



**KWAME M. KILPATRICK, MAYOR**  
CITY OF DETROIT  
EXECUTIVE OFFICE

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVE., SUITE 1126  
DETROIT, MICHIGAN 48226  
PHONE 313•224•3400  
Fax 313•224•4128  
WWW.CI.DETROIT.MI.US

**EXECUTIVE ORDER NO. 2003-5**

**TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS,  
CITY COUNCIL MEMBERS AND THE CITY CLERK**

**FROM: KWAME M. KILPATRICK  
MAYOR**

**RE: CRITERIA TO BE APPLIED IN THE EVALUATION OF  
PROPOSALS FOR PROFESSIONAL SERVICES CONTRACTS**

**DATE: October 14, 2003**

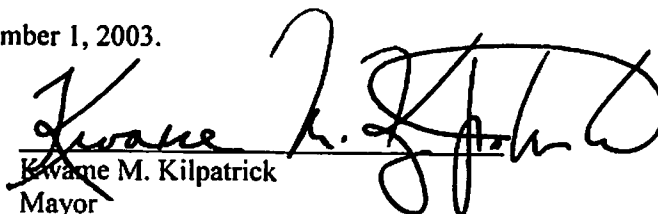
An important component of the economic revitalization of Detroit is the utilization of Detroit Headquartered Businesses and Detroit Based Businesses in the City of Detroit's contracting. It is the policy of this Administration to encourage and increase the utilization of Detroit Headquartered Businesses and Detroit Based Businesses in the City's contracts.

The Purchasing Ordinance, Detroit City Code Section 18-5-33, provides that professional services contracts are to be open to competition utilizing requests for proposals, requests for qualifications or requests for quotations. It provides that a firm's status as a Detroit Headquartered Business, Detroit Based Business, Joint Venture, or Mentor Venture shall be an evaluation criteria.

This Executive Order establishes uniform evaluation criteria to be utilized by all City departments in the bidding and award of professional services contracts. It is intended to encourage and increase the participation of Detroit Headquartered Businesses, Detroit Based Businesses, Joint Ventures and Mentor Ventures in the City of Detroit's professional services contracts. It is especially intended to encourage and increase the utilization of Detroit Headquartered Businesses in City contracts.

Attached to this Executive Order are the evaluation criteria and scoring format to be utilized in the review and scoring of requests for proposals, requests for qualifications, or requests for quotations for professional services contracts. These criteria shall be utilized in the scoring and award of all professional services contracts that are advertised on or after the date of this Executive Order.

This Executive Order shall take effect on November 1, 2003.

  
Kwame M. Kilpatrick  
Mayor

## Taskforce for Professional Service Contract Evaluation

**A. Phase I** Cost, Qualifications, Key person and approach to render Services **65 points**

(Departments have discretion to establish a minimum number of points in Phase I as it relates to qualifications in order to qualify for Phase II and III of the evaluation process, which has a Maximum possible point of 35)

**B. Phase II (Business Ownership)**

Local Business Participation, Criteria and Weights

a.) Prime Consultant is:

- Detroit Headquartered **15 points**
- Detroit Based **5 points**

**MAXIMUM POINTS FOR PHASE II NOT TO EXCEED 15 points**

**NOTE:** Evaluator must select only one of the above two (2) categories, Detroit Headquartered or Detroit Based Business for each prime consultant (if applicable). A prime consultant may not receive points for both of the above categories; i.e. Detroit Headquartered and Detroit Based Business.

All prime consultants of joint or mentor ventures must be certified as a Detroit Based Business in order to receive Detroit Based Business points. Additionally, all prime consultants of joint or mentor ventures must be Detroit Headquartered in order to receive Detroit Headquartered points.

**C. Phase III (Where Contract Dollars are Going) Includes self performance by Prime and Subcontractor)**

a.) Percentage of the total Contract dollars allocated to Detroit Headquartered and Detroit Based Business


**Detroit Headquartered** 20 points

% of work performed \* 20 points = Total points received

**Detroit Based Businesses** 10 points

% of work performed \* 10 points = Total points received

**MAXIMUM POINTS FOR PHASE III NOT TO EXCEED 20 points**



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**NOTES:** The evaluator must select only one of the above two (2) categories Detroit Headquartered or Detroit Based Business for all participating companies (if applicable). A Company may not receive points for two of the above categories; i.e. Detroit Based and Detroit Headquartered. The total dollar percentage for participating Detroit Headquartered companies will be multiplied by 20 points, and the total dollar percentage for participating Detroit Based Businesses will be multiplied by 10 points. For example, if thirty percent of the total contract dollars are going to Detroit Headquartered companies then  $30\% * 20 = 6$  points is what would be received in the Detroit Headquartered category. If seventy percent of the total contract dollars are going to Detroit Based Businesses then  $70\% * 10 = 7$  points is what would be received in the Detroit Based category for a grand total in Phase III of 13 points out of a possible 20 points. When totaling the Detroit Headquartered and Detroit Based Business participation all totals should be rounded up if the number that follows the decimal is greater than 5, or down if the number that follows the decimal is less than 5. For example 60.5% should equal 61%, and 60.4% should equal 60%.