



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

REQUEST FOR PROPOSALS

Item Description: NEIGHBORS SEEKING RECOVERY MINI-GRANT PROGRAM ADMINISTRATION

Procurement/MinuteTraq #: 46449

Date to be opened: 10/7/2024

Issuing Department: Housing & Human Services

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
 - 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
 - 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: Silaphone Nhongvongsouthy
 - Title: Program Manager
 - Email Address: snhongvongsouthy@providenceri.gov

Pre-bid Conference

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

Deadline for questions submissions: 09/20/2024



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INSTRUCTIONS FOR SUBMISSION

Meeting Date: 10/7/2024

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 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
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.



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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 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.**



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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.)



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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.



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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



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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



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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



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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):



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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



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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.**



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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 gdi@providenceri.gov or mbe-wbe@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



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BID PACKAGE SPECIFICATIONS

Neighbors Seeking Recovery Mini Grant Program Administration One-Year contract

The City of Providence's Department of Housing & Human Services (HHS) seeks an organization to administer the Providence Neighbors Seeking Recovery Mini Grant program from January 1, 2025 – December 31, 2025. This request is part of the City of Providence's Overdose Prevention Strategy, for which HHS is the implementation lead and which is funded by the City of Providence's Opioid Settlement Funds.

Questions about this RFP should be directed to Silaphone Nhongvongsouthy, Program Manager, at snhongvongsouthy@providenceri.gov.

Background Information:

The City of Providence Department of Housing & Human Services shall seek to improve the lives and living conditions of the City's low- and moderate-income residents. The Department shall support community-based strategies that build strong, vibrant, and stable neighborhoods, enhance opportunity and public health, and provide quality affordable housing throughout the City.

The Opioid Overdose Epidemic continues to affect the City of Providence disproportionately. In 2023, 111 individuals lost their lives to opioid overdoses in Providence. The rate of overdose fatalities in Providence has been the second highest in the State since 2017, except for 2018, when it was the highest in Rhode Island¹. Unfortunately, each life lost is a loved one, family member, or friend and a preventable death.

During that same period, 2017-2023, there were reports of over 3,500 non-fatal overdoses in the City of Providence. In 2023, 569 non-fatal overdoses occurred, accounting for over 30% of statewide non-fatal overdoses;² Providence is home to 17% of Rhode Island's total population³. Additional risks and harms are associated with substance use disorder that impacts individuals, families, and the Providence community. The City of Providence is committed to implementing a comprehensive strategy to reduce overdose deaths and substance use-related harms over the next 3-5 years.

The [City of Providence Overdose Prevention Strategy](#) aims to de-escalate substance-related harms, especially overdose, across the continuum of opioid risk using the framework below:

Guiding Principles:

1. Advance Health Equity

¹ Rhode Island Department of Health. (updated July 2024). *Municipal Rate of All Drug Involved Fatal Overdose by Year (Incident Municipality)*. <https://ridoh-drug-overdose-surveillance-fatalities-rihealth.hub.arcgis.com/datasets/rihealth::municipal-rate-of-all-drug-involved-fatal-overdose-by-year-incident-municipality/explore>.

² Rhode Island Department of Health. (2024). *Non-Fatal Opioid Overdose-Related Emergency Medical Services Runs*. <https://ridoh-drug-overdose-surveillance-emsdashboard-rihealth.hub.arcgis.com/>.

³ United States Census. (2020)



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2. Address Social Determinants of Health
3. Build Community Capacity and Empowerment
4. Increase Coordination & Collaboration
5. Enhance Data-Driven Decision-Making

Strategic Priorities:

1. Promotion
2. Prevention
3. Rescue/Harm Reduction
4. Treatment
5. Recovery

This funding opportunity aligns with the Treatment strategic priority:

Treatment - Create and maintain access points to the appropriate level of care for diverse populations that move toward a “no wrong door” approach. Support efforts to minimize structural barriers that limit admission to and successful completion of treatment.

In 2023, 48.5 million people aged 12 or older (or 17.1 percent of the population) had a substance use disorder in the past year, including 28.9 million people who had an alcohol use disorder and 27.2 million people who had a drug use disorder. Unfortunately, 1.8 million adolescents and 39.6 million adults with a substance use disorder did not receive any treatment that year⁴. Furthermore, less than 42% of the individuals who enter treatment for drug and alcohol use complete it⁵. While there are many barriers, financial constraints continue to be a barrier to initiating and completing treatment⁶. Therefore, the City of Providence is seeking to continue its Neighbors Seeking Recovery Mini-Grant program to address financial barriers to care for Providence residents.

This funding opportunity seeks to reduce the incidence of overdose and other adverse substance-related outcomes in the City of Providence by providing emergency mini-grants to individuals entering or continuing treatment to:

1. Increase the number of individuals seeking treatment by mitigating financial barriers to access.
2. Reduce stressors related to financial emergencies that impede positive treatment outcomes.
3. Increase the number of individuals who complete substance use treatment.

⁴ Substance Abuse and Mental Health Service Administration. (2024). 2023 National Survey on Drug Use and Health. <https://www.samhsa.gov/data/sites/default/files/reports/rpt47095/National%20Report/National%20Report/2023-nsduh-annual-national.pdf>

⁵ Substance Abuse and Mental Health Services Administration. (2019). Treatment Episode Data Set (TEDS): Admissions to Discharges From Publicly Funded Substance Use Treatment.

⁶ Substance Abuse and Mental Health Service Administration. (2024). 2023 National Survey on Drug Use and Health. <https://www.samhsa.gov/data/sites/default/files/reports/rpt47095/National%20Report/National%20Report/2023-nsduh-annual-national.pdf>



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Scope of Work:

In its efforts to address the opioid overdose crisis and other substance-related harms, the City of Providence Department of Housing and Human Services (HHS) seeks an organization to administer the Providence Neighbors Seeking Recovery Mini-Grant program. This program provides emergency mini-grants to assist with substance use disorder (SUD) related appointment co-payments, food, transportation to and from SUD related appointments, telephone access support, and basic need items associated with successful treatment completion. Assistance will be given to Providence residents with emergency needs who qualify via application.

Task 1: Develop standard operating procedures and associated documentation for program administration to be approved by HHS, including but not limited to:

- Application procedure and form for agencies referring individuals seeking assistance.
 - This should include safeguards submitted on behalf of individuals being served by the administering organization
- Application review procedure including eligibility criteria
 - Providence residency is a required eligibility criterion.
- Grant distribution procedures including maximum award, allowable expenses, forms of payment, and timeline
- Data collection and reporting procedures accompanied by associated data collection instruments and systems.

Deliverable(s):

- Final approved Standard Operating Procedures
- Final client application
- Final data collection instruments and system.

Task 2: Provide ongoing training and information about the program and application procedures to organizations and programs that serve people with substance use conditions.

- Conduct an initial round of outreach to notify community partners about the program's availability, eligibility criteria, and application procedures to enable client referrals.
- Regularly assess referring agencies and adherence to application protocols to identify community partners that may require additional training and information.

Deliverable(s):

- Informational materials about the program and application process

Task 3: Disburse emergency mini-grants to Providence residents experiencing financial barriers to treatment initiation or completion.

Deliverable(s):

- Data collection system
- Back-up financial documentation for grants disbursement



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Task 4: Work collaboratively with HHS Data & Evaluation Manager on process and outcome evaluation, including but not limited to:

- Track proposed outputs and outcomes
- Track any changes made to the activities during implementation
- Attending project management meetings and any additional evaluation meetings

Deliverable(s):

- Quarterly de-identified reports of grants dispersed that include information needed for key performance indicators
- Bi-annual narrative reports on activities, progress, and outcomes
- Final report with key performance and outcome measures, success, barriers, and recommendations for the future
- Attendance at required project meetings

Required Key Performance Indicators:

- Number of total applications received.
- Count of applications received by referral source (i.e. organization name)
- Number of eligible and ineligible applications
 - Reason for ineligibility
- Dollar amount of mini-grants awarded.
- Count and value of services funded through the grants (e.g. recovery housing aid, medical appointment co-payments, food, transportation to and from medical appointments, telephone access support, and basic need items, etc).
- Average time (in days) from application submittal to fund distribution
- Number of clients served broken down by demographics, as appropriate.

Administrative fees for building the mini grant program, facilitating the application process, determining eligible recipients, distributing the funding, reporting back to the HHS, and providing other pertinent functions are capped at 15%. Costs to administer the program should be included in the applicant's budget and submitted with the proposal.

Required Activities:

The awarded organization will be required to:

1. Attend meetings of the Mayor's Coalition on Behavioral Health, and relevant subcommittees, to provide regular updates to the Coalition on progress and challenges in the work. This Coalition meets the first Wednesday of every month from 3-4:30 pm, with some exceptions due to holidays.
2. Submit invoice for one-time cash advance in the amount of \$75,000.
3. Submit monthly reimbursement invoices to HHS accompanied by appropriate back-up documentation.
4. Submit quarterly deidentified mini-grant level reports of all grants dispersed during the period and other metrics developed in collaboration with HHS in an approved format.
5. Submit bi-annual narrative reports on activities, progress, and outcomes in an approved format.



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6. Attend additional program-related meetings with HHS staff and other partners.

Eligibility:

The Department of Housing & Human Services seeks applications from qualified organizations providing substance use services in Providence. The awarded organization will have the capacity to carry out the above scope of work, including:

- Ability to provide trauma-informed, anti-racist, anti-stigma, gender-affirming, culturally competent services.
- Demonstrated financial capacity to manage the disbursement of mini-grants in a timely fashion.
- Be certified and in good standing as a 501c (3) organization.

Timeline:

- Anticipated Award Date: November 4, 2024
- Anticipated Project Start: January 2025
- Length of the Project: One-year

Funding Availability:

The City plans to award a single contract valued up to \$159,525 for a duration of one year. Administrative fees for building the mini grant program, facilitating the application process, determining eligible recipients, distributing the funding, reporting back to the HHS, and providing other pertinent functions are capped at 15%. Costs to administer the program should be included in the applicant's budget and submitted with the proposal.

Or

Funding Decision:

Funding for this program is limited. Applications that meet all general guidelines and requirements may not necessarily receive an award. The City may fund a project for the full amount requested, less than the full amount, or not at all. There are no requirements or expectations that the City must award all funds via this solicitation. The City reserves the right to postpone or cancel this solicitation if it deems it to be in the best interests of the City to do so. The City reserves the right to waive any technical or formal errors or omissions.

Successful applicants shall be in complete compliance with all of the specifications, terms, and conditions of this solicitation and related programs. The Department of Housing & Human Services shall have the right to inspect the facilities and equipment of the successful application to ensure such compliance. The City shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein. Applicants must be current to the City on any loan, contractual, or tax obligation as due, and with any rules, regulations, or provisions on any existing or past City contracts.

The minimum qualification is 75 points in total and at least 20 points in each of the following categories: Project Proposal, Organization Experience, Anti-Racism, Anti-Stigma, and Culturally Competent Approach (see Evaluation).



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Proposal Material:

- **Contact Information:** Individual or organization name, address, phone, and email.
- **Proposal Narrative** (maximum 10 pages, single-spaced)
 - **Goals & Objectives:** Outline the goals and objectives of the proposed project. Objectives should be written in the SMART format (Specific, Measurable, Attainable, Realistic, and Time-limited).
 - **Work Plan Proposal:** Describe the proposed work plan to meet the project's goals and objectives. Work plan should include all grant related activities, including any necessary start up activities.
 - **Evaluation Plan:** Outline the key performance and outcome indicators that will be used to measure progress.
 - **Staffing:** Provide the following:
 - Roles and qualifications of all relevant organization staff
 - If you're collaborating with other organizations to staff or consult on this project, please identify the roles and responsibilities of all partnering organizations.
 - **Organizational Experience:** Describe the organization's experience with projects of a similar scope and size.
- **Timeline** - On a separate sheet include the proposed timeline of work.
- **Resumes** - Provide resumes of all relevant lead organization staff. Include copies of any certifications, credentials, or documentation of experience, as appropriate. Please do not submit original documents.
- If applying with partners, provide **letters of commitment** from all partner organizations (other than lead) certifying their role and responsibilities in the proposed work plan.
- **Supporting documents** - (maximum 10 pages) Optional: Provide documents, links, communications materials, etc. that provide any relevant background information about the organization and experience with similar projects.
- **Budget**
 - Funding proposal: In Excel format, provide a spreadsheet that includes costs and descriptions for allowable expenses. Administrative fees for building the mini grant program, facilitating the application process, determining eligible recipients, distributing the funding, reporting back to the HHS, and providing other pertinent functions are capped at 15%. Costs to administer the program should be included in the applicant's budget and submitted with the proposal.
 - Funding timeline: Please identify how your proposed budget will be spent by December 31, 2025, in Excel or Word format.
- **Certificate of Good Standing** of the organization's 501c(3) status.

Evaluation

HHS will make recommendations to the Providence Board of Contract and Supply (BOCS). All applicants will be notified of the selection outcomes once BOCS has approved the award. Proposals will be evaluated on the following criteria:



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Bids will be declared ineligible if awarded score is less than 75 points in total or less than 20 points in any of the following categories: Project Proposal, Organization Experience, Anti-Racism, Anti-Stigma, Culturally Competent Approach.

Technical Review Scoring	Total Points
Project Proposal 1.. The project's goals and objectives are clearly articulated 2. The Proposed work plan clearly defines and describes all required activities and any proposed activities. 3. Evaluation plan is clearly defined and aligns with the project's goals, strategies, and activities. 4. Time commitment of staff is appropriate to the project	30
Organization Experience 1. Qualifications and relevant individual/organization experience 2. Demonstrated success on past projects of similar scope and complexity 3. Capacity to disburse mini-grants in a timely fashion	30
Anti-Racism, Anti-Stigma, Culturally Competent Approach 1. Applicant demonstrates an understanding of underlying needs and challenges that impact underserved populations 2. Applicant proves commitment to engaging with diverse populations	30
Timeline & Budget Proposal 1. Timeline of work is feasible and can be completed by December 31, 2025 2. Budget is in alignment with the proposed activities 3. Administrative costs are included and do not exceed 10%	10
Total Eligible Points	100

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.



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*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.



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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



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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.