



REQUEST FOR PROPOSAL

RFP #: RFP-2614

For: Manufacturing Succession Readiness for Rhode Island Manufacturers

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to provide services to RI-based manufacturing owners and employees aimed at improving the succession readiness of manufacturing firms. As many owners in the manufacturing industry approach retirement without a succession plan in place, Rhode Island risks seeing independent and sometimes family-owned firms transferred to out-of-state ownership, which could result in layoffs, job relocations, and the loss of wealth-building opportunities for Rhode Islanders.

The Manufacturing Succession Readiness Program aims to enable business successions that simultaneously unlock liquidity for existing owners, retain jobs and ownership locally, and equip new entrepreneurs. Specifically, the Program will support advanced succession planning for owners, develop a roster of qualified local potential buyers (including, but not limited to, current manufacturing employees), and facilitate opportunities for networking and matchmaking. These strategies serve to expand the horizon of possible succession pathways available to owners, ultimately offering deeper control over their financial outcomes and the legacy of their business.

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, the state’s full-service economic development organization, is launching the Manufacturing Succession Readiness Program (the “Program”) to support leaders in Rhode Island’s manufacturing sector as they prepare themselves for business successions that preserve local ownership, control, and job quality.

In Rhode Island, 56% of businesses are owned by people over 55. In the manufacturing sector, where 86% of RI companies are small to midsize firms employing fewer than 50 people, many owners are now approaching retirement age without a plan for succession. This impending “silver tsunami” creates both risk— of acquisitions that result in downsizing, relocation, or total business closure— as well as opportunity. Through advanced succession planning in which owners are supported in exploring a variety of exit pathways, manufacturers can prepare themselves for

transitions that ensure business continuity on their own terms, protect jobs, and expand opportunities for ownership to Rhode Island-based entrepreneurs.

Employee ownership is one model that keeps jobs local, creates new wealth-building and career mobility opportunities for employees, and preserves the legacy of the business by offering a ready buyer already invested in its continuity. Project Equity reports that across the 100+ companies they've helped to transition to employee ownership, wages rose by an average of 20% post-transition, and employees regularly report greater productivity, resilience, and job satisfaction than their non-employee-owned counterparts.¹ Targeted upskilling of manufacturing employees can not only improve a company's readiness for a smooth leadership transition, but also serve to identify and train potential entrepreneurs-by-acquisition.

However, there are many exit pathways beyond conversion to employee ownership that may also produce the desired outcomes of job stability for employees, liquidity for owners, and sustainability and longevity for firms across the sector. The Manufacturing Succession Program will support activities that assemble and develop a qualified roster of would-be local buyers, whether or not program participants themselves are manufacturing employees.

The Program will take a three-pronged approach:

- 1) Support owners of manufacturing companies in Rhode Island as they explore and understand possible exit pathways and ownership/leadership transitions through education and professional service provision;
- 2) Assemble and train a roster of qualified, local, would-be buyers, including current manufacturing employees, with the inclusion of education around employee ownership models; and
- 3) Facilitate matchmaking between current or future sellers, local and/or employee-group buyers, and validated third party service providers.

This Program will employ a consortium model, centralized under the Corporation, to facilitate networking and the sharing of learnings among participants. The intention is for all Program participants to gain knowledge and skills related to succession readiness, and seed relationships within the Program's environment which may ultimately result in the sales of businesses to local and/or employee-group buyers.

Background

As a quasi-public agency, the Corporation is the official full-service economic development organization for the state of Rhode Island. The Corporation works with public, private, and nonprofit partners to create the conditions for businesses in all sectors to thrive and to improve the quality of life for our residents by promoting the State's long-term economic health and prosperity. The Corporation invests in innovative programming to support the expansion of entrepreneurship in our State, including among communities who have been historically excluded from ownership. We understand employee ownership to be one strategic model that not only expands access to

¹ Shelby, D. (2025). *Turning the Silver Tsunami into a Wealth-Building Wave: Project Equity's Vision for Employee Ownership and Economic Resilience*. *Social Innovations Journal*, 29.

business ownership and enhances job quality for Rhode Island’s workers, but also bolsters the resilience and long-term rootedness of local businesses.

This Program is funded with \$400,000 appropriated through the Consolidated Appropriations Act of 2024 (H.R. 4366). Total awards made through this RFP will not exceed \$340,000.

Scope of Work

This RFP seeks to fund proposals that support the goals of the program through the following Tasks:

- 1) Task 1: Support owners of eligible manufacturing companies in Rhode Island as they explore and understand possible exit pathways and ownership/leadership transitions through education and professional service provision;
- 2) Task 2: Assemble and train a roster of qualified, local, would-be buyers, including current manufacturing employees, with the inclusion of education around employee ownership models; and
- 3) Task 3: Facilitate matchmaking between current or future sellers, local and/or employee-group buyers, and validated third party service providers.

Proposers should indicate which of these three task areas they intend to address (one or multiple), and delineate their proposed scopes of work and budgets as they correspond to each Task. Our evaluation will favor proposals that effectively address more than one task under the same organizational team and project framework.

The Corporation reserves the right to award one or more contracts across the three Tasks.

The Corporation anticipates that award amounts will break down across the above-mentioned areas as follows, though reserves the right to adjust:

1) Task 1: Support owners of eligible manufacturing companies in Rhode Island as they explore and understand possible exit pathways and ownership/leadership transitions through education and professional service provision.	\$150,000
2) Task 2: Assemble and train a roster of qualified, local, would-be buyers, including current manufacturing employees, with the inclusion of education around employee ownership models.	\$150,000
3) Task 3: Facilitate matchmaking between current or future sellers, local and/or employee-group buyers, and validated third party service providers.	\$40,000

This program is intended to serve eligible manufacturing businesses. Eligible manufacturing businesses are those:

- In good standing in the state of Rhode Island,
- Operating a facility in Rhode Island with at least 5 on-site employees, and
- At least 50% owned by Rhode Island resident(s).

Funds may be used to pay for the costs of providing the following Eligible Services to complete one or more of the Tasks:

- Program marketing and recruitment of participants
- Training and education, including, but not limited to:
 - Educational workshops
 - Coaching and mentoring
 - Organizing-style meetings
- Technical assistance and/or professional service provision (including facilitation of services through third parties) related to the following succession readiness activities, including, but not limited to:
 - Financial analysis and valuation
 - Accounting and bookkeeping
 - Profit-sharing plan development
 - Legal services
 - Succession plan writing
 - Internal leadership development
 - Strategic business planning
- Production of materials to be used during or to supplement training and technical assistance activities
- Networking, peer learning, and matchmaking events
- The development and/or deployment of software, platforms, and/or other digital tools for facilitating program goals

Qualifications

Proposers must demonstrate experience relevant to the specific tasks they are responding to.

Proposers responding to Task #1 should demonstrate direct experience working with the manufacturing sector.

Proposers should demonstrate a plan to complete the Task(s) described in the Scope of Services in a manner consistent with the Project Timeline. Specifically, Proposers responding to this RFP should include the following in their proposal:

- A well-defined, compelling statement of work for providing some or all of the above-described Eligible Services to owners, employees, and/or potential buyers of eligible manufacturers. This should include a detailed outline of the services to be provided and the outreach and marketing approach to reach the participants. This should also include justification of how and why these services will enhance businesses' succession readiness, and/or participants' acquisition readiness.
- A showcase of previous outcomes and evidence of effectiveness. Evidence may include independent reports, information tracked by the Proposer, third-party evaluation, testimonials, related experience on other projects, and other such information.
- A projected outcome with an explanation of how success will be measured (such as number of unique participants, learning outcomes, deliverables produced, etc.). This includes an explanation of the tracking and metric mechanisms that will be established to track and report the progress of project goals. Proposers must include an output and outcome measure for each unique activity of the proposal.
- Bios of key staff members and key external partner organizations, as well as an overview of the governance structure of the organization and, if applicable, partnerships.

- Letters of commitment from any/all third-party organizations that are participating in the Scope of Work

Project Timeline

The intended timeline (which the Corporation reserves the right to adjust as necessary) is as follows:

July 24, 2026: Questions on RFP due
August 5, 2026: RFP responses due
Late August 2026: Winning Proposer(s) selected
Early September 2026: Execution of contract(s)
September 2026: Anticipated commencement of programming

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 execution.

Proposers should provide a timeline of their proposed activities and demonstrate how their proposal can be accomplished on or before September 30, 2027.

Budget

Proposers to this RFP shall provide a proposed fee structure for providing services necessary to complete the proposed scope items. 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.

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. The bidder with the highest score for each individual Task will be selected as per the Corporation's purchasing guidelines.

EVALUATION CRITERIA

	Points
ABILITY TO EXECUTE PROPOSED APPROACH Our evaluation will include an assessment of the Proposer's capacity to perform the proposed activities within the specified timeframe, as well as an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	25
STRATEGIC THINKING/PLANNING APPROACH Our evaluation will include an assessment of the overall approach and strategy described in the proposal, including demonstration of need for proposed effort.	25
OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS Our evaluation will include an assessment of the history of your organization, 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.	20
BUDGET APPROACH/COST EFFECTIVENESS Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation.	15
FAMILIARITY WITH RHODE ISLAND'S MANUFACTURING SECTOR Our evaluation will include our assessment of your familiarity and pre-existing relationships within Rhode Island's manufacturing sector.	10
PROPOSED APPROACH ADDRESSES MULTIPLE TASKS Our evaluation will favor proposals that effectively address more than one task under the same organizational team and project framework.	5
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:

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate X 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
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) 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.

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.
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. 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 by **11:59 pm on Wednesday, August 5th, 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 no later than 11:59 pm on Friday, July 24th, 2026. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.commerceri.com and www.ridop.ri.gov on, Wednesday, July 29th, 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.

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN					
Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Solicitation No.:					
Project Name:					
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. Please complete <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.					
Name of Subcontractor/Supplier:					
Type of RI Certification:		☐ MBE ☐ WBE ☐ 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.					
Prime Contractor/Vendor Signature				Title	Date
Subcontractor/Supplier Signature				Title	Date

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