



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

# **REQUEST FOR PROPOSALS**

**Item Description: 2023 One Providence for Youth Employment**

**Program Date to be opened: December 05, 2022**

**Issuing Department: Office of Economic Opportunity**

## **QUESTIONS**

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Department.
  - Email: [purchasing@providenceri.gov](mailto:purchasing@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:
  - Kadeem Leslie, Deputy Director of OEO
  - [kleslie@providenceri.g](mailto:kleslie@providenceri.g)

## **Pre-bid Conference**

**Bidder’s Conference (Non-mandatory)  
Wednesday, November 9, 2022 1:00 pm  
Via Zoom**

<https://us02web.zoom.us/j/89621318279?pwd=bjZGY0VINmUrWWEzWTJhUTlhaHIyUT09>



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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 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/ 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*)
- 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.***



**BOARD OF CONTRACT AND SUPPLY**  
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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 2 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.)



**BOARD OF CONTRACT AND SUPPLY  
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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](mailto: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](mailto: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](mailto: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](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 \_\_\_\_\_ 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      Printed Name  
Date Signed

\_\_\_\_\_  
Signature of City of Providence (or Designee (Only)      Printed Name of City of Providence      Date Signed  
MBE/WBE Outreach Director      MBE/WBE Outreach Director



**BOARD OF CONTRACT AND SUPPLY  
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ARPA Requirements Addendum

***Federal and State Contract and Purchasing Requirements***

The following terms and conditions apply to all contractors, vendors, or subrecipients of the City of Providence and all subrecipients of subrecipients of the City of Providence and all contractors or vendors hired by the subrecipient, according to the City's Award Terms and Conditions; by ARPA and its implementing regulations; and as established by the Treasury Department.

**1. Equal Opportunity.**

Contractor shall comply with Executive Order 11246, "Equal Employment Opportunity," as amended by EO 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**2. Minority and Women Business Enterprises (if applicable to this Contract)**

Contractor hereby agrees to comply with the following when applicable: The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise), when applicable. Accordingly, the Contractor hereby agrees to take affirmative steps to assure that women and minority businesses are utilized when possible as sources of supplies, equipment, construction, and services. Affirmative steps shall include the following:

- a) Including qualified women's business enterprises and small and minority businesses on solicitation lists;
- b) Assuring that women's enterprises and small and minority businesses are solicited whenever they are potential sources;
- c) When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority business, and women's business enterprises;
- d) Where the requirement permits, establishing delivery schedules which will encourage participation by women's business enterprises and small and minority business;
- e) Using the services and assistance of the Small Business Administration, and the U.S. Office of Minority Business Development Agency of the Department of Commerce; and
- f) If any subcontracts are to be let, requiring the prime Contractor to take the affirmative steps in a through e above.

For the purposes of these requirements, a Minority Business Enterprise (MBE) is defined as an enterprise that is at least 51 percent owned and controlled in its daily operation by members of the following groups: Black, Hispanic, Asian or Pacific Islander, Native American, or Alaskan Natives. Women Business Enterprise (WBE) is defined as an enterprise that is at least 51 percent owned and controlled in its daily operation by women.



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**3. Suspension and Debarment. (Applies to all purchases.)**

(A) This contract is a covered transaction for purposes of 2 CFR pt. 180 and 2 CFR pt. 3000. As such, the Contractor is required to verify that none of Contractor's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).

(B) The Contractor must comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(C) This certification is a material representation of fact relied upon by the City of PROVIDENCE. If it is later determined that the contractor did not comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(D) The Contractor agrees to comply with the requirements of 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**4. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, as amended. (Applies to all purchases.)**

Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

\*Purchases over \$100,000 - Contractors must sign the certification on the last page of this addendum\*

**5. Access to Records. (Applies to all purchases.)**

A. The Contractor agrees to provide the City of PROVIDENCE, the U.S. Department of Treasury, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means or to copy excerpts and transcriptions as reasonably needed and agrees to cooperate with all such requests.

B. The Contractor agrees to provide the Treasury Department or authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

C. No language in this contract is intended to prohibit audits or internal reviews by the Treasury Department or the Comptroller General of the United States.



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**6. Rights to Inventions Made Under a Contract or Agreement.**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any applicable implementing regulations.

**7. Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333) (applies only to purchases over \$100,000, when laborers or mechanics are used.)**

Where applicable, all contracts in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704 of the Contract Work Hours and Safety Standards Act, as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of 40 U.S.C. 3704 are applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**8. Clean Air Act & Federal Water Pollution Control Act (applies to purchases of more than \$150,000.)**

A. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

B. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

C. The Contractor agrees to report each violation of the Clean Air Act and the Water Pollution Control Act to the City of PROVIDENCE

D. and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

E. Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

**9. Prohibition on certain telecommunications and video surveillance services or equipment (Huawei and ZTE)**

Contractor is prohibited from obligating or expending loan or grant funds to:





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1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - I. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - II. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - III. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

**10. Buy USA - Domestic Preference for certain procurements using federal funds.**

Contractor should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

1. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
2. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer- based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**11. Procurement of Recovered Materials: (applies only if the work involves the use of materials)**

- A. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
  - I. Competitively within a timeframe providing for compliance with the contract performance schedule;
  - II. Meeting contract performance requirements; or



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III. At a reasonable price.

B. Information about this requirement, along with the list of EPA - designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

C. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

**12. Publications.**

Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."

**13. Increasing Seat Belt Use in the United States.**

Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Contractor is encouraged to adopt and enforce on-the-job seat belt policies and programs for your employees when operating company-owned, rented or personally owned vehicles.

**14. Reducing Text Messaging While Driving.**

Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Contractor is encouraged to adopt and enforce policies that ban text messaging while driving, and establish workplace safety policies to decrease accidents caused by distracted drivers.

**15. Iran Divestment Act.**

Pursuant to the North Carolina General Assembly (S.L. 2015-118; SB455), The Iran Divestment Act is to implement the authority granted to states by federal law to impose state-level sanctions against companies that engage in certain investment activities in the energy sector of Iran.

***Additional Federal Regulations Applicable to ARPA (is hereby incorporated by reference):***

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
2. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference
3. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.



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4. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
5. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
6. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
7. New Restrictions on Lobbying, 31 C.F.R. Part 21.
8. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
9. Generally applicable federal environmental laws and regulations.

***Statutes and regulations prohibiting discrimination applicable to ARPA awards include, without limitation, the following:***

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
2. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), 4 which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
3. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
4. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and

Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.



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## **BID PACKAGE SPECIFICATIONS**

### **SECTION 1: Background**

In March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) of 2021 into law to bring direct and immediate relief to families and workers. The act provides \$350 billion in funding to states, counties, municipalities and other governmental units across the country. These funds-Coronavirus State and Local Fiscal Recovery Funds (SLFRF)- are to be used by state and local governments to address the devastating public health and economic impacts of the COVID-19 pandemic. Providence received approximately \$166M in SLRF funds, which were distributed via municipal ordinance into various categories in May 2021 and June 2022.

In alignment with Mayor Elorza's vision for a city with economic and educational opportunities for all, the City of Providence has created *One Providence for Youth*, a workforce development system for youth and emerging adults aged 14 to 24. *One Providence for Youth* brings together government, business leaders, youth, educators and community partners to address the complexities of youth unemployment and achieve a tangible impact in the lives of youth. In addition to the economic benefits of having a wage-earning job, youth gain valuable real-world work experience, problem-solving and life skills, and access to professional networks through educative and immersive experiences, while employers are able to help prepare the next generation of workers they need.

The One Providence for Youth Program directly addresses the inequities that exist in our city and state today, and creates pathways to employment. Engaging in work based learning experiences in high school, including internships and apprenticeships while building positive relationships with adults can help young people of color and youth from low-income neighborhoods gain access to higher-quality jobs by the age of 30. This program provides youth with comprehensive service learning and work experience programming, work readiness, 21<sup>st</sup>-century skills, and financial literacy all while providing a part-time income. Having a job as a teenager can lead to a higher job quality into adulthood and increased wages by the age of 23.

### **SECTION 2: Goals**

Proposals are being solicited for multiple qualified entities to implement summer programs that integrate best practices in education, workforce development, and youth development. Programs must:

- Integrate youth development principles into work-based experiences and/or project-based service learning for young people.
- Provide opportunities for youth to understand career pathways and decision points, including the linkages between educational attainment, relevant experience, demonstrable skills and career advancement.
- Include meaningful opportunities for youth leadership and reflection on the personal and social impact of their work.
- Operate between February 6, 2022 and December 8, 2023 for a maximum of 120 hours per youth. *(Please note, both year-round and summer programming is allowable and encouraged through this RFP.)*

### **SECTION 3: Scope of Services**

#### **A) *One Providence for Youth* System Design**



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The overarching goal of *One Providence for Youth* is to provide youth with a set of work-related experiences that can better prepare them to succeed in employment. *One Providence for Youth* programs will:

- Offer developmentally appropriate experiences for youth and provide tiered work experiences that build skills, career exposure, and work readiness, year over year.
- Build social and emotional learning competencies tailored to the developmental needs of the target population and enhance employability options.
- Include summer experiences to complement their school-year academic and after school activities, including work-based learning experiences.

In addition to the items listed above, the Office of Economic Opportunity seeks proposals that address the needs of our diverse youth population. For this reason, this RFP includes priorities for, but not limited to:

- Youth who are off-track to graduate (Summer school/learning participants)
- Youth with disabilities
- English Language Learners
- Youth with interrupted formal schooling
- Out of School Youth
- 

**B) Timeline & Structure: Year-Round and Summer Employment**

**OEO Summer & Year-Round Program:**

- Cohort based programming and placements which occur throughout the year (2023)
- Priorities for Justice Involved Youth, Out of School youth, Youth who are off track to graduate, youth with disabilities, and Multi Language Learners.
- \$995,000 total year-round cap (including summer)

**Schedules: Each cohort should be at least six weeks in accordance with the following timelines**

- o Winter Session: February 6, 2023- March 17, 2023
- o Spring 1 Session: March 20- 2023- April 7, 2023
- o Spring 2 Session: April 10, 2023- May 19, 2023
- o Summer 1 Session: May 22, 2023 – June 30, 2023
- o Summer 2 Session: July 10, 2023- August 18, 2023
- o Fall Session: September 18,2023 – October 26, 2023
- o Fall Session 2: October 7, 2023- November 23, 2023

*\*These dates are to be used as a guide in proposing programming. The same youth should partake in no more than two (2) consecutive sessions. These dates should generally be kept consistent unless there are dates that lead to better alignment of programming within your organization. Any alternative dates will be subject to approval.*

**Development of 21. Century Skills listed below:**



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<p><b><u>Communication</u></b> The ability to convey and receive information effectively, including elements of oral, written, non-verbal and listening skills</p>	<p><b><u>Engagement in Learning</u></b> The desire to learn and grow, displaying focused attention, participation, eagerness to reflect on experiences and expand learning, and desire to return to activities</p>	<p><b><u>Critical Thinking</u></b> The ability to reason effectively, using systems thinking, make analytical judgments and decisions, solve non-familiar problems in both conventional and innovative ways.</p>	<p><b><u>Perseverance</u></b> The ability to continue working through a problem when obstacles arise, displaying and thinking “outside the box” when solving problems.</p>	<p><b><u>Teamwork</u></b> The ability to contribute constructively to large and small group settings while establishing and maintaining healthy and rewarding relationships with diverse individuals and groups, including instructors and peers.</p>
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**B. Program Model Details**

There are currently two program models in the *One Providence for Youth* career pathway summer strategy:

1. Work Experience Placements (WEX)
2. Service Learning Projects (SL)

**Basic Design for all One Providence for Youth Summer Employment Programs:**

Listed below are all items that each program should have regardless of the model in which a provider has selected.

- **Week 1:** 20 hours of Work Readiness Training. Providers must incorporate one week of work readiness through the Signal Success curriculum. OEO will provide curriculum and provider agency training. Program providers will deliver the training to youth participants.
- **Weeks 2-6:** Placement four days a week. In addition, one day a week will be designated as time for participants to meet as a group at the provider site for workshops, reflection and problem-solving activities. Youth should have weekly check in sessions with provider staff and should be visited at least once per week, by appointment at the work site.
- The maximum number of hours for the program is 120 per youth. You may design a program that operates for more hours per week for fewer weeks.
- Basic Financial Literacy training that teaches young people how to cash a check, manage their money and design and follow a budget.
- Development of specific learning goals and content to promote civic engagement while developing competencies in the five 21st Century Skills listed on page 17.
- Completion of a workplace portfolio that will document the Service-Learning Project and lessons learned.
- Project-based activities that yield end products, such as an event, presentation, production, or other tangible benefit that give participants a sense of accomplishment.
- Participate in the **City of Providence Summer Meals Program** as a site.



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**Model 1: Work Experience (WEX)**

Work Experience (WEX) programs are to be designed for youth with some prior project-based career exploration or work experience and are still developing skills necessary for success in the workplace.

This program must include Work Readiness through the Signal Success curriculum. OEO will provide curriculum and provider agency training. Program providers will deliver the training to youth participants. (See Basic Design information on pg. 20)

Work Experience (WEX) Placement: After work readiness, each participant will be placed in a Work-Based Learning (WBL) opportunity with an employer(s) the provider has recruited that meets the work site requirements listed below.

**Components:**

A high-quality Work Experience (WEX) program should integrate the following components:

1. Exposure to specific career areas and career options to begin developing Career Pathways for participants.
2. Development of and placement in a meaningful work experience with an employer including experience-appropriate tasks valuable for both the youth and the worksite.
3. Placement sites should enable participants to gain work maturity, occupational skills, and exposure to the working world. The assignment of a youth to a work site should be decided by balancing the needs of the participant and employer. A work placement may not be used to reduce current employee work hours.
4. Elevate youth potential and growth by encouraging youth to share their ideas and perspectives in a meaningful way, further integrating youth into the workplace dynamic.

**Basic Design:**

**(For additional information on the Basic Design for all programs, see page 20)**

- **Week 1:** 20 hours of Work Readiness Training
- **Weeks 2-6:** Work Experience (WEX) Placement four days a week. In addition, one day a week will be designated as time for participants to meet as a group at the provider site for workshops, reflection and problem-solving activities. Youth should be visited at least once per week, by appointment at the work site. The maximum number of hours for the program is 120 per youth. You may design a program that operates for more hours per week for less weeks.

**Work Sites:**

Placement sites should enable participants to gain work maturity, occupational skills, and exposure to the working world. The assignment of a youth to a work site should be decided by balancing the needs of the participant and employer. A work placement may not be used to reduce current employee work hours or subsidize current employee wages.

**Employers committing to be a worksite must agree to:**

- Follow State and Federal Child Labor Laws <http://www.dlt.ri.gov/ls/childlabor.htm>
- Sign a Worksite Agreement



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- Provide a meaningful work experience in which youth perform relevant work activities
- Provide proper supervision and positive adult role models for youth
- Fill out a weekly time sheet
- Fill out an evaluation form at the midpoint and the end of the placement

**Employer Time commitment:**

- Supervisor Training (Two hours)
- Minimum of 20 hours per week for 5 to 6 weeks (Some youth may be pre-approved for direct placement due to previous work-readiness. This process will be detailed in the contract negotiation process.)

**At Work Placement Sites, Worksite Supervisors (employer staff) must:**

- Attend a Worksite Orientation before youth arrival.
- Comply with all portions of worksite documentation, safety practices and procedures and quality requirements.
- Support youth in setting and maintaining realistic goals and expectations.
- Establish a safe learning environment including activities that promote development in the 21st century work-readiness skills and other identified skill sets.

**Model 2: Service Learning Projects (SL)**

Service Learning Projects (SL) are designed for youth with little or no prior career exploration or work experience.

Service-learning is an approach to teaching and learning in which students use academic knowledge and skills to address genuine community needs. Here are examples of service learning projects at different levels:

<b>Middle School</b>	<b>High School</b>
Middle school students at a social service agency spent the summer focusing on careers in the information technology industry. Each week, they would spend time building a computer (PC) from scratch, in addition to learning about careers within the technology industry. Upon completion of the program, each computer was then donated to a non-profit agency of their choosing.	A group of high school students, who were determined to address economic inequities through financial literacy for youth, researched effective financial planning and money management strategies. After conducting research, they created educational pamphlets and led financial literacy workshops for youth enrolled in summer school. Youth who completed the workshops would go on to help lead workshops during the following summer.

**Components:**

A high-quality Service Learning Program (SL) will integrate the following components:





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1. Standardized work readiness training. This program model begins with Signal Success work readiness activities. OEO will provide curriculum and provider agency training. Program providers will deliver the training to youth participants.
2. Placement in a group/team setting that engages all youth in a service project that is meaningful to the participants and the targeted beneficiaries, and addresses real-world issues and needs.
3. Coordination of the service project with City of Providence
4. Select a project that helps youth gain understanding, appreciation and respect for people of different backgrounds and coordinates with the City of Providence. This means informing OEO of the project chosen which we may link to City activities in that area. This will be coordinated during monthly provider meetings after programs have been funded.

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**B. Payments:**

Payments To Youth: All youth will be paid for participation in the program via the provider's payroll. Stipend payments will be equal to the wage per hour and number of program hours per participant.

1. Through provider's payroll, at the 2022 minimum program wage of \$15.00/hr per hour, regardless of their age, for a maximum number of 120 hours per program slot.
2. Programs may propose to pay youth above the minimum wage, but under this RFP, the maximum reimbursement the provider may invoice for is \$15.00/hr per hour unless proposed payments above \$15.00/hr are approved.
3. Awarded programs must pay youth weekly or biweekly.

Payment to Providers: Providers will be *reimbursed* in two payments, based on achievement of benchmarks and submission of invoice and documentation:

Payment 1: 50% Advance Payment

Payment 2: Completion of Program and payment reconciliation

Payment Structure:

- 50% Advance Payment
- Final Program Invoice

**C. Participant Recruitment and Application**

Selected providers will be required to:

- Take part in an individual or centralized review and selection process for program enrollment at the discretion of the Office of Economic Opportunity.
- Direct interested youth to complete an application through an individual or centralized portal in April and rank program offerings in terms of interest at the discretion of the Office of Economic Opportunity.
- Recruit/enroll participants beyond those youth they currently serve.
- Interview and enroll youth applicants/participants.



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**B. Types of Contracts and Payments**

Contracts will be issued on a benchmark basis. Budgets will be negotiated using the line-item format in the RFP.

The final program cost will be divided by the number of participants to determine the cost per participant. The first payment will be made based on the number of youth achieving the work readiness benchmark, and the second payment will be reimbursement based. In order for providers to invoice OEO for completion, each participant must complete at least 75% of planned program hours.

Under no circumstances will the Contractor receive reimbursement for any amount that exceeds the maximum contracted amount.

All invoices must include backup documentation of benchmarks and receipts for budgeted expenses. Awarded providers will receive a grantee guide with backup documentation requirements.

**C. Maintenance of Effort and Stand Alone**

Programs funded through this RFP must not supplant other funds. Proposals must be for programs *in addition to* those already provided by the applicant agency. Applications must be for new programs or expansion of existing programs if they meet the qualifications.

If funds from other sources will be used in the total budget costs for the proposed program, those outside funds must be assured by date of application. Reliance on other funding applied for but not yet awarded is not permitted. We wish to avoid any instance where a program we approve cannot be implemented because braided funds were not received.

**D. Partnership Agreements**

Respondents partnering with other agencies and employers must complete and sign Partnership Agreements detailing the services to be provided. The signed agreements **must** be included with the proposal. Form is included in Response Packet.

**SECTION 4: Required Activities**

**A. Administrative Requirements**

**If selected as a provider through this RFP, you *must*:**

- 1) Have the financial capacity to pay program costs up front (including youth wages) and receive reimbursement upon submission of invoices with backup documentation.
- 2) Refer all interested youth to the centralized application process and ensure submission of eligibility documentation and work permits.



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- 3) Programs must collaborate with City of Providence Mentorship program. Details of the partnership would include: Joint meetings and antiviolence strategy, data sharing, opportunities to mentor participants to receive a job placement.
- 4) Attend City of Providence monthly provider or programmatic meetings.
- 5) Interview applicants and choose participants.
- 6) Collect I-9 documentation for the youth selected for your program.
- 7) Document all program activity in forms provided and implement evaluation tools provided.
- 8) Submit reports. *OEO will provide the reporting forms for programs to update online.* Reports may include but are not limited to:
  - Pre- and post-test and survey findings for all participants
  - Weekly Wage Reports that document the hours and wages youth have earned
  - Incident Report Form (if needed)
  - Final Report Due Thursday
  - Follow-Up Report of Post-Program Activity

**SECTION 5: Outcomes and/or Outputs**

As a result of participating in the program, youth will:

- Develop social skills including communication, critical thinking, decision making, problem-solving and self-management.
- Learn workplace culture, norms, and expectations.
- Begin to build professional networks.
- Improve money management skills.

**SECTION 6: Qualifications**

**Program Requirements**

**A. Qualified Applicants**

- Established community based organizations
- Private non-profit agencies/institutions
- Private for-profit companies
- Public agencies
- Educational institutions including a non-traditional public secondary school or career and technical education.

**C. Participant Eligibility**

To be eligible to participate in *One Providence for Youth* Programs, a youth must:

- Be between the ages of 14-24 prior to their first day of programming
- Be a legal resident of the City of Providence



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- Be legally eligible to work in the United States
- Have a Work Permit from the Providence Public School Department by age as necessary

**D. Labor Laws**

All programs and activities must comply with applicable federal and state labor laws including child labor, OSHA, Right-To-Know, and ADA (i.e. hours, working conditions, use of equipment, etc.). It is the provider's responsibility to be aware of these regulations. OEO reserves the right to impose further restrictions on activities when determined to be appropriate. In applicable circumstances, Work Permits and/or Certificates of Age will be required.

**PLEASE NOTE:** *Programs that fail to acquire required Work Permits and do not abide by federal and state labor laws will be suspended.*

**Proposal Components:**

**Contact Information:** Individual or organization name, address, phone, and email. If applying as a collaborative, please identify a lead applicant and provide the information for each partner organization.

**Proposal Narrative** (maximum 10 pages, single-spaced)

- Organizational Experience:** Describe the organization's experience. Please respond directly to the Qualifications - Organizational Capacity section.
- Work Plan Proposal:** Describe the proposed work plan to meet the RFP's goals and activities set out in the Scope of Services.
- Staffing:** Provide the following:
  - Roles and qualifications of all relevant organization staff
  - If you're collaborating with other organizations to staff or consult on this project, please identify the roles and responsibilities of all partnering organizations.

**Timeline** - On a separate sheet include the proposed timeline of work.

**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.

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.

**Supporting documents** - (maximum 10 pages) Optional: Provide documents, links, communications materials, etc. that provide any relevant background information about the organization and experience with similar projects.

**Budget**

- Funding proposal: In Excel format, provide a spreadsheet that includes costs and descriptions for allowable expenses. Additional budget lines or categories may be added or removed as appropriate.
- Funding timeline: In Excel or Word format, please identify how your proposed budget will be spent by December 31, 2023.

**Certificate of Good Standing** of the organization's 501c(3) status

**Letters of Recommendation:**



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- d. Provide letters of recommendation from previous clients

**SECTION 7: Proposal Evaluation**

**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.

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

<b>Categories</b>	<b>Total Points</b>
<p><b>Project Proposal</b></p> <ul style="list-style-type: none"> <li>• Proposed work plan supports the project's goals, tasks, and activities</li> <li>• Methods of achieving the goals and conducting project tasks are clearly described</li> <li>• The estimated number of clients to be served and licenses restored per month aligns with the work plan</li> <li>• Time commitment of staff is appropriate to the project</li> <li>• Proposal provides examples of deliverables requested in Task 5</li> <li>• Proposal includes all required documentation</li> <li>• Proposal demonstrates strong partnerships to reach communities most impacted by COVID-19 and its negative economic consequences</li> </ul>	35
<p><b>Timeline Proposal</b></p> <ul style="list-style-type: none"> <li>• Timeline of work is feasible</li> <li>• Timeline clearly describes the steps necessary to complete the work plan</li> </ul>	15
<p><b>Organization Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrated success on past projects of similar scope and complexity</li> <li>• If included, supporting documents are relevant in demonstrating the organization's experience with similar projects</li> </ul>	20
<p><b>Experience Implementing Responsive Programming with Historically Underinvested Communities</b></p>	15



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<ul style="list-style-type: none"> <li>• Demonstrated previous experience implementing programming that is responsive to the needs of historically underinvested communities</li> <li>• Actively engaged in ensuring existing programs are responsive to the needs of historically underinvested communities</li> <li>• Has a clear plan to acquire skills/knowledge/capacity to deliver programming that is responsive to the needs of historically underinvested communities</li> </ul>	
<p><b>Partnership to Evaluate Impact</b></p> <ul style="list-style-type: none"> <li>• Proposal has identified alternative funding/partnerships to evaluate the short, medium, and/or long-term impact of license restoration services</li> </ul>	5
<p><b>Total Technical Specification Eligible Points</b></p>	90

**18. Budget**

<p><b>Cost Proposal</b></p> <ul style="list-style-type: none"> <li>• Budget is in alignment with the proposed activities</li> </ul>	10
<p><b>Total Budget Eligible Points</b></p>	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.
- **USE THESE BULLETS TO OUTLINE ITEMS YOU WILL NEED VENDORS TO PRODUCE ON REQUEST IF YOU SEEK TO AWARD THIS BID TO THEM.**
- **E.G. 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.