CITY OF PROVIDENCE, RHODE ISLAND

Department:

RFP Title: ONE PROVIDENCE FOR YOUTH 2025

Opening Date: 02/24/2025

Addendum #: 1

Issue Date: 02/12/2025

The purpose of this addendum is:

The Purpose of this addendum is to address questions related to the RFP from the non-mandatory pre-bid conference that was held on Tuesday, February 11, 2025, as well as questions the City received via email.

We have posted the slides from this pre-bid conference as an addendum, as well. There is also a City Budget Template that organizations may use to prepare their budget and the Summer 2025 reporting form that all organizations that receive awards must complete.

Pre-Bid Conference for One Providence for Youth 2025

February 11, 2025

Outline

- Key Dates for One Providence for Youth 2025

- Overview of One Providence for Youth Program

- Logistics and Operations for One Providence for Youth

- Notable Changes to 2025 RFP

- Funding Available in 2025

- Questions?

Key Dates

Tuesday, February 11 (today): Non-mandatory pre-bid conference.

Monday, February 17: Please submit questions to Adrianna Dextradeur via email at adextradeur@providenceri.gov by 4:30 PM.

Monday, February 24: Bids may be submitted up to 2:15 PM at the Department of the City Clerk, Room 311 at Providence City Hall. *Note: Please include a USB drive with an electronic copy of your proposal with your paper application.*

For questions relating to the bidding process, please email Purchasing at: purchasing@providenceri.gov

For questions relating to the Minority and Women's Business Enterprise Program (MBE/WBE), please email MBE/WBE Outreach Director at: gdiaz@providenceri.gov.

Overview of One Providence for Youth Program

One Providence for Youth is a workforce development program for **youth and emerging adults ages 14 to 24**. Workforce experiences include **a seasonal position, internship, or educational stipend**.

Programs must:

- Integrate youth development principles into work-based experiences and/or educational programming.

- Include meaningful opportunities for youth leadership and reflection on the impact of their work, as well as mentorship from staff and administrators at community organizations.

Logistics and Operations for Youth Programs

Programs must:

- **Operate between July 7, 2025 and August 22, 2025** for a maximum of **120 hours per youth**.

- Ensure youth are compensated the **2025 minimum rate of $15/hour** and are paid weekly.

- **Providers will be reimbursed in two payments** – a 50 percent Advance Payment and remainder paid in the final program invoice.

- Salaries and administrative costs should not be more than 30% of the amount budgeted for youth salaries.
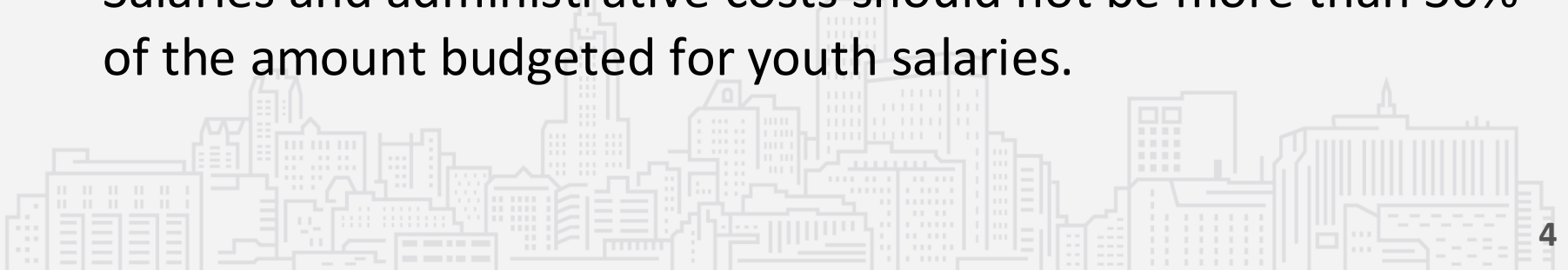
Notable Changes to 2025 RFP

In their proposal, community organizations should describe how they will:

- Meet the **requirement for a bilingual instructor** who converses fluently in both English and Spanish throughout the duration of the program;

- Reach, engage, and **hire youth who have not previously worked with the organization**, in addition to youth who presently work with or have previously worked with the organization;

- Provide **opportunities for youth to develop meaningful relationships and connections with supervisors and staff** at the community organization and;

- Calculations for cost of the proposed program per youth served and per program staff member – preference will be given to applicants with a total per-pupil bid that does not exceed $1,800.
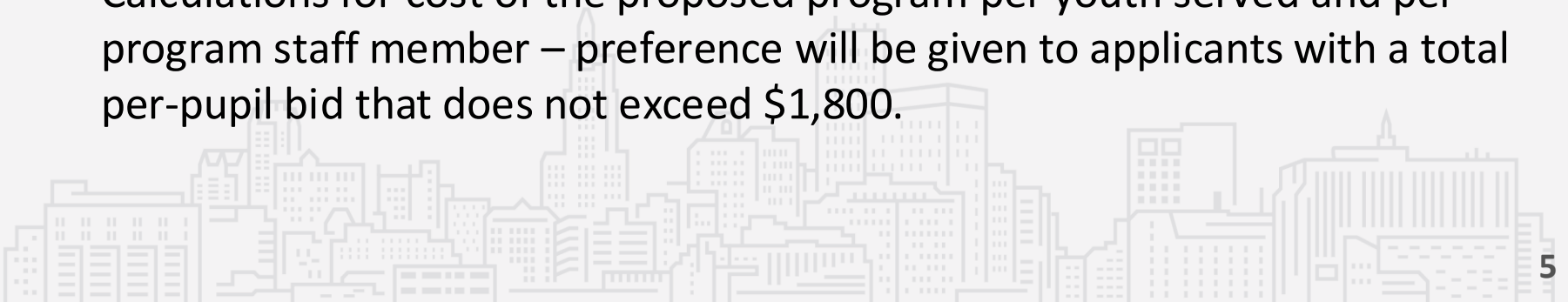
Funding Available in 2025

In the spirit of transparency, we would like to share that there is less funding available for One Providence for Youth 2025. In past summers, the City has allocated ARPA dollars to this program.

This year, we are seeking to award to:

- 4-5 programs or;

- 1-2 strong proposals that serve more youth and have lower administrative costs.

Questions?

THANK YOU

City of Providence

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Question: What is the total amount of funding available for One Providence for Youth 2025?

Answer: A total of $250,000 is available in funding for One Providence for Youth 2025. Program funding is contingent upon final budget allocation and passage of the FY 2026 City of Providence budget.

Question: Please elaborate on the requirement for a bilingual instructor.

Answer: This year, we have added a requirement that each program should have at least one staff member – this must be a staff member who engages directly with and instructs students – who is bilingual and able to converse fluently in both English and Spanish. This will ensure that all students may learn and participate in the language in which they are most comfortable speaking.

Question: Is there a required format in which organizations should submit the budget for their proposal?

Answer: Yes, please see the attached City of Providence budget template that organizations may use to prepare and submit their budget.

Question: Please explain the preference for applicants with a total per-pupil bid that does not exceed $1,800.

Answer: In Summer 2024, we received proposals with a per-pupil cost ranging from $1,900-3,000. This year, we shared the $1,800 metric to guide organizations as they prepare their budget. We understand that with staff and administrative costs, as well as payroll taxes, the average per-pupil cost may need to be above $1,800. However, we shared the $1,800 metric to encourage organizations to prepare a budget so that the average per-pupil cost is as close to $1,800 as possible.

Question: I understand you are prioritizing proposals that are $1,800 per youth. As I'm sure you are aware, that at 120 hours @ $15/hr is 1,800. As a result, this wouldn't cover payroll taxes. Is the expectation that we would cover this? Or should we do less hours to make it work?

Answer: In Summer 2024, we received proposals with a per-pupil cost ranging from $1,900-3,000. This year, we shared the $1,800 metric to guide organizations as they prepare their budget. We understand that with staff and administrative costs, as well as payroll taxes, the average per-pupil cost may need to be above $1,800. However, we shared the $1,800 metric to encourage organizations to prepare a budget so that the average per-pupil cost is as close to $1,800 as possible.

Question: In regards to a bilingual instructor - we have three different tracks for youth during our summer jobs, with three different instructors. Would each of these instructors need to be bilingual since they are teaching different youth, in different rooms of the program, or having one of these instructors be bilingual fit the criteria of the RFP?

Answer: To ensure that all students are able to engage in the program and learn, we would prefer there to be a bilingual instructor for each of the three tracks.

	PROGRAM PROVIDER:		PROGRAM START DATE:				**FILL IN ALL BLUE & Y**
	Participant Last Name	Participant first Name	Street Address (Home)	City	State	Zip Code	Age
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YELLOW COLUMNS.

Yellow Columns have drop-down menus. Place cursor on each student's line to access drop-down.

Gender	Race/Ethnicity	School Status	School, if applicable (choose from drop-down list or type full name if not listed)	Next Entering Grade, if applicable

Type of WBL Activity	Start Date of Participation (MM/DD/YYYY)	End Date of Participation (MM/DD/YYYY)	**Drop-Down Menu** Participation Status	WBL Employer Name	Street Address

			Dr
City	State	Zip Code	Industry of Employer or Project (select best fit)

WBL or Project-Related Occupation (select best fit)	Stipends & Wages This Period					
	Participants will receive either Stipends or Wages, not both.					
	Classroom Hours **This Period**	Paid WorksiteHours **This Period**	Total Hours **This period**	Hourly Wage Rate	Wages Earned **This Period**	Stipend Earned **This Period**

City of Providence
Subgrantee Sample Budget Form

Applicant/ Org Name:

Title of Program :

Services Period Start: Service Period End:

Category	Requested Funds	In Kind	Other Funding	Total Budget
Salaries	$ -	$ -	$ -	$ -
Fringe Benefit	$ -	$ -	$ -	$ -
Subcontracts	$ -	$ -	$ -	$ -
Vendors	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -
Office Supplies	$ -	$ -	$ -	$ -
Program Supplies	$ -	$ -	$ -	$ -
Mileage	$ -	$ -	$ -	$ -
Rent	$ -	$ -	$ -	$ -
Utilities	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -
Total Requested	$ -	$ -	$ -	$ -

Key Metric	Value
Cost of program per youth served	
Cost of program per staff member	