraction and Destination Grant Program

The Rhode Island Commerce Corporation ("Corporation") invites qualified firms to submit proposals for conducting a comprehensive impact and effectiveness assessment of the New Attraction & Destinations Grant Program. This assessment will evaluate recently awarded grants and related tourism development initiatives across the state.

Question 1: Is there any flexibility with regard to the 90-day period of performance for this contract and/or the October 15 deadline for completion?

Answer: Vendor is required to deliver a final draft document on or before October 15, 2025, per the RFP

Question 2: Could you please clarify the requirement, "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"? Is this referring to the Corporation's grant application process?

Answer: This requires the vendor to describe the outcome monitoring and evaluation plan including a list of tools used to track process, output and outcome measures for each component of the assessment when developing the final report.

Question 4: What are the expectations regarding in-person versus virtual engagement with stakeholders/grant recipients? Should proposers budget on-site visits, or can all interviews and data collection be conducted remotely?

Answer: Engagement may be conducted in person or remotely.

Question 5: What is the minimum required participation rate from grant recipients/stakeholders for the study to be considered valid? How should proposers address potential non-response issues, and are there alternative data sources if key participants are unavailable?

Answer: Grant recipients are required to report outcomes as part of receiving the grant award. It is anticipated that 100% of recipients will participate.

Question 6: What methods are preferred for recipient/stakeholder feedback collection? Are online surveys and digital data collection tools acceptable, or is there an expectation to utilize more traditional approaches such as phone/virtual meeting interviews?

Answer: Online survey and digital data collection methods are acceptable as are phone /virtual meetings and in person interviews.

Question 7: What baseline data and performance metrics are currently available from grant recipients? Have the 33 funded organizations been required to track specific outcomes, visitor data, or financial metrics that would support this assessment, or will the consultant need to establish data collection systems retroactively?

Answer: A total of 33 projects were initially approved, with 32 receiving approvals from the U.S. Economic Development Administration. Rhode Island Commerce is currently working to secure approval for the final project. Each project is required to submit a final report at the time of their last grant reimbursement. This narrative only report includes visitor data, plans for sustaining the event in the future, confirmation of whether the grant funds were fully used, and a success story. A consultant will be responsible for developing data collection systems to conduct a more in-depth analysis of the impact of all 33 awarded projects. As of now, 16 of the 32 approved projects have been completed. The remaining projects are scheduled for completion by September 2025.

Question 8: If a proposer is not an M/W/DBE and is proposing as a solo contractor, do they need to submit the Participation Plan found in Appendix A?

Answer: Proposers should only submit the *MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN* in appendix A if MBE, WBE and/or Disability Business Enterprise subcontractor(s) or supplier(s) are included in the proposal.

Question 10: Do you have an incumbent agency that currently supports this type of assessment?

Answer: No.

Question 11: Given the 90-day timeline, would it be acceptable to suggest grouping some of the deliverables in the proposal while still covering the full scope of work?

Answer: Commerce will evaluate vender proposals based on ability to deliver all required data as outlined in the scope of work.

Question 12: How many projects are we expected to evaluate under the project-specific analysis section, so we can appropriately adjust our proposed work plan?

Answer: As per the RFP, Commerce supported 33 initiatives across the state.

Question 13: Could you please clarify the requirement, "Certification of availability of individuals in proposal"? What documentation would satisfy this requirement?

Answer: The proposer should incorporate into the proposal a statement that the individuals listed will be available to complete the scope of work on the required timeline.

Question 14: What are your expectations for the consultant's in-person presence including stakeholder engagement?

Answer: Engagement may be conducted in person or remotely.

Question 15: Are there any expected presentations associated with this project's deliverables?

Answer: No.

End of Addendum