



Procurement #: 43531>

CITY OF PROVIDENCE, RHODE ISLAND

**Department: Economic Development**

**RFP Title: Re-Bid City of Providence Minority and Women Owned Business Enterprise  
Disparity Study – One-Year Contract with One-Year Option for Renewal**

**Opening Date: 1/29/2024**

**Addendum #: 2**

**Issue Date: 1/22/2024**

The purpose of this addendum is:

threefold:

1. Provide a link for the pre-bid meeting held on 1/17/2024 via Teams
2. Answer questions received via email by interested firms
3. Clarify the evaluation criteria.

Providence City Hall  
25 Dorrance Street  
Providence, RI 02903

## **Addendum #2 for Re-Bid: City of Providence Minority and Women Owned Business Enterprise Disparity Study.**

This addendum is issued with threefold purpose:

### **1. To make available the recording of the Pre-Bid Meeting – Held on 1/17/2024 via Teams**

Link with the recorded meeting: [https://providencerigov-my.sharepoint.com/:v/g/personal/atirado\\_providenceri\\_gov/EbADlxVn8MJDjmPtfNjX2UwBVeAlAuKfJusSKSAsyWDWeQ?e=NiRMZc](https://providencerigov-my.sharepoint.com/:v/g/personal/atirado_providenceri_gov/EbADlxVn8MJDjmPtfNjX2UwBVeAlAuKfJusSKSAsyWDWeQ?e=NiRMZc)

### **2. To answer questions received from interested firms. Answers are in blue.**

Q&As:

1. This proposal was originally due in December of 2022. Why is it being reissued?

**Answer:** The scope of work was revised and updated.

2. What is the budget for the Study?

**Answer:** \$400K.

3. Is there a page limit?

**Answer:** No.

4. The RFP states that the completion of the final report should be completed no later than December 2024. Disparity studies typically take 12 months to complete. Can the proposer propose a Study that can be completed after December 2024?

**Answer:** The selected bidder will have 12 months to complete the study from the moment there is a fully executed contract. This solicitation allows for a one-year extension in case there's a need for additional time to complete it.

5. Can we print the proposal double-sided?

**Answer:** Yes

6. Does the City maintain bid tabulations, vendor data, payments, awards, and subcontractors (for both MWBEs and non-MWBEs)? What is the format of this data?

**Answer:** Yes, we have data available in Excel format.

7. What is the City's fiscal year?

Answer: July 1<sup>st</sup> – June 30<sup>th</sup>.

8. What departments are included in the disparity study? Any airport, libraries or museums? If an airport is included is this study only of non-federally funded contracts? If not, please explain the extent of the study of federal funded contracts.

Answer: All departments except the school district. A list of the departments can be found [here](#).

9. Is your procurement process centralized or decentralized? In other words, will we need to get payment, award, vendor, subcontractor, or bid tabulation data from one source or will we have to go to various sources to collect them?

Answer: These data will be collected from multiple sources: Accounts Payable, Purchasing, and MBE/WBE Office.

10. On Page 15 of the RFP, it states "The Geographical area to be covered by the disparity study includes Providence Metropolitan Statistical Area (MA)." Is the City telling the proposer what the relevant geographical market is? In a Disparity study, the proposer will tell the City what the relevant geographical market is.

Answer: The City is proposing that area, but bidders can proposed a different one.

11. Does the proposer need to send one or two copies of the pricing form in our final submittal?

Answer: One hard copy of the pricing form will suffice, and it shall be sent to

Purchasing Department  
Attn' Alejandro Tirado  
Director of Purchasing  
Providence City Hall  
25 Dorrance Street, Room 408  
Providence, RI 02903

12. In the Pricing Form, what does the City mean when they say to include a "breakdown of fees"?

Answer: That was a typo. Please disregard.

13. Can the proposer add additional key personnel to the pricing form?

Answer: Yes.

14. Please confirm the WBE/MBE goal.

Answer: The goal is twenty (20) percent combined (e.g. 10% MBE, 10% WBE; 15% MBE, 5% WBE; or any other combination).

15. The evaluation criteria indicates that all applicants who meet the minimum quality requirements will be invited to interview with the City's evaluation committee. To score "Highly Advantageous" all key personnel assigned to the project must be in attendance. Will there be an option to attend these interviews virtually or should all key personnel expect to travel to Providence for the interview(s)?

Answer: The City will consider the option of virtual interviews.

16. Can Rhode Island-certified DBEs be used to meet the MWBE goal for this study? Can a firm with pending MWBE status be included in the proposal? If someone is both an MBE and a WBE, can their certifications be combined to meet the 20% goal? To meet the 20% goal, will MBE and WBE participation need to both be at least 10% or can the two be combined in any way to reach the 20% goal (for example, 5% WBE participation and 15% MBE participation)?

Answer: RI-certified DBEs can be used to meet the MWBE goals of the study. Firms with a pending MWBE status may be included in the proposal, but they have to have their status confirmed prior to award to be counted in the evaluation. A firm with both certifications can be selected to meet the 20% goals. The City's goal is 20% MWBE combined. That being said, any combination of MBE and WBE can be used to meet this goal. For example, 5% MBE + 15% WBE = 20%.

17. Does the City of Providence maintain an electronic contract or procurement database for locally and federally funded contracts? Please respond separately for each field of information:

- Contract/PO identification number; - We have a database for POs.
- Business name of subcontractor/supplier; - Yes
- Address of subcontractor/supplier; - Not in database
- Description of services performed, or goods supplied by subcontractor; - Yes
- Total dollar amount received by subcontractor/supplier; and – Yes
- Contract funding source (local, federal). – Yes

18. Does the City of Providence collect and maintain subcontract (certified and non-certified firms) payment data for locally funded contracts? If yes, are these data stored electronically? Please respond separately for each field:

- Subcontract/PO identification number;
- Business name of subcontractor/supplier;
- Address of subcontractor/supplier;
- Description of services performed, or goods supplied by subcontractor; and
- Total dollar amount received by subcontractor/supplier.

Answer: We don't have that information available.

**3. To clarify the evaluation criteria, in particular, Factor 5: Diversity-Certification Status of Proposer.**

<b>Factor 5: Diversity-Certification Status of Proposer</b>	
The City considers the diverse make-up of the chosen consultant to be of significant importance as this may impact the consultants' depth of understanding of the diversity-certification process. As such, the City will rate more highly those proposals submitted by diversity-certified vendors as referenced throughout this RFP. The proposer must submit documentation of certification by the State of Rhode Island Division of Equity, Diversity & Inclusion (DEDI) or other government-authorized certifying entity if outside of the State of Rhode Island in support of diversity-certified or otherwise historically underutilized vendor status.	
<b>Highly Advantageous</b>	Either the proposer currently holds, or any number of the proposed sub-consultant firms currently hold a DEDI or other widely recognized diversity-related vendor certification, and combined they exceed the City participation goal.
<b>Advantageous</b>	Either the proposer currently holds, or any number of the proposed sub-consultant firms currently hold DEDI or other widely recognized diversity-related vendor certification, and combined they meet the City participation goal.
<b>Not Advantageous</b>	Either the proposer currently holds, or any number of the proposed sub-consultant firms currently hold either DEDI or other widely recognized diversity-related vendor certification, but combined their participation rate is less than the City goal.
<b>Unacceptable</b>	No one on the proposer's team holds diversity certification.