



## STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

### Department of Administration

### DIVISION OF PURCHASES

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## Effective May 15, 2008

### Notice to Persons and Businesses who intend to seek to do business with the State of Rhode Island

On March 27, 2008, the Governor of the State of Rhode Island issued Executive Order 08-01. A copy of that Executive Order is available at [www.governor.ri.gov](http://www.governor.ri.gov). Paragraph 2 of that Executive Order provides as follows:

**“2. The Department of Administration shall require that all persons and businesses, including grantees, contractors and their subcontractors and vendors doing business with the State of Rhode Island also register and utilize the services of the E-Verify program to ensure compliance with federal and state law.”**

In order to comply with the terms of paragraph 2 of the Executive Order and assure that persons and businesses doing business with the State of Rhode Island are verifying that **newly hired employees** are eligible for employment, the Department of Administration, Division of Purchases, will require that all persons and businesses who intend to seek to do business with the State of Rhode Island in the future, certify that he/she/it has registered with and utilizes the services of the E-Verify program to assure compliance with federal and state laws. Employers may register for E-Verify on-line at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or by contacting the Department of Homeland Security customer service center at 1-888-464-4218.

Effective **May 15, 2008**, The Department of Administration, Division of Purchases, will require that a person or a duly authorized representative of any entity submitting a bid/solicitation response seeking to do business with the State shall, as part of the response to the bid, certify on the RIVIP Bidder Certification Cover Form #11 and in the Supplier Registration Packet (W-9 Substitute/E-Verify) as follows:

**“I/we certify that I/we have registered to utilize the e-verify program ([www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)) to ensure compliance with federal and state law. I understand and agree that I am required to continue to utilize the services of the E-verify program for as long as I continue to do business with the State of Rhode Island. I further understand that my failure to continue to utilize the services of the E-Verify program will adversely affect my ability to continue to do business with the State of Rhode Island and my ability to do business with the State of Rhode Island in the future.”**

In addition, each Bidder seeking to do business with the State of Rhode Island will be required to obtain and submit along with its bid submission, certifications in a form satisfactory to the Division of Purchases signed by a duly authorized representative of each proposed subcontractor certifying (i) that the subcontractor is registered with and utilizes the services of the E-Verify program; (ii) the subcontractor understands that it is required to continue to be registered with the E-Verify program and utilize the services of the E-Verify program so long as it is doing business with the State of Rhode Island as a subcontractor; and (iii) the subcontractor understands that it must obtain and submit to the contractor a certification signed by a duly authorized representative of any subcontractor that it uses, with such certification containing the same representations required to be made by bidders and subcontractors. No Bidder that fails to submit the required certifications shall be allowed to do business with the State of Rhode Island.

Revised: April 29, 2008

In the event that the State of Rhode Island determines that a person or business (including but not limited to a subcontractor) (i) has submitted a false certification; or (ii) has failed to continue to be registered and utilize the services of the E-Verify program as required, said person or business shall no longer be allowed to do business with the State of Rhode Island and the State of Rhode Island may terminate any bid award or contract awarded to said person or business. The person or business awarded the contract by the State shall be responsible for assuring that all subcontractors utilized by said person or business for work done for the State of Rhode Island also continue to be registered and utilize the E-Verify program. Failure by any subcontractor to register and continue to be registered with and utilize the E-Verify program shall be grounds for the State to terminate its contract with the person or business to which the contract was awarded.

Again, adherence to the Governor's Executive Order is **required**. The Division of Purchases will provide assistance to you through various methods including our customer service hotline (401) 574-8200 and [Everifyquestions@purchasing.ri.gov](mailto:Everifyquestions@purchasing.ri.gov). Thank you for your continued cooperation with the State of Rhode Island.