



**RHODE ISLAND
COLLEGE**

PURCHASING DEPARTMENT
600 Mt. Pleasant Avenue, Building #5
Providence, Rhode Island 02908
Phone: 401-456-8047 Fax: 401-456-8528

BID/PROPOSAL

SOLICITATION NUMBER: 44654
SOLICITATION TITLE: Photography Services - Rhode Island College Commencement, Convocation and Signature Event
BID PROPOSAL SUBMISSION DEADLINE: October 29, 2025 @ 2:00 pm (EST)

NOTICE TO VENDORS:

Note to Bidders: Questions concerning this solicitation may be emailed to jcimorelli@ric.edu no later than **October 14, 2025 @ 2:00 PM (EST)**. Please reference the Bid # on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download the information.

FEIN: _____
COMPANY NAME: _____
ADDRESS: _____
CITY, STATE & ZIP: _____
CONTACT PERSON: _____
TITLE: _____
TELEPHONE: _____
E-MAIL ADDRESS: _____

Bid proposals must be accompanied by the included three-page Bidder Certification Form. The form must be completed in full and signed in order to be considered responsive.

PRINT NAME AND TITLE:

TELEPHONE NUMBER/E-MAIL ADDRESS

SIGNATURE

DATE

NOTICE TO VENDORS:
VENDOR CERTIFICATION COVER FORM

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS
A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements. Incomplete certification forms are grounds for disqualification of offer.

DISCLOSURES

Vendors must respond to every statement. Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate “Y” (Yes) or “N” (No) for Disclosures 1-3, and if “Yes,” provide details below. Complete Disclosure 4.

____ 1. State whether the Vendor, or any owner, officer, director, manager, stockholder, member, partner, or principal thereof, or any subsidiary or affiliated company has been subject to suspension or debarment by any federal, state, or municipal government agency, authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If “Yes,” provide details below.

____ 2. State whether the Vendor, or any officer, director, stockholder, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state, or municipal government agency terminated for any reason within the previous 5 years. If “Yes,” provide details below.

____ 3. State whether the Vendor, or any owner, officer, director, stockholder, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If “Yes,” provide details below.

____ 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder.

Disclosure details (continue on additional sheet if necessary):

CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate “Y” (Yes) or “N” (No), and if “No,” provide details below.

THE BIDDER CERTIFIES THAT:

____ 1. The vendor will immediately disclose, in writing, to the College Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

____ 2. The Vendor has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island and/or Rhode Island College for the purpose of

obtaining an award of a contract pursuant to this solicitation. The vendor further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third-party contingent on the award of a contract pursuant to this solicitation.

____ 3. The Vendor possesses all licenses and anyone who will perform any work will possess all licenses required by federal, state and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Vendor shall immediately notify the Rhode Island College Purchasing Agent in writing.

____ 4. The Vendor will maintain required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Vendor will immediately inform the Rhode Island College Purchasing Agent in writing.

____ 5. The Vendor understands that falsification of any information in this bid proposal or failure to notify the Rhode Island College Purchasing Agent of any changes in any disclosures or certifications in this Vendor Certification may be grounds for suspension, debarment and/or prosecution for fraud.

____ 6. This bid proposal is not a collusive bid proposal. Neither the Vendor, nor any of its owners, stockholders, members, partners, principles, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, or to secure through any collusion conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

____ 7. The Vendor: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b).

____ 8. The Vendor will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.

____ 9. Vendor has complied with and, if awarded a contract with Rhode Island College shall promptly comply with, the reporting requirements of the "Reporting of Political Contributions by State Vendors Act", R.I. Gen. Laws § 17-27-1, et seq.

____ 10. Vendor has read and accepts the State of Rhode Island's General Conditions of Purchase which shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State's General Conditions of Purchase can be found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and addenda can be found at <https://ridop.ri.gov/about-us/procurement-statutes-and-regulations>.

Certification details (continue on additional sheet if necessary):

Submission by the Vendor of a bid proposal pursuant to this solicitation constitutes an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation and the bid proposal. The Vendor certifies that: (1) the Vendor has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the bid proposal is based on this solicitation; and (3) the information submitted in the bid proposal (including this Vendor Certification Form) is accurate and complete. The Vendor acknowledges that the terms and conditions of this solicitation and the bid proposal will be incorporated into any contract awarded to the Bidder pursuant to this solicitation and the bid proposal. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this bid proposal and has been duly authorized to execute and submit this bid proposal on behalf of the Vendor.

Vendor

Date: _____

Name of Vendor

Signature

Printed name and title of person signing on behalf of Vendor

RFP Instructions

RFP #44654

COMMODITY: **Photography Services - Rhode Island College Commencement, Convocation and Signature Event**

a. Rules for submitting offers:

1. Bid response must be submitted using Rhode Island College (RIC) Bid Form. Any other form submitted will be considered non-responsive and will be disqualified.
2. Vendor name must appear on all pages.
3. If bidding on any item, the entire bid must be returned.
4. Submitting a Bid
 - Via email: A complete, signed bid/offer package, including a completed three-page RIC bidder certification form/contract offer and the following attachments must be submitted as separate pdf's/ a separate, signed, with the document title and specific bid/RFP number:
 - RIC Vendor Certification Form
 - Technical Proposal
 - Cost Proposal
 - ISBE
 - Attestation Form

Attach said PDF files can be sent to the email with the subject line of the specific bid/RFP number and the date and time of bid closing.

Email to: jcimorelli@ric.edu

5. Bids misdirected to other locations, or which are not present at the RIC Purchasing Office at the time of closing for whatever cause will be considered to be late and will not be opened.
6. Failure to complete forms as instructed may be grounds for disqualification.
7. Questions regarding bid procedure should be emailed to the Purchasing Office at jcimorelli@ric.edu; RIC bid number must appear on the subject line.

b. RIC is a State Agency and as such Rhode Island's State Purchasing Laws and Regulations and other State Laws including the State of Rhode Island General Conditions of Purchase (220-RICR-30-00-13 are applicable to all procurements. The regulations, General Terms and Conditions are incorporated into all Community College of Rhode Island contracts. The General Conditions of Purchase can be viewed at <https://rules.sos.ri.gov/regulations/part/220-30-00-13>.

1. Any questions regarding the above should be asked during the Question and Answer period.
2. Any concerns must be submitted along with the bid response and may result in disqualification.

Rhode Island College Vendor Certification Form

NOTICE TO OFFERORS

This three-page Rhode Island College (RIC) Vendor Certification Form/Contract Offer **must** be attached to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with RIC. As such, submittal of the entire Rhode Island College Vendor Certification Form/Contract Offer, signed by a duly authorized representative of the offeror attesting to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award. Offers received without the entire completed three-page form attached may result in offer disqualification.

Other Provisions and Procedures

To assure maximum access opportunities for users, public bid/RFP notices shall be posted on the Rhode Island Division of Purchases Website (<https://ridop.ri.gov/>) **RIVIP External Solicitations, Other Solicitation Opportunities** for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due.

Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the College Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. After an award has been made, failure to meet all requirements of this invitation may result in a determination of default. Payments for partial delivery will not be made, except where expressly provided herein.

Unless specified “no substitute,” product offerings equivalent in quality and performance will be considered (at the sole option of the College) on the condition that the offer is accompanied by detailed product specifications.

The College reserves the right to (a) make awards on the basis that best serves the interest of RIC, individual items, total low, etc., and (b) reject any and all bids in whole or in part. Prices quoted are N30, FOB DESTINATION, less federal/state tax.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order or change order is issued by Rhode Island College, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order issued by Rhode Island College **PRIOR TO** delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of a purchase order made in writing by the Purchasing Agent, or a state official with purchasing authority delegated by the Purchasing Agent, shall be considered a binding contract.

Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island.

This solicitation and any contract or purchase order arising from it is issued in accordance with the specific requirements described herein, and the State’s Purchasing Laws and Regulations and other applicable State Laws, including the State of Rhode Island General Conditions of Purchase (220-RICR-30-00-13). The regulations, General Terms and Conditions are incorporated into all of Rhode Island College contracts. The General Conditions of Purchase can be viewed at <https://rules.sos.ri.gov/regulations/part/220-30-00-13>.

Offerors are advised that all materials submitted to the College for consideration in response to this

solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection upon written request once an award has been made.

Provisions of State labor laws concerning payment of prevailing wage rates, issued by the R.I. Department of Labor and Training, shall apply for contracts involving public works construction, alteration, or building repair work.

In accordance with Title 7 Chapter 1.1-99 of the Rhode Island General Laws, foreign corporations (a corporation established other than in Rhode Island) must be qualified to transact business in this state.

State Equal Employment Opportunity Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 and more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws, also apply. For further information, contact the State MBE Administrator at (401) 574-8253 or MBE.Compliance@doa.ri.gov, visit the website <https://dedi.ri.gov/>.



RFP - AGENCY SOLICITATION SPECIFICATIONS

HEADER: Rhode Island College Commencement, Convocation and Signature Event Photography Services

DESCRIPTION: Rhode Island College is seeking professional photography services for commencement, convocation and signature event services.

CONTRACT TERMS

The initial contract period will begin approximately January 1, 2026 – December 31, 2028, for 3 years . Contracts may be renewed for up to 2 additional 12-month periods based on vendor performance and the availability of funds.

Insurance Requirements

In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

General Requirements:

- 13a) Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
- 13b) Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
- 13c) Automobile liability - \$1,000,000 each occurrence combined single limit.
- 13d) Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

SECTION A. BACKGROUND

Rhode Island College is located on a 180-acre campus located in the Mount Pleasant section of Providence, Rhode Island and Fruit Hill section of North Providence, Rhode Island. Established in 1854, Rhode Island College is the oldest of the three public institutions of higher education that operate under the aegis of the Rhode Island Council on Postsecondary Education. Currently serving approximately 6,000 undergraduate and 1,000 graduate students, the college has regionally and nationally

recognized programs in the performing and fine arts, science, business, education, nursing, and social work.

Rhode Island College is seeking professional photography services for Commencement and Convocation Services, and Signature Events.

SECTION B: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Rhode Island College is requesting proposals for Commencement and Convocation photography services.

Photographer Essential Duties and Responsibilities:

1. Professional Photography services supplied to the college for Commencement, Convocation and Signature Events 2026- 2028. (Please include scope of services including number of photographers guaranteed and public relations photo usage and offerings).
2. Detailed scope of services to graduates and procedures (such as mailing/emailing each graduate in attendance photo proofs, include time frame of arrival of both proofs and purchases).
3. Selection of photo packages offered to each graduate in attendance
4. Guarantee of students' privacy
5. Outline of rebate/compensation offered to Rhode Island College per event.
6. Any other special amenities offered to Rhode Island College such as additional photography services provided college-wide events and public relations photos of photographed events.
7. Must have a cell phone. Vendor must designate a point of contact (s) with cell phone numbers.
8. Appropriate attire always required.
9. Vendor must furnish all labor, materials, and equipment including editing and file server accessibility.
10. Photograph each graduate at least two different locations during the ceremony and receiving their diplomas.
11. Attend Pre-Commencement photographer's meetings either in person or via an electronic meeting platform as flows:
 - a. Within 14 days prior to each Commencement Ceremony on the RIC campus and/or meet via electronic meeting platform.
 - b. Day before ceremony in-person at the designated ceremony site.
12. Consult with Commencement Coordinator or designee on locations of photography and speed of photography of graduates to maintain proper flow of ceremony.
 - a. At no time will a photographer impede on the flow of the ceremony.
 - b. All floor marking used by the photographer will adhere to professional standards and not damage property.

13. All photographers will be on site until the end of the event.

Delivery:

1. Photographer to provide quick turn-around, in most cases same-day or within 24 hours. Digital JPG files of selected and/or all shots from assignments will be for use by Rhode Island College.
2. Images become the property of Rhode Island College for use in all respects, including sharing within Rhode Island College or external vendors. Examples of use would be print, video, and online publications, social media, signs, billboards and promotional materials. The photographer will not share images outside of Rhode Island College for whom the images were taken.
3. The photographer will acquire permission from the subject(s), when necessary. Written permission is required prior to the shoot for images of children where parental or guardian permission is needed.
4. Digital images to be provided to the assigning department in the following formats: • Send to the RIC Communications' Photo Archivist e-mail: commencement@ric.edu via digital sharing services such as Dropbox, Google Files, etc.
5. File/Image Names: All images should have consistent and organized file names that include the date (yyyymmdd), photographer's last name or initials, assignment name, and photo number. Each should be separated by an underscore. Apart from the photo number, the file names should not vary. Ex: 20181201_photographer_RICassignment_001.jpg. Please note that file names do not serve as metadata programing.

Specifications:

Three (3) years of professional experience as a photographer with a strong background in commercial photography, portraiture, and photojournalism. Also, photographers must:

- possess thorough knowledge of location and studio lighting techniques.
 - furnish all labor, materials and equipment.
 - always be accessible as provided for in availability schedule.
 - present good communication and interpersonal skills.
- In addition to the necessary technical skills, photographers' work must reflect an aesthetic sensibility that displays advanced knowledge of composition, lighting, and documentary skills, which extends beyond the requirements of event photography. Familiarity with the tenets of humanist photography is preferred.
- Regarding availability schedules, some projects may require evenings and weekends.
- Interested bidders must submit five (5) samples of their photography like type Commencement ceremonies and other college/university related events.
- Bidder must include their website addresses for viewing samples of their photography online
 - Availability of schedules is required with bid submittal.
 - All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Rhode Island College agrees to extend all rights to photograph graduates at both undergraduate and graduate ceremonies on specified dates as outlined below. Rhode Island College will supply a list of graduate names and addresses, including email addresses if available to the extent such

information is available in compliance with the Family Educational Rights and Privacy Act (FERPA). Rhode Island College will also offer additional photographing opportunities at Grad Fest activities and School of Nursing Pinning Ceremonies (2), as well as signature events, such as Homecoming and other Alumni and Foundation events.

Proposals will be accepted only by companies based and located in the United States. Any photography services will be performed at venue(s) designated by Rhode Island College and are not subject to negotiation.

Awarded vendor will duly receive advance notice from Rhode Island College of all event dates, times, and locations.

SECTION C: PROPOSAL

1. Technical Proposal

Narrative and format: Vendors must submit a technical proposal which addresses each of the following elements and is limited to ten (10) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request):

- A. **Staff Qualifications** – Provide staff resumes/CV that reflects three (3) years of professional experience as a photographer.
- B. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor’s experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
- C. **Work Plan** - Please describe in detail, the method of delivering photography services in a commencement environment that will provide the graduates with professional images and provide detail of overall service that will be provided to RIC. Please provide a description of other ceremony related services, such as reader card development, name recording, digital name display, etc. |

2. Cost Proposal

Provide a proposal cost proposal to include the following rates for the term of the solicitation:

2026 Schedule \$ _____
(Nursing Pinning Ceremony, Advanced degree ceremony, Undergraduate degree ceremony, Gradfest, First Year Convocation)

2027 Schedule \$ _____
(Nursing Pinning Ceremony, Advanced degree ceremony, Undergraduate degree ceremony, Gradfest, First Year Convocation)

2028 Schedule \$ _____
(Nursing Pinning Ceremony, Advanced degree ceremony, Undergraduate degree ceremony, Gradfest, First Year Convocation)

3. ISBE Proposal

See Appendix A on the “Overview” tab in Ocean State Procures™ for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these forms with their overall proposal. Please complete separate forms for each MBE, WBE, and/or Disability Business Enterprise subcontractor to be utilized on the solicitation.

SECTION D: EVALUATION AND SELECTION - SOLICITATION SPECIFIC

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Vendor	15 Points
Work Plan	40 Points
Total Possible Technical Points	70 Points
Cost proposal	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation	6 Bonus Points
Total Possible Points	106 Points



**STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Vendor's Name:

Vendor's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Division of Equity, Diversity & Inclusion MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

This field must be completed.

Type of RI Certification:

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disability Business Enterprise
- None of the above

Address:

Point of Contact:

Telephone:

Email:

Detailed description of work to be performed by Subcontractor or materials to be supplied by Supplier:

<p><u>This row must be completed.</u> Vendors who do not supply this information at time of bid submission will receive 0% MBE participation credit.</p>	Total Contract Value (\$):	Subcontract Value (\$):
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Anticipated Date of Performance:

I certify under penalty of perjury that the foregoing statements are true and correct.

Prime Contractor/Vendor Signature	Title
Subcontractor/Supplier Signature	Title



Division of Purchases

One Capitol Hill | Providence, RI 02908 | (401) 574-8100
Nancy R. McIntyre, State Purchasing Agent

MANDATORY AGENCY ATTESTATION¹ FOR REQUEST FOR PROPOSAL SOLICITATION

SOLICITATION NO./TITLE: _____

AGENCY: _____

Check the box that applies (only one box per attestation):

- I certify that the requirements, technical aspects, and formation of the above-noted Request for Proposal (RFP) did not involve material participation of or consultation with external and/or non-agency partners.
- I consulted with or materially engaged the following external/non-agency entity for the express purpose of assisting in the development/drafting of the below-referenced RFP: _____ . I acknowledge and understand that this entity will not be eligible for consideration or award in the above-referenced RFP.

By signature below, I attest that the information provided above is true and correct to the best of my knowledge. Further, I attest that I am authorized to make such attestation on behalf of and in the interest of _____.

So attested on this _____ day of _____ in the year 20_____.

NAME (PRINTED): _____

SIGNATURE: _____

¹ Effective as of the date of this Policy and in accordance with R.I. Gen. Laws § 37-2-13.1(b), this form must be completed and signed by all agency employees and/or contractors who were involved in the planning, development and/or drafting of Requests for Proposals and submitted with accompanying requisitions for new Requests for Proposals. This is a separate and unrelated requirement from Conflict of Interest Forms that must be completed and submitted to the Division of Purchases by agency-designated technical evaluation committee members.