



CITY OF PROVIDENCE, RHODE ISLAND

**Department: Sustainability**

**RFP Title: Public Education and Marketing for Community Composting Resources (2-Year Contract)**

**Opening Date: 12/04/2023**

**Addendum #: 1**

**Issue Date: 11/22/2023**

The purpose of this addendum is to respond to Bidder Questions.



**MAYOR BRETT P. SMILEY**  
CITY OF PROVIDENCE

**RFP Addendum 1: Response to Bidder Questions**

**Public Education and Marketing for Community Composting Resources (2-Year Contract)**

MinuteTraq #: 43145

Date to be opened: 12/4/2023 at 2:15 p.m.

The following are the City's responses to questions asked at this RFP's pre-bid conference on November 13, 2023 and/or emailed to the City before the question submission deadline on November 15, 2023. Please note that this addendum must be signed and included with your proposal package.

1. How should a firm proceed if they are not a state-certified Woman or Minority Business Enterprise (W/MBE)?

A: The City has a goal of procuring at least 20% of its services from W/MBEs. This can be achieved in two ways - (1) the bidder is a state-certified W/MBE, or (2) the bidder will subcontract at least 20% of the contract to W/MBEs. A bidder that will not achieve the 20% W/MBE goal must submit an approved W/MBE waiver with its proposal. A waiver can be requested from the City's W/MBE Outreach Coordinator, Grace Dias ([gdiaz@providenceri.gov](mailto:gdiaz@providenceri.gov)).

Please note, per page 11, 3. c) of the RFP "If the contractor is a nonprofit organization, they are not required to complete the MBE/WBE Waiver Request Form. However, the City of Providence requires the nonprofit organization to provide the MBE/WBE Participation Affidavit Form and proof of its nonprofit status."

W/MBE instructions and forms are included on pages 11-15 of the RFQ. There is a typo that states that the Waiver Request Form is on page 14, when, in fact, it is on page 15.

2. Is the RFP requesting that the awarded bidder recruit 310 new households to locally-available food scrap diversion options annually or during the 18-month agreement term?

A: The City expects the awarded bidder to recruit 310 new households to locally-available composting options during the 18-month agreement term. New households recruited via the USDA-funded backyard composting mentorship program and drop-off site development programs will be counted towards the 310-household goal.

3. What reporting will the awarded bidder be required to provide?

A: The awarded bidder will be required to report to the City on an annual basis. The report content will be determined by the requirements of the City's USDA Compost and Food Waste Reduction grant. The City will host a kick-off meeting with awarded bidders and USDA staff to discuss reporting expectations prior to project implementation.

4. What is the total available funding?

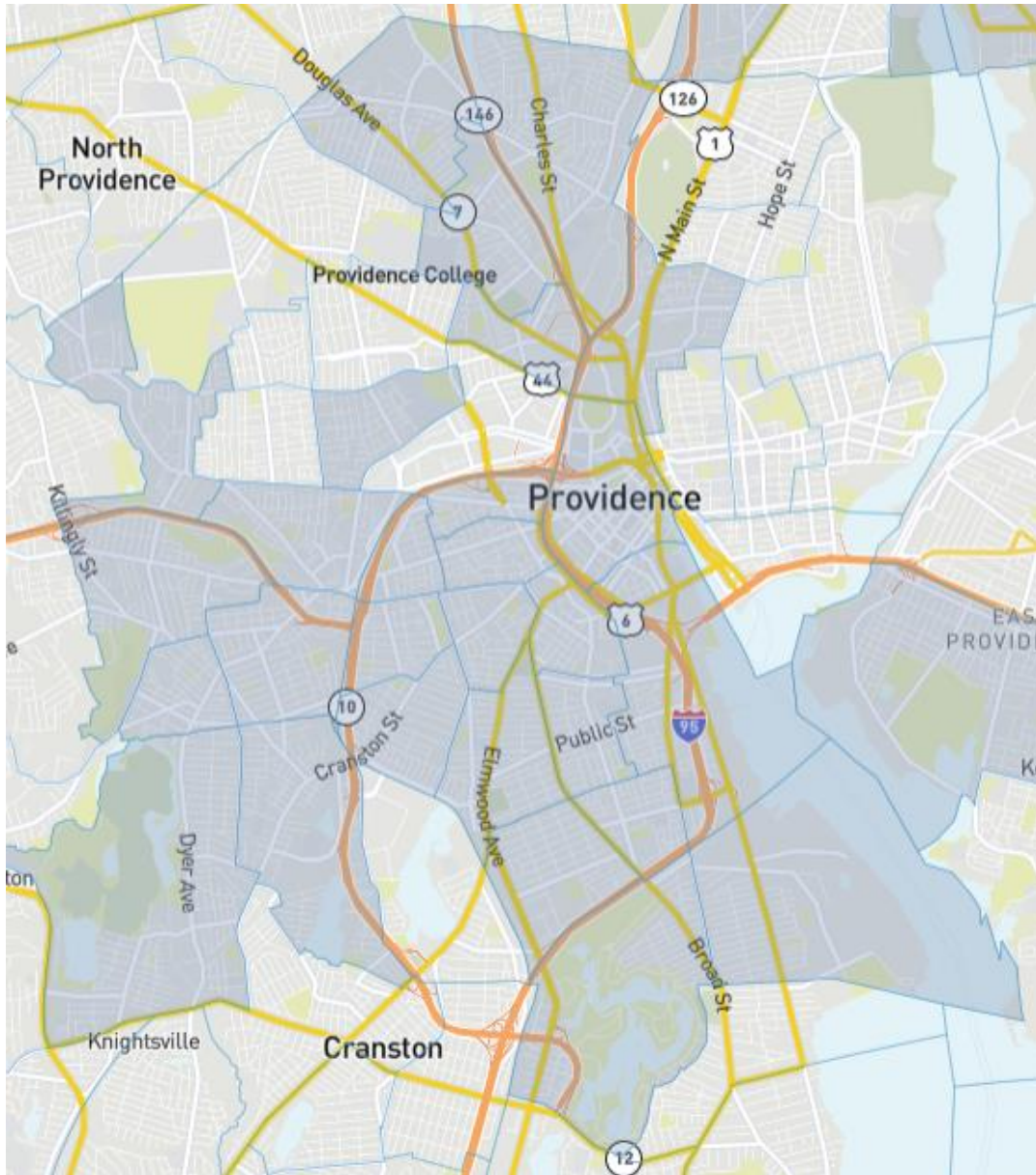
A: Per section 4.1 - 4 of the RFP: "Please provide a cost proposal based on an 18-month contract term that includes a line-item budget. \$84,540 in funds are available for this RFP from a combination of the Department's USDA Compost and Food Waste Reduction cooperative agreement and the Department's operating budget. \$30,000 of this funding shall be reserved for the identification, training, and compensation of enthusiastic bilingual composters to help the City meet the equity goals of the USDA CFWR agreement. The vast majority of this should go towards compensating the bilingual composters for their services, not to identifying and training them."

5. How are disadvantaged neighborhoods defined for the purpose of this RFP?

A: Disadvantaged Communities are identified via the Climate and Economic Justice Screening Tool:

<https://screeningtool.geoplatform.gov/en/#3/33.47/-97.5>

A screenshot of Providence is included below, but additional detail can be gained by accessing the map through the link.



Authorized Bidder Representative Name: \_\_\_\_\_

Authorized Bidder Representative Title: \_\_\_\_\_

Authorized Bidder Representative Signature: \_\_\_\_\_