



**CITY OF DETROIT  
OFFICE OF CONTRACTING AND PROCUREMENT  
REQUEST FOR PROPOSALS  
RFP NO. 185857**

**Emergency Shelter and Street Outreach Services for the Unhoused**  
Buyer: Ashante Booker

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	06/23/2025
PRE-PROPOSAL CONFERENCE	Date: 06/27/2025 10:00 AM EST  Location:  <b>Microsoft Teams</b> <a href="#">Need help?</a> <a href="#">Join the meeting now</a> Meeting ID: 237 199 225 411 5 Passcode: sA3NQ9Fw  <b>Dial in by phone</b> <a href="#">+1 469-998-6602,,303253382#</a> United States, Dallas <a href="#">Find a local number</a> Phone conference ID: 303 253 382#
QUESTIONS DUE	On or before 07/11/2025 at 3:00 PM EST  All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP
ANSWERS DISTRIBUTED	On or before 07/15/2025 at 3:00 PM EST
PROPOSAL DUE DATE *	07/21/2025 at 3:00 PM EST  In the Supplier Portal as specified in Section 4.5 of this RFP.

\* Proposals must be uploaded into the Supplier Portal on, or prior to the exact date and time indicated above. Late or emailed proposals will not be accepted.

Offerors must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database [www.detroitmi.gov/supplier](http://www.detroitmi.gov/supplier). Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to [procurementinthecloud@detroitmi.gov](mailto:procurementinthecloud@detroitmi.gov) or call (313) 224-4600.

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## **Section 1. Project Summary and Background**

### **1.1. Project Request**

The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the Housing and Revitalization (HRD) department requests proposals from qualified organizations or firms to provide emergency shelter, stand-by shelter, and nighttime street outreach services for Detroit residents experiencing homelessness.

Applicants can apply for one or more program components.

Emergency Shelter Programs that have an existing City of Detroit contract for the timeframe of July 1, 2024 - June 30, 2025, either through federal (ESG/CDBG) or general funds are not eligible for award through this RFP.

Warming Centers and Transitional Housing programs are not eligible award through this RFP.

### **1.2. Background/Description of Environment**

Detroit's homelessness response system uses a spectrum of programming to prevent, divert, and end homelessness. Prevention and diversion programs are the least service-intensive and aim to prevent households from entering the homeless system. The City will consider the size of program and homelessness response system need for Emergency Shelter programs, however it is not expected to exceed \$500,000 per program for the estimated 12-month period (Upon City Council Approval - June 30, 2026). **Performance may impact score on future Homelessness Solutions NOFAs or RFPs:**

### **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 upon City Council approval through June 30, 2026 with the option to extend for an additional twelve-month period. 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**

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

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

Emergency Shelters shall provide shelter, basic needs, and case management services to residents 365 days per year. Seasonal warming centers will not be funded through this RFP. Emergency shelters maintain a strong focus on assisting residents in moving to permanent housing as quickly as possible. Shelters shall adhere to a low-barrier approach and offer immediate access to anyone facing a housing crisis. **This means that households cannot be screened out of shelter for substance use, mental health, disability, family composition, or gender identity.** Emergency Shelters must accept all referrals as well as report all bed vacancies daily to the City.

a. **The building site must meet the following requirements:**

- Minimum standards of habitability and be current with City required building inspections
- Provide safe and secure sleeping areas
- Provide Shower and restroom facilities
- Provide 3 meals a day, either through food preparation using a licensed commercial kitchen or a licensed food vendor
- Laundry shall either be on-site or offered to overnight residents.
- Community space for meals and case management
- **Building shall meet or exceed [ESG Minimum Habitability Standard for Emergency Shelter](#)**

b. **All Emergency Shelters shall meet the following requirements:**

- Adhere to the program expectations including the Community Standards for Detroit CoC Emergency Shelters, outlined in the [Homelessness Solutions Policies and Procedures Manual](#).
- Provide housing focused case management to all households, including individualized service plans and developing a housing plan
- Assist residents in obtaining the required documents needed for securing permanent housing
- Record all household related data and activity within 48 hours using the CoC-established HMIS, or a comparable database if serving survivors of domestic violence. Organizations will be responsible for providing all required reporting including generating HUD ESG Consolidated Annual Performance and Evaluation Report (CAPER) and Annual Performance Report (APR)

c. **Performance Measures**

Emergency Shelter Contractors shall track their performance on the following measures:

- 95% shelter utilization rate
- Percentage of exits to a permanent housing destination:
  - **Family shelters:** 75% exit to a permanent housing destination
  - **Single adult shelters:** 38% exit to a permanent housing destination
  - **Youth (ages 18-24) shelters:** 81% exit to a permanent housing destination
- Percentage of leavers who exit within 90 days or less\*; and

- Average length of time enrolled in services for leavers\*
- \*Performance measure baseline to be determined

## **Program Component 2: Stand-by Shelter Requirements**

Stand-by Shelter shall provide short-term shelter and basic needs services in the event of an emergency weather event or other emergent need as determined by the City of Detroit. A minimum capacity of 50 cots / beds, for all household types, is preferred. Providing up to 30 days of services before payment is received from the City should be planned for during the contract period of performance. The 30 days could be comprised of multiple, short-term events during the contract period of performance.

- a. Stand-by Shelter Contractors are expected to stand up shelter services within 24 hours of notice from the City.
- b. Stand-by Shelter shall have a strong emphasis on diversion to assist households in finding safe alternative housing immediately. In addition to diversion, connection to CAM and other services at time of entry is required.
- c. **The building site shall meet the following requirements:**
  - Minimum standards of habitability and be current with City required building inspections
  - Able to provide safe and secure sleeping areas, including beds or cots.
  - Enough shower and restroom facilities for the minimum of 50 individuals
  - Provide 3 meals a day, either through food preparation using a licensed commercial kitchen or a licensed food vender
  - Laundry must either be on-site or offered to overnight residents.
  - Community space for meals and case management
- d. **Services:**
  - Staff to provide linkages to social services
  - 24/7 security that is at an appropriate level for the size of the building
  - Track residents at intake and exit using agreed upon software. Must collect the following minimum data points\*:
    - o Full name
    - o Date of Birth
    - o Gender
    - o Race
    - o Ethnicity
    - o Date of intake
    - o Date connected to CAM
    - o Diversion outcome
    - o Date of exit
  - Allow residents to walk into the building 24/7 with no requirements for entry

- Require residents to sign in and out of the facility
- Connect residents to CAM either the same day or next business day, whichever is sooner
- Complete diversion assessment at intake and document the outcome
- Have clear and transparent shelter rules that adhere to the City of Detroit's Emergency Shelter Community Standards and are publicly posted in public areas
- Have clear and transparent guidelines on reasons for involuntary exits from the facility
- Provide transportation to shelters or other local housing destinations

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

### **Program Component 3: Nighttime Street Outreach Requirements**

Nighttime street outreach shall work with those experiencing unsheltered homelessness to provide basic needs and referrals to emergency shelters. Services include case management, housing navigation, diversion, transportation, connection to emergency shelter, and access to mainstream benefits. All services shall be offered using person-centered, trauma-informed care that is rooted in Housing First and harm reduction principles. Street Outreach Contractors shall work with those experiencing unsheltered homelessness, meaning the household is living in a place not meant for human habitation.

**a. Street Outreach applicants can apply for one or both of the following shift times:**

- Daily (Monday through Sunday) from **6:00pm to 2:00am**
- Daily (Monday through Sunday) from **12:00am to 8:00am**

**b. Holidays:**

Street Outreach Contractors shall work their selected shift (see above) during all holidays, including:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Easter Sunday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Day
- Black Friday (Day after Thanksgiving)
- Christmas Eve
- Christmas Day
- New Year's Eve

**c. Services:**

- Basic needs street outreach, including providing items such as:

- Food
  - Hygiene kits
  - Clothing/hats/gloves
- Provide referrals and transportation to shelters and drop-in centers
- Provide trauma-informed case management and diversion
- Provide effective interagency coordination, in which agencies work together to problem solve and meet the need of the resident.
- Respond to City requests for street outreach and record all household activity related to engagement attempts and enrollment in services within the CoD database
- Record all household related data and activity within 48 hours using the CoC-established HMIS, or a comparable database if serving survivors of domestic violence.
- Provide all required reporting including generating HUD ESG Consolidated Annual Performance and Evaluation Report (CAPER) and Annual Performance Report (APR)
- Street Outreach Contractors with the ability to utilize HMIS in real time while conducting street outreach services is the preferred method of engagement by City.

**d. Performance Measures**

Street Outreach Contractors shall track their performance using the following metrics:

- Percentage of households that exit to any positive destination;
- Percentage of households that exit to a permanent housing destination;
- Percentage of leavers who exit within 90 days or less; and
- Average length of time (days) leavers are enrolled in outreach

**Note:** Past Performance may impact evaluation scores on future Homelessness Solutions NOFAs or RFPs.

### **Section 3. Source Selection**

**3.1 METHOD OF EVALUATION - BEST VALUE**

Offeror that provides the Best Value to the City considering both cost and non-cost factors where:

Technical Capability and Past Performance are SIGNIFICANTLY more important than Cost/Price.

### 3.2 EVALUATION CRITERIA

<b>Technical Evaluation Criteria - Technical Proposals will be evaluated before Cost Proposals.</b>	<b>Possible Points</b>
<b>1. Organizational &amp; Financial Capacity</b>	<b>15</b>
<b>2. Proposal Approach</b>	<b>25</b>
<b>3. Budget and Pricing (*see Equalization Credit Statement)</b>	<b>5</b>
<b>4. Forms &amp; Affidavits</b>	<b>4</b>
<b>5. Past Performance</b>	<b>10</b>
<b>6. Forms and Documentation</b>	<b>6</b>
<b>Total Points Possible</b>	<b>65</b>

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

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
<b>1. Detroit headquartered business</b>	<b>10</b>
<b>2. Detroit based business</b>	<b>5</b>
<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>
<b>1. Detroit headquartered business</b>	<b>15</b>
<b>2. Detroit based business</b>	<b>5</b>
<b>Total Points Possible</b>	<b>20</b>

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

### 3.3 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 Offeror is acceptable.

The City may also, at its discretion, request oral presentations, make site visits at Offeror's facility and may request a demonstration of Offeror'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 Offerors. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

### **3.4 ELIGIBILITY FOR AWARD**

- 1) All non-profit organizations with an active 501(c) 3 status that wish to provide the above services may submit proposals.
- 2) Non-Profit or For Profit Organizations awarded funding through the 2025- 2026 Homelessness Solutions ESG/CDBG NOFA #185372 or the General Funds Emergency Shelter and Services for the Homeless RFP #185000 are **not** eligible to apply for additional funds through this RFP.

### **3.5 FUNDING PRIORITIES**

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

Maintain/increase emergency shelter

Fund Stand-by Shelter with a minimum capacity of 50 beds / cots to provide emergency shelter and basic needs services during extreme weather or other emergency events as-needed by the City of Detroit.

- Fund 1 (one) Nighttime Street Outreach Contractor for the 6:00pm to 2:00am
- Fund 1 (one) Nighttime Street Outreach Contractor for the 12:00am to 8:00am

### **3.6 ADHERENCE TO TERMS OF PROPOSALS**

A proposal once accepted by the City of Detroit, may become a binding contractual obligation of the Offeror. The failure of a successful Offeror to accept this obligation and to adhere to the terms of the Offeror's proposal may result in rejection of the proposal and the cancellation of any provisional award to the Offeror. Offerors 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.

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

Offerors 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.



Offerors 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.

### **3.8 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. Offerors will be notified by the Office of Contracting and Procurement of the date, time and location for oral presentations.

### **3.9 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.

### **3.10 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 Offeror's approach in meeting the requirements of the RFP shall be organized and presented in the prospective Offeror'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 Offerors are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

#### 4.2 **INSTRUCTIONS TO OFFERORS**

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.

<b>Required Response Items</b>	
<b>1.</b>	<p><b>Letter of Transmittal</b></p> <p>The prospective Offeror's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective Offeror 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 Offeror withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first. The Letter of Transmittal is a required item and failure to include will invalidate the proposal.</p>
<b>2.</b>	<p><b>Attachment A – “Organizational &amp; Financial Capacity”</b></p> <p><b>a. Attachment A:</b> Offeror shall respond to the questions using the form provided. <b>Upload as Attachment A</b> to the Supplier Portal under Proposal Attachment.</p> <p><b>b. Organizational Chart:</b> current organizational chart that includes key positions and roles. <b>Upload as Attachment A-1</b> to the Supplier Portal under Proposal Attachment.</p> <p><b>c. IRS Form 990,</b> use most recent. <b>Upload as Attachment A-2</b> the Supplier Portal under Proposal Attachment.</p> <p><b>d. Attachment A-3 “Cash on Hand Certification”</b> (<i>use form provided</i>) - This is a reimbursement contract; therefore, Offerors must have adequate funds available for timely payments to landlords, utility companies, and other third-party vendors. <b>Upload Attachment A-3</b> as proof of adequate funds to the Supplier Portal under Proposal Attachment.</p> <p><b>e. Single Audit or Prepared Financial Audit:</b></p> <ul style="list-style-type: none"> <li>• <b>For organizations that expend <u>\$750,000 or more</u> in federal funds in one year:</b> Attach Single Audit, previously known as the OMB Circular A-133 audit. Single Audit must be from 2022 or newer OR if older than 2022, must submit letter from auditor stating the date of the most recent Single Audit. <b>Upload as Attachment A-4</b> to the Supplier Portal under Proposal Attachment.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>For organizations that expend <u>less than \$750,000</u> in federal funds in one year:</b> Attach agency's prepared financial audit from 2022 or newer. <b>Upload as Attachment A-5</b> to the Supplier Portal under Proposal Attachment.</li> </ul>
<b>3.</b>	<p><b>Attachment B – “Proposal Approach”</b></p>



	Offeror shall outline their proposed project and its expected impacts by responding to the questions using the form provided. <b>Upload as Attachment B</b> to the Supplier Portal under Proposal Attachment.
<b>S</b>	<p><b>Attachment C – “Pricing and Budget Workbook”</b></p> <ul style="list-style-type: none"><li><b>a.</b> Offeror shall provide their Proposed Project Budget, per the requirements provided in Attachment C “Budget and Pricing Workbook”. There are three (3) tabs representing each Program Component.</li><li><b>b.</b> Enter the “Total” amount for each perspective Program Component of the same name into the Supplier Portal under the “Lines” tab.</li><li><b>c.</b> Also upload the budget workbook to the Supplier Portal as a Proposal Attachments.</li><li><b>d.</b> Please do not alter the file type (.xls Excel) or name (<b>Attachment C</b>)</li><li><b>e.</b> Separate budgets must be completed per Program Component proposed.</li><li><b>f.</b> Requested budgets cannot exceed the expected cap listed under the “Services to be Performed” section herein.</li><li><b>g.</b> Offerors may propose pricing for one or many Program Components.</li><li><b>h.</b> Equalization Credit shall applied for evaluation purposes. CRIO certifications must be submitted and uploaded to the Supplier Portal under Proposal Attachments as Attachment C-1 to apply. For information see “Equalization Credit Statement”.</li></ul>
<b>5.</b>	<p><b>Attachment D – “Consolidated Forms and Affidavits”</b></p> <p>Offeror shall provide completed Forms and Affidavits. A checklist is provided in the attachment. *Note: Some items require notary. Upload affidavit packet as <b>Attachment D</b> to the Supplier Portal under Proposal Attachments. Upload Business/Tax Clearance (or application) as Attachment D-1; Employment Application as Attachment D-2; SAM.gov as Attachment D-3.</p> <p><b>Attachment F – “Past Performance”</b></p> <ul style="list-style-type: none"><li><b>a.</b> If proposing Emergency Shelter and/or Stand-by Shelter, the Offeror shall have provided emergency shelter, transitional housing, or shelter navigation services for a <b>minimum of one year</b>. Upload grant award for shelter program(s); or annual report to show proof of operations as <b>Attachment F-1</b> to the Supplier Portal as a Proposal Attachment.</li></ul> <p style="text-align: center;"><b>AND/OR</b></p> <ul style="list-style-type: none"><li><b>b.</b> If proposing Street Outreach Services the Offeror shall have provided emergency shelter, transitional housing, or shelter navigation services for a <b>minimum of one year</b>. Upload grant award for shelter, navigation, or outreach program(s); or annual report to show proof of operations as <b>Attachment F-2</b> to the Supplier Portal as a Proposal Attachment.</li></ul>

6.	<p><b>“Forms and Documentation”</b></p> <p>a. <b>Equal Access Rule Affidavit</b> (<i>use form provided</i>) – <b>Offerors must</b> agree to adhere to implementing Equal Access requirements and upload a completed <b>Attachment G-1</b> to the Supplier Portal as a Proposal Attachment.</p> <p>b. <b>City of Detroit Blight Ticket Affidavit</b> (<i>use form provided</i>) - <b>Offeror must</b> certify that the agency/organization does not have active blight tickets at any building where services will be provided by uploading a completed <b>Attachment G-2</b> to the Supplier Portal under Proposal Attachment.</p> <p>c. <b>Resolution of Findings:</b> Upload documentation showing status/resolution of any City, HD and/or IRS findings as <b>Attachment G-3</b> to the Supplier Portal under Proposal Attachment. If not applicable upload nothing and skip below.</p> <p>d. <b>City of Detroit Inspection Reports (all programs except Street Outreach):</b> Must submit most recent:</p> <ul style="list-style-type: none"> <li>• Building and Safety inspection</li> <li>• Fire Inspection</li> <li>• Detroit Health Department food safety inspection report (only applicable to programs preparing meals for residents).</li> </ul> <p style="padding-left: 40px;">If reports show noncompliance, Offeror must provide timeline and narrative on how they will comply within the next 30 days.</p> <p style="padding-left: 40px;">Upload to the Supplier Portal under Proposal Attachments as <b>Attachment G-4</b>.</p> <p>e. <b>Minimum Habitability Standards for Emergency Shelters (all programs except Street Outreach)</b> <i>use form provided</i>: Complete chart in its entirety including steps needed to meet the standards for any item shelter does not currently meet. One chart must be completed for each shelter organization is applying for. Upload to the Supplier Portal under Proposal Attachments as <b>Attachment G-5</b>.</p>
	<p>*****</p> <ul style="list-style-type: none"> <li>• It is important to note and adhere to the naming conventions requested above, as there are a lot of documents to keep organized for both the City staff and Offerors.</li> <li>• Several interested parties that will review and evaluate different portions of proposals. Please keep this in mind when preparing to submit your proposal.</li> <li>• Please utilize the checklists provided for convenience. Missing information maybe requested after proposal submission or your proposal may be rejected as “Non-Responsive”</li> <li>• Please do not upload all documents into a single packet, as your proposal shall be rejected as “Non-Responsive”.</li> </ul>

	<ul style="list-style-type: none"> <li>Proposals expected to be concise; to the point; neat, and organized as requested. Please be mindful of proposal narrative character limitations and proposal page counts shall be under 100 pages.</li> </ul> <p>*****</p>
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#### 4.3 **REQUIRED COST PROPOSAL**

Offerors are requested to make a firm-fixed cost proposal to the City of Detroit, through the completion of **Attachment C**. If a contract is entered into as a result of this RFP, it will be a contract for fees related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The City of Detroit reserves the right to select proposals from the most responsible Offerors 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 Offeror'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 Offeror 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 Offeror will receive an award letter. Offerors 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 Offeror 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 Offeror shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the successful Offeror prior to such approvals; nor shall the City incur any liability to reimburse the successful Offeror regarding any expenditure for the purchase of materials or the payment of services.

### **5.2 PAYMENT**

All properly executed invoices submitted by the successful Offeror 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.

### **5.4 AUTHORIZATION TO COMMENCE WORK OR SHIP GOODS – READ CAREFULLY.**

- 1) 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.
- 2) 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.
- 3) Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment.

### **5.5 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:
- 3) 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)
- 4) 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
- 5) 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.
- 6) If you need payment assistance, please contact the Office of Departmental Financial Services (ODFS) 313-410-7804.

#### **5.6 ASSIGNMENT**

The services to be performed by the successful Offeror shall not be assigned, sublet, or transferred, nor shall the successful Offeror 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.

#### **5.7 MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL**

The City reserves the right to modify the services provided by the successful Offeror awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the successful Offeror and the City.

#### **5.8 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.

#### **5.9 MISCELLANEOUS**

It shall be the responsibility of the Offeror 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 Offeror agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time to time be changed in writing.

Contractors are encouraged to contract with small and minority businesses, women's business enterprises, labor surplus area firms and Detroit businesses. The City strongly encourages the hiring of Detroit residents whenever possible by contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at [www.detroitatwork.com](http://www.detroitatwork.com) for specific contact information regarding these opportunities.

#### **5.10 OFFICE OF INSPECTOR GENERAL**





- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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**

Attachment A - “Organizational & Financial Capacity”  
Attachment A-3 “Cash on Hand Certification”  
Attachment B - “Proposal Approach”  
Attachment C – “Budget and Pricing Workbook”  
Attachment D - “Consolidated Forms and Affidavits”  
Attachment E - “Sample Professional Services Contract”  
Attachment F – “Past Performance”  
Attachment G – “Forms and Documentation”  
Attachment G-1 - “Equal Access Rule Affidavit”  
Attachment G-2 - “City of Detroit Blight Ticket Affidavit”  
Attachment G-5 – “Minimum Habitability Standards for Emergency Shelters”  
Attachment G-6 – “Contracting Expectations”