



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

**RFA NO. 185550
ENTREPRENEURIAL TRAINING PROGRAM CONSULTANT**

Buyer: Elizabeth C. Ayana Johnson

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	3/31/2025
VIRTUAL PRE-APPLICATION CONFERENCE	2:00 p.m., Eastern, April 7, 2025 Location: Microsoft Teams Meetings
Microsoft Teams Need help? Join the meeting now Meeting ID: 235 962 411 30 Passcode: i6nJ6G33 Dial in by phone +1 469-998-6602,,584311399# United States, Dallas Find a local number Phone conference ID: 584 311 399#	
QUESTIONS DUE	April 22, 2025 on or before 3:00 p.m. Eastern via Oracle Messages All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFA.
ANSWERS DISTRIBUTED	April 24, 2025 by 3:00 p.m. Eastern via Oracle Messages
PROPOSAL DUE DATE *	April 28, 2025 on or before 4:00 p.m. Eastern In the Supplier Portal as specified in Section 4.5 of this RFA.



* 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.

Questions about the specifics of this RFA 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.

Application Documents 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 Housing and Revitalization Department, Office of Immigrant Affairs & Economic Inclusion requests applications from qualified Respondents to render certain technical or professional services ("Services") as set forth in this Request For Applications (RFA) to provide an Inclusive Informal Entrepreneurship Training Program Consultant services for aspiring early-stage entrepreneurs residing in the City of Detroit to prepare for success in various chosen business ventures.

It is the intent of the City of Detroit to continue to support and grow this program to further assist those business owners that are operating without licensure in the informal sector to make them successful.

The Detroit Entrepreneurship Training Program offers individual businesses and many small businesses in the informal sector of whom have been left behind in the past - the opportunity to grow their businesses with a clear path to success. The Housing & Revitalization Department seeks a qualified and experienced vendor with a minimum of 3-years' experience with similar training programs to provide this service for the City of Detroit.

The program focuses on individuals residing in the City of Detroit who are operating in the informal economy such as artisans, small-scale traders, service providers, and others seeking to formalize their entrepreneurial ventures and to assist them to become successful.

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

In 2020 & 2023 respectively, the City of Detroit received grant funds from National league of Cities to implement Informal Inclusive Entrepreneurship training pilot programs to identify entrepreneurs and business owners operating within its jurisdiction without licensures in the informal sectors and to create a plan to license them and help them become successful in their business ventures. The grant awards were fully leveraged with additional funding from a local non-profit partner to create more impact on the program. Since the inception of this program, the City of Detroit in conjunction with the support from its local partner identified and enrolled about 35 eligible Detroit participants into the program, with 16 completions and 16 participants submitted individual businesses plans as required. Also, out of the 16 participants that completed the program, 12 registered their businesses with the State of Michigan and may be in operation today.

1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFA, it will be a City of Detroit **Professional Services Contract** (Attachment E). **The term of the contract will be for one-year with the possibility of 2 one-year renewal options.** 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 RFA.**

Section 2. Statement of Work

2.1. SERVICES TO BE PERFORMED

Program Objective:

The program aims to empower individuals in the informal sector with entrepreneurial skills, knowledge and resources to enhance their economic independence, improve business sustainability, and foster community development.

Successful implementation of the program requires vendors to meet the Program Implementation requirements outline below. While the Training and Capacity Building component of the program will depend heavily on the Kauffman FastTrac® program (outlined under program curriculum, the vendor will need to provide additional capacity and resources to successfully implement the mentorship and networking; access to resources; and market linkages component of the program. Program Implementation Requirements:

(1) Training and Capacity Building

- To provide practical workshops and training sessions on fundamental business skills, including financial literacy, marketing, record keeping, and customer relationship management.
- Include specialized sessions tailored to the informal sector, such as navigating regulations, and leveraging local market opportunities

(2) Mentorship and Networking:

- Pair participants with experienced entrepreneurs and industry leaders/professionals for personalized guidance
- Facilitate networking events to connect participants with potential business partners, suppliers and customers

(3) Access to Resources:

- Provide access to micro-loans, grants, or equipment to support business start-ups or expansion
 - Offer informational resources on legal requirements and community support systems

(4) Market Linkages and Exposure:

- Organize market fairs or online platforms to showcase participant businesses
- Facilitate partnerships with local organizations and stakeholders to promote products and services

(5) Monitoring and Evaluation:

- Track participant progress through regular feedback and performance assessments
- Use results to improve program design and maximize impact Offer informational resources on legal requirements and community support systems

Program Curriculum:

The Training and Capacity Building component of the program will utilize the Kauffman FastTrac® training program. The Kauffman FastTrac® program, a flexible course with a solid framework to support founders when starting a business and beginning a journey to success. This immersive course is designed to provide information, tips, exercises, and tools to make business ideas concrete. The modules in this course are Ideate, Position, Commit, Refine, Financing, and

Launch. The following training topics are typically covered with the Kauffman FastTrac® program.

- The Entrepreneurial Lifestyle
- From Idea to Business Concept
- Market Research
- Business Model Design
- Pricing Strategy
- Legal Strategy
- Business Exits
- Reaching the Market
- Distribution and Sales
- Financial Management Cycle. Sales Projections. Cost Projections
- Intellectual Property Complying with Laws, Regulations, and Contracts
- Building the Organization and Team
- Refining Financial Assumptions and Seeking Funding
- Putting Together a Business Plan
- Launch: Leading the Organization Culture, Process Optimization
- Measuring and Analyzing Financial Results. Process Optimization

Program Materials:

Program students shall be provided a copy of all Kauffman FastTrac® program materials including slide decks, worksheets, etc. Digital and hardcopy versions shall be made available.

Expected Participant Outcomes:

- Improved business management skills among participants
- Increased income and business growth within the informal sector
- Enhanced community economic development through sustainable entrepreneurship
- Completed business plan
- Oral presentation of business plan

Program Coordination & Key Deliverables:

- Organize up to 3 (three) 10-week long training Cohorts.
- Organize at least 4 guest speakers/ entrepreneurs for each cohort
- Enroll 25-30 eligible City of Detroit residents in each cohort
- 80% of the enrolled participants successfully completes the program
- 80% of the enrolled participants develop Business Plan
- 60% of the enrolled participants establish relationship with SBA to further explore Business Enterprise and Finance Strategies
- 40% of the enrolled participants will register their business with the State of Michigan and designate those businesses in the City of Detroit as Detroit based operations
- Match each program participant with program mentor. Each mentor should provide at least 10 hours of mentorship time.
- Host a two networking events per cohort for program participants

- Provide micro loans or grants to participants that successfully compete the program (exact micro loan amount/ grant should be determined by the vendor and listed under Extra Fund Leveraging to City or In-Kind Resources in the program budget proposal)
- Host a least two marketing fairs, per cohort to highlight businesses
- Evaluation report outlining, program metrics (completion rates, mentorship connections, marketing and networking event participation outcomes, etc.) at the completion of each cohort.

2.2. OPERATIONAL INFORMATION

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

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

2.3. TECHNICAL INFORMATION

The City of Detroit is committed to centralizing and warehousing data for the purpose of improving service delivery and enabling cross departmental analytics. For this reason, we expect Contractors, contractual relationships, and resulting software platforms to enable data access, data interoperability, warehousing of resulting data, and adherence to City data standards.

Specifically, the City minimally requires:

- Access to any data via APIs in a machine-readable format.
- Full documentation of APIs (including field names and objects) and the database schema used by the application.
- Ability for City to push data as needed to these software systems to update base datasets.
- Any location-based data or platform utilizes the City’s Base Units geocoder, Base Units Database, and/or address data standards as applicable. For more information see: <https://base-units-detroitmi.hub.arcgis.com/pages/about-base-units>
- The ability for the City to use and govern this data as it deems necessary-
- centralizing it, porting it into other systems, and using it for additional and future organizational needs.

The City prefers:

- System or platform has the capacity to store field-level metadata and display it in the user interface when appropriate
- API is able to provide data in a JSON format.
- Data system or data exports integrate easily with ESRI products including feature services.
- Systems or platforms that support data exchanges (pushes and pulls) that can happen dynamically.

Specifications, Change of Specification, and Errors or Omission. Specifications which refer to brand names are given for reference. Respondents may quote on equivalent articles, provided that brand name and catalog number(s) and any deviations are noted on the bid form and complete descriptive literature is furnished. Exceptions will state “Do Not Substitute.” The decision of the City shall be final.

Section 3. Application Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

Applications will only be accepted from those firms demonstrating a minimum of three (3) years of experience providing the services requested in the RFA for projects of similar scope and size.

3.2. ADHERENCE TO TERMS OF APPLICATIONS

An application 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 RFA 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 RFA 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 RFA.

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 RFAs 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 Applications will be evaluated before Cost Applications are reviewed.

Proposal Evaluation Criteria	Possible Points
Cost-Effectiveness -Value for Money/Cost benefit ratio justification of budget	15 points
Organizational Capacity – Experience and Track record, Demonstrated success in similar initiatives, Team Expertise, Qualifications of staff or trainers	15 points
Program Design – Relevance to target audience, Innovation and creativity in training delivery, Alignment with program goals, How well the application fits the program objectives, Methodology and implementation plan, Realistic timelines, milestones, and action plan	10 points



Extra Fund Leveraging to City or In-Kind Resources - Fund Leveraging could support the micro loan portion of the project or any other program expense	10 points
Impact Potential	10 points
Program Cost Application	5 points
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 applications, a City designated Evaluation Committee will evaluate each response. All APPLICATIONS, which meet the required format of this RFA, will be evaluated. Any applications determined to be non-responsive to the specifications or other requirements of the RFA, 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 applications, 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 applications submitted in response to the RFA. Failure to make an oral presentation will be grounds for rejection of your application. 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 applications received;
- 2) waive any non-conformity;
- 3) re-advertise for applications;
- 4) withhold the award for any reason the City determines;
- 5) cancel and/or postpone the request for applications, in part or in its entirety, and/or,
- 6) take any other appropriate action that is in the best interest of the City.

This RFA does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of an application 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 Application 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 RFA shall be organized and presented in the prospective respondent’s application. The instructions contained in this RFA 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 application 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 APPLICATION CONTENT AND FORMAT

To be considered responsive, each application must, at a minimum, respond to the following RFA 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 **RFA#185550**:

Required Response Item	
1.	Letter of Transmittal The prospective respondent’s application 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.
2.	Attachment A – Respondent Questionnaire Respondent shall provide their Application Introduction and Experience / Capacity & Staffing, per the requirements provided in Attachment A.
3.	Attachment B – Application Introduction and Solution / Approach Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B. All interested respondents are strongly advised and/or encouraged to include evidence of their Kauffman FastTrac Entrepreneurship training Program Certification in their applications. The Kauffman FastTrac program content and membership affiliation process can also be found online.
4.	Attachment C – Pricing Respondent shall provide their Pricing application, 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

Required Response Item	
	Respondent shall provide their agreement to the Model Professional Services Contract or note any exceptions provided in Attachment E. Please red-mark any contract language exceptions to the model professional services contract

4.3. REQUIRED COST APPLICATION

Respondents are requested to make a firm cost application to the City of Detroit, through the completion of **Attachment C**. If a contract is entered into as a result of this RFA, 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 application. The City of Detroit reserves the right to select applications 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

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

4.5. SUBMITTAL INSTRUCTIONS

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

Firms shall not distribute their applications to any other City office or City employee. Applications received become the property of the City. The City is not responsible for any costs associated with preparation or submission of applications. All applications submitted by the due date will be recorded in the Supplier Portal. Responses received **will not** be available for review. Applications 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 applications 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 RFA

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 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.

RFA Attachments List

The following Attachments are available to download on the RFA 185550 Supplier Portal.

Attachment A - Respondent Questionnaire

Attachment B - Application Introduction and Solution / Approach

Attachment C - Pricing

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

Attachment E - Model Professional Services Contract