



CITY OF PROVIDENCE, RHODE ISLAND

Department: Innovation

RFP Title: Covid-19 Equity Program Evaluation and Performance Measurement

Opening Date: 12/5/22

Addendum #: 1

Issue Date: 11/23/22

The purpose of this addendum is The purpose of this addendum is to respond to questions received during the pre-bid conference on 11/18/22 and publish the slides used during that conference.



CITY OF PROVIDENCE, RHODE ISLAND

Covid-19 Equity Program Evaluation and Performance Measurement Q and A

1. Q: Can bids be submitted digitally?

A: All bids must be submitted in hard copy to the Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.

2. Q: What percent of subcontracts or partnerships should go to Minority or Women-Owned Business Enterprises?

A: 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/>.

More information can be found on pages [9-10](#) of the full Request for Proposals.

3. Q: What is the maximum amount of funding available for this project?

A: \$100,000 has been allocated from the City's ARPA funds for this project.

Program Monitoring and Performance Measurement

Pre-Bid Conference



Agenda

1. Pre-bid meeting overview
2. Covid-19 Equities Fund Overview
3. Project Overview
4. Purchasing overview
5. Q and A



Pre-Bid Meeting

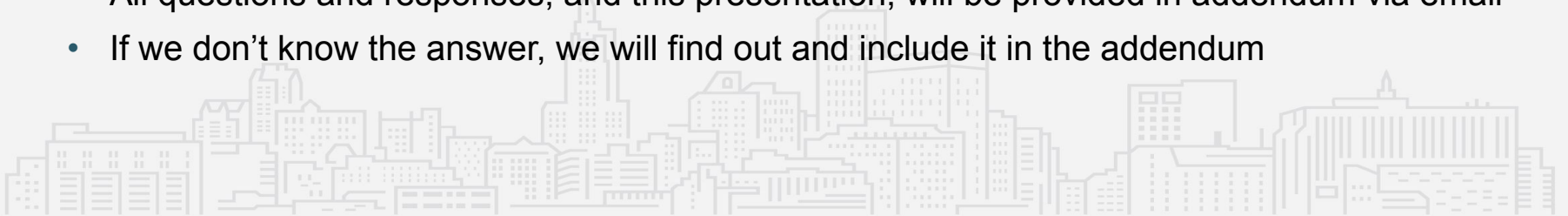


Purpose:

- Provide clarity on the Request for Proposals
- Help navigate City procurement procedures
- Answer technical questions
- Competitive bidding; cannot provide recommendations on strategy

Questions:

- Please hold questions until the end
- All questions and responses, and this presentation, will be provided in addendum via email
- If we don't know the answer, we will find out and include it in the addendum



Covid-19 Equities Fund Overview



ARPA and Reparations



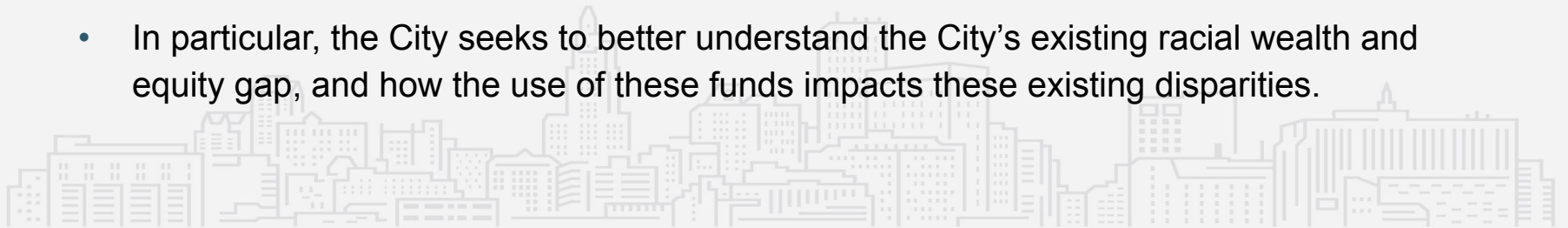
- Providence received approximately \$166M in SLRF funds, which were distributed via municipal ordinance into various categories in May 2021 and June 2022.
 - The June 2022 ordinance included \$10 million into the COVID-19 Equities Fund.
- The purpose of this funding is to address the disparities resulting from injuries suffered by African Heritage and Indigenous communities identified during the Truth-Telling phase of the City's Truth, Reconciliation, and Reparations process.
- The City's municipal reparations commission created a detailed 11-point investment strategy that articulates specific recommendations, grounded in community feedback and research, to guide the use of these funds to address these disparities.



Covid-19 Equity Fund Goals



- The primary goal of COVID-19 Equity Program is to “close the present-day racial wealth and equity gap.”
- The “racial wealth gap” refers to the difference in assets owned by different racial or ethnic groups. Nationally, the average Black household has approximately 15-20% of the net wealth of the average White household.
- In Providence, we do not have specific data on the racial wealth gap.
- In order to understand and assess the impacts of the programs and projects funded through the COVID-19 Equity Program, the City is seeking proposals to conduct an independent evaluation of the performance and impact of this suite of programs.
- In particular, the City seeks to better understand the City’s existing racial wealth and equity gap, and how the use of these funds impacts these existing disparities.



Project Overview



Goals



The goals of this project are to:

1. Conduct a rigorous analysis of the existing racial wealth and equity gap in the City of Providence, specifically.
2. Evaluate the short-term impact of the Covid-19 Equity Program on the existing racial wealth and equity gap.
3. Evaluate the extent to which the Covid-19 Equity Program creates the conditions necessary for medium and long-term impact on the racial wealth and equity gap.



Required Activities



Phase 1: Planning and design

Estimated timeline: January, 2023 – March, 2023

During this phase, the evaluation partner may conduct literature reviews and stakeholder interviews, identify key existing data sources, create plans to collect and assess necessary additional data, and create an implementation plan for the remaining phases. Key deliverables for this phase include:

- a. Clearly define the components of the City's racial wealth and equity gap.
- b. Identify key metrics by which the City's racial wealth and equity gap can be tracked overtime.
- c. Identify short-, medium-, and long- term metrics that can indicate whether or not the City is on track to closing the racial wealth gap.
- d. Establish a process for assessing program performance and short-term impact of the Covid-19 Equity Program on the existing racial wealth and equity gap.
- e. Complete these tasks with a specific focus on the African Heritage and Indigenous population of Providence.

Required Activities



Phase 2: Establish a baseline

Estimated timeline: April, 2023 – October, 2023

During this phase, the evaluation partner will assess existing data sources and collect necessary supplemental data to determine the baseline racial wealth and equity gap that exists in the City of Providence. The partner will also establish a baseline for the metrics identified in Phase Key deliverables for this phase include:

- a. A quantified racial wealth and equity gap for the City of Providence's various racial groups, with a specific focus on African Heritage and Indigenous residents.
- b. Quantified baselines for key metrics established in Phase 1.



Required Activities



Phase 3: Evaluate program performance and impact

Estimated timeline: October, 2023-July, 2025

During this phase, the evaluation partner will implement the process created in Phase 1 to assess the short-term impact of the Covid-19 Equity Program. The partner will also track and report on short term metrics that can indicate whether or not the City is on track to close the racial wealth gap over the medium-and long term. Key deliverables include:

- a. A data dashboard through which the City can view regular updates to key metrics and indicators of program performance and impact.
- b. A final report on the short-term impact of the Covid-19 Equity Program and the extent to which the City is on track to narrow the racial wealth and equity gap over the medium and long term.
- c. Final recommendations to maximize the impact of the Covid-19 Equity Program over the medium- and long-term.

Required Activities

- Applicants may suggest additional or alternative activities in their proposal to achieve the goals laid out in this RFP.
- Timeline is flexible, but ARPA-funded activities must be completed by July, 2025.
- All recipients of ARPA funds are subject to required federal contract provisions. These include requirements around procurement procedures, records maintenance, and regular reporting. Details may be found in [Attachment A: Sample City of Providence ARPA Agreement](#) and [ARPA Exhibit: ARPA Handbook – City of Providence SLFRF Manual](#). Selected partner(s) will have the opportunity to review and discuss exact details during contracting.



Organizational Criteria



Organizations, individuals, or collaboratives that have experience conducting evaluation and research projects are eligible to apply.

- If applying as a collaborative, identify a lead partner.
- Other organizations will be subcontractors.
- Staff involved to the project must have the credentials, experience, and background to meet project goals.

The successful applicant will have:

- A robust track record of research and evaluation work focused on economically marginalized populations in Rhode Island.
- Existing relationships to funders, universities, and other critical partners that can be leveraged for this project are strongly encouraged to apply.
- A high level of expertise in the City's local context and conditions.
- A strong commitment and ability to providing high quality, culturally competent evaluation services through an anti-racist, anti-stigma, and strengths-based lens.

Allowable Expenses

Funds may be allocated towards:

- Personnel Salaries and Fringe
- Transportation
- Equipment
- Subcontracts
- Materials
- Professional Development/Training
- Overhead - *no more than 7% of total budget can be for overhead/indirect costs.*



Application Components



- Contact information
- Proposal narrative (maximum 10 pages, single-spaced)
 - Organizational Experience
 - Work Plan Proposal
 - Community Partnerships
 - Staffing
- Timeline
- Resumes
- Letters of commitment
- Supporting documents
- Budget proposal + timeline



Scoring of Bids

- Technical specifications (Bidders must receive a minimum score of 70/90) to be eligible to move on to the budget evaluation
 - Project Proposal – 35
 - Timeline Proposal – 15
 - Organizational Experience – 30
 - Leveraged partnerships - 10
- Cost Proposal – 10
- *Total – 100 points*



Bid Package



- Bids are due on **December 5th by 2:15.**
- All bid package documents are required
- Read the forms thoroughly and as early as possible; some will take time to complete.
- All bids submitted to the City Clerk become public record.
- Visit the “How to Submit a Bid” webpage
 - www.providenceri.gov/purchasing/how-to-submit-a-bid/
 - Provides step by step instructions
 - Downloadable forms
- Anticipate making an award recommendation to Procurement for December 19th Board of Contract and Supply meeting.



Questions?

- Hannah Kahn: hkahn@providenceri.gov
- Purchasing: purchasing@providenceri.gov

Thank you!

