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**CITY OF DETROIT  
OFFICE OF CONTRACTING AND PROCUREMENT  
REQUEST FOR PROPOSALS**

**RFP NO.  
LAND VALUE TAX PROGRAM**

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Buyer: Chris Jones

<b>EVENT / ACTIVITY</b>	<b>DUE DATE / TIME</b>
<b>ADVERTISEMENT DATE</b>	11/20/2023
<b>QUESTIONS DUE</b>	12/8/2023 on or before 12:00PM EST  All questions must be submitted online in the Supplier Portal as indicated in this RFP.
<b>ANSWERS DISTRIBUTED</b>	12/12/2023
<b>PROPOSAL DUE DATE *</b>	12/20/2023 @ 3:00PM EST In the Supplier Portal as specified this RFP.

\* Proposals must be uploaded into the Supplier Portal on, or prior to the exact date and time indicated above. Late or emailed proposals will not be accepted.

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database [www.detroitmi.gov/supplier](http://www.detroitmi.gov/supplier). Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to [procurementinthecloud@detroitmi.gov](mailto:procurementinthecloud@detroitmi.gov) or call (313) 224-4600.



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## **Section 1. Project Summary and Background**

### **1.1. PROJECT REQUEST**

The City of Detroit Office of Contracting and Procurement (OCP) on behalf of its Office of the Assessor requests proposals from qualified professional consulting firms to provide the development of a land value tax (LVT) assessment and collection process.

### **1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT**

The Michigan Legislature, at the request of the Mayor of the City of Detroit (the “City”) has introduced legislation that will authorize the City to request voter approval of a Land Value Tax (“LVT”). If approved by the Legislature, authorized by the City Council, and approved by the voters in February or March of 2024, it is the intention of the City to impose the LVT in July 2025 on the City’s approximately 400,000 parcels. The goal is to effectively lower total property taxes on improvements and structures, while raising property taxes on land.

Under the LVT proposal, as introduced by the Legislature, not less than 50% of the City’s ad valorem operating mills may be exempted from collection and replaced with a millage rate on the taxable value of land in the City that, in 2025, would generate revenues equal to the replaced operating taxes. Certain land will be exempt from this tax based on its exemption from ad valorem taxes. Other land will be exempted from, and credits will be grant against, the LVT based upon terms of the legislation.

### **1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS**

If a contract is awarded as a result of this RFP it will be a City of Detroit Professional Services Contract (sample attached). The term of the contract will be for two years effective only after the approval of the Detroit City Council. The City anticipates one award as a result of the RFP.

## **Section 2. Statement of Work**

### **2.1. SERVICES TO BE PERFORMED**

The City is seeking assistance with the development of a LVT assessment and collection process. That assistance would include project management, process development and improvement, technical expertise, and technology system assessment and development to facilitate timely implementation of the LVT. It is envisioned that this work may identify areas of opportunity relating to internal process improvements, as well as tax programs that may be inter-related to the LVT (such as potential expansion of PILOT program, sunset of NEZs, etc.). Support related to these other tax programs may be requested. Please have an hourly fee in your price schedule for this potential service also.

#### **A. General Project Management Activities**

- Project initiation, planning, implementation, execution and monitoring
- Creation and tracking of a project plan and schedule
- Current State Organizational Analysis
- Document current process, practices, procedures and make recommendations for improvements
- Provide ongoing project management and weekly reporting on project status/ critical path timeline

- Identify/ follow up on action items
- Record risks and recommend risk mitigation strategies
- Document/ track issues, risks, outstanding decisions, action items
- Provide best practices, samples, tools and templates

**B. Technical Skills Required**

- Property Tax Law
- Commercial/ industrial property development/ appraising experience
- Knowledge of assessing/ cost approach
- Experience with Computer Assisted Mass Appraisal (CAMA) systems/ BSA preferred.

**Specific Functions**

A. Legislation Interpretation and Implementation: Interpreting legislation amendments, policy decisions, ad valorem property tax processes to determine how those factors would be integrated into the land value tax system. Included in this function would be the implementation of the following attributes of the LVT:

1. Credits – establish mechanism for implementing each of the following with design application process as required
  - Parking credit
  - Homestead credit
  - Improved Property credit
2. Exemptions
  - Importing existing ad valorem exemptions
  - Agriculture Use exemption
  - Publicly dedicated space exemption
  - Poverty exemption, if applicable
3. NEZ treatment – analyze which properties will remain under NEZ treatment and which will migrate to Land Value Tax system
4. Treatment of LVT with properties with abatements
5. Capture and distribution of LVT revenues to Tax Increment Finance (TIF) authorities and Detroit Land Bank Authority

**B. Office of the Assessor**

1. Preparation and Mailing of Assessment Notices
  - Amend current notice to reflect two values (land and improvements)
    - a) Working with current CAMA provider to develop, test and implement script to result in accurate application of Land Value Tax program.
    - b) Working with DoIT, if there are limitations with the CAMA system, need to create, test and implement script that will create a Land Value Tax file outside of the current system, which will then need to be successfully imported back into the system.
  - Leveraging information conducted from the Land Value Study, ensure accurate land values for each of the city's residential, commercial, and industrial parcel (approximately 400,000)

- NOTE: Current system cannot handle different tax rates on land and improvements, so temporary solution may be to print two notices, but hoping we can print on one; worst case one mailing, two bills
2. Balancing w/ Treasury
    - If temporary solution is to create two parcels for each property (parcel for land and value), work will double to review/ quality control (800K parcels to balance vs 400K)
  3. Appeals (at Assessor, BOR, and MTT)
    - Anticipate levels of appeals to increase first few years
    - Need to create policies and procedures to best administer appeals
    - Train staff on policies/ procedures
  4. Applications for certain exemptions and credits, including but not limited to:
    - Parking credit will require an application and verification to confirm whether a business is eligible for the parking credit and amount of credit
    - Agricultural exemption will require an application and verification to confirm qualified agricultural use
- C. Office of the Treasury
1. Calculation and certification of tax rates and credits
    - Develop method for calculating the Land Value Tax based on the amount of ad valorem tax exempted
    - Develop method for calculating any credits and how to apply the credits to tax bills
  2. Develop process for reimbursing other Tax Jurisdictions and TIF Districts as necessary
    - Qualified Taxing Jurisdictions may be eligible for reimbursement of any cost of credits
    - TIF Districts will be eligible to receive the amount of tax capture they would have received annually without the LVT reform
    - Need to calculate pro forma and actual tax capture
    - Develop process for reimbursement
    - Train Tax teams on process
  3. Customer Service – anticipated increased needs for handling resident and business inquiries
    - Train customer service center employees on Land Value Tax reform and related changes to tax bills
    - Develop plan to process customer inquiries related to Land Value Tax
    - Develop external facing resources to support resident education

D. Computer Assisted Mass Appraisal (CAMA) System

1. Automate the parcel creation process; current staff is not able to produce manually;
2. Separate land values and improvement values with different tax rates
3. Combine land and improvement parcels into a single bill
4. Build out modules to calculate credits
5. Build out modules for exemptions
6. Lead design of software development and implementation
7. Conduct Quality testing throughout process
8. Prepare for implementation on 2025 Tax Bill and ensure bills are delivered timely and accurately
9. If necessary, identify alternative software service to implement Land Value Tax
10. Train Tax teams on adapted or new software

**2.2. OPERATIONAL INFORMATION**

Awarded Contractor(s) will work closely with City agency staff.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

**2.3. TECHNICAL INFORMATION**

The following software is used by HRD to manage HUD-funded programs throughout the department:

- Box.com (Used as online storage for program files)
- Microsoft Outlook, OneDrive and SharePoint
- Smartsheet (Used to manage and track different aspects of programs and data)
- Oracle (Contracting & procurement)
- DocuSign (Payment processing & other signatory needs)

Department staff are also responsible for working within HUD databases such as Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting System (DRGR), Homeless Management Information System (HMIS), Healthy Homes Grant Management System (HGMMS) and HUD's Line of Credit Control System (eLOCCS).

**2.4. PAYMENT & PERFORMANCE BOND (Construction)**

N/A

**Section 3. Proposal Evaluation and Selection Process**

**3.1. MINIMUM QUALIFICATIONS**

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in the RFP for projects of similar scope and size. Additionally:

1. Respondent must provide proof of experience providing Technical Assistance for HUD Programs, especially CPD programs, within the last two years as defined in this RFP.

2. Respondent must provide a minimum of three active client referrals, entitlement grantees of similar size to Detroit preferred but not required.
3. Respondents must demonstrate experience working with HUD CPD entitlement grantees.
4. Respondents must provide proof of at least three projects like the example deliverables listed above. Performance measures, including timeliness and success of those programs, must also be included. Projects must have been completed within the past seven years.
5. Respondents must demonstrate experience working directly with HUD, including local field offices.
6. Organization must have the capacity to be insured per City of Detroit requirements – including errors and omissions.

**3.2. ADHERENCE TO TERMS OF PROPOSALS**

A proposal once accepted by the City of Detroit, may become a binding contractual obligation of the Respondent. The failure of a successful Respondent to accept this obligation and to adhere to the terms of the Respondent’s proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent. Respondents are not permitted to take advantage of any errors or omissions in specifications since full instructions will be given should they be discovered before bid submission date.

**3.3. QUESTION DEADLINE**

**All questions regarding the RFP shall be submitted through the Supplier Portal no later than the time and date specified on the Cover Page.** In the interest of transparency, only written questions will be accepted. Answers to questions will be posted within the Supplier Portal. The City of Detroit does not guarantee a response to questions submitted after the question deadline.

Should a Respondent be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the Respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

Respondents requesting changes to the RFPs terms and conditions, specifications, quantities, etc.; or if clarifications are needed, must make the request in writing by the stated bid submission deadline.

**3.4. EVALUATION CRITERIA**

Technical Proposals will be evaluated before Cost Proposals are reviewed.

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Respondent Experience / Organization (Attachment A – Part 1)	25
2. Respondent Capacity/Key Team Members (Attachment A – Part 2)	15
3. Proposal Introduction and Solution / Approach (Attachment B)	15
4. Pricing (Attachment C)	10
<b>Total Points Possible</b>	<b>65</b>



Maximum points for phase one not to exceed fifteen (65) points

**PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT**

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Detroit headquartered business	15points
2. Detroit based business	5 points
<b>Total Points Possible</b>	<b>15</b>

Maximum points for phase two not to exceed fifteen (15) points.

**PHASE THREE CRITERIA ECONOMIC DEVELOPMENT & CONTRACT PERFORMANCE OF PRIME AND SUBCONTRACTOR(S)**

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Detroit headquartered business	20 points
2. Detroit based business	10 points
<b>Total Points Possible</b>	<b>20</b>

Maximum points for phase three not to exceed twenty (20) points.

**3.5. EVALUATION PROCEDURE**

Following the receipt of proposals, a City designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable.

The City may also at its discretion, request oral presentations, make site visits at Respondent’s facility and may request a demonstration of Respondent’s operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete.

The City may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

Any of the additional data specs and standards described in this RFP that are met will be factored positively into the overall score.

**3.6. ORAL PRESENTATION/DEMONSTRATION**

The City reserves the right, at its own discretion, to request oral presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Respondents will be notified by the Office of Contracting and Procurement of the date, time and location for oral presentations.



### **3.7. REJECTIONS, MODIFICATIONS, CANCELLATIONS**

The City of Detroit expressly reserves the right to:

- 1) accept or reject, in whole or in part, any and all proposals received;
- 2) waive any non-conformity;
- 3) re-advertise for proposals;
- 4) withhold the award for any reason the City determines;
- 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or,
- 6) take any other appropriate action that is in the best interest of the City.

This RFP does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

### **3.8. PROTESTS**

Protests can be filed with the Office of Procurement. Interested parties aggrieved by a solicitation or the award of any resulting contract, may file written notice of protest to the following:

**City of Detroit Chief Procurement Officer  
2 Woodward Avenue, Suite 1008  
Detroit, MI 48226  
“Procurement Protest”**

At a minimum, such protests shall include:

- 1) name of protestor.
- 2) solicitation/contract number and description; and
- 3) statement of grounds for protest (reference specific text in the solicitation, bid or contract document that is at issue).

The decision of the Chief Procurement Officer and/or the Department Director are final and is not subject to appeal.

## **Section 4. Required Proposal Content and Submission Process**

### **4.1. ACCURACY AND COMPLETENESS OF INFORMATION**

All information pertaining to the prospective respondent’s approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent’s proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

### **4.2. REQUIRED PROPOSAL CONTENT AND FORMAT**



To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety, responses must be uploaded in the Supplier Portal along with the Affidavit of Disclosure Interests Form and Non- Collusion Affidavit found under requirements section of this RFP:

<b>Required Response Item</b>	
<b>1.</b>	<p><b>Letter of Transmittal</b></p> <p>The prospective respondent’s proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.</p>
<b>2.</b>	<p><b>Attachment A – Respondent Questionnaire</b></p> <p>Respondent shall provide their Proposal Introduction and Experience / Capacity &amp; Staffing, per the requirements provided in Attachment A.</p>
<b>3.</b>	<p><b>Attachment B – Proposal Introduction and Solution / Approach</b></p> <p>Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B.</p>
<b>4.</b>	<p><b>Attachment C – Pricing</b></p> <p>Respondent shall provide their Pricing proposal, per the requirements provided in Attachment C.</p>
<b>5.</b>	<p><b>Attachment D – Forms, Affidavits and Documents- Award Winners Only</b></p> <p>Respondent will be required to provide their completed Forms, Affidavits, Insurance and Documents, if they are selected as the award winner provided in Attachment D.</p>
<b>6.</b>	<p><b>Attachment E – Model Professional Services Contract</b></p> <p>Respondent shall provide their agreement to the Model Professional Services Contract or note any exceptions provided in Attachment E.</p>

**4.3. REQUIRED COST PROPOSAL**

Respondents are requested to make a firm cost proposal to the City of Detroit, through the completion of **Attachment C**. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The City of Detroit reserves the right to select proposals from the most responsible Respondents with the most reasonable costs. The City reserves the right to select one or more firms to perform all or separate parts of this function.

**4.4. ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent’s ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

**4.5. SUBMITTAL INSTRUCTIONS**

All proposals **must** be submitted through the Supplier Portal. Each Respondent is responsible for ensuring that its proposal is received by the City on a timely basis. **Faxed or mailed proposals will not be accepted.**



Firms shall not distribute their proposals to any other City office or City employee. Proposals received become the property of the City. The City is not responsible for any costs associated with preparation or submission of proposals. All proposals submitted by the due date will be recorded in the Supplier Portal. Responses received **will not** be available for review. Proposals received will be subject to disclosure under the state of Michigan's Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposals in the Supplier Portal. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

## E-Procurement Open Assistance Sessions Learning How to Navigate Oracle

To join E-Procurement experts for Oracle demonstrations and Q&A pick one of the time slots

Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	<a href="#">Mondays, 10:30 AM</a>	<a href="#">Thursdays, 1:00 PM</a>
Supplier Profile Updates	<a href="#">Mondays, 11:30 AM</a>	<a href="#">Thursdays, 1:30 PM</a>
Responding to Bids	<a href="#">Mondays, 9:30 AM</a>	<a href="#">Fridays, 9:30 AM</a>
Invoicing	<a href="#">Tuesdays, 1:30 PM</a>	<a href="#">Fridays, 11:30 AM</a>
Online Office Hours (General)	<a href="#">Tuesdays, 3:00 PM</a>	<a href="#">Wednesdays, 9:30 AM</a>

## **Section 5. General Conditions and Requirements for RFP**

### **5.1. CONTRACT APPROVAL**

Upon contract award, the City and the successful Respondent shall execute a professional services contract, which shall contain all contractual terms and conditions in a form provided by the City. No contract shall become effective until the contract has been approved by the required City Departments and Detroit City Council and signed by the City of Detroit Chief Procurement Officer. Prior to the completion of this approval process, the successful Respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the successful Respondent prior to such approvals; nor shall the City incur any liability to reimburse the successful Respondent regarding any expenditure for the purchase of materials or the payment of services.

### **5.2. PAYMENT**

All properly executed invoices submitted by the successful Respondent will be paid in accordance with the City of Detroit Prompt Payment Ordinance.

### **5.3. INVOICES**

Vendors must be registered in City of Detroit Vendor Portal and be a registered vendor with the City of Detroit to submit invoices and receive payments. Go to <http://www.detroitmi.gov/Supplier> to register.

### **AUTHORIZATION TO COMMENCE WORK OR SHIP GOODS – READ CAREFULLY!!!**

Contractors may begin work or ship goods upon receipt of the required authorization, which is the CPA (Contract Purchase Agreement), in addition to *SPO (Standard Purchase Order)*, from Procurement.

*The CPA (City Council Approved and Awarded Contract Purchase Agreement) alone is NOT authorization to begin work! NO letter of Intent, or Letter to Commence Work will be issued.*

**\*\*Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment! \*\***

#### **Required vendor steps to invoice:**

- 1) Invoices should NOT be uploaded until the Contractor receives confirmation of review and approval from the City of Detroit.
- 2) Vendors should submit their invoices via City of Detroit Vendor Portal. Portal invoice amount and creation date must match the date on attached invoice. Please follow the below invoice requirements:

#### **Invoice MUST contain or have as attachment:**

- Vendor Name and address on Invoice
- Contact Info on Invoice (Accounts Receivable contact with phone and email)
- Remittance information (MUST be included, or the invoice is subject to rejection)
- City of Detroit contact (person who authorized work to commence)

- Invoice Date
- Date of service/delivery
- Contract number
- Purchase order number
- Total Invoice amount
- The wording “ Goods/Services” (must be noted on every invoice)

**Other invoice requirements:**

- Invoice must be billed based on Purchase Order rates
- Total invoice amount must tie to the total supporting documents
- Supporting documentation must be attached to the invoice in the portal

Terms are standard NET 30 Days, unless otherwise negotiated, and start from the invoice receipt date, provided that the invoice is submitted timely to our AP department with the necessary supporting documentation.

If you need payment assistance, please contact the Office of Departmental Financial Services (ODFS) 313-410-7804.

**5.4. ASSIGNMENT**

The services to be performed by the successful Respondent shall not be assigned, sublet, or transferred, nor shall the successful Respondent assign any monies due or to become due to him under any contract entered into with the City pursuant to these specifications, without prior written approval of the City.

**5.5. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL**

The City reserves the right to modify the services provided by the successful Respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the successful Respondent and the City.

**5.6. NEWS RELEASE**

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

**5.7. MISCELLANEOUS**

It shall be the responsibility of the Respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The Respondent agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time to time be changed in writing.

**Contractors are encouraged to contract with small and minority businesses, women's business enterprises, labor surplus area firms and Detroit businesses. The City strongly encourages the hiring of Detroit residents whenever possible by contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at [www.detroitatwork.com](http://www.detroitatwork.com) for specific contact information regarding these opportunities.**

## **5.8. OFFICE OF INSPECTOR GENERAL**

- 5.8.1. In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.
- 5.8.2. This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the Contract.
- 5.8.3. A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.
- 5.8.4. Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.
- 5.8.5. In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.
- 5.8.6. Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.
- 5.8.7. As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

*For purposes of this Article: "Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.*

## **RFP Attachments List**

The following Attachments are available to download on the Supplier Portal.

**Attachment A - Respondent Questionnaire**

**Attachment B - Proposal Introduction and Solution / Approach**

**Attachment C - Pricing**

**Attachment D - Forms, Affidavits and Documents-(Award winner only)**

**Attachment E - Model Professional Services Contract**



## **RFP Attachments List**

The following Attachments are available to download on the Supplier Portal.

**Attachment A - Respondent Questionnaire**

**Attachment B - Proposal Introduction and Solution / Approach**

**Attachment C - Pricing**

**Attachment D - Forms, Affidavits and Documents-(Award winner only)**

**Attachment E - Professional Services Contract**





**Attachment A – Respondent Questionnaire**

**PART 1 – RESPONDENT EXPERIENCE / ORGANIZATION**

**1. Respondent’s Contact Information**

*Complete the following table for your Sole Point of Contact During RFP Process.*

Single Point of Contact for RFP	Respondent Response
a. Name	
b. Title	
c. Address	
d. E-mail	
e. Phone Number	

*Complete the following table for your firm’s Partner and or Manager(s) that will be in charge of this project if awarded.*

Partner and or Manager Contact Details	Respondent Response
a. Name	
b. Title	
c. Address	
d. E-mail	
e. Phone Number	

**2. Respondent Background Information**

Complete this table with your background information. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture by completing this table for all parties.

	Respondent Response
a. Full legal business name.	
b. Full legal business address of the firm’s principal place of business and, if different, the location of the place of performance of the contract.	
c. Business entity designation, e.g., sole proprietor, Inc., LLC, or LLP.	
d. Current tax status and Federal Employer Identification Number (FEIN) (if applicable).	
e. State company formed in.	
f. Company phone number.	
g. Website address (if applicable).	
h. Number of years in business.	
i. Average number of employees during each of the last three (3) years.	



	Respondent Response
j. Does your company have experience working with the City of Detroit? If so, please list the contracts you hold or have held with the City of Detroit for the last 5 years.	
k. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last ten (10) years.	
l. Identify any projects in which your contract was terminated for any reason.	

**3. Prior Experience (Respondent)**

Describe at least **three (3)** relevant experiences from the last five (**5**) years supporting your ability to successfully manage a contract of similar size and scope for the work described in this RFP, by completing the table(s) below.

Reference Form #1	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Client Location	
d. Contact Person Name	
e. Contact Person Title	
f. Contact Person Phone Number	
g. Contact Person E-mail Address	
h. Dates of Service (mm/yy – mm/yy)	
i. Description of Services Provided	
j. Identify respondent's key personnel working on this project (if applicable)	



Reference Form #2	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Client Location	
d. Contact Person Name	
e. Contact Person Title	
f. Contact Person Phone Number	
g. Contact Person E-mail Address	
h. Dates of Service (mm/yy – mm/yy)	
i. Description of Services Provided	
j. Identify respondent's key personnel working on this project (if applicable)	



Reference Form #3	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Client Location	
d. Contact Person Name	
e. Contact Person Title	
f. Contact Person Phone Number	
g. Contact Person E-mail Address	
h. Dates of Service (mm/yy – mm/yy)	
i. Description of Services Provided	
j. Identify respondent's key personnel working on this project (if applicable)	



**4. Respondent's Subcontractor(s) Prior Experience (if applicable)**

Question	Respondent Response
<p>a. Do you intend to utilize any subcontractors?</p> <p><i>If yes, provide their legal business name and address, and a description of the goods/services they will supply. Also complete the Subcontractor Reference Form provided below for each subcontractor.</i></p>	

If applicable, describe below at least **one (1)** relevant experience from the last five **(5) years** supporting your subcontractor's ability to successfully perform similar work as set forth in your company's proposal.

Subcontractor Reference Form	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Client Location	
d. Contact Person Name	
e. Contact Person Title	
f. Contact Person Phone Number	
g. Contact Person E-mail Address	
h. Dates of Service (mm/yy – mm/yy)	
i. Description of Services Provided	



## **PART 2 – RESPONDENT CAPACITY**

### **5. Respondent Capacity and Staffing**

The Respondent must submit documentation indicating their capacity to perform the variety of services described in this RFP. Documentation should indicate, at a minimum, the following:

- a. Respondent shall provide an organization chart indicating the key personnel who will provide services resulting from this RFP.
- b. Respondent shall provide a resume for each of the key personnel who will provide services resulting from this RFP.
- c. Respondent shall indicate the quantity of employees that can be dedicated these services.
- d. Respondent shall indicate the experience and of listed employees.

## **Attachment B – Proposal Introduction and Solution / Approach**

### **A. Proposal Introduction:**

In your introduction, please include, at a minimum, the following information and/or documentation:

- A statement to the effect that your proposal is in response to this RFP;
- A brief description of your firm/company;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- Evidence of any licenses or registrations required to provide the services under this contract.

### **B. Proposal Solution / Approach:**

Respondents shall provide their solution and approach to meeting the requirements outlined in Section 2. Statement of Work of this RFP.

### **C. Project Timeline / Schedule:**

Respondents shall provide a preliminary project schedule showing completion dates.

### **D. Technical Approach**

Present a brief description of procedures to be followed, presented in a form which will best assist the City is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.



## **Attachment C – Pricing**

Must submit a Price Schedule with response.

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out in detail.