

April 23, 2026
Rhode Island Commerce Corporation
REQUEST FOR PROPOSALS

Solicitation Number: **RFP-2608**
ADDENDUM NO. 1
Questions & Answers

REQUEST FOR PROPOSALS
LEADERSHIP ASSESSMENTS AND TRAININGS

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to provide leadership development trainings for small groups, including Wavemaker Fellowship cohort members, Wavemaker Fellowship cohort alumni, and Corporation staff. The trainings will be conducted in-person and may leverage known professional and leadership development frameworks like CliftonStrengths, Myers-Briggs Type Indicator, Insights Discovery, or other leadership assessment tools. The Corporation will prioritize vendors that leverage assessments that are proven to be actionable in the professional setting.

Question #1: What is the minimum and maximum number of participants per training?

Answer #1: The Corporation anticipates around 20-25 people per training session. However, Proposers should detail to the Corporation the ideal group size and if training format varies at all depending on size of group.

Question #2: Can we utilize one of your conference rooms with a tv and white board or Do [sic] we need to rent a room if we are from out of state?

Answer #2: Yes, you can utilize Commerce space, white boards, and AV to conduct the trainings.

Question #3: Could the Corporation please clarify how many in-person training sessions are expected to be conducted per week, month, or year under this contract?

Answer #3: The Corporation anticipates at least one training a year and not likely more than four trainings a year.

Question #4: What does success look like for this project?

Answer #4: Success will be smoothly executed trainings that are value-add to the participants with clear outcome metrics tracked.

Question #5: Does the project represent a continuation of a past or current effort or is this a new initiative? If you have used a similar process in the past, what parts do you wish to retain, and which parts do you wish to improve or discard?

Answer #5: The Corporation has contracted with Leadership Rhode Island to conduct Gallup Strengths Finder assessments and trainings in the past for Wavemaker fellows. This RFP represents a continuation and possible expansion or improvement to those efforts. The Corporation requests that Proposers explain how they can provide strong programming as described in the RFP.

Question #6: Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences?

Answer #6: See answer to question #5. Also, all proposers will be evaluated objectively based on the scoring evaluation as set forth in the RFP.

Question #7: Is this the first time the Corporation is offering a service of this nature? If not, can the Corporation disclose any information about its experience with previous initiatives or vendors offering leadership development training?

Answer #7: See answer to question #5.

Question #8: How often does the Corporation anticipate an LD training to be requested?

Answer #8: See answer to question #3.

Question #9: Does the Corporation have a preference for a vendor with offices located in the State of Rhode Island?

Answer #9: The Corporation will review all eligible Proposers equally. Please also see Qualifications section in the RFP. As stated in the RFP, 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.

Question #10: Will out of state vendors be disadvantaged in any way related to proposal scoring?

Answer #10: See answer to question #9.

Question #11: Is there a budget for this initiative?

Answer #11: Proposers should provide an anticipated per-training budget. Please also refer to the Budget section in the RFP.

Question #12: On page 3, the "Research & Analytics" bullet under Budget, is that meant for this RFP?

Answer #12: Yes. Proposers should provide an overview of how you determine success for your trainings, including any analytic tools used to garner information.

Question #13: Approximately how many people are in these three categories (Wavemaker Fellowship cohort members, Wavemaker Fellowship cohort alumni, and Corporation staff) and would be eligible to participate in LD programming?

Answer #13: See answer to question #1.

Question #14: In our proposal, may we include references and hyperlinks to electronic resources, e.g, to web pages?

Answer #14: Yes.

Question #15: What is the most important change—at the individual, team, or organizational level—that Rhode Island Commerce Corporation hopes to see as a result of this training/initiative?

Answer #15: The Corporation anticipates trainings to be impactful at the individual level. Anticipated results from the trainings should be articulated by the Proposers.

Question #16: What is your not to exceed budget or budget range or how much have you spent on similar work in the past?

Answer #16: See answer to question #11.

Question #17: What is your estimate of the number of training sessions that will be held?

Answer #17: See answer to question #3.

Question #18: Do you have a preference for local consultants, or any other preferences?

Answer #18: See answer to question #9.

Question #19: Why are you choosing to outsource this project rather than staffing it internally?

Answer #19: The Corporation is an economic development agency and not a leadership development organization.

Question #20: Will answers to questions from all potential vendors be shared among them?

Answer #20: Yes.

Question #21: Will we be able to learn who the other bidders are?

Answer #21: The Corporation follows the Rhode Island Access to Public Records Act (“APRA”) and corresponding requirements.

Question #22: Is it permissible to include a confidential attachment to the certification?

Answer #22: Yes. Please indicate whether any portion of the proposal is considered confidential and state the basis for such designation. Disclosure is subject to APRA, including applicable exemptions.

***End of Addendum ***