CITY OF DETROIT
OFFICE OF CONTRACTING AND PROCUREMENT
REQUEST FOR PROPOSALS

RFP NO. 552809
American Sign Language Interpretative Services for the Deaf and Hard of Hearing

Buyer: Ashley Franklin

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	Wednesday October 21, 2026
PRE-PROPOSAL CONFERENCE	Thursday November 12, 2026 at 2:00PM EST Via Microsoft Teams
Microsoft Teams meeting **Join:** https://teams.microsoft.com/meet/250487446716844?p=EFpcGehBXDv9rUFfeP Meeting ID: 250 487 446 716 844 Passcode: Do38GH7x Need help? | System reference **Dial in by phone** +1 469-998-6602,,840346616# United States, Dallas Find a local number Phone conference ID: 840 346 616# For organizers: Meeting options | Reset dial-in PIN	
QUESTIONS DUE	Friday November 13,2026 by 3:00PM EST All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
PROPOSAL DUE DATE *	Monday November 23, 2026 by 3:00PM 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 Civil Rights Inclusion and Opportunity (CRIO) requests proposals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFP to provide American Sign Language Interpretive Services for the Deaf and Hard of Hearing Community.

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The City of Detroit is requesting American Sign Language interpretation services for the Deaf and hard of hearing community, to provide them with language access to City's programs, services, employment opportunities, and government meetings.

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 (2) years.** Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council and signed by the Chief Procurement Officer. **The City anticipates one or multiple awards as a result of the RFP**.

Section 2. Statement of Work

2.1. SERVICES TO BE PERFORMED

Type of Proceeding

The Respondents shall provide American Sign Language (ASL) services as requested for Deaf, Blind, and Hard of Hearing constituents and city employees, including, but not limited to:

- Government Meetings
- Staff Meetings
- Job interviews and training
- Grievances/Discipline/Compliances
- Presentations and workshops
- Legal subject matter
- Television and digital communications (live-streaming and/or recording)
- Virtual remote interpreting

Interpreters may be requested to interpret during or after office hours, either on-site or remotely.

Regular Office Hours

The City operates Monday through Friday from 8:00AM to 5:00PM Eastern Standard Time. That time frame is considered regular office hours. Some meetings may be planned in advance, while others may be arranged with little notice. The Respondents shall be able to accommodate requests during office hours.

After Hours

Occasionally, some City events or meetings may be hosted outside of regular office hours, Monday through Friday from 5:00PM to 8:00AM Eastern Standard Time, and during the weekends. These events are usually planned in advance or may be requested with short notice. The Respondents shall be able to accommodate after-hour requests.

On-site Interpreters

On-site Interpreters can be scheduled either by contacting the Respondents directly by telephone, text message, videophone, or email, or through the Contractor's online scheduling system. Scheduling options shall be available 24 hours a day, 7 days a week, 365 days a year.

Remote Interpreting or Virtual Interpreters

Some meetings may occur online through using City-approved video conferencing platforms, such as Zoom or Microsoft Teams. The City will provide necessary access information for the Respondents to share with its interpreters. See section 3, Technical Information, for additional information.

Professionalism

All interpreters are expected to adhere to the Registry of Interpreters for the Deaf's Code of Professional Conduct.

Assigned interpreters shall conduct themselves in a professional and respectful manner when interacting with City employees, customers, and members of the public. Any concerns, questions, conflicts, or issues arising during an assignment shall be promptly directed to the City's authorized representative for resolution. Interpreters shall not engage in arguments, confrontations, or disputes with City employees or members of the public regarding such matters.

Assigned interpreters shall remain available for the full duration of the scheduled assignment and shall not leave the assignment location before the scheduled end time without authorization from the City's authorized representative. The scheduled assignment shall be considered a single continuous assignment for the entire time period specified by the City, regardless of the number of presentations, agenda items, speakers, sessions, or activities occurring during that time.

If an assignment is canceled, concludes early, or otherwise changes from the scheduled time, the assigned interpreter shall immediately notify the City's authorized representative and shall remain available until the City's representative confirms that the interpreter is released from the assignment.

Depending on the assignment, the dress code is business attire or business casual, as long clothing is not unobtrusive or distracting. It is recommended for effective interpretation that interpreters remove any shiny accessories or jewelry during the assignment.

Virtual/remote interpreters must have solid backdrops in the background, in addition, avoid wearing the same color clothing as backdrop (e.g., black clothing in front of black backdrop).

Confidentially Agreement

The Respondents and its employees, including freelance and staff interpreters, shall maintain the confidentiality of the Client's private and confidential information obtained during the performance of services. The Respondents shall ensure that all assigned interpreters understand and comply with these confidentiality requirements.

2.2. OPERATIONAL INFORMATION

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

Request Submissions

Requests will be forwarded to the Respondents after the customer submits complete information using the City's designated request form.

The Respondents shall provide clear and reliable communication channels for receiving requests from the City's authorized representatives, including email, text message, telephone, videophone, and/or an online portal.

The Respondents shall acknowledge each request within 24 hours.

Upon receiving a request, the Respondents shall promptly begin efforts to secure a qualified interpreter for the requested date, time, and location. The Respondents shall notify the City as soon as an interpreter is secured and provide the interpreter's name and contact information, no later than 72 hours before the scheduled assignment, unless the request is received less than 72 hours in advance.

The City may submit emergency or last-minute requests with less than 24 hours' notice, including requests for on-site press conferences, emergency meetings, public events, or other time-sensitive activities.

The Respondents shall provide a 24-hour emergency contact line to receive and respond to these requests and shall make reasonable efforts to secure a qualified interpreter. The Respondents shall promptly notify the City whether the request can be fulfilled.

Remote Services

For remote interpreting meetings through Zoom or other video conferencing technology, the Respondents shall have real-time, full-motion video and audio over a dedicated high-speed, wide-bandwidth video connection or wireless connection that delivers high-quality video without lag, and/or choppy, blurry, or grainy images in order to allow no pauses in communication.

The video image shall clearly display the interpreter's face, arms, hands, and fingers, and the face, arms, hands, and fingers of the person if using sign language, regardless of their body position.

Additionally, the Respondents shall provide the direct contact information for the assigned interpreter(s) to facilitate prompt communication in the event of technical issues or other problems during the event.

Required Availability

- Respondents shall be available during regular office hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern Time, and shall provide interpretation services outside regular office hours, including evenings and weekends, upon request.

- The Respondents shall provide a 24-hour emergency hotline for emergency and last-minute requests and for situations in which an assigned interpreter becomes unavailable or must cancel unexpectedly.

- Assigned interpreters shall arrive at the assignment location early or on time.
- The Respondents shall be able to accommodate a high volume of requests, estimated at approximately 30 to 50 requests per month, or approximately 500 requests annually.

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

Billing

The Contractor shall provide interpreting services rates with the proposal (use attachment 'Agency Rates').

If an assignment extends beyond the scheduled end time, the assigned interpreter shall communicate with and receive authorization from a City authorized representative before continuing the assignment beyond the scheduled end time.

The Contractor shall ensure that assigned interpreters notify the Contractor and the Client's authorized representative in advance if they have another commitment that may affect their ability to remain beyond the scheduled assignment period. The Contractor shall communicate with the Client's authorized representative regarding the interpreter's availability.

The Contractor shall communicate and confirm a qualified interpreter no later than 72 hours prior to the scheduled assignment. If the Contractor fails to confirm an interpreter by this deadline, the City may secure an alternative interpreter. If the City secures an alternative interpreter within the 72-hour period, the Contractor shall not be entitled to payment for the assignment, even if the Contractor subsequently secures an interpreter.

Section 3. Proposal Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

- Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in the RFP for projects of similar scope and size.

- Michigan law requires an interpreter to be both qualified and effective. Respondents must provide evidence that all interpreters possess the minimum State certification or endorsement requirements for each type of proceedings according to the Michigan Certified Interpreters Minimum Standards chart, which is Standard Level 2 or higher for city government activities.

- Respondents shall provide the full name of each interpreter and their credentials prior to all assignments. The City of Detroit shall have the opportunity to verify each interpreter's credentials and reserves the right to reject any interpreters who do not meet applicable qualification.

- Respondents shall be able to accommodate the client's specific communication preference such as American Sign Language (ASL), Pidgin Signed English (PSE), Signing Exact English (SEE), Black American Sign Language (BASL), Pro-Tactile Communication (for Deaf and Blind), and/or Certified Deaf Interpreter.

- The Respondents shall provide a list of interpreters who are available to provide services to the Client using the attached "List of Interpreters" form.

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

Technical Proposals will be evaluated before Cost Proposals are reviewed.

Proposal Evaluation Criteria	**Possible Points**
1. Relevant Experience	**30**
2. Capacity (Key staff, resumes, org chart, equipment)	**20**
3. Strength of Proposal	**15**
4. Availability	**25**
5. Pricing	**10**
Total Points Possible	**100**

1. **Relevant Experience (30)**
   - Interpreters have demonstrated experience of working in the Detroit community.

2. **Capacity (Key Staff, Resumes, Org Chart, Equipment ect)(20)**
   - The Respondent has adequate number of interpreters, both freelance and staff, to accommodate high volume of requests.
   - A majority of contracted interpreters possess Standard 2 or Standard 3 credentials.

3. **Strength of Proposal(15)**
   - Provides a list of interpreters that will work for the city of Detroit.
   - Provides a process for resolving complaints, conflicts, or other issues.

4. **Availability(25)**

- The Respondent can accommodate requests during business hours and after hours, weekends, and receiving requests on a short notice.
- The Respondent can accommodate different client's communication preferences other than ASL.
- The Respondent responds within 24 hours to process a request, and is available by email, phone, and/or portal.

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.) Valid CRIO certificate(s) for the Prime and/or Sub Respondents must be submitted with the bid response in order to be eligible for equalization credits)

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.

Any of the additional data specs and standards described in Section 2.3, that are met will be factored positively into the overall score.

3.6. ORAL PRESENTATION/DEMONSTRATION

The City reserves the right, at its own discretion, to request oral presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Respondents will be notified by the Office of Contracting and Procurement of the date, time and location for oral presentations.

3.7. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The City of Detroit expressly reserves the right to:

1) accept or reject, in whole or in part, any and all proposals received;
2) waive any non-conformity;
3) re-advertise for proposals;
4) withhold the award for any reason the City determines;
5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or,
6) take any other appropriate action that is in the best interest of the City.

This RFP does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

3.8. PROTESTS

An actual or prospective bidder whose direct economic interest would be affected by the award of a contract, or by the failure to award a contract, has the right to protest any aspect of the solicitation, evaluation, or selection process of this City of Detroit procurement. All protests must be submitted in writing and received by the applicable deadline stated below.

Filing Deadlines

Protest of solicitation terms. A protest challenging the terms of this solicitation must be received by the City no later than 4:00 p.m. EST on the business day prior to the scheduled solicitation closing date. Failure to meet this deadline waives the protester's ability to challenge the terms of the solicitation.

Protest of contract award. Where this solicitation results in a contract award, a protest challenging the award must be received by the City no later than 4:00 p.m. EST on the fifth (5th) business day after the award. Failure to meet this deadline waives the protester's ability to challenge the contract award.

How to Submit

All protests must be submitted in writing through the designated procurement portal in which this solicitation was posted. Protests submitted by any other method will not be accepted. The City is not required to consider any material filed after the applicable protest deadline unless the Chief Procurement Officer specifically requests it.

Required Content of a Protest

A protest must be in writing and must contain all of the following:

1. The protester's contact information (name, business name, address, phone, and email).
2. The solicitation reference number.
3. A concise statement of whether the protester is contesting the terms of the solicitation or the award of the contract, including a description of the specific law, procurement policy, or guiding provision the City is alleged to have violated.
4. A detailed statement of the relevant facts underlying the protest, with supporting documents attached as necessary. This statement must indicate whether the protester is an actual or prospective bidder and must describe facts demonstrating the protester's direct economic interest in the outcome.
5. Identification of any proposed action the protester recommends be taken, and the protester's rationale for that action.
6. If submitted by an organization, the signature of an officer of that organization; otherwise, the signature of the individual bidder/protester.
7. The signature described above must appear immediately after the following declaration:
   "I declare, under penalty of perjury and pursuant to MCL Section 750.423(s), that this protest is being submitted to protest the solicitation or contract award identified above, and for no other reason, and further, that I have reviewed the facts and circumstances contained within this protest, and they are true and accurate to the best of my information, knowledge and belief."

Review and Decision

The Chief Procurement Officer (CPO), or as delegated the Deputy CPO, has sole authority to respond to, decide, and act upon supplier protests. The City will render a written response to the protester within ten (10) business days of receipt. This period may be extended upon written notice by the CPO, in the CPO's sole discretion, and the CPO may require the protester or other bidders to provide additional documentation or statements. The decision of the CPO is the final decision of the City.

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#552809.

Required Response Item	
1.	**Attachment A – Respondent Questionnaire**
	Respondent shall provide their Organization Experience and Capacity/Staffing, per the requirements provided in Attachment A.
2.	**Attachment B – Proposal Introduction and Solution / Approach**
	Respondent shall provide their Proposal Introduction and Solution / Approach per the requirements provided in Attachment B.
3.	**Attachment C – Pricing**
	Respondent shall provide their Pricing proposal, per the requirements provided in Attachment C.
4.	**Attachment D1 – Forms, Affidavits and Documents – Bid Requirements**
	Respondent shall provide their completed Certificate of Authority, Non-Collusion Affidavit, and Affidavit of Disclosure of Interests, in Attachment D1.
5.	**Attachment D2 – Conditions of Award - Award Winners Only**
	Respondent will be required to provide their completed Forms, Affidavits, Insurance and Documents, if they are selected as the award winner provided in Attachment D.
6.	**Attachment E – Model 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.

****Work commencing without issuance of the Purchase Order 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. 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/Contract 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 the City's 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 Respondents 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, Respondents and subRespondents providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.

5.8.5. In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.

5.8.6. Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.

5.8.7. As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

For purposes of this Article: *"Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.*

RFP Attachments List

The following Attachments are available to download on the Supplier Portal.

Attachment A - Respondent Questionnaire
Attachment B - Proposal Introduction and Solution / Approach
Attachment C – Pricing
Attachment C.2- Sample Invoice
Attachment D - Forms, Affidavits and Documents-(Award winner only)
Attachment E - Model Professional Services Contract
Attachment F- ASL List of Interpreters