



CITY OF PROVIDENCE, RHODE ISLAND

Department: Sustainability

RFP Title: Youth Climate Justice Programs

Opening Date: 02/27/2023

Addendum #: 2

Issue Date: 02/14/2023

Addressing bidder questions and issuing addenda. Please view the attached file for bidder questions and subject matter expert responses. Here is a list of the bidders who attended the pre-bid conference:

Amelia Rose - Groundworks Providence:
arose@groundworkri.org

Rebecca Taft - Family Services of Rhode Island: taftre@familyserviceri.org

Jesus Ayala - South Providence HEZ: ayalafigueroaje@familyserviceri.org

Jennifer Benitez - Family Services of RI:
benitezje@familyserviceri.org

Melissa Guillet - 15 Minute Field Trips: 15minutefieldtrips@gmail.com



MAYOR BRETT P. SMILEY
CITY OF PROVIDENCE

Youth Climate Justice Programs RFP: Responses to Bidder Questions

1. Which Bid Forms need to be completed?

Bid Forms 1 (“Bidders Blank”), Bid Form 2 (“Certification of Bidder”) and Bid Form 3 (“Certificate Regarding Public Records”) along with all applicable W/MBE forms must be completed.

2. How should non-profits respond to MBE/WBE forms?

MBE/WBE Participation Affidavit

Bidders that have been certified as a MBE or WBE by the State of Rhode Island Minority Business Enterprise Compliance Office should check this line on the MBE/WBE Participation Affidavit.

Bidders that have not been certified as a MBE or WBE by the State should check “Neither MBE nor WBE” on the MBE/WBE affidavit, even if a significant portion of your organizations includes women or people from minority groups.

Subcontractor Disclosure Form

Bidders intending to utilize subcontractors to complete the scope of work detailed in their proposal must complete the Subcontractor Disclosure Form. All subcontractors should be included on this form, whether or not they are a MBE or WBE.

MBE/WBE Waiver Request Form

Bidders whose proposals do not meet the 20% MBE or WBE participation goal must complete the MBE/WBE Waiver Request form and submit it to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review prior to bid submission. If a waiver determination has not been provided by the City prior to bid submission, please include a copy of the email you sent to request the waiver with your application.

3. How should a program fiscally sponsored by a nonprofit organization complete the MBE/WBE forms (Pages 9-13 of RFP)?

The non-profit fiscal sponsor should act as the Prime Bidder when completing all applicable MBE/WBE forms.

4. Please describe the PVD Youth Climate Summit, including whether it will be open to the public.

The PVD Youth Climate Summit is a public event organized and hosted by the City of Providence Department of Sustainability that provides an opportunity for City youth to showcase their climate justice work. Mission aligned non-profit organizations from across the state are invited to create informational stations at the event to promote networking and program enrollment. Organizations awarded funding under this RFP will be asked to share their experiences with youth programming at the 2024 PVD Youth Climate Summit, ideally, in partnership with the youth that participated in the programming.

5. Can in-kind contributions be counted towards match?

Yes.

6. What backup documentation is needed to confirm in-kind match?

Identify the personnel that will participate in the program, their rates, and the estimated time they will dedicate to the program and include this information in the budget narrative.

7. Is there a page limit?

No. Quality, concise applications are appreciated.

8. If an applicant requests the maximum amount, will the Sustainability Department have the ability to award a lesser amount, or will they reject an application if it cannot be awarded in full?

Alternatively, in an instance where the Department receives an insufficient number of bids to expend the full program budget, may the Department award more than the \$20,000 maximum so that all program funding is expended.

The City reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this RFP. The City will consult with the awardee if a lesser amount is to be awarded so that the awardee may either accept or reject the offer.

Per the RFP – “Pending available funds, the City may request an increase to the scope and budget of awarded projects, in consultation with the awardee, to achieve greater impact.” The City’s Legal Department is currently determining whether this increase in awarded funding may exceed \$20,000, which was listed as the maximum award in the RFP.

9. Can this funding replace and/or contribute to an existing program?

Where an award is made to supplement an existing program, the awarded funding should NOT replace existing funding being directed towards the program. Instead, awarded funding should expand the capacity.

Existing programs that require the identification of funding on a regular basis to sustain them, and that have not yet secured funding for the coming year MAY request to use the funds from this grant. These programs should take special care to align, or further align, their existing program’s goals with the goals in the RFP and the Climate Justice Plan and maximize impact.