



CITY OF DETROIT
OFFICE OF CONTRACTING AND PROCUREMENT
REQUEST FOR PROPOSALS

RFP NO. 19LS3417- Summer Recreation Host Sites

ADVERTISE DATE	September 27, 2019
QUESTIONS DUE	October 1, 2019 All questions must be submitted in writing via Bidsync- www.bidsync.com
PRE –BID MEETING CONFERENCE	October 7, 2019 @ 4:00 P.M. EST Location: Northwest Activities Center 18100 Meyers Detroit, MI 48235
PROPOSAL DUE DATE	October 21, 2019 @ 1:00 P.M. EST www.bidsync.com



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1. INTRODUCTION

The City of Detroit Office of Contracting and Procurement (OCP) requests proposals from Faith Based and Non-Profit organizations not currently running summer programming to become a Summer Recreation Host Site.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those Faith Based or Non-Profit organizations with a minimum of 35 sq. ft. per child available. The site must be licensed by the State of Michigan by March 1, 2020.

3. 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.

4. REJECTION OF PROPOSALS

The City of Detroit expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the City determines and/or to take any other appropriate action that is in the best interest of the City.

5. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The City of Detroit is looking to add 10-30 recreation centers as a way to provide more opportunities for Detroit youth right in their neighborhoods. We are seeking Faith Based and Non-Profits organizations not currently running summer programming to join us in this effort. Host Sites will receive:

- **Funding:** The City of Detroit will offer a one-time grant of \$20,000 for capital improvements related to this program. Improvement expenditures must be pre-approved. Costs incurred before grant award are not eligible. There is no cost to the child's family. The City of Detroit encourages the use of Detroit Based Businesses and/or Detroit Residents to perform the capital improvements.
- **Staffing:** The City of Detroit will provide a Supervisor and up to 4 Play Leaders. A hiring fair will be held at Summer Recreation Host Sites to ensure that Detroit Residents in the community have access to the open positions.
- **Curriculum:** The City of Detroit will provide a curriculum focused on literacy, athletics, and STEAM (**S**cience, **T**echnology, **E**ngineering, **A**rt, and **M**athematic) programming. If you would like to supplement our curriculum, please submit your enrichment curriculum with your proposal.
- **Meals:** The City of Detroit will provide two meals and a snack every day to Host Site locations.

6. AWARD CLAUSE

If a contract is awarded as a result of this RFP it will be a City of Detroit Model Services Contract (sample attached). The term of the contract will be for one (1) year. The City anticipates multiple awards as a result of the RFP.

7. OPERATIONAL INFORMATION

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.

8. SCOPE OF WORK

Eligible Host Sites must be able to provide indoor and outdoor space that is inaccessible to the general public during programming hours. The ideal locations includes:

- Three (3) indoor activity spaces suitable for twenty (20) youth each concurrently
- One (1) indoor large space available for meals suitable to accommodate all participants
- One (1) indoor large space suitable for physical activities and athletic programming
- One (1) outdoor space to support active play and athletic activities
- Kitchen with working sink and refrigerator with space for 90 meals
- Tables and chairs to accommodate all participants
- A minimum of 35 sq. ft. per child. The site must be licensed by the State of Michigan by March 1, 2020.

Must provide daily janitorial services and minimal building maintenance.

Preference will be given to locations:

- That are in close proximity to areas of high youth density
- Address the gap in existing services

9. TECHNICAL INFORMATION

Must be a Detroit based Non-Profit or Faith Based organization not currently operating summer programming. Multiple organizations can apply together to operate the program jointly at one facility.

Must be able to accommodate youth from ages 6-14 at your facility Monday through Friday, 8:00am to 6:00pm for ten (10) weeks, June 29, 2020 to August 28, 2020.

Must be able to accommodate 30 to 60 youth depending on enrollment. There will be a 30 day pre-enrollment period for youth affiliated with the Host Site before the program is open to the general public.

Must meet minimum State of Michigan requirements for a childcare facility-if you don't currently have a license but meet the licensing requirements, the City of Detroit will hold the license for you.



10. RESPONDENT PERFORMANCE HISTORY

The respondent shall provide the following information:

- a. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last three (3) years;
- b. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.
- c. Documentation of approved building license and/or childcare facility.

11. EVALUATION CRITERIA

PHASE ONE CRITERIA – NON-ECONOMIC DEVELOPMENT

Location	35 points
Youth Program Capacity	35 points
Licensing	15 points
Price Proposal	15 points

Maximum points for Phase One Criteria not to exceed one hundred (100) points.

12. EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

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.

13. CONTRACT APPROVAL

Upon contract award, the City and the 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 respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the City incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

14. REQUIRED SUBMITTAL INFORMATION

To be considered responsive, each proposal must, at a minimum, present and/or respond to the following RFP sections in their entirety. All pages of the submission must be numbered, excluding exhibits, drawings and other supplemental information which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential.

a) Table of Contents

A table of contents must be provided with all RFP Submissions.

b) Signature Page

c) Statement of Submission

In your Statement of Submission, please include, at a minimum, the following information and/or documentation:

- 1) A statement to the effect that your proposal is in response to this RFP;
- 2) A brief description of your Faith Base or Non-Profit organization, including the Federal Employer Identification Number, the average number of employees during each of the last three (3) years;
- 3) The location of the organization's principal place of business and, if different, the location of the place of performance of the contract;
- 4) A detailed list of the capital improvements to be performed; and
- 5) The name and contact information of the organizations partner and or manager(s) that will be in charge of this project.

d) Scope of Work

Proposals must respond to all sections outlined in Scope of Work section.

e) Pricing Proposal

Proposals must provide a Pricing Proposal and cost associated with capital improvements/ curriculum enrichment.

f) Respondent Performance History

- a) Identify organizations key personnel working on the projects as identified above;
- b) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years; and



c) Provide Documentation of all licenses.

g) Respondent Financial and Operational Stability

- 1) Provide copies of the vendor's financial statements.
- 2) Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (if Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable must be submitted for each entity comprising the joint venture.); and
- 3) Evidence of any licenses or registrations required to provide the services under this contract

15. SUBMITTAL INSTRUCTIONS

All proposals must be submitted through the Bidsync system. 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.**

Organizations 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 Bidsync System. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable 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 Bidsync System. The contact person regarding the proposal should also be specified by name, title, and phone number. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

16. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. 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.

17. REQUIRED CONTENT

Bid responses must include the following content:



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.

Required Clearances and Affidavits

The following clearances and affidavits are required to do business with the City of Detroit. Approved clearances are not required to submit a response to the RFP but will be required of the successful respondent prior to City Council approval.

Respondents must submit requests for clearance and affidavits electronically in the BidSync system. If there is documentation that the respondent is required to provide to the City that contains personal identifiable information, the respondent must submit the request for clearance through the BidSync system and send the confidential information to the City separately via email. Do not attach copies of clearance documents or affidavits to the bid response.

Required Clearances	Required Affidavits
Income Tax Revenue Tax	Slavery Era Hiring Compliance Political Contributions Human Rights

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.

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 organization;
- The location of the organization principal place of business and, if different, the location of the place of performance of the contract;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- The name and contact information of the of the organization's partner and or manager(s) that will be in charge of this project;

- ❑ The organization's financial solvency, fiscal responsibility and financial capability;
- ❑ The age of the organization's business and the average number of employees during each of the last three (3) years;
- ❑ The firm's current tax status and Federal Employer Identification Number; and
- ❑ Evidence of any licenses or registrations required to provide the services under this contract.

18. REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- ❑ Overall Scope of Work and Operational Responsibilities;
- ❑ Respondents Performance History;
- ❑ Proposal Submission Procedure; and
- ❑ Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (if Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable must be submitted for each entity comprising the joint venture.)

19. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the City of Detroit. 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

Indicate the fees you will need to perform the capital improvements. Attach a schedule of fees or hourly rates broken out for each project.

20. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the City is evaluating your organizations ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

21. QUESTION DEADLINE

All questions regarding the RFP shall be submitted through the Bidsync System. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

22. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

23. PAYMENT

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

24. 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. Proponents will be notified by the General Services Department of the date, time and location for Oral Presentations.

25. ASSIGNMENT

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

26. 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.

27. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

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

28. BID DEPOSIT & PERFORMANCE BOND N/A

29. CHANGES IN FACTS

Proposers shall advise the City during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

30. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

31. 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.

32. CHANGES IN PROPOSAL REQUIREMENTS

The City may make changes to the requirements of this RFP, as it deems necessary. Respondents will be notified by email if any changes are made to the RFP. If changes are made, the City may, at its discretion, extend the time allowed for submission of proposals

33. OFFICE OF INSPECTOR GENERAL

33.01 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.

33.02 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.

33.03 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.

33.04 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.

33.05 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.

33.06 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.

33.07 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 Article¹

¹ “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.