



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

RFP NO. 184837

Newspaper Publication Notices, Advertising & Archival Services

Buyer: Leonard Jones

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	Tuesday, June 11, 2024
PRE-PROPOSAL CONFERENCE	Monday, June 24, 2024 @ 2:00 pm Location: Microsoft Teams
Join the meeting now Meeting ID: 283 004 996 65 Passcode: R9hu6A	
Dial in by phone +1 469-998-6602,,993115740# United States, Dallas Find a local number Phone conference ID: 993 115 740#	
QUESTIONS DUE	On or before, Tuesday, July 2, 2024 @ 4:00 pm EST All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
PROPOSAL DUE DATE *	Tuesday, July 16, 2024 @ 4:00 PM EST In the Supplier Portal as specified in Section 4.5 of 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. 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 or call (313) 224-4600.



TABLE OF CONTENTS

Section 1. Project Summary and Background.....	4
1.1. PROJECT REQUEST.....	4
1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT	4
1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS.....	4
Section 2. Statement of Work	5
2.1. SERVICES TO BE PERFORMED	5
2.2. OPERATIONAL INFORMATION	7
2.3. TECHNICAL INFORMATION	7
2.4. PAYMENT & PERFORMANCE BOND (Construction).....	8
Section 3. Proposal Evaluation and Selection Process	8
3.1. MINIMUM QUALIFICATIONS	8
3.2. ADHERENCE TO TERMS OF PROPOSALS	10
3.3. QUESTION DEADLINE	10
3.4. EVALUATION CRITERIA	10
3.5. EVALUATION PROCEDURE.....	11
3.6. ORAL PRESENTATION/DEMONSTRATION	11
3.7. REJECTIONS, MODIFICATIONS, CANCELLATIONS	12
3.8. PROTESTS.....	12
Section 4. Required Proposal Content and Submission Process.....	13
4.1. ACCURACY AND COMPLETENESS OF INFORMATION	13
4.2. REQUIRED PROPOSAL CONTENT AND FORMAT	13
4.3. REQUIRED COST PROPOSAL.....	14
4.4. ECONOMY OF PREPARATION	14
4.5. SUBMITTAL INSTRUCTIONS.....	14
Section 5. General Conditions and Requirements for RFP	15
5.1. CONTRACT APPROVAL	15
5.2. PAYMENT	15
5.3. INVOICES.....	15
5.4. ASSIGNMENT.....	16
5.5. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL.....	16
5.6. NEWS RELEASE.....	16
5.7. MISCELLANEOUS	16
5.8. OFFICE OF INSPECTOR GENERAL	173
RFP Attachments List	184

Section 1. Project Summary and Background

1.1. PROJECT REQUEST

The City of Detroit Office of Contracting and Procurement (OCP) on behalf of all City Departments request proposals from qualified Respondents to render certain technical and professional services ("Services") as set forth in this RFP to provide City-wide Newspaper Publication Notices, Advertising and Archival Services.

These services are vital to ensure transparency and accessibility in government operations, as well as to inform the community about important developments. This service will play a crucial role in disseminating essential information to the citizens and stakeholders of the city, fostering an informed and engaged community.

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The City of Detroit seeks comprehensive publication and advertising services to effectively communicate various aspects of their proceedings and official notices to the public. This encompasses the publication of the City Council's proceedings, ordinances, bids, public and legal notices, advertisements, court-ordered notifications, and statutorily required notices.

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 three years with an option for two one-year renewal options. Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council. The City reserves the right to select one or more firms to perform all or separate parts of this function.

Section 2. Statement of Work

2.1. SERVICES TO BE PERFORMED

Publication Services

The Contractor shall provide the following services upon request by the City of Detroit:

- Publication of Detroit City Council Proceedings, Ordinances and Daily Publications.
- Publication of bids, notices, dangerous buildings, and department notices.
- Publication of court or statutorily required notices.
- Publication of display or classified advertisement.
- Annual subscription of the contractor's publication.

The Contractor is responsible for publication as follows:

- a) If received by 10:00 a.m., miscellaneous material from the Office of City Clerk will be published in the next day's edition.
- b) If the materials are received by 10:00 a.m. the previous business day, the display of classified advertisements will be published in the next day's edition.
- c) If received by 10:00 a.m. the previous business day, any other statutorily required notices will be published in the next day's edition.
- d) The Contractor is required to provide at least 24 inches of space for notices concerning hearing dates.
- e) The Office of City Clerk staff will edit, assemble, and deliver upon completion a complete packet of documents from City departments and agencies for all weekly proceedings of City Council sessions to the Contractor in the form of a hard copy or an electronic document for publication.
- f) The Contractor will compile, typeset, edit, proof, and publish the materials. The Contractor will proofread all galleys of City Council proceedings and other City documents prior to sending or returning them to the Office of City Clerk.
- g) Galley proofs must be delivered to the Administrator of the Office of City Clerk within three business days to permit the staff to review the proofs for form and completeness. Where errors are found in the galley proofs, the Office of City Clerk staff will return the galley proofs to the Contractor until all corrections are made.
- h) After approval by the Office of City Clerk staff, the Contractor should provide to the Administrator of the Office of City Clerk a copy of an invoice with each approved galley proof. If the invoice is correct, an authorized Administrator from the Office of City Clerk will sign, date, and return a copy of the invoice to the Contractor for payment. Upon receipt of the approved invoice, the Contractor is required to upload a copy of the signed and dated invoice along with a copy of the galley proof to the City's designated pay portal for the Office of City Clerk.

Archival Services

The City of Detroit is engaging a contractor to provide archival services in three areas. They are:

- 1) Compiling, typesetting, editing, proofreading, and publishing of various notices, proceedings, and ordinances for publication;
- 2) Compiling, typesetting, editing, proofreading, printing, copying, and delivery of:
 - a) Weekly pamphlets for the business of City Council; and
 - b) Loose-leaf pamphlets for City ordinances; and
- 3) Compiling, indexing, printing, and binding of the Journal of the City Council.

Printing Services for Weekly Pamphlets

The Contractor will deliver 15 sets of each weekly pamphlet of City Council proceedings to the Office of City Clerk within seven business days of the City Clerk staff providing an “Okay to Print.”

Printing Services for City Ordinances

For City ordinances, the Office of City Clerk will submit within eight days both a hard copy and an electronic copy of a Notice of Enactment to the Contractor for publication in accordance with the Charter.

In addition, the Contractor will print and deliver 50 copies of each ordinance to the Office of City Clerk within seven business days of the City Clerk staff providing an “Okay to Print.”

Upon receiving an “Okay to Print,” the Contractor will forward a PDF of the loose-leaf ordinance to the Civic Plus, LLC, also known as the Municipal Code Corporation, the City’s vendor for the 2019 Detroit City Code, for posting on the City’s Page of the vendor’s website under “Adopted Ordinances Not Yet Codified.”

Printing Services for Journal of City Council

- a) At the end of each calendar year when all the weekly pamphlets have been printed, the Contractor will compile an index of all weekly proceedings for the year. After completion of the index, the Contractor will print and bind 15 sets of the Journal of the City Council unless additional sets are requested by the City Clerk. This indexing, printing, and binding process will take no more than three weeks.
- b) When all the weekly pamphlets have been printed, the Contractor will produce and deliver three searchable PDFs, flash drives, or other digital devices with the entire calendar year's material to the Office of City Clerk. The devices will be delivered within five business days of the year's final weekly pamphlet being printed.

Other Services

- a. The Contractor agrees to email bi-weekly electronic progress reports to the Office of City Clerk.
- b. The Contractor agrees under its “Public Notices” Tab to enable users to search for City notices and Notices of Enactments for City ordinances.
- c. The Contractor agrees to store copies of each edition of its publication and all City loose-leaf ordinances.

2.2. OPERATIONAL INFORMATION

The awarded contractor will work closely with City Agency staff. Provide any specific contractor requirements in the technical proposal. 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.

The City of Detroit is engaging the contractor to provide services for the following City of Detroit agencies and departments:

- Office of the City Clerk
- City Council
- Building, Safety Engineering, and Environmental Department Administration
- Building, Safety Engineering, and Environmental Department Zoning Division
- Office of the Assessor
- Office of Contracting and Procurement
- Planning and Development Department
- Police Department
- Department of Transportation
- Municipal Parking Department
- Housing & Revitalization Department
- All other Departments that may need publication services.

2.3. TECHNICAL INFORMATION

A. RESPONDENT REQUIREMENTS

The following must be submitted in the proposal:

- **Publication Name** - Provide name of publication, location, and background information.
- **Publication Owner and Publisher** - Provide publication's owner and publisher.
- **Publication Frequency** - Outline the frequency of publication. (Daily, Weekly, Monthly, Bi-Monthly, Quarterly, etc.)
- **Audience Reach and Market Coverage** - Outline the reach of the publication and the market it serves.
- **Circulation Figures** - Provide circulation figures for publication days. Include the past six-month circulation figures for publication days and a copy of the most recent filed circulation audit report.
- **Readers' Demographics and Market Share** - Describe the makeup of the newspaper's demographic breakdown. Include special populations, where necessary, provide ratings of the publication in the market.
- **Format and Publication Opportunities** - Provide a description of formats of the publication and include additional publication opportunities available to advertisers.
- **Format of Finished Advertisements and Deadlines for Submissions** - Include specifications and samples of the formats for finished advertisements and list the deadlines for submission of advertisements prior to publication dates.

- **Distribution** - Provide carrier route listings in the City showing street covered and number of copies delivered, along with listing of new stand locations in stores, street corners, etc., and an average number of copies at each location.
- **Staffing and Organizational Contacts** - Provide the Account Manager's name, phone number, fax number and email address. Also include the same information for the contact person responsible for the City's account.
- **Billing Practices and Policies** - Provide samples of invoices and billing policies.

B. RESPONDENT REQUIREMENTS

- Proofs for each publication shall be sent to the requesting department in advance of the publishing date for each public notices and display advertisements for approval.
- Depending on the requesting department requirements, up to three copies of an affidavit attesting to the publication of each public notice shall be delivered to the department's representative within five days of publication.
- The Successful Respondent(s) shall provide one edition of each newspaper containing a public notice and display ad to be delivered to the requesting department at no additional charge. The requesting department may request up to three additional copies at no cost to the City.
- The Successful Respondent(s) shall furnish all services and materials necessary. Additionally, the Successful Respondent(s) shall print and publish Official Newspaper Advertising and Public Notices under the terms and conditions set forth in the RFP.
- The City will not pay for any ad which is not published properly as requested on the date(s) specified, nor will it pay for advertisements having any typographical errors made by the Successful Respondent if proof corrections are not as reported. The Successful Respondent will be required to re-run an improperly run ad at no cost to the City.

2.4. PAYMENT & PERFORMANCE BOND (Construction)

Not Applicable

Section 3. Proposal Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

Only those respondents that provide requested documentation in their proposals, which proves that they satisfy the following criteria, shall be considered for further evaluation. Failure to include documentation on the qualifications stated below may result in the proposal being rejected as non-responsive.

CRITERIA REQUIRED UNDER MICHIGAN COMPILED LAWS

A. In accordance with the Section 1 of the Michigan Publication of Notices in Newspapers Act, being MCL 691.1051, those newspapers which may be used for legal notices and publications must meet the following criteria:

1. The publication is printed in the English language for the dissemination of local news of a general character or for the dissemination of legal news to which the following apply;

- There is a *bona fide* list of paying subscribers (provide list) or has been published at not less than weekly intervals in the City of Detroit without interruption for at least two years;
- The publication has been published and of general circulation at not less than weekly intervals without interruption for at least one year in the City of Detroit; and
- The publication annually averages at least 25% news and editorial content per issue;

2. The publication must do the following, at no additional cost beyond what the person charges for the print publication.

- Within 72 hours of receipt of a request to publish a notice, provide access to the notice on the website of the newspaper; and
- Place the notice on a website that is established and maintained by a state association of newspapers that represents a majority of newspapers in this state as a comprehensive central repository for notices published under this section throughout this state.

3. The publication must maintain a permanent and complete printed copy of each published edition that contains the notice for archival and verification purposes in the City of Detroit.

B. In accordance with Section 117.3(k) of the Michigan Home Rule City Act, being MCL 117.3(k), the vendor is required to publish each City ordinance before the law becomes operative.

C. In accordance with Section 117.5b of the Michigan Home Rule City Act, being MCL 117.5b, the vendor is required, after recodification, to publish as required by law City ordinances that are subsequently enacted.

Each proposal shall include copies of:

- Current business license certificate;
- *Bona fide* list of paying subscribers;
- Documentation verifying circulation numbers;
- Previously published public and legal notices;
- Display advertising;
- Classified advertising; and
- Any judicial decree of adjudication.



CRITERIA REQUIRED UNDER 2012 DETROIT CITY CHARTER

- A. In accordance with Section 4-105 of the 2012 Detroit City Charter, the vendor must produce a journal of its proceedings of the City Council in the English language.
- B. In accordance with Section 4-115(2) of the 2012 Detroit City Charter, the vendor must publish any proposed City ordinance together with a notice establishing the time and place for a public hearing.
- C. In accordance with Section 4-118 of the 2012 Detroit City Charter, the vendor must publish a notice of enactment for each City ordinance, which is passed by the City Council and approved by the Mayor, that provides the effective date for the ordinance.

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.

Proposal Evaluation Criteria	Possible Points
1. Respondent Experience & Qualifications	25
2. Respondent Capacity	15
3. Proposal Introduction and Solution / Approach	15
4. Pricing	10
Total Points Possible	65

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT

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

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

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

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

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 to 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 Section 2.3, 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 the of RFP#184837

Required Response Item	
1.	Letter of Transmittal 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.
2.	Attachment A – Respondent Questionnaire Respondent shall provide their Proposal Introduction and Experience / Capacity & Staffing, per the requirements provided in Attachment A.
3.	Attachment B – Proposal Introduction and Solution / Approach Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B.
4.	Attachment C – Pricing Respondent shall provide their Pricing proposal, per the requirements provided in Attachment C.
5.	Attachment D – Forms, Affidavits and Documents- Award Winners Only 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.
6.	Attachment E – Model Professional Services Contract Respondent shall provide their agreement to the Model Professional Services Contract or note any exceptions provided in Attachment E.

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 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	<u>Mondays, 10:30 AM</u>	<u>Thursdays, 1:00 PM</u>
Supplier Profile Updates	<u>Mondays, 11:30 AM</u>	<u>Thursdays, 1:30 PM</u>
Responding to Bids	<u>Mondays, 9:30 AM</u>	<u>Fridays, 9:30 AM</u>
Invoicing	<u>Tuesdays, 1:30 PM</u>	<u>Fridays, 11:30 AM</u>
Online Office Hours (General)	<u>Tuesdays, 3:00 PM</u>	<u>Wednesdays, 9:30 AM</u>

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 the 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 the 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 in a timely manner 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 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