



**CITY OF DETROIT  
OFFICE OF CONTRACTING AND PROCUREMENT  
REQUEST FOR PROPOSALS  
RFP NO. 185000**

**Emergency Shelter and Services for the Homeless**

Buyer: Latrece Yelder

<b>EVENT / ACTIVITY</b>	<b>DUE DATE / TIME</b>
<b>ADVERTISEMENT DATE</b>	8/12/2024
<b>PRE-PROPOSAL CONFERENCE</b>	Date: 8/21/2024 @ 1:00 pm Location: Microsoft Teams Link Below
<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmI0YTJmOWQtMTU5Ni00YzQyLTgxZTEtZjA1NTVhZGExYzlm%40thread.v2/0?context=%7b%22Tid%22%3a%22e154a760-1d2d-4ef6-8fd3-ebc8b4ef31fd%22%2c%22Oid%22%3a%22bf394e97-0b86-46b5-a666-f96c525412fc%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmI0YTJmOWQtMTU5Ni00YzQyLTgxZTEtZjA1NTVhZGExYzlm%40thread.v2/0?context=%7b%22Tid%22%3a%22e154a760-1d2d-4ef6-8fd3-ebc8b4ef31fd%22%2c%22Oid%22%3a%22bf394e97-0b86-46b5-a666-f96c525412fc%22%7d</a>	
<b>QUESTIONS DUE</b>	On or before Noon 8/28/2024  All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
<b>ANSWERS DISTRIBUTED</b>	Within 48-72 hours
<b>PROPOSAL DUE DATE *</b>	9/2/2024 @ 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](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 the Housing and Revitalization (HRD) department requests proposals from qualified organizations or firms to provide emergency shelter beds, drop-in center, stand-by shelter, and shelter navigation services for Detroit residents experiencing homelessness.

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

Detroit's homelessness response system uses a spectrum of programming to prevent, divert, and end homelessness. Prevention and diversion programs are the least service-intensive and aim to prevent households from entering the homeless system.

### **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 (Attachment E)**. **The term of the contract will be for Six Months to One Year depending upon the selected program.** Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council and signed by the Chief Procurement Officer. **The City anticipates one or multiple awards as a result of the RFP.**

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

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

Through this RFP, the City of Detroit seeks proposals for:

1. Year-round emergency shelter beds (warming center programs are not eligible)
2. Drop-in center to provide temporary sheltering (up to 2 awards)
3. Stand-by shelter (1 award)
4. CAM navigation services for those residing in an emergency shelter (1 award)

The City of Detroit's Housing and Revitalization Department (the City) is committed to a comprehensive response to meet the needs of those experiencing homelessness. Homelessness should be prevented wherever possible, or if it can't be prevented, it is a rare, brief, and one-time experience. To meet this goal, the City works closely with the Detroit Continuum of Care (CoC), provider organizations, supportive housing developers, and funders to provide a broad array of housing opportunities intended to prevent and end homelessness for households in need. The U.S. Department of Housing and Urban Development (HUD), along with the City and its community partners, expect that our system of service makes steady progress toward reducing homelessness. This includes decreasing the number of people entering the homelessness system, shortening the duration of homelessness, and limiting recurrent episodes of homelessness.

Respondents can apply for any of the Program Components below:

#### **Program Component 1: Emergency Shelter**

Emergency Shelters provide shelter, basic needs, and case management services to residents 365 days per year. Emergency shelters maintain a strong focus on quickly

assisting residents in moving to permanent housing. Shelters must adhere to a low-barrier approach and offer immediate access to anyone facing a housing crisis. Emergency Shelters must accept all referrals as well as report all bed vacancies daily to CAM. Awards for Emergency

Shelter programs are not expected to exceed \$250,000 per program for a 6-month period (January 1-June 30, 2025).

Emergency Shelter applicants may apply for 2 types of beds:

- **Emergency shelter beds** are beds offered as part of the organization's shelter program that are already in operation or will be in operation no later than January 1, 2025.
- **Overflow beds** are defined as either beds, cots, or air mattresses that are offered in addition to the organization's existing emergency shelter program. Infants must be provided with cribs, bassinets or other sleeping accommodations that meets safe sleep requirements found [here](#). All services and amenities for overflow beds must remain the same as regular emergency shelter beds.

**Note:** Warming Centers and Transitional Housing Programs are not eligible through this RFP.

### **Program Component 2: Drop-In Center**

The Drop-In Center shall provide temporary shelter that is open for walk-ins 24/7, 365 days a year and provides a safe and decent space for residents experiencing homelessness until a longer shelter placement or other programming is secured. Drop-in centers must also provide a safe space for residents fleeing Domestic Violence, residents discharged from hospitals, and those dropped off by law enforcement and other community partners. Services must be accessible to the public 24/7, adhere to a low-barrier approach, and offer immediate access to anyone facing a housing crisis. The Drop-In Center should have a strong emphasis on diversion to assist households in finding safe alternative housing immediately. If an individual arrives after CAM business hours, then the Drop-in Center will also be responsible for connecting households to CAM on the next available business day. Additionally, the site must be able to accommodate all household types- single adults, adult only families, and families with minor children with a minimum capacity of 75 beds. Applicants that are willing to apply to be an in-person CAM Access Point will be prioritized.

#### **Drop-In Center Components:**

This RFP will allow respondents to apply for either the Drop-In Center Facility **(2A)** and/or Drop-In Case Management and Triage **(2B)**. Applicants may apply for **ONE or BOTH** components. Each component will be scored separately.

#### **Program Component 2A: Drop-In Center Facility**

Under this RFP, the City will consider respondents who are able to provide the physical building space for the Drop-In Center. This respondents must lease the facility to a non-profit entity, selected through this RFP process, who will provide the programming at this location. The lease must be the length of the service provider's contract with the City.

**Note:** If one respondent is awarded both Drop-In Center Facility AND Drop-In Center Case Management and Triage Services components, then a separate lease is not required.

Drop-In Center Facility applications will be scored according to the below minimum requirements:

- Capacity: Beds or cots for a minimum of 75 people

- Layout: Separate areas for men, women, and families
- Amenities:
  - Handicap accessible
  - Showers
  - Bathrooms
  - Community space for meals/activities
  - At least one private meeting space for case management
  - Office/administrative space
  - On-site laundry
  - Full and licensed kitchen
- Zoning: Currently zoned for Emergency Shelter (or willing to acquire certification). Information regarding current zoning designations can be found here- <https://permits.detroitmi.gov/>
- Maintenance: Maintain City's Building, Safety, Engineering and Environmental Department (BSEED) requirements. Utilities, minor repairs, and maintenance must be included in the lease and provided by the applicant that has site control of the property. On-call services must be available or arranged for minor repairs or maintenance requests.

For respondents interested in facility services only, award is not expected to exceed **\$360,000**.

### **Program Component 2B: Drop-In Center Case Management and Triage Services**

Case Management and Triage Services should consist of all services needed to quickly assess, triage, and then case manage the household's needs for the duration of the limited stay at the Drop-In Center. The program is responsible for providing all basic needs for residents including but not limited to 3 meals a day, linens, and hygiene products. Staff must have a strong emphasis on diversion to assist households in finding safe, alternative housing immediately. Individuals requiring a short-term (one-night) accommodation should be assessed and documented. For stays beyond one night, a maximum service delivery timeline, and consecutive number of nightly stays allowed must be planned for and coordinated with the City of Detroit's Housing and Revitalization Department.

Drop-In Center Case Management and Triage applications will be scored according to the below minimum requirements:

- Security: Security must be 24/7, implement trauma-informed approaches and follow the emergency shelter rules
- Intake and Case Management: Staff must be on-hand and hired to assess for and case manage individual needs at time of arrival.
- General Housing Case Management: For households that need temporary shelter beyond one night, applicants must work very closely with CAM to ensure the household is connected within 24 hours of intake or the next business day, whichever is sooner. In addition to connecting with CAM, case managers will need to create a short-term housing plan that focuses on securing safe housing through diversion, shared housing, reunification with social supports, or shelter placement.
- Medical Case Management: Medical practitioners to assess and route eligible individuals to respite, hospital, or special housing programs (i.e., HOPWA) within 24 hours of arrival.

- Mental/Behavioral Health Case Management: Certified mental and behavioral health practitioners to assess and route qualified individuals to voluntary treatment within 24 hours of arrival.
- Transportation: Transportation to available diversion, medical care, emergency shelter or otherwise safe and secure housing should be provided by the applicant.
- Basic Needs: Basic needs must be provided to the residents including but not limited to- 3 meals a day, beds/cots, linens and towels, and hygiene products. Infants must be provided with cribs, basinetts or other sleeping accommodations that meets safe sleep requirements found [here](#).

One award will be made for Drop-In Center Case Management and Triage Services and the award is not expected to exceed **\$1,140,000**.

If a respondent is chosen to provide both Drop-In Center Facility AND Case Management and Triage Services, the total award is not expected to exceed **\$1,500,000**.

### **Program Component 3: Stand-by Shelter**

The Stand-by Shelter will provide short-term shelter and basic needs services in the event of an emergency weather event or other emergent need as determined by the City of Detroit. A minimum capacity of 100 cots / beds, for all household types, is preferred. Up to 30 days of services should be planned for over the course of the award period. The 30 days could be comprised of multiple, short-term events through the award period. Applicants that demonstrate the ability to stand up services within 24 hours will be prioritized. The Stand-by Shelter should have a strong emphasis on diversion to assist households in finding safe alternative housing immediately. In addition to diversion, connection to CAM and other services at time of entry is required.

The building site must meet the following requirements:

- Minimum standards of habitability and be current with City required building inspections
- Able to provide safe and secure sleeping areas for all household types and genders
- Enough shower and restroom facilities for the minimum of 100 individuals
- Provide 3 meals a day, either through food preparation using a licensed commercial kitchen or a licensed food vendor
- Laundry must either be on-site or offered to overnight residents.
- Community space for meals and case management

Services to be provided:

- Staff to provide linkages to social services
- 24/7 security that is at an appropriate level for the size of the building
- Track residents at intake and exit. Must collect the following minimum data points\*:
  - Full name
  - Date of Birth
  - Gender
  - Race
  - Ethnicity
  - Date of intake
  - Date connected to CAM
  - Diversion outcome

- Date of exit
- Allow residents to walk into the building 24/7 with no requirements for entry
- Require residents to sign in and out of the facility
- Connect residents to CAM either the same day or next business day, whichever is sooner
- Complete diversion assessment at intake and document the outcome
- Have clear and transparent shelter rules that adhere to the City of Detroit’s Emergency Shelter Community Standards and are publicly posted in public areas
- Have clear and transparent guidelines on reasons for involuntary exits from the facility
- Provide transportation to shelter or other local housing destinations

*\*Residents who fail to provide the above data points do not constitute a reason for denied entry*

One award will be made and is not expected to exceed **\$320,000**.

#### **Program Component 4: CAM Navigation**

Navigation services are provided to help residents exit shelter and access housing more quickly. Only CAM implementing partners will be eligible to provide CAM Navigation services. CAM Navigation will serve all shelters in the Detroit CoC to provide services including:

- Completing the VI-SPDAT and SPDAT
- CAM referral to the prioritization list
- Completion of an HCV pre-app
- Support residents in obtaining vital docs
- Verify chronicity and completion of PSH referral

One award will be made for CAM Navigation and the award is not expected to exceed **\$100,000**

#### **2.2. OPERATIONAL INFORMATION**

All non-profit organizations with an active 501(c) 3 status that wish to provide the above services may submit proposals. Organizations awarded funding through the 2024-2025 Homelessness Solutions ESG/CDBG NOFA #184293 are not eligible to apply for additional funds through this RFP. However, organizations may apply for new beds and/or overflow beds that were NOT awarded through the 2024-2025 Homelessness Solutions ESG/CDBG NOFA. Organizations must have provided emergency shelter/transitional housing or navigation services for a minimum of one year to be eligible. Programs funded through this RFP must be able provide housing-focused services that will directly impact a household’s ability to resolve their homelessness in the shortest timeframe possible.

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. FUNDING PRIORITIES**

Funding through this RFP is limited. If the City receives more proposals than available funding, the following priorities will be taken into consideration:

- Maintain existing shelter and overflow beds

- Fund 1 (one) Drop-In Center Facility with a minimum of 75 beds; Fund 1 (one) Drop-In Center Case Management and Triage service provider; applicants that serve all household types will be prioritized; both services may be awarded to one respondent.
- Fund 1 (one) Stand-by Shelter with a minimum capacity of 100 beds / cots to provide emergency shelter and basic needs services during extreme weather or other emergency events as-needed by the City of Detroit.
- Fund 1 (one) respondent to provide shelter navigation services for those residing in emergency shelters who is also a designated CAM Implementing Partner as designated by the Detroit Continuum of Care (CoC)

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

#### **3.1. MINIMUM QUALIFICATIONS**

1. Submit a completed proposal by **9/2/2024 at 4 pm** in Oracle. Your proposal's timestamp will be reviewed once submitted in Oracle to verify timely submission.
2. If applying for Emergency Shelter or CAM Navigation components, agency has provided emergency shelter / transitional housing or shelter navigation services for a **minimum of one year**. Upload grant award for shelter or navigation program(s) or annual report to show proof of operations as **D-1**.
3. This is a reimbursement contract; therefore, respondents must have adequate funds available for timely payments to landlords, utility companies, and other third-party vendors. Submit **D-2** as proof of adequate funds.
4. To ensure compliance with City of Detroit and program policies and expectations, complete **D-3**.
5. Attach **D-4** agreeing to adhere to implementing Equal Access requirements.
6. Attach **D-5** certifying that the agency does not have active blight tickets at any building where services will be provided.

#### **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. <b>Organizational &amp; Financial Capacity</b>	<b>20 pts.</b>
2. <b>Proposed Approach</b>	<b>35 pts.</b>
3. <b>Pricing and Budget</b>	<b>10 pts.</b>
<b>Total Points Possible</b>	<b>65</b>

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

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Detroit headquartered business	10 pts.
2. Detroit based business	5 pts.
<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	15 pts.
2. Detroit based business	5 pts.
<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.

**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#185000:

<b>Required Response Items</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 application 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. The Letter of Transmittal is a required item and failure to include will invalidate the proposal.</p>
<b>2.</b>	<p><b>Attachment A – Organizational &amp; Financial Capacity</b></p> <p>Respondent shall respond to the questions on Organizational Capacity, per the requirements provided in Attachment A to this RFP.</p> <ul style="list-style-type: none"> <li>• Organizational Capacity: 10 Points</li> <li>• Financial Capacity: 10 Points</li> </ul>
<b>3.</b>	<p><b>Attachment B – Proposed Approach</b></p> <p>Respondent shall outline their proposed project and its expected impacts in the questions provided in Attachment B.</p>
<b>4.</b>	<p><b>Attachment C – Pricing and Budget</b></p> <p>Respondent shall provide their Proposed Project Budget, per the requirements provided in Attachment C. Budget must be in excel; separate budgets must be completed per program. Requested budgets cannot exceed the cap listed under the Services to be Performed section. <b>Submit as an Excel document.</b></p>
<b>5.</b>	<p><b>Attachment D – Forms, Affidavits and Documents <i>See Note Below</i></b></p>



	<p>Respondent shall provide their completed Forms, Affidavits and Documents, per the requirements and checklist provided in Attachment D. Include the following items:</p> <p><b>D-1: Min One Year Experience</b> Upload grant award for shelter or navigation program(s) or annual report to show proof of operations</p> <p><b>D-2: Cash on Hand Certification</b> <i>(use form provided)</i></p> <p><b>D-3: Contracting Expectations</b> <i>(use form provided)</i></p> <p><b>D-4: Equal Access Rule Affidavit</b> <i>(use form provided)</i></p> <p><b>D-5: City of Detroit Blight Ticket Affidavit</b> <i>(use form provided)</i></p> <p><b>D-6: Organizational Chart:</b> current organizational chart that includes key positions and roles</p> <p><b>D-7: Resolution of Findings:</b> Documentation showing status/resolution of any City, HUD and/or IRS findings; if not applicable mark as “N/A”</p> <p><b>D-8: IRS Form 990,</b> use most recent</p> <p><b>D-9: Single Audit or Prepared Financial Audit:</b></p> <p><b>For organizations that expend \$750,000 or more in federal funds in one year:</b> Attach Single Audit, previously known as the OMB Circular A-133 audit. Single Audit must be from 2022 or newer OR if older than 2022, must submit letter from auditor stating the date of the most recent Single Audit.</p> <p><b>For organizations that expend less than \$750,000 in federal funds in one year:</b> Attach agency’s prepared financial audit from 2022 or newer.</p> <p><b>D-10: City of Detroit Inspection Reports (all programs except Shelter Navigation):</b> Must submit most recent Building and Safety inspection, Fire Inspection, and Detroit Health Department food safety inspection report (only applicable to programs preparing meals for residents). If reports show noncompliance, applicant must provide timeline and narrative on how they will comply within the next 30 days.</p> <p><b>D-11: Minimum Habitability Standards for Emergency Shelters (all programs except Shelter Navigation):</b> Complete chart in its entirety including steps needed to meet the standards for any item shelter does not currently meet. One chart must be completed for each shelter organization is applying for.</p>
	No points are awarded for submittal of required items; however, a point will be deducted for each attachment not submitted.
<b>6.</b>	<b>Attachment E - Model Professional Services Contract</b>



**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.

<b>E-Procurement Open Assistance Sessions</b>		
<b>Learning How to Navigate Oracle</b>		
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**

**Each attachment's file name must be titled with the appropriate number and title (for example – "A2- Board of Directors"). See bolded text under "Document Description" for document number and title. Each form and attachment must be uploaded individually (do not submit all attachments in one PDF).**

Attachment A - Respondent Questionnaire

Attachment B - Proposal Introduction and Solution / Approach

Attachment C - Pricing

Attachment D - Forms, Affidavits and Documents

Attachment E - Model Professional Services Contract