



CITY OF PROVIDENCE, RHODE ISLAND

Department: Housing & Human Services

RFP Title: Connections to Mainstream Benefits Programming; One-Year Contract with Three One-Year Extension Options

Opening Date: 20 Apr 2026

Addendum #: 1

Issuing Date: 3 Apr 2026

The purpose of this addendum is to provide response to consolidated bidder questions received.

Q&A Addendum #1

Connections to Mainstream Benefits Programming RFP (#52383)

Q1. Expected reach: How many unique individuals do you anticipate being served through this grant program? Even a loose estimate or range would be helpful.

A1. In past contracts, the number of individuals served was measured by the number of completed SSI/SSDI applications, and the deliverable for number of completed applications (for SSI/SSDI benefits only) per year was 25. However, rather than prescribing exact expectations, we encourage respondents to outline what they believe is realistic and achievable, based on their experience delivering similar work.

Q2. SSI/SSDI applications: Within that total, approximately how many individuals would you expect to complete SSI or SSDI applications through the program?

A2. Eligible models may include, but are not limited to, SSI/SSDI application support. If the program you propose involves helping people to apply for SSI/SSDI benefits only, then your expected reach will likely be the same as the number of individuals who complete SSI/SSDI applications through the program (see A1). In past contracts the deliverable for number of completed applications (for SSI/SSDI benefits only) per year was 25. However, rather than prescribing exact expectations, we encourage respondents to outline what they believe is realistic and achievable, based on their experience delivering similar work.

Q3. Benefits Specialist position: Does the Benefits Specialist need to be a new hire, or could this role be filled by an existing staff member?

A3. No, the Benefit Specialist staff or equivalent role does not need to be a new hire. Current staff are able to serve in this role provided the City's support does not supplant other existing funding.

Q4. Staffing structure: Would it be acceptable for the work to be split between two employees, as long as the total level of effort equals 1.0 FTE?

A4. Yes, that is permissible. Proposals should describe the staffing plan and how personnel time/effort will be tracked and cost allocated for the project.

Q5. Coordination meetings: In Task 2 (Implementation), the RFP notes that grantees should "convene regular coordination meetings with key partners and stakeholders." Could you provide guidance on what frequency the City would consider "regular" meetings?

A5. Rather than prescribing exact expectations, we encourage respondents to outline what they believe is realistic and achievable, based on their experience delivering similar work.