



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

# **REQUEST FOR PROPOSALS**

**Item Description: ONE PROVIDENCE FOR YOUTH**

**Procurement/MinuteTraq #: 44684**

**Date to be opened: 4/8/2024**

**Issuing Department: Economic Development**

## **QUESTIONS**

- Please direct questions related 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 “**Solicitation 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
  - 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:
  - Name: Thomas Kerr-Vanderslice
  - Title: Deputy Director of Policy
  - Email Address: [tkerrvanderslice@providenceri.gov](mailto:tkerrvanderslice@providenceri.gov)

## **Pre-bid Conference**

There is no pre-bid conference scheduled for this item.

## **Deadline for questions submissions:**

**4:30pm on April 5, 2024**



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

**INSTRUCTIONS FOR SUBMISSION**

**Meeting Date: 4/8/2024**

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 Conference Room 305, 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 solicitation 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 solicitation. 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.



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

**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*)
- Bid Form 4: Affidavit of City Vendor (*see pages 9 and 10 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 11-112) 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  
CITY OF PROVIDENCE, RHODE ISLAND**

**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**  
CITY OF PROVIDENCE, RHODE ISLAND

**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. Any person signing a bid bond as an attorney-in-fact shall include with the bid bond an original, or a photocopy or facsimile of an original, power of attorney.
  - 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 **nighty (90) 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.



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

**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



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

**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



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

**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





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

**BID FORM 4: Affidavit of City Vendor**

Per our Code of Ordinances [Sec. 21.-28.1 \(e\)](#), this form applies to a) the business, b) any political action committee whose name includes the name of the business, c) all persons holding ten (10) percent or greater equity interest or five thousand dollars (\$5,000.00) or greater cash value interest in the business at any time during the reporting period, d) all executive officers of the business entity, e) any spouse or dependent child of any individual identified in a) though d) above.

Executive officers who are not residents of the state of Rhode Island are exempted from this requirement.

Per [R.I.G.L. § 36-14-2](#), "Business" means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized in law through which business for profit or not for profit is conducted.

Name of the person making this affidavit: \_\_\_\_\_

Position in the "Business" \_\_\_\_\_

Name of Entity \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

The number of persons or entities in your entity that are required to report under [Sec. 21.-28.1 \(e\)](#): \_\_\_\_\_

**Read the following paragraph and answer one of the options:**

Within the 12 month period preceding the date of this bid submission with the City of Providence, or with respect to the contracts that are not in writing within the 12 month period preceding the date of notification that the contract has reached the \$100,000 threshold, have you made campaign contributions within a calendar year to (please list all persons or entities required under [Sec. 21.-28.1 \(e\)](#)).

a. Members of the Providence City Council?  Yes  No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

b. Candidates for election or reelection to the Providence City Council?  Yes  No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):



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

c. The Mayor of Providence?  Yes  No

- If Yes, please complete the following:  
 Recipient(s) of the Contribution:  
 Contribution Date(s):

Contribution Amount(s):

d. Candidates for election or reelection to the office of Mayor of Providence?  Yes  No

- If Yes, please complete the following:  
 Recipient(s) of the Contribution:  
 Contribution Date(s):

Contribution Amount(s):

\_\_\_\_\_  
Signed under the pains and penalties of perjury.

\_\_\_\_\_  
Position



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

**MBE/WBE Participation Plan**

**Please complete separate forms for each MBE/WBE subcontractor/supplier to be utilized on the solicitation.**

Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Procurement #:					
Project Name:					
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? (Check all that apply).		<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Neither MBE nor WBE	
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity at the time of bid. The MBE/WBE Directory can be found <a href="#">here</a>. Please visit, the <a href="#">City's MBE/WBE page</a> for details of the program (e.g. instructions and requirements).</p> <ul style="list-style-type: none"> <li>• <b>Nonprofit organizations are not required to complete the rest of this form.</b></li> <li>• <b>Construction projects unable to identify subcontractors prior to bid submission (e.g. Design Build) are required to provide updates to the MBE/WBE Outreach Office</b></li> </ul>					
Name of Subcontractor/Supplier:					
Type of RI Certification:		<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Neither	
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier Per the Scope of Work provided in the RFP					
Total Contract Value (\$):			Subcontract Value (\$):		Participation Rate (%):
Anticipated Date of Performance:					
I certify under penalty of perjury that the forgoing statements are true and correct.					
<b>Prime Contractor/Vendor Signature</b>			<b>Title</b>	<b>Date</b>	
<b>Subcontractor/Supplier Signature</b>			<b>Title</b>	<b>Date</b>	

**\*If you did not meet the 20% MBE/WBE combined participation goal, submit a Waiver Request Form.**



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

**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 [gdiaz@providenceri.gov](mailto:gdiaz@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 needed, City Department Directors should not recommend a bidder for an 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  
MBE/WBE Outreach Director /  
or Duly Authorized Representative

\_\_\_\_\_  
Printed Name of City of Providence  
MBE/WBE Outreach Director

\_\_\_\_\_  
Date Signed



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

## **BID PACKAGE SPECIFICATIONS**

### **I. Overview**

**One Providence for Youth** is a workforce development system for youth and emerging adults aged 14 to 22. One Providence for Youth aims to provide Providence youth with access to wage-earning workforce experiences in the form of a seasonal position, internship, or educational stipend. Through One Providence for Youth, the City of Providence will support employers in preparing the next generation of workers with real-world work experience, improved problem-solving, life skills, and access to professional networks.

This Request for Proposals is seeking proposals from multiple qualified entities to provide youth ages 14 to 22 with wage-earning workforce experiences that integrate best practices in workforce development, youth development and education if applicable. Programs must:

- Integrate youth development principles into work-based experiences and/or educational programming.
- 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 July 1, 2024 and August 23, 2024 for a maximum of 120 hours per youth.

***PLEASE NOTE:** Program funding is contingent upon final budget allocation and passage of the FY 2025 City of Providence budget.*

### **II. Program Qualification Requirements**

A successful bidder must ensure they meet the following qualifications, can follow the Program Design Requirements and timeline, and are prepared to work with eligible participants following all labor laws.

#### **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.

#### **Period of Performance & Required Trainings:**

- This RFP will cover the operation of programs up to six-weeks that may begin as early as 7/1/2024 and must end by 8/23/2024.
- Providers are required to attend a 90-minute provider group meeting up to once every month from May 2024 to September 2024.

#### **Participant Eligibility:**

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

- Be between the ages of 14 and 22
- Be a legal resident of the City of Providence
- Be legally eligible to work in the United States



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

- Have a work permit from the Providence Public School Department by age as necessary

**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. The City of Providence reserves the right to impose further restrictions on activities when determine 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.*

### III. Program Design Requirements

The overarching goal of One Providence for Youth is to provide youth with wage-earning experiences that will prepare them to enter the workforce with the skills, competencies, and networks that will enable them to succeed in future employment. All One Providence for Youth placements should enable participants to gain work maturity, occupation skills, and exposure to the working world. Work placements may not be used to reduce current employee work hours or subsidize current employee wages.

One Providence for Youth programs will:

- Offer developmentally appropriate work or learning experiences for youth that build skills, career exposure, work readiness, and provide opportunities for mentoring/mentorship.
- Build social and emotional learning competencies (self-awareness, self-management, social awareness, relationship skills, responsible decision-making) tailored to the developmental needs of the participating youth.
- Align summer experiences to complement their school-year academic and out-of-school time activities, especially as they relate to educational obtainment, career development, and work-based learning experiences.

In addition to the items listed above, a successful bidder will be prepared to maximize the potential that Providence's dynamic and diverse youth population offers the workforce. For this reason, the City of Providence will prioritize funding for programs that are prepared to advance the interests of such students as included, but not limited to:

- Youth who speak languages other than English
- Youth enrolled in Career and Technical Education pathways
- Youth who have not yet been employed
- Youth interested in high need positions

There are two program models eligible for One Providence for Youth funding:

1. **Work Experience Placements:** developmentally appropriate job placements for youth that will provide them with real-world work experience, develop their 21<sup>st</sup> Century Skills (see Table 1: 21st Century Skills below for more information), and prepare them for future positions in the public, private or nonprofit sectors.
2. **Career or Workforce Education Program:** educational programs that provide youth with real-world experiences, prepare them for general or specialized careers and/or future educational attainment.

**All Programs Models must:**

- Prepare an onboarding plan for youth.



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

- All organizations must develop an onboarding plan that includes 5-10 hours of foundational (assuming little to no prior work experience) workforce training for their youth employees.
- Program providers will deliver the onboarding training to all youth participants.
- The City of Providence will provide additional resources on developing and/or implementing an onboarding plan if needed.
- Provide a schedule for youth.
  - At least four days a week.
  - The maximum number of hours for the program is 120 per youth. Providers may design a program that operates for more hours per week for fewer weeks.
  - 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.
- Follow One Providence for Youth worksite requirements.
  - Follow State and Federal Child Labor Laws.
  - Sign a Worksite Agreement.
  - Ensure all youth complete weekly time sheets or attendance logs.
  - Fill out an evaluation form at the midpoint and end of the placement.

**Workforce Experience Placements must:**

- Assign a supervisor to work with no more than eight youth (1:8 supervisor to youth ratio)
  - All supervisors must attend the Worksite Orientation
  - All supervisors must be prepared to oversee youth a minimum of 20 hours per week for 5 to 6 weeks between July 1, 2024 and August 23, 2024.
- Attend a Worksite Orientation before youth arrival.
  - Comply with all portions of worksite documentation, safety practices, and procedures and quality requirements.
- Provide job descriptions for youth that include job responsibilities aligned to:
  - Basic work skills (see Table 1: 21st Century Skills below for more information).
  - Skills development within field of job placement site.
- Support youth in setting and maintaining realistic goals and expectations for their period of employment.
- Establish a safe learning environment including work responsibilities or projects that promote development in the 21<sup>st</sup> century work-readiness skills and other identified skill sets.

**Career or Workforce Education Placements must:**

- Assign a supervisor or educator for every ten youth (1:10 supervisor to youth ratio)
  - All supervisors must attend the Worksite Orientation.
  - All supervisors must be prepared to oversee youth a minimum of 20 hours per week for 5 to 6 weeks between July 1, 2024 and August 23, 2024.
- Provide a justification for the need for youth stipends, as well as a plan to distribute stipends to youth.
- Track specific goals and/or benchmarks that will demonstrate youth knowledge or skill obtainment relevant to the career/workforce field during the program.
- Ensure every enrolled youth produces a final product that demonstrates the impact of their educational experience.



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

**Payments:**

Payments to Youth: All youth will be paid for participation in the program via the provider’s payroll.

- Through provider’s payroll, at the 2024 minimum rate of \$15.00 per hour, regardless of their age, for a maximum of 120 hours per work or program slot.
- Stipend payments should be equal to the wage per hour and number of program hours per participant.
  - If stipend-based programs have an alternative pay structure, they must submit a rationale for the different amount in their proposal.
- Programs may propose to pay youth above the minimum rate of \$15.00 per hour, but under this RFP the maximum reimbursement the provider may invoice for is \$15.00 per hour.
- Awarded programs must pay youth weekly or every other week.

Stipend payments will be equal to the wage per hour and number of program hours per participant:

1. Through provider’s payroll, at the 2024 minimum rate of \$15.00 per hour, regardless of their age, for a maximum of 120 hours per program slot.
2. Programs may propose to pay youth above the minimum rate, but under this RFP the maximum reimbursement the provider may invoice for is \$15.00 per hour.
3. Awarded programs must pay youth each week.

Payment to Providers: Providers will be reimbursed in two payments, with the final reimbursement based on achievement of benchmarks and submission of invoice and documentation.

Payment Structure:

- 50% Advance Payment
- Remainder paid in the Final Program Invoice

**Participant Recruitment and Application:**

Providers will be required to:

- Recruit and enroll participants.
- Interview and enroll youth applicants/participants.

**Programmatic Outcomes:**

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

- Develop 21<sup>st</sup> Century Skills (*see below*), including communication, critical thinking, decision making, problem-solving, teamwork, and self-management.
- Learn workplace culture, norms, and expectations.
- Better understand roles and opportunities in either the public, private, or non-profit sectors.
- Begin to build their professional resume, professional networks and professional relationships with supervisors and colleagues.

*Table 1: 21<sup>st</sup> Century Skills*

<b><u>Communication</u></b>	<b><u>Engagement in Learning</u></b>	<b><u>Critical Thinking</u></b>	<b><u>Perseverance</u></b>	<b><u>Teamwork</u></b>
The ability to convey and receive information effectively, including elements of oral, written, non-verbal, and	The desire to learn and grow, displaying focused attention, participation, eagerness to reflect on	The ability to reason effectively, both quantitatively and qualitatively, using systems thinking, make	The ability to continue working through a problem when obstacles arise, displaying and thinking “outside the	The ability to contribute constructively to large and small group settings while





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

<p>listening skills, and to engage with individuals at different stages of their career and from diverse backgrounds. Communication through different outlets (in-person, on the phone, via email, via social media, etc).</p>	<p>experiences and expand learning, and desire to return to activities. Comfortable asking questions (as appropriate) when unsure or to learn more and comfortable seeking additional information from published sources (Internet, books) to fill in knowledge gaps.</p>	<p>analytical judgments and decisions, solve non-familiar problems in both conventional and innovative ways.</p>	<p>box” when solving problems. Also work-life balance – how to work and manage other commitments; maintain physical health while working.</p>	<p>establishing and maintaining healthy and rewarding relationships with diverse individuals and groups, including instructors and peers.</p>
--	---	--	---	---

**IV. Evaluation Criteria**

**1. Contractor Understanding and Experience (20 points)**

Describe your understanding of workforce development, the needs of both employers and youth entering the workforce, and the impact of effective workforce development opportunities on youth. Summarize the experience and qualifications of your organization and key staff in being able to effectively recruit, onboard and support a youth workforce. Attach resumes for staff who will be asked to supervise youth employees, or job descriptions if those positions will need to be filled. Provide details in how your organization is prepared to capitalize on the unique potential of eligible participants.

If applying for Career or Workforce Education Placements, please be sure to provide the educational qualifications and experience within your organization.

**2. Work Plan (30 points)**

Describe your plan to implement the services outlined in the solicitation. Please ensure the work plan specifies which programmatic model will be delivered, how your organization will meet the program qualification and design requirements, and how the workplace or educational experiences of youth relates to their workforce readiness, future employment and/or professional development. Please ensure your work plan includes details specific to the job descriptions and job worksite that youth will be assigned.

All work plans must include information on evaluation of services provided and youth skill or competency development.

If applying for Workforce Experience Placements, please ensure that your work plan considers the differing skill levels of youth employees and specifies whether you have foundational job requirements that all youth employees must demonstrate (ex. Writing or communication skill level).

If applying for Career or Workforce Education Placements, please include details on the final product that youth will create and how you will ensure its completion. Specify whether your program is for specific grade-levels and include details on how your program is aligned to the educational experience of enrolled youth.

**3. Capacity to Effectively Administer the Project (25 points)**



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

Describe organizational experience in meeting the objectives outlined in this solicitation, including but not limited to offering developmentally appropriate work or learning experiences for youth, supervising and supporting youth without formal work experience, providing a work site that can serve as both a learning and work environment, and develop 21<sup>st</sup> Century Skills with youth employees.

Review the section in this solicitation on youth payments and ensure that you can provide youth payments while waiting for reimbursement. Please ensure that your worksite will be able to meet the required supervisor to employee ratio.

**4. Cost Proposal**

**(25 points)**

Clearly outline the costs, including youth salaries and payments, administrative costs, and costs associated with developing youth employees. Funds cannot be used to subsidize current employee wages, and so please ensure that if supervisor salary is included it is for the hours related to supervising and supporting youth employees. Administrative costs should not be more than 30% of the amount budgeted for youth salaries. Preference will be given to applications that maximize payments to youth.



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

## **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.
- Proof of Insurance.
- Certificate of Good Standing with the Rhode Island Secretary of State.
- Resume, job description and a copy of the state background checks of staff members who will serve in a supervisory capacity.
- Job descriptions for all youth positions.



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

**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



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

- 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.