



RHODE ISLAND ECONOMIC DEVELOPMENT CORPORATION

Request for Proposals Broadband Rhode Island – Consulting Services

The Rhode Island Economic Development Corporation (the Corporation) is requesting proposals from individuals or firms (the Contractor) to perform professional services in the area of coordination and administrative support for the BBRI Digital Literacy program (the Project).

The Contractor will work on a part-time basis with the BBRI Digital Literacy team to perform a wide range of administrative tasks relating to the implementation of broadband literacy programs and services which address Rhode Island community-based organizations and Public Libraries. Deliverables may include but are not limited to:

- Scheduling project training sessions
- Maintaining rosters of students, trainers and community partners
- Updating information on the project portal (Wordpress website)
- Reporting project statistics
- Coordinating project with other BBRI programs
- Communicating with the training network
- Training partner organizations on using project tools
- Monitoring project resource allocation
- Supporting volunteer “Digital Literacy Corp”
- Maintaining project curriculum materials
- Representing BBRI as needed at BBRI 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
- Community-based program experience such as with public libraries or other non-profit organizations
- Internet use skills and familiarity with community Internet/broadband technology and usage
- Ability to work independently in a highly fluctuating environment with minimal guidance from the Director on daily responsibilities
- Knowledge of the Rhode Island community
- Ability to work on-site

The actual scope of any work will be negotiated in a contract between the Corporation and the contractor deemed to be the most qualified. The expected term of contract is the sooner of 6 months @ 20 hours per week or until the contractors services are no required on the project.

In order to be considered responsive, individuals 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.
- An executive summary, outlining qualifications, current project load and understanding of the project and the benefits the applicant will bring to the project
- Listing and description of projects the contractor has been responsible for which demonstrates their ability to perform all aspects of the Project
- References that verify the contractor's capabilities around projects performed, project performance, schedule, and quality of deliverables
- Documentation that demonstrates the contractor has the legal ability to perform the services in the State of Rhode Island
- The submitted bid shall include the cost of all labor and any other associated costs required to deliver the proposed services
- Proposal document should be no more than 10 pages long (including cover), single-spaced in 11-point size, Times New Roman font

1 original and 5 copies of the submittal shall be delivered to:
Rhode Island Economic Development Corporation
315 Iron Horse Way, Suite 101
Providence, RI 02908
Attn: Broadband Rhode Island

Broadband Rhode Island (BBRI), an initiative of the Rhode Island Economic Development Corporation, addresses public awareness and education about broadband development and digital literacy with the goal of increasing the broadband adoption rate and Internet usage across all aspects of our lives including in our homes, schools, businesses, libraries, healthcare facilities, public safety and government. BBRI is funded by the State Broadband Data and Development Grant Program (SBBDD) as part of the American Recovery and Reinvestment Act of 2009 (ARRA).

Questions regarding this Request for Proposals will be accepted by e-mail at bbri@riedc.com or in writing to the address listed above on or before 5/11/12. All questions and answers will be posted on the RIEDC website at this address <http://www.riedc.com/about/public-notices/rfp-rfq-rfi> by 5/16/12. Phone calls will not be accepted.

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 are vested with any rights in any way whatsoever.

Responses are due by 4:00 p.m. EDT on Tuesday, 5/29/12. Phone calls, electronic and late submissions will not be accepted.