



January 11, 2013

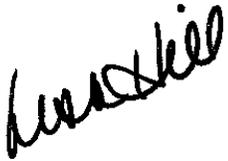
ADDENDUM 7458379A1

BID # 7458379

TITLE: FFY 2013 Continuing Primary Seatbelt Education and Statewide Public Outreach Program

SUBMISSION DEADLINE: FEBRUARY 13, 2013 @ 11:30 AM (EST)

Minutes and Attendance Sheet from Pre-Proposal Meeting held on January 10, 2013. Blank HS-1 APPLICATION Form also provided for Applicant use.

Lisa Hill 
Chief Buyer - DOT

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS: Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
RIDOT Addendum Notification

**7458379 – FFY 2013 Continuing Primary Seatbelt Education and
Statewide Public Outreach Program
(MULTIPLE CONTRACTS ANTICIPATED)**

Per the issuance of Department of Transportation ADDENDUM # 7458379A1 the following changes are noted:

- PRE-PROPOSAL MEETING Q&A

Attached responses 1 through 8 will clarify questions and comments discussed at the Pre-Proposal Meeting held on **January 10, 2013** at the RIDOA/Purchases, One Capitol Hill, Providence, RI.

- UPCOMING COMMUNITY WORKSHOP

There will be a Community Workshop held **January 17, 2013 @ 2:00 PM** at the **South Providence Library, 441, Prairie Avenue, Providence, RI 02905.**

Be advised that mandatory attendance at ONE of the aforementioned TWO scheduled public meetings is required to be considered eligible under this Grant application. Formal Attendance will be recorded at each Meeting.

- ON-LINE Q&A FORUM

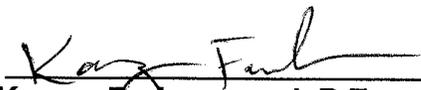
Be advised any pertinent questions may also be e-mailed to RIDOT @ www.dot.ri.gov by accessing the questions menu (?) included along side project listing. Follow the "Contracting/Bidding Opportunities" link to locate questions menu and submit your query. Responses to questions will be posted under the same questions menu. The Q& A Forum will disable 7 FULL CALENDAR DAYS prior to the due date for this project.

Therefore, questions will not be accepted after midnight on FEBRUARY 5, 2013.

- ATTENDANCE SHEET

Courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on January 10, 2013.

APPROVED:


Kazem Farhoumand, P.E.
Chief Engineer

1/11/13
DATE

Based on the scope of work and requirements cited in the RFP, Applicants will be required to submit a completed and typed HS-1 APPLICATION inclusive of the required attachments and complete cost information. HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

Approved services and defined costs awarded under this current seatbelt initiative will apply within the remaining Federal Fiscal Year 2013 timeline ending on September 30, 2013; all expenditures must be received by RIDOT no later than September 30, 2013 in order to comply with FFY 2013 timeline. Therefore, the maximum timeframe for any service(s) proposed under this initiative shall be **SIX (6) MONTHS**.

RIDOT/OHS requires that the proposed dollar value of each HS-1 Application submitted range in total dollar value between \$5,000.00 to \$15,000.00. The sum of all individual grant awards issued as a result of the solicitation shall not exceed a total aggregate amount of **\$250,000.00** for FFY 2013 selected initiatives under this RFP.

The message presented through each Applicant's proposed initiative(s) must be specific to **seatbelt education and usage**. Activities proposed shall be age appropriate (**18-34 year old males**) and take place within the targeted community demographics (specifically, Providence, Pawtucket, Central Falls, Cranston, East Providence, Newport, Westerly, West Warwick and Woonsocket.) A minimum impact/reach of **500 people** is required. Specific consideration will be given to Applicants who demonstrate a close relationship/ connection to the representative minority communities. Proven experience and outreach capabilities with the selected communities will be strongly evaluated.

If considering media placement as part of the project, a formal **MEDIA PLAN** must be included as part of your Application submission.

Each Applicant will be required to submit an "**ORIGINAL**" plus **SIX (6) COPIES** of their final HS-1 APPLICATION for RIDOT evaluation per criteria cited in the project RFP. The application deadline is Wednesday, February 13, 2013 no later than 11:30 AM. Application submissions may be either mailed or hand-delivered in a sealed envelope citing *BID NO* and *TITLE* to the RIDOA, Division of Purchases, 2nd Floor, Providence, RI 02908. All packages will be "**time stamped**" upon receipt; any packages received after the imposed deadline will not be accepted.

In addition to the technical and financial information presented in your Application, Respondents must also complete and submit the following **FORMS** and include in EACH submission received (ORIGINAL and COPIES):

- RIVIP FORM
- LOBBYING
- DEBARMENT
- CONFLICTS DISCLOSURE STATEMENT
- In addition Applicants are required to submit a completed W-9 FORM; only **ONE (1)** original W-9 FORM is required and shall be submitted "**unbound**"; copies need not be included in application copies due to confidential nature of this document.

Applicants shall also provide a ONE (1) Copy of your **Annual Financial Operating Budget** to ensure that your organization has the financial capacity to provide the services proposed.

RI Department of Transportation
ADDENDUM 7458379A1
January 11, 2013

1. Q – Will the grants received be awarded as “Lump Sum”?

A – NO. This project will be managed under a Grant reimbursement program. There will be no funding issued up front to any Grant recipient. Payment will be issued upon receipt and acceptance of invoices received. RIDOT will meet with each Grant recipient to discuss the invoicing process and requirements subsequent to issuance of each grant award. The billing cycle will be on a monthly basis with final invoicing to be received no later than October 7, 2013. Applicants are advised that there is a 4-6 week processing period between the time of invoice submission and receipt of payment.

2. Q – Will refreshments be considered a “reimbursable” item?

A – If proposed seatbelt activity promotes the proper messaging/results and meets the proven demographic then collation costs may be fully-reimbursed if proper documentation is received with the request for reimbursement that identifies the purpose, place, number of people in attendance, topic discussed and what the outcome of the meeting was.

3. Q – Is the “500 person” impact minimum specific to 18-34 male demographic? Is this outreach specific to “people of color” as requested in 1st round seatbelt initiatives?? Do “UNDER \$5K” application submissions follow the same demographic???

A – YES. The impact projected for your seatbelt activity shall reach at a minimum 500 people comprised of the targeted demographic. YES. Activities proposed shall be culturally appropriate and reflective of the ethnic diversity of the representative urban communities. Each highway safety campaign is specific to its own requirements; for instance, all HS-1 applications (UNDER or OVER \$5K) submitted for seatbelt safety must follow the 18-34 male demographic cited whereas other OHS campaigns such as motorcycle safety will follow a different targeted demographic. For more information on grant opportunities for other program areas, please contact Mr. Elvys Ruiz @ (401) 222-3024 Ext. 4441 for specific campaign information and subsequent application requirements.

4. Q - Will an annual festival setting be considered an appropriate venue for promoting seatbelt initiatives under this Grant?

A – Given the size and attendance at these types of events, it is difficult to provide a sustainable message as well as guarantee the right demographic and targeted outreach; RIDOT/OHS in line with NHTSA recommendations prefers that proposed activities take place in a more controlled and focused setting where the messaging impact will be better conveyed.

5. **Q** - Can a proposed initiative begin with several smaller independent activities that will culminate into one major event?

A - YES. *You may schedule your event(s) in this way as long as the results provided in your "POST-SURVEY" documentation conducted at your events support the required demographic and minimum reach requirement. Be advised that the RFP requires Applicants to provide their proposed schedule/timeline for all activities anticipated under their proposed seatbelt initiative.*

6. **Q** – How is minimum "500 person reach/impact" documented?

A - Successful Grant Recipients will be required to submit the results of "PRE" and "POST" surveys to the targeted population to complete at each of the anticipated events proposed under their accepted HS-1 Application. The "PRE" Survey will be conducted at the beginning of the event to determine the level of awareness of the targeted demographic with regard to seatbelt safety and usage; a "POST" survey will then be distributed and collected at the end of the event to determine message retention success. The RIDOT/ OHS will provide "samples" of "PRE" and "POST" Surveys to all Grant Recipients.

In addition to the hard copy surveys conducted, the "frequency" of your event will also help to determine your required reach outcome.

7. **Q**- How will invoicing be submitted if anticipated event does not take place until AUGUST 2013 but advance planning will take place in multiple phases over a period of time with various participants?

A – Successful Applicants will be required to submit detailed monthly Progress Reports along with their reimbursement requests. All events and programs require some form of planning and coordination by an employee leading up to the proposed event or program even if no other financial expenditures are made. The monthly Progress Report submitted by the Grant Recipient must provide detailed explanations of work accomplished for the month. If no work-hours are expended and no coordination efforts have taken place, the Grant Recipient must still send a monthly Report stating this information.

8. **Q**- Can "non- profit" community based organizations partner with each other?

A – YES. *However there must be a LEAD AGENCY identified who will be responsible for the management and scheduling of the project.*

Given that this is a Grant reimbursement program, RIDOT encourages smaller organizations to partner with larger groups who are more familiar with submitting applications under federal grants and who also have more resources available to them.

A "non-profit" may partner with a "for profit" organization provided that the "for profit" services are provided at no cost. For example, **AAA of Southern New England** has offered to partner with one or multiple CBO applicants "free of charge". For more information please contact:

AAA of Southern New England
c/o Diana Imondi Dias
PHONE: 401-868-2000 Ext. 2126
E-MAIL: ddias@aaasne.com

Additionally non-profit organization **MADD** (Mothers Against Drunk Driving) is also a valuable resource that may be able to provide assistance to smaller non-profit organizations.

MADD
Gabrielle Abbate
PHONE: 401-421-0800
E-MAIL: gabbate@maddri.com

RIDOT will make available upon request a listing of potential partners to assist interested Applicants.

-END-

Be advised that the HS-1 application can be submitted at any time for any highway safety initiative with a total cost under \$5,000,000; in order to qualify under this current FFY 2013 your initiative must be submitted and accepted by RIDOT and your services and deliverables must be completed and received by September 30, 2013.

+++PRE-PROPOSAL MEETING SIGN-IN SHEET+++

DATE: January 10, 2013

TIME: 10:00 AM to NOON

LOCATION: RIDOA/ Purchases
One Capitol Hill
2nd Flr. Conf. Rm. "B"
Providence, RI 02903

SUBJECT: 7458379/ FFY2013 CONTINUING PRIMARY SEATBELT EDUCATION AND STATEWIDE PUBLIC OUTREACH PROGRAM (Multiple Awards Anticipated)

NAME	AFFILIATION	E-MAIL
Manilyn Cepeda Sameltes	Quisquaya Intention	Manilyn.Cepeda@gmail.com
Despina Melton	RIDOT	despinamelton@dot.ri.gov
Abby Kretsch	Family Service of RI	abbykretsch@family-services-ri.org
Elvys Ruiz	DOT	zkretschab@family-services-ri.org
Peper Asen	City of Paw	peper@pawtucketri.com
Vicky Barolche	Project GOAL	vbarolche@projectgoal.org
Kimberly Vadencis	RIDOT	kimberly.vadencis@dot.ri.gov
Sarah Ancyu	YWCA Rhode Island	sarah@ywcagri.org
Jack O'Rourke	Sodexo	Jack.O'Rourke@Sodexo.com
Jose Costello	Back to school of RI	JoseCostello@yahoo.com
Rosa Rhodon	Progreso de la	rphildon@progreso-idaho.org
Lucy Murray	RIDOT - CONTRACTS	lucy.murray@dot.ri.gov
Andy Koziol	RIDOT - OHS	andrew.koziol@dot.ri.gov



**Rhode Island Department of Transportation
Office on Highway Safety
(401) 222- 3024**

**Application For Highway Safety Program Grant
FORM HS – 1**

Note: Press tab key to move to each field. Check boxes may be selected by keying in an x or clicking inside the box. You can deselect a check box by clicking it a second time.

PART I (To be completed by Project Director)

1. Project Title	2. Type of Application (Check Applicable Box (es)) A. Initial B. Revision C. Continuation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Note: If you click on the wrong box---click again to undo and make correction.
-------------------------	--

3. Applicant (Name of Contact)

A. Name of Agency	B. Address of Agency
--------------------------	-----------------------------

C. Governmental Unit (Check Applicable Box) <input type="checkbox"/> (1) State <input type="checkbox"/> (3) County <input type="checkbox"/> (2) City <input type="checkbox"/> (4) Other (Specify)	D. Name and Address of Governmental Unit
--	---

E. Location of Project

4. Duration of Grant A. Period (Mo. Yr.) From: To:	5. Functional Area (Child Restraint, Seatbelt, DUI etc.)
---	---

6. Description of Project ■ What strategies, training, and partnership(s) will be utilized. (Describe in Detail on Schedule A)

7. Budget - Provide itemization as called for on Schedule B

A. Source of Funds

(1) Federal		B. Specify How Non-Federal Share Will Be Provided (If Applicable)
(2) State		
(3) Political Subdivision		
(4) Other (Explain in Schedule C)		
Total		

8. Acceptance of Conditions – It is understood and agreed by the undersigned that a grant received as a result of this application is subject to the regulations governing grants which have been furnished (or will be furnished upon request) to applicant.

A. Project Director

(1) Name (First- Middle Initial – Last)	(2) Title	(3) Address
(4) Signature		(5) Telephone

B. Authorizing Official of Governmental Unit

(1) Name (First- Middle Initial – Last)	(2) Title	(3) Address
(4) Signature		(5) Telephone

Part II

Problem I.D./ Project Description ■ Detail the problem and how it is identified, how outcomes & goals will be measured. (Describe in detail on Schedule D)

A. Authorization to proceed with this highway safety project is requested. It is expressly agreed that this project constitutes an official part of the state's highway safety program for fiscal year 2013 and that said state highway safety program will meet the requirements of public law 89-564 and all administrative regulations established by the Federal Highway Administration.

B. Submitted by:

(1) Name (First- Middle Initial – Last)
(2) Title
(3) Signature

Authorizing Official of State Agency

(1) Name: Francisco Lovera, P.E.	(2) Title: Chief Civil Engineer	(3) Address: Two Capitol Hill, Suite 126 Providence, RI 02903-1111
(4) Signature		(5) Telephone (401) 222-3024 ext. 4205 E-mail: flovera@dot.ri.gov

**SCHEDULE A
GENERAL PROJECT INFORMATION**

Include what strategies, training, and partnership(s) will be utilized.

SCHEDULE A (continued)

**SCHEDULE B
BUDGET AND PERSONNEL DATA**

PART I

ITEM 7A BUDGET FOR GRANT PERIOD

(A) PERSONNEL SERVICES

(B) CONTRACTUAL SERVICES

(C) COMMODITIES

(D) OTHER DIRECT COSTS

(E) INDIRECT COSTS

TOTAL

\$

SCHEDULE C
EXPLANATION OF OTHER SOURCES OF FUNDS

SCHEDULE D

Problem I.D./ Project Description ■ Detail the problem and how it is identified, how outcomes & goals will be measured.