

**City of Providence**  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# RESOLUTION OF THE CITY COUNCIL

No. 92

EFFECTIVE February 16, 2015

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

Institute for Labor Studies and Research  
(Planning and Development)

\$20,000.00

IN CITY COUNCIL

FEB 05 2015

READ AND PASSED

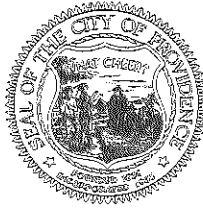
PRES.

CLERK

Effective without the  
Mayor's Signature

Lori L. Hagen  
City Clerk

**MATTHEW M. CLARKIN, JR.**  
INTERNAL AUDITOR  
25 DORRANCE STREET, ROOM #307  
PROVIDENCE, RI 02903  
Phone: (401) 421-7740 EXT. 577  
Fax: (401) 351-1056  
mclarkin@providenceri.com



**City of Providence, Rhode Island**  
**Office of the Internal Auditor**

November 13, 2014

Ms. Lori Hagen  
City Clerk's Office  
City of Providence  
25 Dorrance Street  
Providence, RI 02903

Dear Lori:

In accordance with Section 21-26 of the City's Code of Ordinances, I am writing to request that the following requested contract awards be submitted to the City Council and the Education Subcommittee.

- *Department of Planning & Development* – Approval of a contract with the Institute for Labor Studies and Research (ILSR) to offer Providence residents a specialized training, job placement and contextualized learning program designed to meet the needs of adults 25 years + who have limited English proficiency and low literacy skills. The total cost of the contract for fiscal 2015 will not exceed \$20,000.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew M. Clarkin, Jr.", is written over a horizontal line.

Matthew M. Clarkin, Jr.  
Internal Auditor

Cc: Alan Sepe, Director of Operations  
Francisco Ramirez, Director of Purchasing  
Yvonne Graf, Chief of Staff City Council  
James Lombardi, City Treasurer  
Natalie Lopes, Director First Source



**CITY OF PROVIDENCE**

Angel Taveras, Mayor

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November 12, 2014

The Honorable Angel Taveras  
Chairman, Board of Contract and Supply  
City Hall  
Providence, RI. 02903

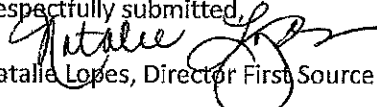
RE: Institute for Labor Studies and Research (ILSR) Continuation of Services Proposal for FY '15 (First Source)

Dear Mayor Taveras:

The Department of Planning and Development respectfully requests approval to authorize a contract with the Institute for Labor Studies and Research (ILSR) for FY 2015. ILSR offers Providence residents a specialized training, job placement and contextualized learning program designed to meet the needs of adults 25 years + who have limited English proficiency and low literacy skills. ILSR's training is offered in a contextualized learning setting which prepares graduates for entry level employment in the hospitality sector. The training is also offered to incumbent workers and the under-employed who desire to advance their skills in order to move up in their careers and grow their wages.

This proposal seeks to build upon the success that the ILSR program has had over the past 2 years of support provided through First Source. The attached FY '15 proposal and budget outlines more specifically the service delivery model and proposed activities for the new year and seeks approval for continuation of these key services to the residents of the City of Providence. As well, ILSR has included a report on their FY '13 and '14 program and a chart of achieved outcomes. Program efforts since First Source began funding ILSR have begun to build a stronger foundation and emphasis on achieving outcomes more aligned with employment measures (i.e. jobs, wages, resume preparation, interview skills etc.)

Funding for this request will not exceed an amount of \$ 20,000 for FY '15 and will be provided through General Fund Account Code 101-908-55125-0015 (First Source) which has been budgeted for FY '15 through the Department of Planning and Development.

Respectfully submitted,  
  
Natalie Lopes, Director First Source

Cc: Ruben Flores-Marzan, Director, Department of Planning and Development

**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
444 Westminster Street, Providence, Rhode Island 02903  
401 680 8400 ph | 401 680 8492 fax  
[www.providenceri.com](http://www.providenceri.com)