CITY OF DETROIT
OFFICE OF CONTRACTING AND PROCUREMENT
REQUEST FOR PROPOSALS

RFP NO. 550011
EMERGENCY STAND-BY SHELTER SERVICES

Buyer: Angie Sanders

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	August 17, 2026
PRE-PROPOSAL CONFERENCE	August 24, 2026 @ 2PM EST Location: Microsoft TEAMS
Pre-Proposal Meeting - RFP 550011 Emergency Stand-By Shelter Services | Meeting-Join | Microsoft Teams	
QUESTIONS DUE	September 7, 2026 @ 4PM EST All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
ANSWERS DISTRIBUTED	September 9, 2026 (On or Before)
PROPOSAL DUE DATE *	September 16, 2026 @ 4PM EST In the Supplier Portal as specified in Section 4.5 of this RFP.

* Respondents must register in EUNA Bonfire to download bid documents and submit bids. **The City cannot guarantee the accuracy of any bid documents obtained from outside of EUNA, and bids submitted outside of EUNA Bonfire 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 EUNA Bonfire 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 EUNA Bonfire 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 Department of Human, Homeless, and Family Services requests proposals from qualified organizations or firms to provide a Stand-by Shelter Program for Detroit residents experiencing homelessness.

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

Detroit's homelessness response system uses a variety of programming to prevent, divert, and end homelessness. The Department of Human, Homeless, and Family Services (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, ensure homelessness is rare, brief, and non-recurring. To achieve 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.

1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP, it will be a City of Detroit **Professional Services Contract** **(Attachment E). The term of the contract will be for Two Years with the option to extend for an additional year.** 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

Through this RFP the City is seeking proposals for a Stand-by Shelter. The Stand-by Shelter will provide short-term shelter and basic needs when there is an emergency weather event and/or other emergent need as determined by the City of Detroit that necessitate additional emergency shelter capacity. As these emergency situations can occur at any time, the selected vender must be prepared to provide services year-round.

A minimum capacity of 50 cots/beds, for all household types, is preferred. Up to 60 days of services should be planned for over the course of the award period, however this is an estimate and not guaranteed. The 60 days could be comprised of multiple short-term events throughout the award period. **Applicants are expected to stand up the shelter within 24 hours of notice from the City of Detroit.** The Stand-by Shelter should have a strong emphasis on diversion to assist households in finding safe alternative housing immediately. If the household is unable to be diverted, the awardee must coordinate with the City of Detroit and other homeless service providers, such as CAM providers to ensure residents have appropriate connection at time of entry and exit.

Services to be provided:

- 24/7 security that is at an appropriate level for the size of the building
- Ensure all residents complete an intake using a shared Smartsheet or other agreed upon software
- Intake includes but is not limited to:*
    - Full name
    - Date of Birth
    - Gender
    - Last 4 digits of Social Security Number
    - Race
    - Prior Living Situation
    - Date of intake
    - Diversion outcome
    - Date of exit
    - Exit location
    - ** Failure to provide the above data points is not grounds for denying a resident entry*
- Reconcile data at least once per day and provide a daily data report on number of currently active residents and number of residents who exited previous day no later than 10:00am each day in operation
- Allow residents to enter into the building 24/7 with no requirements for entry
- Staff available 24/7 to coordinate with providers and other entities, such as the Detroit Police Department
- 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 basic need items such as basic clothing items, hygiene, and toiletry products
- Maintain close coordination with City and CAM staff
- Applicants must ensure that the proposed shelter facility is maintained in good repair and safe operating condition. The property must meet all applicable building, health, and safety codes (see below) and be free from structural deficiencies, hazards, or conditions that could negatively impact the health or safety of occupants. Ongoing cleaning, maintenance, and timely repairs are required to ensure the facility remains suitable for its intended use. Air conditioning and heat are required.

Stand-by Shelter facilities must meet the following minimum requirements:

- Layout: Separate areas for men, women, and families
- Basic needs:
  - Designated cot or bed; cribs for infants
  - Linens and bedding
  - Three (3) meals daily
  - Wi-Fi access
  - Communal phone access (preferred)
  - ADA accessible
  - Showers
  - Bathrooms
  - At least one private meeting space for case management (preferred)
  - On-site laundry (preferred)
- Maintenance: Maintain City's Building, Safety, Engineering and Environmental Department (BSEED) requirements. On-call services must be available or arranged for minor repairs or maintenance requests.
- Sites that plan to prepare meals on site will require a license from the Detroit Health Department (DHD). Licensing information can be found here- https://detroitmi.gov/departments/detroit-health-department/programs-and-services/food-safety/licensing
- Homelessness Solutions contractors must adhere to the City's Property Maintenance Code for all properties the agency plans to provide services at. Property must be free from Blight Tickets or in the process of resolving them. Blight Ticket information can be found here- https://detroitmi.gov/departments/department-appeals-and-hearings/blight-ticket-information

Funding for this RFP does not include costs associated with the purchase, acquisition, or rehabilitation of a building. Facility must be prepared to operate by expected grant start date of 11/1/2026.

2.2. OPERATIONAL INFORMATION

All non-profits organizations that wish to provide the above services may submit proposals. Programs funded through this RFP must be able to provide immediate and safe shelter to all residents in a low-barrier manner. Low-barrier services does not require residents to meet any criteria other than presenting for services.

Applicants are encouraged to submit a joint application with another agency. If a joint application is submitted, the lead applicant must be identified in Attachment A, including clear delineation of roles and responsibilities.

Stand-by Shelter must be prepared to begin operations on November 1, 2026. The expected maximum award about is $50,000.

Awarded Contractor(s) will work closely with City agency staff. Please note that the Stand-by Shelter facility will be monitored as appropriate from the Homelessness Solutions team, Buildings, Safety Engineering, and Environmental Department, and/or Detroit Health Department.

Section 3. Proposal Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

1. Submit a completed proposal by **9/16/2026 at 4PM EST** in Bonfire. Your proposal's timestamp will be reviewed once submitted in Bonfire to verify timely submission.
2. This is a reimbursement contract; therefore, respondents must have adequate funds available to continue programming for a minimum of three months without reimbursement. Submit **A-3** as proof of adequate funds.
3. Must have minimum of one-year experience operating an overnight emergency shelter. Attach proof, such as an award letter, as **F-1.**
4. Attach **G-1** certifying that the agency does not have active blight tickets at any building where services will be provided.
5. Attach **G-2** verification that the proposed building has a Certificate of Occupancy and if currently occupied, a Certificate of Compliance. For vacant building or those without a Certificate of Occupancy, attach a plan with a detailed timeline on how the agency will apply and obtain a Certificate of Occupancy/Compliance within 60 days of the award.
6. To ensure compliance with City of Detroit and program policies and expectations, complete **G-5.**

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 in the solicitation. 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

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

Technical Proposals will be evaluated before Cost Proposals are reviewed.

Proposal Evaluation Criteria	**Possible Points**
1. Attachment A – Respondent Questionnaire / Experience	**30**
2. Attachment B - Proposal Introduction and Solution / Approach	**50**
3. Attachment C – Budget/Pricing Worksheet	**20**
Total Points Possible	**100**

Detroit Equalization Credits according to the following table shall be applied after the technical and price evaluation. (Please see Equalization Credit Statement for more information)

Detroit Equalization Credits – Prime Contractor	Possible Points
Detroit Headquartered Business	5
Detroit Based Business	2
Detroit Resident Business	5
Construction Workforce Investment Business (Construction over $1M)	3
Construction Workforce Development Business	3
Detroit Small Business	1
Detroit Micro Business Concern	2
Joint Venture	2
Mentor Venture	1

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.

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).

An actual or prospective bidder or offeror whose direct economic interest would be affected by the award of a contract or the failure to award a contract has the right to protest any aspect of the solicitation, evaluation, or selection process of a City of Detroit procurement.

A protest by a prospective bidder which challenges the terms of the solicitation itself must be received by the City no later than 4:00 p.m. EST of the business day prior to the date scheduled for the bid closure. Failure to meet this deadline shall result in a protester waiving its ability to challenge the terms of the solicitation.

A protest by a bidder which challenges a contract award must be received no later than 4:00 p.m. EST five (5) business days after the award of a City procurement. Failure to meet this deadline shall result in a protester waiving its ability to challenge the contract award.

All protests must be submitted in writing and received by the required timeframe.

The Chief Procurement Officer (CPO) or as delegated, the Deputy CPO, has the sole authority to respond to, decide and act upon supplier protests.

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# 550011:

Required Response Items	
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 application 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. The Letter of Transmittal is a required item and failure to include will invalidate the proposal.
2.	**Attachment A – "Organizational & Financial Capacity"**

<table>
<tr><td></td><td>
a. Attachment A: Respondent shall respond to the questions using the form provided. Upload as Attachment A in Bonfire.
b. Organizational Chart: current organizational chart that includes key positions and roles. Upload as Attachment A-1 in Bonfire.
c. IRS Form 990, use most recent. Upload as Attachment A-2
    a. in Bonfire.
d. Attachment A-3 “Cash on Hand Certification” (use form provided) - This is a reimbursement contract; therefore, Respondents must have adequate funds available for timely payments to landlords, utility companies, and other third-party vendors. Upload Attachment A-3 as proof of adequate funds in Bonfire.
e. Single Audit or Prepared Financial Audit:
• For organizations that expend <u>$1,000,000 or more</u> in federal funds in one year: Attach Single Audit, previously known as the OMB Circular A-133 audit. The single audit must be from the end of the fiscal year 2023-2024 or later. Upload Attachment A-4 in Bonfire.

OR

• For organizations that expend <u>less than $1,000,000</u> in federal funds in one year: Submit CPA audited financials from no later than Fiscal year 2023-2024 Upload as Attachment A-5 in Bonfire.
</td></tr>
<tr><td>3.</td><td>Attachment B – “Proposal Approach”</td></tr>
<tr><td></td><td>Respondents shall outline their proposed project and its expected impact by responding to the questions using the form provided. Upload as Attachment B in Bonfire.</td></tr>
<tr><td>4.</td><td>Attachment C – “Pricing and Budget Worksheet”</td></tr>
<tr><td></td><td>
a. Respondent shall provide their Proposed Project Budget, per the requirements provided in Attachment C “Budget and Pricing Workbook”.
b. Also upload the budget workbook in Bonfire.
c. Please do not alter the file type (xls Excel) or name (Attachment C)
d. Budgets must be completed for proposed project.
e. Equalization Credit will be applied for evaluation purposes. CRIO certifications must be submitted and uploaded in Bonfire as Attachment C-1 to apply. For information see “Equalization Credit Statement”.
</td></tr>
<tr><td></td><td>Attachment D1 – Forms, Affidavits and Documents – Bid Requirements</td></tr>
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<table>
<tr><td>5.</td><td>Respondents shall provide their completed Certificate of Authority, Non-Collusion Affidavit, and Affidavit of Disclosure of Interests, in Attachment D1.</td></tr>
<tr><td rowspan="2">6</td><td>Attachment D2 – Conditions of Award - Award Winners Only</td></tr>
<tr><td>Respondent will be required to provide their completed Forms, Affidavits, Insurance and Documents, if they are selected as the award winner provided in Attachment D2.</td></tr>
<tr><td rowspan="2">7.</td><td>Attachment F – “Past Performance”</td></tr>
<tr><td>The Respondent must have provided Drop-In Center, emergency shelter, or transitional housing services for a minimum of one year. Upload grant award; or annual report to show proof of operations as Attachment F-1 in Bonfire.</td></tr>
<tr><td>8.</td><td>Attachment G- “Forms and Documentation”

a. City of Detroit Blight Ticket Affidavit: Respondent must certify that the agency/organization does not have active blight tickets at any building where services will be provided by uploading a completed Attachment G-1.
b. Certificate of Occupancy: verification that the proposed building has a Certificate of Occupancy and if currently occupied, a Certificate of Compliance. For vacant building or those without a Certificate of Occupancy, attach a plan with a detailed timeline on how the agency will apply and obtain a Certificate of Occupancy/Compliance within 60 days of the award Attachment G-2.
c. Resolution of Findings: Upload documentation showing status/resolution of any City, HD and/or IRS findings as Attachment G-3 in Bonfire. If not applicable upload nothing and skip below.
d. City of Detroit Inspection Reports Upload in Bonfire as Attachment G-4. Must submit most recent:
o Building and Safety inspection
o Fire Inspection
o Detroit Health Department food safety inspection report (only applicable to programs preparing meals for residents).
e. Homelessness Solutions Contracting Expectations: Respondent (use form provided): Respondent must certify that they will follow all City of Detroit Homelessness Solutions contracting expectations by uploading Attachment G-5.

If reports show noncompliance, Respondent must provide timeline and narrative on how they will comply within the next 30 days.</td></tr>
<tr><td></td><td>• 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 Respondents.</td></tr>
</table>

	• Several interested parties that will review and evaluate different portions of proposals. Please keep this in mind when preparing to submit your proposal. • Please utilize the checklists provided for convenience. Missing information maybe requested after proposal submission or your proposal may be rejected as "Non-Responsive" . • Please do not upload all documents into a single packet, as your proposal shall be rejected as "Non-Responsive". • 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.
9.	**Attachment E – Model Professional Services Contract**
	Respondent shall provide their agreement to the Model Professional Services Contract or note any exceptions provided in Attachment E.

4.3. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the City of Detroit, through the completion of **Attachment C**. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The City of Detroit reserves the right to select proposals from the most responsible Respondents with the most reasonable costs. The City reserves the right to select one or more firms to perform all or separate parts of this function.

4.4. ECONOMY OF PREPARATION

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

4.5. SUBMITTAL INSTRUCTIONS

All proposals **must** be submitted through the Bonfire/EUNA Procurement Supplier Portal at detroit.bonfirehub.com. 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.

Support Channels for Technical Difficulties and Questions

Visit **https://detroitmi.gov/suppliersupport** for:

- Guides on how to register in EUNA
- Guides on how to submit a response to the solicitation
- FAQs

Contact **Bonfire's technical support in the portal** for:

- Technical issues with the e-bidding portal
- Registration problems
- Help submitting responses through the system

Contact the City (**eprocurement@detroitmi.gov**) for:

- General procurement process questions
- City-specific requirements and policies

For Solicitation/Project-Specific Questions:

- Submit all solicitation-related questions through the Public Q&A tab in the Bonfire/EUNA Procurement portal. This ensures all vendors receive the same information and maintains transparency in the bidding process. Emails and calls regarding solicitation-specific questions will not receive a response.

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) Vendors should submit their invoices via City of Detroit Oracle Vendor Portal.City of Detroit Oracle 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.

For technical assistance, please visit detroitmi.gov/suppliersupport.

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 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 – Respondent Proposal Introduction and Solution/Approach
Attachment C – Budget ~ Pricing Worksheet
Attachment D1 – Forms and Affidavits
Attachment D2 – Documents (Awardee Only)
Attachment E – Model Professional Services Contract

Attachment A-1 – Organizational Chart
Attachment A-2 – IRS Form 990
Attachment A-3 – Cash on Hand Certification
Attachment A-4 – Single Audit or Prepared Financial Audit

Attachment F-1 – Letter of Experience Operating Overnight Emergency Shelter

Attachment G-1 – City of Detroit Blight Ticket Affidavit
Attachment G-2 – Certificate of Occupancy
Attachment G-3 – Resolutions and Findings
Attachment G-4 – City of Detroit Inspection Reports
Attachment G-5 – Contracting Expectation