



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: Creative Providence Cultural Planner

Date to be opened: September 30 2019

Issuing Department: Department of Art, Culture + Tourism

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.gov
 - Please use the subject line “**RFP Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Phone: (401) 680-5766
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
 - Gina Rodríguez, Cultural Affairs Manager, Department of Art, Culture + Tourism
 - Phone: 401-680-5773
 - Email: grodriguez@providenceri.gov

Pre-bid Conference

THERE IS NO PRE-BID CONFERENCE.



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INSTRUCTIONS FOR SUBMISSION

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related.** (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE: This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.**

This information is NOT requested to be provided in your initial bid by design.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



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BID PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page 7 of this document*)
- Certificate Regarding Public Records (*see page 8 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 9-13) or on: <https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>*

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

*****Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.**



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NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)



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BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance must accompany a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
 - a) A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.
 - c) A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) No financial assurance is necessary for this item.
2. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



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BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Agrees to bid on (Items(s) to be bid): _____

If the bidder's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island* _____

Please visit <http://www.naics.com/search/> and identify the NAICS Code(s) for items being bid on. Enter the NAICS code(s) here or in parentheses next to each item listed immediately above: _____

Delivery Date (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

**** If you are submitting a unite price bid, please insert "Unit Price Bid"***

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title



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BID FORM 2: Certification of Bidder
(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on
this _____ day of _____ 20_____.

Signature of Representation

Printed Name



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Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20____.

Signature of Representation

Printed Name



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WBE/MBE Form Instructions

The City of Providence actively seeks Minority and Women business enterprises to participate in bids to meet the City's procurement needs. Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is **10%** of the total bid value.

The goal for Women's Business Enterprise (WBE) participation is **10%** of the total bid value.

The goal for combined MBE/WBE participation is **20%** of the total bid value.

Only businesses certified with the State of Rhode Island as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at: <http://odeo.ri.gov/offices/mbeco/>

Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Bid Requirements:

All Bidders: All bidders must complete and submit the **MBE/WBE Participation Affidavit** indicating whether or not they are a state-certified MBE/WBE and acknowledging the City's participation goals. Submission of this form is required with **every bid**. Your bid will not be accepted without an affidavit.

Bidders who will be subcontracting: Bidders who will be subcontracting must submit the **Subcontractor Disclosure Form** as part of their bid submission. All subcontractors, regardless of MBE/WBE status, must be listed on this form. Business NAICS codes can be found at <https://www.naics.com/search/>. Awarded bidders are required to submit **Subcontractor Utilization and Payment Reports** with each invoice.

Waiver Requests:

If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Bidder must complete the **MBE/WBE Waiver Request Form** for review. Waivers will be considered on a case by case basis.

No waiver will be granted unless the waiver request includes documentation that demonstrates that the Bidder has made good faith efforts to achieve the City's stated participation goals. Waivers must be reviewed and signed by the City of Providence's MBE/WBE Outreach Director, Grace Diaz, or her designee. Department Directors cannot recommend a bidder for award if this form is applicable and absent. If the bid does not meet the participation goals of the City of Providence and a waiver is not filed with the signature of the MBE/WBE Outreach Director or her designee, the bid will not be accepted.

Verifying MBE/WBE Certification

It is the responsibility of the bidder to confirm that every MBE/WBE named in a proposal and included in a contract is certified by the Rhode Island Minority Business Enterprise Compliance office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Form Instructions:

Access all bid forms from <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>. **Download** the forms as blank PDFs. Once saved on your computer, fill them out using



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the Adobe program. The fillable PDFs must be completed in Adobe in order to be saved properly. Google Chrome and similar platforms do not allow for the forms to be saved as filled PDFs. Therefore, please download the blank forms to your computer, then fill them out and save.

Assistance with Form Requirements

Examples of completed forms can be found on the City of Providence website at <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>.

Contract Requirements:

Prime contractors engaging subcontractors must submit the *Subcontractor Utilization and Payment Report* to the City Department's Fiscal Agent with every invoice and with request for final payment. This form is not submitted as a part of the initial bid package.

For contracts with duration of less than 3 months, this form must be submitted along with the contractor's request for final payment. The form must include all subcontractors utilized on the contract, both MBE/WBE and non- MBE/WBE, the total amount paid to each subcontractor for the given period and to date. During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract.

Questions?

For more information or for assistance with MBE/WBE Forms, contact the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.com or (401) 680-5766.



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MBE/WBE PARTICIPATION AFFIDAVIT

Item Discussion (as seen on RFP):

Prime Bidder: _____

Prime Bidder (Company) Phone Number: _____

Prime Bidder (Company) Zip Code: _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? MBE WBE Neither MBE nor WBE

By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value.
The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value.
The goal for combined MBE/WBE participation is 20% of the total bid value.

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. Initial _____

If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. **I understand that these documents must be submitted prior to the issuance of a notice to proceed.** Initial _____

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract. Initial _____

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. **I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.**
Initial _____

If awarded this contract, I understand that authorized representatives of the City of Providence may examine the books, records and files of my firm from time to time, to the extent that such material is relevant to a determination of whether my firm is complying with the City's MBE/WBE participation requirements.
Initial _____

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

Signature of Bidder

Printed Name

Company Name

Date



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SUBCONTRACTOR DISCLOSURE FORM

Fill out this form only if you WILL SUBCONTRACT with other parties. If you will not subcontract any portion of the proposed bid, do not fill out this form.

Prime Bidder: _____ Primary NAICS _____

Code: _____

Item Description (as seen on RFP): _____

Please list all Subcontractors below. Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at www.mbe.ri.gov. Business NAICS codes can be found at <https://www.naics.com/search/>

Proposed Subcontractor	MBE	WBE	Primary NAICS Code	Date of Mobilization	\$ Value of Subcontract
					\$
					\$
					\$
					\$
					\$
					\$
A. MBE SUBCONTRACTED AMOUNT:					\$
B. WBE SUBCONTRACTED AMOUNT:					\$
C. NON MBE WBE SUBCONTRACTED AMOUNT:					\$
D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:					\$
E. TOTAL AMOUNT OF BID (SUM OF A, B, C, & D):					\$
F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide A by E and multiply result by 100).					%

Please read and initial the following statement acknowledging you understand. If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F) and the prime contractor is NOT a Rhode Island State-certified MBE or WBE, you must fill out the MBE/WBE WAIVER REQUEST FORM for consideration by City of Providence MBE/WBE Outreach Director. Initial _____

Signature of Bidder

Printed Name



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MBE/WBE Waiver Request Form

Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal.

State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review **prior to bid submission**. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Prime Bidder: _____

Company Trade: _____

Item Discussion (as seen on RFP):

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Trade	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of _____ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

Signature of Prime Contractor

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



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REQUEST FOR PROPOSALS

Consultant: Creative Providence Cultural Planner
City of Providence
Department of Art, Culture + Tourism

The City of Providence, RI (hereafter "the City") is seeking proposals from qualified individuals and / or entities to engage the city's Department of Art, Culture, + Tourism (ACT) as well as the broader Providence Community to develop the Creative Providence 2020 Cultural Plan for the Creative Sector.

The Providence Department of Art, Culture + Tourism (ACT) ensures the continued development of a vibrant and creative city by integrating arts and culture into community life while showcasing Providence as an international cultural destination.

The City's first Cultural Plan was published in 2009 after an 18-month long community planning process led by ACT, which brought together arts and culture nonprofits, individual artists, arts educators, producers, and investors to create a sector wide agreed upon vision, goals, and strategies.

Now at the ten year mark, ACT is reassessing the sector's goals and strategies. ACT plans to release the second Cultural Plan in summer 2020, with partial funding from the National Endowment for the Arts. Planning activities will include public meetings, workshops, in-person interviews and surveys to explore the current strengths and weaknesses of the capital city's creative community. The Creative Providence 2020 Cultural Plan will serve as a living blueprint for strengthening the creative sector and guiding public policy, public initiative and private investments in the arts for the next ten years.

Direct all questions, concerns and other comments regarding this RFP's specifications to Gina Rodríguez-Drix, Cultural Affairs Manager, Department of Art, Culture + Tourism at 401-680-5773 and/or grodriguez@providenceri.gov.

APPLICATIONS DUE SEPTEMBER 30 2019 BY 2:00PM

Eligibility and Qualifications

- Bidder must demonstrate experience in municipal cultural planning, community engagement, public presentations, and work with local government agencies and/or public/private partnerships. Bidders who demonstrate projects of similar scope in partnership with municipalities will be given preference.
- Bidder must demonstrate experience working within or with the creative sector, including arts, cultural or heritage organizations, individual artists, venues, producers, and/or arts administrators.



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- Bidder must demonstrate explicit understanding of cultural equity and anti-racism, and work in intercultural communities.
- Bidder must demonstrate experience in facilitating public forums with multiple learning modalities with considerable attention to physical and linguistic accessibility.
- Bidder must demonstrate familiarization with the following Providence case studies and reports:
 - Content available on <http://www.providenceri.gov/art-culture-tourism/> and <http://www.artculturetourism.com>
 - Creative Providence Cultural Plan for the Creative Sector
 - City of Providence Art in City Life Plan
 - City of Providence Comprehensive Plan
 - Art Culture + Tourism case studies (HUD Transit Corridor Study and 2017 Arts Economic Prosperity Study)
 - SustainPVD Equity in Sustainability report
 - City of Providence SustainPVD Climate Action Plan
- Bidder must articulate their multilingual capacity and approach to community engagement, interpretation and translation of materials into Spanish.
- Familiarization with local, regional and national trends in arts funding, placement, challenges and opportunities for the creative sector.
- Individual consultants or consulting firms located within the United States of America where the lead consultant is 18 years old or older.
- Applicants who can demonstrate a current arts practice are preferred.
- WMBE preferred
- Providence- based individuals or firms heavily preferred
- Bilingual and Spanish speakers preferred

Scope of Work:

- Assessment of the Providence Creative Sector (November 2019- January 2020)
 - Analyze survey data collected between July and October 2019 to establish baseline information.
 - Implement assessment strategies with ACT staff. Activities shall include facilitating meetings and interviews with identified stakeholders, utilizing mapping tools, and analyzing existing pertinent local and national reports and case studies.
- Cultural Planning Activities (November 2019 - June 2020)
 - Work with ACT staff to design, host, and facilitate three large public forums at the start, middle, and end of the planning process to announce the planning process, report back on mid-range learnings, and release a working draft of the plan, gathering feedback at each forum and incorporating learnings into the planning document.
 - Work with ACT staff and working group members (identified City agencies and community partner agencies, to design, host, and facilitate seven creative studios, each focusing on primary *Creative Providence* themes, which are:



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- Supporting individual artists
- Arts Education
- Resilient creative nonprofits
- Creative Placemaking
- Art and Wellbeing
- Creative Economic Development
- Visibility of the sector and tourism
- Develop messaging strategies and guide communications throughout the planning process
- Analyze learnings and feedback from the cultural planning process to Identify, report, and define emerging goals, strategies, and recommendations for public policy, public initiatives and private investment in the arts.
- Writing and Translation (march 2020-June 2020)
 - Work closely with ACT staff to write the *Creative Providence 2020 Cultural Plan for the Creative Sector*. The plan shall include an executive summary, introduction, description of assessment and planning activities and findings, programmatic plan and administrative plan that takes into account goals, strategies, recommendations, and action steps to be implemented within the next ten years.
 - Review and amend drafts in accordance with public feedback.
 - Translate public facing written materials into Spanish.

Deliverables

- A Project Work Plan must be submitted within 15 days of contract signing.
 - This work plan shall detail the bidder's community engagement strategy, articulate goals for assessment including number of surveys, meetings, interviews and/or focus groups and propose meeting dates for hosting creative studios and public forums.
- Appropriate promotional material to support public outreach efforts to be submitted in accordance with agreed upon deadlines. Materials may include:
 - on-site educational tools related to cultural planning,
 - presentations to public bodies as needed,
 - written and documented summary of research, including briefing papers that centralize *Creative Providence* goals areas and refer to and incorporate City of Providence plans and case studies listed above,
 - written and documented summaries of community engagement findings,
 - digital/web/social media communications
- *Creative Providence 2020: A Cultural Plan for the Creative Sector* written text, in full, provided in both English and Spanish submitted in digital format (Microsoft Word and PDF) via compact disc or flash drive. This must be submitted no later than June 30th 2020.



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Proposal Specifications

Submit 2 copies of the bid to the City Clerk as directed above along with a digital copy of the bid delivered on a flash drive.

A proposal of no more than 20 pages must include all of the information set forth in this section, on numbered pages and tabbed sections, in print and PDF format, organized accordingly:

- Cover Page:
 - Name of bidder or firm and Project Title
- Table of Contents
 - The table of contents should include page numbers.
- Executive Summary
- Contact Information and Organizational Experience
 - Contact Information
 - Name, title, email, and contact information of person able to enter into agreements for the consultant or firm. Include the name and telephone number of the person(s) authorized to execute the proposed contract. If two or more firms are involved in a joint venture or association, the proposal must clearly delineate the respective areas of authority and responsibility of each party. All parties signing the Agreement with the City must be individually liable for the completion of the entire project even when the areas of responsibility under the terms of the joint venture or association are limited.
 - Proposal Questions - Name, email, title and contact information for person responsible for questions related to this Proposal.
 - Authorized Negotiator - Name, email, title and contact information for person that is authorized to negotiate contract terms and render binding decisions on contractual matters
 - Central Point of Contact would be the go-to when staff has questions or issues during the Master Planning process.
 - Organizational Information
 - Provide specific information concerning the consultant or firm in this section, state organization's full name and address and identify parent company if the organization is a subsidiary. Specify the branch office or other subordinate element that will perform, or assist in performing. Indicate whether the organization operates as a partnership, corporation or sole proprietorship (public or private). Include the state in which Vendor is incorporated or licensed to operate.
 - The total number of years in operation, general scope of services provided, and principal area of expertise.
 - The number of years bidder has been providing cultural planning services.
 - Provide a list, in reverse chronological order, of similar or comparable projects that the consultant or firm has undertaken. Explicitly disclose which, if any, of



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these projects were joint ventures. Include brief description, project duration and cost information thereof.

- If relevant, provide a list of team members that will be involved with the project. Include relevant past experience for each team member. Note that team members may only be added during project period through the written notification and consent of the City's project manager.
- Proposed Scope of Work
 - Proposed project implementation plan to be completed within proposed project period of November 11 2019 through June 20 2020 including proposed benchmarks and milestones.
 - Articulate assessment, research, and planning strategies
 - Articulate presentation strategies
 - Articulate your multilingual capacity
 - Articulate your approach to community engagement with respect to physical and linguistic accessibility. Populations engaged should include, but are not limited to:
 - Random, statistically valid samples;
 - Groups that self-select in response to outreach;
 - Representatives from community stakeholder organizations and businesses;
 - Culturally and ethnically diverse groups including English language learners
 - People with disabilities;
 - Youth and senior populations
 - Articulate your approach to applying the cultural equity to the planning process.¹
- Project Budget
 - Provide an itemized budget that details anticipated expenses associated with the cultural planning process. Bids of more than \$50,000 will be deemed ineligible and not scored.
 - Please clearly articulate all anticipated costs that will be charged to the city. Break these costs down by category of products and services. Explicitly identify all fixed fees. For fees that are time and materials-based, please provide details such as hourly rates by name and title of employee. The budget should be clearly divided by each component of the cultural planning process.
 - Identification of Subcontractors - Identify all subcontractors that will be used for the proposed project. For each subcontractor, list what specific products and/or services each of these subcontractors will be providing and identify what percentage of the total scope of work they will be responsible for.
 - Additional Information - Please include any relevant additional information that is not called for in any of the sections listed above.

¹ ACT considers the definition of Cultural Equity as it relates to Article 27, Section 1 of the Universal Declaration of Human Rights, "Cultural Equity means that all people everywhere have the right to inherit and develop their intellectual, emotional, material, and spiritual traditions."



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- Resume or CV optional

Review of Bidders

Bids exceeding \$50,000, proposing less than 450 hours of work, or which do not meet all of the minimum qualifications will be deemed ineligible and not scored. The contract will be awarded to the highest scoring qualified applicant with a maximum possible score of 120 points. Scoring is based on meeting eligibility and qualifications, facilitation strategies, and cost of bid.

Scoring Categories

Consultant: Creative Providence Cultural Planner

CATEGORIES	MAX POINTS
Eligibility and Qualifications This criterion considers the extent to which the Bidder's proposal reflects the eligibility and qualifications listed above	15 pts
Program Concept This criterion considers the extent to which the Bidder's proposal articulates the facilitation of public events appropriate for diverse audiences (i.e., ages, cultures) that is free and open to the public while engaging local artists to be a part of the cultural planning process	25 pts
Organizational Capacity and Project Approach This criterion considers the extent to which the Bidder's proposal identifies previous successful projects similar in scope. Preference will be given to bidders who demonstrate successful past projects working with municipalities	25 pts
Cost of Bid Bids will not be accepted for more than \$50,000. The bidder with the lowest bid will be awarded 25 points, and the highest bid will be awarded 5 points. Any bids in between will receive points in proportion to their distance between the low and high bids.	25 pts
Demonstrated Understanding of Local Context: This criterion considers the extent to which the Vendor's proposal accurately reflects the current state of the City's cultural ecosystem	20 pts
Certified MBE/WBE firm	10 pts
Total Eligible Points	120 pts



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SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

*This information is **NOT** requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.*

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.