



State of Rhode Island  
Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
Tel: (401) 574-8100 Fax: (401) 574-8387

**ADDENDUM #2**

**RFP # 7548999**

**TITLE: CONTINUING PRIMARY SEATBELT EDUCATION AND STATEWIDE  
PUBLICOUTREACH PROGRAM – ROUND 5**

**SUBMISSION DEADLINE: 10/8/14 – 11:30 A.M.**

- QUESTIONS AND ANSWERS FROM THE PRE-BID CONFERENCE AND WORKSHOP ARE ATTACHED.
- ATTENDANCE SHEETS FROM PRE-BID CONFERENCE ON 9/16/14 AND WORKSHOP ON 9/17/14 ARE ATTACHED.

A handwritten signature in cursive script, appearing to read "Lisa Hill".

\_\_\_\_\_  
Lisa Hill  
Chief Buyer

Bidders must include a signed copy of this addendum with their proposal submission as acknowledgement.

\_\_\_\_\_  
Company Name (print)

\_\_\_\_\_  
Signature of Authorized Representative

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RIDOT Addendum Notification

**7548999 - FFY 2015 Continuing Primary Seatbelt Education and  
Statewide Public Outreach Program – ROUND 5  
(MULTIPLE CONTRACTS ANTICIPATED)**

Per the issuance of Department of Transportation ADDENDUM # 7548999A2 the following changes are noted:

- PUBLIC MEETING Q&A

Attached responses 1 through 10 will clarify questions and comments discussed at the following public events hosted by RIDOT for the purpose of clarifying the intent of this Request as well as the evaluative criteria to be used in the application review process:

<b>PRE-PROPOSAL MEETING:</b>	<b>DATE:</b> September 16 <sup>th</sup> 2014 <b>TIME:</b> 9:00 AM – 10:00 AM	<b>LOCATION:</b>	<b>RI Department of Administration 2<sup>nd</sup> Floor, Conference Room "B" One Capitol Hill Providence, RI 02908</b>
<b>COMMUNITY WORKSHOP:</b>	<b>DATE:</b> September 17 <sup>th</sup> 2014 <b>TIME:</b> 2:00 PM – 3:00 PM	<b>LOCATION:</b>	<b>John Hope Settlement House 7 Thomas P. Whitten Way Providence, RI 02903</b>

- ON-LINE Q&A FORUM

Any pertinent questions may still be posted at RIDOT'S "Bidding Opportunities" web page accessible at [www.dot.ri.gov](http://www.dot.ri.gov) and follow the link to "?" to submit questions for this solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu. The Q & A Forum will disable 5 FULL CALENDAR DAYS prior to the due date for this project. Therefore, questions will not be accepted after NOON on OCTOBER 2, 2014.

- ATTENDANCE SHEET

Courtesy copies of Attendance Sheets from the aforementioned SEATBELT Public Meetings each held on their scheduled dates.

APPROVED:

  
Kazem Farhoumand, P.E.  
Chief Engineer

9/22/14  
DATE

RI Department of Transportation  
ADDENDUM 7548999A2  
September 22, 2014

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.

All activities shall be planned and executed by September 30, 2015, the close of the Federal Fiscal Year (FFY) and must include performance measures that generate measurable results; all activities shall be evaluated and invoiced by October 15, 2015. Time extensions into the next FFY are allowed but must be requested in writing no later than September 1, 2015.

If you are selected as an FFY 2015 Grant Recipient, any subsequent changes to your approved grant activities and/or personnel assigned to your initiative must be submitted in writing to the RIDOT/OHS for advance approval.

RIDOT/OHS requires that the proposed dollar value of each HS-1 Application submitted range in total dollar value between \$5,000.00 to \$50,000.00. 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 2015 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.

In defining your personnel costs associated with your initiative, you may either use a current federally approved Indirect Cost Rate (ICR), if available, or you may use a maximum 10% ICR and apply this to your base salary costs. A complete breakdown of personnel costs by person and associated hours/salaries must be defined in your proposed budget.

Also per NHTSA regulations, any promotional items bought as part of your proposed initiative must be purchased in line with the federal "**BUY AMERICA**" requirement which states that any item purchased with federal funding shall be manufactured in the United States. If any promotional items are proposed, Applicants are required to provide either certification from the manufacturer or proof identification on the product or product packaging to backup up charges for eligible reimbursement. Additionally, your "choice" of item will be reviewed by NHTSA to determine if it is an allowable expense. Items purchases through this Grant must have a secondary purpose – either educational usage or safety related. For example, pens or t-shirts would not be allowable but a reflective item with a safety message would be acceptable.

Although the Grant term commences on October 1<sup>st</sup> (start of FFY 2015), given the timing of this selection and the eventual award process needed to execute the final Purchase Orders for each Grant Recipient, RIDOT/ OHS recommends that the timeline of your initiatives should commence starting on JANUARY 1, 2015 to give you a more accurate calendar for planning and executing your events.

RI Department of Transportation  
ADDENDUM 7548999A2  
September 22, 2014

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**
- **CERTIFICATION FOR TITLE VI ASSISTANCE**
- **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.

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, OCTOBER 8, 2014 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, 2<sup>nd</sup> Floor, Providence, RI 02908.** All packages will be "**time stamped**" upon receipt; any packages received after the imposed deadline will not be accepted.

1. Q – Does the 10% ICR include all administrative costs or just indirect costs?

**A – INDIRECT Costs only not directly related to Grant activities.**

2. Q – Can we reapply for a Seatbelt Grant if we received one previously?

**A – YES.**

3. Q – Is the targeted population still "18-34 males" under this ROUND 5 solicitation? Would there be any exception made for child safety initiatives targeting children under 8YEARS OLD??

**A – YES. The targeted demographic is still limited to 18-34 MALES with specific emphasis on minority communities under this Seatbelt Grant. Therefore, child safety initiatives would not be considered however they may be eligible under another Highway Safety Grant offered by RIDOT/OHS. For more information, please contact Mr. Elvys Ruiz @ (401) 222-3024 Ext. 4441 for specific campaign information and application requirements.**

4. Q – With regard to recording outcomes, will "qualitative" results be acceptable based on focus groups, round table discussions etc.?

**A – RIDOT/OHS will welcome additional qualitative results but "quantitative" measurements are required by NHTSA.**

5. Q – Would activities taking place at a "festival-type" venue be acceptable?

**A – RIDOT/OHS does not encourage this type of venue to promote any grant related activities. Since what is considered allowable by NHTSA is dependent by what is achieved at the end of your activity, a better venue would be a Health Fair event for instance geared to educating their participants on health related matters rather than a large festival with multiple vendors promoting varied activities/items.**

6. Q – With regard to allowable promotional items, would screen printing t-shirts with safety message be acceptable?

**A – You can incorporate this item in your activity but cost should come from an independent budget and not from the grant funding.**

7. Q- Is a partnership required for an "under \$5K" initiative?

**A – Partnering is not a requirement for neither an "under \$5K" nor is it required for an "over \$5K" initiative but since 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.**

8. Q- With regard to providing "measurable results", can you suggest what type of recording mechanism is needed?

**A – A good measurement tool is through the use of "Pre" and "Post" surveys to determine the % of people's knowledge before an event as compared to their knowledge after your presentation. Additionally a visual survey of the parking lot of people wearing seatbelts before an event as compared to the numbers post presentation.**

9. Q- Is there any post survey follow-up needed to verify how many people were reached?

**A – NO. A follow-up is not necessary since it would be hard to target the same people reached.**

10. Q- Would it be possible to include young men and women just under 18 YEARS OLD?

*A- The target population for this RFP is males between 18 and 34. Since NHTSA has limited financial resources, the targeted demographic for each Grant is based on statistical information to effect greater value to Grant outcome by focusing a specified group.*

**-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 2015 your initiative must be submitted and accepted by RIDOT and your services and deliverables must be completed and received by September 30, 2015.**



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Division of Purchases  
One Capitol Hill  
Providence, RI 02908

**"MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET**

Mandatory Pre-bid Conference: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom they represent. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

7548999  
FFY 2015 Continuing Primary Seatbelt Education and  
Statewide Public Outreach Initiative - ROUND 5  
SEPTEMBER 16, 2014 9:00 AM - 10:00 AM / DOA "B"

10:00 AM  
9:00 AM  
RM-E  
10:00 AM

DOA - Seatbelt

1	BRAIN GYRITY PARACOLON	Debra Sharp	1017 Stateman East Providence	debra@debra-sharp.com	401-461-6599	461-6561
2	Community Councils Center for Southeast Asians	April Hyman	98 Myr St Providence, RI 02909	amandacleg @ccca.org	401-952-6524	
3	RI Indian Council Paradise Community Library	Hyle Gigan	270 Elmwood Ave Providence	hyle.gigan@ clearnet.org	401-274-8811	
4	PROGRESS ACTIVE	RAY VETTER	807 Broad St Providence	RENEATEA@ M.S.N.COM	401-781-1088	
5	YOUNG VOICES Khanh Vo Duc Thi	Cheryl Space	441 Prairie Ave Providence, RI 02905	CSPACE@ PROVCOMLIB.ORG	401-419-2916	
6	YOUNG VOICES Khanh Vo Duc Thi	AMI AWARD	600 Broad St Central Falls	grant.wyke@ progressive.org	401-951-3394	
7	YOUNG VOICES Khanh Vo Duc Thi	AAE I	570 Broad St Providence	soledade@ gmat.com	331-5535	
8	Meluan Sward	Phyllis Telli	150 Miller Ave Providence, RI	Phyllis@shirleyjalt @gmail.com	401-743-2555	
9	LVA Castellanos	PRO HOURS RTR	100 Broad St Providence	meli.sas@ pma-providence.org	709-1132	
10	Steve Kurnis	FOR COMM. LILIAN	PO Box 9267 Providence	skurnis@ providence.org	461-2700x4	
11	TRACY AQUILAR	NEW EL ANDRE MORA	151 Broadway Providence, RI 02903	TRACY@ mat.com	401-576-2952	
12	RI DOT FORMATS	LUCY MURRAY	Two Capital Hill Providence	lucy.murray@ dotri.gov	222-2495	X4406
13	RI DOT FORMATS	FRANCISCO LOVERA	Two Capital Hill Providence	francisco.lovera@ dotri.gov	222-3024	X4205
14	ELYES NORR	PT DOT	20110144 Providence	elys.norr @dotri.gov	222-3024	841-4441



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SEPTEMBER 16, 2014 9:00 AM - 10:00 AM / DOA "B"

11:00  
9:00 AM  
10:00 AM

Sept 16 - 9/16

1	Tony Aguilar	NEW FAVOR MEDIA	151 BROADWAY PROV.	TONYUS4@mac.com	401-578-2952	-
2	Phyllis Avelli	Young Voices	156 WILKER AVE PROVIDENCE	PHYLLISAVELLI@GMAIL.COM	401-743-2855	-
3	PRONIDACE TOWNSHIP <del>PROVIDENCE</del>	LISA CASTELLANOS MOLISSA SANDERS	DD PROVIDENCE RI 02911	molissas@providence.ri.gov	401-743-2855	709-1133
4	CITY OF PROVIDENCE					
5	Healthy Communities ONE	Raisa BURGESS	DORANCE	burgess@providence.ri.gov	401-743-2855	497-5425
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7548999	FFY 2015 Continuing Primary Seatbelt Education and Statewide Public Outreach Initiative - ROUND 5
SEPTEMBER 17, 2014 2:00 PM - 3:00 PM / WORKSHOP	

NONE	2:00 PM
	3:15 PM

Workshop - Year 1  
9/17

1	Riveredge Arts	Toni Rodriguez	196 Seard Ave	betan@riveredgearts.org terri@riveredgearts.org	401 747-2100	401-747-2102
2	Robin Entertainment	Mary Smith	600 Broad St	msmith@robinentertainment.com	421-1252	
3	The Genesis Center	Tyla Pimentel	6020 Patters Ave	tpimentel@genesiscenter.org	781-6110	401-8788
4	John Hope St	Frank Cobbley	7 Thomas Upton St	frank@johnhope.org	351-9164	
5	Big O Partnership	Sandy Rojas	20 Longwood Ave	Paul@bigopartnership.com	865-9844	
6	RIAH/RIH&I	ADA EZEMMA	25 BEAVER ST	adaezemma@riah.org	401-391-2230	
7	MD BARBOSA	HEALTH RESOURCES	100 WEST ST	mdbarbosa@healthresources.com	617-451-0044	
8	Proton Productions	mary kerr	P.O. Box 14152 E. Prov. RI 02904	mary@protonproductions.com	401.573.0809	
9	Luis J. Lopez	Nobidade	13 Rhoades St	luis@nobidade.com	401 628-6809	
10	Ann Marie Ray	Warren Coalition	514 Main Street Warren	amray@warrencoalition.com	401-533-7448	
11	Maria Ursini	Bristol Prevention	16 Court St.	bsape@bristolri.us	401 559 0160	
12	<del>East River Dence</del>	<del>Jennifer Wall</del>	<del>145 TOWN AVE</del>	<del>jenwall@cityofprovidence.com</del>	<del>401-435-1923</del>	
13	East River Dence	Jennifer Wall	145 TOWN AVE	jenwall@cityofprovidence.com	401-435-1923	
14	RIDOT/contracts	Lucy Murray	2 Capital Hill	lucy.murray@dot.ri.gov	401.907-	272-2495/4406
15	Wpbot	Francisco Lorena	8 Capital Hill	francisco.lorena@wpbot.com	222-2694	X4205



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BID NUMBER	7548999
PROJECT NAME	FFY 2015 Continuing Primary Seatbelt Education and Statewide Public Outreach Initiative - ROUND 5
DATE	SEPTEMBER 17, 2014 2:00 PM - 3:00 PM / WORKSHOP

DATE	9/17/14
TIME	3:15 PM
NUMBER OF VENDORS ATTENDING	DONE
NUMBER OF BIDDING ENTRIES	2:00 PM

NO.	VENDOR NAME	CONTACT NAME	CONTACT PHONE	CONTACT EMAIL	CONTACT ADDRESS	CONTACT CITY	CONTACT STATE	CONTACT ZIP
1	RI DOT	Ellys Napp	2 Capitol Hill Providence RI	Ellys.Napp@dot.rhode.gov	202-3024 X4441			
2	RI DOT	Frances Loren	2 Capitol Hill Providence RI 02903	frances.loren@dot.rhode.gov	202-3024 X4409			
3	RI DOT	J. BARDEN	2 Capitol Hill Providence RI	James.Barden@dot.rhode.gov	202-3024 X4406			
4	RI DOT	Lucy Murray	2 Capitol Hill Providence RI	Lucy.Murray@dot.rhode.gov	202-3024 X4406			
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