

January 5, 2023  
Rhode Island Commerce Corporation  
Project Name: Request for Proposals for RI Rebounds-Ventilation Support Program

**Addendum 1**

REQUEST FOR PROPOSALS (RFP)

**FOR: RI REBOUNDS-VENTILATION SUPPORT PROGRAM**

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from eligible proposers to receive funding under the Ventilation Support Program, a state-wide effort to assist small businesses who have been impacted by the COVID-19 pandemic to enhance their ventilation systems, thereby reducing the risk of transmitting COVID-19.

**Prospective Proposers are hereby notified of the following amendments to the above-referenced RFP:**

- 1. That the due date for the receipt of Responses to this RFP is extended from January 6, 2023 at 4:00 p.m. to January 13, 2023 at 4:00 p.m.**
- 2. That the date for submitting questions, interpretations, or clarifications concerning the above-referenced RFP is extended from December 23, 2022 at 5:00 p.m. to January 10, 2023 at 3:00 p.m.**
- 3. That responses to questions, interpretations, or clarifications concerning the above-referenced RFP will be posted online via addendum at [www.commerceri.com](http://www.commerceri.com) and [www.ridop.ri.gov](http://www.ridop.ri.gov) on January 11, 2023 by 5:00 p.m. to ensure equal awareness of important facts and details.**
- 4. That all other portions of the above-referenced RFP shall remain unchanged.**

**Prospective Proposers and all concerned are hereby notified of the following questions and answers regarding the Request for Proposals document for the above-listed RFP. These questions and answers and the extension of the deadlines for submitting responses and questions shall be incorporated in and shall become an integral part of the RFP documents.**

- 1. Can marketing costs be included in a proposal?**

Answer: Marketing costs and other Direct Administrative Costs may be included in a proposal. Proposers may not propose Indirect Administrative Costs as defined in Exhibit B to the RFP. Proposers may include reasonable Direct Administrative Costs as defined in Exhibit B. The costs must be directly identified to the advancement of any recovery supports, separately accounted for, and assigned to such activities relatively easily and with

a high degree of accuracy. Under no circumstances will the Corporation consider any Direct Administrative costs more than 10 percent of the total cost of proposals.

2. How many businesses will actually qualify for this? It is still only for businesses under \$1M in gross revenue, but they cannot have already received \$20,000 in previous grant programs. How many of them have already hit the \$20K ceiling with all of the other Take it Outside grants?

Answer: Over 2,400 businesses qualified for and received the RI Rebounds Small Business Direct Grant. All those businesses are eligible to receive funds through the RI Rebounds Ventilation Program unless they received a full \$10,000 from the RI Rebounds Take it Outside program.

3. We would need to “prove compliance on caps”. How do we do this?

Answer: The Corporation has an internal system used to track grants received by businesses. Access to this system will be shared with selected proposers to allow them to check if a small business has already reached the funding caps associated with these programs.

4. Commerce will provide “templates and tracking guidelines” for us to track eligibility. What are the details?

Answer: An online web form will be provided to selected proposers allowing them to review and approve applications for reimbursement. Selected proposers will be required to share data from the web form with the Corporation to allow tracking of applications.

5. When will they approve applications and what is start date? End date is September 30, 2023 but there is no start date listed.

Answer: RFP responses will be reviewed in mid-January. Selected proposers will receive contracts to review and sign. Once a contract with a selected proposer is finalized, that selected proposer can launch the program. The start date will vary based upon the selected proposer and the finalization of the specific contract.

6. I know it was said that there will be a form from RI Commerce for each intermediary to use. We used our own form for Take It Outside that was easy to use and worked very well for us. Will we be able to use our own form again?

Answer: The web form will be provided to each selected proposer, however if a selected proposer has a similar system that offers the same level of data protection that system may be used instead (pending approval from the Corporation). The Corporation encourages details of any alternate system to be included in the RFP response.

7. Do kitchen ventilation systems qualify?

Answer: Yes, kitchen ventilation systems do qualify (included under the exhaust fan category).

8. How is SAM.gov being handled for this grant program?

Answer: Small business recipients are not required to have an active registration with SAM.gov. However, selected proposers need to ensure that the applicant has not been disbarred from the federal System of Account Management (SAM).

9. Is there a cap on budgeting? How much do you anticipate each intermediary applying for?

Answer: There is not a hard cap on how much each proposer can apply for. Budgets will be assessed by RFP scoring committee for reasonableness.

**\*\*End of Addendum\*\***