



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: WITTEN FIRE DEPARTMENT PROMOTIONAL EXAMINATIONS – THREE YEAR CONTRACT (WITH TWO ONE YEAR OPTIONS TO RENEW)

Procurement/MinuteTraq #: 48754

Date to be opened: 4/21/2025

Issuing Department: Fire Department

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: Adam Chuman
 - Title: Chief of Administration
 - Email Address: Achuman@providenceri.gov

Pre-bid Conference

There will be No Pre-Bid Conference

Deadline for questions submissions:

QUESTIONS ARE DUE FRIDAY APRIL 11, 2025 BY 4PM



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 4/21/2025

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.**



**BOARD OF CONTRACT AND SUPPLY
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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 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?

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



**BOARD OF CONTRACT AND SUPPLY
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BID PACKAGE SPECIFICATIONS

Overview

Scope of Work

Written Fire Department Promotional Examinations – Three Year Contract (with Two One Year Options to Renew)

Proposed Schedule

04/21/25

Evaluation Criteria

WRITTEN FIRE DEPARTMENT PROMOTIONAL EXAMINATIONS

Three Year Contract (with 2 One Year Options to Renew)

Written Fire Department promotional examinations for the ranks of Battalion Chief, Fire Captain, Fire Lieutenant, Rescue Captain, Rescue Lieutenant, Fire Prevention Captain, Dispatcher Captain, and Dispatcher Lieutenant, in accordance with the following specifications. The number of tests to be administered, the specific source material that the questions will be taken from, and the number of candidates expected to sit, will vary by the rank being tested for. These particulars will be outlined further on in this document.

A. General Information

Written promotional examinations to be developed, delivered, scored and defended on a rental basis, for administration to a variable number of candidates per testing session. These candidates will be seeking, on a competitive basis, promotion to a limited number of positions within the various ranks being tested for within the Providence Fire Department. Said examinations are to be specifically designed to address the needs of the Providence Fire Department, mindful of the department's commitment to the delivery of life safety, fire protection and emergency medical services to a culturally diverse urban community.

Since some of these promotional examinations will need to be delivered as soon as is feasible following the award of the bid, examination developer shall submit a proposed timetable for the development and/or availability of the examinations upon bid submission, and said timetable shall become an integral part of the bidder's bid submission. Failure to provide the same may be deemed sufficient cause to disqualify the bidder from further consideration.

These examinations will be administered and proctored by Providence Fire Department personnel. Examination provider must agree to a secure method of delivery, acceptance, and return of examinations materials, including question booklets, answer sheets, and instructions for administering and proctoring. These materials must be furnished to the Fire Department with the bidder's preferred method of shipping tracking number, on a date agreed to, prior to the examination administration date. Examinations will consist of a variable number of multiple-choice questions, the number varying with the rank being tested for.

By agreements between the Providence Fire Department and International Association of Firefighters, Local 799, the material for the written examinations shall come from the sources listed following in this paragraph. This is a listing of all sources. Below this list is a breakdown, showing which of the sources will be used for each type of exam, the number of questions that will make up each type of exam, along with the estimate of the number of candidates expected to sit for each type of exam. **The department retains the ability to change the source material as needed in a yearly basis at no additional cost.**

Providence Fire Department (PFD), Internal Sources (5)

- PFD Rules and Regulations
- PFD Standard Operating Procedures (SOPS)
- PFD Incident Management System
- PFD Training Bulletins
- PFD Bureau of Operational Control SOPs

External Sources (11)

- IFSTA- Chief Officer, 4th edition
- IFSTA- Fire Inspection and Code Enforcement, 8th edition NFPA 101- Life Safety Code, 2021 Chapters 1, 3, and 4
- NFPA 1 – Fire Code, 2018 Chapters 1, 3, and 4
- Effective Supervisory Practices 5th Edition Edited by Michelle Poche Flaherty Five Alarm Leadership, Lasky and Salka
- Leadership on the Line, Heifetz and Linsky
- Leadership Essentials for Emergency Medical Services, John R. Brophy Emergency Services Leadership, Foster III, Nollette, Nollette & Goertzen Fire Officers Handbook of Tactics, John Norman, 5th ed.
- Collapse of Burning Buildings, Vincent Dunn, 2nd ed.
- Understanding 12-Lead EKGs, Beasley & West, 3rd ed.
- Rhode Island Pre-Hospital Protocols
- IFSTA Fire and Emergency Services Company Officers 6th ed. Part A Fire Officer Level 1 (First 11 Chapters)
- IFSTA Fire and Emergency Services Company Officers 6th ed. Part B Fire Officer Level II (Pages 347-463)

Battalion Chief – 150 Questions – 21 Candidates (estimated)

- IFSTA- Chief Officer, 4th edition
- PFD Rules and Regulations
- PFD Standard Operating Procedures (SOPs)
- PFD Incident Management System

Fire Captain – 150 Questions – 60 Candidates (estimated)

- PFD Rules and Regulations
- PFD Standard Operating Procedures (SOPs)
- PFD Incident Management System
- PFD Training Bulletins
- Five Alarm Leadership, Lasky and Salka
- IFSTA Fire and Emergency Services Company Officers (6th Edition) - Part B, Fire Officer Level II (pages 347-463)

Fire Lieutenant – 150 Questions – 80 Candidates (estimated)

- PFD Rules and Regulations
- PFD Standard Operating Procedures (SOPs)
- PFD Incident Management System
- PFD Training Bulletins
- Fire Officers Handbook of Tactics, John Norman, 5th edition
- Collapse of Burning Buildings, Vincent Dunn, 2nd Edition.
- IFSTA Fire and Emergency Services Company officers, 6th Edition - Part A, Fire Officer Level 1 (First 11 Chapters)
- Effective Supervisory Practices, 5th Edition, Edited by Michelle Poche Flaherty

Rescue Captain –150 Questions – 10 Candidates (estimated)

- PFD Rules and Regulations
- PFD Standard Operation Procedures {SOPs} PFD Incident Management System
- Understanding 12-Lead EKG's, Beasley & West, 3rd ed.
- Rhode Island Pre-Hospital Protocols and Standing Orders
- Emergency Services Leadership, Foster III, Nollette, Nollette, & Goertzen

Rescue Lieutenant – 150 Questions – 15 Candidates (estimated)

- PFD Rules and Regulations
- PFD Standard Operating Procedures (SOPs)
- PFD Incident Management System
- Understanding 12-Lead EKGs, Beasley & West, 3rd ed.
- Rhode Island Pre-Hospital Protocols and Standing Orders
- Leadership Essentials for Emergency Medical Services, John R. Brophy

Dispatcher Captain – 100 Questions – 3 Candidates (estimated)

- PFD Rules and Regulations
- PFD Standard Operating Procedures (SOPs)
- PFD Incident Management System
- PFD Bureau of Operational Control SOPs
-

Fire Prevention Captain – 150 Questions – 5 Candidates (estimated)

- PFD Rules and Regulations
- PFD Standard Operating Procedures (SOPs)
- NFPA 1 – Fire Code, 2018 Chapters 1, 3, and 4
- PFD Training Bulletins
- PFD Incident Management System
- IFSTA- Fire Inspection and Code Enforcement, 7th ed.
- NFPA 101 - Life Safety Code, 2021 Chapters 1,3, and 4
- Leadership on the Line, Heifetz & Linsky

Fire Prevention Lieutenant – 150 Questions – 5 Candidates (estimated)

- PFD Rules and Regulations
- PFD Training Bulletins
- NFPA 1 – Fire Code, 2018 Chapters 1, 3, and 4
- IFSTA- Fire Inspection and Code Enforcement, 7th ed.
- NFPA 101 - Life Safety Code, 2021 Chapters 1,3, and 4
- PFD Standard Operating Procedures {SOPs}
- Effective Supervisory Practices, 5th Edition, Edited by Michelle Poche Flaherty
- PFD Incident Management System

Examination provider, following the administration of the exam, will correct and score the exams as soon as is practical, and provide a comprehensive confidential report of the scores attained by each candidate to the Chief of the Providence Fire Department or his/her designee within fourteen (14) business days of

the examination administration date. The delivery of the examinations and examination results will have the bidder's preferred method of shipping tracking number or emailed to the Fire Chief or his/her designee.

B. Examination Content and/or Development

- Any updated/revisions to testing information will be sent to testing company when announcement for exam is given.
- Two (2) sets of instructions to be included for Fire Captain and Fire Lieutenants exams.
- Three (3) extra test booklets to be included with each test order.

Examination to consist of questions of an objective nature, designed to assess candidates' knowledge, comprehension, application, analysis, synthesis and evaluation of the content of the various internal and external source material listed.

Questions on the examinations are to be well-written, unambiguous and factually correct; items shall be drawn solely from material listed. Test provider is required to select only one "best" answer for each question when deciding appeals.

C. Defending the Examination

Examination developer must be capable of providing documentation to support the *best answer* and to render assistance in defense of challenges during the candidate appeal process. The examination developer will provide the exam administrator and proctors with instructions to be provided to the candidates describing the appeal or challenge process. That process is to be agreed upon by the Providence Fire Department and Exam developer.

D. Confidentiality

Examination developer shall be solely responsible for ensuring confidentiality and security of test materials before the examination materials are delivered, and after the completed examination materials are returned to the provider. The designated representative of the Providence Fire Department and the examination provider shall execute a "security agreement", to implement this provision of the bid specifications for the protection of all parties.

E. Notes to all Bidders

The specifications and terms set forth herein are those for the furnishing of written Fire Department promotional examinations for the various ranks listed. Where the vendor would provide additional materials, benefits or services under the terms of their standard agreements with other governmental agencies, said materials, benefits or services are incorporated by reference into these specifications. The contact terms will be considered in effect upon the approval of the Board of Contract and Supply of the City of Providence, in awarding the bid to the vendor and the issuance of a purchase order by the City of Providence.

The City of Providence Fire Department reserves the right to reject any or all proposals, or any parts thereof, to waive any informality in any proposal, or any part thereof, and to make such award or awards as it shall deem to be in its best interest. The City of Providence Fire Department reserves the right to cancel any contract entered into as a result of this proposal with a minimum thirty (30) day's notice.

Bids are to be submitted as **unit price per question** for the various exams listed. The number of candidates to be tested is an estimate and the final number will be determined annually based on need. The City of Providence requires that the prices and the terms quoted by the bidder for the written Fire Department promotional examinations for the ranks listed shall remain firm for the duration of the contract (including base period and all option years).

All bids must be submitted on forms furnished by the Purchasing Department of the City of Providence, City Hall, 25 Dorrance Street, Providence, RI 02903.

Year One – Unit Price Per Question/Total Per Exam

	Unit Price	Total Price
Battalion Chief – 150 Questions – 21 Candidates	\$ _____	Total \$ _____
Fire Captain – 150 Questions – 60 Candidates	\$ _____	Total \$ _____
Fire Lieutenant – 150 Questions – 80 Candidates	\$ _____	Total \$ _____
Rescue Captain – 150 Questions – 10 Candidates	\$ _____	Total \$ _____
Rescue Lieutenant – 150 Questions – 15 Candidates	\$ _____	Total \$ _____
Dispatcher Captain – 100 Questions – 3 Candidates	\$ _____	Total \$ _____
Fire Prevention Lieutenant – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
Fire Prevention Captain – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
TOTAL FOR YEAR ONE		\$ _____

Year Two – Unit Price Per Question/Total Per Exam

	Unit Price	Total Price
Battalion Chief – 150 Questions – 21 Candidates	\$ _____	Total \$ _____
Fire Captain – 150 Questions – 60 Candidates	\$ _____	Total \$ _____
Fire Lieutenant – 150 Questions – 80 Candidates	\$ _____	Total \$ _____
Rescue Captain – 150 Questions – 10 Candidates	\$ _____	Total \$ _____

Rescue Lieutenant – 150 Questions – 15 Candidates	\$ _____	Total \$ _____
Dispatcher Captain – 100 Questions – 3 Candidates	\$ _____	Total \$ _____
Fire Prevention Lieutenant – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
Fire Prevention Captain – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
TOTAL FOR YEAR TWO		\$ _____

Year Three – Unit Price Per Question/Total Per Exam

	Unit Price	Total Price
Battalion Chief – 150 Questions – 21 Candidates	\$ _____	Total \$ _____
Fire Captain – 150 Questions – 60 Candidates	\$ _____	Total \$ _____
Fire Lieutenant – 150 Questions – 80 Candidates	\$ _____	Total \$ _____
Rescue Captain – 150 Questions – 10 Candidates	\$ _____	Total \$ _____
Rescue Lieutenant – 150 Questions – 15 Candidates	\$ _____	Total \$ _____
Dispatcher Captain – 100 Questions – 3 Candidates	_____	Total \$ _____
Fire Prevention Lieutenant – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
Fire Prevention Captain – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
TOTAL FOR YEAR THREE		\$ _____

Option Year 1 – Unit Price Per Question/Total Per Exam

	Unit Price	Total Price
Battalion Chief – 150 Questions – 21 Candidates	\$ _____	Total \$ _____
Fire Captain – 150 Questions – 60 Candidates	\$ _____	Total \$ _____
Fire Lieutenant – 150 Questions – 80 Candidates	\$ _____	Total \$ _____
Rescue Captain – 150 Questions – 10 Candidates	\$ _____	Total \$ _____
Rescue Lieutenant - 150 Questions - 15 Candidates	\$ _____	Total \$ _____
Dispatcher Captain – 100 Questions – 3 Candidates	\$ _____	Total \$ _____
Fire Prevention Lieutenant – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
Fire Prevention Captain – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
TOTAL FOR OPTION YEAR 1		\$ _____

Option Year 2 – Unit Price Per Question/Total Per Exam

	Unit Price	Total Price
Battalion Chief – 150 Questions – 21 Candidates	\$ _____	Total \$ _____
Fire Captain – 150 Questions – 60 Candidates	\$ _____	Total \$ _____
Fire Lieutenant – 150 Questions – 80 Candidates	\$ _____	Total \$ _____
Rescue Captain – 150 Questions – 10 Candidates	\$ _____	Total \$ _____
Rescue Lieutenant - 150 Questions - 15 Candidates	\$ _____	Total \$ _____
Dispatcher Captain – 100 Questions – 3 Candidates	\$ _____	Total \$ _____
Fire Prevention Lieutenant – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
Fire Prevention Captain – 150 Questions – 5 Candidates	\$ _____	Total \$ _____
TOTAL FOR OPTION YEAR 2		\$ _____

Pricing must remain **fair and reasonable** and will be subject to a **market price analysis** before exercising any option year.



**BOARD OF CONTRACT AND SUPPLY
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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.
- **USE THESE BULLETS TO OUTLINE ITEMS YOU WILL NEED VENDORS TO PRODUCE ON REQUEST IF YOU SEEK TO AWARD THIS BID TO THEM.**



**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



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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.