

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

REQUEST FOR PROPOSAL (RFP)
Business Climate and Quality of Life Consulting Services

REQUEST FOR PROPOSAL

I. Description of Proposal

The Rhode Island Commerce Corporation (“Commerce RI”) seeks to retain one or more vendors (Consultant) to provide state-wide business climate and quality of life analysis and strategy consulting services.

This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified individuals and organizations. This request is an offer by Commerce RI to purchase, in accordance with the terms and conditions of this RFP, the services, in whole or in part 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 or a portion of the services to Commerce RI as described in the scope of services.

II. Background

Commerce RI’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. Commerce RI 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. Additional agency information is available at www.commerceri.com.

III. Scope of Services

General Description

The Consultant will be responsible for providing work within the following categories of services.

1. Analysis of Rhode Island’s Quality of Life: School quality, crime rates, recreational and cultural activities, commute times, and other factors all affect the impression of a state’s quality of life. The Consultant will analyze the elements of Rhode Island’s quality of life that potential residents, visitors, corporate executives and relocation specialists focus on when making decisions.

2. Analysis of Rhode Island Business Climate: Workforce and available labor, taxes, utilities, availability of various classes of property and the costs of property, and the quality of the infrastructure all impact the impression of a state's business climate. The Consultant will analyze the elements of Rhode Island's business climate that site selectors, corporate executives and relocation specialists focus on when making recommendations. The consultant will also identify those attributes that may be perceived to influence the perception of business climate, but in the case of Rhode Island, does not and state why not.
3. Recommendations to improve Quality of Life and Business Climate Perceptions: The Consultant will advise Commerce RI on the short-term and strategic steps the state should take to maintain those positive attributes and improve the lagging attributes. Included in these recommendations should be an analysis of the cost/benefit tradeoff in each recommendation along with a probability for achieving the desired outcome. A prioritization of actions should be provided which will order the actions based upon the most desirable results being achieved with the greatest impact realized for the investment.

IV. Proposal Format

All proposals shall provide information relating to the elements listed in sufficient detail to allow Commerce RI to conduct an informed and fair selection process. Failure to include any of the following information may have an adverse impact on the evaluation of a proposal.

1. Include a table of contents and an executive summary of the proposal.
2. Provide the name of your company and the name, address, telephone number and email address of a person with whom our office can communicate regarding this RFP.
3. Provide a summary overview of the firm(s) comprising your proposed consultant team, including office locations and number of staff in each location. Brochures and marketing materials may be included in an appendix to the proposal.
4. Discuss the methods proposed to fulfill all or a portion of the above Scope of Services and identify any technical issues that may be arise at each stage of the project.
5. Include a list of project deliverables and a detailed monthly project schedule, including milestones and processes that will be employed to deliver the work products of the project. Also include task assignments, billing rates, and hours for staff members linked to the cost proposal (see Section IV.14 below) and project deliverables.
6. Identify the key members of the proposed consultant team who will manage and staff this contract. Please identify a Principal-in-Charge and a Project Manager for the overall contract as well as other technical and design staff in each of the disciplines listed in the scope of the services. An organization chart would be helpful. Please also advise as to the anticipated availability of key personnel and provide professional resumes for all proposed personnel.

7. Provide information on no more than five (5) highly relevant projects undertaken by the proposed consultant team within the past five (5) years. The selected projects should demonstrate the experience of the proposed consultant team. Where applicable, please indicate where individual members of the proposed consultant team have worked on the relevant projects.
8. Provide references including client name, address, contact person, telephone number, email address, project dates, and project description. References should be for similar or related projects on which proposed key staff members for this project have worked.
9. Please furnish:
 - Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation upon award.
 - A listing of all current and ongoing contracts between any/all firms proposing and the Corporation or the State of Rhode Island.
 - A disclosure of all outstanding financial obligations with the State of Rhode Island for any of the firms included in the proposal.
 - Acknowledgement that upon award of this contract, Consultant will provide:
 - Copies of all documentation that demonstrate the firm(s) has the legal ability to perform the services in the State of Rhode Island, described generally heretofore.
 - Agreement to a Confidentiality Agreement and Conflict of Interest Affidavit.
10. 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 in Section III.
 - 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

Description	Percentage
Past Experience	25%
Organization and Staffing	10%
Description of Approach	35%
Cost	30%
Total	100%

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

Responses to this RFP are due by October 17, 2016 by 2:00pm. Include one (1) electronic (PDF) version and five (5) printed copies of the complete proposal and must be received in a sealed envelope marked:

Rhode Island Commerce Corporation
ATTN: Business Climate and Quality of Life Consulting Services RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

The Corporation reserves the right to terminate the Project prior to entering into any negotiated contract with any qualified firm or firms pursuant to this Request for Proposals, and by responding hereto, no firm or firms are vested with any rights in any way whatsoever.

LOGISTICS:

No phone calls will be accepted. The Corporation will not accept, nor answer any inquiries received which pertain to this solicitation.

This Request for Proposal is being issued on September 30, 2016 and responses are due no later than 2:00 p.m., local time, on October 17, 2016. Any responses received after this time will not be considered.

Electronic Submissions will not be accepted.