



# REQUEST FOR PROPOSALS

**Item Description: Apprenticeship Utilization Program (AUP)**

**Date to be opened: MAY 10, 2021 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.
  - Kadeem Leslie
  - Email: [kleslie@providenceri.gov](mailto:kleslie@providenceri.gov)
  - Please use subject line “**RFP Question**”



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

**BIDS FOR SUBMISSION**

**Date to be opened: MONDAY, APRIL 26, 2021**

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 **4 copies** of their bid in sealed envelopes or packages labeled with the captioned **Apprenticeship Utilization 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.

*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.



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

**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 4 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  
CITY OF PROVIDENCE, RHODE ISLAND

**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.



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

**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 "2021 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  
CITY OF PROVIDENCE, RHODE ISLAND

-----: **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

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



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

\_\_\_\_\_ (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 to 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  
CITY OF PROVIDENCE, RHODE ISLAND

Form Instructions

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

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

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

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

**Bid Requirements:**

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

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

**Waiver Requests:**

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

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

**Verifying MBE/WBE Certification**

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

**Form Instructions:**



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

ms 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  
CITY OF PROVIDENCE, RHODE ISLAND

**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

**SUBCONTRACTOR DISCLOSURE FORM**



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

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: \_\_\_\_\_

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/>

Proposed Subcontractor	MBE	WBE	Primary NAICS Code	Date of Mobilization	\$ Value of Subcontract
					\$
					\$
					\$
					\$
<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>					

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

**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.



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

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

**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.



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

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  
CITY OF PROVIDENCE, RHODE ISLAND

**BID PACKAGE SPECIFICATIONS**

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

**For**

**First Source Providence**

**For The**

**Apprenticeship Utilization Program**

**ISSUE DATE: April 12, 2021**

**RESPONSE DATE: April 26, 2021**

***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 SEEN BELOW.***

Please email a copy of your application digitally to Kadeem Leslie via [Kleslie@providenceri.gov](mailto:Kleslie@providenceri.gov)



## **SECTION I: PURPOSE**

The Apprenticeship Utilization Program serves a purpose of assisting the City of Providence achieve its construction related policy goals for compliance and community benefit. An organization funded through this proposal would improve the City of Providence's ability to monitor, document, and ensure compliance performance on construction project goals for apprenticeship utilization while assisting obligated developers, contractors, and subcontractors in achieving these goals.

The organization funded through this proposal will assist with helping the City of Providence achieve its construction related policy goals for compliance on construction related projects pursuant to the City of Providence First Source Ordinance; ensuring compliance with project site owners whom enter into a first source agreement and have established a Tax Stabilization Agreement with the City of Providence.

Per ordinance, unemployed or underemployed residents listed on the First Source List are required to be hired first for any and all positions not included in First Source obligations. The proposer would ensure compliance around this ordinance, while also ensuring project site owners make a good faith effort to employ Rhode Island and Providence residents for any and all positions not included in its First source obligations, as well as ensure that any general contractor/construction manager and all subcontractors utilized also make good faith efforts to employ Rhode Island and Providence residents for any and all positions not included in their first source obligations.

## **SECTION II: INVESTMENT**

**Proposals are being solicited for one qualified entity to implement an Apprenticeship Utilization Program that encompasses workforce development practices and principles for:**

1. Jobs and Pre-Apprenticeship Training and opportunities
2. Compliance, data, and reporting on project sites that have an established Tax Stabilization Agreement, and;
3. Achievement of policy related construction goals, and data reporting and monitoring in accordance with the First Source Ordinance.

***Programs funded through this proposal must operate for a term of 1 year with an option to extend the contract in one (1) year increments for two (2) additional years between May 17, 2021, through June 31, 2024 for a total period of 3 years.***

**PLEASE NOTE:** *Program funding is contingent upon final budget allocation and passage of the FY 2022 City of Providence budget.*





BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

**Program Requirements**

**A. Qualified Applicants**

- Private non-profit agencies/institutions
- Private for-profit companies
- Public agencies

**B. Period of Performance & Required Trainings**

- This RFP will cover the operation of programs of up to one (1) year, with an option to extend for two (2) additional years 2 optional years for a total of three years.
- Program may begin as early as 5/17/2021 and must end by 06/30/2024.
- Data reporting must be shared with the First Source Director, and made available to the Providence City Council in accordance with the First Source Ordinance.
- 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.

**C. Labor Laws**

All programs and activities pertaining to workforce development 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,



## **SECTION III: SCOPE OF WORK**

### **Overview of Scope:**

- 1. A- Collaborate with the City of Providence to achieve its construction related policy and compliance goals**
  - 2. B- Sustain and grow effective partnerships with the Office of Economic Opportunity as well as the Planning and Purchasing Departments**
  - 3. C- Maintain the Apprenticeship Utilization Program**
  - 4. D- Maintain the Pre-Apprenticeship Program**
- A) Collaborate with the City of Providence to achieve its construction related policy goals, remaining compliant with the City of Providence by accurately submitting all relevant documentation and reports when requested. For a detailed listing of relevant data and reporting please see page 20 of the RFP.**
- a.) The Construction Project Consultant will work with the City of Providence to provide a variety project related services. Three categories of construction projects will receive these services:
- Construction services purchased directly through a City Department; or
  - Construction services purchased from an entity that has received funds from the City;
  - Construction services from an entity that has or will receive public benefits from the City, obligating that party to meet specified community benefit goals.
- B) The Consultant shall expand Project Services to achieve City policy goals related to construction projects.**
- a.) Complying with all applicable local, state and federal laws, forms, instructions and guidance in relation to construction monitoring and compliance;
- Ensuring all construction workers receive a minimum wage as defined by the Rhode Island General Law.
  - Ensuring all construction workers receive the higher or either a prevailing wage as defined by the Davis bacon Act or Rhode Island General Law.
  - Ensuring all workers receive OSHA approved construction worker safety classes and certifications prior to commencing construction work.
- b.) Ensuring all construction workers receive personal protective equipment.
- c.) Reviewing and understanding project bidding specifications to ensure that terms specified by applicable ordinances are appropriately incorporated for all contractors that will provide construction or related services;
- d.) Implementing best practices from previous projects that achieve specific goals, such as creating and providing apprentice utilization and resident



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

hiring plans with a detailed and thorough timeline in advance of the project start;

- e.) Continuing assistance to all entities involved in the construction process with the City utilization ordinances as applicable, and ensuring obligations are met regarding apprentice utilization, local hiring and achieving diversity goals.
- f.) Identifying opportunities for resident hiring and apprentice utilization with awarded subcontractors during construction and matching qualified residents to the trade occupations in coordination with the First Source Office and Office of Economic Opportunity
- g.) Providing a Monthly Employment Utilization report to the Office of Economic Opportunity First Source Director, including:
  - Total labor hours performed,
  - Wages earned by Providence residents
  - Apprentice utilization achieved,
  - Trade/Occupational composition,
  - Residency,
  - Race, Ethnicity and Gender Workforce Data must also include self-identifying persons by hours worked and individuals employed as follows:

**(a) Ethnic demographics of Providence residents hired:**

- American Indian/Alaskan Native
- Asian
- Black/African America
- Caucasian
- Native Hawaiiin/Other Pacific Islander
- Multi Racial
- Hispanic
- Non-Hispanic

**(b) Gender of Providence residents hired:**

- Male
- Female
- Self-Identified
- Source of employees (of Apprentices and journey workers), contractor(s) performance as related to the data above;
- h.) Attending pre-construction meetings with awarded contractors to review procedures to meet compliance obligations, achieve project specific goals, provide technical assistance make compliance waiver determinations;
- i.) Analyzing reports received from obligated contractors, summarizing and providing progress summaries to the Project Owner and/or prime contractor, and City departments on the achievement of goals by project in aggregate and by individual contractors;



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

- j.) Advising the City on the issuance of payment of contractor requisitions upon confirmation of reporting as required and the achievement of project-specific goals; and
- k.) Providing the City with a summary analysis upon the completion of the specific scope of work, which at minimum includes:
  - o Utilization or registered apprentices in the aggregate and by trade
  - o Demographics of workforce employed including personnel employed and their trade
  - o Residency
  - o Gender
  - o Ethnicity
  - o Performance towards project goals by individual contractors/subcontractors
  - o Percentage of labor hours performed by Women and Minority Businesses Enterprises
  - o Data on the satisfactory or unsatisfactory performance to inform enforcement efforts of the City.

**C) Through the pre-apprenticeship program, Consultant ensures that a qualified pool of Providence residents is available for entry-level employment as registered apprentices on construction. This program includes:**

- a.) Comprehensive support, assessment, education, and training
- b.) Several months of a variety of assessments to ensure participants are well suited for residential construction.
- c.) Basic construction skills in an industry simulated context for participants who successfully complete the assessments, exposing them to all construction trades over a 5 hands-on week training
- d.) Meetings with individuals to explore their potential barriers to program participation and construction employment and developing plans to help overcome those barriers;
- e.) Financial education for all participants
- f.) Through Consultant's capitalization of a loan fund, help qualifying candidates alleviate financial hardship and build positive credit.

**D) The Consultant agrees to maintain the pre-apprenticeship program.**

- i.) Ensure job sites make reasonable efforts to ensure the majority of the project's workforce are students or graduates of local, Department of Labor registered apprenticeship programs that offer hands-on instruction.
- ii.) Increase the number of minority residents from Providence who work in construction to match demographics of residents within the City of Providence



## **PROJECT AND REQUEST FOR PAYMENT REPORTING**

### **A. Contractual Requirements**

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

1) Have the financial capacity to pay program costs up front and receive reimbursement upon submission of invoices with backup documentation.

2) Provide your agency's most recent audit information for contract negotiation.

3) Submit detailed and completed monthly project reports. Reports may include but are not limited to the following below. The Office of Economic Opportunity reserves the right to request any additional data, reports and information as part of reporting and reimbursement.

- 
- **Monthly Employment Utilization report to the Office of Economic Opportunity First Source Director, including:**
  - Total labor hours performed,
  - Wages earned by Providence residents
  - Apprentice utilization achieved,
  - Trade/Occupational composition,
  - Residency,
  - Race, Ethnicity and Gender Workforce Data must also include self-identifying persons by hours worked and individuals employed as follows:
    - *Ethnic demographics of Providence residents hired:*
      - American Indian/Alaskan Native
      - Asian
      - Black/African America
      - Caucasian
      - Native Hawaiian/Other Pacific Islander
      - Multi Racial
      - Hispanic
      - Non-Hispanic
    - *Gender of Providence residents hired:*
      - Male
      - Female
      - Self-Identified



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

- Providing the City with a summary analysis upon the completion of the specific scope of work, which at minimum includes:
  - Utilization or registered apprentices in the aggregate and by trade
  - Demographics of workforce employed including personnel employed and their trade
  - Residency
  - Gender
  - Ethnicity
  - Performance towards project goals by individual contractors/subcontractors
  - Percentage of labor hours performed by Women and Minority Businesses Enterprises
  - Data on the satisfactory or unsatisfactory performance to inform enforcement efforts of the City.
  
- Providing the City with a summary analysis upon the completion of the specific scope of work, which at minimum includes:
  - Utilization or registered apprentices in the aggregate and by trade
  - Demographics of workforce employed including personnel employed and their trade
  - Residency
  - Gender
  - Ethnicity
  - Performance towards project goals by individual contractors/subcontractors
  - Percentage of labor hours performed by Women and Minority Businesses Enterprises
  - Data on the satisfactory or unsatisfactory performance to inform enforcement efforts of the City.



**SECTION V: AWARDS**

**A. Procurement Timeline**

**PLEASE NOTE:** *Procurement process dates may be subject to change.*

**Apprenticeship Utilization Program TIMELINE**

Advertisement	Monday, April 12, 2021
Deadline for Questions	Friday, April 16, 2021
Final Q & A Published	Monday, April 19, 2021
RFP Deadline	Monday, April 26, 2021 <b><i>BEFORE</i></b> 2:15 pm
<p><b>Proposals Due: Monday, April 12, 2021 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></p>	
Funding Provider Decision	Monday, May 10, 2021
Contract Negotiations Begin	Tuesday, May 11, 2021
Program Start Date:	Program may begin May 17, 2021
Program End Date:	Sunday, June 30, 2021

**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.



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

Categories	Maximum Score
Agency Experience/Qualifications	35
Program Design/ Scope	35
Budget	30
<b>Total Maximum Score</b>	<b>100</b>

Once proposals are reviewed and ranked, recommended programs will be submitted to the City's Board of Contract and Supply. Recommendations for program funding will be made by the Office of Economic Opportunity to the Board of Contract & Supply.

### **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 a program budget with the respondent that has been tentatively awarded by the RFP Selection Committee. In all cases, available funding will be used as the initial benchmark for negotiations. Contractor will be required to submit complete and accurate information for contract components, including any revisions, additions or modifications required by

**OEO. Program may only begin after the execution of a signed contract.**





**Section VI: Proposal Response Format**

Please email a copy of your application digitally to Kadeem Leslie via [Kleslie@providenceri.gov](mailto:Kleslie@providenceri.gov)

- Part A: Identifying Information
- Part B: Agency Experiences/Qualifications
- Part C: Program Design/ Scope
- 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:
_____	_____



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

\_\_\_\_\_  
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:  
\_\_\_\_\_



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

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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: \_\_\_\_\_



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND