

ROBERTO L. DASILVA  
MAYOR



JESSICA LAMPREY  
PROCUREMENT SPECIALIST

**CITY OF EAST PROVIDENCE  
PURCHASING DIVISION  
145 TAUNTON AVENUE  
EAST PROVIDENCE, RI 02914  
401-435-7500 EXT. 11270**

To: All Prospective Bidders

From: Jessica Lamprey, Procurement Specialist

Date: Friday, May 31, 2024

Re: RFQ EP23/24-29 Community Gift Card Program Administrator

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Please be advised that the following information comprises Addendum #1.

The following questions were proposed by perspective vendors. Please see the answers provided by the City of East Providence.

1. Does the \$600k total budget include the administrative fee for the selected vendor AND the funds to be distributed?

**Yes.**

2. Are there any caps on administrative fees for this program?

**The City is not aware of any limits to administrative fees. However, this program will be potentially funded through a grant from RI Commerce which has yet to be established. The State's program may have a limit on administrative fees.**

3. Are the payments intended to be one-time only? Is the City seeking re-loadable cards for any reason?

**These payments are intended to be one-time only.**

4. Do recipients need to apply for the funds? Has the City already selected intended recipients based on census tract data? How can the City be sure residents living at the address today have been impacted by the closure?

**Recipients (residents) will not need to apply for funds. The City has selected recipients based only on census tract data. Recipients will not need to prove negative impact from the bridge closure.**

5. Is there any administrative work to be done with the intake of applications, eligibility determination, or support?

**No.**

6. Does the City have a predetermined list of intended recipients?

**Recipients will be based only on location in low income census tracts.**

One (1) original, two (2) copies and 1 Thumb Drive of the proposal shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **THURSDAY, JUNE 6, 2024 AT 11:00AM**. The bids will be opened and publicly recorded on the same day in Conference Room A. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **RFQ EP23/24-29 COMMUNITY GIFT CARD PROGRAM ADMINISTRATOR**.

Thank you for your interest in this project.