

June 16, 2026

I-195 Redevelopment District

**ADDENDUM NO. 001
Questions & Answers**

Human Resource Consulting Services

The I-195 Redevelopment District (“District”) is seeking proposals (“Proposals”) from qualified and experienced human resource consultants (“Consultant(s)”) to assist in the planning and organizing of the District’s human resource functions and operations on an on-call basis

Question 1: Does the District currently have an Employee Handbook in place, and if so, when was it last updated?

Answer 1: Yes, the last update was completed in March of 2025. The District is currently working on an update that is anticipated to be complete in July of 2026.

Question 2: How many total job descriptions currently exist across the District's full-time and part-time positions?

Answer 2: Nine.

Question 3: What HRIS, payroll, and/or benefits administration platform(s) does the District currently use?

Answer 3: The District uses a third-party payroll company with its own platform.

Question 4: Has the District previously engaged an external HR consultant, and if so, what services were provided?

Answer 4: The District currently has an HR consultant under contract, and the contract term is ending. The services are similar to what is outlined in the Scope of Services in the RFP.

Question 5: Are there any immediate or high-priority HR needs the District would like the selected consultant to address within the first 90 days of the engagement?

Answer 5: The District will work with the selected consultant to identify immediate needs.

Question 6: What is the anticipated contract term for this engagement (e.g., one year with renewal options)?

Answer 6: The contract term is anticipated to be three years.

Question 7: What is the estimated annual volume of consulting hours the District anticipates needing?

Answer 7: This will vary throughout the duration of the contract.

Question 8: Is on-site presence at 225 Dyer Street required for consulting sessions, or would the District consider a hybrid model combining on-site and virtual meetings?

Answer 8: The contract is intended to be a hybrid model combining on-site and virtual meetings.

Question 9: Who would serve as the District's primary point of contact and decision-maker for the selected consultant?

Answer 9: The District's Executive Director will be the primary point of contact and decision-maker for this consultant, although other District staff may take on the role of primary point of contact for specific HR projects.

Question 10: Is the District able to share an approximate annual budget range allocated for HR consulting services?

Answer 10: The District has budgeted approximately \$12,000- \$20,000 in in recent years.

Question 11: For the ISBE Participation Plan, if the proposing firm itself holds MBE and/or WBE certification from its home state but is not currently certified through Rhode Island's ODEO, does the District accept out-of-state MBE/WBE certification, or is Rhode Island ODEO certification required to receive ISBE participation points?

Answer 11: The RFP outlines the requirements to be recognized as a certified as an ISBE.

Question 12: Additionally, could you confirm where responses to vendor questions will be posted — will they be available at both 195district.com and ridop.ri.gov as noted in the RFP?

Answer 12: Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at both www.195district.com and www.ridop.ri.gov.

Question 13: Is the District seeking a primarily on-call advisory relationship, or recurring HR consulting support throughout the year (e.g., monthly meetings, quarterly reviews, or

annual projects)? Additionally, can the District provide any insight into the anticipated frequency of support requests or recurring HR initiatives during the contract term?

Answer 13: The consultant will serve as an advisor in addition to providing support throughout the year as projects, trainings, and other needs arise.

Question 14: What are the District's primary HR priorities and objectives for the next 12 to 24 months?

Answer 14: Succession planning is one priority for the next 12 – 24 months. Other projects and priorities will be determined in consultation with the selected consultant.

Question 15: Regarding the Employee Handbook, is the District seeking periodic compliance updates and recommendations, or comprehensive revisions and policy development support?

Answer 15: The District aims to update the Employee Handbook annually. The number of revisions and policy development support may change throughout the contract.

Question 16: Has the District conducted a compensation or salary study within the past three years, and does the District currently maintain salary grades, pay bands, or other formal compensation structures?

Answer 16: The District has completed compensation studies for several positions in the past three years and has approved salary ranges for each position (excluding the Executive Director).

Question 17: Does the District anticipate the consultant facilitating training programs directly, assisting with identifying training resources, or both? Additionally, would training be expected to be delivered virtually, in person, or through a hybrid approach?

Answer 17: This consulting role has facilitated training programs in the past and has assisted with identifying training resources. The delivery method will depend on the training content and method.

Question 18: What level of recruitment support is anticipated from the selected consultant (e.g., job description development, recruitment strategy, applicant screening, interview participation, or selection support)? Additionally, approximately how many position vacancies does the District typically fill annually?

Answer 18: This role provides full recruitment support from assisting with job description development, recruitment strategy, screening, and supporting interviews and selection.

The District typically fills one to three positions annually including at least two seasonal part-time staff.

Question 19: For proposal purposes, does the District have a preferred fee structure (hourly rates, annual retainer, not-to-exceed budget, or hybrid model)?

Answer 19: The District does not have a preference.

***End of Addendum ***