



**REQUEST FOR PROPOSAL  
RFP #: RFP-2522**

**For: Business Attraction Consultant**

The Rhode Island Commerce Corporation (“Corporation”), in collaboration with the Partnership for Rhode Island (“Partnership”), seeks proposals from qualified firms to provide direct and ongoing domestic business attraction support, including lead generation and strategic and targeted individual company outreach and engagement support.

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, in collaboration with the Partnership, is actively working to grow the State of Rhode Island’s business community. Part of this work requires us to identify and engage with businesses that are potentially interested in relocating or expanding to Rhode Island. This Request for Proposals seeks one or more qualified firms to support the Corporation and the Partnership with identification of businesses that are actively or imminently expanding their footprint, are exploring potential physical relocations, and/or have an existing tie or draw to Rhode Island.

The selected vendor(s) will provide the Corporation and the Partnership with ongoing lead generation and strategic and targeted individual company outreach. This will include making daily updates to an active prospect list through scanning, mining, and analyzing various data sources (utilizing investment apps, artificial intelligence, and data analytics). These daily data analytics will roll up to weekly lead generation reports, which will feed a curated prospect list for Rhode Island. The selected vendor(s) may also provide dedicated support in the planning and preparation for site visits—both for companies to Rhode Island and for Rhode Island representatives to visit companies. Proposers may also recommend specific competitive analyses and market positioning reviews of the State of Rhode Island compared to other U.S. states in order to most effectively target and create warm leads for domestic business attraction prospects.

**Background**

The Corporation is the state’s lead agency for economic development, committed to strengthening the state’s economy through business growth, job creation, innovation, and long-term resilience. Through a diverse portfolio of programs including tax incentives, real estate development support, and workforce training, we help make Rhode Island a more competitive,

equitable, and prosperous place to live and do business. The Partnership is a nonprofit CEO roundtable that supports initiatives to improve Rhode Island.

The Corporation is a quasi-public agency which sits under and as a part of the State's Executive Office of Commerce. The Secretary of Commerce oversees the Executive Office of Commerce ("EOC") as well as the Corporation, in collaboration with the Corporation's President and CEO. The Corporation maintains a business development team, which includes sector-based business development professionals as well as a research analyst. Additionally, the Corporation employs a marketing team, which supports collateral creation and pitch materials and maintains on-call relationships with consultants focused on foreign direct investment ("FDI").

The selected Proposer(s) for this solicitation will work with all relevant teams, including the Corporation's on-call FDI consultants, as relevant—with Proposer engagement being led by the Corporation's Managing Director of Business Development, a role actively being recruited for at time of solicitation.

The Corporation anticipates that the selected Proposer(s) will provide additive research, lead generation, and initial prospect outreach for the Corporation's business development efforts but will not supplant the relationship cultivation or incentive package creation and negotiation that will continue to be conducted by the Corporation, the Partnership, and the EOC.

### **Scope of Work**

The Corporation and the Partnership seek one or more qualified Proposer(s) to support business attraction for the State of Rhode Island.

Tasks for the selected Proposer include the following. The Corporation reserves the right to award one or more of the following Tasks, with a strong priority for Tasks 1 and 2.

**Task 1: List of Attraction Prospects:** An actively updated list of businesses seeking to relocate or needing to expand, which will be continuously refined in collaboration with the Corporation. The list should include but not be limited to the following: Business name, contact information, number of employees, revenue/sales, size of assets, market share, industry, ownership model, location, recommendations of bespoke and targeted selling points for Rhode Island per company, and presumed likelihood of successful relocation/expansion. This list should be curated using creative and strategic methodologies, modern research and data analytic techniques, and a thorough review of the prospect's potential location to or in Rhode Island based on the market positioning analysis. The list of attraction prospects should be continuously refined, including updating the status and interest columns of the list, based on initial outreach and temperature-testing conducted by the successful Proposer(s) as well as Corporation and Partnership feedback. Successful Proposer(s) work to inform and continuously refine the list should include outreach to identified prospect businesses to gauge preliminary interest/capacity to move into Rhode Island.

#### Task 1 Deliverables:

- A "living" list of strong attraction prospects that is consistently available to the Corporation and Partnership and updated regularly that leads to relocation/attraction results.

**Task 2: On-call engagement with the Corporation:** As needed, attend meetings both virtually and in-person with the Corporation. It is expected that the selected Proposer(s) will identify a

main point of contact (“POC”) for the Corporation and that the POC will be present on-site at the Corporation’s office for at least one week, anticipated in Q2 or Q3 in 2026, in order to fully internalize the economic development work, strategy, and goals of the Corporation.

Task 2 Deliverables:

- Identified POC for the Corporation and Partnership who has strong understanding of Rhode Island’s economic development goals and strategies in the near and long term.

**Task 3: Market Positioning Analysis:** As part of an effective lead generation effort, the market positioning analysis for the State of Rhode Island will build off work completed by the Corporation and will ensure effective targeting and impactful lead generation for business attraction prospects. It’s expected that, because this analysis will build off of pre-existing Corporation work, it will be accomplished quickly and should include:

- a. Detail on the specific competitive advantage of Rhode Island for business location
- b. Input parameters that will be used to generate business attraction leads that will—based on positioning data—have the strongest likelihood of success. These could include but are not limited to: industry, sub-industry, business size, stage of business life cycle, geographic location, and business executives’ affiliations with Rhode Island.

Task 3 Deliverables:

- A data-backed market position report detailing the specific competitive advantage of Rhode Island as well as data-informed, recommended search parameters that will yield the most success for business attraction efforts.

Overall, the successful Proposer(s) should demonstrate through their response(s) how their work against one or more of the above Tasks will lead to company location and job growth in Rhode Island.

**Qualifications**

The following will be considered in selecting the Proposer(s) to fulfill the services outlined in the Scope of Work:

- The extent of professional experience and expertise providing the services outlined in the Scope of Work and any other additional services proposed by the Proposer.
- Outline of the Proposer’s approach to successfully completing the Scope of Work in the outlined timeframe as described below.
- Samples of work provided by the Proposer that are illustrative of the Proposer’s capabilities as they pertain to the Scope of Work.
- Team of qualified and experienced personnel with dedicated resources for working on items outlined in the Scope of Work and any additional services proposed by the Proposer.
  - Ability to locate one team member, who serves as main POC for the Corporation, at the Corporation’s office for at least one week in Q2/Q3 2026.

Successful Proposer(s) must also demonstrate they have:

- Proven experience in business attraction sourcing, investment data mining and/or lead generation, and dealmaking.
  - Experience must be results-oriented: The Corporation expects to see examples of the impact of past attraction efforts on regions previously served as well as an

initial effort to understand Rhode Island's value proposition for company location.

- Access to relevant data inputs for lead generation (e.g., investment and/or real estate databases, deal flow databases).
- Experience with modern methodologies for sourcing prospects.
- Knowledgeable and eager staff who will have dedicated assignment to this contract.

### **Project Timeline**

The Corporation and the Partnership anticipate making vendor selections in Q1 2026, with contract anticipated to commence by Q2 2026. 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 be one year, with the option to extend for up to three years.

### **Budget**

This effort is funded jointly through the Corporation and the Partnership.

Proposers to this RFP shall provide a proposed fee structure for providing services necessary to complete the proposed scope items. 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. Proposers should additionally include a total estimated price to accomplish each of the scope items incorporated in the proposal along with an estimate regarding the duration and number of hours to complete each task. In the case of ongoing tasks, the proposal shall specify estimated monthly hours. 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**

Proposers will be selected based on a committee's evaluation and scoring of the below Evaluation Criteria. The Proposer(s) with the highest score(s) will be selected as per the Corporation's purchasing guidelines.

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

**EVALUATION CRITERIA**

	<b>Points</b>
<b>OVERALL EXPERIENCE OF COMPANY &amp; DEMONSTRATED RESULTS</b>  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 as well as capacity to perform the engagement.	30
<b>QUALIFICATIONS OF PERSONNEL</b>  Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	20
<b>INITIAL UNDERSTANDING OF RHODE ISLAND’S BUSINESS POSITIONING</b>  Our evaluation will include an assessment of your initial understanding of Rhode Island’s business positioning and unique value proposition and how you integrated this knowledge into your proposal, including the way you will approach data mining and analytics regarding these points going forward.	10
<b>STRATEGIC THINKING/PLANNING APPROACH</b>  Our evaluation will include an assessment of the overall strategic approach and creativity described in the proposal—especially as it relates to leveraging novel technologies and data analytics for prospect sourcing.	20
<b>BUDGET APPROACH/COST EFFECTIVENESS</b>  Our evaluation will include an assessment of the reasonableness and appropriateness of the budget allocation, including how effective and efficient delivery of quality services is demonstrated to be.	20
Total	100
MBE/WBE/DisBE Participation (additional potential points)	6 pts

**NOTE:** Designated Corporation and Partnership 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, Partnership 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://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/rhodeisland/RFP\\_RESPONSE\\_CERTIFICATION\\_COVER\\_FORM\\_88d2b6a2-2798-4d0f-81b8-cedbe5692088.pdf](https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/rhodeisland/RFP_RESPONSE_CERTIFICATION_COVER_FORM_88d2b6a2-2798-4d0f-81b8-cedbe5692088.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](http://www.commerceri.com)) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Addenda will also be posted to the Rhode Island State Division of Purchases' website at [www.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 MBEs 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 for one month into the project, three months into the project, six months into the project, and twelve months into the project.
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, experience executing similarly complex projects, and related experience. Client references available for the Corporation to call.



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. Certification of availability of individuals named in the Proposal to commence work in early 2026 and maintain availability to the Corporation throughout the agreement term.
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. A description of the outcomes expected through the engagement.

### **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 February 2, 2026**. 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 January 13, 2026. 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, January 15, 2026 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