



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: ***SUMMER 2019 EMPLOYMENT OPPORTUNITIES FOR YOUTH***

Date to be opened: **Tuesday, January 22, 2019**

Issuing Department: **OFFICE OF ECONOMIC OPPORTUNITY**

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:
 - Adrianna Dextradeur
 - (401) 680-8577
 - Email: Adextradeur@providenceri.gov
 - Please use subject line **“2019 Summer Youth RFP”**

Pre-bid Conference

Applicants are strongly encouraged to attend the pre-bid conference on Monday, Dec. 3, 2018 at 9 AM at the Roger Williams Park Casino (1100 Elmwood Ave., Providence, RI 02907)



BOARD OF CONTRACT AND SUPPLY
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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.**



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

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.)



BOARD OF CONTRACT AND SUPPLY
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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 (when applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

****If you are submitting a unit price bid please insert "Unit Price Bid."***

Use additional pages if necessary for additional bidding details.

Signature of Representative

Title



**BOARD OF CONTRACT AND SUPPLY
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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 Representative

Printed Name



**BOARD OF CONTRACT AND SUPPLY
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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 Representative

Printed Name



**BOARD OF CONTRACT AND SUPPLY
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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/mbewbe.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.



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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 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):					\$
F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide A by D 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 Prime Contractor

Printed Name

Date Signed



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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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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.
- Rhode Island Department of Labor and Training Registration Number (ten digits)

Bid Package Specifications and Evaluation Form Sample Begin Next Page



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND
BID PACKAGE SPECIFICATIONS

**Request for Proposals
Summer 2019 Employment Opportunities for Youth
Office of Economic Opportunity (OEO)**

PLEASE NOTE: THIS RFP DETAILS THE PROGRAMMATIC AND LEGAL REQUIREMENTS NECESSARY FOR A BID TO THIS RFP TO BE CONSIDERED. ALL BIDDERS MUST SUBMIT THE RESPONSE PACKET AND BUDGET WHICH ARE SEPARATE FROM THIS DOCUMENT, IN ORDER TO APPLY.

SECTION I: PURPOSE

In alignment with Mayor Elorza's vision for a City with economic and educational opportunities for all, the City has created ***One Providence for Youth***, a workforce development system for youth and emerging adults aged 14 to 24. ***One Providence for Youth*** brings together government, business leaders, youth, educators and community partners to address the complexities of youth unemployment and achieve tangible impact in the lives of youth. In addition to the economic benefits of having a wage earning job, youth gain valuable real-world work experience, problem-solving and life skills, and access to professional networks through educative and immersion experiences, while employers are able to help prepare the next generation of workers they need.

SECTION II: INVESTMENT

Proposals are being solicited for multiple qualified entities to implement summer programs that integrate best practices in education, workforce development, and youth development. Programs must:

- Integrate youth development principles into project-based service learning and/or work-based experiences for young people
- Enroll youth to lead and participate in projects that demonstrate a clearly articulated community and/or social benefit
- Include meaningful opportunities for youth leadership and reflection on the personal and social impact of their work
- Serve at least 20 youth
- Operate for 6 weeks

Please note:

Program funding is contingent upon final budget allocation and passage of the FY 2020 City of Providence budget.

Program Requirements

A. Qualified Applicants

- Established community based organizations
- Private non-profit agencies/institutions
- Private for-profit companies
- Public agencies
- Educational institutions



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B. Period of Performance & Required Trainings

- This RFP will cover the operation of six-week programs that may begin as early as 7/1/2019 and must end by 9/30/2019.
- OEO may opt to extend services contracted under this RFP beyond this time period based on availability of funds and program performance and/or to renew contracts resulting from this RFP for Summer 2020, without issuing an additional RFP.
- Providers are required to attend a 90-minute provider group meeting every month from March 2019 to September 2019.

C. Participant Eligibility

To be eligible to participate in **One Providence for Youth** Programs, a youth must:

- Be between the ages of 14-24 inclusive as of July 1, 2019
- Be a legal resident of the City of Providence
- Be legally eligible to work in the United States
- Have a Work Permit from the Providence School Department by age as necessary
- Provide proof of Age, Address, US Citizenship/Alien Status and Social Security Number after they have been selected or assigned to a program and prior to the start of the program.

All eligibility documentation must be submitted to OEO for eligibility verification.

D. Labor Laws

All programs and activities must comply with applicable federal and state labor laws including child labor, OSHA, Right-To-Know, and ADA (i.e. hours, working conditions, use of equipment, etc.). It is the provider's responsibility to be aware of these regulations. OEO reserves the right to impose further restrictions on activities when determined to be appropriate.

In applicable circumstances, Work Permits and/or Certificates of Age will be required.

NOTE: Programs that fail to acquire required Work Permits for participants will be canceled.

SECTION III: PROGRAM DESIGN

A) One Providence for Youth System Design

The overarching goal of **One Providence for Youth** is to provide youth with a set of work-related experiences that can better prepare them to succeed in employment. **One Providence for Youth** programs will:

- Offer developmentally appropriate experiences for youth and provide tiered work experiences that build skills, career exposure, and work readiness, year over year.
- Build social and emotional learning competencies tailored to the developmental needs of the target population and enhance employability options.
- Include summer experiences to complement their school-year academic and afterschool activities, including work-based learning experiences.

Include priorities for

- Improved access for underserved populations:
 - Youth with disabilities
 - Youth who are English Language Learners and
 - Youth who are required to attend summer school
- Sector-based focus in these local priority areas
 - Healthcare, Information Technology ,Construction and Manufacturing



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- Development of 21st Century Skills listed below:

<p>Communication The ability to convey and receive information effectively, including elements of oral, written, non-verbal and listening skills</p>	<p>Engagement in Learning The desire to learn and grow, displaying focused attention, participation, eagerness to reflect on experiences and expand learning, and desire to return to activities</p>	<p>Critical Thinking The ability to reason effectively, using systems thinking, make analytical judgments and decisions, solve non-familiar problems in both conventional and innovative ways.</p>	<p>Perseverance The ability to continue working through a problem when obstacles arise, displaying and thinking “outside the box” when solving problems.</p>	<p>Teamwork The ability to contribute constructively to large and small group settings while establishing and maintaining healthy and rewarding relationships with diverse individuals and groups, including instructors and peers.</p>
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As a result of enrollment, youth program participants will:

- Develop social skills including communication, critical thinking, decision-making, problem-solving skills and self-management.
- Learn work norms, expectations, and culture.
- Understand career pathways and decision points, including the linkages between educational attainment, relevant experience, demonstrable skills and career advancement.
- Build professional networks.
- Improve money management skills.

B. Program Model Details

There are currently four program models in the **One Providence for Youth** career pathway summer strategy:

1. Career Exploration through Service Learning Projects
2. Work Experience Placements
3. ACN Plus
4. Advanced Internships (not funded through this RFP, will be funded elsewhere)

Model 1: Career Exploration through Service Learning Projects - to be designed for youth ages 14-15 years, with little or no prior career exploration or work experience.

Service-learning is an approach to teaching and learning in which students use academic knowledge and skills to address genuine community need. Examples of service learning projects at different levels include:

Middle School	High School
<p>A middle school science class studying pollution and disease worked with Environmental Protection to learn about the dangers of radon and how to test for it in homes. To educate the community on hazards, testing, and cleanup, students created an infomercial to share with local schools and community groups.</p>	<p>Tackling discrimination against HIV-positive people, tenth-graders wrote skits that drew parallels between the treatment of people living with AIDS and racial discrimination. They built sets, made costumes and programs, and performed their work for the community. Proceeds supported a local AIDS hospice.</p>

Components:

A high-quality Career Exploration through Service Learning Program will integrate the following components:

- Standardized work readiness training (This program model begins with Signal Success work readiness activities. OEO will provide curriculum and provider agency training. Program providers will deliver the



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training to youth participants.

- Placement in a group/team setting that engages all youth in a service project that is meaningful to the participants and the targeted beneficiaries, and addresses real-world issues and needs
- Coordination of service project with City of Providence
- How to manage the money you make and future budget planning
- Development of specific learning goals and content to promote civic engagement while developing competencies in the five 21st Century Skills listed above
- Select a project that help youth gain understanding, appreciation and respect for people of different backgrounds and coordinates with the City of Providence. This means either
 - a) choosing a project identified by the City as a need **or**
 - b) informing OEO of the project chosen which we may link to City activities in that area

This will be coordinated during monthly provider meetings after programs have been funded.

- Completion of a workplace portfolio that will document the Service-Learning Project and lessons learned
- Project-based activities should yield end products, such as an event, presentation, production, or other tangible benefit that give participants a sense of accomplishment.

Applicants are encouraged to utilize the Youth Saving the World Toolkit to develop program curriculum for Model 1, located at: <http://www.providenceri.gov/o eo>

Model 2: Work Experience (WEX)

Work Experience programs are to be designed for youth 16-24 years old, with some prior project-based career exploration or work experience or career exploration, and are still developing skills necessary for success in the workplace.

Work Readiness: This program model begins with Signal Success work readiness activities. OEO will provide curriculum and provider agency training. Program providers will deliver the training to youth participants.

Work Experience Placement: After work readiness, each participant will be placed in a Work-Based Learning (WBL) opportunity with an employer(s) the provider has recruited that meets the work site requirements listed below.

Components:

A high-quality Work Experience program should integrate the following components:

- Exposure to specific career areas and career options to begin developing Career Pathways for participants
- Promote civic engagement, pro-social activities, and appreciation and respect for people of diverse backgrounds
- Integrate and elevate "Youth Voice"
- Development of and placement in a meaningful work experience with an employer including experience-appropriate tasks valuable for both the youth and the worksite
- Coaching and problem-solving during work placement
- Weekly group meeting with provider to sign timesheets and provide an opportunity for youth to reflect on and discuss their work placements
- Completion of a workplace portfolio that will document the activities and lessons learned



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Design:

- Week 1: 20 hours of Work Readiness Training
- Weeks 2-6: Work Experience Placement Monday through Thursday. On Fridays, participants will meet as a group at the provider site for workshops, reflection and problem-solving activities. Youth should be visited at least once per week, by appointment at the work site. The maximum number of hours for Weeks 2-6 is 100.

Work Sites:

Placement sites should enable participants to gain work maturity, occupational skills, and exposure to the working world. The assignment of a youth to a work site should be decided by balancing the needs of the participant and employer. A work placement may not be used to reduce current employee work hours.

Employers committing to be a worksite must agree to:

- Follow State and Federal Child Labor Laws <http://www.dlt.ri.gov/ls/childlabor.htm>
- Sign a Worksite Agreement
- Provide a meaningful work experience in which youth perform relevant work activities
- Provide proper supervision and positive adult role models for youth
- Fill out a weekly time sheet
- Fill out evaluation form at the mid-point and the end of the placement

Employer Time commitment:

- Supervisor Training (two hours)
- Minimum of 20 hours per week for 5 to 6 weeks in July, August, and/or September 2019 (Some youth may be pre-approved for direct placement due to previous work-readiness. This process will be detailed in the contract negotiation process.)

At Work Placement Sites, Worksite Supervisors (employer staff) must:

- Attend a Worksite Orientation before youth arrival.
 - Comply with all portions of worksite documentation and safety and quality requirements.
 - Support youth in setting and maintaining realistic goals and expectations.
 - Establish a safe learning environment including activities that promote development in the 21st century work-readiness skills and other identified skill sets
-

Model 3: ACN Plus

The Advanced Course Network (ACN) offers advanced course options for students to expand access to advanced coursework opportunities that promote college and career readiness.

ACN courses may be traditional (face to face), online or hybrid courses by a network of providers, with each course approved and authorized by the RI Department of Education (RIDE). Students participating in ACN courses are earning credit toward their high school or middle school coursework requirements by enrolling in courses that are not traditionally offered at their public school.

<http://www.ride.ri.gov/StudentsFamilies/EducationPrograms/AdvancedCoursework.aspx>

Programs in the ACN Plus Model, will blend RIDE-approved ACN courses with additional Work-Based Learning Experiences. Youth who complete the program will earn the requisite ACN credit as well as a stipend for the additional work experience hours for a minimum of 100 planned program hours per participant. Because work experiences are connected to specific for-credit learning, participants will be eligible for a stipend instead of a wage. Proposals will include one budget. ACN course expenses will be paid by RIDE, the remaining program costs will be paid by OEO.



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Components:

A high-quality ACN Plus program should integrate the following components:

- A RIDE-approved ACN program with all the regular requirements and reporting. The ACN provider must be either the lead applicant or a signed partner.
- Additional work-based summer learning experiences connected to the ACN course for a minimum of 80 total hours and a maximum of 120 hours per participant.
- Individual proposals must include the plan to integrate the course material and the WBLs through the six-week period.
- Exposure to specific career areas and career options to begin or continue developing Career Pathways for participants
- Promote civic engagement, pro-social activities, and appreciation and respect for people of diverse backgrounds and Integrate and elevate “Youth Voice”

OEO will coordinate with RIDE in decision-making for the ACN Plus proposals. Billing will be separate.

B. Payments to Youth: All youth will be paid for participation in the program at the 2019 minimum wage by age as follows. Stipend payments will be equal to the wage per hour and number of program hours per participant.

As of January 1, 2019:	
Ages 14-15	14 and 15 year olds who do not work more than 24 hours in a week: \$ 7.88 per hour (75% of applicable minimum) For any week in which a 14 or 15 year old works more than 24 hours, the higher applicable minimum rate must be paid for all hours worked in that week.
Ages 16-18	Full-time students under 19 years of age working in nonprofit, religious, educational, librarial, or community service organizations: \$9.45 per hour (90% of applicable minimum)
Ages 19+	\$10.50 per hour - minimum wage
Note: Minimum wage by age is the amount OEO will pay for participant wages. Stipends may be paid for ACN Plus programs and will be negotiated in individual contract development. For the proposal budget please use wage format. Source: http://www.dlt.ri.gov/ls/minwage.htm	

- **OEO will be responsible for the payroll of all program participants.**
- Providers will be responsible to submit participant program hours each week by a specific deadline.
- Checks will be mailed to participants from the payroll services provider.
- Budget proposals should include youth participant wages, but OEO will pay wages directly.

C. Participant Recruitment and Application

Selected providers will be required to:

- Staff a table at the Summer Opportunities Expo, currently scheduled for April 6, 2019 to recruit students (details to follow).
- Take part in a centralized review and selection process for program enrollment
- Direct interested youth to complete application through a centralized portal in April and rank program offerings in terms of interest
- Recruit/enroll participants beyond those youth they currently serve
- Interview and enroll youth applicants/participants
- Provide to OEO required I-9 documentation for youth chosen for enrollment prior to program start



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SECTION IV: REPORTING AND PAYMENT REQUIREMENTS

A. Administrative Requirements

If selected as a provider through this RFP, you must:

- 1) Have the financial capacity to pay program costs up front (not including youth wages) and receive reimbursement upon submission of invoices with backup documentation.
 - 2) Provide your agency's most recent audit information for contract negotiation.
 - 3) Agree to enroll a minimum of 20 participants in your program. Smaller organizations may partner to submit a proposal that meets the minimum of 20 participants. Every proposal will include a commitment to serve a specific percentage of "New" youth – that is, youth you have not worked with before. These commitments are part of the proposal evaluation process.
 - 4) Refer all interested youth to the centralized application process and ensure submission of eligibility documentation and work permits.
 - 5) Attend training to use the Summer Program Management System chosen by OEO.
 - 6) Attend the **Summer Opportunities Expo April 9, 2019** to provide outreach for your program.
 - 7) Interview applicants and choose participants. Collect I-9 documentation for the youth selected for your program. All I-9 documentation must be submitted to OEO prior to program start date.
 - 8) Attend monthly provider meetings from March through September 2019.
 - 9) Document all program activity in forms provided and implement evaluation tools provided.
 - 10) Reports may include but are not limited to:
 - Pre- and post-test and survey findings for all participants
 - Weekly Attendance Roster with hours worked
 - Monthly Report of July Activities – due August 6, 2019
 - Monthly Report of August Activities – due September 4, 2019
 - Monthly Report of September Activities (if applicable) Oct. 4, 2019
 - Incident Report Form (if needed)
 - Follow-Up Report of Post-Program Activity January 2020 (if known)
- (Note: The capacity to run these reports may be provided in the IT system, which is still in the process of selection. At minimum, you will be required to run and submit these reports. If they are not embedded in the IT system, you will be required to complete excel versions of these reports.)**
- 11) Submit final requisition for payment no later than September 30, 2019

B. Types of Contracts and Payments

Contracts will be issued on a benchmark basis. Budgets will be negotiated using the line item format in the RFP.

Although OEO will be responsible for payments to youth, you must include the costs of youth wages and fringe in your proposal budget so we can determine the overall program cost.

The final program cost will be divided by the number of participants to determine the cost per participant.

Payments will be made based on benchmarks achieved per participant. In order for providers to invoice OEO, each participant must complete at least 75% of planned program hours.

Because providers do not have to front the payments for participant wages, you are encouraged to complete one invoice at the end of the program. If this is a financial hardship, providers are allowed to submit an invoice at the mid-point of the program; however, please let us know during contract negotiation. Needing an advance will not impact scores or funding.



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Under no circumstances will the Contractor receive reimbursement for any amount that exceeds the maximum contracted amount.

All invoices must include backup documentation of benchmarks and receipts for budgeted expenses. Awarded providers will receive a grantee guide with backup documentation requirements.

C. Maintenance of Effort and Stand Alone

Programs funded through this RFP must not supplant other funds. Proposals must be for programs ***in addition to*** those already provided by the applicant agency. Applications must be for new programs or expansion of existing programs if they meet the qualifications.

If funds from other sources will be used in the total budget costs for the proposed program, those outside funds must be assured by date of application. Reliance on other funding applied for but not yet awarded is not permitted. We wish to avoid any instance where a program we approve cannot be implemented because braided funds were not received. **The ACN Plus program is an exception to this rule. OEO will negotiate with RIDE to coordinate with ACN funding.**

D. Partnership Agreements

Respondents partnering with other agencies and employers must complete and sign Partnership Agreements detailing the services to be provided. The signed agreements **must** be included with the proposal. Form is included in Response Packet.

SECTION V: AWARDS

A. Procurement Timeline

Please note: procurement process dates may be subject to change. Check regularly for updates and/or corrections to this RFP at: <http://www.providenceri.gov/oio>

Legal Notice Publication and Advertisement	Friday, Nov 16, 2018
Release of Request for Proposals	Friday, Nov 16, 2018
Non-Mandatory Bidders Conference	Mon. Dec. 3, 2018
Last date to email questions	Friday, December 28, 2018
Answers to questions posted on website	January 4, 2019
Proposals Due: Tuesday January 22, 2019 up to 2:00 pm at the Department of the City Clerk, Room 311, City Hall, Providence, RI. At 2:15 all bids will be publicly opened and read at the Board of Contract Meeting at City Council Chambers, on the 3rd floor of City Hall.	
Review of Applications	Wednesday, January 23 – Wed. Feb 20
Notification of Funding Awards	On or about March 1, 2019
Earliest Programs Start Date	July 1, 2019
Date for Completion of Programs	August 30, 2019
Final Invoices for Payment Deadline	September 30, 2019

Applicants are strongly encouraged to attend the pre-bid conference on Monday, December 3, 2018 at 9:00 A.M. at the Roger Williams Park Casino (1000 Elmwood Ave, Providence, RI 02907).



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Applicants may also ask questions regarding the RFP by sending an email to Adrianna Dextradeur at adextradeur@providenceri.gov. Questions must be submitted prior to Friday, December 28, 2018 at 12:00 P.M. Procurement policies require that there be no private conversations with bidders about the RFP. All questions submitted in writing and fielded at the pre-bid conference will be publicly posted and shared by Friday, January 4, 2019 at: <http://www.providenceri.gov/oeo>.

Respondents will receive written notification of the status of their proposal by Friday, March 1, 2019. Respondents not selected may submit a written request for information regarding the reasons for denial to: Adrianna Dextradeur, adextradeur@providenceri.gov.

B. Review and Selection Process Proposals failing to satisfy any of the following criteria will be eliminated from considerations and not read or ranked:

- Submitted in full and on time
- Signed by the signatory authority of the respondent organization
- Respondent is not debarred, suspended, or voluntarily excluded from receipt of federal or local funds
- Prior successful experience/performance/administration of program

Proposals meeting the criteria above will be read and ranked by a team of youth workforce development specialists from the Workforce Solutions of Providence/Cranston Youth Council and City of Providence staff in accordance with the Conflict of Interest Policy.

Points will be awarded to each proposal based on the following format.

A minimum threshold of 65 points will be required for funding.

Categories	Maximum Score
Successful experience/Organizational qualifications	20
Quality of planned services/Enrollment of new participants	60
Budget/value for services	20
Total Maximum Score	100
Bonus points available for proposals that address these targets	
Youth with Disabilities	2
English Language Learners	2
Youth enrolled in Summer School	2

See **One Providence for Youth** Summer 2019 Proposal Evaluation Form as a guide to how your responses will be evaluated.

Once proposals are reviewed and ranked, recommended programs will be submitted to the City's Board of Contract and Supply. Considerations for funding will include an appropriate distribution of these factors:

- Programs serving youth throughout the City
- Serve youth in each age group
- Serve youth who are English Language Learners
- Serve youth with disabilities
- Serve youth who are required to attend summer school

Recommendations for program funding will be made by OEO to the Board of Contract & Supply.



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C. Limitations

This RFP does not commit the City of Providence to award a contract or to pay for any of the costs in the preparation of a proposal. We reserve the right to accept or reject any or all proposals received as a result of this request or to cancel this RFP in whole or in part. We reserve the right to not fund any proposal solely due to the submission of the lowest cost or receipt of the highest ranking. Additional elements to be considered will include target population, geographic location and other factors that will provide equity of opportunity for Providence youth and emerging adults.

All contract awards are subject to the availability of funding from the City of Providence and the execution of a contract that is acceptable to both the selected respondent and the Office of Economic Opportunity. OEO will negotiate program budgets with respondents that have been tentatively awarded by the RFP Selection Committee. In all cases, available funding will be used as the initial benchmark for negotiations. Contractors will be required to submit complete and accurate information for contract components, including any revisions, additions or modifications required by OEO. **Programs may only begin after the execution of a signed contract.**



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One Providence for Youth Summer 2019 Proposal Evaluation Form - SAMPLE for RFP

Instructions to Evaluators:

- 1) Please evaluate each proposal objectively using the enclosed Rating Definitions for rating each segment. Assign points available for each segment and total the scores where required. Comments are requested in the spaces provided and in the margins. Please read and rate each proposal individually. Following that, raters will participate in a proposal Review Team Meeting with other readers of the same proposals. This meeting will allow a team review and discussion of questions.
- 2) After discussing the proposals at the meeting, readers will have the option to adjust their scores prior to submitting their final scores. All final ratings submitted must be recorded in ink.
- 3) At the Team Meeting please complete and submit the following summary.

Proposer: _____

Proposal Segment		Maximum Points	My Score
I.	Agency Experience/Qualifications	20	
II.	Program Design (& partner agreements)	60	
III.	Budget	20	
IV.	Proposal Evaluation Points:	100	
V.	Bonus Points - target populations		
Proposals scoring 65 and over are eligible for bonus points for focusing on specific target populations.			
VI.	Youth with Disabilities	2	
	Program for English Language Learners	2	
	Program for Youth Attending Summer School	2	
		Maximum Total	My Score
	Total Points:	106	
VII.	<u>SIGNATURE</u> : Must be signed in ink by the reader for the evaluation to be valid.		
<p>I, the undersigned, have read, evaluated and rated the indicated proposal package.</p> <p>The scores assigned to each criterion, including any, which may be altered, are my own.</p>			

Signature

Printed Name

Date



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AGENCY EXPERIENCE/CAPACITY - Up to 20 Points

I. In this section of the RFP we requested specific information regarding Past Experience with the target population and Agency Readiness and Capacity. Based on the proposer's answers, please check the value that best describes the past experience and readiness, then assign a number score to this section between 0 – 20 points.

Excellent: Related past programs and services are clear & relevant. Capacity to administer services is strong. Management structure designed to ensure successful outcomes.

Good: Related past programs and services are somewhat relevant. Capacity to administer services is evident. Management structure designed to ensure successful outcomes.

Poor: Related past service is vague, limited or unsuccessful. Past experience is limited or not relevant. Management structure is either unclear or not sufficient.

Assign a score from 0 – 20: _____ Please include specific comments about experience/capacity.

Agency Experience/Capacity Comments:

PROGRAM DESIGN – Up to 60 Points

II. Please read the Program Description, Program Elements, and Partner Agreements (if any) as a whole and rate the proposer's program design according to the scale below.

Excellent: The bidder has provided required information and demonstrated they will provide exemplary services with effective career exposure and development of 21st Century Skills identified. Services are well planned and well designed to insure successful outcomes, including industry-recognized certificates. Includes effective approaches designed to impact, engage and motivate participating youth.

Proposal also includes evidence of community commitment and/or private sector employer involvement and signed partnership agreements for services being provided by anyone other than the lead applicant.

Industry sector focus is essential to the program design.

Serves significant number of a targeted population cost effectively.

At least 75% of enrollees will be youth not yet served by the provider.

Good: The bidder has provided required information and demonstrated they will provide good services with career exposure and development of 21st Century Skills identified. Services designed with sufficient detail and clarity to ensure successful outcomes, Includes acceptable approaches designed to impact, engage and motivate participating youth, evidence of community commitment and/or private sector employer involvement and signed partnership agreements for services being provided by anyone other than the applicant. Industry sector focus is included in the program design.

At least 50% of enrollees will be youth not yet served by the provider.

Poor: The bidder has not answered all portions of the response packet and/or the information provided demonstrates that the bidder will not provide adequate services. There is little or no evidence of ability to impact, engage and motivate participating youth or insure successful outcomes. There is little or no evidence of community commitment and/or private sector employer involvement or signed partnership agreements for services being provided by anyone other than the applicant. Approach and services are not sufficient for successful outcomes. Program design is confusing or does not appear to be well planned. Program design includes no industry focus.

Less than 50% of enrollees will be youth not yet served by the provider.

Assign a score between 0 – 60: _____ Please include specific comments about program design.

Program Design Comments:



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BUDGET- Up to 20 Points

III. BUDGET SEGMENT SCORE: (20 POINTS)

Excellent: Excellent budget details; consistent with program design; cost effective yet adequate inclusions for quality; includes a significant amount of leveraged and/or in-kind funds to support and enhance the program design.

Good: Sufficiently cost effective in content; demonstrates sufficient attention to detail and consistency with program design, most inclusions reasonable; includes the minimum amount of leveraged and/or in-kind funds to support and enhance the program design.

Poor: Inflated costs and inclusions; inconsistent with program design; difficult to follow; confusing; no leveraged and/or in-kind funds to support and enhance the program design.

Assign a score between 0 – 20) _____ Please include specific comments about the budget.

Budget Comments:

BONUS POINT SECTION – Up to 6 Points

If the proposal has scored 65 or more points, it is eligible to receive bonus point for focusing on targeted populations as follows:

Program Targets Youth with Disabilities	Max Pts	Score
Primarily targets and demonstrates capacity to successfully serve youth with disabilities	2	
Significantly Targets and demonstrates capacity to successfully serve youth with disabilities	1	
Does not include youth with disabilities in target population	0	

Program for English Language Learners	Max Pts	Score
Program is designed for and demonstrates capacity to successfully serve English Language Learners	2	
Does not include youth with disabilities in target population	0	

Program for Program for Youth Attending Summer School	Max Pts	Score
All programs activities are scheduled around summer school hours, either in afternoons and evenings of July and August or the full program must take place in the month of August.	2	
Does not include youth attending summer school in program design.	0	

Total Bonus Points	Max Pts	Score
	6	

Comments:



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Proposal Checklist

Proposals with incomplete or missing sections will not be eligible and will not be considered. Please take the time to complete this checklist to make sure that all of the necessary information is included in your proposal packet.

PROPOSALS ARE DUE Tuesday, January 22, 2019 BEFORE 2:15 pm.
Submissions will be time and date stamped.
Proposals delivered after 2:15 pm will not be considered.

Hand deliver in a sealed envelope labeled “*Summer Employment Opportunities for Youth*”, one original and two copies of proposals to the City Clerk’s Office: Providence City Hall, 25 Dorrance St. Providence, RI, 02903

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

The **2019 Summer Youth RFP Response Packet** form attached to the 2019 RFP.
Proposers **MUST** use the forms in available at <http://www.providenceri.gov/oeo/youth-RFP>

MS Word Response Packet:

- Signed Title Page
- Signed Certifications Page
- Proposal Cover Sheet
- Executive Summary
- Section A: Agency Information
- Section B: Program Information
- Partnership Agreements (if applicable)

MS Excel Budget & Narrative:

- Section C: Budget Request Form – Must use the MS Excel file provided with the RFP for Budget and Budget Narrative



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Signed Title Page

Complete all requested information and include all required signatures

1. Agency Organizational Structure: (Check any that apply)

Non-Profit Public Sector Educational Institution
 For-Profit Private Sector Other _____

2. Agency Fiscal Year End Date: _____

3. Name and Title of Agency Administrator:

Name: _____ Phone: _____
Title: _____ FAX: _____
Email: _____

4. Proposal Contact Person:

Name: _____ Phone: _____
Title: _____ FAX: _____
Email: _____

5. Name and Title of Person authorized to sign financial invoices:

Name: _____ Phone: _____
Title: _____ FAX: _____
Email: _____

6. Agency Fiscal Management Contact Person: (If different from above)

Name: _____ Phone: _____
Title: _____ FAX: _____
Email: _____

7. Insurance: I understand that if chosen for funding, providers must supply the Office of Economic Opportunity with proof of insurance as part of the contracting process, prior to any programming. Provider's Insurance shall include, at minimum, an umbrella liability policy of \$1,000,000 for property damage and personal injury where the City of Providence is named as additionally insured.

8. Payment: Bidder organization agrees to have the financial resources to pay program costs (not including youth wages) up front and receive reimbursement after submission of invoices, reports and other required materials. The reimbursement timeline will be finalized during contact negotiation.

PROPOSAL SUBMITTAL CERTIFICATION

On behalf of the respondent organization, I approve this proposal submittal to the City of Providence Board of Contract and Supply.

Signature: _____ Date: _____
Typed Name: _____ Title: _____



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Signed Certifications Page

1. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION CERTIFICATION

Lower Tier Covered Transaction

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1.a. The Agency attests that neither it, its principals, nor its partners are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency from applying for or receiving federal funds.

2. NONDISCRIMINATION AND EQUAL OPPORTUNITY COMPLIANCE CERTIFICATION

This certification is required by regulations implementing WIA Section 188, "Nondiscrimination", and as promulgated in 29 CFR Parts 31 and 32.

2.a. The Agency attests that it:

(1) Shall not exclude any individual from participation in, deny the benefits of, subject to discrimination under, or deny employment in the administration of or in connection with any of its programs/services because of race, color, religion, sex, national origin, age, disability or political affiliation or belief.

(2) Shall not employ participants on the construction, operation, or maintenance of so much of any facility as is used or to be used for sectarian instruction or as a place for religious worship.

(3) Shall not discriminate, with respect to terms and conditions affecting or rights provided to participants in activities supported by funds provided under this Act, against such individuals solely because of their status as such participants.

(4) Shall ensure that participation in programs and activities financially assisted in whole or in part under this Act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United States.

3. AMERICANS WITH DISABILITIES ACT COMPLIANCE CERTIFICATION

3.a. The Agency attests that it is in compliance with all applicable provisions of the Americans With Disabilities Act (ADA) and shall make any and all reasonable accommodation to provide access and equity of services to disabled persons applying to or enrolled in any program controlled by this contract.

4. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

4.a. The Agency attests that it will provide a drug free workplace in accordance with 29 CFR Part 98 by:

(1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Continued next page



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- (2) Establishing an ongoing drug-free awareness program to inform employees about:
- (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations.

5. CONFLICT OF INTEREST CERTIFICATION

The Agency attests that it and its principals are in compliance with the provisions of the Rhode Island "Conduct of Employee and Code of Ethics Law" (R.I.G.L. 36-14) as well as all applicable federal, state, and municipal ethics guidelines.

6. LOBBYING

The Agency attests that it and its principals must comply with the restrictions on lobbying which are codified in the Department of Labor Regulations at 29CRF Part 93.

8. BCI

I/WE certify that all staff working directly with youth in programs funded under this grant will obtain a Background Check Information (BCI).

I further understand that my failure to do BCI checks will adversely affect my ability to continue to do business with the State of Rhode Island.

The Agency hereby certifies, by signature of its authorized representative affixed below, to all attestations identified above.

SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE

DATE

TYPED NAME

TITLE



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Proposal Cover Sheet

Applicant Information

Organization: _____

Address: _____

Primary Contact: _____

Phone: _____ **Email:** _____

Please indicate how many youth you plan to serve at each age range, within the model(s) you are applying to operate. You must submit a separate proposal for each Program Model.

Model 1: Career Exploration through Service Learning

Number to Serve: _____ 14-15

Model 2: Work Experience

Number to Serve: _____ 16-18 _____ 20-24

Model 3: ACN Plus

Number to Serve: _____ 16-18 _____ 20-24

The above program plan includes enrollment of youth in these underserved populations:

Youth with Disabilities

Number to Serve: _____ Percent of total program students: _____

Youth who are English Language Learners

Number to Serve: _____ Percent of total program students: _____

Youth who are attending Summer School

Number to Serve: _____ Percent of total program students: _____

Total Youth: _____ **Total Cost:** _____ **Cost Per Youth:** _____

Planned Start Date: _____ **Planned End Date:** _____

This proposal includes signed Partnership Agreements (ATTACHMENT A) with the following:



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EXECUTIVE SUMMARY (Limit one page)

1) Please include a description of your proposed program(s), including target audience served.

2) Which, if any, priority industries does your program expose participants to?

- | | | | | |
|--|---|---|--|---------------------------------------|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Defense | <input type="checkbox"/> Health Care | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Education |
| <input type="checkbox"/> Bioscience | <input type="checkbox"/> Design | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Marine Trades | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Finance & Insurance | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Sustainability | | |

SECTION A – AGENCY INFORMATION

1) Agency Experience Please list a previous project in which your agency has delivered workforce or related services to the target population. We would prefer that you provide information on projects that we haven't funded.

Project:

Number Planned to Serve:

Funding Source:

Number Actually Served:

Brief Synopsis:

What the agency learned from this project:

How does that inform the proposed project?

2) Program & Evaluation (Please bullet concisely)

In what ways is your agency ready to expeditiously start, manage and follow through on this project?

Please detail proposed program schedule, including pre and post evaluation.

3) Program Staff

Please complete the following chart that describes the staffing for this program and include information regarding skills and abilities described in the Youth Worker Core Competencies in Attachment B. All positions that are included in the budget sections must be included and described in this section.

Title	Staff Name	Reports to	Responsibilities	Qualifications



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4) Data and Reporting (Please bullet concisely)

How will you ensure that data and reporting submitted to OEO are on time and accurate? Please detail the data management platform(s) used by your agency, processes/staff in charge of pre and post evaluation and attendance tracking, and past collaboration with OEO.

5) Financial & HR Capacity (Please bullet concisely)

How will your agency be able to pay program costs up front and receive reimbursement upon submission of invoices?

Please attach proof of financial capacity.

6) Cultural Competence (Please bullet concisely)

How will your program include development of cultural competencies and ensure that participants:

Become aware of their individual world view?

Develop positive attitudes toward cultural differences?

Gain knowledge of different cultural practices and world views?

Develop skills for communication and interaction across culture?

Planned Number of Enrollments:

By This Date:

Accessibility to People with Disabilities:

Title III of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in "places of public accommodation" (businesses and non-profit agencies that serve the public) and "commercial facilities" (other businesses). Program facilities are expected to be accessible to persons with disabilities. Respondents are expected to demonstrate full compliance with all applicable aspects of the Americans with Disabilities Act of 1990 (ADA), as amended and must have a recent accessibility survey completed and on file. Delegate Agencies who are not fully compliant with ADA are required to submit an "accessibility plan" outlining the steps that will be taken to become both programmatically and physically accessible and the planned implementation dates. This accessibility plan must meet the criteria set forth in the ADA.

For a full copy of the Americans with Disabilities Act, please visit:

<http://www.usdoj.gov/crt/ada/adahom1.htm>

For the ADA Title III Technical Assistance Manual please visit:

<http://www.usdoj.gov/crt/ada/taman3.html>

Where will your proposed program take place?

Is this space accessible in accordance with ADA? YES NO

If no, describe your plans for accommodations:



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SECTION B: PROGRAM

You may apply to operate one of three program models. If you wish to be funded for more than one program model, you must submit a separate response packet for each proposed program.

Model 1: Career Exploration through Service Learning Projects

1) What are your criteria for accepting youth into this program? What if any staff training and supports to youth does your organization provide for English Language Learners, students with disabilities, etc.?
2) What is your strategy to keep youth engaged through the end of the program? Please detail specific policies/procedures.
3) What careers and career pathways will you expose participants to in this program?

THE SERVICE LEARNING PROJECT
<p>Please attach a draft 6-week outline of the proposed program that includes:</p> <ul style="list-style-type: none"> The topics and activities covered in the program. Opportunities for participant reflection. Final products or presentations/performances that will be included in the program. This is a critical component to the review process. How you will build the practice of the five identified 21st Century Skills into the project. Are you using the Saving the World toolkit? If not, what service learning curriculum are you using?

21st Century Skills to be addressed:

	What activities will develop these skills?	How will you measure skills gains?
Communication		
Engagement in Learning		
Critical Thinking		
Perseverance		
Teamwork		



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Model 2: Work Placement

<p>1) What are your criteria for accepting youth into this program? What if any staff training and supports to youth does your organization provide for English Language Learners, students with disabilities, etc.?</p>
<p>2) What is your strategy to keep youth engaged through the end of the program? Please detail specific policies/procedures for case management, family outreach, incentives, behavior management, etc.</p>
<p>3) What careers and career pathways will you expose participants to in this program?</p>

WORK PLACEMENT

<p>1) What characteristics are you looking for in employers for placement sites?</p>
--

2) Employers Recruited as of application date:	
Employer	Career Sector

<p>3) Reflection and Monitoring: How will you provide opportunities for youth to reflect on their activities, and monitor and document their progress?</p>
<p>4) List workshops/activities/field trips for Friday sessions in weeks 2-6.</p>



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21st Century Skills to be addressed:

	What activities will develop these skills?	How will you measure skills gains?
Communication		
Engagement in Learning		
Critical Thinking		
Perseverance		
Teamwork		

5) Applicants are encouraged to include additional trainings that include the attainment of industry-recognized certificates from existing, credible training sources (e.g. OSHA trainings, Customer Service, ServeSafe, Certified Nursing Assistant Training and Lifeguard Certification). This can be accomplished through Partner Agreements and must be included with the proposal and budget if there are costs to the training. Please detail any industry-certified certificates that youth will receive through their participation:

Certificate Name	Conferred By	Skills Gained for Certificate

Model 3: ACN Plus

1) What are your criteria for accepting youth into this program? What if any staff training and supports to youth does your organization provide for English Language Learners, students with disabilities, etc.?
2) What is your strategy to keep youth engaged through the end of the program? Please detail specific policies/procedures for case management, family outreach, incentives, behavior management, etc.
3) Which RIDE-approved ACN course is included in your program design?
4) Who is the ACN course provider? If not applicant, partner agreement is <u>required</u> .



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5) Describe the additional work-based learning for participants that will dovetail with this program. When and where will they take place? Who will facilitate the WBLs?

21st Century Skills to be addressed:

	What activities will develop these skills?	How will you measure skills gains?
Communication		
Engagement in Learning		
Critical Thinking		
Perseverance		
Teamwork		

SECTION C: BUDGET REQUEST and BUDGET NARRATIVE INSTRUCTIONS

1) Requirements

Applications must include the budget format in the Excel file titled "[2019 Summer Employment Opportunities for Youth Budget](#)" released with this RFP and posted on the web. No other format will be accepted. Detailed instructions are included in the first tab of the Excel file.

All costs associated with proposed programs should be reasonable, allocable and necessary to the effective operation of the program. It is expected that programs will leverage resources in order to meet described outcomes. Funding available through this procurement process is for services not currently being funded through other federal or non-federal funds. Supporting documentation may be requested for specific line item requests.



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2019 Summer Youth Employment Response Packet - Must Use Web forms
ATTACHMENT A:

SUMMER PROGRAM PARTNERSHIP AGREEMENT

The following Partnership Agreement is a collaborative effort to prevent duplication and ensure the effective and efficient delivery of youth services in Mayor Elorza's One Providence for Youth program. This Partnership Agreement is entered into between the parties identified below:

Applicant Agency (Contractor)	Partner Agency

- I. **PURPOSE:** to coordinate resources, prevent duplication and enhance youth services in Summer 2019.
- II. **DURATION:** will commence on ____ day of _____, 20__ and remain in effect until the _____ day of _____, 20__ **or** until the Agreement is cancelled according to terms in Section VI.
- III. **PROGRAM GOALS FOR YOUTH:**
- Integrate youth development principles into project-based service learning and/or work-based experiences for young people
 - Employ youth to lead and participate in projects that demonstrate a clearly articulated community and/or social benefit
 - Include meaningful opportunities for youth leadership and reflection on the personal and social impact of their work

IV. **RESPONSIBILITIES OF AGENCIES TO THIS AGREEMENT**
IN CONSIDERATION OF THE MUTUAL INTENT THE PARTNER AGREES TO DELIVER THE FOLLOWING:
List the services to be provided by the partner, the cost and identify source of funds.

Services/Activities Provided by Partner	Cost	To be paid by this grant?	To be paid by other Source?	If other source of funding, please name.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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V. GENERAL PROVISIONS

The Contractor must ensure that the Partner to this Agreement complies with the applicable General Provisions issued by the Local Workforce Investment Board. If City funds are used to support the delivery of Partner services, the Contractor must ensure the integrity of those funds.

VI. AMENDMENT OR CANCELLATION OF AGREEMENT

The Agreement may be modified at any time with mutual agreement of the Contractor and Partner. Any such modification(s) will be preceded by written notice to the Office of Economic Opportunity of the intent to modify and the purpose for such modification.

The Contractor and Partner may terminate their participation in the Agreement by giving _____calendar days written notice of intent to terminate. Termination does not alter the programmatic and financial obligations through the date of termination by either party.

VII. CERTIFICATION

This Agreement is hereby entered into between the designated Contractor and Partner and validated by the signatures affixed below.

APPROVED FOR THE CONTRACTOR		APPROVED FOR THE PARTNER	
<i>Authorized Signature</i>	<i>Date</i>	<i>Authorized Signature</i>	<i>Date</i>
<i>Typed Name</i>	<i>Title</i>	<i>Typed Name</i>	<i>Title</i>



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2019 Summer Youth Employment Response Packet - Must Use Web forms
ATTACHMENT B: YOUTH DEVELOPMENT WORKER CORE COMPETENCIES (Required for provider staff)

From the National Collaboration for Youth

The following core competencies are the knowledge, skills and personal attributes needed by entry-level youth development workers to support the critical features of positive youth development settings. Youth Development core competencies are the “demonstrated capacities” that form a foundation for high-quality performance in the workplace, contribute to the mission of the organization and allow a youth development worker to be a resource to youth, organizations and communities.

1. Understands and applies basic child and adolescent development principles.
 - Understands ages and stages of child development.
 - Applies fundamentals of positive youth development.
 - Takes into consideration trends and issues that affect children and youth.
2. Communicates and develops positive relationships with youth.
 - Listens, in a non-judgmental way.
 - Uses the language of respect.
 - Exhibits concern for the well-being of others and interest in the feelings and experiences of others.
3. Adapts, facilitates and evaluates age appropriate activities with and for the group.
 - Relates to and engages the group.
 - Initiates, sustains and nurtures group interactions and relationships through completion of an ongoing project or activity.
 - Teaches and models effective problem solving and conflict negotiation.
 - Guides group behavior in an age-appropriate manner.
4. Respects and honors cultural and human diversity.
 - Exhibits an awareness of commonalities and differences (such as gender, race, age, culture, ethnicity, class, religion, disability) among youth of diverse backgrounds and shows respect for those of different talents, abilities, sexual orientation and faith.
 - Builds on diversity among and between individuals to strengthen the program community, and the community at large.
 - Serves as a role model for the principles of inclusion and tolerance.
5. Involves and empowers youth.
 - Actively consults and involves youth to encourage youth to contribute to programs and to the communities in which they live.
 - Organizes and facilitates youth leadership development activities.



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6. Identifies potential risk factors (in a program environment) and takes measures to reduce those risks.
 - Identifies basic risk and protective factors in youth development.
 - Designs and monitors emotionally and physically safe program environments interactions and activities for youth and intervenes when safety demands it.
 - Identifies potential issues (and possible signs and symptoms) with youth that require intervention or referral (e.g., suicidal tendencies, substance abuse, child abuse, violent tendencies, eating disorders, obesity, and sexually transmitted diseases.)
7. Cares for, involves and works with families and community.
 - Understands and cares about youth and their families.
 - Actively engages family members in program and community initiatives.
 - Understands the greater community context in which youth and families live.
 - Communicates effectively with youth and their families – one-to-one communications as well as in group settings.
8. Works as part of a team and shows professionalism.
 - Articulates a personal “vision” of youth development work (to co-workers, volunteers, and participants) and expresses current and potential contributions to that vision.
 - Adheres to ethical conduct and professionalism at all times (confidentiality, honoring appropriate boundaries).
 - Is accountable, through work in teams and independently by accepting and delegating responsibility.
 - Displays commitment to the mission of the agency.
9. Demonstrates the attributes and qualities of a positive role model.
 - Acts in a timely, appropriate and responsible manner.
 - Demonstrates and teaches positive values like caring, honesty, respect, and responsibility.
 - Incorporates wellness practices into personal lifestyle.
 - Practices stress management and stress reduction.
10. Interacts with and relates to youth in ways that support asset building.
 - Challenges and develops values and attitudes of youth in a supportive manner.
 - Designs program activities, structure and collaborations that show evidence of asset building.



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND
RESPONSE PACKET - Summer Employment Opportunities for Youth

2019 Summer Employment Opportunities for Youth RFP Budget Request Instructions

A. Requirements

Applications must include the budget format in the Excel file titled "2019 One Providence for Youth Budget" released with this RFP and posted on the web. No other format will be accepted.

All costs associated with proposed programs should be reasonable, allocable and necessary to the effective operation of the program. It is expected that programs will leverage resources in order to meet described outcomes. Funding available through this procurement process is for services not currently being funded through other federal or non-federal funds. Supporting documentation may be requested for specific line item requests.

B. Budget Request Format

The budget form includes two tabs.

Tab 1: Budget Request

Enter agency name in the gray line at the top of the sheet.

Do not enter data into any other shaded areas – these will auto-calculate.

Salaries and Wages: List number of staff, name of staff position, annual salary amount, and fringe rate. Total Wage will auto-calculate. Specify the percentage of their annual salary being applied to this program. Total Program Cost will auto-calculate. Specify dollar amount leveraged for each position. Total Cost to Contract will auto-calculate.

Operational Costs: List each cost for operating the program. This may include youth transportation to program activities of worksite, supplies, payroll costs, uniforms and other allowable costs. Equipment and software purchases are not permitted. Include number of items on each line and total Cost to Program will autocalculate. Specify dollar amount leveraged for each item. Total Cost to Contract will auto-calculate.

Youth Wages: Fill in the number of participants per hourly wage bracket (see RFP for minimum wage per age and type of job) and the number of hours each is expected to log in the program each week, the number of weeks, and fringe rate. Total wage per participant and total Cost to Program will auto-calculate. Specify dollar amount leveraged. Total Cost to Contract will auto-calculate.

Total Program Cost, Total Leveraged Funds, and Total Cost to Contract will auto-calculate.

Tab 2: Budget Narrative

Names of positions and itemized costs will populate from Tab 1.

Explain costs and leverages for each line item as applicable.

An extra tab for budget narrative information is included in case space is needed. Information in tab 3 will not auto-populate, you will need to enter line items.



**BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND
RESPONSE PACKET - Summer Employment Opportunities for Youth**

**Sample for RFP- Proposals Must Use Excel Form
2019 Summer Employment Opportunities for Youth RFP - Budget**

Agency Applying:				Total Program Cost	Leveraged Funding	Total Cost to Contract
Main Contact:		Email:		\$0.00	\$0.00	\$0.00

Salaries & Wages								
# of Pos	Position/Title	Annual Salary	Fringe Rate	Total Wage	% Applied to Program	Total Program Cost	Leveraged Funding	Total Cost to Contract
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
Total Salaries & Wages						\$0.00	\$0.00	\$0.00

Operational Costs						
#	Item	Cost of Item	Total Program Cost	Leveraged Funding	Total Cost to Contract	
			\$0.00		\$0.00	
			\$0.00		\$0.00	
			\$0.00		\$0.00	
			\$0.00		\$0.00	
Total Operations			\$0.00	\$0.00	\$0.00	

Youth Wages								
# of Pos	Age	# Hours/Week	# Weeks	Fringe Rate	Total Wage per Position	Total Cost to Program	Leveraged Funding	Total Cost to Contract
	14 -15		6		\$7.88	\$0.00		\$0.00
	16-18		6		\$9.45	\$0.00		\$0.00
	19 and over		6		\$10.50	\$0.00		\$0.00
Total Youth Wages						\$0.00	\$0.00	\$0.00



**BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND
RESPONSE PACKET - Summer Employment Opportunities for Youth**

**Sample for RFP- Proposals Must Use Excel Form
Summer Employment Opportunities For Youth RFP - Budget Narrative**

Agency Applying:	0				Total Cost to Program	Leveraged Funding	Total Cost to Contract	
Main Contact:	0	Email:	0	\$0.00	\$0.00	\$0.00		
<p align="center">Please use this space to explain and justify budget costs and leverage amounts. The name of each line item is automatically entered from tab 1. For each line item, please describe why it is needed and why in that amount (hours, supplies, etc.).</p>								
Salaries & Wages:								
Position/Title	Describe how annual salary and program costs are calculated, what is included in staff fringe rate, etc.						# Hours to Program	
0							0	
0							0	
0							0	
0							0	
0							0	
Total Program Hours						0		
Operational costs								
Item								
0								
0								
0								
0								
Youth Wages								
Hourly Rate	Please describe what is included in participant fringe rate, along with percentages.							
\$7.88								
\$9.45								
\$10.50								