

Rhode Island Commerce Corporation
315 Iron Horse Way, Suite 101
Providence, Rhode Island 02908

REQUEST FOR PROPOSAL (RFP)
Economic Development Business Attraction and Expansion Services

I. Description of Proposal

The Rhode Island Commerce Corporation (“Commerce Corporation” or “Corporation”) seeks to retain one or more vendors (“Consultant”, or “Offeror”) to provide Economic Development Business Attraction and Expansion Services.

This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified individuals and organizations to provide business attraction services. This request is an offer by Commerce RI to purchase, in accordance with the terms and conditions of this RFP, the services proposed by the successful Offeror(s), by contract.

The respondents to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all services to Commerce RI as described in the scope of services.

II. Background

The Commerce Corporation’s mission is to work with its private, public and non-profit partners to create the conditions for businesses in all sectors to thrive and grow in order to promote prosperity for all of our citizens. The Corporation offers business services and assistance, access to capital programs, incentives and a variety of programs to help companies grow within Rhode Island’s borders and relocate to our great State.

Over the last several years, Rhode Island has experienced high unemployment and sluggish job growth. Governor Gina Raimondo has made jumpstarting Rhode Island’s economy her top priority. She has directed the Secretary of Commerce, Stefan Pryor, and the Commerce Corporation to lead the charge. To spark Rhode Island’s comeback, she has introduced a number of bold, new strategic investments in what is referred to as the Ocean State Wave:

1. Workforce development
2. Advanced industries and innovation
3. Visitor attraction
4. Enterprise expansion and recruitment

Once considered and if approved by the General Assembly, the investments would provide the Commerce Corporation a robust set of economic development tools to grow existing companies and attract new ones to the state. One of the tools would provide an annual tax credit for new jobs at companies meeting certain criteria for up to a 10-year period. Another credit would incentivize the major employers in Rhode Island to invite their out-of-state suppliers to locate in the state. The Rebuild RI tax credit would close financing gaps on catalytic real estate projects. We have attached a copy of the WAVE brochure that describes these tools in more detail.

The new incentive programs would capitalize on Rhode Island's competitive advantages. We have attached a report entitled Actions for Economic Development, which discusses these advantages. Rhode Island is located in the economically robust Northeastern corridor between Boston and New York, one of the richest economic corridors in the world. Rhode Island's knowledge economy is fueled by elite colleges, universities, defense research centers and hospitals whose industry partners include some of the biggest names in innovation today. It is a place where art and design thinking is celebrated. With our location on the ocean and access to world-class research institutions, it has a unique advantage in ocean tech, boat fabrication, defense applications and renewable energy. Finally, national and international access is available through a top-ranked airport, two international seaports and high-speed rail service.

As a place to live, Rhode Islanders have immediate access to urban chic and farm stand fresh within an hour's range on the GPS. The cost of living, including housing and utilities, compares quite favorably with destinations elsewhere in the Northeast corridor. With a top ranking farm-to-table movement and a number two ranking nationally of restaurants per capita, a world-class culinary institute, and a long-standing tradition of preparing outstanding culinary experiences, Rhode Island is full of incredible restaurants. Its natural beauty is unrivaled with more than 400 miles of picturesque coastline and 100 beaches, the greatest amount of shore access per square mile of any state.

We have a great story to tell to attract and grow companies, and will soon have powerful tools to do so. Governor Raimondo's office, Secretary Pryor's office, and their senior leadership teams will work closely with the selected consultant to pitch in-state and out-of-state corporate decision-makers on the benefits of doing business in Rhode Island.

III. Scope of Services

1. The consultant will build a targeted list of out-of-state companies that meets at least one of the following criteria:
 - a. Upcoming or recent change in CEO;
 - b. Expiring lease or future move for a significant amount of space;
 - c. Noteworthy or publicly announced workforce expansion;
 - d. Compatibility with Rhode Island's business or consumer markets;

- e. Executive leadership with linkages to one or more leading corporations or institutions of higher education within Rhode Island; or
 - f. As part of this proposal, the consultant should feel free to suggest other criteria for building the targeted list. Once the targeted list is created, the consultant will work with the Commerce Corporation to execute an outreach strategy. The consultant will also help Commerce Corporation identify which calls and activities the Governor's and Secretary's teams should undertake.
2. Assist the Governor's and Secretary's teams and the Commerce Corporation in marketing expansion opportunities in general and the potential new incentive programs in particular to existing businesses in Rhode Island.

IV. Proposal Format

All proposals shall provide information relating to the elements listed in sufficient detail to allow the Commerce Corporation to conduct a selection process. Proposals shall not exceed 8 single-sided pages in length, excluding resumes and appendices. Failure to include any of the following information may have an adverse impact on the evaluation of a proposal. A submission must at a minimum, include the following elements:

1. Table of contents and a cover letter of the proposal should be included.
2. Provide the name of your company and the name, address and telephone number and email address of a person with whom our office can communicate regarding this RFP.
3. Firm Background: Please provide a summary of your firm. Brochures and marketing materials may be included in an appendix to the proposal.
4. A discussion and justification of the methods proposed to fulfill all of the above Scope of Services.
5. A work plan description shall include a list of project deliverables, in line with the schedule above, including milestones and processes that will be employed to administer the project, The Offeror shall include task assignments of staff members and level of effort for each linked to the cost proposal and project deliverables.
6. Project Team: Please identify the key members of the proposed consultant team who will manage and staff this contract. Specifically, please identify a Principal-in-Charge and a Project Manager for the overall contract. Please provide professional resumes and billing rates for all proposed personnel.
7. Relevant Project Experience: Please provide information on no more than five (5) highly relevant assignments within the past five (5) years. The selected projects should demonstrate the experience of the proposed consultant team with the special purpose uses described in the Scope of Services. Where applicable, please indicate where individual members of the proposed consultant team have worked on the relevant projects.

8. References including client name, address, contact person, telephone number, email, project start and end date, as well as a project description. References should be for similar or related projects that proposed key staff members for this project have worked.
9. Copies of all documentation which demonstrate the firm(s) has the legal ability to perform the services in the State of Rhode Island, described generally heretofore.
10. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation upon award.
11. A listing of all current and ongoing contracts between any/all firms proposing and the Corporation or the State of Rhode land.
12. A disclosure of all outstanding financial obligations with the State of Rhode Island for any of the firms included in the proposal.
13. Acknowledgement of a Confidentiality Agreement and Conflict of Interest Affidavit requirements.
14. Please provide a cost proposal as follows:
 - Information relating to firm’s fee structure, including appropriate “rate sheets”.
 - A total, maximum price to accomplish all of the work described above.
 - A budget for each category/task/subtask which provides:
 - Labor estimate that correlates to the information provided in Section IV.5. above
 - Non-labor expenses
 - Items not included in the price

V. Evaluation and Selection Criteria

EVALUATION CRITERIA:

Project Team/Firm 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.

VI. NOTIFICATIONS

1. Equal Employment Opportunity (RIGL 28-5.1) – 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 the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State 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 contractor.
3. The Commerce Corp RI reserves the right to consider evaluation criteria other than that listed in this RFP.

VII. Response Date

Six (6) printed copies and one (1) electronic copy (thumb drive) of the proposal must be submitted no later than **4:00pm on Tuesday, June 30, 2015** Eastern Daylight Savings Time to the following:

Rhode Island Commerce Corporation
Attn: Econ. Devel. Business Attraction Services
315 Iron Horse Way, Suite 101
Providence, RI 02908

The proposal must be submitted no later than **4:00pm on Tuesday, June 30, 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 Dan Jennings at: djennings@commerceri.com no later than **4:30pm on Friday, June 12, 2015**. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.commerceri.com and www.purchasing.ri.gov by **Thursday, June 18, 2015** to ensure equal awareness of important facts and details.

LOGISTICS:

No phone calls will be accepted. This Request for Proposal is being issued on **Thursday, June 4, 2015** and responses are due no later than **4:00 p.m., local time, on Tuesday, June 30, 2015**.