



**REQUEST FOR PROPOSAL
RFP #: RFP-2617**

For: Business Attraction and PR Agency

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firm(s) to provide public relations and/or advertising services to assist with the strategy and execution of comprehensive, statewide business attraction initiatives and event management and production on behalf of the Corporation.

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 seeks a firm able to further develop and build upon its public relations and creative strategy; deliver comprehensive event management, planning, logistics, and production services for both in-person and virtual events; cultivate promotional and strategic partnerships with key vertical sector-oriented media and economic development reporters; and provide research and analytics on the latest best practices and story trends in both media outreach and event production.

Background

Under the leadership of a jobs-focused Governor and General Assembly, Rhode Island has dedicated substantial financial resources to position the State as the most attractive place in the Northeast to live, grow a business, and visit as a tourist or business traveler. The Corporation is responsible for supporting the entire State’s economy through business attraction efforts, with a particular emphasis on the following advanced industries in which the State has key strengths:

- Ocean Economy

- Marine, defense, shipbuilding, maritime, additive manufacturing, aquaculture, and offshore wind industries.
 - Ocean Tech Hub
- Entrepreneurship and small business start-ups
- Food & Beverage
- Technology / Innovation
- Global Trade / International
- Government Efficiency
- IT / Software, Cyber Physical Systems, and Data Analytics
- Advanced Business Services
- Design, Food, and Custom Manufacturing
- Arts, Education, Hospitality, and Tourism
- Transportation, Distribution and Logistics

Rhode Island's primary competitive markets vary by industry and consistently include Massachusetts, Connecticut, Maine, Virginia and the Gulf Coast states, particularly in advanced maritime industries. Massachusetts and Connecticut also compete directly in life sciences and technology. From a foreign direct investment perspective, the Corporation most frequently engages companies that have already decided to enter or expand within the U.S. market, so competition at that stage is primarily domestic.

The Corporation promotes Rhode Island in domestic and international markets by leveraging a range of marketing and communications tactics, including, but not limited to, public relations, advertising, social media, public engagement programs, and business trade and sales outreach. Accordingly, the Corporation seeks to procure services related to business attraction advertising, event management, strategic communications, and proactive earned media pitching.

Scope of Work

The selected Proposer will be responsible for developing and executing comprehensive media relations initiatives in support of the Corporation's objectives. Required services include, but are not limited to:

- Strategic planning for media relations activities
- Creative story development to promote the Corporation and its initiatives
- Identification and pursuit of partnership opportunities with relevant organizations and media outlets
- Coordination and execution of media events and programs
- Content creation and distribution across appropriate channels and platforms
- Development and management of social media strategy and execution
- Support for other communications functions of the Corporation as needed

The selected Proposer will deliver a targeted action strategy designed to complement partner efforts and focus on activities aligned with priority industries and markets. As a key deliverable, the agency will develop a comprehensive business attraction marketing plan. This plan will include actionable steps, guidance on prioritizing program resources, identification of targeted industries, and clarification of roles and responsibilities for implementation. The plan will also incorporate strategies that leverage the agency's media relationships and highlight relevant experience with economic development reporting and sector-specific outreach.

Core Services

At a minimum, the Proposer should be able to perform the following services under the strategic direction of the Corporation's staff:

A. Public Relations:

- **Strategic Planning:**
The selected Proposer will support the Corporation in developing and executing comprehensive strategic account plans. This includes conducting research, contributing to the creation of Rhode Island's business attraction strategy, and providing ongoing guidance on public relations priorities.
- **Media Relations:**
The selected Proposer will identify and pursue relevant media opportunities, facilitate partnerships with appropriate brands and organizations, and recommend participation in targeted trade shows and events. The selected Proposer will also support the Corporation in promoting the State at key industry events.
- **Copywriting and Editing:**
The selected Proposer will provide copywriting and editing services for a variety of marketing materials, including but not limited to: website content, sales collateral (brochures, signage, flyers, case studies), social media content, quarterly newsletters, and annual reports.
- **Content Creation and Distribution:**
The selected Proposer will create and distribute media materials and messaging, including press releases, backgrounders, story pitches, key messages, and speeches, to promote the Corporation's activities and Rhode Island's business attraction initiatives. The selected Proposer is responsible for monitoring and distributing content, and for recommending content strategies that generate business attraction leads.

The public relations scope covers both national and regional or local earned media. The Chief Communications Officer serves as the Corporation's primary spokesperson and principal liaison with the media. The Corporation retains management of press events, with the selected agency supporting as directed, including the development of talking points and related materials.

B. Social Media:

The selected Proposer will work in close partnership with the Corporation's internal team to manage and execute all social media activities. This includes developing and maintaining a comprehensive social media calendar, and ensuring timely scheduling and publication of content across all official channels. Responsibilities encompass drafting and refining copy, creating and

delivering assets that align with the Corporation's objectives and brand voice, and proposing strategic and creative recommendations. The selected Proposer is expected to participate actively in regular planning and strategy sessions, maintaining open and ongoing communication with our in-house marketing and communications teams.

Community management is a core responsibility. The selected Proposer will respond to comments, re-share relevant content from stakeholders, partners, and employees, and engage authentically with our online audience to further the Corporation's objectives. The selected Proposer will carry out regular competitor analysis to inform our content approach and identify opportunities for differentiation. In addition, the selected Proposer should monitor and leverage timely events—such as industry news, trending topics, and milestone moments—to create relevant and high-impact social content.

The selected Proposer will both schedule and publish approved content. All external communication from the Corporation's official social channels, including responses to comments, must be reviewed and approved by the Chief Communications Officer. Direct messages may be responded to organically, provided the Chief Communications Officer is made aware of any communication beyond directing an inquiry to the appropriate business unit. The Corporation currently uses Agorapulse for social media reporting and analytics, and manages content scheduling, monthly content calendars and internal approvals through Smartsheet. The Corporation is open to agency recommendations regarding social media management platforms.

C. Analytics and Reporting:

The selected Proposer will establish a robust analytics framework to measure the effectiveness of all social media activities. This includes:

- Implementing and managing analytics tools (such as Sprout Social, Hootsuite, Brandwatch, or native platform insights) to track performance across all channels.
- Monitoring and reporting on key metrics including reach, impressions, engagement rate, follower growth, click-throughs, conversions, and net sentiment score.
- Providing regular, detailed reports that align performance data with the Corporation's specific objectives.
- Using social listening tools to assess public sentiment, identify emerging trends, and monitor the impact of campaigns in real-time.
- Conducting ongoing competitor benchmarking to contextualize results and highlight opportunities for differentiation.

The selected Proposer will analyze collected data to extract actionable insights, translating raw numbers into clear recommendations for content strategy, audience targeting, and campaign optimization. These insights should be presented in a way that enables the Corporation to make informed decisions about future marketing activities, ensuring the continuous improvement of social media performance and alignment with broader organizational goals.

D. Advertising:

- **Advertising Campaign Development:**

The selected Proposer will develop holistic brand advertising campaigns that integrate

interactive elements, including social media, into an overarching strategy. Campaigns should address the current challenges to traditional media—such as diminished frequency and reach due to streaming services, video on demand, and recording devices—and extend beyond traditional formats to reach target audiences where they are most active. Strategies should reflect an understanding of contemporary media consumption patterns and demonstrate adaptability in response to shifting consumer behaviors.

- **Production/Creative:**

The selected Proposer will manage all aspects of creative development and production for advertising campaigns. This includes either utilizing in-house production capabilities or managing external production resources as needed. The selected Proposer's creative team must be fully equipped to develop brand assets that move seamlessly across multiple mediums, ensuring consistent messaging and visual identity.

- **Media Planning & Buying:**

The selected Proposer will oversee the planning and purchasing of media placements, determining the optimal platforms, timing, and formats to maximize reach and effectiveness. This includes the use of analytics and media planning tools to inform decision-making, ongoing optimization strategies, and the implementation of co-op advertising initiatives where appropriate. The selected Proposer will be expected to provide a clear philosophy and approach to domestic media planning and buying.

- **Promotional and Strategic Partnerships:**

The selected Proposer will identify, pursue, and manage strategic partnerships and alliances that enhance the Corporation's advertising efforts. These partnerships should be leveraged to extend campaign budgets, increase exposure, and provide added value to the Corporation's promotional activities.

The Corporation prioritizes advertising opportunities based on alignment with the State's core industry strengths, growth potential and likelihood of successful attraction rather than by geography, and does not maintain a fixed split between domestic and international targets. There are no predetermined periods of increased spend or heavy-up; timing is driven by evolving business priorities and market opportunities, and the Corporation monitors performance and remains flexible.

E. Event Management and Production

The selected Proposer will handle the end-to-end planning, coordination, and execution of business attraction events and tradeshows. The selected Proposer will serve as the primary point of contact (POC) throughout each engagement. Responsibilities include, but are not limited to, scouting and securing venues, managing all site visits and reservations, coordinating and overseeing the complete event timeline and run-of-show, sourcing, liaising and invoicing vendors (including those providing paid and in-kind services), and handling all day-of logistics on site. The selected Proposer will oversee every detail required for seamless tradeshow execution. Additional duties include developing comprehensive marketing plans—encompassing print collateral, giveaways, event signage, and broadcast opportunities such as radio/television segments—and generating public interest stories with local media outlets. The selected Proposer is expected to manage and take the lead on all aspects of event management, ensuring a cohesive and professional experience from initial planning to final wrap-up.

The Corporation participates in approximately twelve (12) business attraction events and tradeshows each year. These include major industry conferences and trade missions have included SelectUSA, IPF, Seafood Expo North America, BIO International, Wind Europe, H2O and the Canada Trade Mission, along with events such as Good Food, the Summer Fancy Food Show and the RI Tabletop Show, and support for the APEX and SupplyRI networking events. Participation may include exhibiting with booths and networking. The specific slate is confirmed annually.

F. Miscellaneous Communications Services

- Copywriting and Copyediting the Corporation's marketing materials (e.g. Business Trifold) and/or reports required from the Corporation (e.g. FY26 Annual Report).
- Creative design for event-related materials such as flyers or invitations, or external Rhode Island Commerce Corporation documents.

The Corporation has existing brand guidelines, which will be provided to the selected Proposer.

Proposal Questions and Required Responses:

Submissions must be for the full Scope of Work. Proposals for a portion of the scope, such as public relations, social media, advertising or event management and production alone, will not be accepted. A paid media strategy or plan is not required as part of this submission.

Each Proposer must provide detailed responses in its Proposal to the following items:

1. Strategic Planning:
 - Describe your agency's strategic account planning process. What inputs and research methods are used? How will your team support the development and writing of Rhode Island's business attraction strategy?
2. Media Relations & Content:
 - Provide examples of prior projects where you facilitated collaboration with media or brands, and identify trade shows and events you recommend for the Corporation.
 - Submit samples of relevant media materials and messaging your agency has produced.
 - Outline your approach to monitoring, distributing, and promoting content for business attraction efforts.
 - Identify content types you recommend for business attraction and your distribution strategies.
3. Social Media:
 - Explain your approach to social media management, including calendar development, content creation, and community management.
 - Describe your process for competitor analysis and timely event monitoring.
4. Analytics and Reporting:
 - Outline your approach to analytics and campaign measurement. Specify the tools and services you use, the types of data and reports provided, and how insights inform content strategy and campaign optimization.
5. Advertising:

- Describe your approach to integrated advertising campaign development, including examples of how you have adapted to changes in media consumption.
 - Explain your production capabilities (in-house or managed), and provide examples of brand development across multiple mediums.
 - Outline your process for media planning and buying, including decision-making criteria, optimization strategies, and co-op initiatives.
 - Describe how strategic partnerships have been used to extend client budgets and exposure.
6. Event Management:
- Provide at least two recent examples of large-scale event planning and production.
 - Describe any special capabilities relevant to event management and production, and submit a detailed budget with itemized costs and hourly rates.
7. Additional Services:
- Provide examples of previous work in copywriting, copyediting, and creative design for marketing or event materials.

Qualifications

The Proposer should be an experienced and qualified firm able to support the Corporation's global economic development marketing needs. The Proposer's account manager and team must have five (5) years' experience specifically working in economic development. The ideal Proposer should be known for its strong reputation for excellent advertising and public and media relations work in the U.S.; familiar with Rhode Island's economy, economic partners, and key industries; established within the U.S economic development industry; on top of the latest trends and best practices in advertising, public and media relations, and content marketing; flexible, organized, customer-service oriented, and a team player; and possess exceptional writing and communication skills.

In addition to the qualifications above, the Proposer should have demonstrated relationships with business trade media as well as premier business trade shows and conferences.

Project Timeline

The successful Proposer will enter into a contract for services with the Corporation. The duration of the contract between the Corporation and the successful Proposer will be for a term of twelve (12) months. The Corporation anticipates presenting the selected Proposer for Board approval at its November 23, 2026 meeting, with contract execution in December 2026 so that services begin January 1, 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 should 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 budget for this contract is not-to-exceed \$800,000. Budget should include account management fees and out-of-pocket expenses. Travel to and from the Corporation offices, and the costs associated with it, will be the responsibility of the Proposer. However, 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 the Proposer will determine success. What are the analytic tools or services used and what type of information is reported to the Corporation as it relates to meeting objectives?
- Travel and Administration: The Proposer should estimate any travel costs expected to incur during the contract period. Travel must be in line with the budget submitted and approved by the Corporation and follow guidance from all relevant Federal and State statutes.

Criteria for Selection

Each Proposer will be required to conduct an in-person oral presentation at the Corporation's office. At least two key personnel from the proposed project team must be present in person, and additional team members may participate virtually at the Corporation's discretion.

Oral presentations will be held on November 9 and 10, 2026 at the Corporation's office in Providence, Rhode Island. Proposers should state in their Proposal their preferred date and time for the oral presentation, confirm availability on both dates, and identify the members of the proposed project team who will attend in person.

The Proposer achieving the highest overall evaluation score, in accordance with the Corporation's purchasing guidelines, will be selected for award.

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

EVALUATION CRITERIA

	Points
OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS 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	20

performance, quality of demonstrated media relationships and client successes, quality and relevance of past work, references, and related items.	
FAMILIARITY WITH RHODE ISLAND AND THE STATE'S ECONOMIC DRIVERS Our evaluation will include an assessment of your understanding of our organization and the State's economic drivers and how you integrated this knowledge into your proposal.	15
QUALIFICATIONS OF PERSONNEL Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	10
PLANNING & INNOVATION Ability of firm to think into the future and set Rhode Island up to be at the forefront of the changing marketing landscape.	10
EVENT MANAGEMENT AND PRODUCTION Experience in designing, planning, managing, implementing, and executing high-quality events, including in-person, hybrid, and virtual events, ideally with domestic and international business audiences. Expertise in logistics and support. Experience with vendor management and sponsor management.	10
STRATEGIC THINKING/PLANNING APPROACH 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)	10
ORAL PRESENTATION Evaluation will include the overall quality, clarity, and professionalism of the oral presentation. The Corporation will assess the team's ability to effectively communicate their proposed approach, demonstrate understanding of the Corporation's objectives, and present relevant experience and key personnel. Presenters will be evaluated on their responsiveness to questions, depth of subject matter expertise, and ability to articulate strategies for successful project execution.	10
BUDGET APPROACH/COST EFFECTIVENESS Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation of costs is reasonable and appropriate.	15
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.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.

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 one or more Proposers.

Proposal Requirements

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 of 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 October 30, 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 October 12, 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 **October 19, 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