

RESOLUTION OF THE CITY COUNCIL

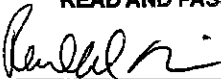

No. 124

Approved March 10, 2025

RESOLVED, That the Members of the City Council hereby Authorize Approval of the following Contract Award by the Board of Contract and Supply, in accordance with Section 21-26(b)(1) of the Code of Ordinances.

FirstWorks \$600,000.00
(Department of Art, Culture and Tourism)

IN CITY COUNCIL
MAR 06 2025
READ AND PASSED


RACHEL M. MILLER, PRESIDENT

CLERK

I HEREBY APPROVE.


Mayor

Date: 3/10/2025



OFFICE OF THE INTERNAL AUDITOR
City of Providence

February 3, 2025

Ms. Tina Mastroianni
City Clerk's Office
City of Providence
25 Dorrance Street
Providence, RI 02903

Dear Tina:

I am writing to request that the following requested contract award be submitted to the City Council and the Finance Committee for approval:

- **Department of Arts, Culture And Tourism**
 - Award to **FirstWorks** for a total in the amount of **\$600,000.00** for PVDfest Producing partner in accordance with the Code of Ordinances, Section 21-26 (b) (1).

Sincerely,

A handwritten signature in cursive script that reads "Gina M. Costa".

Gina M. Costa
Internal Auditor

Cc: John Arzoomanian, Department of Public Property
Alejandro Tirado, Director of Purchasing
Joe Wilson Jr., Director, Department of Arts, Culture & Tourism
Shomari Husband City Treasurer



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

January 27, 2025

The Honorable Brett P. Smiley
Chairman, Board of Contract and Supply
City Hall
25 Dorrance Street
Providence, RI 02903

RE: **PVDFest Producing Partner – Service Provider – 2 Year Contract with 1 one-year option**

MinuteTraq ID#: 47740
Account Code(s):
1. 101 916 53499

Minority Participation: 0% MBE, 0 %WBE

Dear Mayor Smiley,

DATE OF BID OPENING: January 13, 2025

RECOMMENDED BIDDER & THEIR ADDRESS:

FirstWorks
235 Promenade St., Suite 130
Providence, RI 02908

TOTAL AMOUNT RECOMMENDED: Total amount not to exceed \$600,000.00. \$300,000.00 (three hundred thousand dollars) pending budget approval in FY26 and \$300,000.000 (three hundred thousand dollars) pending budget approval in FY27.

In response to our request for proposal regarding the above entitled, our department received the following bid(s)
(Listed by low bidder first):

	VENDOR NAME	BASE (minimum reqs.)	TOTAL (final specifications)
1	FirstWorks	\$300,000 in FY26 and \$300,000 in FY27	\$300,000 in FY26 and \$300,000 in FY27

- On the basis of said bids, we recommend the sole bidder, as identified on LINE 1, whose bid has met the specifications.
- On the basis of said bids, we recommend the bidder identified on LINE: _____. While not the apparent low bidder, a review of the bids reveal that it is in the best interest of the City to reject the low bidder. See the Explanation box below.
- On the basis of said bids, we recommend multiple bidders identified on LINES: _____. A review of the bids reveal that it is in the best interest of the City to utilize these bidders together. See the Explanation box below.

Additional documentation to support the decision for this award is attached to this letter.

DEPARTMENT OF ART, CULTURE AND TOURISM
JOSEPH A. DOORLEY JR. MUNICIPAL BUILDING, 444 WESTMINSTER ST, PROVIDENCE RI 02903
PHONE 401.680.5770 | WWW.PROVIDENCERI.GOV/ART-CULTURE-TOURISM



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

Respectfully submitted,

Joe Wilson Jr.
Director, Department of Art, Culture and Tourism

Financial Approval:

Department Subject Matter Expert: Joe Wilson Jr., Director, Department of Art, Culture and Tourism

By signing, the subject matter expert certifies the following: That the recommended vendor(s) is/are the lowest, qualified bidder(s) with regards to the corresponding specifications. That all bids corresponding to this award were reviewed for completeness and that the recommended bidder's submission is inclusive of all required documents.

DEPARTMENT OF ART, CULTURE AND TOURISM

JOSEPH A. DOORLEY JR. MUNICIPAL BUILDING, 444 WESTMINSTER ST, PROVIDENCE RI 02903
PHONE 401.680.5770 | WWW.PROVIDENCERI.GOV/ART-CULTURE-TOURISM

FirstWorks - Sole Bidder

MT 47740 - PVDfest Producing Partner - Service Provider - 2 Year Contract with One-Year Option

CATEGORY	MAX POINTS	E1	E2	E3	
Bidder Qualifications - Capacity to produce the required deliverables, and relevant work experience, including examples and past clients	30	30	30	30	
Work Plan - Describe each component of your work plan and schedule for producing deliverables	30	30	30	30	
Demonstrated Experience - Attached resume and experience with and capacity to deliver quality product. Proof of past success	20	20	20	20	
Budget - Submitted a budget in Excel. Submit a single budget in Excel spreadsheet. The budget should include the cost of both materials and staffing for this initiative. Include any in-kind or leveraged support resources provided by your organization to ensure the success of this program.	20	19	20	18	
TOTAL	100	99	100	98	297
Average Score	99				



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY



MEMORANDUM

To: Alejandro Tirado, Director of Purchasing
From: Joe Wilson Jr, Director, Department of Art, Culture and Tourism
Date: 1/30/2025
RE: RFP for PVDFest 2025 Producing Partner

Recommendation:

After reviewing the submitted sole bidder to the **PVDFest Producing Partner – Service Provider – 2 Year Contract with 1 one-year option**, the Department of Art, Culture and Tourism recommends that this contract be awarded to FirstWorks.

Justification:

In addition to being the sole bidder, Firstworks has demonstrated its ability to manage a successful partnership with the Department of Art, Culture, and Tourism, including the operations, administration, and curation of the festival. The submitted budget breakdown for year one of the contract is clear and concise. The proposed workplan timeline includes concrete deliverables and action steps for each phase of planning. Lastly the staffing breakdown illustrates the strong experience represented in the FirstWorks team.

While the bidder did not include a specified budget for the second year of the contract we have received and are attaching here a letter from them promising to honor the same budget in FY27. See also below signed review sheets indicating that the bidder received a total score from our three reviewers of 297/300 plus 15 points for being the lowest bidder for a total score of 312/300. The minimum threshold of 85 points was exceeded by the bidder in all three reviews.

Bid Price: \$300,000.00 in FY26 pending budget approval and \$300,000.00 in FY27 pending budget approval

Action Requested:

Approval of award for **PVDFest Producing Partner – Service Provider – 2 Year Contract with 1 one-year option** to FirstWorks.

DEPARTMENT OF ART, CULTURE AND TOURISM

JOSEPH A. DOORLEY JR. MUNICIPAL BUILDING, 444 WESTMINSTER ST, PROVIDENCE RI 02903
PHONE 401.680.5770 | WWW.PROVIDENCERI.GOV/ART-CULTURE-TOURISM



January 27, 2025

To the City of Providence Board of Contract and Supply,

FirstWorks, a Rhode Island nonprofit organization, having submitted a bid packet on January 13, 2025, in response to the PVDfest Producing Partner RFP, plans to use the originally submitted budget titled PVDfest 2025/FY26, as the basis for year two of the RFP project. Please find enclosed aforementioned project year two draft budget titled PVDfest 2026/FY27.

Sincerely,

Kathleen Pletcher
Executive Artistic Director
Firstworks

PVDFest 2026/FY27	Proposed Budget
INCOME	
SUPPORT	
Sponsorship	275000
Government (RFP)	300000
Other Support	286000
TOTAL SUPPORT	\$861,000
REVENUE	
Ticket Sales	0
Vendor Fees	24000
Concession Sales	43000
TOTAL REVENUE	\$67,000
TOTAL INCOME	\$928,000
EXPENSES	
PROJECT MANAGEMENT	
Legal & Filing Fees, Permitting	500
Bank Fees	450
Supplies	3000
Branded Shirts/Merch	3500
Project Management	25353
TOTAL PROJECT MANAGEMENT	\$32,803
FISCAL MANAGEMENT	
Fiscal Services	39005
TOTAL FISCAL MANAGEMENT	\$39,005
FUNDRAISING	
Fundraising Catering/Events	12000
Sponsorship Support Exp	5000
Sponsorship Management/Fulfillment	29254
TOTAL FUNDRAISING	\$46,254
MARKETING	
Marketing Subcontractors	52654

PVDFest 2026/FY27	Proposed Budget
Advertising & Promo	23000
Mailing & Dist	1500
Printing/Signage	8000
Videographer	4500
Photograher	4000
TOTAL MARKETING	\$93,654
PRODUCTION/OPERATIONS	
Insurance/Lic	45000
Sites	12000
Site cleanup	18000
Security	52000
Ticketing Exp/Merchant Fees	1000
Bar Exp	27000
Contracted Labor	75000
Stage Tech Fees and Rentals	200000
Production Rentals	33000
Production/Operations Management	48756
TOTAL PRODUCTION/OPERATIONS	\$511,756
CURATION, PROGRAMMING, EDU	
Artist Fees	157500
Accomodations	11500
Hospitality/Meals	10000
Transportation	1000
Curation and programming	19503
TOTAL PROGRAM	\$199,503
TOTAL EXPENSES	\$922,975
NET OPERATING INCOME	\$5,025
CONTINGENCY EXPENSE	5000
NET INCOME	\$25

City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

DATE: January 13, 2025

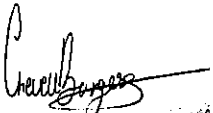
TO: Purchasing Director

SUBJECT: **PVDFEST PRODUCING PARTNER-SERVICE PROVIDER-2 YEAR CONTRACT WITH 1 ONE-YEAR OPTION - DEPARTMENT OF ART, CULTURE & TOURISM**

CONSIDERED BY: Board of Contract and Supply

DISPOSITION: VOTED: that all bids be referred to the Purchasing Director for tabulation

FirstWorks


Purchasing Department


City Clerk