



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

REQUEST FOR PROPOSALS

Item Description: Recovery Planning & Engagement Project Management

Date to be opened: MONDAY, MAY 24, 2021 before 2:15 pm

Issuing Department: Mayor's Office

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.gov
 - Please use the subject line **“RFP Question”**
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Phone: (401) 680-5766
 - Email: gdiaz@providenceri.gov
 - Please use subject line **“MBE WBE Forms”**
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert. Please use the subject line **“COVID-19 Recovery Planning & Engagement RFP Question.”**
 - Colleen Fonseca
 - cfonseca@providenceri.gov
 - Please use subject line **“RFP Question”**



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Pre-bid Conference

Attendance at the Bidder's Conference is mandatory.

**BIDDER'S CONFERENCE
Wednesday, May 5 2021**

The confirmed time and zoom link will be available via the City of Providence Current Bids web page via:
<https://www.providenceri.gov/purchasing/openrfpsummary/>

INSTRUCTIONS FOR SUBMISSION

Date to be opened: MONDAY, MAY 24, 2021 before 2:15 pm

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 3rd floor of City Hall.

- Bidders must submit **4 copies** of their bid in sealed envelopes or packages labeled with the captioned **2021 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.

*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



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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/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd 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/Package including Budget forms.
- Signed Title Page,
- Signed Certifications Page
- Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

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

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



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NOTICE TO VENDORS

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



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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 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.
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 “Recovery Planning & Engagement Project Management” 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



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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 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



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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 or (401) 680-5766.



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MBE/WBE PARTICIPATION AFFIDAVIT

Item Discussion (as seen on RFP):

Prime Bidder: _____

Prime Bidder (Company) Phone Number: _____

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



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SUBCONTRACTOR DISCLOSURE FORM

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

Prime Bidder: _____ Primary

NAICS _____ Code: _____

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

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

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

Signature of Bidder

Printed Name



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MBE/WBE Waiver Request Form

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

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

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

Prime Bidder: _____

Company Trade: _____

Item Discussion (as seen on RFP): _____

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

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

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

Signature of Prime Contractor

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



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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 following notification of award.



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BID PACKAGE SPECIFICATIONS

**City of Providence
Request for Proposals (RFP)**

For

Recovery Planning & Engagement Project Management

ISSUE DATE: April 26, 2021

BIDDERS CONFERENCE: May 5, 2021

RESPONSE DATE: MAY 24, 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 LISTED DOCUMENTS AND BUDGET SEEN BELOW.



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SECTION I: PURPOSE

The City of Providence seeks project management services for a one (1) year term between June 2021-June 30, 2022 with option to continue for two (2), one (1) year terms through December 2024. Funding will be contingent upon the American Recovery Act.

The City of Providence recognizes the need for the City to provide recovery services to residents in the wake of the COVID-19 global health pandemic. Providence is the Capital of Rhode Island and the largest city in the state with an estimated population of 179,494. On March 12, 2020 Mayor Elorza declared a State of Emergency in Providence, RI due to the growing concern about the health and safety of residents, businesses, and visitors to contain the spread of COVID-19.

SECTION II: INVESTMENT

Proposals are being solicited for qualified entities to provide project management services to coordinate recovery efforts. The goal of this funding opportunity is to:

- 1.) Advance diverse and inclusive public engagement
- 2.) Bolster efficient and equitable city governance
- 3.) Implement community driven recommendations



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SECTION III: SCOPE OF SERVICES

Work under this contract is expected to include, but not limited to the following:

1.) Advance diverse and inclusive public engagement

- a. Identify geographic locations and identity-based groups for focused and equitable engagement
- b. Identify key stakeholders and identity-based leaders to convene on recovery initiatives to provide the City of Providence with actionable direction and advice
- c. Provide staffing and support to recovery initiatives. This includes but is not limited to:
 - i. Assist in the coordination of scheduling for meetings in coordination with the City of Providence on logistics, meeting layout, and technical support
 - ii. Generate presentations, meetings handouts and materials, and other information actively and continually providing support
- d. Design and execute an external communications and engagement plan with the intent and purpose to reach, involve and engage diverse audiences. This strategy includes but is not limited to:
 - i. A series of community engagement workshops and meetings in partnership with City of Providence and in collaboration with residents, community-based organizations, local businesses and religious institutions
 - ii. Design materials and content including but not limited to website content, images, web hosting, naming, translation, messaging and strategy that is attractive and accessible across all Providence communities
 - iii. A social media strategy for optimal promotion and engagement across communities
 - iv. A long-term engagement plan including strategies to keep residents and stakeholders informed of the developments of the recovery act in the form of reports on progress and deliverables that is accessible and inclusive. This must include strategies to compensate residents in the form of stipends



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- e. Solicit, retain and incorporate data and experiences collected via engagement processes and/or resident surveys to be used to inform initial ideas and included as part of evaluation and implementation of recovery funding
 - f. Source and catalogue long list of potential interventions and programs via the public engagement process that is aggregated by similar trends per neighborhood and communities
 - g. Coordinate amongst city, state and federal agencies to leverage existing and ongoing recovery efforts to inform community discourse and guide policymaking.
 - h. For prioritized communities, engage likely stakeholders and develop milestones and budgets to begin progress of developing COVID-19 Recovery plan
- 2.) Bolster efficient and equitable city governance
- a. Assess American Rescue Plan Act and identify estimated magnitude, source, and uses of federal funding to inform investment allocation
 - b. Produce an overview of the types of federal funds the City of Providence will receive beyond the American Rescue Plan Act, including program details and timeline.
 - c. Advise on implications of this overview in the design of the portfolio of initiatives with internal and external stakeholders
 - d. Monitor, assess and catalog available local and state funding to prioritize needs; and best practices from other US-economic recovery plans and global case studies. As part of this process, all resources entering the City of Providence should be monitored to prevent duplication of services and expenditures.
 - e. Examine and assess existing programs that may have opportunity to scale. This should include an analysis of past COVID-19 grant recipients, programs and any relevant performance metrics.
 - f. Disaggregating impacts of COVID-19 locally by demographic groups and geographies to support assessment and inform early initiative design thinking.
 - g. Build a robust set of initiatives and programs through the public engagement and good governance processes.



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- h. Identify and direct the City of Providence to already existing data sources that enhances understanding of the City of Providence’s economic performance. This should include but is not limited to any relevant data that provides insight into Providence’s economic performance across core areas of the economy.
 - i. Develop a City of Providence’s COVID-19 Recovery Plan including recommendations for economic recovery initiatives that promote equitable growth and development to the local economy and enhance the quality of life in all neighborhoods across the City of Providence. This plan should incorporate elements of the above listed a-g components.
- 3.) Conduct and Ensure Implementation of Community Driven Recommendations
- a. Assist with the management and implementation of recovery efforts and compliance with applicable local, state, and federal laws, regulations, executive orders and requirements.
 - b. Deliver the strategy outlined in the COVID-19 Recovery Plan to achieve relevant success metrics.
 - c. Support the development of internal infrastructure in the City of Providence to continue recovery efforts.
 - d. Work with leadership across Departments and Divisions within the City of Providence to advance recommendations and program delivery.
 - e. Integrate accountability mechanisms for long-term deployment and continual evaluation of recovery efforts to ensure the following:
 - i. community needs and racial equity are centered in all strategies.
 - ii. Investments made as outlined in the COVID-19 Recovery Plan continue to build equitable momentum for ongoing recovery.
 - iii. Investments are sustainable beyond the projected scope of work and duration of the American Recovery Act



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- f. Monitor and assess benchmarks and progress of the COVID-19 Recovery Plan's goals.
- g. Conduct collection, analysis, and visualization of economic and demographic data progress and/or barriers.
- h. Assist the City with the closeout of projects, including preparing and review of final packages.

SECTION IV: QUALIFICATIONS

The City of Providence seeks applications from organizations and entities that can provide the above listed services. Qualified applicants will have experience structuring and managing multi-phase, multi-year community engagement, planning and implementation processes that maximize diversity and inclusion.

Organizational Capacity:

The awarded entity will have the capacity to carry out the above scope of work. Additionally, qualified applicants will have:

- Experience developing innovative programming and plans designed to reach communities in a ground-breaking manner
- Diverse, multi-cultural and multi-lingual staff to optimize engagement with diverse Providence residents.
- Competencies and previous experience with City wide planning and project management.
- A strong command of municipal, state and federal processes and funding,
- Previous experience and proficiency in the sectors of public activation, social services, and small business support.



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SECTION V: FUNDING

Funding Availability: The City of Providence anticipates awarding one (1) proposal for the period beginning June 2021 with a maximum allowable bid of \$500,000 per fiscal year.

SECTION VI: REPORTING AND PAYMENT REQUIREMENTS

1.) Administrative Requirements

If selected as the vendor for this request for proposal, entities must:

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

2.) Reporting Requirements

If selected as the vendor for this request for proposal, entities must:

- a.) Adhere to the scope of work and attend scheduled meetings, workshops and events.
- b.) Submit monthly written reports to the City of Providence on activities, progress and metrics in addition to reports referenced in the scope of work.
- c.) Issue series of reports as outlined in the scope of work.

3.) Payment Requirements

If selected as the vendor for this request for proposal, to ensure proper payment entities must:

- a) Maintain complete and accurate records of all financial expenditures with supporting documentation.
- b) Internally monitor fiscal activities to ensure compliance with the contracted amount, and all relevant local, state and federal cost principles.
- c) Submit invoices including backup documentation and receipts for all budgeted expenses.
- d) Ensure budget allocations, expenditures and submitted invoices comply with contracted obligations and amounts.
- e) Notify the City of Providence to request approval of any changes to the budgeted line items before submitting request for payment.



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SECTION VII: AWARD TIMELINE

The below listed dates may be subject to change.

Request for Proposal Timeline

Description of Event	Date
Advertisement	Monday, April 26, 2021
Pre-Bid Conference	Wednesday, May 5, 2021
Deadline for Questions	Friday, May 7, 2021
Final Q & A Published	Monday, May 12, 2021
RFP Deadline	Monday, May 24, 2021 <i>BEFORE</i> 2:15 pm
Public Award Decision	Monday, June 7, 2021
Contract Start Dates:	Monday, June 21 st 2021
Contract End Date:	Friday, June 30, 2021

Pre-Bid Conference: 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 submission process. Attendance is mandatory.

Questions and Answers:

Questions will be received and documented during the Bidder's Conference. Questions may also be submitted online **Additional questions may be submitted after the Bidder's Conference.** These questions must be submitted in writing to Colleen Fonseca via cfonseca@providenceri.gov with the words **"RFP Question"** in the subject line, no later than Wednesday, May 5, 2021. You will not receive a direct answer to your question. All questions and answers will be posted on to the City of



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Providence Current Bids website via: <https://www.providenceri.gov/purchasing/openrfpsummary/> on May 12, 2021.

SECTION VII: PROPOSAL MATERIAL

1.) Contact Information

2.) Organization Experience:

- a. Please describe the overall history of your entity and its previous experience structuring and managing multi-phase, multi-year community engagement, planning and implementation processes that maximize diversity and inclusion. Please include previous past projects in similar scope and complexity and relevant qualitative and quantitative outcomes.
- b. Detail ways in which your entity is ready to start, manage and follow through on the proposed project.
- c. Discuss your agency's overall staffing and management structure, and the extent to which this adequately supports the project management operations of this request for proposal. Please identify staff responsible for key roles of the proposed project proposal and include staff resume's, qualifications, skills and experience. Detail any staff training your entity provides to successfully tailor services to members of historically marginalized groups and/or communities.

3.) Project Proposal

- a. Describe the proposed plan to meet the RFP's goals and activities set out in the Scope of Services.
- b. Please include a detailed description of how this project proposal is creative and innovative to meet the unique needs of recovery efforts.
- c. This proposal should be chronological with a monthly detailed timeline to demonstrate expected workflow and deliverables.



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4.) Diversity and Inclusion Expertise

- a. Explain any current or previous existing relationships with communities in the City of Providence.
- b. Detail existing relationships with historically marginalized communities.
- c. Please detail your entity's ability to communicate with residents across multiple languages and abilities.
- d. Please demonstrate your entity's ability to lead equitable and inclusive processes across diverse populations.

5.) Budget and Budget Narrative

- a. Please include an excel spreadsheet providing a breakdown of how your entity anticipated expending funds. This should include, but is not limited to salaries, benefits and fringe to staff, contract or volunteer labor, communications, supplies and materials.
- b. Please include in detail how costs were estimated and clearly justify the need for each cost. This must include a budget and relevant line items articulating compensation of community members with the use of stipends.

6.) Supporting documents

- a. Provide at minimum three letters of recommendation from previous clients with contact information. Preference for clients who sought projects of similar size and scope.
- b. Optional: Provide documents, links, communications materials, etc. that provide any relevant background information about the organization and experience with similar projects.



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SECTION VIII: SCORING AND SELECTION PROCESS

Failure to complete all of the sections to the satisfaction of the City of Providence will eliminate the proposal from consideration. In, addition, proposals failing to satisfy any of the following criteria will be eliminated from considerations:

On time submittal

Signed by the signatory authority of the respondent organization

Entity 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 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 to be considered qualified. An award will be made to the lowest cost qualified bidder. Points will be awarded to each proposal based on the following format.

Categories	Maximum Score
Organization Experience	30
Project Proposal	30
Diversity and Inclusion Expertise	20
Budget and Budget Narrative	20
Total Maximum Score	100