



Request for Proposals

RICHMOND FUND FOR CHILDREN AND YOUTH COMMUNITY NEEDS ASSESSMENT AND STRATEGIC INVESTMENT PLAN

Release Date: Tuesday, June 20, 2023

Deadline for Submittal: Tuesday, August 1, 2023, at 12:00 pm (noon)

Department Contact for all communications:

*Patrick Seals, Grants Project Manager: patrick_seals@ci.richmond.ca.us
or 510.620.6523*

**CITY OF RICHMOND
Department of Children and Youth
City Manager's Office**



**RICHMOND
FUND FOR
CHILDREN
AND YOUTH**

Contents

Introduction	4
About the City	4
Project Background.....	4
RFP Schedule.....	5
Qualifications of Applicants.....	5
Scope of Services	6
1. Community Engagement.....	6
Potential Activities:.....	6
Suggested Deliverables:.....	7
2. Community Needs Assessment & Report	7
Potential Activities:.....	8
Suggested Deliverables:.....	8
3. Strategic Investment Plan	8
Potential Activities:.....	9
Suggested Deliverables:.....	9
4. Ongoing Project Management.....	9
Potential Activities:.....	9
Suggested Deliverables:.....	10
Policy Synergies	10
Proposal Elements and Format Requirements	10
Transmittal Letter (1 page maximum).....	10
Projected Scope of Work (8 pages maximum, including charts/tables).....	10
Timeline of project (1 page maximum)	11
Description (1 page maximum) and Sample of Previous Work	11
Key Project Personnel Overview (2 pages maximum – not inclusive of résumés).....	12
Proposed Budget & Costs (2 pages total: 1 page budget spreadsheet + 1 page budget narrative).....	12
List of References.....	12
Value Added Services	13
Questions and Correspondence Concerning RFP.....	13
Utilizing the City’s BidsOnline System	13
Questions & Answers	13

Addendums	13
Process for Submitting Proposals.....	13
Evaluation of Proposals	14
Selection Process	14
Proposal Evaluation.....	14
Interview/Presentations	15
Pre-Award Negotiations.....	15
General City Requirements.....	16
1. General Information	16
2. Public Records.....	16
3. Contractor Assignment of Sub-Contract	17
4. Previous Contracts with the City of Richmond	17
5. Exceptions to this Request for Proposals	17
6. Statement of Impartiality and Disclosure.....	17
7. Insurance Requirements	17
8. Business Licenses	18
9. Compliance with City Ordinances	18
10. Sanctuary City Ordinance (SCCO).....	18
11. Limited Liability Company Disclosure Statement (LLCS).....	18
12. Collusion.....	18
13. Withdrawal of Proposals.....	18
14. Ownership of Documents	18
Attachment 1: Standard Services Agreement.....	20
Attachment 2: Insurance Requirements.....	21

Introduction

The Richmond Department of Children and Youth (Department) and the Richmond Fund for Children and Youth (Fund) were established on June 5, 2018, after the passage of Measures E and K (Richmond Kids First Initiative). The City ratified the measures within its Charter as Article 15 – Richmond Fund for Children and Youth. The Fund was created in order to provide a sustainable funding stream for youth-serving organizations in Richmond and North Richmond. This was done by providing grant funding to various organizations beginning in July 2021.

The City of Richmond is requesting proposals from qualified firms to support the Department in the development of: (1) a Community Needs Assessment that will evaluate current services provided to Richmond youth 24 years and younger, and (2) a three-year Strategic Investment Plan that will guide the grant-making processes of the Fund. This work will be centered on a robust and authentic community engagement process.

This request for proposal (RFP) describes the project, the required scope of services, the consultant selection process, the minimum information that must be included in the proposal, and submittal processes. By responding to this RFP, the consultant agrees to read and understand all information contained within this entire Proposal package.

The Department aims to have the consultant selected and contract approved by City Council in September 2023. Department staff is aiming for adoption of the Strategic Investment Plan by in January/February 2024, so that we staff can release the grant application by February/March 2024. The anticipated term of this contract will be at least until June 2024, with a possible term extension by mutual agreement of both parties.

About the City

The City of Richmond was incorporated as a city in 1905. Per the 2020 Decennial Census, Richmond's population was 116,448, of whom, 30.9 percent are aged 24 years and younger. The City of Richmond provides a full range of municipal services including police and fire protection; construction and maintenance of streets and infrastructure; library services; storm water and municipal sewer systems; operation of a wastewater treatment facility; and the administration of recreational activities and cultural events.

Project Background

Measures E and K identify that the Fund will serve young people living in Richmond and North Richmond, aged 24 years and younger. Priority populations include system-impacted youth, disconnected and transitional-aged youth, LGBTQ youth, immigrant and undocumented youth, youth living in poverty, and more as specified in the Measures.

The Department will work closely with a 15-member Oversight Board (Board) of adult and youth community members to help guide funding for youth-serving organizations. Some of the responsibilities of the Board include supporting the development of a Community Needs

Assessment, approving a Strategic Investment Plan, and making recommendations to the City Council on awarding grants. The Department has also convened a Service Provider Working Group with representatives from youth-serving community-based organizations and an Interdepartmental Agency Working Group of other City employees for informal thought partnership and feedback. Additional information about the Department and Fund can be reviewed at www.richmondyouth.org.

Per Article 15 of the Charter - Richmond Fund for Children and Youth, the City is mandated to set aside a specified amount of funds annually from the City's unrestricted general-purpose revenues (General Fund):

- FY18-19 (July 1 – June 31): \$250,000 from the General Fund for the establishment of the Fund and the Department.
- FY19-20: \$700,000 from the General Fund to continue developing the Department, conducting the Community Needs Assessment, and preparing the Strategic Investment Plan
- FY20-21: No funding, intentional gap year
- FY21-22: 1% of the General Fund
- FY22-23: 2% of the General Fund
- FY23-24 and each fiscal year until 2027-2028: 3% of the General Fund

RFP Schedule

Applicants will be notified of any changes to the schedule via the City's BidsOnline system.

<u>Item</u>	<u>Date</u>
Request for Proposals (RFP) Released	June 20, 2023
All Questions Due via BidsOnline	July 10, 2023
Response to Questions Submitted by Proposers Posted via BidsOnline	July 13, 2023
Proposals Due	August 1, 2023
Interviews	August 28, 2023 (Tentative)
City Council Approval of Contract	September 2023
Contract Begins	Late September/October 2023

Qualifications of Applicants

Qualified organizations will have demonstrated experience and expertise in:

- Effective community engagement, specifically with groups diverse across race and ethnicity, language, socio-economic status, sexual orientation, gender presentation, age, etc.
- Managing, facilitating, and collaborating with diverse groups of stakeholders (i.e., government, parents, community-based organizations, youth, etc.).
- Working in and with diverse communities and with non-English speaking communities.
- Knowledge of the Richmond community and local youth services.
- Conducting neighborhood-level and city-wide Community Needs Assessments and asset mapping and leading input processes such as listening sessions, focus groups, key

informant interviews, community forums, questionnaire and survey sampling, and/or other community engagement methods.

- Familiarity with investment planning for public resources (including identification of policy opportunities and constraints in funding) and familiarity with other key City departments, initiatives, and partnerships.
- Developing strategic plans, accessing and analyzing existing data sources, and conducting and incorporating research and analysis.
- Experience working with youth in strategic planning processes.

Proposers are allowed to include subcontractors, including family- and youth-serving community-based organizations, as appropriate for specific activities associated with the four elements described in the Scope of Services (i.e., community engagement, Community Needs Assessment, Strategic Plan, and/or project management).

Scope of Services

In addition to the Community Needs Assessment and Strategic Investment Plan, the consultant will be responsible for community engagement and ongoing project management. These services shall begin once the contract is initiated.

These four elements are described in depth, below.

1. Community Engagement

Community engagement is essential to the development of the Community Needs Assessment and Strategic Investment Plan. The community engagement facilitators associated with the consultant should have the qualifications and competency to successfully engage diverse populations throughout the planning process and the consultant should use the information and learnings collected from the community to directly inform reports and recommendations. Community engagement should include a variety of voices and stakeholders, be accessible to all community members, and emphasize the participation of Richmond's most structurally marginalized residents. The consultant should incorporate non-traditional methods of both information gathering and communicating results back out to the community and stakeholders. All community engagement and outreach will be done in collaboration with the Department, Board, and key stakeholders.

Potential Activities:

- Collaborate with existing entities such as (but not limited to) the Oversight Board, Service-Provider Working Group, Interdepartmental Agency Working Group, Richmond Boards and Commissions, Community-Based Organizations, and/or Neighborhood Councils to develop and implement a plan for community engagement.
- Subcontract with a family- or youth-serving community-based organization to support the Department to engage young people and families in community engagement activities.
- Lead community engagement opportunities to solicit feedback from the general public, especially youth, such as (but not limited to) facilitating focus groups, conducting

informational and key stakeholder interviews, leading community forums, and/or participating in community walking tours.

- Create, distribute, collect, and analyze questionnaires; develop sampling methods and protocols; and prepare analyses and reports.
- Communicate back to the public and disseminate learnings after community engagement activities.
- Adjust outreach methods according to community feedback whenever possible and appropriate; encourage community participation through incentives, and/or provide thank you gifts to community-based organizations that host outreach and engagement events, as appropriate.
- Ensure that all community engagement outreach, activities, and follow-up materials are accessible and inclusive, which includes but is not limited to:
 1. Full participation is accessible and encouraged, at a minimum, in English and Spanish;
 2. Materials are available in English and Spanish and accessible to a wide array of literacy abilities; and
 3. Events address participants' needs such as childcare, transportation barriers, and physical and ADA accommodations.

Suggested Deliverables:

- A written community engagement plan.
- Facilitation of engagement sessions and creating/providing all necessary materials for key stakeholders, community residents (including youth and their families), and policymaker participants.
- Questionnaires and analyses.
- Summaries, analyses, syntheses, and/or visual reports of the lessons learned (quantitative and qualitative) through community engagement activities to share with staff and community residents and participants.
- Materials for conducting outreach, disseminating learnings, and following-up with community through social media and/or other relevant community information channels.

2. Community Needs Assessment & Report

The Department understands a Community Needs Assessment to be a systematic process for determining and addressing needs, or “gaps,” between current conditions and the desired conditions, including a synthesis of local context that shape community health and well-being. The Department is seeking a consultant to support this process in determining the needs of youth 24 years and younger residing in Richmond, through an evaluation of existing infrastructure and services to determine how the needs of the community are being met. The consultant should also identify the barriers that prevent residents from accessing the services they need and understand any gaps in services. The Community Needs Assessment should identify areas and priorities for improvement. The Department will share preliminary data collected to-date, so that the consultant can support, refine, and advance the Community Needs Assessment.

Information should be analyzed and synthesized into relevant sub-groups, such as common characteristics by age and/or geographic area. The Community Needs Assessment should also attend to the unique needs and experiences of the priority populations of youth identified in Section 4 of Measure E.

The assessment and report should be presented in a narrative and visually appealing format that is accessible and digestible by a variety of stakeholders and community members.

Potential Activities:

- Identify a framework(s) for the Community Needs Assessment in consultation with Department staff.
- Identify an asset-based community mapping framework(s) in consultation with Department staff and relevant stakeholders.
- Utilize existing information, data, community feedback, and other efforts to-date to hone in and tailor additional efforts.
- Ensure all Community Needs Assessment activities, protocols, and processes are aligned to the community engagement plans and inclusivity requirements, done in collaboration with the Oversight Board, key stakeholders, community-based organizations, youth, families, and residents.
- Present findings and reports to the Oversight Board to collect feedback, update, and revise as needed.
- Possibly submit final report to the City Council.

Suggested Deliverables:

- A report that includes a summary of findings relevant to service needs, priority populations, and effective strategies for achieving outcomes.
- Recommendations for quantitative data sets that can be incorporated in the City's Open Data portal and/or Health in All Policies annual report.
- Presentations of findings and reports to Department staff, the Oversight Board, and other key stakeholders.
- Visual representations of community needs, gaps in services, barriers, strengths, values, and assets (such as a geographic map, relationship matrix, etc.).

3. Strategic Investment Plan

Per the Charter, the Department's Strategic Investment Plan shall set forth funding priorities for a three-year period, and shall set forth a plan for overseeing and evaluating the Fund and the programs supported by the Fund. The Department of Children and Youth shall work with the Oversight Board to complete the Strategic Investment Plan and conduct a needs assessment.

As the second Strategic Investment Plan, it will guide the Department's Oversight Board by identifying strategies that lead to the selection of programs and activities over the three-year grant cycle (FYs 2024-2025, 2025-2026, and 2026-2027). The Strategic Investment Plan should describe specific three-year program initiatives that address the needs and gaps relative to each

identified strategy, including priority population(s), and how each initiative is aligned to long-term positive outcomes for youth.

The Strategic Investment Plan should be explicit in its intended impact and intention in alignment with the leading initiatives underway in Richmond and Contra Costa County (see *Policy Synergies section*), including the intended purpose, goals, and outcomes of the Kids First Initiative as demonstrated in City of Richmond Charter Article 15 – Richmond Fund for Children and Youth.

The Strategic Investment Plan will be made available for public comment prior to finalization. The lead consultant will present on the development of the plan and final product to the Oversight Board and community members and will present the plan to Richmond City Council for adoption, based on the final timeline determined.

Potential Activities:

- Identify and incorporate decision-making and strategy development framework(s) (e.g., Results-Based Accountability).
- Develop prioritized funding strategies/themes and impact/outcomes aligned to the Community Needs Assessment.
- Develop a draft three-year Strategic Investment Plan, conduct a technical review of the draft, and facilitate public input and feedback on the draft to make revisions.
- Ensure synergy between the Strategic Investment Plan and City of Richmond’s policy frameworks (e.g., General Plan 2030, Health in All Policies, and Government Alliance on Race Equity).
- Present Strategic Investment Plan to the Oversight Board for approval.
- Present final Strategic Investment Plan to the City Council for adoption.

Suggested Deliverables:

- Written Strategic Investment Plan that defines goals, expected outcomes, performance objectives, performance measures, and funding allocations.
- Presentation materials relevant to the Board and the City Council when presenting Strategic Investment Plan for approval and adoption, such as PowerPoint, executive summaries, agenda reports.

4. Ongoing Project Management

To support the ongoing work associated with the Community Needs Assessment and Strategic Investment Plan, the consultant will lead project management and communications with Department staff, including providing regular progress reports. Additionally, the consultant will work closely with Department staff throughout the term of the project, as well as key stakeholders such as the Oversight Board and Service Provider Working Group.

Potential Activities:

- Present periodic updates to the Department, Oversight Board, community and the City Council.

- Plan and facilitate internal (e.g., Department and Oversight Board) and external (e.g. community) meetings.

Suggested Deliverables:

- Attend in-person meetings at least monthly, with periodic check-ins via email and/or phone to report progress and discuss upcoming activities.
- Develop handouts, outreach materials, agendas, and presentation materials, ensuring aforementioned accessibility considerations (*language, literacy, etc.*).

Policy Synergies

The consultant should ensure their proposed activities are in alignment with the frameworks and approaches currently used in the City of Richmond, including but not limited to:

- The 2030 General Plan - Education and Human Services Element, Policies EH3.1 and EH3.2 (<http://www.ci.richmond.ca.us/2608/General-Plan-2030>)
- Health in All Policies - Full Service and Safe Communities Intervention Area, Action 3D (<http://www.ci.richmond.ca.us/2575/Health-in-All-Policies-HiAP>)
- Government Alliance on Race and Equity (<https://www.ci.richmond.ca.us/3701/GARE>)

Proposal Elements and Format Requirements

Transmittal Letter (1 page maximum)

- Address letter to Patrick Seals, Grants Project Manager of the Richmond Department of Children and Youth.
- Ensure an officer of the lead agency signs the transmittal.
- Include name, title, phone number, and email address for main staff contact for all communications regarding your proposal submission.
- Include a statement regarding the firm’s ability to comply with the RFP and/or standard provisions of the City of Richmond’s Standard Services Agreement including insurance requirements.
- Provide responses to the following items under the section entitled “General City Requirements”: Item #4 (Previous Contracts with the City of Richmond), Item #5 (Exceptions to this Request for Proposals), and #6 (Statement of Impartiality and Disclosure)
- Include a stipulation that the proposal price will be valid for a period of at least 180 days.
- Provide an introduction of your organization, your motivation for seeking this project, and an overview of the skills and experiences your organization would contribute to this project.

Projected Scope of Work (8 pages maximum, including charts/tables)

- Please describe in detail how you will address the project components as outlined in the Scope of Services section of the RFP. Potential descriptions include, but should not be limited to:

- Community Engagement: What is your plan for community engagement that is inclusive and authentic? What is your plan to engage diverse populations effectively and how has it been shaped by your specific experience and past work? What activities will you incorporate? If you plan to subcontract with profit and/or not-for-profit organizations, which aspects of the work (i.e. community engagement plan or community needs assessment) will they support, and how? How will you design the input, analysis, and decision-making processes? How will you measure the success and/or outcomes of the community engagement process?
- Community Needs Assessment: How will you assess community needs, service gaps, assets, opportunities, and priority populations? What framework(s) will you use? What types of events and activities will you initiate when conducting the Community Needs Assessment? How will you summarize and prepare findings for community members, the Oversight Board, and Department Staff? How will you present the information collected back out to the community?
- Strategic Investment Plan: What frameworks will you use to guide strategic decision-making and/or designing the evaluation plan? What is the proposer's relevant experience in strategic planning? What is your capacity to manage a public process of this nature and magnitude? How will you present the information collected through this process back out to the community?
- Project Management: How will you interface with Department staff, the Oversight Board, and the community? How will you prioritize this project and how will your team communicate plans and/or changes to Department staff? What products and deliverables will you produce? What special resources can your team offer that are relevant to the successful completion of the project?

Timeline of project (1 page maximum)

- Provide an overall project schedule, including the timing of activities related to community engagement, the development of a Community Needs Assessment and a Strategic Investment Plan, and general project management needed to implement the project.
- It is estimated that the consultant's work will begin in September/October 2023. It is the anticipation of Department staff that the Community Needs Assessment (phase 1) and Strategic Investment Plan (phase 2) will be finalized and approved by City Council in February 2023.

Description (1 page maximum) and Sample of Previous Work

- Describe previous work projects that align to the Scope of Services and in particular the Community Needs Assessment and Strategic Investment Plan.
- Describe similar experience and work in communities like Richmond and North Richmond.
- Include one (1) example of a similar project that you have completed within the past five years that is similar in size and scope to demonstrate competence to perform these services (*digital links to work products are acceptable*).

Key Project Personnel Overview (2 pages maximum – not inclusive of résumés)

- Describe the diversity of your organization’s staff and if/how it is representative of City of Richmond residents.
- Submit a brief professional biography of key personnel expected to be involved with the project, indicating aligned experiences, skillsets, and proposed project responsibility relevant to this project.
- Submit a résumé for key personnel expected to be involved with the project. Indicate clearly on each résumé if these individuals are already staff for the applicant agency or whether they are proposed as new hires based on the awarding of this contract. (2 pages maximum per resume).
- If applicable, indicate how local firms are being utilized to ensure a strong understanding of state and local laws, ordinances, regulations, policies, requirements, and permitting.
- If including subcontractors, please provide the following: addresses, telephone numbers and areas of expertise of each.

Proposed Budget & Costs (2 pages total: 1 page budget spreadsheet + 1 page budget narrative)

- Include a not-to-exceed total budget amount.
- Provide a detailed budget spreadsheet indicating the cost of each major element identified in the Scope of Services and including all direct and indirect project costs associated with the budget narrative and Scope of Services.
 - Include a brief narrative to detail the costs for the projected budget as tied to the deliverables outlined in Scope of Services.
 - Include line items for each staff to be assigned to the project, total projected hours, and hourly rate. Hourly rates shall be all-inclusive (*i.e., base salary, fringe benefits, overhead, profit, etc.*).
 - Budgets should include costs associated with facilitating effective community engagement activities, including materials or reproduction costs, community outreach and engagement incentives, as well as subcontractor services and costs, if needed.

Please note: Proposers will be paid at the same rates set forth in their cost proposal and no additional funds will be paid above and beyond the original quote given by the selected Proposer unless further negotiated in writing and agreed to by the City of Richmond. These rates will also be used to negotiate other mutually agreed upon tasks that may be assigned. This is a negotiated procurement and as such, awards may not necessarily be made to the consultant submitting the lowest priced proposal. Awards will be made to the consultant submitting the best responsive proposal satisfying the Department’s criteria, including consideration of price and other indicated factors.

List of References

- Please include three (3) references from past clients or partners that received similar services from your firm. Please provide a contact name, company, address, telephone number and email address. Also include description of services provided including

contract amount and project start and end dates. The City of Richmond reserves the right to contact any of the organizations or individuals listed.

Value Added Services

- Please provide any additional services of benefit not specifically required herein, which the proposer offers to provide.

Questions and Correspondence Concerning RFP

Utilizing the City's BidsOnline System

Interested parties may download copies of the above referenced proposal by visiting the City's web site, www.ci.richmond.ca.us/bids. To download the RFP, new vendors will be required to register. Once the vendor downloads any documents relative to a solicitation, that vendor's name will appear on the Prospective Bidders list for that project and will receive any addenda or notifications relating to the RFP.

Questions & Answers

All questions must be submitted via the electronic BidsOnline system on the Q&A tab by 5:00pm PST, by Monday, July 10, 2023. Notification of answers to questions received by July 10 2023, will be provided via BidsOnline by Thursday, July 13, 2023.

Addendums

If the City finds it necessary to issue an addendum, prospective proposers will receive e-mail notification of addendum. However, it is the proposer's responsibility to periodically check the BidsOnline website www.ci.richmond.ca.us/bids for any possible addendums to the RFP that may have been posted.

Process for Submitting Proposals

The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

Electronic Proposals shall be submitted via the City's secure online bidding system. All required sections of the proposal must be submitted via the website. Contractor is solely responsible for "on time" submission of their electronic proposal. The Bid Management System will not accept late proposals and no exceptions shall be made. Contractors will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those proposals that were transmitted successfully.

The proposal must be received no later than 12:00 p.m., Pacific Standard Time, on Tuesday, August 1, 2023.

Any party submitting a proposal shall not contact or lobby any City Council member, City official, employee (except those specified for contact) or agent regarding the RFP. Any party attempting to influence or circumvent the RFP, bid submittal, and review process may have their proposal rejected for violating this provision of the RFP.

Evaluation of Proposals

Selection Process

All proposals shall be reviewed to verify that the proposer has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the General Terms and Conditions of the Service Agreement, will be eliminated from further consideration. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Richmond personnel and oversight board members.

The City reserves the right to reject any or all proposals, or to make no award. The City also reserves the right to require modifications follow-up with requests for additional information, including, but not limited to, follow-up interviews. The City may request best and final offers based upon improved understanding of the offers or changed Scope of Service. The City will negotiate with that vendor to determine final pricing, and contract form. Because this proposal is negotiable, all pricing data will remain confidential until after award is made, and there will be no public opening and reading of proposals.

Proposal Evaluation

All submitted proposals, which follow the stated requirements, will be evaluated and rated using the criteria listed below. The maximum score that a proposal can receive is 100 points.

Projected Scope & Timeline.....35

- A specific, detailed outline of how the work will be performed across all four elements in the Scope of Services is described.
- Framework(s) and methodologies that will be used to guide the development of the Community Needs Assessment and Strategic Investment Plan are identified.
- Potential problems and suggestions of possible solutions are shared.
- An understanding of the nature and extent of the services required and ability to effectively manage multiple community engagement activities throughout the duration of the planning process is demonstrated.
- Timeline aligns to the Department’s mandated work as described in Measures E and K.
- Timeline is inclusive of all four elements and many of the suggested activities and deliverables as described in the Scope of Services.
- Timeline provides sufficient detail for reviewers to analyze feasibility of scope of work, robustness of activities and approach, and demonstrates proposer’s clear understanding of the requested scope of work.
- Special resources the team offers that are relevant to the successful completion of the project.

Aligned Experience & Work Sample.....25

- Experience leading community engagement in diverse communities, families, and youth, especially aligned to the Fund’s priority populations and the Richmond community, is substantiated.
- Prior experience and capacity of proposer in public funding allocation, community needs assessments, strategic planning, youth services, or similarly relevant environments is described.

- The sample of work is quality and relevant.

Key Project Personnel & Résumés.....20

- Professional background and qualifications of all team members comprising the team are clearly demonstrated.
- Quality and appropriateness of proposed project personnel, including subcontractors, is outlined.
- Staffing demonstrates sufficient diversity and representativeness in the context of the City of Richmond.

Budget.....15

- Budget is sufficiently detailed and includes all specified requirements.
- Proposed Budget and Costs includes narrative and line-item budgets.
- Budget is similarly quoted as other applicants.

Quality, Completeness & Attention to Requirements.....5

- Proposal exhibits clarity, organization, detail, and responsiveness overall.
- Transmittal Letter is included and meets all requirements.
- All submittal requirements are met.
- All three references are provided.

Interview/Presentations

Selected vendors may be asked to participate in an interview, at no cost to the City, which would include a presentation by the vendor and a question and answer period. An in-person presentation is preferred, but City staff will work with the vendor to determine what is feasible.

All interviews are tentatively scheduled to take place either at **Richmond City Hall at 450 Civic Center Plaza or virtually on a video conferencing platform (e.g., Zoom) on Monday, August 28, 2023.**

Pre-Award Negotiations

After the proposals are opened, but prior to award, the City may elect to conduct negotiations with the highest ranked proposer for purposes of:

- Resolving minor differences and information
- Clarifying necessary details and responsibilities
- Emphasizing important issues and points
- Receiving assurances from proposers
- Clarifying cost/budget

If the City cannot successfully negotiate a contract with the highest ranked proposer, the City may begin negotiations with the second highest ranked proposer.

Selection may be made without further discussion, negotiations, or proposer’s presentations; therefore, proposer shall offer the most favorable terms in response to this RFP. Proposer must demonstrate an understanding of the Scope of Service to be provided and the ability to accomplish the tasks set forth. Proposer shall include information that will enable the City to

determine the proposer's overall qualifications. The City reserves the right to request additional information or clarification on any matter included in the proposal response, to enable the City to arrive at the final award decision.

When the Review Panel has completed its work, Department staff will then recommend a firm to the City Manager and City Council for approval. The services provided by the successful bidder shall be governed by a Standard Services Agreement (Attachment 1).

General City Requirements

1. General Information

This RFP does not commit the City of Richmond to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. The City of Richmond may reject a proposal without providing the reason(s) underlying the declination. A failure to award a contract to the proposer with the lowest cost proposal shall not constitute a valid cause of action against the City of Richmond. The City shall not be responsible for work done, even in good faith, prior to final approval of the proposed contract. The City may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence or qualifications to perform the Services described in this RFP.

The City reserves the right to:

- a. Reject any or all proposals.
- b. Issue subsequent Requests for Proposal.
- c. Postpone opening for its own convenience.
- d. Remedy technical errors in the Request for Proposal process.
- e. Negotiate with any, all, or none of the proposers.
- f. Solicit best and final offers from all or some of the proposers.
- g. Select one or more proposers.
- h. Accept other than the lowest proposed fees.
- i. Waive informalities and irregularities in proposals.

2. Public Records

All proposals submitted in response to this RFP become the property of the City of Richmond and public records and, as such, may be subject to public review. Documents protected by law from public disclosure will not be disclosed by the City of Richmond if clearly marked with the word "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Government Code section 6254.7. Only information claimed to be a trade secret at the time of submittal to the City of Richmond and marked as "confidential" will be treated as a trade secret.

3. Contractor Assignment of Sub-Contract

The resulting contract shall not be assigned, transferred, or sublet, in whole or in part, without the prior written approval of the City of Richmond. If proposers intend to subcontract any portion of the resulting contract, they must describe their process for selecting such subcontractor(s) and the quality control measures that the proposer will employ to ensure that any subcontractor complies with the provisions of proposer's contract with the City.

4. Previous Contracts with the City of Richmond

The proposer shall submit a list which indicates all prime contracts and/or amendments awarded to the proposer by the City of Richmond for the last three (3) years. The list shall include a short description of the Project, the Project scope of work, award date, completion date, name of City of Richmond's assigned Project Manager, and contract value.

5. Exceptions to this Request for Proposals

The proposer shall state whether or not it takes exception(s) to this RFP, including but not limited to the City of Richmond's Standard Services Agreement – RFP (Attachment 1). If the proposer does take exception(s) to any portion of the RFP or contract, the specific portion to which exception(s) is taken must be identified by section number and explained. Requests for changes or additions to sections of City of Richmond's Standard Services Agreement must be shown by requesting deletion of specific words and/or by providing new requested contract language. Requests for complete replacement of the City of Richmond's Standard Services Agreement for another contract will not be granted. Failure to make exceptions to the RFP or Standard Services Agreement within the proposal will be deemed a waiver of any objection. Exceptions will be considered during the proposal evaluation process.

6. Statement of Impartiality and Disclosure

The nature of this Project requires an impartial unbiased approach on the part of the proposer's team. This proposal shall include a statement declaring that the proposer's and sub-consultants are not currently, and will not, during the performance of these services, participate in any other similar work involving a third-party with interests currently in conflict or likely to be in conflict with City of Richmond's interests. Additionally, proposer is required to disclose any pending or active investigations or litigation that may affect the reputation or ability of the proposer to carry out the Project.

7. Insurance Requirements

The City of Richmond requires consultants doing business with it to obtain insurance, as shown in RFP Attachment 2. The required insurance certificates must comply with all requirements of the standards as shown and must be provided within fifteen (15) days of issuance of the Notice of Intent to Award and prior to the commencement of any work on the Project.

8. Business Licenses

The successful proposer and all subcontractors used in the work will be required to hold or to obtain a City of Richmond business license for the entire term of the contract for which the fee will not be waived.

9. Compliance with City Ordinances

The contractor and all subcontractors shall comply with the City of Richmond Nondiscrimination Clauses in City Contracts Ordinance ([Richmond Municipal Code \(RMC\) Chapter 2.28](#)), Business Opportunity Ordinance ([RMC Chapter 2.50](#)), Local Employment Program Ordinance ([RMC Chapter 2.56](#)), Living Wage Ordinance ([RMC Chapter 2.60](#)) and Ordinance Banning the Requirement to Provide Information of Prior Criminal Convictions on all Employment Applications (“Ban the Box”) ([RMC Chapter 2.65](#)), which are incorporated into the Contract Documents by this reference.

10. Sanctuary City Ordinance (SCCO)

The Richmond Sanctuary City Contracting Ordinance No. 12-18 ([Attachment C](#)) prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security (“ICE”). Proposers must submit the attached Sanctuary City Compliance Statement with their Proposal. ([Attachment D](#))

11. Limited Liability Company Disclosure Statement (LLCS)

Resolution No. 86-21 ([Attachment E](#)), approved by City Council on July 6, 2021, requires disclosure of the identities of beneficial & responsible owners of Limited Liability Corporations (LLC). Proposers must submit the attached Disclosure Statement of Limited Liability Companies Form with their Proposal ([Attachment F](#)).

12. Collusion

By submitting a proposal, each proposer represents and warrants that its proposal is genuine and not false or collusive or made in the interest of, or on behalf of any person not named therein; that the proposer has not directly or indirectly induced or solicited any other person to submit a false proposal, or any other person to refrain from submitting a proposal; and that the proposer has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a proposal.

13. Withdrawal of Proposals

A proposer may withdraw their proposal before the expiration of the time for submission of proposals by delivering to the City Manager’s Office a written request for withdrawal signed by, or on behalf of, the proposer.

14. Ownership of Documents

All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials produced for the Project shall be the sole and exclusive property of the City.

No such materials or properties produced in whole or in part for the Project shall be subject to private use, copyrights or patent rights by proposer in the United States or in any other country without the express written consent of the City. The City shall have unrestricted authority to publish, disclose (except as may be limited by the provisions of the Public Records Act), distribute, and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced for this Project.

Attachment 1: Standard Services Agreement
(this page intentionally left blank)

Attachment 2: Insurance Requirements
(this page intentionally left blank)