



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

**RFP NO. 185766
Rental Escrow Program**

Buyer: Ashley Franklin

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	May 19, 2025
PRE-PROPOSAL CONFERENCE	June 10, 2025 at 1:30 PM EST
Microsoft Teams Need help? Join the meeting now Meeting ID: 237 157 268 500 8 Passcode: aN97bY7r Dial in by phone +1 469-998-6602 ., 778352649# United States, Dallas Find a local number Phone conference ID: 778 352 649# For organizers: Meeting options Reset dial-in PIN	
QUESTIONS DUE	06/11/25 on/or before 3:00PM EST All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
PROPOSAL DUE DATE *	06/13/2025@ 3:00PM 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.

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 Housing and Revitalization Department (HRD) requests proposals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFP to provide co-management of the City of Detroit's Rental Escrow Program.

HRD is seeking proposals from qualified vendors to co-manage a Rental Escrow Program. Responses from financial institutions, non-profits, and other similar organizations, particularly those with experience administering escrow related services are requested.

The Rental Escrow Program intends to facilitate secure and transparent management of rental payments. Rental payments must be handled in a fair, timely, and accountable manner while offering protections for both tenants and landlords. The escrow program shall run in accordance with Michigan State Law and City of Detroit Municipal Code.

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The City of Detroit's Rental Ordinance was amended in October 2024 (*Detroit City Code, Chapter 8, Building Construction and Property Maintenance, Article XV, Property Maintenance Code*). The amendment streamlines the process for housing rental property owners to obtain a Certificate of Compliance, focuses Detroit's rental standards on core health and safety issues, and enhances enforcement options against non-compliant properties. Obtaining a certificate of compliance is a prerequisite for renting a property and a key factor for determining the eligibility of a property to be entered or dismissed from the tenant escrow program.

The ordinance amendment required the City to establish a tenant escrow program administered by the Housing & Revitalization Department or its designee. Previously the tenant escrow program was managed by the Building Safety Engineering and Environment Department (BSEED). The amendment also expanded program eligibility. For example, currently tenants in all rental property types are eligible to apply to the escrow program. Previously, the tenant escrow program was only available to tenants in duplexes and single-family units. Additionally, the ordinance amended the minimum timeframe for which tenant escrow accounts must be evaluated for fund disbursement from 90 days to 120 days.

The ordinance amendment also required HRD to undertake the Charter Rule Making process to establish new rules for the tenant escrow program. The Charter Rule Making process will establish procedural rules only. HRD is also leveraging the management shift and Charter Rule Making to make additional modifications to the tenant escrow program. Modifications include but are now limited to the below:

Streamlining required application documentation for program enrollment to reflect the real-world conditions of the Detroit rental market (e.g., limited use of written leases, cash rental payments, tenants without state-issued identification).

Allowance of a withdrawal component for escrow funds that a landlord can withdrawal funds to make and needed property repairs.

Implementation of a transparent account management system where both landlords and tenants can track the status of their escrow accounts.



A complete list of structural modifications compared to the previous escrow program can be found in Attachment A. Additional program modifications are subject to future ordinance changes.

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 one (1) year with an additional one (1) year renewal option based off funding and performance.** 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

HRD is seeking a vendor to co-manage the rental escrow program. Operation responsibilities will be shared between HRD and the selected service provider. The anticipated distribution of responsibilities is as follows. See Attachment F, RACI Matrix for additional details on responsibilities.

- **Pre-Program Design**
 - HRD will lead development of workflow processes/procedures.
 - HRD will lead application design, escrow communications, marketing and outreach materials. The service provider is expected to support marketing and outreach once materials are available.
- **Initial application review / Inspection scheduling**
 - The Service Provider will review the initial application materials primarily for completeness. The provider will ensure the tenant has submitted all necessary documents. If documentation is missing, the Service Provider will support the tenant in obtaining necessary documents.
 - The Service Provider will also help the tenant schedule their BSEED inspection at time of application.
 - The Service Provider will notify HRD and BSEED of all received applications.
- **Property CoC & ownership confirmation**
 - BSEED will confirm the CoC status and ownership status of all properties.
- **Inspections**
 - BSEED will conduct initial inspections within 3 days of the reviewed application. Only complete applications will be inspected. HRD will ensure inspections are conducted.
 - Additional inspections will be completed at the request of property owners to exit properties from the program.
- **Final application decision**
 - HRD will make final application approval or denial decision based on initial application materials provided by Service Provider, BSEED's Certification of Occupancy (CoC) & ownership status findings, and property inspection report.
- **Tenant & Landlord notification**
 - The Service Provider will be responsible for notifying landlords of initial application submission and after HRD's final application decision. Notification must be done via mail and email when contact information is available. The Service Provider will be responsible for providing final notification to landlords and tenants when escrow accounts are closed.
- **Funds Management**
 - The Service Provider will be responsible for all funds management functions which include accepting tenant deposits, disbursing funds in a timely manner, and collecting administrative program fees.

- The Service Provider will ensure deposit options in addition to in-person payments are made available. For example, this function can be carried out by providing an online payment system or contracting with DivDat to allow payment through the DivDat system. The Service Provider will be responsible for maintaining a transparent accounting platform where tenants and landlords can view account balances.
- The Service Provider will be responsible for withdrawal oversight. Landlord will be allowed to withdrawal funds to make property repairs. Withdrawal requires oversight to ensure funds are used properly and in alignment with the escrow program.
- **Account Closure**
 - The Service Provider will be responsible for making initial recommendations to close escrow accounts, based either on the property coming into compliance or the designated escrow period ending (dependent on the escrow account type).
 - HRD will make the final decision to approve or deny account closure and exit properties from the program.
 - The Service Provider will be responsible for closing accounts and exiting properties, once approved by HRD.
- **Monitoring**
 - The Service Provider will be responsible for reporting metrics to HRD. Monthly report submissions will include various escrow metrics: number of applications received, enrolled, deposits, withdrawals, type of accounts, etc. HRD may request additional real-time reporting as needed.
- **Meetings and Communications**
 - The co-management program model requires a significant amount of collaboration and communication with the City departments. The Service Provider will be responsible for meeting regular meetings with HRD, as frequent as twice per week, and communicating daily about program matters.

2.2. OPERATIONAL INFORMATION

Program Requirements:

The co-managing Service Provider is responsible for supporting the implementation of a program that aligns with the requirements detailed below.

- **Compliance:** Ensures compliance with local, state, and federal regulations related to escrow management.
- **Timely payment processing:** Ensures that rental payments are received and held securely until both tenant and landlord fulfill their obligations. The City anticipates that a rental escrow program would involve a high volume of payment transactions into and out of accounts, typically at a relatively low dollar amount, that must be processed quickly to ensure that tenants and landlords have access to their escrowed funds.
- **Security and Transparency:** Managing an accounting platform where tenants and landlords can track payments, view account balances, and ensure proper handling of funds.

- **Accessibility:** Program design should be accessible to all of the unique segments of Detroit’s population. These unique segments include the one in four Detroiters that is unbanked or underbanked, the nearly one if four Detroiters that lack internet access, non-English-speaking residents, and those with disabilities.

Respondents are requested to provide a description of current escrow capabilities or similar services or programs that meet these basic requirements.

Additionally, we value the user experience of the escrow program for both landlords and tenants, and education and program communication. Your response should include information pertaining to the user experience in regard to in-person, virtual and online platforms.

Implementation of the escrow program will also require extensive coordination with City departments, particularly HRD and BSEED to ensure properties are accurately entered into and exited from the escrow program.

Responses should include information on the intended approach to collaborating with City departments.

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.

Section 3. Proposal Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

Bids will only be accepted from those firms demonstrating:

1. Respondents must demonstrate (3) years of experience managing escrow accounts or similar fiduciary responsibilities. Respondents must provide proof of a minimum of experience with references listed under Attachment A
2. Experience working with large municipalities. Bidders must list a minimum of one municipality within references listed under Attachment A
3. Respondents must provide an example of a secure and reliable escrow management system that they currently utilize to track deposits and withdrawals. Said system must provide reporting and transparency for both landlords and tenants.
4. Respondent must provide proof of escrow licensing

3.2. ADHERENCE TO TERMS OF PROPOSALS

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

3.3. **QUESTION DEADLINE**

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

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

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

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

3.4. **EVALUATION CRITERIA**

Technical Proposals will be evaluated before Cost Proposals are reviewed.

Proposal Evaluation Criteria	Possible Points
1. Respondent Experience and Qualifications	5
2. Proposal Introduction and Approach	15
3. Payment Processing, Technology Solution and Functionality	10
4. Approach to Compliance and Cooperation	10
5. User Experience and Accessibility	10
6. Pricing	15
Total Points Possible	65

1. Respondent Experience and Qualifications (5)

- Years of experience providing escrow or fiduciary services.
- Proof of State of Michigan escrow licensing.

2. Proposal Introduction and Approach (15)

- In your introduction, please include, at a minimum, the following information and/or documentation:
 - A statement to the effect that your proposal is in response to this RFP.
 - A brief description of your firm/company.
 -

3. Payment Processing, Technology Solution and Functionality (10)

- Evidence of the ability to process a high volume of payment transactions into and out of accounts, typically at a relatively low dollar amount.
- Evidence of a fully functional user-friendly internet or app-based system that can track deposits and withdrawals. Said system must provide reporting and transparency for both landlords and tenants.

4. Approach to Compliance and Cooperation (10)

- Familiarity with Federal, State, and City regulations related to escrow and fiduciary services.
- Evidence of the ability to cooperate and coordinate with City departments.

5. User Experience & Accessibility (10)

- Demonstrate how accessibility (for all Detroiters) is considered and integrated into the design.
- Evidence of the ability to provide a high quality in-person and digital experience.

6. Pricing (15)

- Pricing compared to industry standards.

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT

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

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

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

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

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

3.5. EVALUATION PROCEDURE

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

The City may also at its discretion, request oral presentations, make site visits 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 of RFP# 185751

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

4.3. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the City of Detroit, through the completion of **Attachment C**. If a contract is entered into as a result of this RFP, it will be a contract for fees 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	<u>Mondays, 10:30 AM</u>	<u>Thursdays, 1:00 PM</u>
Supplier Profile Updates	<u>Mondays, 11:30 AM</u>	<u>Thursdays, 1:30 PM</u>
Responding to Bids	<u>Mondays, 9:30 AM</u>	<u>Fridays, 9:30 AM</u>
Invoicing	<u>Tuesdays, 1:30 PM</u>	<u>Fridays, 11:30 AM</u>
Online Office Hours (General)	<u>Tuesdays, 3:00 PM</u>	<u>Wednesdays, 9:30 AM</u>



Section 5. General Conditions and Requirements for RFP

5.1. CONTRACT APPROVAL

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

5.2. PAYMENT

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

5.3. INVOICES

Vendors must be registered in 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.

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