

Solicitation RFP-OCITY-050

Neighborhood Organization, Outreach and Training Services

Bid Designation: Public



City of Oklahoma City and its Trusts

Bid RFP-OCITY-050

Neighborhood Organization, Outreach and Training Services

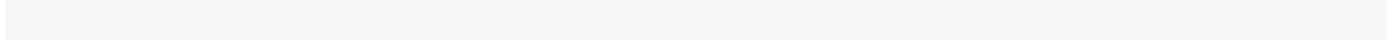
Bid Number	RFP-OCITY-050
Bid Title	Neighborhood Organization, Outreach and Training Services
Bid Start Date	In Held
Bid End Date	May 16, 2018 4:00:00 PM CDT
Question & Answer End Date	Apr 26, 2018 12:00:00 PM CDT
Bid Contact	Shannon Entz shannon.entz@okc.gov
Bid Contact	City Clerk cityclerk@okc.gov
Bid Contact	Cherita Brice cherita.brice@okc.gov
Bid Contact	Jennifer Swann Jennifer.swann@okc.gov
Contract Duration	1 year
Contract Renewal	4 annual renewals
Prices Good for	Not Applicable
Standard Disclaimer	This site and system is hosted by Oklahoma City through BIDSYNC for use of The City of Oklahoma City and its trusts. Certain screens and flags may show the name and/or seal of The City; however, such references do not indicate or change the contracting entity.
Bid Comments	The City of Oklahoma City is seeking a professional firm, non-profit or individual (Contractor) to coordinate and provide outreach, training and activities that inform, build capacity and promote neighborhood and civic engagement within Oklahoma City.

Item Response Form

Item	RFP-OCITY-050--01-01 - RFP for Neighborhood Organization, Outreach and Training Services
Quantity	1 each
Prices are not requested for this item.	
Delivery Location	City of Oklahoma City and its Trusts <u>City of Oklahoma City</u> 200 N. Walker Oklahoma City OK 73102 Qty 1

Description

Upload your response to the request for proposal as outlined in the RFP and any related documents to this line item. Please do not ZIP files.



GENERAL INSTRUCTIONS AND REQUIREMENTS FOR PROPOSERS

THESE INSTRUCTIONS, REQUIREMENTS AND ANY SPECIAL INSTRUCTIONS CONTAINED IN THE REQUEST FOR PROPOSAL (RFP) DOCUMENT ARE A PART OF THE TERMS AND CONDITIONS OF THE PROPOSER'S PROPOSAL. ANY EXCEPTIONS TO THESE INSTRUCTIONS, REQUIREMENTS OR THE RFP PACKET, MUST BE SPECIFIED AND SUBMITTED WITH THE PROPOSER'S PROPOSAL. A PROPOSER MAY ALSO SUBMIT EXCEPTIONS BY UPLOADING A SEPARATE DOCUMENT LABELED "EXCEPTIONS" INTO THE BIDSYSNOC SYSTEM. FAILURE TO INDICATE ANY EXCEPTIONS WILL BE REGARDED AS FULL ACCEPTANCE OF THE REQUIREMENTS, INSTRUCTIONS, AND RFP PACKET AND ANY OTHER PROPOSAL DOCUMENTS RELATED TO THIS RFP.

1. **EXAMINATION BY PROPOSERS:** All Proposers must examine the specifications, drawings, schedules, special instructions and these general instructions and requirements prior to electronically submitting any proposal. Failure to examine is at the Proposer's own risk as the Proposer will be held to the terms, conditions and requirements therein.
2. **SUBMISSION OF PROPOSALS ELECTRONICALLY TO THE CITY CLERK/SECRETARY:** Proposals timely received electronically through BidSync in the City Clerk's Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The BidSync system does not allow proposals to be submitted after the 4:00:00 p.m. deadline, on the above mentioned date. There will be no exceptions to this policy.
3. **DESCRIPTIVE TERMS:** Unless the term "no substitute" is used, the use of brand name, manufacturer, make, or catalog designation in describing an item does not restrict Proposers to that particular brand name, etc. The term is simply to indicate the type, character, quality and/or performance equivalence of the item desired. However, the proposed substitution item must be of such character, quality and/or performance equivalence as that indicated in the specifications. A proposed substitute item must include complete data as to the manufacturer's name, type, model number, any descriptive bulletins and specifications. This data can be uploaded electronically through the electronic bidding system.
4. **EXCEPTIONS:** Any exceptions to these instructions, requirements or the RFP packet, must be specified and submitted with the Proposer's Proposal. A Proposer may submit exceptions by uploading a separate document labeled "Exceptions" into the BidSync system. Failure to indicate any exceptions will be regarded as full acceptance of the requirements, instructions and RFP packet and any other proposal documents related to this RFP.
5. **EXEMPTIONS FROM CERTAIN TAXES:** The purchase of certain goods or services by the Contracting Entity is exempt from the payment of excise, transportation, use, and sales tax imposed by the federal, state and/or city governments. Such taxes must not be included in the bid prices. Any taxes that are not exempt must be included in the proposed price. No additional payment or compensation will be made for taxes.
6. **PERFORMANCE BONDS:** If required by the RFP document, the successful Proposer must post the performance bond, a certified or cashier's check in the amount required prior to approval of contract.
7. **PATENTS:** The Proposer agrees to indemnify and save harmless the Contracting Entity, the purchasing agent and assistants from all suits and actions of every nature and description brought against the Proposer and/or any assistants because or for the use of patented or licensed appliances, products or processes. The Proposer shall pay all royalties and charges which are legal and equitable evidence of such payment or satisfaction shall be submitted upon request of the Contracting Entity, as a necessary requirement in connection with the final execution of any Agreement/Contract in which patented or

licensed appliances, products or processes are to be used.

8. TERMINATION:

- (a) The performance of services and/or the delivery of items under any Agreement/Contract may be terminated by the Contracting Entity, in whole or in part, whenever it is determined to be in the best interest of the Contracting Entity.
- (b) Any such termination will be effected by delivery to the Proposer of a termination notice specifying the extent to which performance or services and/or delivery of work product or system is terminated, and the date the termination becomes effective.
- (c) After receipt of a termination notice, the Proposer shall stop performance of services and/or accept no further orders under the Agreement/Contract.

9. COMPLIANCE WITH APPLICABLE LAWS: All Proposers must comply with all applicable federal, state or local laws and regulations, including Title VI and all provisions of the Civil Rights Act of 1964 42, U.S.C. 2000d-et seq.

10. SELF-INSURED: The Contracting Entity is self-insured for its own negligence. The liability of the Contracting Entity for acts of negligence are limited and subject to the Governmental Tort Claims Act, Title 51 sections 151 *et seq.*

11. RIGHT TO AUDIT: The Contracting Entity shall at all times have the right to examine books, papers and records of the successful Proposer relative to all aspects of the Proposer's proposal and the agreements/contracts awarded as a result of this RFP to assess and confirm proposal and Agreement/Contract compliance. Failure to provide the requested information may result in termination of the Agreement/Contract. This right to audit does not apply to Proposer's other contracts or records not affecting the proposal and Agreement/Contract.

12. SAMPLE FORMS: Sample forms are attached to this document. It is not necessary to submit forms with your electronic proposal. The forms will be completed prior to Agreement/Contract approval.

13. PAYMENTS AND DISCOUNTS:

- (a) Payment for goods and services as specified in the Agreement/Contract shall be processed promptly after completion of delivery and acceptance of items and after receipt from Proposer of properly prepared invoice(s) and/or notarized claim voucher, if applicable. Purchases may be made by certain City or Trust employees using a purchasing card. Employees of Contracting Entity are required, when possible, to use a purchasing card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the Proposer may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The price in the Proposal shall cover any fees a Proposer may incur.
- (b) Discounts for prompt payment will not be considered in bid evaluations, unless otherwise specified. However, offered discounts will be taken, if payment is made within the discount period.
- (c) Late charges cannot be assessed against Contracting Entity.

14. CURRENCY: The Proposer agrees that all proposals are to be submitted in U.S. dollars. Proposals submitted in any currency other than U.S. dollars may not be considered. The Proposer also agrees that all invoices shall be submitted in U.S. dollars and agrees to accept payment in U.S. dollars as full satisfaction of the invoiced amount unless otherwise agreed to in a negotiated contract.

OKLAHOMA OPEN RECORDS ACT AND CONFIDENTIAL INFORMATION

All materials submitted to the Contracting Entity pursuant to this Bid or Proposal potentially become subject to the mandates of the Oklahoma Open Records Act, 51 Okla. Stat. §§ 24A.1. *et seq.* The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records," as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create a specific and express exemption or confidential privilege, persons who submit information to public bodies have no right to keep this information from public access nor have a reasonable expectation that this information will be kept from public access.

If you believe that any of the information you have submitted to the Contracting Entity pursuant to this Bid or Proposal is exempt or confidential under a specific state or federal statute, and therefore not subject to public access under the Oklahoma Open Records Act, you must comply with the following:

1. Place said documents/records in a separate electronic file attachment marked "Confidential". DO NOT label your entire Bid or Proposal as "Confidential" – label only those portions of the Bid or Proposal that you feel are exempt or are made confidential by state or federal law as "Confidential".
2. For each such document for which you are claiming an exemption or a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, *see* 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, *et seq.*

Should an Open Records request be presented to the Contracting Entity requesting information you have identified as "Confidential," you will be responsible for defending your position in the District Court, if needed.

If you fail to identify any records submitted as part of your Bid or Proposal as "Confidential", you are agreeing that said records are not exempt or confidential and are subject to public access.

Upon receipt of a request by a third party to review or copy records properly identified as "Confidential," you will be notified of the request and thereby given an opportunity to immediately enforce and protect your rights by initiating an action in a court of competent jurisdiction. Should you fail to timely bring an action to enforce your rights, then the requested records will be released by the Contracting Entity based upon its determination of the application of the Oklahoma Open Records Act.

[Rest of page intentionally left blank]

**This form is a sample only and should not be submitted with proposal.
Forms will be completed prior to contract approval.**

NON-DISCRIMINATION STATEMENT

The Proposer agrees, in connection with the performance of work under this Agreement/Contract:

a. That the Proposer will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, ancestry or disability. The Proposer shall take affirmative action to insure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Proposer agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Proposer agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Agreement/Contract.

c. In the event of the Proposer's non-compliance with the above non-discrimination clause, this Agreement/Contract may be canceled or terminated by the Contracting Entity. The Proposer may be declared by the Contracting Entity ineligible for further Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Proposer.

**THIS FORM MUST BE COMPLETED BY THE PROPOSER PRIOR TO
AGREEMENT/CONTRACT AWARD**

Sign Here **X** _____
Signature of Individual Title

Printed Name of Individual

Company Name and Address Zip Code

Telephone Number and Fax Number if any

**This form is a sample only and should not be submitted with proposal.
Forms will be completed prior to contract approval.**

ANTI/NON-COLLUSION AFFIDAVIT

The undersigned individual, of lawful age, being duly sworn, upon his/her oath, deposes and says: That the undersigned individual has the lawful authority to execute the within and foregoing proposal for, and on behalf of, the Proposer; that the Proposer has not, directly or indirectly, entered into any agreement, express or implied, with any proposer or proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the proposers, the parceling or farming out to any proposer or proposers or other persons, of any part of the Agreement/Contract or any part of the subject matter of the proposal or proposals, or of the profits thereof, and that Proposer has not and will not divulge the sealed Proposal to any person whomsoever, except those having a partnership or other financial interest with the Proposer in the said proposal or proposals, until after the said sealed proposal or proposals are opened.

The undersigned individual further states that the Proposer has not been a party to any collusion: among proposers in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement/Contract, or any other terms of the said prospective Agreement/Contract; or in any discussions between the proposers or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement/Contract. The Proposer states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement/contract pursuant to this proposal.

Witness the hands of the parties hereto

The undersigned individual states that the Proposer will be bound by its proposal, the specification, the terms and conditions of the Agreement/Contract, and the Requirements for Proposers.

→ → THIS FORM TO BE COMPLETED BY THE PROPOSER PRIOR TO AGREEMENT/CONTRACT APPROVAL ← ←

Type Name of Authorized Agent _____ Title _____

Signature _____

Company Name _____

Address _____ Zip Code _____

Telephone Number and Fax Number if any _____

TO BE COMPLETED BY THE NOTARY:

State of * _____)
 County of * _____) SS.
[*State and County where notarized must be written in for bid to be considered.]

Signed and sworn to before me on this _____ day of _____, _____ by _____
[Day] [Month] [Year] [Print the name of the individual who signed above.]

My Commission Number: _____ (Oklahoma) _____
 Type Name of Notary Public _____

My Commission Expires: _____ [Date/Year] _____
 Signature of Notary Public _____

98-006-106-0111 (1/16)

Updated 1/16/2017

**This form is a sample only and should not be submitted with proposal.
Forms will be completed prior to contract approval.**



The City of
OKLAHOMA CITY

(Internal use only)
PeopleSoft Vendor ID: _____
1099 Type: _____ 1099 Default Class: _____

***** **VENDOR REGISTRATION FORM** *****

Please print legibly or type this information. Form must be completed and signed by authorized individual.

- NEW DOMESTIC VENDOR** - Attach the most current IRS W-9 form, along with this form; both **MUST** be filled out in their entirety.
- NEW FOREIGN ENTITY** - Attach the most current, appropriate, IRS W-8 form, along with this form; both **MUST** be filled out in their entirety.

If you are a new vendor, please provide the City Department and Employee you are currently working with:

City Department _____ City Employee _____ Phone Number _____

- UPDATE EXISTING VENDOR** - Attach the most current IRS W-9/W-8 form, along with this form; both **MUST** be filled out in their entirety.
- If you are a single member LLC classified as a Disregarded Entity on your W-9, you **MUST** provide the owner's SSN or EIN, not the LLC's EIN (see IRS pub 3402).

Please select all applicable request types:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Change Address | <input type="checkbox"/> Change Vendor Tax ID | <input type="checkbox"/> Change Vendor Name | <input type="checkbox"/> Add Alternate Payee Name |
| <input type="checkbox"/> Lawyer/Attorney | <input type="checkbox"/> Medical or Veterinary Provider | <input type="checkbox"/> Government | <input type="checkbox"/> Non-Profit (Per IRS 501C3) |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Garmentment | <input type="checkbox"/> Easement | <input type="checkbox"/> Emerging Small Business |
| <input type="checkbox"/> Women-Owned Business | <input type="checkbox"/> Veteran-Owned Business | <input type="checkbox"/> Disabled | <input type="checkbox"/> African American |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American | <input type="checkbox"/> Other Ethnicity _____ |
| <input type="checkbox"/> Size of Small Business (number of employees) _____ | <input type="checkbox"/> HUBZone | | |

DUNS NUMBER (not required):

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

Note: If you are a Disadvantaged Business Enterprise (DBE), please attach a copy of your UCP certification notice, in compliance with 49 CFR, Subtitle A, Part 26; if you are a Small Business (SBA), Small Disadvantaged Business (SDB), or HubZone, please attach your certification, in compliance with 13 CFR, part 121, 124 and 126, respectively.

PURCHASE ORDER ADDRESS:

NAME (AS SHOWN ON YOUR INCOME TAX RETURN) _____
 BUSINESS NAME, IF DIFFERENT FROM ABOVE _____
 STREET OR P.O. BOX _____
 CITY, STATE, ZIP _____
 CONTACT PERSON _____
 E-MAIL ADDRESS _____
 TELEPHONE NUMBER _____ FAX NUMBER _____

PAYMENT REMITTANCE ADDRESS:

NAME (AS SHOWN ON YOUR INCOME TAX RETURN) _____
 BUSINESS NAME, IF DIFFERENT FROM ABOVE _____
 STREET OR P.O. BOX _____
 CITY, STATE, ZIP _____
 CONTACT PERSON _____
 E-MAIL ADDRESS _____
 TELEPHONE NUMBER _____ FAX NUMBER _____

Any vendor who accepts payment confirms the following: the invoice is true and correct; the work, service or materials as shown by the invoice or claim have been completed or supplied in accordance with the plans, specifications, orders or requests furnished the vendor; and the vendor has made no payment, directly or indirectly, to any elected official, officer or employee of this City, of money or any other thing of value to obtain payment. See [52 O.S. § 310.9](#)

Do you wish to receive payments by electronic funds transfer? ____ Attach an EFTIACH form (e-mail vendorregistration@okc.gov to obtain a copy of the form).

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer is now debarred or otherwise declared ineligible by a public agency for bidding or furnishing materials, supplies or services, to any other public agency thereof. **NOTE:** Article IV, Section 11 of the City Charter prohibits employees of the City from having a proprietary interest in City Contracts. See [11 O.S. § 8-113](#)

Return to Procurement Services:
vendorregistration@okc.gov
 (405) 297-2741 Fax (405) 297-2142
 100 N. Walker, Suite #200
 Oklahoma City, OK 73102

Signature of Person Authorized to Sign _____ Date Signed _____
 Print Name _____ Title _____

If you are interested in bidding on City or Trust contracts, see instructions on our website:
<https://www.okc.gov/departments/finance/bids-auctions-and-sales>

**Request for Proposals
for
Neighborhood Organization, Outreach
and Training Services
2018-2019
RFP-OCITY-050**



(Published in the Journal Record _____ April 11, 2018 _____)

NOTICE TO PROPOSERS

Notice is hereby given that The City of Oklahoma City will receive electronic proposals at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** until 4:00:00 p.m., on the 16th day of May, 2018, for the following:

REQUEST FOR PROPOSALS (RFP-OCITY-050) Neighborhood Organization, Outreach and Training Services

The City of Oklahoma City and its Trusts (“Contracting Entity”) have partnered with BidSync, Inc. to accept proposals electronically. You are invited to submit a proposal electronically through the BidSync system to supply the professional services, products, or systems specified in the electronic proposal packet. The Contracting Entity does not provide access to a computer to prepare electronic proposals or electronic proposal submission. Proposers must register with BidSync at <https://www.bidsync.com> in order to submit an electronic proposal. The Contracting Entity recommends potential proposers register and become familiar with the BidSync electronic proposal process in advance of submitting a proposal. There is no charge to the proposer for registering or submitting an electronic proposal to the Contracting Entity through BidSync. Instructions on how to get registered to propose through BidSync can be found on the The City of Oklahoma City’s website at <https://www.okc.gov/departments/bidding>.

A copy of the City Guidelines and Procedures for Professional Consultant Selection may be obtained from the Office of the City Clerk at the above referenced address. Proposals shall be made in accordance with the Notice to Proposers, General Instructions and Requirements for Proposers, Oklahoma Open Records Act and Confidential Information, and the RFP proposal packet, which are a part of the complete electronic proposal packet. A sample Non-Discrimination, Anti/Non-Collusion Affidavit and Vendor Registration form is attached for the Proposer’s reference and will be completed prior to contract approval. By submitting a proposal for services, the Proposer certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

The Contracting Entity reserves the right to waive formalities, irregularities and defects in any or all proposals, except as otherwise required by law. The Contracting Entity reserves the right to: reject any or all proposals; to reject a portion of any or all proposals; to negotiate and execute or to not negotiate or execute a Pricing Agreement/Contract with any proposer; and to solicit new or different proposals. The Contracting Entity reserves the right to negotiate and/or contract with one or more proposers for all or a portion of any proposal or proposed services.

Proposals timely received electronically through BidSync in the City Clerk's Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The BidSync system does not allow proposals to be submitted after the 4:00:00 p.m. deadline, on the above mentioned date. There will be no exceptions to this policy.

I. Solicitation

The City of Oklahoma City, hereinafter referred to as “the City,” is seeking a professional firm, non-profit or individual (Contractor) to coordinate and provide outreach, training and activities that inform, build capacity and promote neighborhood and civic engagement within Oklahoma City.

The City invites the submission of proposals for services to complete the Scope of Services described in Section VIII of this Request for Proposals (RFP).

II. Background

Oklahoma City is around 620 square miles and supports a population of approximately 640,000 people within hundreds of urban and rural neighborhoods. Oklahoma City stretches across four counties and houses students within 24 school districts. Currently, over 500 neighborhood associations and homeowner associations are active, and it is estimated that 5 new neighborhood associations are formed or reorganized each year. Approximately 20% of the neighborhoods within Oklahoma City do not have organized associations.

The responsibility of providing the resources needed to keep neighborhoods safe, viable and healthy - as well as keeping residents engaged in city government and their community requires a multi-pronged approach involving communication, education, outreach and training. These services are needed within areas of the city already supported by active neighborhood groups, and perhaps more so in areas where residents have no organization to rely upon. Because of the time and resources needed to manage communication, events, training, activities, workshops and programs, the City wishes to contract with a partner to provide such support and assistance to neighborhoods.

The City has a long history of building relationships with neighborhood organizations and neighborhood leaders. For over two decades, the City has supported and funded city-wide neighborhood leadership training and neighborhood organizing assistance. In the last five years, the City has added resources to support the Strong Neighborhoods Initiative (SNI) and south side neighborhoods.

The SNI is a neighborhood revitalization program within the City’s Planning Department. City staff work with neighborhood associations and stakeholders to make physical, social and economic improvements in the neighborhoods. Current focus areas for the SNI are: Capitol Hill (south), Capitol View (northeast) and Culbertson’s East Highland (northeast).

The City Council wishes to continue to build upon these successful relationships, as reflected in the following Council Priority:

Promote safe, secure, and thriving neighborhoods

Neighborhoods are the building blocks of a great city and residents expect safe neighborhoods that provide a high quality of life. We will continue to

promote strong and safe neighborhoods by providing public safety services, effective code enforcement, and support for neighborhood revitalization efforts. We will work with our partners to support education initiatives that encourage strong neighborhood schools.

III. Selection Process

Each proposal will be evaluated by a Selection Committee. The Selection Committee is comprised of members from user departments, as well as a Finance Director and City Manager designee. The Committee may make its selection based on the written proposals received, or may, at its discretion, conduct oral interviews with some or all of the proposers. The Selection Committee will report the results of its evaluations and make its recommendation to the City Council. The City may approve the recommended proposer, a different proposer, or may decline to contract with any proposer.

A. Selection Criteria

The Selection Committee shall evaluate all proposals for meeting the submittal requirements of this RFP, and will place emphasis on the following criteria:

- 1. Company/Agency History and Track Record.** Proposer must demonstrate experience in successful execution of work of this size and scope.
- 2. Professional qualifications.** Proposer must identify and provide relevant experience and qualifications for all persons to be actively engaged in the fulfillment of duties and demonstrate that the proposer possesses sufficient skills, knowledge, and abilities to meet the full requirements of the proposal and Scope of Work.
- 3. Project capacity and capability.** Proposer must fully demonstrate sufficient experience, capabilities, and capacity to successfully implement items listed in the Scope of Work.

IV. PROPOSAL/SUBMITTAL INSTRUCTIONS

A. Proposal Requirements

Proposers shall submit a complete, professional-quality proposal that includes information from each section below. The format of the submittal should follow these sections in the same order to ensure the Selection Committee considers the same information on each proposal.

1. **Letter of Submittal.** A cover letter introducing the company/agency, describing the ownership, including the Proposer's complete address, phone number, e-mail address and signed by an authorized agent.
2. **Company/Agency History and Track Record.** Provide detailed information regarding the history of the professional firm, non-profit or individual and a description of past performance on similar services relevant to the size and scope of Oklahoma City. Provide information regarding the ability, relevant experience and capacity of the proposer; the management structure; and the procedures and practices for management of the services.
3. **Professional Qualifications.** Describe the proposer's team members who will be managing and providing the services. Provide the name, resume, relevant training and background of the managing professional and other key individuals, affiliates and subcontractors to be associated with the services.
4. **Project capacity and capability.** Provide sufficient information to convey that the capacity and capabilities of the Proposer's team can successfully implement items listed in the Scope of Work. Provide an estimated budget of the hours and costs to complete each task listed in the Scope of Work, and a brief description of the approach for accomplishing each task.

B. Forms and Other Documents

The electronic bidding system will require that you acknowledge that you reviewed the General Instructions and Open Records Act requirements document by entering your electronic signature. The Non-Discrimination Statement, Anti/Non-Collusion Affidavit and Vendor Registration Form will be completed by the successful proposer prior to Contract award.

C. Submittal Process

1. Electronically complete or acknowledge required forms in the electronic bidding system.
2. Attach a copy of any exceptions made to the requirements of this RFP.
3. Attach the following proposal requirements:
 - a. Letter of Submittal
 - b. Company/Agency History and Track Record
 - c. Professional Qualifications
 - d. Project Capacity and Capability

4. The City of Oklahoma City will receive electronic proposals until 4:00 p.m. on Wednesday, May 16th. Responses can be uploaded into the electronic bidding system in one file or in separate files clearly labeling what is contained in each electronic file. Please do not ZIP files.

D. Timeline

Event	Date*
RFP available	April 11, 2018
Technical questions due by noon	April 26, 2018
Electronic Proposals must be submitted by 4:00 p.m.	May 16, 2018
Interviews and clarifications, if desired by the City	May 21-25, 2018
Approval by the City Council to negotiate a final Contract	June 5, 2018
Finalization of Contract Terms	June 6-15, 2018
Effective Date of Contract	July 1, 2018

**Note: Beyond the Proposal due date, all dates are tentative and subject to change.*

V. ADDITIONAL REQUIREMENTS AND INFORMATION

A. Addenda and Interpretations

If it becomes necessary to revise any part of this RFP, an addendum will be issued through the electronic bidding system. The City of Oklahoma City is not bound by any oral representation, clarifications or changes unless the same is provided to proposers in written addendum form from the Procurement Services Division.

B. Altering Proposals

Proposals cannot be altered or amended after the submission deadline; however, the Selection Committee may request a clarification or additional information from any, some or all proposers.

C. Exceptions/Deviations

Any exceptions to the terms and conditions, procedures, scope, type, and frequency of services and specifications to those listed herein, and any deviations shall be clearly spelled out on the proposal in writing, attached, and made a part of the proposer's proposal. Failure to do so shall be construed to mean that the proposer proposes to provide the services exactly as described, and in full compliance with all terms and conditions of the RFP.

D. Explanations/Clarifications

All requests for explanations and clarifications must be submitted through the electronic bidding system and will be answered by the Planning Department for review by all potential proposers. Proposers may submit questions regarding the RFP through the electronic bidding system no later than 12:00:00 p.m. CT, on April 26, 2018.

Proposers are responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP requirements prior to the above listed deadline for questions. Proposers should submit this information as a question through the electronic bidding system and request modification or clarification. The City, if appropriate, may answer the question or issue addenda, if necessary. The City makes no assurances that any such requested amendments will be incorporated into the RFP.

E. Disqualification of Proposals

Only one proposal under the same or different names from any one proposer shall be considered. Reasonable grounds for believing the proposer has interest in more than one proposal shall cause the rejection of all related proposals. One or more or all proposals shall be rejected if there is reason for believing that collusion exists among proposers. A proposal shall not be accepted from any proposer who is in arrears or is in default to the City upon any debt or contract, or who is a defaulter as surety or otherwise upon any obligation to the City, or has failed to perform faithfully any previous contract with the City.

Incomplete proposals shall not be considered.

F. Proposals to be Retained

Proposals cannot be withdrawn in the electronic bidding system, or otherwise, after the closing date.

G. Proposers Responsible for the Proposal

The proposer shall carefully examine the terms of the proposal documents and minimum requirements, and shall personally judge all the circumstances and conditions affecting a considered proposal.

H. Indemnification

To the maximum extent permitted by law, the selected Contractor shall be liable for and shall hold The City of Oklahoma City harmless from all damage or injury caused to persons or property arising out of the performance of any Contract resulting from this Request for Proposals. The Contractor shall agree to assume the defense of the City and its officers and employees in all legal proceedings with third parties connected with the Consultant's performance under the Contract awarded to the successful proposer, and to pay all expenses, including court costs and reasonable attorney's fees, incurred by the City directly or indirectly because of such legal proceedings.

The Contractor's obligations hereunder are expressly conditioned upon the City's provision of written notification to the Contractor of any such pending claim or suit. The City shall cooperate with the Contractor in its handling of any such claim or suit to the extent their interests do not conflict therewith.

I. Right to Accept or Reject Proposals

The City reserves the right to accept or reject, in part or in entirety, any or all proposals for any reason, to cancel in part or entirety the Request for Proposals, to re-advertise for new proposals, and to waive minor irregularities and informalities.

J. Withdrawal Selection

The City reserves the right to withdraw its selection of a proposer without any liability to the City at any time before the Contract has been fully executed by all parties and approved by the City.

VI. The Contract

Upon selection of a proposal a Contract shall be prepared, fully executed and encumbered before services and work are initiated. No work shall begin under the Contract until the Contractor shall have received written Notice to Proceed from the City. The Contract may contain or incorporate the following:

- A. Standard clauses;
- B. Non-collusion affidavit;
- C. Certificate of non-discrimination;
- D. Business relationship affidavit;
- E. A requirement to keep records and a right to audit;
- F. A requirement for insurance naming the City as additional insured and evidenced by a certificate of insurance on a form approved by the City Manager; and
- G. Procedures for amending or terminating the Contract, including the right of the City to terminate the Contract upon notice with just cause, or when it has been determined by the City to be in its best interest to do so.

All Contracts shall be submitted to the Municipal Counselor's Office for review. The Municipal Counselor's Office will forward the Contract documents to the City Manager for inclusion on the formal City Council Agenda for final approval or rejection by the City Council. The memorandum to Council shall include the number of proposals received.

Any document may be waived or amended as a part of Contract negotiation, subject to approval or ratification of the written Contract by the City Council. However, should a requirement or document be imposed by law (for example a grant or federal requirement) then such requirement or

document may only be waived as permitted by law. Proposers shall further be required to bring to the City's attention in the Proposal any exceptions to these requirements.

VII. Contract Renewal Option

- A. The Contract will be renewable for four additional one-year periods at the option of the City. Should the City desire to renew the Contract, a written preliminary notice shall be furnished to the Contractor at least thirty days prior to the expiration date of the Contract. (Such preliminary notice shall not be deemed to commit the City to renew.)
- B. Upon receipt of the City's preliminary notice, the Contractor shall, if desired, submit a letter agreeing to continue contract performance for an additional one-year period.
- C. Should the City exercise this option for renewal, the contract as renewed shall be deemed to include this option provision except that the total duration of this contract, including any renewals, shall not exceed five years.
- D. In all cases, contract renewals must be approved by the Oklahoma City Council, and sufficient appropriations shall have been made for the fiscal year for which the renewal is sought.

VIII. Scope of Work

The City is committed to supporting the efforts of residents and other stakeholders in improving their neighborhoods. The Contractor will play an integral role in serving neighborhood associations throughout Oklahoma City, and will serve as a partner in the implementation of the Strong Neighborhoods Initiative in south and northeast Oklahoma City.

It is very important to be able to interact with an increasingly diverse community, both culturally and linguistically. The City is working directly with neighborhoods where a high percentage of the residents speak Spanish; therefore, a qualified staff person who speaks Spanish is desired.

A. Outreach and Communication Services

Outstanding customer service, diversified outreach and accurate communication are keys to a positive relationship between residents and local government. To help the City achieve this, the Contractor shall:

- 1. Provide a strategy and work collaboratively with City departments, partner agencies, contractors and organizations in communicating events, meetings, plans and programs.

2. Maintain an online and current database of and make referrals to community-wide resources, services and volunteers. Examples include local corporations, non-profits, grants, volunteer groups and other similar opportunities or initiatives.
3. Assist with outreach and organization of community forums and workshops in conjunction with City programs and partner organizations. Examples of topics include: comprehensive plan implementation, housing programs, neighborhood grants, zoning/land use, public transportation, homeownership, legal assistance, Fair Housing, homelessness, public art, code enforcement, placemaking, crime prevention, and business and economic development. The City will facilitate the workshops and some topics may be combined.
4. Utilize social and traditional media to communicate with residents, neighborhoods, and local partners effectively and accurately.
5. Answer general questions in both English and Spanish and share City contact and resource information as needed with the public and neighborhood associations.

B. Training and Education

The City wishes to better inform residents and increase community engagement by offering several leadership and organizational training opportunities throughout the city. The Contractor will provide customized formats to meet the unique needs of neighborhood leaders and associations and to maximize participation.

1. Attend a minimum of 35 neighborhood association and homeowner association meetings to provide training, advice and technical assistance. At least five (5) of these meetings shall be in SNI neighborhoods.
2. Coordinate and facilitate a minimum of 10 group trainings for specific neighborhood leadership skills that include neighborhood organizing, informal and formal advocacy, financial management, officer training and other relevant topics as requested. At least five of these shall be in SNI neighborhoods.
3. Provide a minimum of three (3) grant writing workshops to help neighborhoods build capacity and the ability to successfully utilize beautification, public art or other cultural enhancement opportunities. At least one of these shall be in a SNI neighborhood.
4. Motivate and equip residents with information and tools to help them engage in public discourse and policy actions, and develop skill sets that empower them to engage with community leaders and elected officials.

C. Program Administration

Thorough, professional and accurate documentation is essential for measuring and reporting the effectiveness and efficiencies of publicly-funded programs and services. To help the City achieve this, the Contractor shall:

1. Build, maintain and submit annually a database containing the name, boundaries, and current officers/leaders of neighborhood associations and homeowner associations in Oklahoma City.
2. Maintain a database and provide monthly reports with the following information regarding technical assistance, meetings, forums and training provided:
 - a. Technical assistance:
 - Date, staff member, neighborhood, contact info and purpose of assistance provided.
 - b. Non-SNI trainings and meetings:
 - Date, staff member, neighborhood, location, topic(s), names of speakers (if applicable), outreach methods utilized, and number of attendees.
 - c. SNI-related meetings, forums and trainings:
 - Date, time, staff member, neighborhood, location, topic(s), names of speakers (if applicable), outreach methods utilized, and number of attendees.
 - A brief, post-meeting/event summary with observations of the event, photos, demographics (# of seniors, children, new faces, businesses, etc.) as well any recommended outreach improvements that may be necessary.
 - If an SNI neighborhood is not attending trainings or meetings are not well attended, the Contractor shall provide a brief explanation of its attempted outreach, the reason given for the lack of attendance (weather, other events, disinterest, apathy, etc.) and suggest/offer written approaches to help the neighborhood association be more engaged.

Question and Answers for Bid #RFP-OCITY-050 - Neighborhood Organization, Outreach and Training Services

Overall Bid Questions

There are no questions associated with this bid.