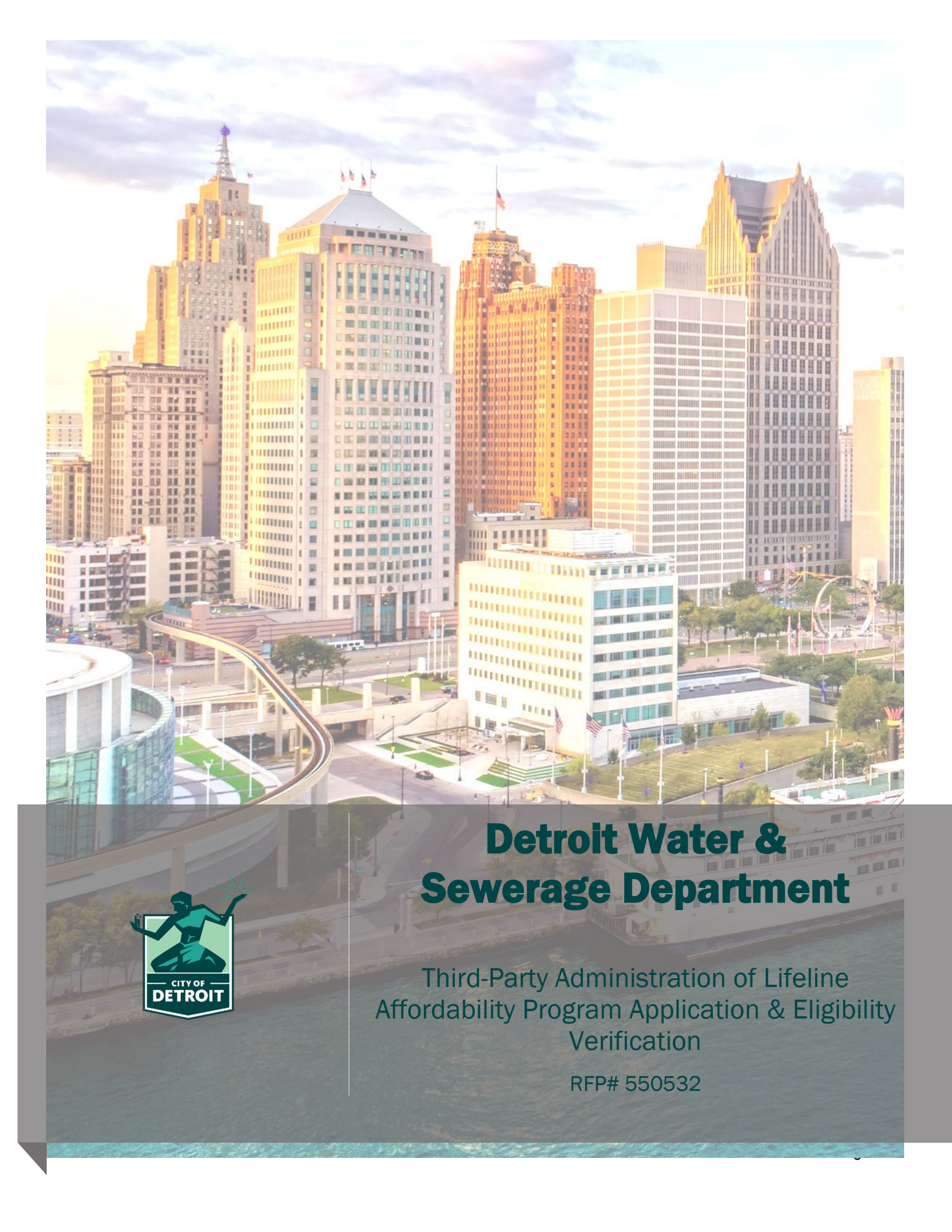




Detroit Water & Sewerage Department



Third-Party Administration of Lifeline
Affordability Program Application & Eligibility
Verification

RFP# 550532



This document refers to Water and Sewerage Department (“DWSD”) (collectively, "DWSD"), a City of Detroit municipal corporation.

Request for Proposal (RFP)		
Service Description		
The Detroit Water and Sewerage Department (DWSD) is launching a new Lifeline Assistance Program, named Lifeline H2O, designed to assist customers with household incomes below 200% of the Federal Poverty Level (FPL). To ensure efficient, secure, and accurate processing, DWSD seeks a qualified vendor to design, implement, and administer an electronic application approval system that leverages artificial intelligence (AI) capabilities for automated intake, verification, and eligibility determination.		
Date	Time	Schedule of Events
9/15/26		RFP published on www.bidnet.com (MITN)
9/23/26	4 p.m. EST	Question Deadline: Questions must be submitted via www.bidnet.com or emailed to dwsd-contracts@detroitmi.gov
9/29/26		Date DWSD will issue Addendum with answers to Questions by (if any)
10/9/26	2 p.m. EST	DUE DATE FOR PROPOSALS Bids must be submitted via www.bidnet.com LATE PROPOSALS WILL NOT BE ACCEPTED.
Dec 2026 / Jan 2027		Anticipated Contract Start Date
Purchasing Contact		Michelle McKenzie Procurement Analyst Michelle.McKenzie@detroitmi.gov

Although every effort will be made to follow this schedule, the DWSD reserves the right to modify the dates as necessary and to accommodate special circumstances. Any such revision will be formalized by the issuance of an addendum to the RFP and will be published on MITN. All Proposals are due by the time specified. Any Proposal received after the time and date specified for receipt shall be considered late and non-responsive.

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1.0 INFORMATION AND INSTRUCTIONS

1.1 General Information/Project Overview

The Detroit Water and Sewerage Department is one of the largest water and sewer utilities in the United States serving more than 200,000 Detroit residential and commercial accounts including a city population of nearly 680,000. DWSD's water network consists of more than 2,700 miles of transmission and distribution mains and nearly 3,000 miles of sewer collection piping.

The Detroit Water and Sewerage Department (DWSD) is soliciting proposals from software providers and its' integration/implementation teams to deliver a commercial off the shelf (COTS) Comprehensive Permit Management Software Solution (Permitting System) that has been utilized by municipal water and sewer utilities. DWSD plans to replace its current Smartsheet based permitting solution with a flexible, modern system capable of supporting diverse workflows and integrating seamlessly with existing applications. The proposed solution must manage and track projects from submission to approval, including permitting and inspections, with significant automation of these processes. Integration with the City's existing software applications is crucial for delivering a comprehensive software solution. The intended software solution must leverage the City's ESRI GIS environment, which is currently in use, to enhance mapping and data functionalities.

DWSD will consider vendors collaborating to submit coordinated proposals, allowing software providers and implementation consultants to partner in submitting coordinated proposals that address both technical and operational requirements. The City will select a permitting system solution that aligns with the functional requirements defined in this RFP, emphasizing flexibility, configurability, and an open system architecture that supports interfacing with internal and external systems. Implementation of the chosen solution will follow a phased approach as recommended by the selected vendor and approved by the City. Through this project, the City seeks to achieve process improvements by adopting industry's best practices and standards wherever feasible. This approach will minimize the need for extensive customization while ensuring the proposed Permitting System is efficient, maintainable, and scalable to meet future business needs.

1.2 Definitions

- A. Agreement – A contract between the Vendor and DWSD.
- B. DBA – “doing business as.”
- C. Default – the failure of the Vendor to fulfill the obligations of the Contract shall be construed as a material breach.
- D. Detroit Based Business – a business which pays city income taxes on the business's net profits and pays city property taxes on a plant or office and equipment which are ordinarily required for the furnishing of the goods or the performance of the services required by a contract and referred to in an application for certification as a Detroit Based Business, or other real or personal property in the City equivalent in value to such plant or office and equipment for not less than one (1) taxable year immediately prior to the date of the application for certification as a Detroit based Business.
- E. Detroit Resident Business – any business which employs a minimum of four (4) employees at least fifty-one (51) percent which are City residents.
- F. Discussions - For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Vendors who submit Proposals in response to this RFP.

- G. DWSD – Detroit Water and Sewerage Department.
- H. Equalization – the application of a uniform percentage increase or decrease to assessed values of various areas or classes of property in order to bring assessment levels, on average, to the same percentage of market value.
- I. Joint Venture – a contractual association of business entities, one of which is a DRB / DBB (or both), which association has been created to perform a specific contract, and is evidenced by a written agreement which provides at a minimum that the Detroit Based Business or Detroit Resident Business:
- a. Is substantially included in all phases of the contract, including, but limited to, quoting and staffing; and
 - b. Provides at least fifty-one (51) percent of the total performance, responsibility, and project management of a specific job; and
 - c. Receives at least fifty-one (51) percent of the total remuneration from a specific contract; and
 - d. Shares in profits and losses.
- J. Mentor Venture – a joint venture of separate firms, one of which is a Detroit Based Business or Detroit Resident Business, which has been created to perform a specific contract and is evidenced by a written agreement which provides at a minimum that the Detroit Based Business or Detroit Resident Business:
- a. Is substantially included in all phases of the contract including, but not limited to quoting and staffing; and
 - b. Provides at least thirty (30) percent of the total performance, responsibility and project management of a specific job; and
 - c. Receives at least thirty (30) percent of the total remuneration from a specific contract; and Shares in profits and losses.
- K. Optional-use Contract – DWSD may enter into a contract for services that may be needed at some point in the future, with no guarantee that services will be performed. These contracts are referred to as ‘optional-use’/as-needed’
- L. Professional Services - Those services in a field or discipline that requires licensing, certification, specialized knowledge and/or skill not present in the public-at-large.
- M. Responsible – a term that indicates the Vendor meets all the minimum qualifications, as specified within the RFP document. Responsibility is further demonstrated through the submission of forms, including insurance forms, after notice of a Contract Award Notice.
- N. RFP – Request for Proposal.
- O. Shall/Should/Must – these terms denote mandatory requirements.
- P. Vendor – A person who contracts with DWSD; a person or entity responding to this RFP.

1.3 About this Solicitation

Please refer to attachment B for the full description of Scope of Work.

1.4 Addendums, Questions and Inquiries

It is the responsibility of the vendor to check for any addendum and/or notices posted on MITN website and to make inquiry as to the changes or notices issued. Only written notices or addendum duly issued by DWSD shall constitute revisions to this solicitation. Vendors are advised that no oral interpretation, information or instruction by any officer or employee of the DWSD shall be binding upon DWSD.

Each interpretation or correction, as well as any additional provision that DWSD may decide to include in this solicitation, will be made only as an addendum, which will be available on MITN. Should vendors be in doubt as to the true meaning of any portion of this solicitation, find any ambiguity, inconsistency, or omission herein, or intend to take exception to any requirement of the solicitation, the vendor must make a written request directly to the Procurement Specialist listed on page 2 for an official interpretation or correction **by the questions and inquiries date established in this solicitation.**

The sole point of contact for this RFP is the DWSD Procurement Specialist listed on page 2. Should the specified point of contact be out of the office and unavailable to respond, the DWSD Procurement Manager maybe contacted for a substitute. **Contacting any other DWSD personnel, agent, consultant, or representative about this RFP until awarded, is prohibited and may result in Vendor disqualification.** Any addendum(s) issued by DWSD shall become part of this solicitation and shall be taken into account by each vendor in preparation of its response to this solicitation. Vendors shall submit the latest revision of any form(s) or attachment(s) issued by an addendum.

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The evaluation and selection of a Vendor and the contract will be based on the information submitted in the Vendor's Proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a Proposal. More detail on the required components of a Proposal is provided in Section 4.0 of this document, and a submittal checklist is provided as Attachment A. Please refer to the Schedule of Events for deadlines and key target dates. Vendors **MUST** submit their Proposal via MITN. Additionally, duplicate copies of all descriptive literature and/or samples must be provided if requested.

Please refer to the Schedule of Events for deadlines and key target dates.

Vendors **MUST** submit their proposal via MITN. Additionally, duplicate copies of all descriptive literature and/or samples must be provided upon request by the DWSD Procurement Specialist mentioned on the title page / the DWSD Procurement Manager.

Include the vendor's company name in the header of all documents submitted with your proposal.

Contract award will be per DWSD's Procurement Policy and procedures.

2.2 RFP Completion Disclaimer

It shall be the responsibility of the Vendor to thoroughly review the provisions of this RFP. After executing the contract, no consideration will be given to any claim of misunderstanding. Unless otherwise noted in Attachment D, the Vendor's response to this RFP shall be deemed its acceptance of the terms of this RFP. Contract exceptions will be factored into the evaluation decision. Vendors are encouraged to review the entire RFP, including, but not limited to the Compliance with Laws, Termination, Insurance, Subcontracting, Indemnity, Payment and Waivers, General and Special Conditions, and Equalization Ordinance. **SPECIAL CONDITIONS:** It is the responsibility of the Vendor to review the DWSD Terms and Conditions attached to this RFP and comply with all requirements therein.

Vendors must follow these proposal instructions and provide a complete response to the items indicated on the RFP submittal checklist. References and links to websites or external sources may not be used in lieu of providing the information requested in the RFP within the proposal. Include the Vendor's company name in the header of all documents submitted with your proposal.

2.3 Vendor Registration and Required Forms

Vendors interested in doing business with DWSD are required to

1. register with The City of Detroit to do business with DWSD and create a supplier portal account.
2. submit **valid & approved** City of Detroit Income Tax & Revenue Clearances with all their proposal responses *Note: Application must be approved prior to submission of this RFP. Please account for the time this may take when preparing your response.*

To register with The City of Detroit: Visit the webpage for the [Office of Contracting and Procurement](#) to [REGISTER](#) as a vendor in the supplier portal.

You'll need the following to successfully complete your registration:

- Tax Payer ID; attach a current W-9
- Valid Email Address (Remittance Email address)
- Business Classification (MBE, WBE) Certification

- Administrative Contact w/ Valid Email Address; list of everyone who will be involved in the Proposal (i.e. Sales, Customer Service, Accounts Receivables and Finance)
- Bank Name, Routing number, Account number

Should you have concerns or receive any "Error Messages" during this process, reach out to the Procurement Specialist contact listed on the Cover Page.

3. Submit **valid & approved** City of Detroit Clearances with response. *Note: Clearance applications must be approved prior to submission of this RFP. Please allow sufficient time for this when preparing your response.*

Instructions: Clearance application must be completed and submitted online via:

<http://bit.ly/detroitclearances>

If awarded a contract, approved Clearances must be maintained throughout the entire contract term, including any extensions or renewal options. It is the vendor's responsibility to ensure their clearances are updated on an annual basis.

4. Submit completed Human Rights Affidavit
5. Submit completed Non-Collusion Affidavit
6. Submit completed Resolution of Corporate Authority form
7. Submit Hiring Policy Compliance Affidavit
8. Submit completed Statement of Political Contributions and Expenditures Form
9. Submit completed Slavery Era Records and Insurance Disclosure Affidavit
10. Submit completed Non-Iran Linked Businesses Form
11. If applicable, please ensure any equalization certificates issued by the Office of Civil Rights, Inclusion & Opportunity (CRIO) are submitted with this solicitation response. Review section 4.5 of this solicitation document and visit the [Detroit Business Opportunity Program](#) website for applicable forms and registration instructions.

2.4 Detroit At Work

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.

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Evaluation and Selection

A committee whose members have expertise in various areas outside of the Procurement Department will be selected to evaluate all Proposals. This committee will determine which Proposals are reasonably susceptible of being selected for award. If required, written or oral discussions/demonstrations may be conducted with any or all the Vendors to make this determination. Any such written or oral discussions shall be initiated by the Evaluation Committee.

Results of the evaluations will be provided by the Evaluation Committee to the DWSD Procurement Manager, who will make the recommendation to the required approving authorities, per DWSD's current Procurement Policy. DWSD's Procurement Policy is available on the Procurement webpage or via [this](#) link.

DWSD Procurement, acting on delegated authority of the Director of DWSD, reserves the right to not award a contract / PO and may reject any or all Proposals if none is considered in the best interest of DWSD.

3.2 Minimum Qualifications

- Completion of Attachment E exemplifying the Bidder's experience in providing the proposed service to at least four (4) public sector agencies of similar size to DWSD within the last five (5) years. All references provided will be contacted during the selection process. The names and phone numbers of the project manager for each reference should be listed. DWSD will attempt to contact the reference twice and then will ask the primary contact in the proposal for assistance. If the DWSD fails to make contact with the reference after a third try, the reference will be considered as a "no response" in the evaluation and scored accordingly. ***DWSD's reference forms are in Attachment E – Vendor Performance History & Client Reference Form.***
- Proof of financial stability and Bidder reliability through disclosure of projects in which the Bidder's contract was terminated for any reason; claims or lawsuits that have been brought against organization as a result of any services provided within the last five (5) years.
- Provide accurate and complete responses to all requested sections of this RFP.
- Not suspended or debarred through the Federal System for Award Management, and is not on DWSD's list of debarred vendors
- The Services must be provided in the Successful Respondent's premises, located in the continental United States, with the Successful Respondent's personnel and resources.
- Respondent must be authorized to do business in the State of Michigan

3.3 Evaluation of Proposals

DWSD uses a qualifications-based selection process to evaluate Proposals. Each Proposal will be evaluated on its responsiveness to the technical and administrative criteria identified in this RFP. DWSD reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. The evaluation committee or its designees may contact references to verify material submitted by the Proposers. Please note that failure to supply any of the data or forms indicated may result in elimination of the Proposal from further consideration in the evaluation process.

All responsive and responsible responses will be evaluated on the following criteria, which are listed in descending order of importance:

- Experience and Qualifications of firm and key personnel; (40 points)
- Project Approach and Methodology; (35 points)
- Cost of Services (25 points)

Each response submitted shall focus on those criteria. In addition, the evaluation committee also may consider the past performance of the firm on other contracts with municipalities or other entities. DWSD

reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information.

Following review of technical proposals, cost proposals will be opened and evaluated. Based on a review of the proposals against the technical and cost criteria, DWSD will rank the respondents. DWSD reserves the right to waive any non-conformances in proposals if it is in the best interest of DWSD to do so.

4.0 GENERAL PROVISIONS

4.1 Responses to Remain Open

Responses shall remain open for the period specified within DWSD's Terms and Conditions.

4.2 Responsibilities

The responsibilities under this (proposed) contract are that DWSD is obligated during the period stipulated to purchase all of its NORMAL REQUIREMENTS of the above referenced services from the Vendor, and the Vendor is obligated to supply the services which DWSD requires for its operations, Requirements stated herein are approximate but are for entire normal requirements, whether more or less. Requirements stated are not guaranteed.

Procurement for DWSD shall be carried out in a manner which provides a fair opportunity to all eligible Vendors to participate, this Proposal shall be made without collusion with any other person, firm or corporation making any Proposal, or who otherwise make a Proposal.

4.3 Detroit Water and Sewerage Department Reserves the Right to:

- Accept or reject all or part of any Proposal submitted and accept such Proposal deemed to be in the best interests of DWSD;
Reject any and all Proposals received in response to this request;
- Accept a Proposal that is not the lowest cost;
- Request clarification regarding any Proposal;
- Make a partial award or not make any award.

4.4 Compliance with Procurement Policy

DWSD's Procurement Policy is available on the Procurement webpage or via [this](#) link. The extent and character of the services to be performed by the Vendor shall be subject to the approval per the DWSD Procurement Policy approval criteria or authorized representative(s). The Vendor shall not comply with requests and/or orders issued by an individual other than the Director of DWSD or an employee of the Procurement Office. The Procurement Department and the Vendor must approve any change to the Contract in writing.

The Vendor covenants that they will comply with DWSD's Procurement Policy, which outlines DWSD's objectives to:

- Promote a transparent, fair and independent procurement process that ensures that DWSD receives the best value for its necessary expenditures.
- Assure vendors that impartial and equal treatment will be afforded to all who wish to do business with the DWSD.
- Establish guidelines and internal controls to ensure an effective process for managing DWSD's procurement of goods and services.

4.5 Equalization Factor

Price Equalization Credits shall be applied to reduce the relative cost of the price component of any proposals provided by Vendors in the evaluation of all Requests for Proposals unless prohibited by law. The relative reduction in price shall be in accordance with the percentages outlined below in Section 4.5.3. A potential Vendor is entitled to use multiple credits in their proposal in accordance with the chart contained in 4.5.3 below provided that a potential Vendor cannot claim both a Joint Venture and a Mentor Venture.

4.5.1 Price Equalization Credits shall be awarded to the following categories of potential Vendors:

- a) Detroit Based Business
- b) Detroit Resident Business
- c) Joint Venture
- d) Mentor Venture

4.5.2 Equalization Claim:

- a) In order to claim entitlement to a credit pursuant to this section, Vendors must certify with the city via the Detroit Business Opportunity Program. The certificate and supporting documentation must be attached to / included with each response submitted by the Vendor. Failure to provide proof of certification along with required documentation, at the time of RFP close may result in equalization credit not being applied to the proposal.

The Detroit Business Opportunity Program website can be accessed [here](#).

	Bids/Proposals >\$25,000, <\$1 million	Bids/Proposals ≥\$1 million
Detroit Headquartered Business (DHB)	2%	1%
Detroit Based Business (DBB)	2%	1%
Detroit Based Small Business Business (DBSB)	6%	3%
Detroit Based Micro Business (DBMB)	6%	3%
Detroit Resident Business (DRB)	2%	1%
Joint Venture	3%	1.50%
Mentor Venture	3%	1.50%

4.6 Taxes

DWSD is exempt from state and local sales and use taxes. DWSD will provide a tax-exempt ID upon request.

4.7 Errors and Omissions, Withdrawals and Change of Specification

DWSD will not be liable for any error in the Proposal response submitted by the Vendor. Vendor will not be allowed to alter Proposal documents after the deadline for Proposal submission. DWSD, at its option, has the right to request clarification or additional information from the Vendor and alter the schedule of events or issue Addenda to the RFP at any time. No additional changes, enhancements, or modifications to any

contract resulting from this RFP shall be made without the prior approval of DWSD. If the Vendor needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the Vendor, cross-referenced clearly to the relevant Proposal section, prior to the Proposal opening, and should be submitted electronically. Such shall meet all requirements for the Proposal.

4.8 Ownership of Proposal

All materials submitted in response to this request become the property of DWSD. Selection or rejection of a response does not affect this right. All Proposals submitted will be retained by DWSD and not returned to Vendors. Any copyrighted materials in the response are not transferred to DWSD.

4.9 Cost of Offer Preparation

DWSD is not liable for any costs incurred by prospective Vendors or Vendors prior to issuance of or entering into a Contract. Costs associated with developing the Proposal, preparing for oral presentations, and any other expenses incurred by the Vendor in responding to the RFP, including travel costs, are entirely the responsibility of the Vendor, and shall not be reimbursed in any manner by DWSD.

4.10 Confidentiality of Submissions

Once submissions have been publicly recorded, they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

4.11 News Release

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior written approval of DWSD and then only in coordination with DWSD's PR and Procurement Departments.

4.12 Inspection of Site

It is strongly recommended that all Vendors make an on-site inspection of the location where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the successful Vendor of its obligation to carry out the scope of the resulting contract.

4.13 Award of Contract

The successful Vendor shall be notified of the execution of a contract by DWSD upon issuance of a "Contract Award Notice" or a Standard Purchase Order. The "Contract Award Notice" shall contain the date the contract award was approved. The signed, accepted Proposal of the successful Vendor will be the contract between the Vendor and DWSD, containing the full description of all contractual terms and conditions. A copy of your signed Proposal will not be mailed to you. Each Vendor shall keep a copy of his/her signed Proposal form for future reference. DWSD reserves the right to award by service(s) unless otherwise stipulated; to waive any irregularity in any Proposal or to reject any and all Proposals when, in the judgment of DWSD and the best interest of DWSD will be served.

Should an emergency arise in which case services cannot be rendered, DWSD reserves the right to secure sufficient deliveries from others to meet its immediate needs without prejudice of the proposed contract. If, however, in the sole opinion of DWSD, the Vendor fails to render reasonably prompt service, DWSD may terminate the contract forthwith and no damages will accrue.

The award of a Contract will not be made to any Vendor who is in arrears in City taxes. Ordinance 15-00, for Proposals the award of any Contract to person(s) who are in arrears of City real estate. Personal property and/or income taxes. To ensure compliance with the above ordinance, Vendors may contact the

Personal Property Tax Division (313 224-3568) and/or City Income Tax Division (313 224- 3332) to determine their tax status.

All awards will be made in accordance with the provisions of Section 21, Article III of the Detroit Municipal Code (Ordinance No. 52-H) which, provides for purchasing and disposition of property consistent with the City Charter.

All awards will be made in accordance with DWSD's Procurement Policy. DWSD reserves the right to request complete, certified copies of all required insurance policies within **seven (7) business days** of identification as the "Vendor under consideration for Award".

4.14 Interest in More Than One Proposal

A vendor may not respond to a solicitation as the prime contractor if they have provided their pricing to another bidder to act as its subcontractor.

4.15 Subcontractors

A bidder/proposer who will not be performing one hundred (100) percent of the work solicited must identify in their bid/proposal the subcontractor(s) that will perform the work.

4.17.1 Bidders/proposers must provide the name of subcontractor(s), the tasks to be performed, and the percentage of the task it will perform.

4.17.2 A subcontractor may be named on more than one business' bid/proposal.

5.0 SUBMITTAL REQUIREMENTS

5.1 Submission of Proposals

Proposals shall provide a straightforward, concise description of the Vendor's capability to satisfy all of the requirements of the RFP. Each Proposal shall provide all pertinent information. All Proposals and other communications shall be submitted via the Michigan Inter-governmental Trade Network (MITN), also referred to as the MITN Purchasing Group hosted by BidNet Direct.

[MITN Vendor Registration](#)

Each Vendor shall submit one (1) signed electronic copy in PDF format of the Proposal via MITN. Multiple variations regarding approach and corresponding cost worksheets are permitted within the response packet. Proposals received after the specified date and time may be considered non-responsive and will not be considered for evaluation.

5.2 Required Elements of Proposals

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Each Proposal shall be in the form specified in this RFP and note (1) the Proposal Title; (2) Vendor Name; and (3) Proposal Due Date on each page.

By submitting a proposal, the Vendor confirms that all minimum qualifications, special conditions are met & all other terms and conditions are accepted.

The Proposal shall be organized into the following major sections:

- 0.0 Background Material (Title Page, Letter of Transmittal/Executive Summary, and Table of Contents)
- 1.0 Executive Summary
- 2.0 Company Background and Personnel
- 3.0 Scope of Services
- 4.0 Project Approach and Methodology
- 5.0 Minor Deviations
- 6.0 Pricing (Attachment C)
- 7.0 Vendor Performance History & Client References (Attachment E)
 - Projects in which the Vendor's contract was terminated for any reason
 - Claims or lawsuits that have been brought against organization as a result of any services provided within the last five (5) years

Additional Attachments required to be included in the proposal response:

- Attachment A – RFP Submittal Checklist
- Attachment B – Scope of Work
- Attachment C – Pricing Form
- Attachment D – Exceptions to Contract Scope and/or Terms
- Attachment E – Vendor Performance History & Client Reference Form
- Attachment F – Signature Page

- Attachment G – Human Rights Affidavit Covenant of Equal Opportunity
- Attachment H – Non-Collusion Affidavit
- Attachment I – Resolution of Corporate Authority
- Attachment J – Consolidated Affidavits
- Attachment K – Additional Information
- Attachment L – Local Economic Development Summary
- Attachment M – Staff Experience Matrix
- Attachment N – Terms & Conditions

Proposals deviating from the Proposal format and organization may be removed from further consideration.

Section 0.0 Background Material

The Title Page must show the Proposal name, Proposal due date, name of the Vendor and Vendor's address, telephone number, and email address. Letter of Transmittal, executed by an authorized representative, and Table of Contents must also be included.

Section 1.0 Executive Summary

This section of the Proposal should be limited to a brief narrative summarizing the proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

Section 2.0 Company Background and Personnel

This section of the Proposal should provide a general overview of the company responding to the RFP, including any sub-vendors and/or third parties. Additionally, this section should detail the following:

- a. Describe the proposing companies' structure (corporation, partnership, or privately held).
- b. Describe the number of years the companies in this proposal have been in the related field.
- c. State the location of the primary office(s) from which this engagement will be serviced and the range of activities performed at that office.
- d. 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 inclusive of work experience, education, affiliations and awards (may be provided as an appendix to the response). Resumes should not include project or general firm information. If there is a change in key personnel on the project, DWSD requires approval of these changes.
- e. Provide an overview of your approach to maintaining and training personnel.

Section 3.0 Scope of Services

This section of the Proposal should include a general discussion of the Vendor's overall understanding of the project and the scope of work proposed.

Section 4.0 Project Approach and Methodology

Provide a general overview of the firm's approach to DWSD's project. Be sure to highlight how you will ensure DWSD has an effective and efficient worker's compensation and/or safety management program. Describe any innovative or creative solutions you will use to create a strategic approach to safety and worker's compensation management. Specifically, please detail the following:

- a. Provide a detailed overview of tasks to be completed as part of this project including any deliverables that will be provided to DWSD.
- b. Provide a proposed timeline for each of the tasks listed above. Keep in mind that DWSD is seeking ongoing management of its safety management and workers' compensation programs. Ongoing activities can be marked as ongoing within your timeline.
- c. Indicate the amount of time/frequency the project team will spend on-site.
- d. Describe the tools/approach your firm will use to communicate project progress to DWSD and other stakeholders including frequency and type of communication.
- e. Describe the tools/approach your firm will use to ensure collaboration between multiple project stakeholders.
- f. Describe how you will address any requested changes in project scope/service delivery by DWSD.

Section 5.0 Minor Deviations

Scope of services referred to herein are used to indicate desired project scope and/or deliverables. Other products and/or services may be offered if deviations from the scope of services are minor and if all deviations are properly outlined and stated in the price proposal. Failure to outline all deviations may be grounds for rejection of your Proposal. The decision of DWSD, acting through the procurement manager, shall be final as to what constitutes acceptable deviations from the scope of services.

Section 6.0 Pricing

DWSD reserves the right to contact Vendors to ask clarifying questions on scope and price at any time throughout the selection process and negotiation process. Vendors will not be allowed to change any part of their original proposal submission as a result of these clarifying questions.

It is important that Vendors use the format presented in this RFP. Attachment C shall include total price for all services including third party prices.

Do **NOT** use "To Be Determined" or similar annotations in the cells for cost estimates. Incomplete proposal responses will be deemed non-responsive and removed from consideration. DWSD requires fully completed forms. Any assumptions should be stated. Vendors may submit additional pricing sheets as an addendum to the cost template; however, the cost template **MUST** be completed.

DWSD may also request revised pricing offers from such Vendors, and make an award and/or conduct negotiations thereafter.

Section 7.0 Vendor Performance History & Client References

The Vendor shall provide the following information:

- a. Identify in detail at least four (4) similar projects by customer name, subject matter, location, Vendor's services provided and the length of time Vendor's service were provided on each (use attached reference form, attachment E). Included on this form shall be the description of services provided and the time period during which the services were provided as well as key personnel assigned to these project(s);
- b. Identify any projects in which the Vendor's contract was terminated for any reason and clarify specified reason;

- c. 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

Attachment A - RFP Submittal Checklist

Task	Submitted
Section 0.0 Background Material	
Section 1.0 Executive Summary	
Section 2.0 Company Background and Personnel	
Section 3.0 Scope of Services	
Section 4.0 Project Approach and Methodology	
Section 5.0 Minor Deviations	
Section 6.0 Pricing (Attachment C)	
Other Attachments	
Attachment A – RFP Submittal Checklist	
Attachment B - Scope of Work	
Attachment C - Pricing Form	
Attachment D - Exceptions to Contract Scope and/or Terms Form	
Attachment E - Vendor Performance History and Client Reference Form	
Attachment F - Signature Page	
Attachment G - Human Rights Affidavit Covenant of Equal Opportunity	
Attachment H - Non-Collusion Affidavit	
Attachment I - Resolution of Corporate Authority	
Attachment J – City of Detroit Affidavit Form	
Attachment K - Additional Information	
Attachment L - Local Economic Development Summary	
Attachment M - Staff Experience Matrix	
Attachment N – General Terms & Conditions	

Attachment B – Scope of Work

1. Background

The Detroit Water and Sewerage Department (DWSD) is launching a new Lifeline Assistance Program, named Lifeline H2O, designed to assist customers with household incomes below 200% of the Federal Poverty Level (FPL). To ensure efficient, secure, and accurate processing, DWSD seeks a qualified vendor to design, implement, and administer an electronic application approval system that leverages artificial intelligence (AI) capabilities for automated intake, verification, and eligibility determination.

2. Objectives

- Develop and manage a secure, user-friendly electronic application platform.
- Automate eligibility screening and approval workflows using AI.
- Verify income documentation and household eligibility against the program's 200% FPL threshold.
- Provide customer support, fraud detection, and data reporting to DWSD.
- Ensure scalability to manage high-volume demand during enrollment periods.
- Provide grant and fund administration.

3. Scope of Services

3.1 Application Platform Development & Management

- Design and implement a web-based and mobile-friendly application portal with secure login and multi-factor authentication.
- Provide multi-language support (English, Spanish, Arabic, etc.) and ADA-compliant accessibility features through a dedicated telephone number - (XXX) XXX-XXXX and via web-based and mobile-friendly application.
- Provide an easy-to-use, mobile-friendly way for applicants to upload documents proving their income eligibility.
- Integrate AI-powered document recognition (OCR) for scanning, classifying, and validating required documents (pay stubs, W-2s, tax returns, Social Security award letters, unemployment records, etc.).
- Use AI to provide real-time feedback to applicants to ensure uploaded documents are legible and relevant before submission.
- Enable real-time status tracking and electronic confirmation so applicants receive immediate notification when their application has been successfully submitted.
- Ensure secure data encryption (in transit and at rest), with compliance to NIST, HIPAA, and state data privacy requirements.

3.2 Application Intake & Processing

- Utilize AI-driven eligibility engines to pre-screen and auto-classify applications.
- Conduct automated identity verification (ID validation, address confirmation, confirmation of Detroit residency, and cross-checks with credit bureau or state ID systems).
- Confirm eligibility based on designated DWSD criteria.
- Perform income verification through both uploaded documents and optional API integrations with government benefit databases (e.g., Medicaid, SNAP, TANF, SSI).
- Implement fraud detection algorithms to identify duplicate, suspicious, or high-risk applications.
- Flag incomplete or potentially fraudulent applications.
- Hold status meetings to determine the enrollment period.

- The Third-Party Consultant will confirm with DWSD when the Lifeline H2O application process is closed due to available funding.
- Provide an appeal process for denied applications.

3.3 Eligibility Verification & Approval

- Apply automated eligibility rules to confirm household size and income level are below 200% FPL.
- Provide system-generated approval, denial, and/or request-for-information notices.
- Allow DWSD to override or manually review application outcomes where necessary.
- Maintain audit trails of all decisions, data points, and supporting documentation.

3.4 Customer Support Services

- Provide multi-channel application support (call center, email, live chat, chatbot, and in-app messaging).
- Integrate AI chatbots for 24/7 answers to common questions.
- Offer bilingual and multilingual customer service capabilities.
- Deliver assistance for applicants experiencing barriers to digital access, including, but not limited to, completing applications on behalf of customers.

3.5 Reporting & Data Management

- Provide real-time dashboards for DWSD staff with metrics on applications, approval/denial rates, demographics, income ranges, and average processing times.
- Provide daily DWSD reports indicating approved/denied clients, including reason code and/or description.
- Generate monthly, quarterly, and annual reports for program evaluation.
- The Vendor must have the ability to accept and send daily files using an online upload or a standard FTP or SFTP transmission.
- The Vendor shall provide the capability to use Box.com as an alternate secure file transfer method for data exchange in the event the primary SFTP data transfer method is unavailable or experiencing service disruptions.
- Allow secure data exports into DWSD's financial and customer account systems (with API capability).
- Ensure role-based access control and data retention in line with DWSD, state, and federal requirements.

3.6 AI & Advanced Analytics Capabilities

- Deliver predictive analytics to forecast application volumes, program demand, and budget impacts.
- Provide geographic and demographic insights into applicant trends.
- Continuously improve AI models through machine learning using program data, while avoiding bias or disparate impact.
- Ensure explainability of AI decisions for transparency in eligibility determination.

3.7 Training & Transition

- Provide comprehensive training for DWSD staff on system use, reporting, and oversight.
- Deliver knowledge transfer at contract closeout, including system documentation, data ownership transfer, and training guides.
- Support a phased rollout plan, including pilot testing before full deployment.

4. Deliverables

- Fully functional electronic application system with AI-driven processing within 15 days.
- Secure data management system with audit functionality.
- Customer support infrastructure (call center, chatbot, and live help).
- Real-time reporting dashboards and analytics tools.
- Monthly and as-needed performance reports.
- Final transition and sustainability package.

5. Performance Standards

- Application Processing: 92% processed within 3 business days.
- System Uptime: 99% availability.
- Customer Support Response Time: 90% of inquiries answered within 48 hours.
- AI Accuracy: 98% alignment with program guidelines.
- Fraud Detection Sensitivity: At least 90% accurate identification of flagged cases.
- Document Upload Success Rate: At least 95% of applicants able to upload documents without assistance.
- Real-Time Confirmation Delivery: 100% of applicants receive confirmation upon application submission.

6. Compliance Requirements

- Compliance with federal and state data privacy laws (HIPAA, FCRA, and GLBA where applicable).
- Adherence to DWSD cybersecurity protocols and NIST standards.
- Annual third-party security and compliance audit.
- Documented bias testing and mitigation for AI decision-making tools.

7. Term of Agreement

Recommendation: The initial term will be two (2) years with the option to extend one year, based on performance and mutual agreement.

Attachment C – Pricing Form

(Separate Excel Document Provided for Completion)

RFP 550532 Third Party Administration Services		
Proposed Contingency Fees as a Flat or Fixed Rate of Collections		
Collection Tier	Flat or Fixed Rate of Collections	Services Included and Variance
Residential Water Customers		

****NOTE:** Fees are all inclusive and will not vary for size, age or other account conditions.

Attachment D – Exceptions to Contract Scope and/or Terms Form

Vendor must submit this completed, signed sheet in Proposal process.

Vendor name: _____

Date: _____

Authorized Representative Signature: _____

If there are no exceptions to the contract terms provided, complete the Contractor name, date and signature sections and check the box below. If the box is not checked and no exceptions are submitted, DWSD will consider your firm to not have any exceptions to the contract terms.

No Exceptions to Scope and/or Contract Terms: ☐

Exceptions to Contract Terms:

Topic	Section	Page	Comments

Attachment E – Vendor Performance History & Client Reference Form

References shall be included subject to DWSD's preferences cited in Section 5.0 of the RFP.

It is mandatory for Vendors to complete the following table for all references:

Reference Table (1)	
Contact Information	
Organization Name	
Organization Size/Description (indicate if public or private)	
Contact Name	
Title	
Address	
Phone	
Email	
Project Information	
Project Name	
Project Dates (Start - Finish)	
Project Location	
Project Subject Matter & Services Provided	
Key Personnel	
Was the project completed on time and on budget? If not, provide a description.	
Provide any lessons learned	

Please also remember to respond to the following:

- Identify any projects in which the Vendor's contract was terminated for any reason;
- 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

Reference Table (2)	
Contact Information	
Organization Name	
Organization Size/Description (indicate if public or private)	
Contact Name	
Title	
Address	
Phone	
Email	
Project Information	
Project Name	
Project Dates (Start - Finish)	
Project Location	
Project Subject Matter & Services Provided	
Key Personnel	
Was the project completed on time and on budget? If not, provide a description.	
Provide any lessons learned	

Reference Table (3)	
Contact Information	
Organization Name	
Organization Size/Description (indicate if public or private)	
Contact Name	
Title	
Address	
Phone	
Email	
Project Information	
Project Name	
Project Dates (Start - Finish)	
Project Location	
Project Subject Matter & Services Provided	
Key Personnel	
Was the project completed on time and on budget? If not, provide a description.	
Provide any lessons learned	

Reference Table (4)	
Contact Information	
Organization Name	
Organization Size/Description (indicate if public or private)	
Contact Name	
Title	
Address	
Phone	
Email	
Project Information	
Project Name	
Project Dates (Start - Finish)	
Project Location	
Project Subject Matter & Services Provided	
Key Personnel	
Was the project completed on time and on budget? If not, provide a description.	
Provide any lessons learned	

Attachment F – Signature Page

Date: _____

By submitting a solicitation response and signing this document, the Vendor attests to have read all associated documents related to this solicitation and agrees to the terms and conditions outlined throughout this RFP. The undersigned hereby offers to deliver services as specified at the prices and terms there stated herein and in strict accordance with the RFP and conditions of proposing, all of which are made a part of this offer. After RFP closing date, this offer is not subject to withdrawal without written consent of DWSD’S Authorized Delegate.

Signature

Printed Name

Title

DBA

Telephone Number

Address

Attachment G – Human Rights Affidavit Covenant of Equal Opportunity

REVISED 7-12-2012

(Application for Clearance – Terms Enforced After Contract is Awarded)

I, being a duly authorized representative of _____, (hereinafter “Vendor”), am hereby authorized to enter into a Covenant of Equal Opportunity, (hereinafter “Covenant”) with the City of Detroit, (“hereinafter” City); obligating the Vendor and all sub-vendors, not to discriminate against any employee or application for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his/her hire, promotion, job, assignment, tenure, terms, conditions, or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression; except as otherwise exempted under City Code, Ordinance No. 27-2-12.

Vendor will ensure that the City of Detroit Human Rights Department shall receive notification of all potential sub-Vendors and a copy of their Covenant prior to the commencement of work on any City of Detroit contract. Vendor further agrees that the City of Detroit reserves the right to require additional information prior to, during, and at any time until after the Covenant is fully executed.

Furthermore, Vendor agrees that this Covenant is valid for the life of the contract and/or for a specified period of time as indicated below and that a breach of this Covenant shall be deemed a material breach of contract and be subject to damages pursuant to City Code, Ordinance No. 27-3-2, Section (e).

RFP No.: (if applicable) _____

Duration of Covenant _____ to _____

Printed Name of Vendor/Organization

(Type or Print Legibly)

Vendor Address _____, _____, _____
(City) (State) (Zip)

Vendor Phone/E-mail _____/_____
(Phone) (E-mail)

Printed Name & Title of Authorized Representative

Signature of Authorized Representative:

_____ Date: _____

****This Document MUST be Notarized****

Signature of Notary: _____

Printed Name of Seal of Notary: _____

My Commission Expires: _____/_____/_____

FOR CONTRACTING DEPARTMENT USE ONLY:

Date Rec'd ____/____/____ Received By: _____ Title:

Please fax a COPY of the notarized Covenant and Award Letter to the Human Rights Department
(313) 224-3434

Attachment H – Non-Collusion Affidavit

Owner: Contract No: Contract Name:

(1) Affiant is (enter contract title) _____

of _____, "the Vendor." Affiant has personal knowledge of the matters set forth in this Affidavit and is competent to testify about them.

(2) The Vendor has submitted to the City of Detroit, Michigan ("DWSD"), a "Bid" to enter into the above referenced Contract, also referred to in this Affidavit as "the Work."

(3) This Non-collusion Affidavit is executed by Affiant for inclusion with the submission to the DWSD of the Bid and may be relied upon by the DWSD in considering the Bid.

(4) Affiant is fully informed about the preparation and contents of the Bid and of all pertinent circumstances surrounding the Bid, has not entered into any contract, combination, conspiracy or other act prohibited by federal, State or any other local Law. The Bid is genuine and is not a collusive or sham Bid.

(5) Neither the Vendor nor any of the Vendor's DWSDs, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have in any way entered or proposed to enter into any combination to prevent the making of any Bid, or to fix any prices (including overhead, profit or other costs) for the Bid; or have made any agreement, or given or promised any consideration to induce any other person not to Bid for the Work, or to Bid at a specified price; or have secured, proposed or intended to secure through any agreement an unlawful advantage against the DWSD or any other person interested in the Work.

(6) No officer or employee of the City of Detroit is personally or financially interested, directly or indirectly, in the Bid, or any Contract which may be under it, or in the purchase or sale of any materials or supplies for the Work to which it relates, or any portion of any expected profits thereto.

(7) The Bid is not intended to secure an unfair advantage or benefit from the DWSD or in favor of any person interested in the proposed Contract.

(8) The prices bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any other of the Vendor's DWSDs, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant; and neither the Vendor nor any of its DWSDs, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have divulged any information regarding the Bid or any data about the Bid to any other person.

Signature

Date

VERIFICATION

STATE OF _____, COUNTY OF _____

Before me, a Notary Public commissioned, qualified and acting, personally appeared (enter name of the person signing this Affidavit) _____ to me well known to be the person described in and who signed this Affidavit, who being by me first duly sworn upon oath, says that he/she is the attorney-in-fact for (enter Vendor's name) _____, that he/she has been authorized by (enter name of individual, partnership name, or the authorized governing body of the Vendor) _____ to execute this Affidavit on behalf of the named Vendor in favor of the CITY OF DETROIT, MICHIGAN, for the uses and purposes mentioned.

Subscribed and sworn to before me this ____ day of _____, 20____.

Sign: _____

Print: _____

Notary Public _____ County, State of _____

Acting in _____ County

My Commission Expires _____

Attachment I – Resolution of Corporate Authority

I, _____ Corporate Officer of (Print or Type)

_____ a, _____

Corporation (the "Company") DO HEREBY CERTIFY that the following is a true and correct excerpt from the minutes of the meeting of the Board of Directors duly called and held on _____ and that the same is now in full force and effect:

"RESOLVED, that the Chairman, the President, each Vice President, the Treasurer and the Secretary and each of them, hereby is authorized to execute and deliver, in the name and on behalf of the Company and under its corporate seal or otherwise, any agreement or other instrument or document in connection with any matter or transaction that shall have been duly approved; the execution and delivery of any agreement; document, or other instrument, or document in connection with any matter or transaction that shall have been duly approved; the execution and delivery of any agreement, document, or other instrument by any of such officers to be conclusive evidence of such approval."

I FURTHER CERTIFY that:

_____ is Chairman of the Board,

_____ is President,

_____ is Treasurer,

_____ is Secretary.

I FURTHER CERTIFY that any of the aforementioned officers of the Company are authorized to execute or guarantee and commit the Company to the conditions, obligations, stipulations and undertakings contained in _____ and that all necessary corporate approvals have been obtained in relationship thereto.

IN WITNESS THEREOF, I have set my hand this _____ day of _____ 20__.
CORPORATE SEAL

Corporate Officer's Signature

Title

Attachment J – City of Detroit Affidavit Forms

The following attestations must be provided to the City of Detroit as part of the contract approval process. Please fill out required information, attach required supplemental documents, and have this document notarized before uploading.

I, _____ being a duly authorized representative of _____, (hereinafter “Contractor”), am authorized to enter into each of the following affidavits and disclosures on behalf of Contractor and bind Contractor to the obligations stated herein.

I. HIRING POLICY COMPLIANCE

I have reviewed the hiring policies of Contractor and I affirm that these policies are in compliance with the requirements of Chapter 17, Article V, Division 6 of the 2019 Detroit City Code, being Sections 17-5-261 through 17-5-266 thereof. I further affirm that Contractor will not inquire or consider the criminal convictions of applicants for employment needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted, until such times as the Contractor interviews the applicant or determines that the applicant is qualified.

In support of this affidavit, I HAVE ATTACHED A COPY OF THE JOB APPLICATION that Contractor will use to hire employees needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted.

II. SLAVERY ERA RECORDS AND INSURANCE, AND PRISON INDUSTRY AND IMMIGRATION DETENTION SYSTEM RECORDS AND INTERESTS DISCLOSURE

1. Name of Contractor:

2. Address of Contractor:

3. Name of Predecessor Entities (if any):

Attachment J (continued) – City of Detroit Forms & Affidavit

4. Prior Affidavit Submission? ☐ No ☐ Yes, on: _____
(Date of prior submission)
5. _____ Contractor was established in (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.
OR
_____ Contractor has searched its records and those of any predecessor entity, and has found no record that Contractor or any predecessor(s) made any investments in, or derived profits from, the slave industry or slave holder insurance policies.
OR
_____ Contractor has found records that Contractor or its predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).
6. _____ Contractor has searched its records and those of any and all predecessor entities, and has found no record that indicate Contractor or its predecessor(s) have used inmate labor, or have derived income directly from, or have had any investments in, the construction, operations, services or activities of prisons.
OR
_____ Contractor has found records that indicate Contractor or its predecessor(s) have used inmate labor, or have derived income directly from, or have had any investments in, the construction, operations, services or activities of prisons. The nature of the use of inmate labor, profits, or investments is disclosed in the attached document(s).
7. _____ Contractor has searched its records and those of any and all predecessor entities, and has found no record that indicates Contractor or its predecessor(s) have derived any income directly from, or have had any investments in, the construction, operations, services, or activities of facilities in the United States that are used for the detention of persons who are not citizens or nationals of the United States.
OR
_____ Contractor has found records that indicate Contractor or its predecessor(s) have derived any income directly from, or have had any investments in, the construction, operations, services, or activities of facilities in the United States that are used for the detention of persons who are not citizens or nationals of the United States. The nature of the profits or investments is disclosed in the attached document(s).

I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge, and that all documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render any contract between Contractor and City of Detroit voidable by the City of Detroit.

Attachment J (continued) – City of Detroit Forms & Affidavit

I. COVENANT OF EQUAL OPPORTUNITY

Contractor and all sub-contractors will not discriminate against any employee or application for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his/her hire, promotion, job, assignment, tenure, terms, conditions, or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression; except as otherwise exempted under Section 23-2-6 of the 2019 Detroit City Code.

Contractor will ensure that the City of Detroit Civil Rights, Inclusion and Opportunity Department shall receive notification of all potential sub-contractors and a copy of their Covenant prior to the commencement of work on any City of Detroit contract. Contractor further agrees that the City of Detroit reserves the right to require additional information prior to, during, and at any time until after this covenant is fully executed.

Contractor agrees that this covenant is valid for the life of the contract and that a breach of this covenant shall be deemed a material breach of contract and be subject to damages pursuant to Section 23-4-11(e) of the 2019 Detroit City Code.

II. STATEMENT OF POLITICAL CONTRIBUTIONS AND EXPENDITURES

City Charter Sec. 4-122: “For purposes of conflicts of interest, the City shall require in all of its contractual agreements, including, but not limited to, leases, service and equipment agreements and including contract renewals, that the contractor provide a statement listing all political contributions and expenditures (“Statement of Political Contributions and Expenditures”), as defined by the Michigan Campaign Finance Act, MCL 169.201, et seq., made by the contractor, its affiliates, subsidiaries, principals, officers, owners, directors, agents or assigns to elective city officials within the previous four (4) years. Individuals shall also list any contributions or expenditures from their spouses.”

In accordance with Sec. 4-122 of the 2012 Detroit City Charter, please provide the following information. If additional space is needed, please enter “see additional sheet(s)” on the last row and attach additional sheets.

- In Column A, enter the name of the person or company that made the contribution or expenditure. If there were no political contributions or expenditures made, enter NONE or leave Column A blank. If Column A is left blank, this will be construed as an affirmative statement by Contractor that no political contributions or expenditures were made.
- In Column B, enter the relationship of the donor to the Contractor. For example: Contractor, affiliate, subsidiary, principal, officer, owner, director, agent, assignee, or spouse of any of the foregoing who are individuals.

Attachment J (continued) – City of Detroit Forms & Affidavit

- In Column C, enter the name of the recipient of the contribution or expenditure. Pursuant to Charter § 3-107, the only relevant recipients are elective city officials, which includes only the Mayor, the City Clerk, and members of the jCity Council and the Board of Police Commissioners.
- In Column D, enter the amount of the contribution or expenditure, as defined in the Michigan Campaign Finance Act, 1976 PA 388, MCL 169.204 and MCL 169.206.
- In Column E, enter the date of the contribution or expenditure. This statement must include all contributions and expenditures within the previous four years.

A	B	C	D	E
Donor	Relationship to Contractor / Vendor	Recipient	Amount of Contribution or Expenditure	Date

I certify that except as set forth above, no contributions or expenditures were made to elective city officials of Detroit within the previous four (4) years by the Contractor, its affiliates, subsidiaries, principals, officers, owners, directors, agents, assigns, and, if any of the foregoing are individuals, their spouses.

Attachment J (continued) – City of Detroit Forms & Affidavit

SIGNATURES AND ACKNOWLEDGEMENT:

I understand that the information provided in this consolidated affidavit will be relied upon by the City of Detroit in awarding the proposed bid, solicitation, contract, or lease. I swear or affirm that I have read this document, that I have the authority to provide these disclosures and to bind the Contractor, and that the information provided herein is accurate. I have attached all required supplemental documents.

Sign name: _____

Print name: _____

Title: _____

STATE OF _____)

COUNTY OF _____)

Sworn and subscribed to before me on _____, 20_____,
Date

by _____
Name of Signatory

the _____ of _____
Title Legal Name of Entity

Sign: _____

Print: _____

Notary Public _____ County, Michigan

Acting in _____ County

My Commission Expires _____

Attachment K – Additional Information

To your best ability, provide answers to the following questions. Provide an estimate if official numbers are unknown.

1. How many employees are employed by your firm?
2. Of those, how many are Detroit residents?
3. How many of your firm's employees will be assigned to this contract?
4. Of those, how many are Detroit Residents?

Attachment L – Local Economic Development Summary

See attached form

Attachment M – Staff Experience Matrix

See attached form

Attachment N – General Terms & Conditions

See attached form