

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

REQUEST FOR PROPOSAL (RFP)
Innovation Campus Development

REQUEST FOR PROPOSAL

I. Description of Proposal

The Rhode Island Commerce Corporation (“Commerce RI”) seeks to retain one or more vendors (Consultant) to provide consulting services relating to the State’s upcoming Innovation Campus competition, pending approval of the ballot measure in November which would allow the state to raise the funds for such competition through a bond issuance.

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.commercerci.com.

In fulfilling that mission, the state is incentivizing the growth of an innovation economy. Among the efforts to do that, Commerce RI is proposing a competition to result in the awarding of funds to spur the creation of one or more university-business innovation centers, to be in part affiliated with the University of Rhode Island. Those availability of those funds is contingent upon ballot measure number 4 receiving approval of the voters in the 2016 General Election.

III. Scope of Services

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

1. Work with Commerce RI and representatives of the Governor's office to map out all expected outcomes and relationship to other State supported initiatives to ensure the optimal leverage is created.
2. Engage an Advisory Board in a discussion focused on the best practices in innovation campus development nationally and how they relate to the Rhode Island research and development community.
3. Incorporate Advisory Board, Commerce RI and key stakeholder feedback into structure for incorporation into final RFP.
4. Develop analysis and as appropriate recommendations on opportunities for the most impact that an innovation campus can create. Impact may include leveraged private finance, development of corporate partnerships, leveraging existing applied research capacity and other measures.
5. Develop recommended guidance on issues related to ownership structure of facilities, equipment and intellectual property.
6. Support the development of a final Request For Information and Request For Proposal criteria and format. This will include process mapping, protocols and evaluation approach recommendations. This will include what minimum requirements should be contemplated and how additional support in the evaluation process can be achieved.
7. Assist in responding to any technical questions that agency, legislative or community stakeholders may have.
8. The consultant should provide information on any additional tasks that it proposes to undertake in support of this effort.

IV. Proposal Format

The consultant should provide a proposal that details its experiences and approach to the expected tasks 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 firm and the name, address, telephone number and email address of the person who will serve as the key contact for your firm with respect to your proposal.
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. Description of the consultant/ firms approach to deliver the services described in the Scope of Work. Discuss proposed methods to fulfill all or a portion of the above Scope of

- Services and identify any technical issues or potential limitations that may arise at each stage of the project and expectations of Commerce RI to successfully support this effort.
5. The consultant/ teams experience in supporting innovation based economic development programs.
 6. 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.11 below) and project deliverables.
 7. 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.
 8. 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.
 9. 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.
 10. Please furnish:
 - o Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation upon award.
 - o A listing of all current and ongoing contracts between any/all firms proposing and the Corporation or the State of Rhode Island.
 - o A disclosure of all outstanding financial obligations with the State of Rhode Island for any of the firms included in the proposal.
 - o 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.
 11. Please provide a cost proposal as follows:

- Information relating to firm’s fee structure, including appropriate “rate sheets.”
- A budget for each category/task/subtask which provides:
 - Labor estimate that correlates to the information provided in Section IV.6 above
 - Non-labor expenses
 - Items not included in the price
- A not-to-exceed budget broken down by the tasks described above.

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 24, 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: Innovation Campus Development 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.

Electronic and late submissions will not be accepted.