



Procurement Division
(352) 334-5021(main)

Issue Date: December 7, 2021

REQUEST FOR QUALIFICATIONS: CMGR-220023-ARPA-GD
Consultant for Distribution of Non-Profit ARPA Funds

PRE-PROPOSAL MEETING: ☒ Non-Mandatory ☐ Mandatory ☐ N/A ☐ Includes Site Visit
DATE: Wednesday, December 15, 2021 TIME: 8:00am
LOCATION: Zoom – All Zoom meeting access information can be located in Exhibit D

SUPPLIER QUESTIONS DUE DATE: Thursday, December 16, 2021, 3:00pm

DUE DATE FOR UPLOADING PROPOSAL: Tuesday, December 21, 2021, 3:00pm

SUMMARY OF SCOPE OF WORK: The City of Gainesville is seeking organizations to coordinate the distribution of funds granted via ARPA (American Rescue Plan Act) – State and Local Fiscal Recovery Fund through the State of Florida. The City desires to distribute \$7 million of the funds to non-profit organizations within the boundaries of the City of Gainesville and is seeking qualified organizations to equitably manage the distribution and compliance of the funding.

For questions relating to this solicitation, contact:

Gayle Dykeman, Procurement Specialist 3, dykemangb@cityofgainesville.org

Respondent is not in arrears to City upon any debt, fee, tax or contract:

☐ Respondent is NOT in arrears ☐ Respondent IS in arrears

Respondent is not a defaulter, as surety or otherwise, upon any obligation to City:

☐ Respondent is NOT in default ☐ Respondent IS in default

Respondents who receive this solicitation from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # _____

Legal Name of Respondent: _____

DBA: _____

Authorized Representative Name/Title: _____

E-mail Address: _____ FEIN: _____

Street Address: _____

Mailing Address (if different): _____

Telephone: (_____) _____ Fax: (_____) _____

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

☐ Qualifications Submittal is in full compliance with the Specifications.

☐ Qualifications Submittal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

SIGNER'S PRINTED NAME: _____ DATE: _____

PART 1 – REQUEST FOR QUALIFICATIONS INFORMATION

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

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1.1 DISTRIBUTION OF INFORMATION

The City posts and distributes information pertaining to its procurement solicitations on DemandStar (www.demandstar.com). The City accepts statements of qualification through DemandStar.com only. In order to submit response to this solicitation the respondent must be registered with DemandStar. Be sure to select “City of Gainesville – Procurement Division” when registering. It is the responsibility of the organization to monitor DemandStar. Properly registered suppliers can expect to receive automatic notification of solicitations for bids and proposals, by participating purchasing entities. Respondent’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 SOLICITATION OPENING

If scheduled (refer to Solicitation 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 solicitation process that respondents may ask questions directly of the end user.

If special accommodations are needed in order to attend a pre-proposal meeting or a solicitation 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 Solicitation 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 Solicitation Cover Page). All questions will be answered via Addendum which will be posted on DemandStar.com for organization access. All addenda must be acknowledged by the respondent on the Solicitation Cover Page.

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	Tues	12/07/21			CONE OF SILENCE BEGINS
Non Mandatory Pre-Bid Meeting	Wed	12/15/21	8:00am	Zoom	
Deadline for Receipt of Vendor Questions	Thur	12/16/21	3:00pm		-
Deadline for Receipt of Qualifications	Tues	12/21/21	3:00pm	Demandstar	
Evaluation Meeting	Mon	01/03/22	3:30-5:30pm	Zoom	
5-Day Protest Period		1/4/2022-1/10/22			
Recommendation to City Commission	Thu	01/06/22			CONE OF SILENCE ENDS
Contract Finalization Period					
Purchase Order issued					
Projected contract start date					

All dates are subject to change. Respondents will be notified via Addendum posted in 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 respondents, 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 respondent 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 respondent and the City required to obtain information or clarification for preparing a solicitation or to enable a proper, accurate evaluation of a proposal will be handled solely through the Procurement Division staff. Any communications initiated between the respondent and the City outside these parameters may be grounds for disqualifying the offending respondent from consideration for award of the proposal and/or any future proposal.

1.5 CONE OF SILENCE

During the Cone of Silence 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 RESPONDENTS

The specific qualifications of respondents for this specific Request for Qualifications are included in Part 3, 3.2 Consultant Qualifications. Respondent 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. Respondent'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 respondent's capability to perform:

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

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

Successful Respondent must either update or complete City's supplier 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](#)).

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PART 2 – SCOPE OF WORK

2.1 GENERAL DESCRIPTION

The City of Gainesville is seeking organizations to coordinate the distribution of funds it has been granted from the ARPA (American Rescue Plan Act) – State and Local Fiscal Recovery Fund via the State of Florida. The City has allocated \$7 million of these funds to non-profit organizations within the boundaries of the City of Gainesville and is seeking qualified organizations to assist in equitably managing the distribution of funds.

ARPA allows the Use of Funds broken down into four (4) main categories:

1. to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
2. to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers ...performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work. Eligible workers are those workers needed to maintain continuity of operations of essential critical infrastructure.
3. for the provision of government services to the extent of the reduction in revenue of such ... due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year ...prior to the emergency
4. to make necessary investments in water, sewer, or broadband infrastructure

The qualified proposer will be responsible for development of a funds distribution program that includes:

1. Develop - with the assistance of the City's Office of Equity and Inclusion - a standardized applicant vetting process that insures funds assist individuals and communities in greatest need, particularly communities that have been historically disadvantaged and have experienced disproportionate impacts of the COVID-19 crisis. Targeting relief is in line with Executive Order 13985, "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government," which laid out an Administration-wide priority to support "equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality."
2. Create and implement an on-line application portal for applicants to initiate and add to their application. Design and implement a one-on-one application support system for applicants that require additional assistance in completing the application.
3. Provide support to non-profit organizations in building administrative capacity and strengthening existing infrastructure.
4. Evaluate each applicant/application using the criteria developed for equitable distribution of the funds and make recommendations to City staff regarding applicant status.
5. Follow State of Florida Sunshine laws and Federal Government reporting requirements to assure that all decisions are made in a public meeting and recorded for public record.
6. Timeline for the funds distribution program.
7. Submitting quarterly reports to the City that align with the requirements of the ARPA award

Respondents' submittals should include:

1. A history of organizational experience as it relates to management of the distribution of funds among non-profit organizations Demonstration of the ability to develop, staff, implement and maintain a program that assures that the funds are distributed equitably to non-profit organizations located within the legal boundaries of the City of Gainesville
2. A general description how the program will be administered, to include (but not to the exclusion of other administrative tasks): staffing plans, decision making protocol, applicant documentation requirements, development of an on-line application portal, quarterly reporting plans
3. Acknowledgement that all funds will be distributed within the City of Gainesville

2.3 RESPONDENT MINIMUM QUALIFICATIONS

Respondents shall demonstrate a minimum of five (5) years of successfully operating as a funds distribution consultant, program manager and facilitator, with some experience in distribution of Federal Funds.

2.4 CITY RESPONSIBILITY

The City will be responsible to the selected respondent(s) for the following tasks:

1. Definition of scope of work for specific projects.
2. Monitoring contractor's progress for contract compliance.
3. Provide information concerning project which may be available in City files.
4. Inform the contractor of any known City design parameters or requirements.

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PART 3 – COST OF PROGRAM

3.1 COST OF PROGRAM

In a separate document, briefly discuss the administrative fees associated with creating, implementing and administering the fund distribution program. Include the cost of labor. Provide a pricing structure.

Make sure that this information is included only in a separate document. It will not be used for evaluative purposes, but will be used if a contract is awarded.

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PART 4 – HOW TO SUBMIT A PROPOSAL

Instructions to respondents: 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 QUALIFICATIONS FORMAT

1. Project Understanding and Approach: Describe your understanding of the objectives and scope of the requested services and your general approach to such. Include a general time frame for being able to respond to City requests for specific project proposals.
2. Proposed Project Staff: Identify the key personnel who will be directly assigned to this project. State the qualifications and related experience of each member of the proposed project team of engineers and surveyors. Provide a resume for each team member for the project.
3. Qualifications of Firm: Provide pertinent information about the firm and related experience with similar projects. In addition, the firm should identify its total number of technical and professional personnel by discipline and training and further describe the total workload during the project period. Indicate what resources (professional and technical time) the firm would have available to allocate to the project.

4.2 CONTENT OF PROPOSAL

Required Documents:

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

1. RFQ Cover Page
2. Address each Minimum Qualification (2.3 above)
3. Provide a Statement of all Qualifications that will communicate the capabilities of the proposer to successfully create, implement and maintain programs initiated by the ARPA grant
4. Pricing Proposal in a separate document (Part 3)
5. Drug-Free Workplace Form (Exhibit A)
6. Bidder Verification Form (Exhibit B)
7. Reference Form (Exhibit C)
8. Bidder's W-9 or Form 941
9. Copy of any applicable, current licenses and/or certifications required by City/County/State
10. Exceptions to the RFQ (refer to Part 4, 4.5 Exception to the RFQ)

4.3 PROPOSAL SUBMISSION INSTRUCTIONS

The solicitation response, containing all required documents, with authorized signatures, must be received by 3:00 p.m. on the due date indicated on the Solicitation Cover Page for this project. The respondent'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 solicitation response as a pdf formatted document only, unless the solicitation states otherwise. The pdf document should be titled with respondent's name, solicitation 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. Separate pricing is requested for this solicitation – upload a separate document that indicates Pricing as its content.

Modifications to or withdrawal of a respondent'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.

The response must be signed by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the respondent. 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 respondent will be considered by the City as constituting an offer by the respondent 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 respondent claims to be Trade Secret or otherwise confidential and exempt from public disclosure under the Public Records Law, respondent 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 items 1 and 2 on the following page. Respondent 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 respondent 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 respondent of the public records request.
 - b. However and notwithstanding the above, in the event that City in its sole discretion finds no basis for respondent's claim that certain information is Trade Secret or otherwise confidential and exempt under Florida's Public Records Law, then City shall notify respondent in writing of such conclusion and provide respondent 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 respondent 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 respondent as Trade Secret or otherwise as confidential and exempt, CITY shall notify respondent and respondent shall intervene in the lawsuit to defend the nondisclosure of such information under Florida's Public Records Law.
 - d. Respondent 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 respondent'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 respondent 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 respondent 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 respondent 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 respondent claims is confidential and/or exempt, the City will notify the respondent and give the respondent 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 respondent at the conclusion of the solicitation process.

4.5 EXCEPTION TO THE RFQ

Respondents may take exceptions to any of the terms of this RFQ unless the RFQ specifically states where exceptions may not be taken. Should a respondent take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific 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 respondent furnish the services or goods described herein, or negotiate an acceptable alternative.

NOTE: Respondents 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 respondent 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 respondent has a financial interest in more than one submission under this bid, all bids in which such respondent 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 respondent 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 RESPONDENT

A respondent 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 respondent shall not expect to secure relief on the plea of error.

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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 firm or firms will be selected from qualified businesses submitting statements as further described in Part 4, 4.1, “Statement of Qualifications Format” of this RFQ. The selection process will be as follows:

- a. Evaluators consisting of City staff will review the proposals. The evaluation process provides a structured means for consideration of all proposals.
- b. 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.
- c. The final ranking of proposers will be in accordance with the procedures described in the City’s [Professional Services Evaluation Handbook](#).
- d. 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.
- e. 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. Should the City be unable to negotiate a satisfactory contract with any of the selected firms, then the City shall reject the bid and may seek to re-solicit responses in the future.

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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) Respondents 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. More than one organization may be selected to perform the tasks requested in this RFQ, so a resolution to tie bids will not be necessary.

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 respondent'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 one or more respondents regarding the terms and conditions of the contract and the technical terms. ~~Price will not be negotiated.~~ If the City and the selected respondents cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the alternative respondents. 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 respondent(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 respondent as the City's Contractor. The terms and conditions in the Sample Contract, Part 9, shall be applicable and binding. The successful respondent will be required to execute an agreement with the City in substantially the same format as found in Part 9.

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](#).

Items that are ~~struck out~~ are not relevant to this solicitation.

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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.

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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 RESPONDENTS

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 respondent shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Respondents 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, respondent 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 INTENTIONALLY LEFT BLANK

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 PROPOSAL 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.

8.16 SPECIALTY FUNDING, IF APPLICABLE

ARPA funding applies.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

PART 9 – EXHIBITS

The following documents/forms are included in this section:

Exhibit A - Drug-Free Workplace Form

Exhibit B - Respondent Verification Form

Exhibit C - Reference Form

Exhibit D – Zoom Access Information

EXHIBIT A
DRUG-FREE WORKPLACE FORM

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

(Name of Proposer) _____ does:

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 respondent complies fully with the above requirements.

Respondent's Signature

Date

RESPONDENT 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 Respondent 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.

Respondent's Name

Printed Name/Title of Authorized Representative

Signature of Authorized Representative

Date

Items that are ~~struck out~~ are not relevant to this solicitation.

EXHIBIT C

REFERENCE FORM

Name of Respondent: _____

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 were provided (i.e. 1/2015 to 12/2018):..... _____

Company Name: _____

Address: _____

City, State Zip: _____

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

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

Company Name: _____

Address: _____

City, State Zip: _____

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address (if available): _____

This page must be completed and uploaded to DemandStar.com with your Submittal.

EXHIBIT D

Zoom Access Information

Non-mandatory Pre-Bid Meeting, Wednesday, December 15, 2021, 8:00am Eastern Standard Time

Join Zoom Meeting

<https://uso6web.zoom.us/j/7769614233?pwd=QVZSV2pnaDZITzRmVEt1OFNiQlBrUT09>

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://uso6web.zoom.us/j/7769614233?pwd=QVZSV2pnaDZITzRmVEt1OFNiQlBrUT09>

Evaluation Meeting, Monday January 3, 2022, 3:30pm Eastern Standard Time

Join Zoom Meeting

<https://uso6web.zoom.us/j/81262666119?pwd=QTNORksxb3h4U3BiTjFpR3FBUk9NZzo9>

Meeting ID: 812 6266 6119

Passcode: zTrjn4

One tap mobile

+13017158592,,81262666119#,,,,*698881# US (Washington DC)

+13126266799,,81262666119#,,,,*698881# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

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+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: 812 6266 6119

Passcode: 698881

Find your local number: <https://uso6web.zoom.us/j/81262666119?pwd=QTNORksxb3h4U3BiTjFpR3FBUk9NZzo9>

PART 10 – NO BID SURVEY

PROCUREMENT DIVISION SURVEY

RFQ #: **CMGR-2200-ARPA-GD** DUE DATE: December 21, 2021, 3:00pm

PROPOSAL TITLE: **Consultant for Distribution of Non-Profit ARPA Funds**

IF YOU DO NOT BID

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.

Respondent 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