



**CITY OF EAST PROVIDENCE
DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT
REQUEST FOR QUALIFICATIONS
RFQ EP23/24-29
COMMUNITY GIFT CARD PROGRAM ADMINISTRATOR
BID OPENING THURSDAY, JUNE 6, 2024 at 11:00AM
ADVERTISEMENT**

The City of East Providence is seeking to partner with a qualified company that operates community gift card programs. The City's goal is to develop a program that will load and distribute prepaid gift cards to every household in the City's low-moderate income census tracts (approximately 8,071 households). These gift cards will be eligible to use at registered small businesses throughout the City of East Providence in order to help businesses recover from the effects of the closure of the westbound side of the Washington Bridge.

Specifications may be downloaded from the City's website <https://eastprovidenceri.gov/rfp>

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, Controllars 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**.

The City reserves the right to waive any informality in order to reject any or all bids if deemed to be in the best interest of the City.

Any questions should be directed to Tristan Jimerson, Business Development and Economic Opportunity Coordinator, at tjimerson@eastprovidenceri.gov or Jessica Lamprey, Procurement Specialist at jlamprey@eastprovidenceri.gov no later than **THURSDAY, MAY 30, 2024 BY 4:00PM**.

Equal Opportunity/Affirmative Action Employer

Jessica Lamprey, Procurement Specialist
jlamprey@eastprovidenceri.gov