

Rhode Island Commerce Corporation

**REQUEST FOR PROPOSALS  
FOR  
ECONOMIC AND BUSINESS DEVELOPMENT CONSULTING SERVICES**

**Description of Proposal**

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals for an independent contractor that would provide economic and business development consulting services as described in this Request for Proposal (“RFP”).

The term of the contract is expected to be ninety (90) days with the possibility of an additional 90 day extension depending on the results and outcomes of the initial work.

The selected Contractor shall demonstrate knowledge of economic development including research, target marketing, existing business retention/expansion, and new business recruitment.

**Scope of Services**

1. Establish an effective working relationship with Corporation personnel and other economic development partners around the State to assist in responding to requests for information from prospects. Develop a team approach to identify the requirements and investments that are necessary to entice businesses to relocate to the State.
2. Conduct economic research, as necessary, that will assist Corporation in identifying new business development opportunities that can help diversify the local economy, create new and better paying employment opportunities, enhance the local tax base and create “new wealth” in the State.
3. Assist in marketing the State to potential new businesses seeking to relocate or expand their operations including but not limited to direct sales calls, trade association meetings, trade and industry shows, and broker/consultant meetings.
4. Develop and document relationships with national business site consultants and representatives of foreign owned enterprises seeking to establish roots in the U.S. market.
5. Keep the Corporation up to date on regional market trends affecting the economic development potential of the State.
6. Generate a short term and long term plan for business recruitment for Rhode Island.
7. Maintain and share a database of key contacts for major commercial and industrial companies suitable for recruitment to the State and develop a matrix of businesses that are willing to relocate to the State.

8. Support the development of both hardcopy and digital marketing materials with the Corporation.
9. Maintain familiarity with federal and state legislative and regulatory developments in New England that can impact future business growth or location decisions and provide necessary advice and direction to Corporation of potential competitive opportunities that may emerge from these changes.
10. Provide a method/means to measure the outcome of efforts.

### **Evaluation and Selection Criteria**

**EVALUATION CRITERIA:**

Project Team/Background
Relevant Project Experience
Fee Structure

**The Corporation reserves the right to reject any and all proposals for any services.** Consideration of proposals will not be limited to fee structure and cost alone.

The Corporation accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. The proposals in response to this RFP become the property of the Corporation and may be used by the Corporation in any way it deems appropriate. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the proposal to be provided, and accepts the terms and conditions under which will be provided.

### **Requested Information**

Six (6) printed copies and one (1) electronic copy (thumb drive) of the proposal must be submitted **no later than 4:00pm on Tuesday, May 26, 2015** Eastern Daylight Savings Time to the following:

Rhode Island Commerce Corporation  
**Attn: Econ. & Business Devel. Consulting Svcs. RFP**  
 315 Iron Horse Way, Suite 101  
 Providence, RI 02908

The proposal must be submitted no later than **4:00pm on Tuesday, May 26, 2015** Eastern Daylight Savings Time. No phone calls or late submittals will be considered. There will be no exceptions to this deadline.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Marcel Valois at: [mvalois@commerceri.com](mailto:mvalois@commerceri.com) no later than 4:30pm on Tuesday, May 19, 2015. 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.purchasing.ri.gov](http://www.purchasing.ri.gov) by Thursday, May 21, 2015 to ensure equal awareness of important facts and details.