

RHODE ISLAND COMMERCE CORPORATION

Request for Proposals Rhode Island Procurement Technical Assistance Center – Counseling Services

The Rhode Island Commerce Corporation (the Corporation) is requesting proposals from individuals or firms (the Counselor) to provide procurement technical assistance under the direction of the Rhode Island Technical Assistance Center (RIPTAC).

The Counselor will work on a part-time basis with the RIPTAC to provide professional services which include research, development, and maintenance of education and counseling training materials pertaining to government procurement topics needed by the Rhode Island Procurement Technical Assistance Center Program Manager and staff to effectively deliver the core knowledge and tools RIPTAC clients need to effectively compete in the government market.

Additionally, the Counselor will be required to participate in the Association of Procurement Technical Assistance Centers (APTAC) education programs, assisting with the on-going development of the APTAC Body of Knowledge as well as with the Veterans Administration Center for Verification and Evaluation to obtain Verification Counselor Support training and subsequent assistance to RIPTAC staff and clients.

Core requirements are:

- Understanding federal, state and local government requirements applicable to contracting for services, manufacturing, construction or other markets.
- Advising and assisting clients in the preparation and submission of veterans' verification applications in order for them to do business with government entities establishing set-asides and goals.
- Educating clients in federal, state and local government contracting laws, policies, and procedures including the DOD Mentor-Protégé Program and similar socio-economic federal programs
- Maintaining client data records of confidential counseling sessions and participating in client award and survey data collection.
- Assist in group training events, workshops, and matchmaker events throughout the state.
- Participate in continuous education aimed at maintaining up-to-date knowledge of all areas of the scope of work outlined above.
- Representing RIPTAC as needed at RIPTAC and partner organizations' program meetings.
- In-state (and possibly some out-of-state) travel may be required.

Proposal consideration will be measured in the following areas:

- Relevant skills and experience in the APTAC Body of Knowledge and other educational efforts.
- Demonstrated ability to counsel, teach, and advise in the business community (adult learning).
- Familiarity with the Veterans Verification Program.
- Ability to utilize Outreach Systems' database management web-based programs as well as familiarity with government web portals.
- Ability to work independently in a highly fluctuating environment with minimal guidance from the Director on daily responsibilities.
- Ability to work on-site as well as in the field at clients' locations throughout Rhode Island.

The actual scope of any work will be negotiated in a contract between the Corporation and the Counselor deemed to be the most qualified.

In order to be considered responsive, individuals or firms shall submit, at a minimum, the following as part of their Proposal:

- Signed letter of transmittal with acknowledgment of understanding the terms of this request for proposals.

Responses to this Request for Proposals are due no later than **4:30 pm on Friday, May 30, 2014**. Any responses received after this time will not be considered.

Proposals must be hand delivered to the following:

Rhode Island Commerce Corporation
315 Iron Horse Way, Suite 101
Providence, RI 02908
Attn: RIPTAC – Counseling Services RFP

Questions regarding this RFP will be accepted and responded to from 5/20 through 5/22 electronically at ptac@commerceri.com only. All inquiries with responses will be made available to all interested parties without the disclosure of the originator through postings on the Corporation.

The Rhode Island Procurement Technical Assistance Center, an initiative of the Rhode Island Commerce Corporation, operates under the Cooperative Agreement SP4800-14-2-1481 between the Defense Logistics Agency of the Department of Defense and the Rhode Island Commerce Corporation.

The Corporation reserves the right to terminate the Program prior to entering into any negotiated contract with any qualified individual or firm pursuant to this request for Proposals, and by responding hereto, no individuals or firm is vested with any rights in any way whatsoever.