



CITY OF PROVIDENCE, RHODE ISLAND

**Department: Department of Public Property**

**RFP Title: Municipal Parking Enforcement Management System Five Year Contract with Five One Year Options for Renewal**

**Opening Date: 11/03/2025**

**Addendum #: 3**

**Issue Date: 10/23/2025**

The purpose of this addendum is:

To provide additional responses to submitted vendor questions.

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**Addendum No.03**

FOR BIDS SCHEDULED TO BE OPENED ON NOVEMBER 03,2025

Title: Municipal Parking Enforcement Management System Five Year Contract with Five One Year Options for Renewal MT#50417

Owner: The City of Providence Department of Public Property

Date: October 23, 2025

**Written Questions and Comments Submitted**

**1. Question:** Based on the 20% MBE/WBE combined participation goal, would the City please outline how the MBE utilization +6 bonus points can be prorated? Example – would 10% utilization receive +3 bonus points?

**Response:** The proposer with the highest MBE/WBE participation rate will receive the maximum bonus points. All other proposers will be prorated accordingly. For example, if Proposer A has the highest MBE/WBE participation rate at 20% and Proposer B's participation rate is 12%, Proposer A will receive the maximum 6 points and Proposer B will receive  $(12\% \div 20\%) \times 6$ , which equals 3.6 points.

**2. Question:** Does utilizing one (1) MBE/WBE partner to achieve 20% fulfill the goal, or does the City require at least one (1) from each category to fulfill the goal?

**Response:** The City's MBE/WBE participation goal can be met through the combined participation of both MBE and WBE RI certified subcontractors, or by engaging at least one RI certified MBE or WBE subcontractor whose participation meets the stated goal.

**3. Question:** The Evaluation Criteria and Weights table lists seven (7) technical criteria. According to the Evaluation overview on Page 19, each category is worth up to 5 points, which means the maximum points before weighting is applied that an offeror could score is 35 points. However, the overview also indicates that offerors must score at least 70 points to pass the technical proposal. Would the City please clarify the scoring scale and weighting application?

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**Response:** Each criterion of the evaluation proposal is accompanied by a weight. Evaluators will assign a score from 0 to 5 to each of these criteria. To determine the weighted score, evaluators will multiply their scores by their respective weights. For example, the first category, “Company Qualifications & Experience,” has a weight of 10. If the evaluator determines that the proposer’s submission is “good”, they will assign a score of 4, which equals a weighted score of 40. In the case of “System Capabilities & Technology”, the evaluator considered the submission to be “excellent” and assigned a score of 5, which equals a weighted score of 125. The exercise is repeated for each of the categories. Below is a sample Evaluation Scoring Sheet.

**Evaluation Criteria (Sample)**

<b>Category</b>	<b>Weight</b>	<b>Score (0–5)</b>	<b>Weighted Score</b>
<b>1. Company Qualifications &amp; Experience</b>	<b>10</b>	<b>4</b>	<b>40</b>
<b>2. System Capabilities &amp; Technology</b>	<b>25</b>	<b>5</b>	<b>125</b>
<b>3. Implementation and Training Plan</b>	<b>15</b>	<b>3</b>	<b>45</b>
<b>4. Customer Services &amp; Ongoing Support</b>	<b>15</b>	<b>4</b>	<b>60</b>
<b>5. Data Security, Compliance &amp; Risk Management</b>	<b>10</b>	<b>3</b>	<b>30</b>
<b>6. Past Performance &amp; Demonstrated Outcomes</b>	<b>10</b>	<b>2</b>	<b>20</b>
<b>7. Innovation &amp; Future Scalability</b>	<b>5</b>	<b>4</b>	<b>20</b>

**Evaluator Totals**

- **Base Score (100 max): 340 / 450 → 75 / 100**

In this example, the assigned weighted score was 340 out of a maximum total weighted score of 450. This technical proposal received 75 points, it passed evaluation.



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**4. Question:** Is the weight for each category a percentage? For example, if an offeror receives all 5 points in the Company Qualifications & Experience category, the points they receive would be 5 baseline points times 10% weight = .5 points. If not a percentage, does that mean that in this scenario, the points would be 5 baseline points times 10 weight equals 50 points?

**Response:** See answer to previous questions for clarification.

**5. Question:** Page 19 indicates the maximum base score is 100 points, while Page 20 indicates the maximum is 115 base points. And on the Evaluation Point table it shows a total of 106 points (including the bonus points) but the table adds up to 121 points (including the bonus points). Please clarify what the maximum number of base points is?

**Response:** The correct maximum total is 115 base points as stated on page 20. Points for the Minority Business Enterprise Utilization Plan are considered bonus points and will be evaluated separately.

**6. Question:** The City recently refreshed their enforcement handheld computers/printers. Does the City want all of these devices to be replaced at the start of this contract? If not at the start of the contract – at what point in the contract would the City expect to receive new enforcement equipment?

**Response:** The City wants all devices replaced at the beginning of the contract.

**7. Question:** Does this contract include the devices and software for Environmental/Code enforcement as well as Parking enforcement? if so, are the Code devices included in the counts above and what scope of services are required for Environmental/Code?

**Response:** The Environmental Enforcement would like to propose the allocation of 12 handheld devices. At present, the city has 6 inspectors, and having additional devices would be beneficial in the event that any devices fail or require replacement.

**8. Question:** Regarding the required interface with the City's payment applications, what payment application(s) are currently in use by the City?

**Response:** <https://www.park-pvd.com/>

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Parking interfaces – Metered Spaces, Kiosks, Text to Pay  
Online Payment = Passport Parking, ParkMobile and Park Smarter

**9. Question:** Please provide a list of use cases requiring integration between the citation management system and Curia.

**Response:** Use case – Once a violation occurs, did it violate a local ordinance? If so, needs to be sent to the court. No reason to get court involved when there is no violation and payment has been received.

How can we minimize parking violations? One effective approach could be for the parking system to send a text message to the customer's cellphone when their meter time is about to expire. The message could offer the option to extend the time by charging the customer for additional minutes avoiding a violation.

**10. Question:** Does the Curia system maintain a calendar of available hearing dates/times which will be accessible via API to the citation processing system?

**Response:** Yes – integration is possible with both Parking and Environmental

**11. Question:** What data will be required to be transferred from the Curia system back to the Citation Processing system AFTER the conclusion of a hearing?

**Response:** Would like to see adjudication and payment, ticket lifecycle and history back in the citation system.

**12. Question:** How many parking enforcement court hearings are scheduled in a typical day, month, or year?

**Response:** 1000-1500 per session. 4-5 sessions a week for parking.

**13. Question:** Regarding citation collections and follow-up, how many follow-up notice are required to be mailed?

**Response:** A notice period of 14 days is required, along with a 28-day notice that includes a court summons. Should the specified date be overlooked, a notice of default will subsequently be

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sent via mail. Furthermore, if an individual accumulates three (3) or more tickets, they will also be notified regarding the eligibility for towing or booting.

**14. Question:** Regarding citation collections and follow-up, would the City like for proposers to include delinquent/secondary collections as part of their proposed solution, given that it is part of scope of the City's current parking management contract? This would entail engaging a third-party collection agency to actively pursue debt once deemed eligible.

**Response:** The city would like the option of this process.

**15. Question:** Regarding the preferred interface with the RI DMV, does the City currently have contacts with the RI DMV that can help plan an integration project with the citation processing system vendor?

**Response:** Relationships with State actors will be the responsibility of the vendor.

**16. Question:** The RI DMV charges \$10 per request while alternative sources cost significantly less. Does the City have any agreement(s) with the RI DMV to request information at no or reduced cost? If so, Has the RI DMV confirmed that such access and rate will be extended to the City's processor? What is the rate? Additionally, may respondents include this as a reimbursable expense to the City?

**Response:** All DMV and cross agency relationships/functionality will be the sole responsibility of the vendor.

**17. Question:** What is the current collection rate on parking citations? (Bid Package Specifications, Overview, Page 14)

Response: This information is currently unavailable.

**18. Question:** Who currently collects delinquent parking citation debt on behalf of the City? (Bid Package Specifications, Overview, Page 14)

What is the total outstanding receivable from parking citation debt? (Bid Package Specifications, Overview, Page 14)

**Response:** This information is currently unavailable



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**19. Question:** Could you please share with us the list of MBE WBE List agreed by the city, the link in the RFP is not working.

Response: The city utilizes the Rhode Island MBE/WBE directory which can be accessed online through the Minority Business Enterprise Compliance Office portal: <https://dedi.ri.gov/division-units/minority-business-enterprise-compliance-office/directory-search>

**20. Question:** Regarding the required interface with the City's parking meters, what parking meter(s) are currently in use by the City?

**Response:** Providence has two types of parking meters, single space meters and multi-space meters provided by IPS. The single space meters are MK5 meters and the multi-space meters are MS3 meters.

All other provisions of the project shall remain as stated in the original RFP documents.

**-END OF ADDENDUM NO.03-**

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