



# REQUEST FOR PROPOSALS

**Item Description: 2020 One Providence for Youth Year Long Employment Program**

**Date to be opened: MONDAY, DECEMBER 7, 2020 before 2:15 pm**

**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](mailto: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](mailto: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. Please use the subject line “**RFP Question.**”
  - Colleen Fonseca
  - **Phone: 401-680-8540**
  - **Email: [cfonseca@providenceri.gov](mailto:cfonseca@providenceri.gov)**



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

**Pre-bid Conference**

**Attendance at the Bidder's Conference is strongly suggested but not mandatory.**

**BIDDER'S CONFERENCE**

**Time: Wednesday, Nov 18, 2020 01:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83828591987?pwd=UU1acnBjVjI1YIA0cDdNak9QMGFzQT09>**

**INSTRUCTIONS FOR SUBMISSION**

**Date to be opened: **MONDAY, DECEMBER 7, 2020****

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 02903**. 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 3<sup>rd</sup> floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **2020 Summer One Providence For Youth Summer Employment Program** 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.**



BOARD OF CONTRACT AND SUPPLY  
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*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.



## **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/ 1<sup>st</sup> page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2<sup>nd</sup> page (*see page 7 of this document*)
- Bid Form 3: 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 including Budget forms.
- Signed Title Page,
- Signed Certifications Page
- ADA Accessibility Information
- 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: Bidder's 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: \_\_\_\_\_

Agrees to bid on (Write "2020 One Providence for Youth Summer Employment Program" here):

\_\_\_\_\_

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*

\_\_\_\_\_

Delivery Date (if 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 Representation

\_\_\_\_\_  
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 Representation

\_\_\_\_\_  
Printed Name





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**BID FORM 3: Certificate Regarding Public Records**

Upon behalf of \_\_\_\_\_ (Firm or Individual  
Bidding),

I, \_\_\_\_\_ (Name of Person Making  
Certification),

being its \_\_\_\_\_ (Title or "Self"), hereby certify  
an understanding that:

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

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

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name



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/mbe-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.



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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](mailto:mbe-wbe@providenceri.com) or (401) 680-5766.



BOARD OF CONTRACT AND SUPPLY  
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**MBE/WBE PARTICIPATION AFFIDAVIT**

Item Discussion (as seen on RFP):

Prime Bidder: \_\_\_\_\_

Prime Bidder (Company) Phone Number: \_\_\_\_\_

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 Outreach Director 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



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**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: \_\_\_\_\_

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](http://www.mbe.ri.gov). Business NAICS codes can be found at <https://www.naics.com/search/>

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

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

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Printed Name



BOARD OF CONTRACT AND SUPPLY  
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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](mailto: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.

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

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



## **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.
- Certificates of Insurance will be required from all partners if funded.
- Information on Worker's Compensation Policies will be requested after an award is approved by the Board of Contract and Supply.
- Information regarding an Insurance Declaration Page will be requested after an award is approved by the Board of Contract and Supply.
- A copy of the most recent audit will be requested during the contract negotiation process.



BOARD OF CONTRACT AND SUPPLY  
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**BID PACKAGE SPECIFICATIONS**

**Office of Economic Opportunity  
Request for Proposals (RFP)**

**For**

**2020 Year Long Employment Providers**

**For The**

**2020 One Providence for Youth Year Long Employment  
Program**

**ISSUE DATE: November 9, 2020**

**BIDDERS CONFERENCE: November 18, 2020**

**RESPONSE DATE: December 7, 2020**





***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 ON PAGES 32-34 AND BUDGET TEMPLATE AVAILBLE ONLINE AT <http://www.providenceri.gov/oeo/city-summer-program/>.***

## **SECTION I: PURPOSE**

In alignment with Mayor Elorza's vision for a city with economic and educational opportunities for all, the City of Providence 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 immersive 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 year long programs that integrate best practices in education, workforce development, and youth development. Programs must:

- Integrate youth development principles into work-based experiences and/or project-based service learning for young people.
- Provide opportunities for youth to understand career pathways and decision points, including the linkages between educational attainment, relevant experience, demonstrable skills and career advancement.
- Include meaningful opportunities for youth leadership and reflection on the personal and social impact of their work.
- Operate between January 2021 to June 2021 for a maximum of 200 hours per youth.

**PLEASE NOTE:** *Program funding is contingent upon final budget allocation and passage of the FY 2021 City of Providence budget.*

### **Program Requirements**

#### **A. Qualified Applicants**

- Established community-based organizations
- Private non-profit agencies/institutions
- Private for-profit employers
- Public agencies
- Educational institutions including a non-traditional public secondary school or career and technical education.
- Collaboration for above mentioned organizations is strongly encouraged.



## **B. Industry Priorities**

- Education
- Health Care
- Information Technology
- Transportation

## **C. Period of Performance & Required Trainings**

- This RFP will cover the operation of programs up to ten-weeks that may begin as early as January 2021 and must end by June 2021.
- At the discretion of OEO, services contracted under this RFP may be extended for additional periods based on availability of funds and program and provider performance.
- Providers are required to attend a 60-minute provider group meeting every month from January to June 2021.

## **D. Participant Eligibility**

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

- Be between the ages of 16-24 as of January 1, 2021
- Be a legal resident of the City of Providence
- Be legally eligible to work in the United States

## **E. 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.

**PLEASE NOTE:** *Programs that fail to acquire required Work Permits and do not abide by federal and state labor laws will be suspended.*

## **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 must:**

- 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 experiences to complement their school-year academic and after school activities, including work-based learning experiences.



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In addition to the items listed above, the Office of Economic Opportunity seeks proposals that address the needs of our diverse youth population. For this reason, and includes priorities for and limited to:

- Current or previous justice involved Youth
- Homeless Youth
- Foster care youth
- Out of School Youth
- In School Youth from the following schools:
  - Mt. Pleasant High School
  - Hope High School
  - Central High School
  - Dr. Jorge Alvarez High School

- Development of 21<sup>st</sup> Century Skills listed below:

<b><u>Communication</u></b>	<b><u>Engagement in Learning</u></b>	<b><u>Critical Thinking</u></b>	<b><u>Perseverance</u></b>	<b><u>Teamwork</u></b>
The ability to convey and receive information effectively, including elements of oral, written, non-verbal and listening skills	The desire to learn and grow, displaying focused attention, participation, eagerness to reflect on experiences and expand learning, and desire to return to activities	The ability to reason effectively, using systems thinking, make analytical judgments and decisions, solve non-familiar problems in both conventional and innovative ways.	The ability to continue working through a problem when obstacles arise, displaying and thinking “outside the box” when solving problems.	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.

As a result of participating in the program, youth will:

- Develop social skills including communication, critical thinking, decision making, problem-solving and self-management.
- Learn workplace culture, norms, and expectations.
- Begin to 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. Work Experience Placements (WEX)
2. Service Learning Projects (SL)



### **Basic Design for all One Providence for Youth Year Long Employment Programs:**

Listed below are all items that each program should have regardless of the model in which a provider has selected.

- **Week 1:** 20 hours of Work Readiness Training. Providers must incorporate one week of work readiness through the Signal Success curriculum. OEO will provide curriculum and provider agency training. Program providers will deliver the training to youth participants.
- **Weeks 2-10:** Placement multiple days a week. In addition, at minimum one day a week will be designated as time for participants to meet as a group at the provider site for workshops, reflection and problem-solving activities. Youth should have weekly check in sessions with provider staff and should be visited at least once per week, by appointment. Half of all site visits should occur in partnership with the work site.
- Weekly check-in's with a peer mentor to guide youth in developing and completing goals for their internship.
- The minimum number of hours for the program is 120 per youth and maximum is 200 hours. Organizations must design a program that operates between 15-20 hours per week. The minimum amount of weeks for the program is six weeks and the maximum is ten weeks per youth.
- Wages and financial incentives to be paid out by provider and based on a reimbursement model.
  - Financial incentives can be made available for achieving significant scores increases on the Test of Adult Basic Education (TABE), credential completion, GED attainment, earning other credentials and maintaining employment for 60 days or longer.
- Development of 21<sup>st</sup> Century Skills listed previously.

### **Model 1: Work Experience (WEX)**

Work Experience (WEX) programs are to be designed for youth with some prior project-based career exploration or work experience and are still developing skills necessary for success in the workplace.

This program must include Work Readiness through the Signal Success curriculum. OEO will provide curriculum and provider agency training. Program providers will deliver the training to youth participants.

Work Experience (WEX) 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 (WEX) program should integrate the following components:

1. Exposure to specific career areas and career options to begin developing Career Pathways for



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participants.

2. Development of and placement in a meaningful work experience with an employer including experience-appropriate tasks valuable for both the youth and the worksite.
3. 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.
4. Elevate youth potential and growth by encouraging youth to share their ideas and perspectives in a meaningful way, further integrating youth into the workplace dynamic.

**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 or subsidize current employee wages. Municipal or state agencies may not be used as site placements.

**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 an evaluation form at the midpoint and the end of the placement

**Employer Time commitment:**

- Supervisor Training (Two hours)
- Minimum of 20 hours per week for 6 to 10 weeks between January 2021 and June 2021

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

- Attend a Worksite Orientation before youth arrival.
- Comply with all portions of worksite documentation, safety practices and procedures 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 2: Service Learning Projects (SL)**

Service Learning Projects (SL) are designed for youth 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 needs.

### **Components:**

A high-quality Service Learning Program (SL) will integrate the following components:

1. 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 training to youth participants.
2. 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.
3. Coordination of the service project with City of Providence
4. Select a project that helps youth gain understanding, appreciation and respect for people of different backgrounds and coordinates with the City of Providence. This means 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.

---

### **B. Payments:**

Payments To Youth: All youth will be paid for participation in the program via the provider's payroll. Stipend payments will be equal to the wage per hour and number of program hours per participant.

1. Through provider's payroll, at the 2021 minimum wage of \$10.50 per hour, regardless of their age, for a maximum number of 200 hours per program slot.
2. Programs may propose to pay youth above the minimum wage, but under this RFP, the maximum reimbursement the provider may invoice for is \$10.50 per hour.
3. Awarded programs must pay youth each week.

Payment to Providers: Providers will be reimbursed in two payments, based on achievement of benchmarks and submission of invoice and documentation:

Payment 1: Enrollment and attendance for first 20% of the program: 50% of cost per person. Payment 2: Completion of Program activities, at least 80% of program hours: remaining 50%
---



### **C. Participant Recruitment and Application**

Selected providers will be required to:

- Recruit/enroll participants beyond those youth they currently serve.
- Interview and enroll youth applicants/participants.

## **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 (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) Refer all interested youth to the centralized application process and ensure submission of eligibility documentation and work permits.
- 4) Interview applicants and choose participants.
- 5) Collect I-9 documentation for the youth selected for your program.
- 6) Attend monthly provider meetings from April through September 2020.
- 7) Document all program activity in forms provided and implement evaluation tools provided.
- 8) Submit reports. *OEO will provide the reporting forms for programs to update online.* Reports may include but are not limited to:
  - Pre- and post-test and survey findings for all participants
  - Weekly Attendance Roster with hours
  - Weekly Wage Reports that document the hours and wages youth have earned
  - Incident Report Form (if needed)
- 11) Submit final requisition for payment.

### **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.



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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 for completion, each participant must complete at least 75% of planned program hours.

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.

**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.*

**2020 ONE PROVIDENCE FOR YOUTH SUMMER RFP TIMELINE**

Advertisement	Monday, November 9, 2020
Bidder's Conference	November 18, 2020 @ 1pm
Deadline for Questions	Friday, November 18, 2020
Final Q & A Published	Monday, November 23, 2020
RFP Deadline	Monday, December 7, 2020 <b>BEFORE</b> 2:15 pm
<b>Proposals Due: Monday, December 7, 2020 up to 2:15 pm at the Department of the City Clerk, Room 311, City Hall, Providence, RI.</b> <b>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.</b>	
Funding Provider Decision	Monday, January 2021

**BIDDER'S CONFERENCE**

**Time: Wednesday, Nov 18, 2020 01:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83828591987?pwd=UU1acnBjVjl1YlA0cDdNak9QMGFzQT09>**

This informational session will be held after the release of the RFP to discuss and explain the Scope of Services, the application package and the grants process. While attendance at the Bidder's Conference is not required to submit a proposal, it is strongly encouraged.

**Please note:** Procurement policies mandate that staff of the City of Providence are *not* allowed to discuss or answer questions about the RFP outside of the Bidder's Conference. **Additional questions may be submitted after the Bidder's Conference.** These questions must be submitted in writing to [cfonseca@providenceri.gov](mailto:cfonseca@providenceri.gov) with the words "**RFP Question**" in the subject line, no later than Tuesday, **November 18, 2020**. You will not receive a direct answer to your question. All questions and answers will be posted on to <http://www.providenceri.gov/oeo/city-summer-program/> on Friday, **November 23, 2020**.

**Auxiliary aids and services are available upon request to individuals with disabilities.**

Please contact Colleen Fonseca at [cfonseca@providenceri.gov](mailto:cfonseca@providenceri.gov) with your request prior to the event.



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**B. Review and Selection Process** Proposals failing to satisfy any of the following criteria will be eliminated from considerations:

- Submitted in full and on time
- Signed by the signatory authority of the respondent organization
- Provider is debarred, suspended, or voluntarily excluded from receipt of federal or local funds

Proposals meeting the criteria above will be read and ranked by a team of youth workforce development professionals and City of Providence staff in accordance with the City's Conflict of Interest Policy.

A minimum threshold of 70 points will be required for funding. Points will be awarded to each proposal based on the following format.

Categories	Maximum Score
Agency Experience/Qualifications	30
Program Design	40
Budget	30
<b>Total Maximum Score</b>	<b>100</b>

See *One Providence for Youth Summer 2020 Proposal Evaluation Form on pages 38-40* 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:

- Industry:
  - Education
  - Health Care
  - Information Technology
  - Transportation
- Current or previous justice involved Youth
- Homeless Youth
- Foster care youth
- Out of School Youth
- In School Youth from the following schools:
  - Mt. Pleasant High School
  - Hope High School
  - Central High School
  - Dr. Jorge Alvarez High School

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

**C. Limitations**



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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.**

## **Section VI: Proposal Response Format**

- Part A: Identifying Information
- Part B: Agency Experiences/Qualifications
- Part C: Program Design
- Part D: Budget



**Part A: Identifying Information**

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:
_____	_____



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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: \_\_\_\_\_



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**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 contract 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: \_\_\_\_\_



Word versions of these forms for the Proposal Response Format can be found on:  
<http://www.providenceri.gov/oeo/city-summer-program/>.

**Part B: Agency Background and Capacity (30 points)**

- 1.) Please include a description of your proposed program(s), including target audience served.  
(Limit to one page)
- 2.) Please list a previous project in which your agency has provided workforce or related services to the target population. Please do not provide an example of a program that has been funded by the Office of Economic Opportunity. Please include the following:
  - a.) Project Name
  - b.) Funding source
  - c.) Brief Synopsis
  - d.) Number Planned to Serve
  - e.) Number Actually Served
  - f.) What were the successes and failures of the program?
  - g.) What did the provider learn from this project?
    - i.) How will the lessons learned influence the project you are proposing now?
- 3.) In what ways is your agency ready to expeditiously start, manage and follow through on this project?
- 4.) 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, attendance tracking and past collaboration with the Office of Economic Opportunity.
- 5.) Please complete the chart seen on page 33 that describes the staffing for this program and include information regarding skills and abilities described in the Youth Worker Core Competencies on page 34. All positions that are included in the budget sections must be included and described in this section. What, if any, staff training and supports to youth does your organization provide to successfully serve youth, in particular youth whom are:
  - Off-track to graduate (Summer school/learning participants)
  - Youth with disabilities
  - English Language Learners
  - Youth with interrupted formal schooling
  - Out of School Youth
- 6.) How will your agency be able to pay program costs up front and receive reimbursement upon submission of invoices? If awarded, during the contracting period provider's will be asked to provide evidence of financial capacity.



**Part C: Program Design (40 points)**

- 1.) Which program model have you selected? Describe the proposed program' goals and what youth will learn or experience in this program. Please include the following information in your response:
  - a.) Planned number of youth to serve and any credentials
  - b.) Age groups to serve
  - c.) Target population of youth
  - d.) Criteria for accepting youth
  - e.) Location of the Program
  - f.) Program Start Date
  - g.) Program End Date
  - h.) Hours Per Day
  - i.) Days Per Week
- 2.) What is the need that your program addresses? How is your program addressing these needs different than other programs that may already exist?
- 3.) Please attach a draft 6 week outline of the proposed program that includes:
  - a.) Topics and activities covered in the program
  - b.) 21st Century Skills to be addressed (See chart below)
  - c.) Opportunities for participant reflection
  - d.) Final products or presentations/performances that will be included
- 4.) What careers and career pathways will you expose participants to in this program? What characteristics are you looking for in employers for placement sites? Please list any employers recruited and provide letters of support if applicable.

**Part D: Budget (30 points)**

Please provide a budget for the period of January 2021 to June 2021. Applications must include the budget format.

All costs associated with proposed programs should be reasonable, allocable and necessary to the effective operation of the program. 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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**Attachments:**

1. Program Staff Chart
2. 21<sup>st</sup> Century Skills to be Addressed Chart
3. Youth Development Worker Core Competencies
4. Budget Template: A downloadable version of the budget excel sheet can be found on: <http://www.providenceri.gov/oeo/city-summer-program/>.
5. 2020 Proposal Evaluation Form
6. Certifications

**Attachment 1- Program Staff Chart**

Title	Staff Name	Reports To	Responsibilities	Qualifications

**Attachment 2 - 21st Century Skills to be Addressed:**

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



**Attachment 3 – 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.
7. Identifies potential risk factors (in a program environment) and takes measures to reduce those risks.



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- 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.

**Attachment 4 – Budget**

*The Excel Budget Format can be downloaded from: <http://www.providenceri.gov/oeo/>*



**Attachment 5 – Proposal Evaluation Form**

This is meant to serve as an example of the criteria in which evaluators will assess the bids. This form may change, but a final can be requested upon completion.

Agency Experience/Capacity – Up to 30 Points

I. In this section of the RFP we requested specific information regarding Past Experience 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 – 30 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 – 30: \_\_\_\_\_ Please include specific comments about experience/capacity.

Agency Experience/Capacity Comments:

---

Program Design – Up to 40 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 21<sup>st</sup> 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.

Serves significant number of a targeted population effectively.



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Good: The bidder has provided required information and demonstrated they will provide good services with career exposure and development of 21<sup>st</sup> 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.

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.

Assign a score between 0 – 40: \_\_\_\_ Please include specific comments about program design.

Program Design Comments:

---

Budget – Up to 30 Points

III. Budget Segment Score – Up to 30 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 – 30) \_\_\_\_\_ Please include specific comments about the budget.



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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	30	
II.	Program Design	40	
III.	Budget	30	
IV.	Proposal Evaluation Points:	100	
		Maximum Total	My Score
	Total Points: A minimum threshold of 70 points will be required to be qualified.	100	
VII.	<b>SIGNATURE:</b> Must be signed in ink by the reader for the evaluation to be valid.		
I, the undersigned, have read, evaluated and rated the indicated proposal package. The scores assigned to each criterion, including any, which may be altered, are my own.			

Signature

Printed Name

Date



Attachment 6 Certifications

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.

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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.

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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.



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#### 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.

(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.

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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.

7. 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.





BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, 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

ADA Accessibility Information

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>