



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

**RFP NO. 185477,1  
Coordinator for Social Media Influencers**

Buyer: Leonard Jones

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	January 27, 2025
PRE-PROPOSAL CONFERENCE	Tuesday, February 18, 2025, at 2PM EST Location: Teams Meeting (see below)
<p>Microsoft Teams <a href="#">Need help?</a> <a href="#">Join the meeting now</a> Meeting ID: 220 888 525 130 Passcode: iv7iH6Bt</p> <hr/> <p>Dial in by phone <a href="#">+1 469-998-6602,,550464003#</a> United States, Dallas <a href="#">Find a local number</a> Phone conference ID: 550 464 003#</p>	
QUESTIONS DUE	All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
ANSWERS DISTRIBUTED	24Hrs.
PROPOSAL DUE DATE *	Monday, March 3, 2025 at 4PM EST In the Supplier Portal as specified in Section 4.5 of this RFP.

\* Respondents must [register](#) in Oracle to download bid documents and submit bids. **The City cannot guarantee the accuracy of any bid documents obtained from outside of Oracle, and bids submitted outside of Oracle will not be accepted.** Detailed resources about registering and bidding, including video tutorials and live, virtual office hours, are available at [www.detroitmi.gov/suppliersupport](http://www.detroitmi.gov/suppliersupport).

Questions about the specifics of this RFP must be asked within the [Oracle](#) Messages interface for the bid on or before the date and time indicated above. Questions asked via phone, email, and/or other means will not be answered.

Proposals must be uploaded in [Oracle](#) on or prior to the date and time indicated above. Late and/or emailed proposals will not be accepted.



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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 Media Services Department, seeks to partner with a **Coordinator of Social Media Influencers** to amplify key city initiatives, programs, and events. The goal is to increase community engagement, promote positive city developments, and strengthen Detroit's image as a vibrant, innovative, and community-driven city. This partnership will ensure that influencers authentically represent the city's values while maximizing reach, engagement, and impact.

The City of Detroit has identified social media influencers as an effective medium for engaging with diverse audiences, particularly in underserved demographics. By leveraging influencers with established trust and community presence, the city aims to boost awareness and participation in city initiatives.

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

The city currently operates official social media channels with high follower counts and engagement rates. However, additional amplification is needed to ensure campaigns reach across various platforms and communities. Budget constraints and the need for authentic voices require innovative solutions like micro- and mid-tier influencers.

### **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 three (3) years.** 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 award as a result of the RFP.**

## **Section 2. Scope of Work**

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

#### **Project Description**

The Contractor, in collaboration with the City of Detroit Media Services Department - Social Media Division, will provide comprehensive influencer management services to support city campaigns. This includes identifying, hiring, and managing influencers to amplify key city initiatives, programs, and events. The Contractor's scope of work encompasses all activities necessary to ensure successful influencer campaigns that align with the City's branding and communication goals.

To be considered, contractors must:

- Submit a detailed proposal including examples of past work, talent recruitment, current clients, and a proposed strategy for recruiting local City of Detroit influencers for City initiatives and campaigns.
- Agree to the terms outlined in this RFP.

#### **Influencer Management Services**

The Contractor will be responsible for providing the following services:

##### **A. Influencer Coordination and Hiring**

- Develop criteria for identifying influencers that align with the City's goals and branding.
- Host two public and one virtual outreach event to recruit local influencers and develop an influencer database for the Media Services Department.
- Identify and vet influencers for professionalism, audience relevance, and prior campaign performance.
- Manage influencer contracts, including negotiation of terms, deliverables, and payment schedules.
- Book influencers within 45 days of the start of each campaign.

##### **B. Diversity and Inclusion in Influencer Selection**

- The Contractor must ensure influencer selection reflects the City of Detroit's commitment to diversity and inclusion by:
  1. Recruiting influencers who represent Detroit's diverse communities, including race, gender, age, and socioeconomic backgrounds.
  2. Ensuring campaigns are inclusive of non-English-speaking audiences and culturally relevant messaging.
  3. Providing a summary of diversity metrics in the annual influencer management plan.

**C. Adherence to Campaign Goals**

- Guaranteeing influencers understand and execute the campaign messaging, tone, and branding guidelines.
- Ensuring influencers align their content with the City’s objectives, including designated hashtags, collaboration tags, and calls to action.
- Review and provide feedback to the influencer for editing content before submitting it for final review and approval by the Campaign Manager and Media Services Director.
- Support and adherence to the Media Services Department - Social Media Divisions mission, vision, and goals.

**D. Contractor Deliverables**

- Submission of an annual influencer management plan, including selection criteria, campaign strategies, and timelines.
- Execution of short-term campaigns (1 month) and long-term campaigns (3-5 months) annually.
- Onboarding sessions for influencers to ensure compliance with City standards and expectations.
- Payment of deposits for influencers.
- Final influencer payments at least seven (7) days after campaign completion.
- Submission of final invoices within seven (7) days of campaign completion, with a detailed breakdown of management costs and influencer invoices.

**E. Performance Monitoring and Reporting**

- Address any challenges that City of Detroit, Media Services - Social Media Division is having with influencers.
- Ensuring influencers create and publish content as outlined in the scope of work (e.g., the required number of posts, videos, and story takeovers).
- Monitoring that influencers adhere to deadlines for content submission, revisions, and postings.
- Monitor influencers’ audience engagement through comments, shares, and user-generated content.
- Monitor influencers use of designated City hashtags and collaboration with official City accounts.

**F. Campaign Performance Metrics**

- Holding influencers accountable for achieving specific engagement targets (e.g., reach, likes, shares, comments) as agreed upon.
- Requiring influencers to provide accurate analytics and insights to evaluate campaign effectiveness.

1. **Key Performance Indicators (KPIs):** The Contractor must ensure influencers meet the following performance metrics:
  - a) **Engagement Rate:** A minimum engagement rate of 5% (likes, comments, shares) for each post.
  - b) **Reach:** Campaign content must achieve a reach of at least 50% of the influencer's total followers.
  - c) **Posting Schedule:** All required content (e.g., posts, videos, story takeovers) must be published on schedule, as outlined in the campaign timeline and distribution calendar.

## 2. Post-Campaign Evaluation and Feedback

- a) The Contractor must participate in a formal post-campaign review process, including:
- b) Submission of a detailed campaign performance report, including analytics, influencer feedback, and lessons learned.
- c) A debrief meeting with the Media Services Department to discuss successes, challenges, and recommendations for future campaigns.
- d) A final report summarizing actionable insights for continuous improvement within seven (7) days of campaign completion.

### G. Crisis Management and Resolution

- Notify the Media Services Department - Social Media Division - within one (1) hour of identifying any issues or negative feedback related to influencer content.
- Submit a written report detailing the nature of the issue and the immediate actions taken.
- Coordinate with the Director of Media Services and City representatives to draft an official response, if necessary.
- Ensure influencers address and correct errors promptly, as directed by the Media Services Department-Social Media Division.
- Respond to any negative publicity, inappropriate content, or unforeseen issues promptly and effectively.
- Hold influencers accountable for correcting errors or addressing concerns as directed by the contractor.

### 2.2. OPERATIONAL INFORMATION

Awarded Contractor will work closely with the Media Services Department - Social Media Division. The City of Detroit, Media Services-Social Media Division will:

- Provide influencers with clear campaign guidelines, messaging, and creative assets (logos, images, videos, etc.).
- Offer timely approvals or revisions to submitted content.
- Facilitate access to city events, locations, and interview opportunities with key personnel.
- Post approved campaign content.
- Deliver training materials or sessions to assist influencers in aligning with City standards.

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

### **Confidentiality Clause**

The Contractor and all engaged influencers must adhere to the following confidentiality requirements:

- All content created is the exclusive property of the City of Detroit.
- Influencers are prohibited from repurposing or reposting campaign materials without prior written approval from the Media Services Department - Social Media Division.
- Campaign strategies, analytics, and proprietary assets (e.g., logos, creative assets) must remain confidential and cannot be disclosed to third parties without written consent.

### **Compliance**

The Contractor must ensure all influencer activities comply with:

- FTC disclosure guidelines and advertising laws.
- City policies and branding standards.
- Professional conduct expectations.

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

### **3.1. MINIMUM QUALIFICATIONS**

Proposals will only be accepted from those firms demonstrating a minimum of four (4) years of experience as a social media influencer/content creator, social media manager, influencer marketing manager, influencer talent manager or marketing agency.

- Contractors must possess and show demonstrated work with at least three (3) other projects where similar services have been provided within the last four (4) years for other public and private entities.
- The qualified contractor cannot have any pending or current business-related lawsuits. Business-related lawsuits occurring in the previous four (4) years that may materially affect the ability to provide the services described in this RFP must be disclosed with an explanation for review.
- The qualified contractor must not be currently involved in litigation with the City of Detroit nor involved in litigation with the City of Detroit during the last four (4) years.
- The contractor must have a current knowledge of how social media platforms operate and be able to identify influencers who best match the City of Detroit's social media platforms and target audience.

### **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 the 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**

**PROPOSAL FORM AND CONTENT.** In your proposal response, please provide a detailed narrative description of how you will fulfill the requirements of the solicitation per the sections requested below. Responses to each requirement should be provided in the order given and clearly marked.

#### **1. Transmittal Letter**

- a. Provide key contact information, including phone number, fax number, and email address.
- b. Confirm that you will comply with the Minimum Service Requirements listed below.
- c. State any proposed exceptions or deviations from any term, condition, or requirement in this solicitation.

*Note that the City of Detroit reserves the right to summarily decline any proposed exceptions or deviations not included in the Transmittal Letter.*

#### **2. Minimum Service Requirements**

Respondent must agree to provide the following Minimum Service Requirements during the contract's duration:

- a. Must have a dedicated project lead or point of contact for campaign coordination.
- b. Must respond to all inquiries and requests within two (2) business days.

#### **3. Response to Criteria**

##### **a. Qualifications and Experience**

- i. Explain why you, as the Respondent, are uniquely qualified to deliver the services outlined in the scope of work.
- ii. Provide specific details regarding your organization's experience in managing influencer campaigns, including the number of years of relevant experience.
- iii. Detail at least three (3) projects completed within the last four (4) years, highlighting your work with public or private sector clients to deliver similar services.
- iv. Include resumes of key personnel anticipated to support your projects, specifying their qualifications and prior experience in supporting influencer recruitment and/or management.

##### **b. Approach and Methodology**

- i. Describe your availability and capability to execute influencer recruitment and/or management effectively.
- ii. Outline the processes and materials you will use for influencer management, including management plan, selection criteria, campaign strategies, and timelines.
- iii. Provide insight into the administrative challenges and opportunities associated with managing influencer partnerships and describe your strategy for addressing potential issues.



**c. Cost/Pricing**

- i. Submit a detailed cost proposal for the requested services.
- ii. Highlight potential areas for cost savings, such as bundled content packages or a tiered pricing structure based on the scope and duration of campaigns.

Technical Proposals will be evaluated before Cost Proposals are reviewed.

Proposal Evaluation Criteria	Possible Points
<b>1. Content Creation and Campaign Management Expertise</b> ➤ Demonstrated ability to produce and manage impactful influencer campaigns that align with strategic objectives.	<b>25 points</b>
<b>2. Experience with Public Sector or Community Engagement Campaigns</b> ➤ Proven track record of relevant experience, including the number of years working with public sector or community-focused initiatives.	<b>15 points</b>
<b>3. Innovative Approach and Methodology</b> ➤ Quality of proposed strategies for campaign execution and addressing challenges	<b>15 points</b>
<b>4. Proposed Cost and Pricing Structure</b> ➤ Comprehensive cost breakdown and identification of potential cost savings, such as bundled packages or tiered pricing models.	<b>10 points</b>
<b>Total Points Possible</b>	<b>65</b>

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT

Proposal Evaluation Criteria	Possible Points
1. Detroit headquartered business	15 points
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 and 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 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 RFP#185477:

<b>Required Response Item</b>	
<b>1.</b>	<b>Letter of Transmittal</b> 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.
<b>2.</b>	<b>Attachment A – Respondent Questionnaire</b> Respondent shall provide their Proposal Introduction and Experience / Capacity & Staffing, per the requirements provided in Attachment A.
<b>3.</b>	<b>Attachment B – Proposal Introduction and Solution / Approach</b> Respondents shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B.
<b>4.</b>	<b>Attachment C – Pricing</b> Respondents shall provide their Pricing proposal, per the requirements provided in Attachment C.
<b>5.</b>	<b>Attachment D – Forms, Affidavits and Documents- Award Winners Only</b> Respondents will be required to provide their completed Forms, Affidavits, Insurance and Documents, if they are selected as the award winner provided in Attachment D.
<b>6.</b>	<b>Attachment E – Model Professional Services Contract</b> 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 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.**

Contractors are encouraged to employ innovative approaches, including ethically and responsibly leveraging artificial intelligence and advanced technologies, to enhance goods delivery, services, and operational performance. Vendors using AI solutions will be asked to provide information on how the AI solution functions.

## **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**