



CITY OF PROVIDENCE, RHODE ISLAND

**Department: Healthy Communities Office**  
**RFP Title: Doula Services**

**New Opening Date: Monday, January 31, 2022**

**Addendum #1**  
**Issue Date: January 12, 2022**

The purpose of this addendum is to extend the opening date and to provide relevant information to the public after the optional pre-bid conference on January 12, 2022. Extending the opening date to 1/31/2022 will allow potential bidders more time to review the information from the pre-bid conference and submit accurate and complete proposals.

Attachments:

1. Doula Budget Request Template
2. Doula Services Pre-bid conference slides

Providence City Hall  
25 Dorrance Street  
Providence, RI 02903

# DOULA SERVICES RFP PRE-BIDDER'S CONFERENCE

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MAYOR JORGE O. ELORZA  
CITY OF PROVIDENCE

Healthy Communities Office  
City of Providence



# Agenda

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- Introductions & Background
- Paperwork walkthrough & questions
- Scope of Work & Budget questions
- Open discussion

Please add your name and email address in the chat





# BACKGROUND

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# Background

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- Research supports that Doula services have high impact in positive outcomes for individuals of low-income and individuals of color specifically.
- As of August, 2021 Rhode Island's doula Reimbursement Legislation came to pass which now allows for medical insurance reimbursement of doula services. This new advancement will support many families in need, **but** services are still necessary to address the inequity of support between now and when the reimbursement model is operational.
- To that end, the HCO seeks to ensure appropriate care for the people of Providence which includes providing adequate doula services and doula technical support.





# APPLICATION DOCUMENTS

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# Instruction for Submission

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Bids may be submitted up to **2:15 P.M.** on **January 18<sup>th</sup>, 2022** at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

Bidders must submit **3 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 and must include the company name and address on the envelope as well.** (On page 1).

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**



# Bid Package Checklist

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- Bid Form 1
- Bid Form 2
- Bid Form 3
- Forms from the Minority and Women's Business Enterprise Program: Based on Bidder Category
- Bidder's Proposal Packet





# SCOPE OF WORK

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**Timeline: February 1, 2022 – June 30, 2022**



# Scope of Work A

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- Increase the number of trained doulas of color able to serve Providence individuals/families of color and of low-income
- Improve the business capacity of trained doulas; provide training, technical assistance, or business development support to increase the capacity and financial sustainability of trained doulas
- Provide technical support to ensure doulas complete all training and credentialing needed to establish Medicaid & insurance reimbursement capacity (e.g. create National Provider Identifier number, provide Medicaid provider fee assistance)



# Scope of Work B

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- Increase the number of Providence individuals/families of color receiving doula services including pregnancy support, grief support, post-partum support, etc.
- Provide access to care to families who are of low-income including discounted or free services to families who are uninsured or participate in Medicaid and purchase of supplies to support family needs
- Provide educational services for pregnant and post-partum individuals in Providence



# Proposal Materials

**In no more than 4 pages (single spaced), please provide answers to the below 6 questions in order**

1. Contact information: Individual or organization name, address, phone, and email; if applying as a collaborative, who is the lead contact?
2. What is the applying person/organization's experience with and commitment to addressing maternal health outcomes for Providence individuals/families of color?
3. Describe your proposed project (*please note organizations can apply for both Scope A & Scope B*).
4. Which of these strategies does your project support, and how?
  - a) Increase the number of trained doulas of color able to serve Providence individuals/families of color
  - b) Improve the business capacity of trained doulas: provide training, technical assistance or other business development support (e.g. billing and reimbursement), to increase the capacity and financial sustainability of trained doulas
  - c) Increase the number of Providence individuals/families of color receiving doula services
5. Please describe the timeline of your work, with an end date no later than June 30, 2022
6. How will you measure and evaluate the outcomes of your proposal? (*Medical and client identifying information should not be included in your evaluation plan*)
7. What areas do you believe will be a barrier to complete the proposed work?



# Budget

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- The maximum budget per proposal is \$10,000. The HCO anticipates awarding 3-4 proposals.
- If applying as a collaborative, please indicate the lead fiscal agent.
- All activities and reports must be completed by June 30, 2022
- Provide resume(s) of individuals providing the services listed in proposal



# Budget Template

	A	B	C	D	E	F	G
1	<b>Doula Services, City of Providence Request for Proposal Budget</b>						
2							
3	<b>Applicant(s) Name(s):</b>						
4	<b>Lead Fiscal Agent:</b>						
5							
6	<b>Personnel:</b>	Personnel 1 name, role	(rate)	=	Total Personnel Cost 1		
7		Personnel 2 name, role	(rate)	=	Total Personnel Cost 2		
8		Personnel 3 name, role	(rate)	=	Total Personnel Cost 3		
9		Personnel 1 name, role	(rate)	=	Total Personnel Cost 4		
10							<b>Total personnel cost</b>
11							
12	<b>Fringe:</b>	Personnel 1 fringe description	(rate)	=	Total Fringe Cost 1		
13		Personnel 2 fringe description	(rate)	=	Total Fringe Cost 2		
14		Personnel 3 fringe description	(rate)	=	Total Fringe Cost 3		
15		Personnel 1 fringe description	(rate)	=	Total Fringe Cost 4		
16							<b>Total fringe cost</b>
17							
18	<b>Transportation:</b>	Transportation description	(rate)	=	Transportation Cost		
19		Transportation description	(rate)	=	Transportation Cost		
20							<b>Total transportation cost</b>
21							
22	<b>Stipends:</b>	Stipend description	(rate)	=	Stipend Cost		
23		Stipend description	(rate)	=	Stipend Cost		
24							<b>Total stipend cost</b>
25							
26	<b>Consultants/Subcontracts:</b>	Consultant/subcontract description	(rate)	=	Consultant/subcontract cost		
27		Consultant/subcontract description	(rate)	=	Consultant/subcontract cost		
28							<b>Total consultant/subcontract cost</b>
29							
30	<b>Materials:</b>	Material description	(rate)	=	Material cost		
31		Material description	(rate)	=	Material cost		
32							<b>Total material cost</b>
33							
34	<b>Other:</b>	Description	(rate)	=	Other costs		
35		Description	(rate)	=	Other costs		
36							<b>Total other costs</b>
37							
38					<b>Total Cost Request:</b>	\$	-
39							
40							



# Selection & Scoring

Categories	Total Points
<b>Project Proposal</b> <ul style="list-style-type: none"><li>● Project goal and strategies support improved maternal health outcomes for Providence individuals/families of color.</li><li>● Project activities are clearly defined and described in question responses.</li><li>● Time commitment of staff are appropriate to the project.</li><li>● Timeline of work is feasible and can be completed by June 30, 2022.</li><li>● Evaluation plan is clearly defined and aligns with goals, strategies, and activities of project.</li></ul>	40
<b>Individual/Organization Experience</b> <ul style="list-style-type: none"><li>● Qualifications and relevant individual/organization experience, including sub-contractors.</li><li>● Demonstrated success on past projects of similar scope and complexity.</li><li>● Demonstrated commitment to addressing maternal health outcomes for Providence individuals/families of color.</li></ul>	30
<b>Cost Proposal</b> <ul style="list-style-type: none"><li>● Budget is in alignment with the proposed activities.</li><li>● Funds can be expended by June 30, 2022.</li></ul>	30
<b>Total Eligible Points</b>	100



MAYOR JORGE O. ELORZA  
CITY OF PROVIDENCE

# QUESTIONS AND ANSWERS

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# THANK YOU!

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Laurie Moise Sears, MPH

[Lmoise@providenceri.gov](mailto:Lmoise@providenceri.gov)

