

PART 1 – REQUEST FOR QUALIFICATIONS INFORMATION

Pertinent information and required documents regarding this bid as part of a responsive offer are listed below:

PART 1 – REQUEST FOR QUALIFICATIONS INFORMATION	2
PART 2 – PROJECT OVERVIEW	5
PART 3 – PRICE PROPOSAL	8
PART 4 – HOW TO SUBMIT A PROPOSAL.....	9
PART 5 – EVALUATION PROCESS.....	14
PART 6 – SELECTION PROCESS	15
PART 7 – AWARD.....	16
PART 8 – GENERAL INFORMATION.....	17
PART 9 – INTENTIONALLY REMOVED.....	19
PART 10 – EXHIBITS.....	20
PART 11 – NO BID SURVEY.....	25

1.1 DISTRIBUTION OF INFORMATION

The City posts and distributes information pertaining to its procurement solicitations on DemandStar (www.demandstar.com). In order to submit a bid response to this solicitation the Proposer must be registered with DemandStar. When registering, be sure to select “City of Gainesville – Procurement Division” as the agency you wish to view.

It is the responsibility of the vendor to monitor DemandStar. Properly registered vendors can expect to receive automatic notification of solicitations for bids and proposals, by participating purchasing entities. Proposer’s failure to retrieve available, required procurement information from DemandStar and include the appropriate documentation and information in solicitation responses may result in disqualification.

~~1.2 PRE-PROPOSAL MEETING/QUESTIONS/CLARIFICATIONS AND BID OPENING~~

~~If scheduled (refer to Bid Cover Page), attending a pre-proposal meeting is strongly recommended as the project’s scope of work, procedures, and specifications will be discussed at this time. It is the only time during the bid process that Proposers may ask questions directly of the end user.~~

~~If special accommodations are needed in order to attend a pre-proposal meeting or a bid opening, please contact the Procurement Division at least 72 hours in advance.~~

~~All questions that occur outside of the pre-proposal meeting must be submitted to Procurement only, and must be received by the date indicated on the Bid Cover Page to be considered. Technical and/or specification questions will not be answered over the phone; they must be submitted by email directed to the Procurement Specialist conducting the solicitation (refer to Bid Cover Page). All questions will be answered via Addendum which will be posted on DemandStar.com for vendor access. All addenda must be acknowledged by the Proposer on the Bid Cover Page.~~

Items **struck through** are not relevant to this solicitation.

1.3 RFQ TIME TABLE

The anticipated schedule for the RFQ and contract approval is as follows:

ACTIVITY	DAY	TENTATIVE DATE	TIME	LOCATION	COMMENTS
RFQ on DemandStar	Fri	12/10/21		Demandstar	Cone of Silence Begins
Deadline for receipt of vendor questions	Thur	12/20/21	3:00pm		
Deadline for receipt of Submittals/Bid Opening	Tues	12/27/21	3:00pm	Demandstar	
Evaluation Meeting	Tue	01/04/22	8:00am	Zoom	
Oral Presentation	Wed	01/05/22	8:00am	Zoom	
Oral Presentation	Tue	01/11/22	8:00am	Zoom	
Oral Presentation	Wed	01/12/22	8:00am	Zoom	
Final Evaluation Meeting	Wed	01/12/22	10:00am	Zoom	
5-Day Protest Period Posting		1/13/2022-1/19/22			
Recommendation to City Commission	Thu	01/20/22			Cone of Silence Ends

All dates are subject to change. Proposers will be notified via Addendum posted in [DemandStar.com](https://www.demandstar.com) in event of any schedule change.

1.4 PROHIBITION OF LOBBYING

To ensure fair consideration, consistent and accurate dissemination of information for all Proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering proposals during the submission process, except as authorized by the Procurement Division representative. **Additionally, the City prohibits communication initiated by a Proposer to any city official or employee evaluating or considering the proposals (up to and including the City Commissioners) before the time an award decision has been made.** Any communication between Proposer and the City required to obtain information or clarification for preparing a bid or to enable a proper, accurate evaluation of a proposal will be handled solely through the Procurement Division staff. **Any communications initiated between the Proposer and the City outside these parameters may be grounds for disqualifying the offending Proposer from consideration for award of the proposal and/or any future proposal.**

1.5 CONE OF SILENCE

During the Cone of Silence (formerly called Blackout period) as defined in the next paragraph, except as pursuant to an authorized appeal, no person may lobby (as defined in section 1.4) on behalf of a competing party in a particular procurement process, City officials or employees except the Procurement designated staff contact in the Procurement division. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

The Cone of Silence is the period between the issue date of the RFQ, which allows for immediate submittals to the City of Gainesville Procurement Division for the Request for Qualifications and the time the City Officials and Employee awards the contract.

1.6 DETERMINATION OF RESPONSIBILITY OF PROPOSERS

The specific qualifications of Proposers for this specific Request for Qualifications are included in Part 3, 3.1, d) Qualifications. Proposer must also demonstrate that it is responsible as defined in the City of Gainesville's [Financial Services Procedures Manual](#), Section 41-522, as may be amended.

As a part of the proposal evaluation process, City reserves the right to conduct a background investigation of Proposer, including a record check by the Gainesville Police Department if the qualifications require it. Proposer's submission of a proposal constitutes acknowledgment of the process and consent to such investigation.

No contract will be awarded to any proposer who is in arrears to City upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is otherwise determined to be not responsible by City pursuant to Section 41-522, [Financial Services Procedures Manual](#), following:

These criteria consider the Proposer's capability to perform:

- ▶ The ability of the Proposer to successfully carry out a proposed contract.
- ▶ Past performance (including reference check), experience, business and financial capabilities, skills, technical organization, legal eligibility and reliability.
- ▶ Current litigation pending between the Proposer and the City.
- ▶ Proposer has paid all debts owed to the City.
- ▶ Proposer possesses all required licenses.

If it is determined that the Proposer is not responsible, City will notify Proposer of its finding, including evidence used, and allow Proposer the opportunity to come into compliance within three (3) business days of notification.

Successful Proposer must either update or complete City's vendor application, pay business tax (if applicable), and register with the State of Florida (if required by law).

1.7 RESPONSIVENESS OF PROPOSAL

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFQ. A responsive proposal is one which follows the requirements of the RFQ, includes all required documentation, is submitted in the format outlined in the RFQ, is of timely submission (via upload to DemandStar.com), and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem the proposal non-responsive (see Section 41-444 of the [Financial Services Procedures Manual](#)).

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

PART 2 – PROJECT OVERVIEW

2.1 GENERAL DESCRIPTION

The President of the United States declared a nationwide state of emergency due to the coronavirus COVID-19 pandemic on March 13, 2020. Twice since the COVID-19 pandemic began, the United States Federal Government passed landmark relief legislation to address the ongoing health and economic crisis. The first measure, passed on March 27, 2020, is known as the Coronavirus Aid, Relief, and Economic Security Act (H.R. 748, 116th Congress) (the “CARES Act”). The second piece of relief legislation, known as the American Rescue Plan Act of 2021 (H.R. 1319, 117th Congress), was signed into law on March 11, 2021 (the “ARPA”). The ARPA funds will provide significant relief funding to deal with the COVID-19 pandemic, and this funding is available directly to the City of Gainesville (the “Rescue Plan Funds”).

The City’s is seeking Statements of Qualifications (“SOQs”) from professionals familiar with federal grant guidance, administration, oversight, compliance, and reporting to assist with the above mentioned ARPA funds, but also any funds that may become available to the City through other government agencies in the future. It is anticipated that professional accounting and advisory firms and/or law firms, or some combination of the two, will be qualified to respond to this Request for Qualifications (hereinafter “RFQ”) and provide the City with appropriate SOQs. The City will not give preference to law firms over accounting firms, or vice-versa, provided the respondent meets all requirements of this RFQ. Responding entities are collectively referred to in this RFQ as “respondents” or “consulting firms” or “firms.”

2.2 SCOPE OF PROJECT/PROJECT REQUIREMENTS

The respondent selected by the City will be required to provide professional services necessary for the City and/or its agencies eligible for the Rescue Plan Funds to comply with all requirements of the Rescue Plan Funds; including, but not limited to:

- a. Regulatory compliance expertise including identification of authorized uses of the Rescue Plan Funds and any funds that may become available to the City through other government agencies in the future.
- b. Interpret Federal Guidance and establish and/or verify eligibility under the Rescue Plan Funds and any funds that may become available to the City through other government agencies in the future .
- c. Establish procedures for verification of eligibility for award and expenditure of Rescue Plan Funds and any funds that may become available to the City through other government agencies in the future.
- d. Establish proper accounting and reporting internal control mechanisms to record, track, and disburse funds according to all federal, state, and local laws and regulations including, but not limited to: Uniform Guidance; General Accepted Accounting Principles; and the City’s internal fund(s) based accounting policies and procedures.
- e. Establish policies and procedures for appropriate document retention and reporting with the Federal Financial Accountability and Transparency Act (FFATA) and/or Treasury Office of Inspector General.
- f. If needed, design/establish application procedures.
- g. Confirmation of verification of eligibility and final disbursement of Rescue Plan Funds, and any funds that may become available to the City through other government agencies in the future.
- h. Monitor for duplication of benefits and develop processes and documentation requirements around sub-recipient risk assessment, monitoring and management, including training of sub-recipients on grant requirements.
- i. As may be applicable, coordinate between federal, state, and local agencies, including the: U.S. Department of the Treasury, U.S. Office of Management and Budget, U.S. Attorney’s office, U.S. Department of Justice, State of Florida Emergency Management Agencies, Florida Attorney General’s office, Florida Department of Revenue, Florida Auditor General, Florida Office of Management Services, and Alachua County, Florida.
- j. Provide for fraud, waste, and/or abuse identification, reporting, and remediation.

- k. Provide oversight and guidance to guarantee compliance with OMB Uniform Guidance, 2 CFR, Part 200, and the Single Audit Act, including performing internal control risk assessments as required.
- l. Establish one or more appeals procedures for disputes regarding amounts awarded, including processes for evaluation of final determinations.
- m. Establish one or more appeals procedures for disputes with Local, State and Federal Government for mishandling or misinterpreting the rules and regulations which may result in payback to those agencies.
- n. Provide regular and frequent status reports, including reporting on financial performance and projection modeling, the form and contents of which shall be dictated by the City. These status reports should be transparent and address broader questions about the City's distribution and use of the Rescue Plan Funds. Examples of questions status reports should address include: "How much total funding is the City eligible to receive;" "How much total funding has the City actually received;" "How much total funding has the City distributed to date;" and "How have the distributed funds been allocated."
- o. Establish review processes for any new/future reporting requirements related and/or applicable to the Rescue Plan Funds and any funds that may become available to the City through other government agencies in the future.
- p. Resolve any requests for information, justification, audit findings, and eligibility appeals.
- q. Review contracts and purchasing documentation to ensure cost recovery and compliance of expenditures using federal funds.

2.3 Period of Performance

The contract will continue for a period of five (5) years. Prior to the expiration of the term, the contract may be extended for two (2) additional one (1) year terms as agreed between the parties to continue any services made necessary by the Rescue Plan Funds, and any funds that may become available to the City through other government agencies in the future. Any firm selected pursuant to this RFQ shall serve at the pleasure of the Mayor, and the professional services of any firm selected may be terminated at any time, in the sole discretion of the City, upon delivery of written notice of such termination to the selected firm. The City is under no obligation to enter into a contract for these services as a result of the issuance of this RFQ and this RFQ may be canceled at any time, if it is determined to be in the best interest of the City.

2.4 Compensation for Services

Fee schedules shall include hourly rates of all personnel/staffing anticipated for this project and shall include the firm's rate multiplier, if any. Additionally, firms must identify any fees and anticipated expenses applicable to the provision of the services, if not included in a multiplier.

Fee schedules shall be submitted in a separately sealed document from the response document.

2.5 Minimum Qualifications

To be eligible to respond to this RFQ, a duly-authorized representative of the firm must certify, in writing, as to each of the following requirements:

- a. Firms must have at least five years of documented experience advising government clients on compliance with federal grants; including, but not limited to identification of authorized uses of such funds and any subsequent reporting requirements.
- b. Firms must have prior governmental accounting or auditing experience. Respondent may provide their response as a partnership between an accounting and legal firm to ensure to cover the necessary services requested herein.
- c. Firms shall have no conflict of interest in representing the City; and
- d. Firms must carry sufficient professional liability insurance to cover any errors and omissions, improper judgment, or negligence associated with the engagement.

2.6 Most Qualified Respondent

Respondents must submit an SOQ that conforms in all material respects to this RFQ, as determined by the City. The respondent must possess integrity and reliability that will assure good faith performance, and have full capability to complete all contract requirements, as determined by the City.

The City may negotiate with the firm that submits the most qualified proposal, in the City's sole and absolute discretion.

The selected respondent and the City will jointly work on developing the Scope of Services for the project, detailing all of the needed services and assigned hours.

Negotiations will be conducted with one firm at a time and only if an agreeable cost cannot be reached, will the next firm be contacted. The Fee Schedule submitted with the proposal, or the fee negotiated with the City will be used.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

PART 3 – PRICE PROPOSAL

3.1 Price Proposal

Fee schedules shall include hourly rates of all personnel/staffing anticipated for this project and shall include the firm's rate multiplier, if any. Additionally, firms must identify any fees and anticipated expenses applicable to the provision of the services, if not included in a multiplier.

Fee schedules shall be submitted in a separately sealed document from the response document.

The format below is only a suggestion of how the City would prefer to receive the hourly rates and multiplier calculations. Other formats that may better suit the firms proposal are acceptable, as long as it follow the guidance in the first paragraph of this section.

Classification	Hourly Rate	Multiplier
Principal	\$	
Senior Consultant	\$	
Consultant	\$	
Grant Manager	\$	
Grant Specialist	\$	
Planner	\$	
Project Control Specialist	\$	
Data Storage Website Manager	\$	
GIS Specialist	\$	
Financial Lead	\$	
Financial Assistant	\$	
Clerical/ Administrative Assistant	\$	
Payroll Review Clerk	\$	
Data Entry Clerk	\$	
Other Positions- Please Specify	\$	

NOTE: If travel is involved in the execution of an awarded contract resultant from this solicitation, the City's travel policy allows for Coach air travel only. All other travel will be billed in accordance with the Federal General Services Administration rates which can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

In addition, long distance phone calls, printing, and other administrative costs may be billed at cost only - no mark-up will be permitted. Evidence of these expenditures will be submitted when invoicing the City. All Travel, administrative and incidental costs should be identified in the Price Proposal.

PART 4 – HOW TO SUBMIT QUALIFICATIONS

Instructions to Proposers: Proposals must contain each of the documents listed below; each fully completed and signed, as required. Required signatures for proposal forms may be applied using electronic signature software (i.e., DocuSign, Adobe Sign, etc.). Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award.

4.1 Statement of Qualification Submission

- a. Title Page clearly marked with the name of the respondent, the name of the RFQ, the RFQ number and the due date of the response.
- b. Table of Contents
The table of contents should outline in sequential order the major areas of the proposal, and all pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents
- c. Statement of Firm's Interest
- d. Firm and Individual Qualifications

1. Number of years firm has been in business
2. The name of the Principles, professional(s) and key personnel who will be primarily responsible for any engagement resulting from this RFQ. Please provide the qualifications, including the state(s) licensed to practice in where applicable, certifications, education, skills, and experience of the professional(s) who will be primarily responsible for providing the required services. Submit resumes or CVs
3. Listing of all sub-respondents, their qualifications and the role they will play in the project

e. Capacity to Perform the Work (Technical Proposal)

The technical proposal is a narrative which addresses the scope of work, the proposed approach to the work, the schedule of the work, and any other information called for by the RFQ which may be deemed relevant, including:

1. Demonstration of minimum experience and technical competence of the firm with respect to the type of consulting services required by governmental entities for compliance with federal grants including, but not limited to: project management experience; experience, knowledge of, and compliance with state and federal ethics rules; experience with identification and reporting of waste, fraud and abuse; and experience with the oversight of disbursement and tracking of federal funds by state or federal agencies. For any such experience, state the source and amount of funds and the length of the engagement.
2. The resources, capacity and capability of the firm to provide the services requested on an expedited basis, specifically a staffing plan and identification of any sub-respondents necessary to perform the services, and the professional qualifications of both staff and sub-
3. Demonstration of quality control policies and procedures of the firm.
4. Demonstration of experience in providing guidance, oversight, compliance and reporting for major federal grants to local and/or state governments.
5. Demonstration of knowledge and expertise related to eligibility and authorized uses of funds from the CARES Act and/or the ARPA.
6. Past experience working with and coordinating efforts between state and federal agencies and local government grant recipients.
7. Demonstration of experience in the appropriate accounting, financial and other policies with respect to the acceptance, expensing, and recording of grant funds.

f. References

Provide a list of references. The City is particularly interested in contacting your governmental clients in the State of Florida. At least three contract references of comparable size and scope are required. Use Exhibit C for this purpose.

g. Insurance

1. Documentation of firm's professional liability insurance policy

a. Selected Respondent Reference: As a reference, the selected respondent shall meet the following insurance requirements: During the term of this project, respondent shall maintain, at its sole cost and expense, no less than the following insurance issued by an insurance company authorized to conduct business in the State of Florida and having an "A" rating or better by A.M. Best

2. General Liability Insurance, having a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate.

3. Automobile Liability Insurance, having a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

4. Employers' Liability Insurance, having a limit of \$500,000 for each occurrence.

5. Professional Liability Insurance, having a limit of \$5,000,000 annual aggregate.

6. Respondent shall maintain errors and omissions insurance of \$5,000,000.00.

d. Price Proposal

The fee schedule shall include hourly rates of all staffing anticipated for this project and shall include the firm's rate multiplier. Additionally, respondents must identify any fees and anticipated expenses applicable to the provision of the services, if not included in the multiplier. Expenses, including subcontractor expenses, shall be billed at cost.

This document(s) should be in a self-contained separate document included with the submission. The fee schedule matrix in Part 3 can be used as a guide, but is not a required format.

4.2 CONTENT OF PROPOSAL

Required Documents:

The following documents are required to be included in the Proposer's submission:

- ▶ RFQ Cover Page
- ▶ Address each Minimum Qualification
- ▶ Provide a Statement of all Qualifications that will communicate the capabilities of the proposer to successfully complete the project
- ▶ Pricing Proposal – submitted as a separate document
- ▶ Drug-Free Workplace Form, Exhibit A
- ▶ Proposer Verification Form, Exhibit B
- ▶ References Form, Exhibit C
- ▶ Proposer's W-9
- ▶ Copy of any applicable, current licenses and/or certification required by City/City/State
- ▶ Exceptions to the RFQ (refer to Part 4, 4.5 Exception to the RFQ)

4.3 PROPOSAL SUBMISSION INSTRUCTIONS

The bid response, containing all required documents, with authorized signatures, must be received by 3:00 p.m. on the due date indicated on the Bid Cover Page for this project. The Proposer's complete pdf response must be uploaded into DemandStar.com prior to the 3:00 p.m. deadline. This platform will not accept late submittals.

Upload bid response as a pdf formatted document only, unless the solicitation states otherwise. The pdf document should be titled with Proposer's name, bid number, and, if the response is submitted in parts, include "Part # of x".

On occasion, the City will request proposals present pricing separately from the main proposal. If separate pricing is requested, upload a separate document that indicates Pricing as its content.

Modifications to or withdrawal of a Proposer's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in DemandStar.com in order to be recognized by the City. Any bid not withdrawn will constitute an irrevocable offer, for a period of one hundred twenty (120) days, to provide the City adequate time to award the Contract for the services specified in this solicitation.

Both the response and the price proposal, if required to be submitted as a separate document, must be signed by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the Proposer. An authorized representative who is not an officer may sign the proposal, but must attach a corporate resolution granting authorization to the representative to execute on behalf of the business.

The submittal of a response by a Proposer will be considered by the City as constituting an offer by the Proposer to perform the required services at the stated fees.

4.4 DISCLOSURE AND CONFIDENTIALITY

Florida's Public Records Law, Chapter 119, Florida Statutes, includes numerous exemptions to the general requirement to disclose information to the public in response to a public record's request. Exemptions are found in various provisions of the Florida Statutes, including but not limited to Section 119.071, Florida Statutes (General exemptions from inspection or copying of public records), and Section 119.0713, Florida Statutes (Local government agency exemptions from inspection or copying of public records). Section 815.045, Florida Statutes (Trade secret information), provides that trade secret information as defined in Section 812.081, Florida Statutes (Trade secrets; theft, embezzlement; unlawful copying; definitions; penalty) is confidential and exempt from disclosure because it is a felony to disclose such records. The Parties understand and agree that Florida's Public Records Law is very broad and that documents claimed by a Party to be confidential and exempt from public disclosure pursuant to the Public Records Law may in fact not be deemed such by a court of law. Accordingly, the following provisions shall apply:

- (i) Identifying Trade Secret or Otherwise Confidential and Exempt Information. For any records or portions thereof that Proposer claims to be Trade Secret or otherwise confidential and exempt from public disclosure under the Public Records Law, Proposer shall:
 - a. Specifically identify the records or specific portions thereof that are confidential and exempt and reference the particular Florida Statute that grants such status. Provide one redacted copy of the record and one copy of the record with the confidential and exempt information highlighted as outlined in 1 and 2 on the following page. Proposer shall take care to redact only the confidential and exempt information within a record.
 - b. Provide an affidavit or similar type of evidence that describes and supports the basis for Contractor's claim that the information is confidential and exempt from public disclosure.
- (ii) Request for Trade Secret or Otherwise Confidential and Exempt Information.
 - a. In the event City receives a public records request for a record with information labeled by Proposer as Trade Secret or otherwise as confidential and exempt, City will provide the public record requester with the redacted copy of the record and will notify Proposer of the public records request.
 - b. However and notwithstanding the above, in the event that City in its sole discretion finds no basis for Proposer's claim that certain information is Trade Secret or otherwise confidential and exempt under Florida's Public Records Law, then City shall notify Proposer in writing of such conclusion and provide Proposer a reasonable amount of time to file for declaratory action requesting a court of law to deem the requested information as Trade Secret or otherwise as confidential and exempt under Florida's Public Records Law. If Proposer fails to file for declaratory action within the reasonable amount of time provided, then City will disclose the information requested.
 - c. If a public records lawsuit is filed against CITY requesting public disclosure of the information labeled by Proposer as Trade Secret or otherwise as confidential and exempt, CITY shall notify Proposer and Proposer shall intervene in the lawsuit to defend the nondisclosure of such information under Florida's Public Records Law.
 - d. Proposer hereby indemnifies and holds CITY, its officers and employees harmless from any and all liabilities, damages, losses, and costs of any kind and nature, including but not limited to attorney's fees, that arise from or are in any way connected with Proposer's claim that any

information it provided to CITY is Trade Secret or otherwise confidential and exempt from public disclosure under Florida's Public Records Law.

How to Designate Trade Secret or Otherwise Confidential and Exempt Information

If a Proposer believes that its response contains trade secret or otherwise confidential and exempt information (as defined by Florida or Federal law) and should be withheld from disclosure to the public, in such cases the Proposer must provide a redacted copy of the proposal for public access.

- ▶ Redacted means that the confidential/proprietary information in the proposal has been obscured so that it cannot be read.
 - ▶ Unredacted means that the entire document, including the confidential/proprietary information, has not been obscured and is visible for the evaluation team to use in their evaluation process.
1. Upload a pdf version response of the complete UNREDACTED proposal. Include "UNREDACTED, CONFIDENTIAL" in document title. This is the version that will be used by the evaluators when they are reviewing your proposal. It is essential that the items that will be redacted are highlighted in yellow to prevent the evaluation team from discussing these items after the award. The first page of the document for the **unredacted** document should provide a general description of the information Proposer has designated as confidential and/or exempt, and provide a reference to the appropriate Florida or Federal statute supporting the confidential and/or exempt classification.
 2. Upload a pdf version response of the REDACTED copy of the proposal. Include "REDACTED" in the document title. This copy will be used to support any public records requests that may arise from this solicitation.

How the City will Handle Material Identified as Trade Secret or Otherwise Confidential and Exempt Information

The City's evaluators will be provided with the complete unredacted proposal, including any trade secret or otherwise confidential and exempt information. The City evaluators will maintain the confidentiality of the information through the evaluation process, including any recorded evaluation team meetings.

In the event a public record request is made to view the information which Proposer claims is confidential and/or exempt, the City will notify the Proposer and give the Proposer a reasonable opportunity (generally 2 business days) to institute appropriate legal action to prevent the disclosure of the information claimed as confidential and/or exempt.

All public records submitted to the City, including those claimed as confidential and/or exempt, will be retained by the City and will not be returned to a Proposer at the conclusion of the bidding process.

4.5 EXCEPTION TO THE RFQ

Proposers may take exceptions to any of the terms of this RFQ unless the RFQ specifically states where exceptions may not be taken. Should a Proposer take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals.

Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the Proposer furnish the services or goods described herein, or negotiate an acceptable alternative.

NOTE: Proposers are strongly encouraged to submit any deviations or exceptions to the City before the question submittal deadline or proposals are due, so that based upon the City's response in the addendum, the Proposer can determine if it is in their best interest to submit a response or not.

4.6 ONLY ONE BID

Only one bid from any individual, firm, corporation, organization or agency under the same or different name shall be considered. Should it appear to the City that any Proposer has a financial interest in more than one submission under this bid, all bids in which such Proposer has a financial interest will be rejected. A subcontractor is permitted to appear in more than one submittal for the same bid, as long as the subcontractor is not a lead

Proposer in any of the submittals. The City considers a financial interest to include, but not be limited, to joint ventures and, partnerships.

4.7 FULLY INFORMED PROPOSER

A Proposer is expected to fully inform itself as to the requirements of the Specifications and Contract terms and conditions; failure to do so will be at its own risk. A Proposer shall not expect to secure relief on the plea of error.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

PART 5 – EVALUATION PROCESS

5.1 EVALUATION CRITERIA

a) Selection and Evaluation Criteria

Proposals will be evaluated in accordance with the procedures described in the City's, [Professional Services Evaluation Handbook](#).

The proposals will be evaluated using the following process: Qualifications Evaluation, Written Proposal Evaluation and/or Presentation/Interview Evaluation, and Other Factors as deemed appropriate. The City shall consider the ability of the firm's professional personnel, willingness to meet time and budget requirements, workload, location, past performance, volume of previous work with the City, and location. The Evaluation process provides a structured means for consideration of all these areas.

b) Technical Qualifications Evaluation

The Technical Qualifications Evaluation will assess each responding firm's ability based on experience and qualifications of key team members, the firm's capability of meeting time and budget requirements, and the firm's record with regard to this type of work, particularly in the City of Gainesville or in the State of Florida. This stage does not involve review and evaluation of a proposal addressing the project scope of work. Consideration will be given to the firm's current workload, financial stability, and the location where the majority of the technical work will be produced. The City will not be impressed with excessive amounts of boilerplate, excessive numbers of resumes, excessive length of resumes, excessive numbers of photographs, work that distant offices have performed, or work not involving personnel to be assigned to the proposed project.

c) Written Proposal Evaluation

The Written Proposal Evaluation will assess the firm's understanding of the project and the proposed approach to be undertaken as addressed in a written proposal. The evaluation process will assess how effectively the requirements of the scope of services have been addressed. The written proposal should identify a project manager and other key members of the project/service team. It should relate the capabilities of the project/service team to the requirements of the scope of services.

d) Presentation/Interview Evaluation

The Proposal Presentation/Interview Evaluation is based on an oral presentation that addresses both the technical qualifications of the firm and the approach to the project. Importance is given to the firm's understanding of the project scope of work, the placement of emphasis on various work tasks, and the response to questions. The evaluation process will assess the project manager's capability and understanding of the project and his/her ability to communicate ideas. The role of key members of the project/service team should be established based on the scope of services and the firm's approach to the project/service. The role of any subcontracted firm in the proposal should be clearly identified. Unique experience and exceptional qualifications may be considered with emphasis on understanding of the project/service, particularly "why it is to be done" as well as "what is to be done". The City of Gainesville will not be impressed with excessive boilerplate, excessive participation by "business development" personnel, and the use of "professional" presenters who will not be involved in the project or future presentations.

e) Other factors

The Other Factors to be considered, based upon the specific project (but not limited to), are those items, such as Small or Service-Disabled Veteran Business and/or Local Preference. Fee proposals, when requested and deemed appropriate, are also to be considered in the evaluation process, where the request for such fees is in accordance with the City's Procurement Policies and Procedures.

PART 6 – SELECTION PROCESS

The Proposer(s) will be selected from the qualified, responsive and responsible Proposers submitting responses to this Request for Qualifications. The selection process will be as follows:

1. Evaluators consisting of City staff will review the proposals. The evaluation process provides a structured means for consideration of all proposals.
2. Upon review and evaluation, the City may request oral presentations from the top ranked Proposers. During the oral presentations, the Proposers shall further detail their qualifications, approach to the project and ability to furnish the required services. These presentations shall be made at no cost to the City. Proposers selected for further presentations should provide one (1) electronic copy of materials presented in PDF format on a USB Flash drive.
3. The final ranking of Proposers will be in accordance with the procedures described in the City's [Professional Services Evaluation Handbook](#).
4. If required, the final ranking of Proposers will be presented to the City Commission. The City Commission will be requested to approve the recommended ranking and authorize negotiation and execution of the contract beginning with the top ranked Proposer.
5. Provided that the City Commission approves the ranking and an award, the City will negotiate a contract with the top ranked Proposer. Should the City be unable to negotiate a satisfactory contract with the top ranked Proposer, negotiations will be terminated with that Proposer and negotiations will be initiated with the second most qualified Proposer, and so on until a satisfactory contract is negotiated.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

PART 7 – AWARD

7.1 TIE BIDS

Whenever two or more bids which are equal with respect to price, quality and service are received, preference shall be given in the following order: (1) Proposers submitting the attached Drug-Free Workplace form with their bid/proposal certifying they have a drug free workplace in accordance with Section 287.087, Florida Statutes; and (2) coin toss.

7.2 DRUG-FREE WORKPLACE

Preference shall be given to submitters providing a certification with their qualifications certifying they have a drug-free workplace whenever two or more bids which are equal with respect to price, quality, and service are received in accordance with Section 287.087, Florida Statutes. The attached form should be filled out and returned with the qualifications in order to qualify for this preference.

7.3 CONTRACT TERMS AND CONDITIONS

The City may award a contract on the basis of initial offers received, without discussions. A sample contract is attached to the bid. Therefore, each initial offer should contain the Proposer's best terms from a cost or price and technical standpoint and any changes to the sample contract.

The City reserves the right to enter into contract negotiations with the selected Proposer regarding the terms and conditions of the contract and technical terms. If the City and the selected Proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the next selected Proposer. This process will continue until a contract has been executed or all Proposers have been rejected. No Proposer shall have any rights against the City arising from such negotiations.

7.4 CONTRACT AWARD

The award(s), if any, shall be made to the Proposer(s) whose proposal(s) shall be deemed by the City to be in the best interest of the City. The decision of the City of whether to make the award(s) and which proposal is in the best interest of the City shall be final.

7.5 CONTRACT

The Contract to be entered into will designate the successful Proposer as the City's Contractor.

7.6 BID PROTEST

Participants in this solicitation may protest the RFQ specifications or award in accordance with Section 41-580 of the [Financial Services Procedures Manual](#).

7.7 RFQ POSTPONEMENT/CANCELLATION/WAIVER OF IRREGULARITIES

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFQ; postpone or cancel, at any time, this RFQ process; or waive any irregularities in this RFQ or in the proposals received as a result of this RFQ. See Section 41-444 [Financial Services Procedures Manual](#).

PART 8 – GENERAL INFORMATION

8.1 REIMBURSABLES

If travel is involved in the execution of an awarded contract for this solicitation, should any air travel be required the City's travel policy allows for Coach air travel only. All other travel will be billed in accordance with the Federal General Services Administration rates which can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. In addition, long distance phone calls, printing, and other administrative costs may be billed at cost only - no mark-up. Evidence of these expenditures will be submitted when invoicing the City. Travel and administrative costs should be identified in the Price Proposal.

8.2 LOCAL PREFERENCE - Intentionally Left Blank

8.3 SMALL AND SERVICE-DISABLED VETERAN BUSINESS PARTICIPATION - Intentionally Left Blank

8.4 LIVING WAGE REQUIREMENTS - Intentionally Left Blank

8.5 TAXES, CHARGES AND FEES

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since the City of Gainesville is often exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

8.6 COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to commencement of work as defined by a contract approved by the City Commission (if so required).

8.7 RULES; REGULATIONS; LICENSING REQUIREMENT

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered.

8.8 RECORDS/AUDIT

Contractor shall maintain records sufficient to document their completion of the scope of services established by this Contract. These records shall be subject at all reasonable time to review, inspect, copy and audit by persons duly authorized by the City. These records shall be kept for a minimum of three (3) years after completion of the Contract. Records which relate to any litigation, appeals or settlements of claims arising from performance under this Order shall be made available until a final disposition has been made of such litigation, appeals, or claims.

8.9 DEBARMENT, SUSPENSION, OTHERWISE EXCLUDED

By submitting this proposal, Proposer agrees that it:

- a. Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;
- c. Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
- d. Has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

8.10 PUBLIC ENTITY CRIME INFORMATION STATEMENT

Section 287.133 (2)(a), Florida Statutes, contains the following provisions: “A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity, in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

8.11 INVESTIGATION OF ALLEGED WRONGDOINGS, LITIGATION/ SETTLEMENTS/FINES/PENALTIES

The City Commission specifically requests that responders to this document indicate in writing any investigations of wrongdoings, litigation and/or settlements, and fines or penalties (anywhere in the U.S.) involving the Proposer and specific contractors listed as projected to provide services to the City. You may be required to respond to questions on this subject matter.

8.12 NON-DISCRIMINATION POLICY AND COMMERCIAL NON-DISCRIMINATION REQUIREMENT

As a condition of entering into this agreement, the company represents and warrants that it will comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other federal, state or local laws prohibiting discrimination. The company shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, disability or gender identity, or other unlawful forms of discrimination in the solicitation, selection, hiring, commercial treatment of subcontractors, vendors, suppliers or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination.

The City reserves the right to investigate any claims of illegal discrimination by the Contractor and in the event a finding of discrimination is made and upon written notification thereof, the Contractor shall take all necessary steps to cure and rectify such action to the reasonable satisfaction of the City. The company understands and agrees that a violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

For more information on this policy and requirement, please visit the [Office of Equity and Inclusion](#).

8.13 USE OF RFQ REPLY IDEAS

The City has the right to use any or all information presented in any response to the RFQ, whether amended or not, except as prohibited by law. Selection or rejection of the submittal does not affect this right.

8.14 e-verify requirement

Section 448.095, Florida Statute states the statute shall be construed in a manner so as to be fully consistent with any applicable federal laws or regulations. The Contractor shall (1) utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract; and (2) shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Alternatively, Contractor shall provide proof that one of the exceptions to the E-Verify federal contractor rule applies.

8.15 INTERNATIONAL PROPOSER REQUIREMENTS

The City is unable to send ACH payments to international banks. Therefore, ACH payments will only be made to U.S.A. banks. Additionally, the international company must be from a country that has a tax treaty with the U.S.A. International proposers must agree to these requirements and provide proof of same should they receive an award recommendation.

PART 9 – INTENTIONALLY REMOVED

PART 10 – EXHIBITS

The following documents/forms are included in this section:

Exhibit A - Drug-Free Workplace Form

Exhibit B - Proposer Verification Form

Exhibit C - Reference Form

Exhibit D – ZOOM Meeting Access Information

Exhibit A
DRUG-FREE WORKPLACE FORM

The undersigned Proposer in accordance with Florida Statute 287.087 hereby certifies that

does:

(Name of Proposer)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this proposer complies fully with the above requirements.

Proposer Signature

Date

Exhibit B
PROPOSER VERIFICATION FORM

~~LOCAL PREFERENCE (Check one)~~

~~Local Preference requested: _____ YES NO~~

~~A copy of the following documents must be included in your submission if you are requesting Local Preference:~~

- ~~• Business Tax Receipt~~
- ~~• Zoning Compliance Permit~~

~~Qualified Small Business and/or Service Disabled veteran Business Status (Check one)~~

~~Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? _____ YES NO~~

~~Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service Disabled Veteran Business? _____ YES NO~~

REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA

Is Proposer registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida? YES NO (refer to Part 1, 1.6, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# _____)

If the answer is "NO", please state reason why:

DIVERSITY AND INCLUSION (Applies to solicitations above \$50,000)

Does your company have a policy on diversity and inclusion? YES NO

If yes, please attach a copy of the policy to your submittal.

Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply being requested for information gathering purposes.

Proposer Name

Printed Name/Title of Authorized Representative

Signature of Authorized Representative

Date

Items **struck through** are not relevant to this solicitation.

Exhibit C
REFERENCE FORM

Name of Proposer _____

Provide information for three references of similar scope performed within the past three years. You may include photos or other pertinent information.

#1 Year(s) services provided (i.e. 1/2015 to 12/2018): _____

Company Name: _____

Address: _____

City, State Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

#2 Year(s) services provided (i.e. 1/2015 to 12/2018): _____

Company Name: _____

Address: _____

City, State Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

#3 Year(s) services provided (i.e. 1/2015 to 12/2018): _____

Company Name: _____

Address: _____

City, State Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

Exhibit D

Zoom Meeting Access Information

Evaluation Meeting, Oversight & Compliance – 220033

1/4/22, 8:00am EDT

Join Zoom Meeting

<https://us06web.zoom.us/j/7769614233?pwd=QVZSV2pnaDZITzRmVET1OFNiQIBrUT09>

Meeting ID: 776 961 4233

Passcode: zTrjn4

One tap mobile

+13017158592,,7769614233#,,,,*676822# US (Washington DC)

+13126266799,,7769614233#,,,,*676822# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

Meeting ID: 776 961 4233

Passcode: 676822

Find your local number: <https://us06web.zoom.us/j/7769614233?pwd=QVZSV2pnaDZITzRmVET1OFNiQIBrUT09>

Final Evaluation Meeting, Oversight & Compliance – 220033

1/12/22, 10:00am EDT

Join Zoom Meeting

<https://us06web.zoom.us/j/7769614233?pwd=QVZSV2pnaDZITzRmVET1OFNiQIBrUT09>

Meeting ID: 776 961 4233

Passcode: zTrjn4

One tap mobile

+13017158592,,7769614233#,,,,*676822# US (Washington DC)

+13126266799,,7769614233#,,,,*676822# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

Meeting ID: 776 961 4233

Passcode: 676822

Find your local number: <https://us06web.zoom.us/j/7769614233?pwd=QVZSV2pnaDZITzRmVET1OFNiQIBrUT09>

PART 11 – NO BID SURVEY

RFQ #: CMGR-220033-GD

DUE DATE: December 27, 2021@ 3:00 pm EDT

PROPOSAL TITLE: Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021 and Other Grant Funds

If you choose to not bid, please complete this form, and either upload it into DemandStar.com or email to the procurement specialist. Your responses will assist the City in developing future solicitations, your responses will remain anonymous and will be aggregated into a spreadsheet for analysis purposes only.

Check the appropriate responses and provide additional information that may help the City develop future solicitations.

1. _____ The solicitation time-frame was too short
 2. _____ My company did not learn of this solicitation until it was too late to develop a response
 3. _____ My company's work load did not allow time to develop a submittal
 4. _____ If awarded, my company's work load could not support this project
 5. _____ Specifications were not clear
 6. _____ My company does not handle this type of work
 7. _____ My company does not submit responses to Municipalities
 8. _____ Have experienced delays in payments from Government agencies in the past
 9. _____ Is there anything the City could have done differently in the solicitation package to prompt your company to submit a proposal?
Explain: _____
 10. _____ If the City were to rebid this solicitation, would your company be interested in responding?
 11. _____ Please provide any additional information regarding this solicitation that may help us
Develop our next steps in fulfilling the City's needs for this project.
-

Proposer Name: _____

Address: _____

Is your company a certified City of Gainesville small business? YES NO

Is your company a certified City of Gainesville service-disabled veteran business? YES NO