



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

REQUEST FOR PROPOSALS

**Item Description: HEALTH, WORKFORCE, AND EDUCATION PROGRAMMING AT PROVIDENCE RECREATION CENTERS:
CAPITAL PROJECTS FUND (CPF) – ONE-YEAR CONTRACT**

Procurement/MinuteTraq #: 53182

Date to be opened: 6/29/2026

Issuing Department: Recreation

QUESTIONS

- Please direct questions related to the process, how to fill out forms, and how to submit an application(Pages 1-8) to the Purchasing Department.
 - Email: 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 10-11) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 13) to the issuing department’s **subject matter experts**:
 - Sean Holley, Director of Recreation, Sholley@providenceri.gov
 - David Oyemem, Deputy Director of Recreation, Donyemem@providenceri.gov

Pre-submission Conference

There will be a Non-Mandatory Pre-Bid Conference. **June 2, 2026 at 3:30 pm (EST)**

[Join the meeting now.](#)

Meeting ID: 255 326 978 151 283

Passcode: Hg9HE6Xs

Dial in by phone

+1 332-249-0606,,778279475# United States, NYC

Find a local number

Phone conference ID: 778 279 475#

Deadline for questions submissions: June 8, 2026, by email.

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 6/29/2026

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 3rd 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, 3rd Floor
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.

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/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd 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 10-11) 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.**

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.)

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.

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

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

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

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):

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

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 here. Please visit, the City's MBE/WBE page for details of the program (e.g. instructions and requirements).</p> <ul style="list-style-type: none"> Nonprofit organizations are not required to complete the rest of this form. 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 | | | | |
| 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. | | | | |
| Prime Contractor/Vendor Signature | | Title | | Date |
| | | | | |
| Subcontractor/Supplier Signature | | Title | | Date |
| | | | | |

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

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, 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? |
|----------------------|-------------------|--------------|---|
| | | | |
| | | | |
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| | | | |

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


FOR CONSTRUCTION PROJECTS

APPRENTICE REQUIREMENTS (Construction Projects Valued at \$100,000 or More).

Attention of prospective bidders is called to the fact that this project is to be bid upon and executed under the City of Providence Code of Ordinances Chapter 21 Art. II [Section 21-28.1](#) c(1) and (2) related to utilizing apprentices in the contract. This ordinance outlines requirements for utilizing not less than 15% of total hours worked by apprentices. The City may lower this percentage only if it determines in writing that compliance is not feasible or that it would be unduly cost prohibitive to the project. The attention of prospective bidders is also called to the fact that reporting the efforts undertaken and progress towards achieving the requirements in this ordinance is a condition for payment. Compliance reporting shall be submitted with any contract payment requisition, in a format to be specified by the City. This demonstration of compliance through such reports shall be a condition of the requisition for payment to be processed. Upon the contract being awarded to the successful bidder, a mandatory meeting will be scheduled to review the project requirements relative to apprenticeship requirements and the process and protocols by which these goals will be achieved. At this meeting, specific forms and procedures for the documentation and achievement of these requirements by the successful bidder will be provided, discussed and agreed upon for the execution of the contract.

“FIRST SOURCE” REQUIREMENTS.

Attention of prospective bidders is called to the fact that this project is to be bid upon and executed under the City of Providence Code of Ordinances [Chapter 21 Art. III 1/2 First Source Agreements](#) Sec. 21-91 through 21-96. This ordinance outlines requirements for hiring Providence residents to work on this project. The City may waive this requirement only upon a determination in writing that qualified residents of Providence are not available for the project, pursuant to Sec. 21-94(e). The attention of prospective bidders is called to the fact that reporting the efforts undertaken and progress towards achieving the requirements in this ordinance is a condition for payment. Compliance reporting shall be submitted with any contract payment requisition, in a format to be specified by the City. This demonstration of compliance through such reports shall be a condition of the requisition for payment to be processed. Upon the contract being awarded to the successful bidder, a mandatory meeting will be scheduled to review the project requirements relative to the First Source Agreements and the process and protocols by which these goals will be achieved. At this meeting, specific forms and procedures for the documentation and achievement of these requirements by the successful bidder will be provided, discussed, and agreed upon for the execution of the contract.



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

BID PACKAGE SPECIFICATIONS

1. Overview

The City of Providence's (City) Department of Recreation (Department) requests proposals for programming at three Recreation facilities in Providence – Davey Lopes Recreation Center, Elmwood Community Center, and Joslin Recreation Center. Programs must **directly enable work, education, or health monitoring**. Organizations are *not* required to provide their service at all three sites *or* address all three programming categories. Organizations are encouraged to apply to provide programming at a combination of centers that aligns with their expertise, local connections, and capacity.

This funding is intended to provide a range of programs for residents that directly enable health, education, and work at three Recreation Centers in Providence – Davey Lopes Recreation Center, Elmwood Community Center, and Joslin Recreation Center. The Department is looking forward to building upon or creating connections between community-based organizations, community members, and the three newly renovated Centers. This funding is intended to supplement existing funds and support existing programming. The Department anticipates prioritizing organizations that have existing staff, structure, and programming and are using these funds to supplement existing funds. These projects are funded by the American Rescue Plan Act (ARPA) Coronavirus Capital Project Fund Coronavirus Capital Projects Fund (CPF) through the Governor's Community Learning Center Municipal Grant program.

Renovations of Three Providence Recreation Centers

In 2024, the City of Providence was awarded \$16.2 million in funding for building renovations at three Recreation Department facilities in Providence: Joslin Recreation Center in Olneyville, Elmwood Community Center in Elmwood, and Davey Lopes Recreation Center in South Providence. These projects are funded by the American Rescue Plan Act (ARPA) Coronavirus Capital Project Fund Coronavirus Capital Projects Fund (CPF) through the Governor's Community Learning Center Municipal Grant program.

Community Engagement Process

Following the grant award, the City carried out community engagement processes for each Center to assess current community priorities. In combination with pre-existing data from the "Community Needs Assessments" regarding community interest in programming and resources, the Recreation Department, the Public Property Department, and the Mayor's Office, with the Sustainability Department leading the conversations at the Joslin Recreation Center and Olneyville Resilience Hub site, documented and compiled community interests and priorities. The City shared this data with the design teams, who created renovation plans that would 1) best facilitate the programming and resources that the community identified as most important and 2)

meet grant requirements. The City brought the draft renovation plans back for community review and further discussion, incorporating design changes where necessary.

The Recreation Department maintains webpages to provide construction updates and progress at [Davey Lopes Recreation Center](#), [Elmwood Community Center](#), and [Joslin Recreation Center](#). The Department of Sustainability, due to its role as a backbone organization of the Olneyville Resilience Hub (operating out of the second floor of Joslin Recreation Center) and a partner in the engagement process, also created a webpage outlining the [project and engagement at Joslin](#).

Construction Progress

As of April 2026:

- Construction is **completed** at Elmwood Community Center and programming is ongoing
- Construction is **in-progress** at Davey Lopes Recreation Center, with estimated completion in July 2026
- Construction is **in-progress** at Joslin Recreation Center, with estimated completion in November 2026

Following the completion of renovations at Joslin and Davey Lopes, programming is expected to begin within two months of completion.

Post-Construction Programming

This part of the Capital Project Fund - Community Learning Center grant, the City will receive funding for programming at the Recreation Centers to be spent within five years following the completion of renovations. The City anticipates awarding a range of \$5,000 to \$25,000 per program, depending on scope and duration. See further details below.

Per the grant agreement, the City of Providence is responsible for providing five (5) years of programming at each site that **directly enables** health, education, and workforce development following the completion of the building renovations. Programming that **directly enables** means that the program participants must be the individuals whose education/health/work is being impacted. Examples are provided below.

Education: Activities to acquire knowledge and/or skills, undertaken as part of a person's participation in school, an academic program, internship, professional development program, or in another educational environment.

- **Applicable**: 21st Century portal, tutoring, homework help, academically aligned programs, RICAS prep, English Language Arts classes, MLL tutoring/services, writing seminars, reading help, etc. GED access is allowable, before-school programming to enable easier attendance.
- **Not Applicable**: Parental support, counseling sessions, recreational programs, music classes, art club, sports, teamwork seminars, adult education classes.

Work: Activities to help community members engage in employment, search for employment, and/or develop the required skills and knowledge to become employed.

- **Applicable**: Career counseling, interview prep, workforce training program, certification programs, website to help people apply for jobs, English language classes.

Health: Services to monitor an individual's health, including with respect to either physical or behavioral health.

- **Applicable**: Telemedicine, vaccination clinics, dental screenings, substance use prevention, smoking cessation.
- **Not Applicable**: Nutrition classes, education about diseases, exercise programs, etc.

2. Goals of Funding Opportunity

1. Address community need in the South Providence, Elmwood, and Olneyville neighborhoods and areas adjacent to the three Centers, including supporting projects and/or organizations affected by recent federal funding cuts.
2. Directly enable workforce development, health, and education for Providence residents through the eligible Recreation Centers.
3. Build connections between the Recreation Department, local organizations, and Recreation Center users, by providing programming in Recreation spaces.
4. Proposal is developed with an equity lens to ensure opportunities and benefits deriving from the proposal are shared widely and fairly across all parts of the community.
5. Demonstrate measurable outcomes, including how the funding increases local organizational capacity and increases residents' access to health, workforce, and education opportunities.
6. Supplement existing funding for local programs and increase programming available at Recreation Centers without increasing demand on Recreation Center staff.

3. Scope of Work

The awarded vendor(s) shall develop and implement projects in alignment with the goals of this funding opportunity (see above). Projects shall directly benefit residents in areas adjacent to the three Centers and must focus on directly enabling health, workforce, and K-12 education. These programs may include those listed above or other aligned projects. The Recreation Department acknowledges that this level of funding is likely not sufficient to support the **full** cost of most programs. As such, the Department intends that this funding supplements existing funding sources for existing programs/projects, and is not fully funding a new operation. The suggested range of funding for projects, discussed below, reflects this and prioritizes groups that have existing staff, structure, and programming. The Recreation Department will provide the space

free of charge and is committed to continuing to pursue future partnerships with community organizations who would like to provide programming through the Recreation Centers.

We encourage organizations to apply for funding to support one year of programming that aligns with their organizational capacity and budget constraint. Proposed programming may vary in duration, including short-term, seasonal, or year-long initiatives. Applicants should clearly outline the anticipated program timeline and frequency of activities within the bid proposal. All awarded programs will be subject to performance review based on participation, consistency, and alignment with Capital Projects Fund (CPF) goals. For programs interested in longer term partnerships, one year, continued funding will be contingent upon successful annual review. Short-term or one-time programs will be evaluated upon completion to determine effectiveness and potential eligibility for future funding opportunities.

In addition to project related activities, the following activities will be required of the awarded vendor(s):

1. Submit bi-monthly line-item reimbursement invoices to the Department of Recreation with appropriate backup documentation.
2. Submit semi-annual reports on activities, progress, and outcomes, including project-specific metrics developed in collaboration with the Department.
3. Submit a final report on outcomes, including metrics, as well as successes, barriers, and recommendations for the future.
4. Attend regular program-related meetings with Department staff.

5. Proposal Requirements:

The following shall be included in all proposals. See **Exhibit A** for a **Proposal Template** that will help ensure all necessary elements of the proposal have been provided.

1. **Contact Information:** Organization name, contact person, address, phone, and email. If applying as a collaborative, identify a lead applicant and provide the information for each partner organization.
2. **Proposal Narrative** (maximum 5 pages, single-spaced)
 - a. Work Plan Proposal: Describe the objectives of your project and how the project will achieve them. Describe the expected qualitative and quantitative outcomes of the project, once implemented.
 - b. Alignment with Goals of Funding Opportunity: Explain how the project aligns with each goal of the funding opportunity (see 3. above).
 - c. **Ongoing Operations**: If applicable, describe any ongoing operational costs associated with the proposed project, how those costs will be covered, and indicate any additional stakeholders involved.
3. **Timeline**: Provide a project timeline, including interim and major milestones.
4. **Experience & References** (maximum 3 pages, single-spaced)
 - a. Describe the organization's experience with projects of a similar scope and size.

- b. Demonstrate an understanding of the local context as it relates to your proposed programming.
 - c. Provide three examples of a project of similar scope and size that the organization has successfully implemented within the past 3-5 years.
 - d. Provide a brief summary, including past experience and project-specific roles, of the key personnel that will be involved in the project, including staff from any organizations that you plan on collaborating with on the project.
5. **Letters of Commitment:** If applying with partners, provide letters of commitment from all partner organizations (other than the lead) certifying their role and responsibilities in the proposed work plan.
 6. **Supporting Documents (optional):** Provide documents or supporting resources that provide context directly relevant to the proposal or the organization’s experience with similar projects.
 7. **Cost Proposal:**
 - a. Provide a detailed cost proposal outlining how the funds will be used, including personnel costs, stipends, materials, services, subcontractors, and indirect costs. If other funding sources will be used to support the project, please identify them.
 - b. Explain how the proposed budget will be spent within five years of the date of the execution of a contract.

6. Evaluation Criteria & Selection Overview

The Department of Recreation will make recommendations to the City of Providence Board of Contract and Supply (BOCS). All applicants will be notified of the selection outcomes once BOCS has approved the award.

The City reserves the right to award the full contract to one proposer, split the award among more than one proposer, award a partial contract for specific tasks outlined in this RFP, award no contract, and/or to re-release this RFP as it deems in the best interest of the City of Providence. Additionally, this award is not a guarantee or a promise of business.

Selections will be made based on the following criteria. Projects will be declared ineligible if they receive a score of less than 75 points.

| Categories | Total Points |
|--|--------------|
| RFP Baseline Requirements: <ul style="list-style-type: none"> • Bid Forms Complete, Addenda Signed, Other baseline RFP requirements met. | T/F |
| Alignment with CPF Grant Requirements and Department of Recreation Mission: <ul style="list-style-type: none"> • The Project directly enables work, health, and/or education for participants. | T/F |

| | |
|---|-----|
| <p>Workplan and Alignment with Goals of Funding Opportunity</p> <ul style="list-style-type: none"> • Project objectives, approach, and qualitative and quantitative outcomes are clearly described. • The proposal demonstrates why the project is a community need. • The proposal explains how the project directly enables health, education, or work. • The proposal is developed with an equity lens to ensure opportunities and benefits deriving from the proposal are shared widely and fairly across all parts of the community. • The proposal explains how the project will help build connections between the Recreation Department, local organizations, and Recreation Center users. • The proposal includes measurable goals that will be used to help assess the project’s success. • Timeline is clearly outlined, work is feasible within timeline, and project does not exceed five years. | 50 |
| <p>Experience & References</p> <ul style="list-style-type: none"> • The organization is a local organization or mission-aligned business doing health, education, or workforce development work in the Providence metro-area. • Demonstrated understanding of local context as it relates to the project. • Demonstrated success on past projects of similar scope and complexity. • Key personnel have appropriate experience relating to their role in the project. | 25 |
| <p>Cost Proposal</p> <ul style="list-style-type: none"> • Cost Proposal is in alignment with the proposed project. • Project has been appropriately cost-estimated. | 25 |
| <p>Total Eligible Points</p> | 100 |

7. Funds, Eligibility & Contract Term

1. Proposer Eligibility

The Department seeks proposals from organizations, businesses, or collaboratives that are involved in health, education, or workforce work in the Providence metro-area. Organizations with relevant experience in the Olneyville, South Providence, and/or Elmwood neighborhoods in Providence will be prioritized. The awarded organization or collaborative will have the capacity to carry out the above scope of work and can demonstrate: (1) Experience with projects of a similar size and scope, (2) Being certified and in good standing as a 501c (3) organization or mission-aligned business.

2. Funds Available

The Department expects to award projects within a range of \$5,000 to \$25,000 annually, depending on scope and duration of programming, though project budgets are not *required* to fall within this range.

To ensure program quality, accountability, and alignment with community needs, applicants are encouraged to propose projects with a duration of up to one year. Continued funding beyond the initial period will be contingent upon program review, performance, and demonstrated impact. In alignment with our goal of building strong relationships with local organizations and supporting sustainable programming, funds for these projects will be distributed on a reimbursement-only basis. Awarded organizations will be required to submit detailed budget reports and supporting documentation of eligible expenses for review and approval. Reimbursements will be issued periodically based on documented expenditures, up to the total approved project budget.

3. Eligible Uses of Funds

- Personnel salary & fringe
- Community stipends or other compensation/incentives
- Project-related materials, equipment & supplies
- Project-related services
- Subcontractors
- Indirect Costs (up to 15% of project budget)

4. Backup Documentation for Expenses

All expenses must be accounted via backup documentation submitted with reimbursement requests. Examples of appropriate backup documentation for different expenses include:

| Expense | Required Backup Documentation |
|---|--|
| Personnel salary & fringe | For each employee provide: (1) a record of billing date range, number of hours spent on project, and rate of pay, and (2) a payroll report demonstrating the payment was made to the employee for the hours. |
| Community stipends or other compensation/incentives | Description of activity for which stipend was paid and proof of payment of stipend to stipendee (e.g. canceled check) |
| Project-related materials, equipment & supplies | Receipt |
| Project-related services | Invoice from service provider and proof of payment to service provider |
| Subcontractors | Invoice from subcontractor and proof of payment to subcontractor |

| | |
|--|--------------------|
| Indirect Costs (up to 15% of project budget) | No backup required |
|--|--------------------|

5. Contract Term

Projects must be completed within one year or otherwise agreed upon duration of an executed contract between the City and awarded vendor.

8. RFP Schedule & Process

1. RFP Schedule

Below is the RFP schedule. The Department may change these dates at its sole discretion, in the form of an addendum. All notifications and amendments to this RFP will be posted via the Rhode Island Municipal Bidder Notification System. More information is available at <https://www.providenceri.gov/purchasing/>.

| | |
|-------------------------------|----------------------------|
| RFP Posted | May 18, 2026 |
| Pre-Bid Conference | June 2, 2026 at 3:30pm |
| Deadline for Bidder Questions | June 8, 2026 |
| Response to Bidder Questions | June 15, 2026 |
| Proposal Due Date | June 29, 2026 at 2:15 p.m. |
| Estimated Award Date | July 27, 2026 |

2. Pre-Bid Conference

There will be an optional, virtual pre-bid conference on the date and time included in the chart above. A link to the virtual meeting is included below. The conference is an opportunity to learn about this RFP and ask clarifying questions.

[Join the meeting now.](#)

Meeting ID: 255 326 978 151 283

Passcode: Hg9HE6Xs

Dial in by phone

+1 332-249-0606,,778279475# United States, New York City

Find a local number

Phone conference ID: 778 279 475#

3. Questions and Addenda

Bidders are advised that once the RFP has been issued, all contact must be handled per the guidance on page 1 of this RFP package. Instructions for participating in this bidding process and information regarding this project will be provided only through this RFP, the pre-bid conference, and written addenda. Questions may be submitted to the appropriate contact by the Deadline for Bidder Questions date included in the chart above. Responses will be posted in the

form of an addendum to this RFP on the Response to Bidder Questions date included in the chart above.

Any addenda issued to Bidders prior to the proposal opening date will include an addendum acknowledgement section. Since all addenda shall become a part of the RFP, all addenda must be signed by an authorized Bidder representative and returned with the Bidder's proposal. Failure to sign and return any addendum acknowledgements may be grounds for rejection of the proposal response.

4. Submission Process

Proposals must be submitted to the City at or before 2:15 PM EST on the Proposal Due Date included in the chart above. See page 2 of this RFP for submittal instructions. See page 3 of this RFP for a bid package checklist.

5. M/WBE Forms

All bidders must include the relevant M/WBE forms included on pages 10-11 of this solicitation. If a bidder will not meet the City's goal of 20% M/WBE participation, a waiver must be requested. The approved waiver must be submitted with the Bidder's proposal, so a request should be placed as soon as the bidder knows they will not meet the goal to ensure adequate time for the waiver request to be processed and approved. See waiver instructions on page 11 for more information.

6. Modification of Terms

Any exceptions/additions/alterations to the terms and conditions contained herein must be included in the bidder's proposal response. Failure to provide the required data to allow for evaluation of the bidders response to the RFP, or failure to follow and complete the RFP proposal format and accompanying documents will be grounds for rejecting the proposal offer. The City reserves the right to reject any proposals that alter the terms specified in the RFP.

7. Withdrawal of Proposal

Proposals may be withdrawn at any time prior to the proposal due date and time. Once the proposal due date has passed all proposals become the property of the City.

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.



**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.