



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: Driver's License Restoration Program

Date to be opened: 6/21/2022

Issuing Department: Recovery 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:
 - Bret Jacob
 - 401-680-5751
 - bjacob@providenceri.gov

Pre-bid Conference

A pre-bid conference will be held via Zoom on Wednesday, May 25 at 10am. The pre-bid is not mandatory for bid selection. Please use the following link to request access to the pre-bid conference via Zoom. Details will be emailed to all interested parties beforehand. If you cannot make the scheduled time, the meeting will be recorded to be watched at a later date.

Pre-Bid Conference Registration Link: <https://forms.gle/43zZedEZjAP6cjcA7>



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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 3rd 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 and must include the company name and address on the envelope as well.** (On page 1).
- If required by the Department, please keep the original bid bond and check in only one of the envelopes.
- 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, 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/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. 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 3 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 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 (Write the “Item Description” 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 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: *In addition to the MBE/WBE Participation Affidavit*, 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:

- a) 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.
- b) If the prime contractor company has the capacity to perform the whole project, the City of Providence requires the contractor to meet the city's goal of a combined 20% of MBE and WBE participation.
- c) If the contractor is a nonprofit organization, the City of Providence requires the nonprofit organization to provide the *MBE/WBE Participation Affidavit Form* and proof of its nonprofit status.
- d) If the contractor has researched the RI Certified minority list (<http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>) and the state does not have any companies in the desired trade, the City of Providence requires the contractor to provide the *MBE/WBE Participation Affidavit Form*.
- e) Waivers will be considered for approval on a case-by-case basis.



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Verifying MBE/WBE Certification

It is the responsibility of the bidder to confirm that every MBE or WBE named in a proposal and included on 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 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 request for final payment. A copy of all forms should be sent to the MBE/WBE Outreach Director Office, Grace Diaz at gdiaz@providenceri.gov. This form is not submitted as a part of the initial bid package. For contracts with durations 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. A copy of all forms should be sent to the MBE/WBE Outreach Director Office, Grace Diaz at gdiaz@providenceri.gov. 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 gdiaz@providenceri.gov or (401) 680-5766.



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MBE/WBE PARTICIPATION AFFIDAVIT

Project /Item Description (as seen on RFP):

Prime Bidder: _____ Contact Email and Phone _____

Company Name, Address and Trade: _____

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. 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 _____ Required

Signature of Bidder

Printed Name



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MBE/WBE Waiver Request Form

Fill out this form only if you 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. **In case a waiver is need it City Department Directors should not** recommend a bidder for award if this form is not included, absent or is not signed by the city of Providence MBE/WBE director.

Prime Bidder: _____ Contact Email and Phone _____
Company Name, Address: _____ Trade _____
Project /Item Description (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 Name	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 / or Duly Authorized Representative
Date Signed

Printed Name

Signature of City of Providence (or Designee (Only)
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



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BID PACKAGE SPECIFICATIONS

The COVID-19 pandemic devastated the economies of cities across the country and severely impacted residents' ability to remain employed. In Providence, for example, the unemployment rate peaked at 19.2% in 2020, the seventh highest rate in the state.¹ The City still has not fully recovered from the job loss that occurred. One of the many impacts of unemployment is the reduced ability to pay for outstanding court and/or traffic fines, leading to a compounding of the fines and suspension of a driver's license. A pre-pandemic case study published by the the New York Law School and the Fines and Fees Justice Center found that in the years 2018 and 2019, the total driver's licenses suspended by the Rhode Island Traffic Tribunal was 22,202 and 20,769, respectively². The study also found that 90% of suspensions were due to failure to pay court fines or failure to appear for a hearing. In 2021, the Rhode Island DMV issued more than 53,000 suspensions, over 10,000 of which were licenses with a Providence zip code on file³.

To understand how outstanding fines and fees and license suspensions impact residents, the City commissioned Open Doors in 2021 to administer a survey and a series of focus groups⁴. 317 Providence residents completed the survey, and the demographics of participants over represent people of color (44.9% of the Providence population, 66.9% of survey participants). Open Doors found that participants consistently identified the inability to afford to restore their licenses, while still needing to use their vehicles to complete routine activities, as an ongoing barrier to their financial stability, workforce participation, and ability to avoid the criminal legal system. This is particularly acute for residents living in Providence's Qualified Census Tracts, where as many as 96% of workers rely on driving a vehicle to commute to work⁵.

One of the many impacts of driving with a suspended license while completing tasks necessary for participation in the economy can include arrest. In fact, arrests related to driving on a suspended/revoked license represent the greatest share of known reasons for arrests in Providence.⁶ Black residents are arrested at a rate nearly double their share of the population, and Latinx residents are similarly arrested at a rate disproportionate to their share of the population. Moreover, if a resident is identified as having a suspended license, the existing response from law enforcement – physical arrest, citation issuance, or issuance of a court summons – adds to existing court debt. The legal system's response thus creates a cycle of debt whereby residents have their license suspended because they are unable to pay fines and fees, are arrested for driving on a suspended license, and then receive more fines and fees that they cannot afford. Residents' financial stability is inhibited without ever achieving the goal of ensuring drivers have proper licensing.

There is broad support amongst the general Providence population related to fines and fees related reform. An analysis of a survey, provided by students of the Harvard Kennedy School of Government, found that "67% of

¹ [PVD COVID19 Resiliency and Recovery Task Force Report](#)

² Fines & Fees: A Contextualization of how Driver's License Suspensions Impact Communities in Rhode Island & Indiana

³ The 2021 DMV Statistics were obtained via a public records request. The data are still being evaluated and these numbers should be considered estimates.

⁴ [Unfair Fines: Feedback and Recommendations on Providence Municipal Fines](#)

⁵ [PolicyMap - Qualified Census Tract and Commuting to Work](#)

⁶ [PFM Public Safety Review Findings](#)



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respondents leaned toward being supportive or very supportive of reform⁷.” The City recognizes that investing in driver’s license restoration services is an effective and tangible strategy to aid in Providence’s economic recovery from the COVID-19 pandemic. Implementation of these services will increase employment opportunities and improve financial stability of communities most impacted by the virus’ health and economic impacts. The City seeks qualified vendors to achieve the listed goals by administering the outlined scope of work.

Goals

The City of Providence seeks an organization(s) to provide restoration services for Providence residents with suspended driver’s licenses as a result of unpaid municipal and/or state court fines, a missed traffic court hearing, and/or other monetary-related suspensions. This project aims to:

1. Increase the number of Providence drivers with a valid driver’s license;
2. Improve indigent residents’ financial stability by reducing or discharging court debt, or enrolling into a payment plan;
3. Increase access to workforce opportunities otherwise restricted by a suspended driver’s license;
4. Increase the time Providence Police Department can focus on addressing Part I crimes by decreasing the number of Providence residents arrested for driving with a suspended license;
5. Improve mental and physical health outcomes that are negatively impacted by outstanding court debt and license suspension;
6. Increase Providence residents’ access to driver’s license restoration services via in-person and/or digital platforms;
7. Capture relevant qualitative and quantitative data to use as a basis for future state law/regulation reform related to debt-based driver’s license suspensions.

Scope of Work

Organization(s) selected for this project will complete the below scope of work. Organizations are encouraged to apply as a collective with one lead applicant if, individually, they cannot complete all tasks within the scope.

Task 1: Provide peer navigator support for clients that require non-legal assistance

Activities:

- Assist with the collection of necessary paperwork
- Assist in the identification of sources of debt leading to license suspension
- Assist with the coordination of transportation to relevant state and/or municipal agencies
- Assist with the coordination of payment to relevant state and/or municipal agencies
- Assist with scheduling follow-up appointments with relevant state and/or municipal agencies

⁷ A memo titled: *Fines and Fees Reform City of Providence* was provided to the City by the Harvard Kennedy School of Government students



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- Refer residents to agencies/programs that can provide basic needs supports like housing, food security, utility assistance, and job placement
- Conduct an initial screening to determine residents' eligibility for services

Deliverable:

- Monthly summary of task measures

Task Measures:

- Total number of residents assisted
- Demographics of residents assisted
 - Annual income
 - Race
 - Ethnic origin
 - Zip Code
 - Gender identity
 - Age
 - Housing status
- Type of assistance provided
- Number of referrals made to basic support and job placement opportunities
- Summary of where residents are in the restoration process
- Amount of court debt owed before navigator services
- Average age of court debt
- Range of age of court debt
- Amount of court debt owed after navigator services
- Status of license (on-going)
- Average length of time with a suspended license
- Range of length of time with a suspended license

Task 2: Provide legal support and/or representation for clients required to interface with municipal and/or state courts/agencies

Activities:

- Assist residents with understanding legal communications related to license suspension and court debt sent by state/municipal government entities
- Assist residents with understanding court-issued warrants for failure to appear as they relate to license suspension cases
- Represent clients in state/municipal government hearings to negotiate a reduction or discharge of court debt impeding license restoration

Deliverable:

- Monthly summary of task measures



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Task Measures:

- Total number of residents assisted
- Demographics of residents assisted
 - Annual income
 - Race
 - Ethnic origin
 - Zip Code
 - Gender identity
 - Age
 - Housing status
- Type of assistance provided
- Status of license (on-going)
- Amount of court debt owed before legal support/representation
- Amount of court debt owed after legal support/representation
- Age of court debt
- Length of time with suspended license

Task 3: Develop a multilingual outreach strategy to identify and recruit eligible residents to participate in the program

Activities:

- Provide information about the program via in-person tabling at (non-exhaustive list):
 - Community centers
 - Churches
 - Indoor and outdoor festivals
 - High foot-traffic public areas
 - Existing court debt discharge events
- Translate all promotional materials into (at least) Spanish, but also consider Khmer, Portuguese, and other languages spoken by residents in Providence
- Create a digital marketing campaign to promote services

Deliverables:

- Professional quality physical and digital flyers
- Regular social media posts
- Regular email outreach
- Monthly summary of task measures

Task Measures:

- Social media campaign reach
- Email marketing campaign reach
- Name and location of in-person events attended
- Number of referrals made during in-person events



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Task 4: Manage a cash assistance fund to assist with payments of fines, processing fees, license reinstatement fees, transportation, and other barriers preventing full participation in the economy by driving.

Activities:

- Articulate and publish a full list of expenses deemed necessary to achieve full license reinstatement and driving readiness
- Disburse funds to residents and/or courts/agencies
- Maintain a detailed log of disbursements

Deliverable:

- Monthly summary of program measures

Task Measures:

- Total cash assistance provided
- Average cash assistance provided per person
- Total cash assistance provided by category
 - For example, \$100 for fines, \$100 for license reinstatement fees, etc.

Task 5: Create an administrative process for screening residents' eligibility for service; develop criteria for eligibility for service

Deliverables:

- A framework that articulates thresholds residents are required to meet to be eligible for certain services
 - For example, "residents with \$100 or less in outstanding court debt will not receive legal representation, only direct cash assistance to pay for the fine and processing fees"
- A digital and physical form to be used to capture relevant demographic and other information noted in Tasks 1-3

Task 6: Regularly attend City of Providence Monthly Fines and Fees Workgroup Meetings

Activities:

- Present summary of service activity for the preceding month

Task 7: Partner with an academic institution to evaluate the effectiveness and impact of the restoration program. This component is encouraged but **not required** for applicants to be considered for the award. Please note that **no funding from this award** may be used for this task. Applicants will need to identify other sources of funding or establish partnerships.

Deliverable:

- A report that details the short, medium, and/or long-term impact of providing license restoration services

Populations Eligible for Services:



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This program is being funded using American Rescue Plan Act (ARPA) dollars. Therefore, certain restrictions exist on households eligible for services. Based upon the final rule published by the Department of the Treasury, households with incomes **at or below 300%** of the federal poverty guidelines **or at or below 65%** of the area median income are eligible to receive these services⁸. The table below articulates income thresholds that will be eligible for Driver’s License Restoration Services based on these criteria:

Household Size	1	2	3	4	5	6	7	8
300% Federal Poverty Level	\$40,770	\$54,930	\$69,090	\$83,250	\$97,410	\$111,570	\$125,730	\$139,890
65% Area Median Income	\$44,005	\$50,310	\$56,615	\$62,855	\$67,925	\$72,930	\$78,000	\$83,005

Populations Ineligible for Services:

Drivers with licenses currently suspended for moving violations that result in felony convictions, including but not limited to vehicular homicide/manslaughter, repeat and/or multiple DUI’s, reckless driving, or fleeing the scene of an accident. However, if the statutorily required duration of license suspension has passed, and a resident’s only reason for continued license suspension is an inability to afford court fines and/or reinstatement fees, they may be eligible for services.

Timeline

July 2022-July 2024 or until funds are depleted. Extension of the timeline is possible contingent upon available funding.

Qualifications

Organizations are encouraged to apply as a collective with one lead applicant if, individually, they do not meet all of the criteria listed:

- Registered 501c(3) non-profit
- Demonstrated experience and/or knowledge of providing driver’s license restoration services
- Demonstrated experience managing cash assistance or other direct benefit programs
- Demonstrated experience creating new or modifying existing administrative processes to determine a client’s eligibility for services
- Ability to provide legal advice and/or representation to clients

⁸ [See page 4345 of the Department of Treasury's Final Rule](#)



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- Demonstrated experience providing services to historically underinvested communities including but not limited to:
 - Black, Indigenous, and other People of Color (BIPOC)
 - Residents with limited English-language proficiency
 - LGBTQIA+ residents
 - Residents with involvement in the criminal legal system
 - Residents experiencing homelessness
 - Youth ages 18-24
- Demonstrated experience developing focused advertising campaigns that increase use of services
- Demonstrated experience in program reporting, including fiscal, programmatic, and outcome reporting

Funding Availability:

The City anticipates administering one (1) award for a maximum of \$724,000.

\$700,000 is available via American Rescue Plan Act dollars. This funding is contingent upon final passage of Ordinance 30569 - *AN ORDINANCE ADOPTING THE AMERICAN RESCUE PLAN ACT GRANT BUDGET FOR THE PERIOD OF JANUARY 6, 2022 THROUGH DECEMBER 31, 2024.*

\$24,000 is available using grant funds the City was awarded from the Cities and Counties for Fines and Fees Justice program.

Funding Restrictions:

American Rescue Plan Act funds may not be used to provide direct cash assistance for child support arrears or legally imposed vehicle alterations as punishment for a felony moving violation.

Reporting Requirements

The organization(s) selected for this work will be required to submit monthly narrative reports that include the items listed in the “program measures” section. Additionally, the organization will be required to provide a de-identified expense report including backup documentation on a monthly basis. Failure to provide these reports and backup documentation will result in payments being held until receipt of the reports.

Proposal Materials

1. **Contact Information:** Individual or organization name, address, phone, and email.
2. **Proposal Narrative-** (maximum 10 pages, single-spaced)
 - a. **Organizational Experience:** Please respond directly to the Qualifications section
 - b. **Work Plan Proposal:** Describe the proposed work plan to meet the RFP’s goals and tasks set out in the Scope of Work. Please be sure to provide:
 - i. A draft example of the deliverables outlined in Task 5
 - ii. The estimated average number of clients to be served per month, including an estimate of licenses to be restored.



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- iii. A comprehensive list of expense categories (and estimated costs per resident) essential to ensure residents are fully licensed and able to participate in the economy by driving (as they relate to task 4).
- iv. Community Partnerships: Describe how the proposed work plan compliments or builds upon your organization's existing relationships with historically underinvested communities in Providence and Rhode Island.
- v. A draft in-person and digital outreach strategy
- c. Staffing: Provide the following:
 - i. Roles and qualifications of all relevant organization staff
 - ii. Staffing plan to meet responsibilities outlined in scope of work and qualifications.
3. **Timeline** - On a separate sheet include the proposed timeline of work.
4. **Resumes** - Provide resumes of all relevant lead organization staff. Include copies of any certifications, credentials, or documentation of experience, as appropriate. Please do not submit original documents.
5. **Letters of commitment**- If applying with partners, provide letters of commitment from all partner organizations (other than lead) certifying their role and responsibilities in the proposed work plan.
6. **Supporting documents** - (maximum 5 pages) Optional: Provide documents, links, communications materials, etc. that provide any relevant background information about the organization and experience with similar projects.

Budget

1. **Funding proposal:** In Excel format, provide a spreadsheet that includes costs and descriptions outlined above in the Funding Availability and Scope of Services sections. Additional budget lines or categories may be added or removed as appropriate.
2. **Funding timeline:** In Excel or Word format, please identify how your proposed budget will be spent within the available funding timeline (see Funding Availability section).

Selection Criteria

Proposals will be evaluated in a two-step process, first technical specifications, then budgetary. Only proposals that achieve a score of 70 or higher in step one will be eligible to advance to step two. From there, per City ordinance, proposals with the lowest bid amount will be awarded.

1. **Technical Specifications** - Bidders must receive a minimum score of 70 to be eligible to move on to the budget evaluation.



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Categories	Total Points
<p>Project Proposal</p> <ul style="list-style-type: none"> ● Proposed work plan supports the project's goals, tasks, and activities ● Methods of achieving the goals and conducting project tasks are clearly described ● The estimated number of clients to be served and licenses restored per month aligns with the work plan ● Time commitment of staff is appropriate to the project ● Proposal provides examples of deliverables requested in Task 5 ● Proposal includes all required documentation ● Proposal demonstrates strong partnerships to reach communities most impacted by COVID-19 and it's negative economic consequences 	35
<p>Timeline Proposal</p> <ul style="list-style-type: none"> ● Timeline of work is feasible ● Timeline clearly describes the steps necessary to complete the work plan 	15
<p>Organization Experience</p> <ul style="list-style-type: none"> ● Demonstrated success on past projects of similar scope and complexity ● If included, supporting documents are relevant in demonstrating the organization's experience with similar projects 	20
<p>Experience Implementing Responsive Programming With Historically Underinvested Communities</p> <ul style="list-style-type: none"> ● Demonstrated previous experience implementing programming that is responsive to the needs of historically underinvested communities ● Actively engaged in ensuring existing programs are responsive to the needs of historically underinvested communities ● Has a clear plan to acquire skills/knowledge/capacity to deliver programming that is responsive to the needs of historically underinvested communities 	15
<p>Partnership to Evaluate Impact</p> <ul style="list-style-type: none"> ● Proposal has identified alternative funding/partnerships to evaluate the short, medium, and/or long-term impact of license restoration services 	5
<p>Total Technical Specification Eligible Points</p>	90



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2. Budget

Cost Proposal <ul style="list-style-type: none">Budget is in alignment with the proposed activities	10
Total Budget Eligible Points	10



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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.
- **PROOF OF INSURANCE**



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CITY OF PROVIDENCE STANDARD TERMS & CONDITIONS

1. The terms “you” and “your” contained herein refer to the person or entity that is a party to the agreement with the City of Providence (“the City”) and to such person’s or entity’s employees, officers, and agents.
2. The Request For Proposals (“RFP”) and these Standard Terms and Conditions together constitute the entire agreement of the parties (“the Agreement”) with regard to any and all matters. By your submission of a bid proposal or response to the City’s RFP, you accept these Standard Terms & Conditions and agree that they supersede any conflicting provisions provided by bid or in any terms and conditions contained or linked within a bid and/or response. Changes in the terms and conditions of the Agreement, or the scope of work thereunder, may only be made by a writing signed by the parties.
3. You are an independent contractor and in no way does this Agreement render you an employee or agent of the City or entitle you to fringe benefits, workers’ compensation, pension obligations, retirement or any other employment benefits. The City shall not deduct federal or state income taxes, social security or Medicare withholdings, or any other taxes required to be deducted by an employer, and this is your responsibility to yourself and your employees and agents.
4. You shall not assign your rights and obligations under this Agreement without the prior written consent of the City. Any assignment without prior written consent of the City shall be voidable at the election of the City. The City retains the right to refuse any and all assignments in the City’s sole and absolute discretion.
5. Invoices submitted to the City shall be payable sixty (60) days from the time of receipt by the City. Invoices shall include support documentation necessary to evidence completion of the work being invoiced. The City may request any other reasonable documentation in support of an invoice. The time for payment shall not commence, and invoices shall not be processed for payment, until you provide reasonably sufficient support documentation. In no circumstances shall the City be obligated to pay or shall you be entitled to receive interest on any overdue invoice or payment. In no circumstances shall the City be obligated to pay any costs associated with your collection of an outstanding invoice.
6. For contracts involving construction, alteration, and/or repair work, the provisions of applicable state labor law concerning payment of prevailing wage rates (R.I. Gen. Laws §§ 37-13-1 et seq., as amended) and the City’s First Source Ordinance (Providence Code of Ordinances §§ 21-91 et seq., as amended) apply.
7. With regard to any issues, claims, or controversies that may arise under this Agreement, the City shall not be required to submit to dispute resolution or mandatory/binding arbitration. Nothing prevents the parties from mutually agreeing to settle any disputes using mediation or non-binding arbitration.
8. To the fullest extent permitted by law, you shall indemnify, defend, and hold harmless the City, its employees, officers, agents, and assigns from and against any and all claims, damages, losses, allegations, demands, actions, causes of action, suits, obligations, fines, penalties, judgments, liabilities, costs and expenses, including but not limited to attorneys’ fees, of any nature whatsoever arising out of, in connection with, or resulting from the performance of the work provided in the Agreement.
9. You shall maintain throughout the term of this Agreement the insurance coverage that is required by the RFP or, if none is required in the RFP, insurance coverage that is considered in your industry to be commercially reasonable, and you agree to name the City as an additional insured on your general liability policy and on any umbrella policy you carry.
10. The City shall not subject itself to any contractual limitations on liability. The City shall have the time permitted within the applicable statute of limitations, and no less, to bring or assert any and all causes of action, suits, claims or demands the City may have arising out of, in connection with, or resulting from the performance of the work provided in the Agreement, and in no event does the City agree to limit your liability to the price of the Agreement or any other monetary limit.
11. The City may terminate this Agreement upon five (5) days’ written notice to you if you fail to observe any of the terms and conditions of this Agreement, or if the City believes your ability to perform the



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- terms and conditions of this Agreement has been materially impaired in any way, including but in no way limited to loss of insurance coverage, lapsing of a surety bond, if required, declaration of bankruptcy, or appointment of a receiver. In the event of termination by the City, you shall be entitled to just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
12. Written notice hereunder shall be deemed to have been duly served if delivered in person to the individual or member of the firm or entity or to an officer of the entity for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known by the party providing notice.
13. In no event shall the Agreement automatically renew or be extended without a writing signed by the parties.
14. You agree that products produced or resulting from the performance of the Agreement are the sole property of the City and may not be used by you without the express written permission of the City.
15. For any Agreement involving the sharing or exchange of data involving potentially confidential and/or personal information, you shall comply with any and all state and/or federal laws or regulations applicable to confidential and/or personal information you receive from the City, including but not limited to the Rhode Island Identity Theft Protection Act, R.I. Gen. Laws § 11-49.3-1, during the term of the Agreement. You shall implement and maintain appropriate physical, technical, and administrative security measures for the protection of, and to prevent access to, use, or disclosure of, confidential and/or personal information. In the event of a breach of such information, you shall notify the City of such breach immediately, but in no event later than twenty-four (24) hours after discovery of such breach.
16. The Agreement is governed by the laws of the State of Rhode Island. You expressly submit yourself to and agree that any and all actions arising out of, in connection with, or resulting from the performance of the Agreement or relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island or the federal court located in Rhode Island.
17. The failure of the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
18. If any term or provision of this Agreement, or the application thereof to any person or circumstance shall, in any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.