



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

# REQUEST FOR PROPOSALS

**Item Description: Stenographic Services FY22 – Three-Year Contract with Two One-Year Options**

**Date to be opened: August 2, 2021.**

**Issuing Department: Department of Public Property**

## 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:
  - **Alejandro Tirado, Associate Director of Purchasing**
  - [atirado@providenceri.gov](mailto:atirado@providenceri.gov)

## Pre-bid Conference

**There will be no pre-bid conference.**

## RFP QUESTIONS

The City shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and should be submitted in writing by email to the respective contacts mentioned above.

Questions received up to deadline to submit question (August 9, 2021) will be answered in writing. Answers to questions from any Vendor will be provided to all Vendors.



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**INSTRUCTIONS FOR SUBMISSION**

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 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 **Item Description** and the **City Department to which the RFP and bid are related.** (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form, do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

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

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

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

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



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**BID PACKAGE CHECKLIST**

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

The bid package **MUST** include the following forms, 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*)
- Certificate Regarding Public Records (*see page 8 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 9-13) or on: <https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>*

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

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

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

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



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**NOTICE TO VENDORS**

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates that should include more than two.**
6. 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.
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. All expenses must be included in your initial bid. Requests for reimbursement of incidental (e.g. parking) costs above the submitted and awarded bid will not be entertained.
12. 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.
13. 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.
14. A certificate of insurance will normally be required of a successful vendor.
15. 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.](#))
16. No goods should be delivered or work started without a Purchase Order.
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.)
18. 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.
  - a. In order to enter into a contract with the City of Providence, the awarded vendor must provide a local agent for service. A local (aka registered) agent for service is defined by [RIGL Sec. 7-2-501 et seq.](#)



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**BID TERMS**

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

**The following entry applies only for COMMODITY BID TERMS:**

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

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

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



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**BID FORM 1: Bidders Blank**

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

Name of Bidder (Firm or Individual): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Agrees to bid on (Items(s) to be bid): \_\_\_\_\_

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

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

Delivery Date (if applicable): \_\_\_\_\_

Name of Surety Company (if applicable): \_\_\_\_\_

Total Amount in Writing\*: \_\_\_\_\_

Total Amount in Figures\*: \_\_\_\_\_

*\* If you are submitting a 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 the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

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

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

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

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





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**WBE/MBE Form Instructions**

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

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

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

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

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

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

**Bid Requirements:**

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

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

**Waiver Requests:**

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

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

**Verifying MBE/WBE Certification**

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

**Form Instructions:**

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



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

**Assistance with Form Requirements**

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

**Contract Requirements:**

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

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

**Questions?**

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



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**MBE/WBE PARTICIPATION AFFIDAVIT**

Item Discussion (as seen on RFP):

\_\_\_\_\_  
\_\_\_\_\_

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

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

Prime Bidder (Company) Zip Code: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date



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**SUBCONTRACTOR DISCLOSURE FORM**

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

Prime Bidder: \_\_\_\_\_ Primary NAICS \_\_\_\_\_

Code: \_\_\_\_\_

Item Description (as seen on RFP): \_\_\_\_\_

**Please list all Subcontractors below.** Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at [www.mbe.ri.gov](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>					%

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.

<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



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**BID PACKAGE SPECIFICATIONS**

**PURPOSE**

The City of Providence, hereinafter referred to as the City, is **seeking proposals from interested firms to undertake, perform, and complete accurate stenographic court reporting and transcription services, and videographer and videoconferencing services for various events that will be held across the city.**

**RHODE ISLAND PURCHASING GROUP (BidNet®)**

The City is collaborating with the Rhode Island Purchasing Group (BidNet®) in the advertisement and facilitation of Formal Bids and RFPs administered by the City's Purchasing Division.

We encourage interested parties familiarize themselves and register with BidNet®. Registration with BidNet® is available at NO CHARGE and allows proposers access to view governmental bids posted on BidNet®.

The City is not responsible for the actions or lack thereof on the part of the proposer / contractor in regard to their interaction with BidNet®, or any other third-party bid notification service in relation to this RFP.

More information is available at: <https://www.bidnetdirect.com/rhode-island/providenceri> or by calling 1-800-835-4603.

**FELONY DISQUALIFICATION**

The vendor shall not employ, retain, hire or use any individual that has been convicted of any felony charges as the same is defined under the laws of the State of Rhode Island in the performance of the services to be rendered and materials to be provided to the City pursuant to this proposal unless the vendor receives prior written permission from the Director of Purchasing. The Director of Purchasing may require that a fidelity bond, or such other assurance in such amount as deemed appropriate, be provided to the City as a condition precedent to the grant of such permission.

**ADDENDA**

In the event it becomes necessary to revise, change, modify or cancel this Proposal or to provide additional information, addenda will be issued and made available on BidNet® at <https://www.bidnetdirect.com/rhode-island/providenceri> and the City's website at <https://www.providenceri.gov/purchasing/openrfpsummary/>. It is the responsibility of the proposer/contractor to confirm that they have acquired all addenda related to this solicitation and they have reviewed/ complied with the requirements therein.

**QUOTED RATES**

This contract will be for three years (effective from the moment of an award through 6/30/24) with one-year option for renewal (effective from 7/1/24 through 6/30/25). All prices quoted must remain firm for this time period.

**TECHNICAL REQUIREMENTS/STATEMENT OF WORK**

This RFP contains our proposed Statement of Work and/or Technical Requirements. This document shall form the basis of a Contractual Agreement covering the subject matter of this RFP. Exceptions or deviations to this proposal must not be added



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to the proposal pages but must be on vendor's letterhead and accompany proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.

The award of this contract in no way obligates the City to spend the corresponding estimated dollars. The City reserves the right to cancel this contract at any time with 30 day written notice. The City also reserves the right to award more than one bidder if it is deemed to be in our best interest.

**GRATUITIES AND KICKBACKS**

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any City employee, the proposal shall be disqualified and shall not be reinstated.

**NON-COLLUSIVE VENDOR CERTIFICATION**

By the submission of this proposal, the vendor certifies that:

- A. The proposal has been arrived at by the vendor independently and has been submitted without collusion with any other vendor.
- B. The contents of the proposal have not been communicated by the vendor, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the vendor or its surety on any bond furnished herewith and will not be communicated to any such person prior to the official opening of the proposal.
- C. No vendor shall submit more than one proposal for this purchase. It shall be the responsibility of each vendor to obtain the prior written permission of the Director of Purchasing before proposal opening in every situation in which the vendor, due to corporate association or other affiliation, may be found to be impermissibly associated with another vendor. Failure to observe this requirement could result in all such affiliated proposals being rejected.

**AWARDS**

Due to the nature of the services requested in this proposal, and the importance of the services that they impact, the City reserves the right to award to one or more Contractors.

**EVALUATION AND AWARDS**

The criteria to be used for the proposal evaluation include but are not limited to:

- (a) Pricing
- (b) Response to the City's proposed questions (Section title: Proposer Questions and Requirements)





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(c) Other Requirements (as applicable)

No weighting or relative importance of criteria is intended or implied by this list.

The City may request oral presentations as part of the evaluation process. The City also reserves the right to award to more than one (1) vendor.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract modifications.

**SCOPE OF WORK**

The City is soliciting firms with sufficient staff to provide various City Departments with at least one Registered Professional Reporter with as little as one day's notice. However, requests for services will typically be made several days in advance. Depending on the Departments' needs, the awarded Contractor shall diligently undertake, perform, and complete accurate stenographic court reporting and transcription services, and videographer and videoconferencing services for the purposes of pending litigation matters. Essential functions include providing real-time records for depositions (including remote depositions), administrative and court trials, hearings or conferences, audio/video interviews and meetings and transcribing the proceedings into accurate transcripts.

**Registered Professional Reporters and Certified Legal Video Specialists:**

Selected firms must provide registered court reporters and certified legal video specialists or higher-level certifications from the National Court Reporter's Association. Reporters must be able to provide proof of their certification(s) prior to providing services on behalf of the City.

**Professional Ability:**

It is preferred that all reporters are certified in real-time reporting and required that all registered professional reporters can accurately keep pace with all persons speaking during proceedings, including but not limited to depositions, trials and hearings, accurately identify the parties speaking and be able to read out loud statements of participants as requested during proceedings. All registered professional reporters must also be able to accurately transcribe the proceedings into accurate transcripts and review such transcriptions for technical accuracy.

**Promptness:**

Certified reporters must be on time for all depositions, trials, hearings or other proceedings. Specifically, they should plan to be present in the location of the proceeding and have all necessary equipment set up and working properly no less than 15 minutes before the scheduled start time.

**Location and Confirmation of Appointment:**

Selected firms must have court reporting and videography services available throughout the State of Rhode Island. Selected firms also must call or email the requestor of the court reporting service the day before each scheduled appearance to confirm the date, time and place for the appearance, at no charge to the City.





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After Hours, Weekend and Holiday work:

Selected firms must be able to provide registered professional reporters and certified legal video specialists after normal working hours and on weekends and holidays, when necessary. The assigned certified reporters must be available to work through a lunch period or after 5:00 p.m. when requested by the City.

Completed Transcript:

Selected firms must be able to provide an accurate, completed, and certified copy of the transcript and a sealed original within 10 calendar days from the date of a transcript request.

Expedited Delivery:

Selected firms must be able to provide transcripts on an expedited basis when requested. Reasonable additional fees for 1-day to 5-day expedited delivery is acceptable.

Reasonable is defined by the cost that does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost (including market prices for comparable goods or services for the geographic area).

Rough Draft and Real-Time Service:

Selected firms must be able to provide rough drafts and real-time services upon request.

Video and Videoconferencing Services:

Selected firms must be able to provide video and videoconferencing services through Certified Legal Video Specialists upon request.

Electronic Copies or E-Transcripts:

Selected firms must be able to provide electronic copies of transcripts/E-Transcripts in lieu of hard copy transcripts upon request. Sealed originals in hard copy format will still be provided when transcripts are delivered in electronic format.

Format of Transcripts:

The original depositions, trial or hearing transcripts and one copy shall be suitably bound. All trial or hearing transcripts shall be proofread and free of spelling errors prior to submission to the City.

**TERM OF THE CONTRACT**

This will be an estimated three-year contract with a possible option for two (2) additional one-year extensions via contract amendment.

**PROPOSER QUESTIONS AND REQUIREMENTS**

**Your proposal must specifically address each of the questions/issues that are listed below.** The quality and detail of your responses will figure significantly in the overall evaluation of your proposal. Proposers are encouraged to give examples and provide additional information to support your compliance on each point. **To standardize the format of all proposals, Proposers are required to respond to all questions in the order given and to list the item number and**



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restate the question prior to giving their answer. Failure to comply with this requirement may result in your proposal being declared non-responsive.

**Note: There is a 50-page limit for proposals. The following are not included in the page limit; appendices with resumes, samples of related work, and other required forms.**

1. **Transmittal Letter:** Include the team composition and point of contact for the consultant team with contact information (e.g., address, telephone, and email information).
2. **General Approach & Firm Experience:** Convey overall understanding of the scope of work and expertise in the professional services requested.
  - Describe your organization's health, staff size, active client roster and capability to provide the planned services.
  - Describe your approach to account management and team staffing and provide a description of the methodology to be used to provide the requested services and deliverables.
  - Describe your proposed approach to working on multiple assignments simultaneously, managing costs and timelines, and your anticipated billing schedule.
  - If using subcontractors, please explain why they are necessary in terms of expertise and accomplishing the scope of work and describe the contractual agreement and oversight you have in place to maintain accountability.
  - What is your expectation of the City and what resources does your proposal anticipate the City providing to make this partnership successful?
3. **Comparable Services and Experience:** Provide examples of comparable services the team has completed and any relevant experience of team members.
  - Describe three on-calls situations that best illustrate your ability to provide the requested services. For each situation:
    - identify the specific role of the team members;
    - describe the scope of work, the work products provided and the outcome of the service;
    - describe how the branding or design was used and include sample materials within the response.
4. **Personnel:** Identify specific personnel/firms who will be assigned to this service and the role/discipline of each.
  - Provide resumes for key team members as an Appendix.
  - Describe the way that the team would allocate staff resources for this engagement.

**PRICING INFORMATION:**

All prices quoted shall be firm and fixed for the specified contract period. This section shall include a description of the proposed costs and prices including travel, lodging and any and all reimbursables. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section Proposer Questions and Requirements, as well as any other items pertinent to your proposal pricing. The requirements have been developed to allow the City to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal. The City will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The City reserves the right to purchase part or the entire proposal.



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Provide rates using the format provided. Proposed roles and rates for personnel are to be “fully loaded rates”, inclusive of all associated direct and indirect costs. Travel, lodging, and meals will be considered as separate reimbursable costs subject to preapproval. City will not reimburse for parking, mileage and other reimbursable requests unless preapproved in writing. Do not include cost or price figures anywhere except in the cost and pricing section.

**PRICING:**

Please do not alter the City’s pricing worksheet in anyway.

<b>DEPOSITIONS</b>		<b>Notes</b>
<b>Page Rates:</b>		
Non-Medical/Technical	\$ _____/per page	
1-day Expedited Delivery	\$ _____/per page	
2-day Expedited Delivery	\$ _____/per page	
3-day Expedited Delivery	\$ _____/per page	
4-day Expedited Delivery	\$ _____/per page	
5-day Expedited Delivery	\$ _____/per page	
Medical/Technical/Expert Depositions	\$ _____/per page	
1-day Expedited Delivery	\$ _____/per page	
2-day Expedited Delivery	\$ _____/per page	
3-day Expedited Delivery	\$ _____/per page	
4-day Expedited Delivery	\$ _____/per page	
5-day Expedited Delivery	\$ _____/per page	
<b>Copy Rate:</b>		
Copy Side Transcript Non-Medical	\$ _____/per page	
Copy Side Transcript Medical	\$ _____/per page	
<b>Appearance Fees:</b>		
Depositions (Transcribed) Half Day	\$ _____	
Depositions (Transcribed) Full Day	\$ _____	
Depositions (Untranscribed) Half Day	\$ _____	
Depositions (Untranscribed) Full Day	\$ _____	
After Hours (Before 8AM/After 5 PM)	\$ _____/per hour	
Hourly Waiting Fee	\$ _____/per hour	
Weekend Hours (Half Day)	\$ _____	
Weekend Hours (Full Day)	\$ _____	



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<b>Minimum Deposition Charge:</b>		
On-Site Cancellation or Non-Appearance Record	\$ _____	
<b>Keyword Indexing/Concordance</b>	\$ _____	
<b>Delivery Fee</b>	\$ _____	
<b>HEARINGS/FOCUS GROUPS/ARBITRATIONS:</b>		
<b>Page Rates:</b>		
Non-Medical/Technical (10-day turn)	\$ _____	
Medical/Technical (10-day turn)	\$ _____	
<b>Appearance Fees:</b>		
8 AM - 5 PM (Transcribed)	\$ _____/per hour	
8 AM - 5 PM (Untranscribed)	\$ _____/per hour	
After Hours (Before 8AM or After 5PM/Weekends)	\$ _____/per hour	
<b>TRIAL REPORTING:</b>		
Transcript of Proceedings	\$ _____/per page	
<b>Appearance Fees:</b>		
8 AM - 5 PM (Transcribed) Daily Rate	\$ _____	
8 AM - 5 PM (Untranscribed) Daily Rate	\$ _____	
<b>ROUGH DRAFTS/REALTIME SERVICES:</b>		
<b>Page Rates:</b>		
Rough Draft (Non-Medical)	\$ _____/per page	
Rough Draft (Medical)	\$ _____/per page	
Realtime Services (Non-Medical)	\$ _____/per page	
Realtime Services (Medical)	\$ _____/per page	
Realtime Services + Rough Draft	\$ _____/per page	
Realtime Hook-up Fee	\$ _____	

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<b>CAPTIONING SERVICES</b>		
<b>Hourly Rates - No Transcript</b>		
Weekdays	\$_____/per hour	
Weekends	\$_____/per hour	
<b>VIDEO SERVICES:</b>		
Set-up and 1-hour of Video	\$_____	
Additional Hours of Video	\$_____/per hour	
After Hours (Before 8 AM or After 5 PM)	\$_____/per hour	
Additional Copies of DVD	\$_____/per DVD	
Text-Audio-Video Synchronization	\$_____/per hour	
File Production/Editing	\$_____/per hour	
Video Archive Fee	\$_____/per hour	
<b>VIDEOCONFERENCING SERVICES:</b>		
Hourly Rate (8 AM - 5 PM MST)	\$_____/per hour	
After Hours/Weekends	\$_____/per hour	
<b>MISCELLANEOUS CHARGES:</b>		
<b>Exhibits:</b>		
Hard Copies with Transcript	\$_____/per page	
Electronic Copies OCR Scanned	\$_____/per page	
Exhibits Hyperlinked to Transcript	\$_____	
Electronic Copy of Transcript/E-Transcript	\$_____	
ASCII disk	\$_____	
<b>Travel:</b>		
Distances over 60 miles each way - Reporter	\$_____/per mile	
Distances over 60 miles each way - Videographer	\$_____/per hour	

<b>TRANSCRIPTION SERVICES:</b>		
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Audio/Video Recorded Interviews	\$____/per page	

Please note: if a field is left blank, it will be assumed that there is NO associated cost (\$0.00).

**The rest of this page left blank intentionally.**



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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.