



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

# REQUEST FOR INFORMATION

**Item Description: PVDFEST WEBSITE UPDATE**

**Procurement/MinuteTraq #: 48267**

**Date to be opened: 3/10/2025**

**Issuing Department: Art, Culture + Tourism**

## **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](mailto:purchasing@providenceri.gov)
    - Please use the subject line “**Solicitation Question**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
  - Name: Joe Wilson Jr.
  - Title: Director
  - Email Address: [jwilsonjr@providenceri.gov](mailto:jwilsonjr@providenceri.gov)

## **Pre-bid Conference**

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

## **Deadline for questions submissions:**

**2/24/25**



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**INSTRUCTIONS FOR SUBMISSION**

**Meeting Date: 3/10/2025**

Responses 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 responses will be publicly opened and read at the Board of Contract Meeting in Conference Room 305, on the 3<sup>rd</sup> floor of City Hall.

- Vendors must submit **2 copies** of their response in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation is related and must include the company name and address on the envelope as well.** (On page 1).
- 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 request.
- The envelope and information relative to the solicitation must be addressed to:

**Board of Contract and Supply  
Department of the City Clerk – City Hall, Room 311  
25 Dorrance Street  
Providence, RI 02903**

**All responses 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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**Certificate Regarding Public Records**

Upon behalf of \_\_\_\_\_ (Firm or Individual),  
I, \_\_\_\_\_ (Name of Person Making Certification),  
being its \_\_\_\_\_ (Title or "Self"), hereby certify an  
understanding that:

1. All documents submitted in response to Requests for Proposals (RFP's), Requests for Information (RFI'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/RFI/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 submissions. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate responses.
4. If sensitive information that has not been requested is enclosed or if a vendor 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 solicitation process. Information required in the response packet may not be submitted directly to the issuing department at the discretion of the vendor in order to protect other information, such as pricing terms, from becoming public. Vendor who makes such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of vendor, on  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name



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## **BID PACKAGE SPECIFICATIONS**

### **Background Information**

The City of Providence hosts a standalone WordPress site for its annual cultural festival, PVDfest. This website is the main public-facing access point for logistical information pertaining to the festival. This site hosts an event calendar, several vendor and artist submission portals and information pertaining to press and publicity for the festival. It is an image-rich site with potential to be further enhanced by well-documented multi-media from 10 years of the event. Currently the site functions only as a repository for information pertaining to the upcoming festival.

### **Scope of Work**

The City seeks a qualified vendor to design, and provide tools to support ongoing maintenance for, a newly imagined PVDfest website that is media-rich and reflective of current trends and innovative design tools employed by its peer institutions. The site must be wholly ADA accessible and easy to use for multi-lingual festival staff, artists and vendors, patrons, and existing and potential sponsors on web and mobile browsers of all kinds in anticipation of, and after, the festival, but must also function as the main source of dynamic, changing festival information (eg. maps, restrooms, vendors, artists lineups etc.) during the day of the experience. It must also act as an archive for past festivals.

### **Vendor qualifications**

- Adept at developing for WordPress
- Familiar with current trends in web design for events marketing
- Comfort working with government and nonprofit clients
- Experience designing websites for users of all ages and abilities
- Interest in designing websites that are transactional, informational and inspirational

### **Responses**

This RFI seeks responses from vendors with interest and capacity to update the PVDfest website who can qualify the opportunities and limitations, both material, in terms of expected costs, and technical, in terms of functionality given the requirement that the site continues to be hosted on WordPress, for the desired outcome on the site. This RFI may be used to develop a call for proposals in spring 2025 or later.

### **Guidelines for Submission**

RFI respondents should provide a single pdf with a cover page on letterhead that provides a general overview of a proposed creative approach with a range of prices for services.



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RFI respondents should, at minimum, respond to the questions below:

1. What is a reasonable range of costs for updating the site and with what general outcomes?
2. What is a reasonable timetable for completing such work?
3. What are examples of sites that would inspire your work on project such as this?
4. What support from the City would be needed to make a project such as this an enticing opportunity for your firm?

**Due Date for Responses**

**03/10/2025**

**DISCLAIMER**

This RFI is issued solely for information and planning purposes; it does not constitute a Request for Proposals, applications, proposal abstracts, or quotations. This RFI does not commit the City of Providence to contract for any supplies or services. Further, The City is not seeking proposals through this RFI and will not accept unsolicited proposals. The Department of Art, Culture and Tourism is not obligated to enter any financial or legally binding relationships with respondents. Responders are advised that The City will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future procurement, if conducted. It is the responsibility of the potential responders to monitor this RFI announcement as such, any information gathered through the RFI process will be considered public information and the respondent should not include any information which they deem confidential.