

REQUEST FOR PROPOSALS

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. Proposal envelopes and any information relative to the bid must be addressed to:
797 Westminster
Providence, RI 02908
2. Bidders must include at least one original.
3. Proposal responses must be ink or type.
4. Bidders are advised that all materials submitted in response to this Request for Proposal are subject to [R.I. General Law Section 38-2 et seq](#).

- _____, without exception and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
 6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for

The Contractor shall provide

BID FORM 1: BIDDER INFORMATION

Agree to Bid on: **Forms Management Strategy – Three Year Contract (FY24-FY26)**

DATE AND TIME TO BE OPENED: **Thursday, September 7, 2023 at 1:00PM**

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

<u>Part</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>FY23/24 unit price</u>	<u>FY24/25 unit price</u>	<u>2025/2026 unit price</u>
<u>67001</u>	Permanent Record Card Student Record, 6- Part, Cardstock, 5-Part 8 ½" x11"-2 sided-white/ blue/tan salmon/pink-black ink 1-Part 11x17 yellow-folded in half Printed 3 sides-black ink	SET	6000	_____	_____	_____
<u>67013</u>	Student Conduct Referral Form 8 ½" x11"-3 Part NCR white/yellow/pink-black ink	EA	4000	_____	_____	_____