



**CITY OF EAST PROVIDENCE
PLANNING DEPARTMENT
SPECIFICATIONS
PREPAID GIFT CARD PROGRAM
REQUEST FOR PROPOSALS
RFP EP21/22-13**

BID OPENING ON WEDNESDAY, JUNE 08, 2022 AT 11:00AM

I. INTRODUCTION

The City of East Providence is proud to announce the City's Prepaid Gift Card Program for residents of East Providence and registered small businesses. The goal of this gift card program is to assist qualified residents impacted by the pandemic and in need of economic assistance while also infusing funds into our local small business community. These prepaid gift cards will be disbursed by the Office of the Mayor to organizations that can identify and target residents within eligible income limits. These gift cards will be eligible to use at small businesses throughout the City of East Providence in order to help the sector recover from the effects of the COVID-19 pandemic. Organization(s) funded through this proposal will develop a gift card program, provide support, identify and accurately report data back to the City of East Providence, provide fraud support with pre-activation of gift card(s), while also limiting gift card use within City limits. The City of East Providence has received federal funding from the American Rescue Plan Act and plans to provide direct relief to numerous residents and businesses in East Providence to support economic recovery from the effects of the COVID-19 pandemic.

II. SCOPE OF SERVICES

The City of East Providence is requesting proposals to develop a gift card program to deliver and activate gift cards for our residents that are in need in order to provide organic stimulation to the economic revitalization of small businesses with a focus on our hardest-hit communities. The purpose of this RFP is to meet a need for financial assistance as part of the economic fallout from the COVID-19 pandemic.

A. REQUIRED ACTIVITIES

1. Develop a program that will load \$100 onto 2,000 prepaid gift cards subsidized by the City of East Providence.

2. All gift cards must require activation using the email, phone number, and address of the resident who plans to use the funds.
3. Ensure that only one card is activated for one person per household.
4. All gift cards must be limited to East Providence businesses only.
5. All gift cards cannot be used at East Providence liquor stores, gun stores or adult erotic retailer shops.
6. Track spending trends and provide reports monthly to the Office of the Mayor.
7. Gift card customization
8. Insure gift card expiration after inactivity. Funds must be refunded to the City of East Providence if not used by 12/31/2022.

B. DELIVERABLES

1. Mockups of the program, and the activation process for the residents.

III. TIMETABLE FOR COMPLETION

1. A timetable shall be included for each of the above-referenced project components.

IV. RESPONSE TO RFP

Each firm shall submit a package consisting of four (4) copies of proposals to East Providence City Hall, Controllers Office, Room 103, Attn: Luis Olmo, Acting Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY, JUNE 08, 2022 AT 11:00AM..** Packages shall contain the following as a minimum.

1. Detailed description of the respondents' approach and methodology to institute the project as outlined within this Request for Proposal.
2. A description of the firm's background and relevant experience and qualifications and any other information of interest relative to similar type projects.
3. A description of the background and experience of the designated project manager and other personnel who will actually be assigned to this project; as well as a detailed description of the function of each designated participant and their projected individual time commitments with specific line items.
4. References, especially for similar projects, and any other information the proposer deems pertinent are to be included.
5. Fee proposal itemized.

6. Timeline with benchmarks.
7. Business address, including city, state, zip code and phone/fax number.
8. If not incorporated, name of owner(s).
9. Have you ever defaulted on an agreement? If so, where and why?
10. Are you currently listed on the federal contractor disbarred list?
11. Name and phone numbers of three (3) references and description of work done for them.

V. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by the City. Responses will be evaluated on the basis of the relative merits of the firm, experience with similar projects, references, and the competitiveness of the fee. The following criteria, not listed in order of priority will be used to evaluate each firm's proposal:

1. Company Qualifications and Experience
Work on projects of comparable types. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance.
2. Personnel Qualifications and Availability
Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be demonstrated, as well as specific company experience.
3. Performance Record of Firm
Similarity of past projects of references and the level of satisfaction expressed by them. Ability to complete the projects on time and within budget.

VI. GENERAL CONDITIONS

1. The City reserves the right to reject any and all proposal packages, to waive any informality, and request interviews with consultants.
2. The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and costs with the selected consultant.

Any questions regarding the RFP may be directed in writing Victor Regino, City Planner 1
vregino@eastprovidenceri.gov no later than **FRIDAY, JUNE 03, 2022 AT 4:00PM.**