



Town of North Providence Bid Proposal

Comprehensive Needs Assessment

Bids will be received at the Division of Purchasing office, 2000 Smith Street, North Providence, Rhode Island, until 10:45 A.M on Wednesday March 20, 2024. Bids will be opened and read aloud at 11:00 A.M.

Bids must be sealed and plainly marked "COMPREHENSIVE NEEDS ASSESSMENT" on the outside of the envelope.

The Purchasing Board reserves the right to reject any and all bids, to waive any informalities in the bids received and to accept the bid deemed most favorable to the interest of the Town.

INFORMATION FOR BIDDERS

1. **Receipt and Opening of Proposals:**

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, 2000 Smith Street, North Providence, R. I. 02911 until the time indicated in the Invitation for Bids, for the services designated in the Specifications and will then be publicly opened and read. No bids received thereafter will be considered.

2. **Form of Bid:**

Proposals must be submitted on and in accordance with the bid proposal form included hereto, blank places must be filled in as noted, no change shall be made in the phraseology or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his signature and official title. Proposals which are not complete, or contain any omissions, erasures, alterations, addition or contain irregularities of any kind, may be rejected as informal.

3. **Submission of Bids:**

(a) Envelopes containing bids must be sealed and addressed to the office of the Purchasing Agent, and must be marked with the name and address of bidder, date and hour of bid opening, and name of item in bid call.

(b) The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.

(c) Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Facsimile bids, amendments, or withdrawals will not be accepted.

(d) No bid may be withdrawn for a period of thirty (30) days from the date and time of opening.

(f) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

(f) Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.

(g) Two (2) copies of all documentation submitted. 1 Digital USB Copy.

4. **Acceptance or Rejection of Bid Proposal:**

The Town reserves the right to award the bid by item and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal, or parts thereof, which it deems to be most favorable to the best interest of the Town.

5. **Qualifications of Bidder:**

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

6. **Commencement of Contract:**

The successful bidder shall commence work as specified and complete all work as specified.

7. **Indemnification:**

The Contractor shall hold harmless, defend, and indemnify the Town and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Contractor's work or any subcontractor's work under the contract.

8. **Wages and Labor:**

The Contractor shall comply with the applicable provisions of Title 37, Chapter 13, as amended, General Laws of Rhode Island (1977 Reenactment).

9. **Safety and Health Regulations:**

All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

10. **Foreign Corporations:**

Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

11. **Bid Evaluation:**

This is an evaluated bid. Bids will be evaluated on the following criteria using a weighted scale:

Mileage	15%
Options	5%
Bid Amount	40%
Appraised Value	15%
Condition	30%

SCOPE OF WORK

The Town of North Providence will be hiring a consultant firm that specializes in completing comprehensive needs assessments. The Request for Proposal will read as follows:

The Town of North Providence is seeking to complete a comprehensive community needs assessment that both fulfills the requirements of its key funder, the State of RI, and provides a useful resource and reference to guide and inform the building's design, town's program development, and resource development efforts associated with the town's new Community Center.

In brief:

A scope of work would need to include data collection and analysis across all the communities within North Providence and any adjacent areas that may be served by the new Community Center. The assessment would include qualitative data collected through a community-wide survey, key stakeholder interviews, and focus groups for key target audiences - for example, seniors, parents, young adults, teens, and young children. Additionally, quantitative data collection will consist of reviewing key public and agency data sources across key domains related to poverty, health, family well-being, education, safety, and other social determinants of health, specifically looking at implications of the COVID-19 pandemic. The final product will consist of an easy-to-use repository of key community needs and priorities to inform program planning and resource development efforts.

In detail:

Qualitative Information Gathering could include

- Key informant interviews - These interviews would be with local community experts representing key sectors of the community – basic needs, senior services, health and behavioral health, education, job training and workforce development and older adults. The interview questions and list of stakeholders will be developed collaboratively. Questions would be designed to identify key trends, underlying factors contributing to these trends, under-served and under-represented populations, etc. Interviews will be designed to last 30 minutes each.
- Focus Groups - These focus groups will be targeted to gather information from key sectors of the population that are not captured in the interview process. The Town of NP will work with the consulting firm to identify and recruit participants. Key target audiences could include seniors, parents, young adults, teens, and young children and/or residents of specific North Providence neighborhoods.

Quantitative Data Collection could include:

- Data Sets - Quantitative data collection will focus on leveraging publicly available community level data sets (e.g., KIDSCOUNT, Department of Labor and Training, Uniform Crime Report, RI Department of Education school district survey results, area hospital community health needs assessment results, the American Community Survey, and other data sources. Targeted requests to key state departments will also be made to obtain additional community level data (e.g., housing and homelessness, substance abuse treatment admissions, etc.). The Town of NP would work to develop the final set of data elements of interest. This data can also be amplified with local data collected by municipal agencies (e.g., local departments of planning, etc.).
- Community Surveys - Community Surveys would be used to gather local resident perspectives on community needs and priorities. The consulting partner will produce the survey in an electronic format in Survey Monkey for distribution by the Town of NP and will have the survey translated as applicable. The consulting team will support the development of a strategy for dissemination and will be responsible for data analysis and reporting.
- Complete a summary report of all findings, including graphs and charts. In addition, a summary of recommendations will be included.

It is understood that the Town reserves the right to award the bid, and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal or parts thereof, which it deems to be most favorable to the best interest of the Town.

Bidder further agrees that after notification that the bid has been accepted shall be organized to commence work and for immediate delivery as specified.

The Bidder will identify business entity as individual, or if doing business under an assumed name, indicate assumed name, partnership (naming partners) and indicate official capacity of person executing proposal and bid.

BIDDER: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____

DATE: _____ PHONE NO.: _____

Being a (Corporation, incorporated under)
the laws of the State of

(Partnership
(Individual

Composed of officers, partners or owner as follows:

(President) (Owner) (Partner/s)

STATEMENT NO. 1:

STATEMENT OF THE SPECIFIC TYPE OF EQUIPMENT PROPOSED TO BE PROVIDED

[illegible]

This is to certify that the above-mentioned equipment will be available for use in carrying out the provisions of the contract commencing as soon as possible.

BIDDER: _____

BY: _____