



**REQUEST FOR PROPOSAL**  
**RFP #: RFP-2515**

**For: Rhode Island Solar for All Income Verification Services**

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to provide income verification for potential participants of the Rhode Island Solar for All (“SFA”) program.

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’s (“Corporation”) Renewable Energy Fund (“REF”) is issuing this RFP to eligible firms that can conduct income verification services for Rhode Island residents and property owners interested in owning a residential solar photovoltaic (“PV”) project (the “System Owners”), in order to qualify their eligibility for the solar incentives under the Rhode Island Solar for All (“SFA”) program. The selected Proposer (the “Proposer”) will be responsible for receiving application forms for each interested System Owner and determine eligibility in the available programs.

This project (Solar for All) has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 84091001 to Rhode Island Office of Energy Resources. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the Environmental Protection Agency endorse trade names or recommend the use of commercial products mentioned in this document, as well as any images, video, text, or other content created by generative artificial intelligence tools, nor does any such content necessarily reflect the views and policies of the Environmental Protection Agency.

The Rhode Island Office of Energy Resources is the lead for the Rhode Island coalition. This coalition also includes the REF, Rhode Island Housing, and the Rhode Island Infrastructure Bank, which will all use funding from this grant to deploy the SFA program. Coalition members are the program administrators for Solar for All.

SFA will enable access to affordable solar programs for residents of low-income and disadvantaged communities (“LIDAC”), including non-English speakers. The selected Firm will

verify and communicate applicant eligibility for SFA programming while minimizing the burden on households participating. This service will be free of charge to households. Top applicants responding to this solicitation will have experience providing income verification services at volume; a history working with SFA-eligible populations; and demonstrated experience creating secure and accessible journeys for consumers.

## Background

REF provides grants for renewable energy projects that have the potential to produce electricity in a cleaner, more sustainable manner, while stimulating job growth in the green technology and energy sectors. Using funds from the “system benefit charge” on electric bills and alternative compliance payments received from retail electricity providers, the Corporation funds renewable energy projects in Small Scale solar, Commercial Scale, and Community Renewables.<sup>1</sup>

There are six programs included in SFA designed to equitably address barriers to solar adoption in Rhode Island’s low-income and disadvantaged communities. All financial assistance programs are tailored to defray specific and longstanding financial barriers to solar adoption while addressing the needs of low-income renters and homeowners. Financial assistance programs proposed specifically deliver meaningful benefits of reliable solar power directly to RI’s most historically underserved communities through low-income and DAC-specific eligibility requirements. The following programs are numbered in the below summary table.

NOTE: Program 1 was removed from the SFA program and is not included in the approved SFA workplan. Programs 2 through 7 were NOT renumbered and there is no longer a “Program 1” in the workplan.

Rhode Island SFA Financial Assistance Programs		Residential Solar Program Type
Program 2	Low-Income Residential Solar Direct Ownership Adder	Rooftop single family
Program 3	Low-Income & DAC Roof and Electrical System Adder	Enabling upgrades
Program 4	Low-Income/DAC Residential Energy Storage Adder	Associated Storage
Program 5	Affordable Housing Solar Supplemental Program (AHSSP)	Multifamily
Program 6	Community Remote Net Metering (CRNM)	Community Solar
Program 7	Community Solar on Preferred Sites	Community Solar

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<sup>1</sup> R.I.Gen. Laws 35-26-7

#### REF “Adders” Expansions (Programs 2, 3, and 4):

Programs 2, 3 and 4 are “adder” programs, which is an additional incentive for LIDAC residents on-top of the base incentive that exists for the Small-Scale PV grant program. REF adder programs deliver upfront grants, which are applied for by the installer and directly subtracted from a LIDAC homeowner’s total project cost for residential-serving rooftop solar direct ownership, enabling upgrades, and associated solar paired with storage.

Programs 2 and 4 double existing adders for LIDAC residents, while Program 3 is an entirely new adder supporting rooftop and electrical, or “enabling upgrades”, by mitigating longstanding barriers to solar adoption in RI’s oldest homes. These adders can all be paired or “stacked” with each other and applied directly to total project costs, reducing the burden of upfront investment.

#### Affordable Housing Solar Supplemental Program (Program 5):

AHSSP is a milestone-based grant program for multifamily housing that builds upon the existing Zero Energy for the Ocean State’s program design to deliver meaningful solar benefits to energy efficient LIDAC multifamily housing. Projects can include new construction and deep retrofitted housing.

#### Community Remote Net Metering (Program 6):

CRNM, Rhode Island’s existing community solar Program established statutorily in 2017, will restructure the existing Renewable Energy Fund’s Community Renewables Program to relaunch a milestone-based grant program incentivizing the ~20MW statutory expansion of RI’s community solar program to a total of 50MW, reducing ratepayer costs for the implementation of CRNM. Meaningful benefits will be delivered to over 2,658 additional customers through low-commitment subscription models.

#### Community Solar on Preferred Sites (Program 7):

The Rhode Island Infrastructure Bank (RIIB) will launch a milestone-based grant program which will further enable funding options for community solar on public “preferred sites”, while emphasizing the importance of energy resilience for DAC-serving critical facilities.

### **Scope of Work**

With this RFP, the Corporation seeks Proposers to perform the following tasks, to be ready for the SFA program launch, anticipated as August 2025:

#### **TASK 1: Personally Identifiable Information (PII) Handling and Data Security Requirements**

The Proposer must implement and maintain a comprehensive data protection program that includes:

1. Data Collection Minimization: Collect only the minimum necessary PII needed to verify eligibility.

2. Encryption and Transmission Controls: All PII must be encrypted in transit and at rest using industry-standard algorithms (e.g., AES-256, TLS 1.2+). Public-facing forms must utilize HTTPS.
3. Access Controls and Monitoring:
  - a. Limit access to PII to only those personnel directly involved in verification processing.
  - b. Enforce role-based access control (RBAC) with logging and audit trails of all data access.
  - c. Implement MFA for administrative access.
4. Secure Storage and Hosting:
  - a. All systems handling PII must be hosted in U.S.-based data centers.
  - b. Hosting provider(s) must be compliant with relevant standards such as SOC 2 Type II or ISO 27001.
5. Data Retention and Disposal:
  - a. Proposer must retain data only for the duration necessary to fulfill the verification purpose and comply with State and Federal retention policies.
  - b. Upon expiration of the retention period, all PII must be securely disposed of.
6. Incident Response and Breach Notification:
  - a. Proposer must maintain an incident response plan.
  - b. Any data breach involving PII must be reported to the Corporation within 24 hours.
7. Employee Training and Confidentiality:
  - a. All staff with access to PII must receive annual data privacy and security training.
  - b. Employees must sign confidentiality and acceptable use agreements.
8. PII Handling Procedures Must Comply With:
  - a. The Rhode Island Data Transparency and Privacy Protection Act
  - b. NIST SP 800-53 Rev. 5 or equivalent framework

## **TASK 2: Develop and Launch a Secure Platform for Verifying Household Income**

The Proposer will be responsible for providing a robust, accessible, swift, and secure process for receiving, processing, and verifying household income while minimizing the burden on households for the duration of the SFA program, which is expected to be in operation from July 2025 through December 2029.

Parameters for this process must include:

1. Establishing and hosting a platform to receive and triage incoming requests for verification from members of the public, free of charge to the consumer. Security and privacy should be a core consideration. System functionality and features should include:
  - a. Optionality and accessibility for submitting documents, such as use of a mobile device or via physical mailing.

- b. Ability to track the status of individual requests and generate/export data for reporting purposes.
- c. Data validation in form fields to ensure ease of use.
- d. REF, OER, or other SFA Rhode Island coalition branding, as provided by REF.
- e. Hosting services, to be finalized during contracting, including but not limited to:
  - i. Provide ongoing maintenance, any associated databases, and associated server. This includes regular full backups, anti-virus software, and timely application of service patches in alignment with hosting services to be agreed upon during contracting.
  - ii. Provide support to troubleshoot and resolve operational errors that occur in the platform.

iii. Provide free automatic basic updates to the platform.2. Providing assurance of SFA eligibility by cross-referencing evidence sources with eligibility thresholds provided by the program administrators. We anticipate multiple methods of verification; however, we expect to work with Proposers to enable options for nuances in income reporting and timing. Eligibility thresholds vary by number of household members; all approaches must be responsive to the size of the household and able verify against a collective total including incomes for all applicable household members. Applicants should explain their methodologies for determining eligibility based on submitted documentation.

Given the likelihood of complex or unique household situations to arise, we would expect building out alternative methodologies to be designed in concert with program administrators. This could include, for example, a cross-reference of combinations of pay stubs, signed earnings statements from an employer, an agricultural income certificate, and verified self-attestation.

3. Providing a range of accessibility options that may be of assistance to low-income and disadvantaged communities, including but not limited to:

- a. Multiple languages and translation options.
- b. Clear guidance on what is required for verification, how to access or acquire necessary documents, and alternatives where documentation is unavailable.
- c. Processes for helping households rectify errors or mistakes, including via email, online support, and telephone helpline.

. Developing processes to ensure accuracy of submitted data and the verification, including incorporating appropriate checks into data review and potential auditing of any applicant attested fields (such as household size).5. Success will be measured by the following metrics:

- The successful processing of applications, totaling potentially 5,225 over the five-year period of program performance.
- Ability to process requests within 10 working days.
- System uptime and availability to applicants.

### TASK 3: Build a Secure Process for Communicating Results to Applicants

The Proposer will communicate the outcome of the verification request to enable household participation in SFA programming.

Specific tasks should include:

1. Notifying the applicant and REF/other program administrators of successful verification:
  - a. In a form the household has requested/specified (digitally, physically, or both).
  - b. In a manner that integrates with other SFA program platforms and processes.
2. Where a household does not pass verification, notifying the applicant as such and to also include:
  - a. Details of the rationale for failing the verification check.
  - b. Steps the household can take to remediate and reapply, such as alternative documentation.
3. Success will be measured by the following deliverables:
  - Ability to process requests within 10 working days.
  - Participant satisfaction through post verification surveys for residents that had to navigate remediation of errors or alternative verification approaches.

### TASK 4: Report Verification Metrics to Program Administrators

The Proposer will ensure program administrators have sufficient data on verification requests for their internal and external reporting needs.

Success will be measured by provision of data to program administrators on at least a monthly (though preferably actively accessible) basis, including at minimum:

1. Number of requests for verification received.
2. Number of requests received by city/town.
3. Number of requests resolved, including number of successfully remediated requests.
4. Number of requests rejected.
5. Number of days taken to process applications.
6. Anonymized data on income levels of successfully verified applicants.

## TASK 5: Auditing

The Proposer will make available reporting and a selection of data in accordance with EPA auditing and reporting requirements as needed.

1. In the event of an audit or additional reporting requirements from EPA, the Proposer will work with the REF on compliance of requirements.
2. Reporting and data will be available up to seven (7) years after the grant program end date.

## Qualifications

Proposers responding to this RFP must meet the following requirements:

Eligible Proposers should demonstrate experience in the following areas of expertise:

1. Technical Expertise: Proposers should demonstrate experience and capability in:
  - Providing income verification services, including working familiarity with income verification methods and tools such as Internal Revenue Services (IRS) forms and processes.
  - Ensuring robust security and privacy policies and procedures for protecting the privacy of sensitive personal information. All policies and procedures must comply with applicable legal requirements, including Chapter 48.1 of the Rhode Island Data Transparency and Privacy Protection Act [Effective January 1, 2026].
  - Integrating efficiently with SFA application and award processing systems.
  - Interacting with public agencies.
2. Customer-centered approach: Applicants should have a background in developing and maintaining seamless and efficient customer journeys and fostering customer trust.
3. Translation and Transcreation: Applicants should demonstrate the capability to offer access to all services and materials in the most spoken languages in Rhode Island.
4. Eligible Proposers must maintain active Cyber Risk or Cyber Liability Insurance policies with minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, covering data breach response, network security liability, privacy liability, and regulatory defense and penalties.

Insurance coverage, including cyber liability and professional liability, shall be maintained throughout the term of the contract and for a minimum of three (3) years following contract termination. This requirement is intended to ensure continued coverage for potential claims or liabilities arising from data handling and compliance obligations during the term of performance, including any applicable EPA or federal record retention requirements. The Corporation reserves the right to request a Certificate of Insurance (COI) naming the Corporation as an additional insured and to review the full policy to ensure coverage is adequate for the nature and volume of PII being handled

## Project Timeline

This timeline is subject to change at the Corporation's discretion. Any updates to the timeline, 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)

Issuance of RFP	June 18, 2025
Deadline for Questions/Clarifications	June 24, 2025
Questions with Answers Posted to the Corporation's website	June 30, 2025
<b>Proposals Due</b>	<b>July 8, 2025</b>
Review of Responses with Interviews	July 9 – July 11, 2025
Corporation Board Meeting and vote	July 28, 2025

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 for a duration of 1 year with the option to extend for up to one year for a maximum of two years total.

## Budget

This RFP does not commit the Corporation to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. The Corporation is closely monitoring developments at the federal level that may impact the operations of, or the availability of funding for, the SFA program. Circumstances outside of the program administrators' control may require that we delay awarding funds under this RFP.

Proposers to this RFP shall provide a proposed fee structure for providing services necessary to complete the proposed Tasks in the Scope of Work. Proposers shall include a total, maximum price to accomplish the scope items incorporated in the proposal. Fee structure proposals shall include, but are not limited to, costs for specific task items from the Scope of Work along with 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 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.



For reference, the total amount budgeted for income verification services is \$75,000 and we anticipate that 5,225 participants will seek income verification over the potential 5-year program term. The Solar for All program may conclude earlier than anticipated due to external factors, such as availability of funding.

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.

## **EVALUATION CRITERIA**

- **Executive Summary/Technical Proposal:**  
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, examples of past experience with similar state organizations or programs, references, and related items.
- **Qualifications and Experience:**  
Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.
- **Overall Quality of Proposal:**  
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).
- **Process and Procedures implemented to ensure the privacy and security of individuals' personal data:**
- Our evaluation will assess personally identifiable information (PII) collection methods, security measures used to protect PII, access controls and identity management, data retention and disposal procedures, employee training and awareness, and applicant's procedures related to transparency and accountability practices.
- **Cost Proposal**

Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.

EVALUATION CRITERIA	Points
Executive Summary/Technical Proposal	20
Qualifications and Experience	20
Overall Quality of Proposal	20
PII Handling and Data Security	20
Cost Proposal:	20
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:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \times \text{Maximum ISBE participation points})$$

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://commercieri.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.commercieri.com](http://www.commercieri.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](http://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 § 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. Proposers must include a detailed Data Protection Plan describing technical, physical, and administrative controls in place to safeguard PII. This should include a description of encryption methods, access controls, data retention schedules, employee training practices, incident response processes, and compliance frameworks adhere to.

6. 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](mailto:RFP@commerceri.com) by **11:59 pm on July 8, 2025**. 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 June 24, 2025. 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, June 30, 2025 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.

<b>MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN</b>					
Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Solicitation No.:					
Project Name:					
<p>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. <b>Please complete <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.</b></p>					
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