



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

**RFP NO. 185997
AFFORDABLE HOUSING PORTAL**

Buyer: Justin Earley

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	8/14/2025
PRE-PROPOSAL CONFERENCE	8/21/2025 @1pm EST
Microsoft Teams Need help? Join the meeting now Meeting ID: 255 305 980 071 7 Passcode: sA3P6wD2 Dial in by phone +1 469-998-6602,,761601788# United States, Dallas Find a local number Phone conference ID: 761 601 788# For organizers: Meeting options Reset dial-in PIN	
QUESTIONS DUE	9/8/2025 on or before 1PM EST All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
ANSWERS DISTRIBUTED	By 9/10/25
PROPOSAL DUE DATE *	9/16/2025 @ 1PM 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 requests proposals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFP to host and potentially provide maintenance support for the current affordable housing web portal or provide a similar web portal that at minimum continues existing functionality, to make information about affordable housing resources and opportunities available to the public (the "Portal"). The contractor will host and maintain a Portal to connect residents to information on available affordable housing in the city and educate them about their eligibility for regulated affordable housing. Residents will be able to view affordable housing availability, search for housing that meets their household needs, get notifications about upcoming affordable housing opportunities, submit applications for housing through the Portal, and better understand their eligibility for income-restricted affordable housing.

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

Goals

The City of Detroit seeks to continue offering Detroit Home Connect in its current format or a comparable format to affordable housing seekers and affordable housing property managers. During the first three years of the current Portal's existence, the City worked with a vendor to design, build, and operate the Portal. The City is interested in an innovative solution that will reduce the City's financial costs long-term, while providing a sustainable operating solution.

Detroit Home Connect is an existing platform that currently operates with the following functionality. If a similar Portal is recommended by a respondent, it is expected that based functionality will remain the same.

1. The Portal is easily accessible to residents and other users via a simple Portal address (homeconnect.detroitmi.gov) and provides a clean, contemporary layout that makes navigation easy and consistent with the experience benchmarks set by commercial real estate listing services.
2. The Portal includes resident, or "public" facing, component and a private component that is accessible only to affordable housing property managers, property owners, and the City for purposes of entering and updating property data.
3. The Portal is optimized for desktop, smartphone, and tablet access.
4. The Portal makes information about affordable housing properties/units available to users via listings. The primary focus of the Portal's information must be on regulated affordable housing; however non-regulated housing should also be accommodated by the Portal.

5. The Portal enables users to search and filter housing listings based on specific attributes including size, location, amenities, affordability/price, building policies, and other attributes as identified through user research.
6. The Portal includes a guided questionnaire about household characteristics and housing preferences, posted on the home page of the Portal, that results in a customized view of housing listings.
7. The Portal enables users to create user accounts, through which they can “like” or “save” properties of interest for future viewing.
8. The Portal includes a “Partners Portal,” a non-public portion of the Portal that is available to property managers and affordable housing owners for the purpose of uploading and updating affordable housing listings including photographs, amenity information, affordability information, availability status, and application information.
9. The Portal allows for notifications to be sent to users via email or SMS messaging when there is information about existing or new affordability housing availability.
10. The Portal has the functionality for the City to download property data sets from the underlying database.
11. The Portal includes general information and resources about affordable housing programs, tutorials for identifying and accessing affordable housing, and referrals to housing service providers to assist users who have housing needs that cannot be addressed through the Portal.
12. The Portal is intentionally accessible to as many resident users as possible and is compliant with Section 508 of the Federal Rehabilitation Act.
13. The Portal content is available in English, Spanish, Arabic, and Bengali.

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 **IT Contract (Attachment E)**. **The term of the contract will be for up to 5 years.** 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

Required Services

Portal Hosting: The contractor will provide hosting services for the back end and front-end support of the Portal, including access to staging, development, and production environments. Hosting services must accommodate the Technical Specifications described in A.2. Additional hosting service requirements are:

- The contractor will provide for a secure hosting environment in accordance with its security policy (**Attachment F**) and the City of Detroit's Privacy and Security Policies.
- The contractor will maintain servers and is responsible for ensuring the 99.9% uptime function of the Portal. Contractor will provide the City with support and resolution of issues within 24 hours in the event of an interruption in server Portal function. The contractor will provide adequate notice to the City in case any efforts to resolve events of interruption require more than 4 hours. Service interruption lasting greater than 24 hours will result in reduction in fees owed to the Contractor.

Additional Services

The City seeks to work with a contractor to provide the following services on an as-needed basis.

Critical Error Response: The contractor will implement monitoring, logging, and alert systems to track issues/errors that interrupt the function of the Portal.

- The contractor will provide a mechanism for the City to notify the Contractor of errors/issues with the Portal.
- Issues presented to the contractor by the City will be responded to by the contractor within 24 hours.

Code Updates and Security Patches: The contractor will make security updates, patches and code maintenance to ensure a safe and functional Portal. The contractor will provide code update and security patching service as follows:

- Contractor will test the Portal in a staging environment and obtain the City's written approval for each tested update prior to implementing updates to the public site;
- Contractor will address any minor issues with the City's customized Portal features related to updates and security patches.

- Contractor shall notify the City of any major issues with the City’s customizations that prevent an update to the underlying code from being applied.

Content Updates: The contractor may be directed to update the content of the Portal at the direction of the City to ensure that all content displayed to the public is accurate and updated. Additional content Portal update service requirements are:

- Contractor will provide feedback on the best way to display content changes, considering design, technical aspects, and housing policy best practices, and make changes to the Portal consistent with that feedback.
- The Contractor will make revisions to Portal text/basic content within 14 days of receipt of revised information from the City. The Contractor will promptly update the content but will notify the City immediately if any content changes require more than 14 days to implement.
- Following revisions, translations will be updated including Spanish, Arabic, and Bengali.

Additional Functionality: The contractor may be directed to provide additional functionality for the Portal including but not limited to:

- Universal pre-application
 - The contractor would provide a standardized application process that can be used across multiple affordable housing programs or agencies during initial lease-up activities. This will simplify the application process for potential residents, provide greater transparency, and standardize reporting metrics to support the City’s affordable housing goals. This would include:
 - Application review by listing
 - Entry of paper application records
 - Lease-up tracking
- Lotto based selection system
 - The contractor would provide an automated lottery system for all or certain unit types in regulated affordable housing developments.

2.2. OPERATIONAL INFORMATION

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

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

2.3. TECHNICAL INFORMATION

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

Specifically, the City minimally requires:

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

The City prefers:

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

Additional Technical Specifications

In implementing the existing Portal or similar resource, the selected contractor must meet the following technical requirements:

1. The Portal must be optimized for commonly used browsers (0.2% and not dead as defined by browser list), including but not limited to Chrome, Chrome for Android, Firefox, Firefox for Android, Microsoft Edge, Apple Safari, Internet Explorer, and Opera.
2. The Portal must include a staging environment, a development environment, and a production environment so that changes can be developed and tested without impact to the user experience.

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

2.4. PAYMENT & PERFORMANCE BOND (Construction)

N/A



Section 3. Proposal Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of 3 years of experience providing the services requested in the RFP for projects of similar scope and size.

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.

Criteria	Points
Capabilities and Experience in Hosting, Security Policies, & Additional Services	35
Hosting & Additional Services Cost Proposal	15
Solution to Address Reduced Operating Costs	10
Staff/Organizational Capacity	5
Total:	65

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#185997:

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 – Vendor 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 IT Contract	Respondent shall provide their agreement to the Model IT Contract or note any exceptions provided in Attachment E.
7. Attachment F – Doit Standards	



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 – Vendor Pricing (vendor provide)

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

Attachment E - Model IT Contract

Attachment F – Doit Standards