

Request for Proposals

Participatory Budgeting
Democracy Skills Program
Community to be served: First Ward

Submission Due Date: March 31, 2023, by 11:59 pm EST
Question submission due date: March 7, 2023, by 11:59 pm EST

Community Webinars:
March 7, 2023, 5:30-6:30 pm
&
March 9, 2023, 8:30-9:30 am

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Background Information

Participatory Budgeting (PB) is a democratic process in which community members directly decide how to spend part of a public budget. PB gives people real power to make real decisions over real money.

As residents of Grand Rapids, representing all three Wards, we are pleased to embark on the first cycle of a new form of democracy: Participatory Budgeting in Grand Rapids. Through this exciting initiative, we are putting budget decisions directly in the hands of the people those decisions impact the most: our neighbors. In this initial round, the City of Grand Rapids has allocated two million dollars in American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) funding for PB. This funding is intended to facilitate a localized response to a wide array of negative socio-economic impacts resulting from the COVID-19 pandemic. This program provides substantial flexibility for each jurisdiction to meet local needs within the four separate eligible use categories: (1) replacing lost public sector revenue; (2) public health and economics impacts; (3) premium pay for essential work; (4) water, sewer, and broadband infrastructure.

Based on the voting results and project rankings using a ranked-choice voting methodology, the PBGR Steering Committee formally adopted twelve projects. This request for proposals is in response to one of these twelve projects which would address the “public health and economic impacts” as defined in the ARPA methodology.

To learn more about Participatory Budgeting, the voting & engagement process that took place in Grand Rapids, MI visit the links below.

Participatory Budgeting Grand Rapids Website

<https://www.grandrapidsmi.gov/Government/Programs-and-Initiatives/Participatory-Budgeting>

Participatory Budgeting Rule Book

<https://www.grandrapidsmi.gov/files/assets/public/departments/executive-office/files/participatory-budget/pbgr-rule-book.pdf>

Complete RFP documents may be found on the Bidnet site (registration required):

<https://www.bidnetdirect.com/> OR on the City’s webpage at

<https://www.grandrapidsmi.gov/Home>

Embedding Diversity, Equity, and Inclusion (DEI)

Equity is a core and official value of the City of Grand Rapids and the PBGR process.

- Per the April 2019 adopted Strategic Plan, and [October 2022 updated Strategic Plan](#), the City is to embed equity throughout operations. Per the equity statement in the Strategic Plan, the City leads with racial equity to identify and address the root causes of the inequities our communities face. The City of Grand Rapids' equity value is action-oriented and calls on all City staff and representatives to *leverage City influence to intentionally remove and prevent barriers created by systemic and institutional injustice.*
- The PBGR rulebook weaves equity approaches throughout and defines it more directly as *Equity is a broader concept than equality. It is not just about equal numbers but is concerned more with fairness, justice, inclusion, and recognition of systemic oppression. A history of unequal investment has led to a city with an unequal distribution of*

resources. Equity is the proactive response to this opportunity gap, to ensure all can participate, prosper, and reach their full potential.

Request for Proposals

Purpose

The City of Grand Rapids, as part of its Participatory Budgeting initiative, seeks a qualified person, organization, or firm to carry out a “democracy skills” program focused on residents, organizations, and businesses in the **First Ward**. The goal of the program is to ensure community members who have been marginalized are equipped with the knowledge and skills needed to effectively participate in, and contribute to, political processes. The program will focus on building resident skills to advocate for impacted communities and industries around community resilience and recovery in the wake of the pandemic. The Academy will carry this out by

- 1) Creating educational opportunities that teach critical skills such as information literacy, critical thinking, constitutional rights, and public speaking for residents, local businesses, and community organizations;
- 2) Incorporating student participation through organized debate programs and/or dialogues that foster civic engagement and discourse; and
- 3) Partnering with educational institutions, community organizations, and individuals that might contribute to the success of the program.

Proposers should be able to demonstrate how they can:

- 1) Help create strong advocates for equity and greater access to participation in the democratic process
- 2) Help community members formulate their ideas and advocate for themselves utilizing peer-reviewed professional communication training.
 - a) Communication training includes verbal, non-verbal, written, listening, & visual communication.
- 3) Find and create innovative strategies for engaging communities that historically have been left out or disengaged in the democratic process.

Proposed Deliverables

While not a complete list currently, we anticipate core deliverables of this contract to include, but not be limited to

- Develop community educational opportunities in various formats (webinars, in-person, zoom, etc), to include various perspectives and experiences based on the 5 key elements of democracy: participation, accountability, conflict resolution, concern for equality (equity), and justice.
 - Educational opportunities will include technical information on the subject including key definitions and concepts that are used and built on throughout the duration of the academy.
- Create information literacy, critical thinking skills, public speaking, speeches, and citizen rights training utilizing a research-based approach.
 - Training must be teachable to youth and adults
 - Information literacy means the ability to find, evaluate, organize, use, and communicate information in various formats
- Partner with area businesses, community organizations, and/or educational institutions to host educational training and debates/dialogues.
- Host town hall meetings with local community leaders to encourage greater opportunities for civic engagement

- Utilize funds as stipends and/or gift cards towards teachers and/or education professionals who will facilitate the program
- Create and/or connect participants to community leadership development opportunities
- All contracts will be structured to be completed no later than June 30, 2026.

ARPA Funding Alignment

In order to ensure eligibility, proposers must demonstrate how their proposed solution connects the work to Covid-19 public health and/or negative economic impacts. Applicants are required to frame their proposed project as an appropriate response to the Covid-19 impacts by providing supportive services to impacted and/or disproportionately impacted communities in Grand Rapids. This means that services must *primarily* benefit low-to-moderate-income residents of the City meeting eligibility requirements outlined in Attachment 4 of this RFP.

Information about ARPA funding, including policy guidance, applicable laws, and regulations, frequently asked questions (FAQs), and other useful information can be found online: [U.S. Treasury ARPA SLFRF Resources](#).

Equity Plan

As you create your proposal, we encourage you to explicitly embed equitable approaches to the work plan, outcomes/deliverables, staffing strategies, community partnerships, contracting, budget, etc.

The Equity Plan must include, at a minimum, the following four components. Please see Attachment 4 for recommended formatting of the Equity Plan.

1. Current demographics of the project team and the entire organization/company.. This includes the board, staff, and executive director (or lead/co-leads) if applicable. The City of Grand Rapids, per our strategic plan, breaks down all data by race, ethnicity, gender identity, and geography; therefore this is required demographic data.
2. If the project team is not complete and additional hiring/contracting would be necessary if the proposal is accepted and the contract awarded, include the specific recruiting plan to ensure the project team reflects the demographics and language needs of the people to be directly served by the project.
3. The City's Strategic Plan, in combination with the City's [Professional Services Contracting administrative policy 73-09](#), is why the City requires that professional service providers (contractors) use their best efforts to subcontract, joint venture, or otherwise enter into business and partnership arrangements with diverse individuals, groups, and businesses. To help capture these efforts, list tentative, pending, and confirmed diverse community partners, subcontractors, and/or suppliers of the proposed project. If known and/or applicable, list the proposed dollar amount to be paid from the project budget, and confirm the organization or business is owned/led by Black, Indigenous, People of Color (BIPOC), and/or Latinx persons. The total of what is listed will most likely *not* match the overall requested dollar amount. This part of the Equity Plan is to highlight the diversity and inclusiveness of partners, subcontractors, and suppliers.

Below are definitions for this part of the Equity Plan:

- a. Tentative: Partner/business not contacted at the time of proposal submission, but will be contracted if awarded the contract.

- b. Pending: Partner/business was contacted in preparation for proposal submission, and they are considering participating, but have not committed.
 - c. Confirmed: Partner/business agreed to subcontract/partner upon award of contract.
 - d. BIPOC or Latinx-owned business: BIPOC and/or Latinx persons or people have 51% or more ownership of a corporation or for-profit business.
 - e. BIPOC or Latinx-led organization: BIPOC and/or Latinx person or people represent 51% or more of the board and executive director (or similar top leadership) role of a non-profit organization or unincorporated group.
 - f. Partner: A person, group, or organization that has similar outcome goals to that of the project and will support the project in specific ways that are mutually beneficial. Typically unpaid directly from the proposed project budget. If paid, please see “Subcontractor” below.
 - g. Subcontractor: A person, group, or organization who will be paid in exchange for a professional service, such as evaluation, facilitation/instruction, or marketing. This also includes the context expertise of persons with lived experience serving on advisory boards who are not already paid to do so.
 - h. Supplier: A business or organization that provides products in exchange for payment, and is not part of the overall project development nor implementation, such as caterers, childcare providers for engagement meetings, etc.
4. If applicable, upload *up to* 3 documents to the Bidnet system that verifies and shares the organization’s commitment to advancing DEI within the organization. Examples might include but are not limited to:
- a. Equity or DEI statement
 - b. A DEI-related policy that is closely connected to the work of this proposed project
 - c. An annual report that features DEI outcomes

Please clearly label these documents so the selection committee can easily identify the attachments as DEI documentation as required for the Equity Plan portion of the proposal.

The **selection committee** will also consider how DEI is woven throughout the proposal, such as in the Budget, Deliverables, and Work Plan.

Completion of the Equity Plan is required of all submissions/proposals in response to this RFP. The City’s selection committee will review the Equity Plans when selecting the vendor for the provision of services. The submission of an Equity Plan will ensure the City has documented commitments from all organizations when awarded City-managed resources. All proposals without an Equity Plan will be considered, however, those proposals without an Equity Plan will receive a score of zero points for this section during the award evaluation process.

Budget

This contract shall not exceed \$80,000 and is to cover all expenses to achieve the scope of work. The awarded funds must be utilized for the totality of contract execution; this means the payment to project staff, the purchase of any necessary equipment, the cost of hosting events if applicable, and any other costs that may be incurred while fulfilling the deliverables of the contract.

For the duration of this contract with the City, the contractor and/or nonprofit will receive strategic and additional support from the City staff and instructions on periodic reporting for compliance with the ARPA grant.

Work Plan

The submission of a proposal must include a complete work plan. A work plan must include project goals, objectives, proposed outcomes, and how these outcomes will be tracked. The work plan must also include:

- Project timeline with key milestones
- Evaluation Strategy
- Line item cost breakdown and total cost
- 3 professional references
- Supplemental Information (Optional)
 - Supplemental information represents any additional materials, documents, or deliverables that provide additional information.
- Examples of similar work completed in the past
- If applicable, please list confirmed, prospective, and tentative business partnerships/subcontractors you will or may use for the scope of work proposed.
 - Please list the following information:
 - Principal owner(s) name,
 - Name of business
 - City and state of business headquarters
 - Estimated payment amount from the total proposed budget
 - Work the partner will perform.
- A statement indicating the willingness to grant City the right to concur with changes in personnel.
 - This means if a change is made to the proposed project team after it has been awarded, the City has the right to terminate the contract. This is provided by stating the following in your proposal:
 - (Vendor name) is willing to grant the City of Grand Rapids the right to concur with changes in personnel.

References

Please share 3 professional references who can speak on your capacity to execute the proposed contract. Examples of references are previous and current clients, previous and current funders, staff & business partners. Please list the following information for each reference:

- Full Name
- Language Spoken
- Relation to the proposed vendor
- If applicable, organization and role within the organization
- E-mail
- Phone Number

Request for Proposal Timeline

March 1, 2023 – RFP Issued

March 7, 2023 – Questions due

March 13, 2023 – Q & A released

March 31, 2023 – RFP Responses due to the City of Grand Rapids
April 3-6, 2023 – Proposal Review and Tentative Interviews
April 14, 2023 - Notice of Contract Selection
April 17-20, 2023 Finalize Draft Contract
April 25, 2023 - Contract voted on by City Commission
April 26, 2023 - Sign Contract and Begin Work

Community Webinar

Workshops: The Urban Core Collective will host 2 sessions for potential contractors interested in responding to this and other upcoming RFPs. These sessions are optional and not required to respond to this RFP.

Please register through the following link: <https://forms.gle/3p79hLjJnz2P5vts8> select the date you'd like to attend and a Zoom link will be provided for the webinar date and time.

You will receive a calendar invite and an email reminder on the day of the session. The Zoom link will be the same for each webinar so if you change your session date you can join a different session. Please email community@uccgr.org and let us know if this happens.

General Instructions

Include a note with the identification of words to reference the person completing a response: Potential Vendor, Responder, Proposer

All information in a Contractor's response and submittals and any subsequent contract is subject to the provisions of the [Freedom of Information Act 1976 no. 442, as amended, MCL 15.231](#) or the latest revision thereof. Potential Vendors shall note that pricing methods, cost and fee proposals, and any other response information related to pricing shall not be considered confidential information.

The City reserves the right to declare as non-responsive and reject any proposal in which the requested information is not provided or where indirect or incomplete answers of information are provided, or if departments are contacted prior to bid opening.

No separate agreements shall be recognized unless they are included in the proposal for analysis and review, prior to contract award. The City shall not be bound by any part(s) of any Potential vendor response to the RFP which contains information, options, conditions, terms, or prices not requested nor required in the RFP unless such conditions are agreed to by both parties prior to entering a contract.

The City of Grand Rapids "General Terms and Conditions" are hereby incorporated by reference. This signed and completed RFP document, along with the complete submitted response, will be included by reference as part of any contract document with the awarded vendor. Respondents must be legitimate OR credible providers of the products and services requested.

This Request for Proposal does not commit the City to award any contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure a contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a

result of this RFP, to negotiate with all qualified sources, and/or to cancel this RFP in part or in whole if it is in the best interest of the City to do so.

All documents and submittals provided with the RFP response shall become the property of the City, and shall be subject to public inquiry and distribution as required. Any response that is submitted in full as “confidential” or “proprietary” shall be rejected as non-responsive, with no exceptions.

All costs proposed shall remain firm for ninety (90) days from the date of the RFP opening.

Communication Restriction:

From the date that this RFP is issued until the date the Contract is awarded, interested parties should not contact any official or employee of the City for additional information concerning this RFP, except in writing directed only to the contact listed herein, or the City Purchasing Agent. Any requests for clarification or additional information regarding this RFP shall be directed in writing. If a prospective Proposer engages in any unauthorized communication, the City may reject that Respondent’s proposal(s).

Cost of Preparation:

The Respondent shall be responsible for any and all costs incurred in the development and submission of any response. The City assumes no contractual obligation as a result of the issuance of the solicitation, the preparation or submission of a response by a Respondent, the evaluation of an acceptable response, or the selection of finalists. The City shall not be contractually bound until the City and the successful Respondent have executed a written Contract for the performance of work.

Discrepancies or omissions:

If a Proposer should find discrepancies or omissions in these documents, he/she should at once notify the project buyer. The Proposer is required to furnish any information regarding any additional costs not covered herein by the City with their proposal. It is the City's intent for all costs to be included herein. Any costs not included herein may not be considered allowable costs under any contract.

Non-Collusion:

By signed submittal and completion of this document, the Proposer certifies that this proposal response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects Legitimate, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The Proposer understands collusive bidding is a violation of Federal Law and that any false statement thereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages.

RFP/Solicit Cancellation:

The City reserves the right to cancel this solicitation and/or any planned award for any or no reason as it deems in its own best interests, at no additional costs to the City. Such cancellation notice shall be provided to all respondents prior to the final contract execution.

Economy of Responses:

Responses and presentations should be prepared simply and economically, providing a straightforward and concise description of the Proposer's capabilities to satisfy the requirements of the solicitation. Emphasis should be placed on completeness and clarity of content.

Multiple Responses:

Multiple responses or solutions, defined as the submission of two or more responses by the same Proposer offering an alternative that meets the requirements of the solicitation, will be considered. Multiple responses shall be submitted separately and will be evaluated as independent responses.

Reserved Rights:

The City of Grand Rapids reserves the right to request any additional information which might be considered necessary after responses are submitted as it deems it in its own best interests to do so.

Further, the City, as it deems in its own best interest, reserves the right to

1. Reject any or all responses.
2. Issue subsequent RFPs.
3. Postpone the Proposal opening for its own convenience.
4. Remedy technical errors in the RFP process.
5. Approve or disapprove the use of particular subcontractors.
6. Solicit best and final offers from all or some of the Proposers.
7. Award an agreement in its own best interests.
8. Waive informalities and irregularities in responses and/or services proposed.

The City reserves the right to check all references furnished and consider responses received in determining the award. The City reserves the right to perform investigations as may be deemed necessary by the City to assure that competent persons will be and are utilized in the performance of any Agreement and to verify the accuracy of the contents of responses.

Proposal Assistance:

- Contact information for questions about this RFP
Doug Matthews, Assistant City Manager
City of Grand Rapids, MI
(616) 456-4536
Email: dmatthews@grand-rapids.mi.us

Any formal requests for clarification, questions, or additional information regarding this solicitation shall be submitted in writing, within a reasonable timeframe, per the following contact information.

Any questions received will be responded to in a timely manner. Any and all questions, requests for clarification, or additional information received by the City regarding this RFP will not be considered confidential in any way, shape, or form. Questions in reference to this RFP are due on or before March 7, 2023. Answers to all questions will be released on or about March 13, 2023.

- Contact information for assistance with Bidnet registration and submittals
Tony Wojciakowski, Purchasing Agent, Purchasing Department
City of Grand Rapids, MI
Phone: (616) 456-4178
Email: awojciak@grcity.us
- Contact information for vendor registration in the CGI A360 financial system
Tom Komor
City of Grand Rapids, MI
616-456-3772
tkomor@grand-rapids.mi.us

Addendum:

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda prior to the response due date. Any such Addendum or correction shall be provided directly through the BidNet Direct Solution and on the City's webpage.

Respondent should not rely on any representations, statements, or explanations other than those made in this RFP or in any written Addendum to this solicitation. Where there appears to be a conflict between the RFP and any Addenda issued, the last **Addendum** issued shall prevail.

It is the Proposer's responsibility to assure receipt of all Addenda. The Proposer should verify with the BidNet Direct Solution site or the City website prior to submitting a response that all Addenda have been received. Proposers are required to acknowledge the number of Addenda received as part of their responses.

Proposers who obtain copies of this Proposal from sources other than the BidNet Direct Solution or the City website risk the potential of not receiving addenda, since their names will not be included on the vendor list for this particular solicit. Such Proposers are solely responsible for those risks.

Submittals Deadline:

The City requires submittal of a response either through uploading the complete response through the BidNet Direct solution (<https://www.bidnetdirect.com/mitn>), OR by submittal of the complete response in a digital media format (on flash drive or other media) OR by hard copy/paper form to the address provided herein (via in-person delivery, USPS or other delivery service), by the submittal due date. Responses should contain the elements of information requested. Submission of a proposal shall be conclusive evidence that the Proposer has investigated and is satisfied as to the conditions to be encountered in performing the work.

Responses provided via mail or commercial express service must be shipped in one box or package with the following information prominently displayed:

Purchasing Department - City of Grand Rapids
300 Monroe NW Room 720
Grand Rapids, MI 49503

Participatory Budgeting
Supporting Victims of Domestic Violence

Due: March 21 11:59 PM EDT

Company Name: #####

If the response is sent by mail or commercial express service, the Respondent shall be responsible for actual delivery of the response to the City Purchasing Department before the deadline. All responses become the property of the City of Grand Rapids. The content of all responses shall be held confidential and sealed until after the RFP due date.

All responses, documents, terms, and information related to the proposer's response to this RFP shall be submitted with the response package prior to the submission deadline. No separate schedules, agreements, terms, conditions, etc shall be recognized or accepted if not initially submitted with the response to this RFP.

Proposal responses and submittals shall be received by the City no later than 11:59 P.M. on March 21, 2023.

Late Proposals, Modifications, or Withdrawal

Proposals received after the date and time indicated will not be accepted or considered.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified shall be sealed and submitted to the City's Purchasing Department prior to the proposal submission deadline. Following the deadline date proposals will be considered firm.

Price Quotations:

All costs and prices shall be quoted in U.S. dollars. Pricing/Rates proposed for complete services as described herein shall be inclusive of all overhead, all fuel costs, mobilization, labor, materials, equipment, scheduling, parking fees, setups, incidentals, profit, mailing, and postage costs, and all other miscellaneous cost borne by the contractor throughout the life of the contract. Any required travel costs shall be provided as an estimate at standard rates (ie coach airfare, standard room rental, etc); any travel costs above standard rates shall be at the contractor's cost. In case of an error in the extension of prices in the response, the unit prices shall govern.

Evaluation

Solicit Evaluation/Award:

The City intends to award this RFP as it deems it in its own best interests to do so. Upon initial award recommendation by the internal review team, the City may, at its sole discretion, provide appropriate notice of award electronically.

The City reserves the right to award in total, to reject any and all responses in whole or in part, and to waive any informality or technical defects, if, in the City's sole judgment, the best interests of the City will be served. The solicitation file shall contain the basis on which the award is made. The award of this RFP and any subsequent contract shall be at the sole discretion of the City.

Review for Defects: The selection committee will evaluate and review each response that has passed the Review for Defects. Submitted responses will be reviewed for their timeliness, format, and completeness. Responses may be rejected by being late, incomplete, and incorrectly formatted. This review may waive any defects or allow vendors to submit a correction if determined in the best interest of the City. If a late response is rejected, the response will not be opened or evaluated for format or completeness. The award for this proposal will be made to the potential vendor whose response is determined to meet the criteria defined below and align with the equity goals for the City.

Evaluation Criteria:

- Perceived understanding of the project,
- Alignment to equity goals and outcomes
- Proposed Work Plan
- Qualifications of vendor and team if applicable
- References
- Completeness of proposal submission
- Clarity and creativity of work plan
- Evaluation strategy to measure the impact of the proposed Work Plan
- Willingness to grant City the right to concur with changes in key personnel
(see page 6 for explanation)

The following charts illustrates how each proposal will be scored

Points	Guidance
90-100	Greatly Exceeds Requirement
80-89	Exceeds Requirement
70-79	Adequately Meets Requirement
60-69	Marginally Meets Requirement
1-59	Clearly does not meet requirement
0	Does not address requirement

Proposal Evaluation		
Submission Sections & Subsections		Total Points
Equity Plan <small>Please refer to attachment 4 for submission requirements</small>		30
Project Team Demographics	8	
Recruitment Plan	3	
Partnership Efforts	4	
Vendor/Organization's Commitment to Diversity Statement	15	
Proposal Elements		45
Vendor/Organization overview & Proposal Summary <ul style="list-style-type: none"> • Overview & summary of vendor/organization • Diversity & Inclusion policy • Local to Grand Rapids, MI • Connection to community being served 	10	
Work Plan <ul style="list-style-type: none"> • Detailed description of services being provided to include goals, objectives, timelines, and outcomes • Clear connection to the COVID-19 pandemic impacts 	10	
Evaluation Plan <ul style="list-style-type: none"> • Engagement • Methods of measurement • Implementation plan • Method of reporting 	10	
Timeline <ul style="list-style-type: none"> • Provide a schedule connected to outlined outcomes/deliverables (years, months, weeks, days) • Completeness: from proposal award to project completion 	8	
References <ul style="list-style-type: none"> • Three references who can speak to potential vendors previous experience with similar work 	4	
City to Concur Statement <small>*See page 6 for explanation & example</small>	3	
Proposal Quality		25
Completeness <ul style="list-style-type: none"> • All proposal sections have been submitted • All proposal sections have the required listed information • Additional information has been provided as needed 	12	
Clarity & Creativity <ul style="list-style-type: none"> • Proposal is easy to read and understand • Proposal includes ideas that are not present in the statement of the problem and exhibit general knowledge surrounding it. 	10	
Cost <ul style="list-style-type: none"> • Description • Unit Price • Total Amount 	3	

- | | | |
|--------------------------------|--|--|
| • Basis for the estimated cost | | |
|--------------------------------|--|--|

Award

Interview/ Presentation: The City reserves the right to schedule an interview and presentation with selected companies to clarify or elaborate on the submittal. The City will schedule and coordinate the exact date and time in advance. The commencement of discussions or the scheduling of presentations does not signify a commitment by the City to award or to continue discussions with any Respondent.

Negotiations: The City reserves the right to select the response that best fits the needs and requirements of the City, and upon recommendation for award, enter into contract negotiations, and/or request revised responses from the recommended Proposer. If the City and the recommended or selected Proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with another recommended selected Proposer. This process will continue until a contract acceptable to the City has been executed or all selected responses are rejected. No Proposer shall have any rights against the City arising from such negotiations or termination thereof.

Upon recommendation of an award, or giving notice of intent to award, the City may, at its sole discretion, provide appropriate notice to bidders electronically. The contract file shall contain the basis on which the award is made. The evaluation and award of any contract(s) shall be at the sole discretion of the City. The City reserves the right to award a single contract or multiple contracts, at its sole discretion, to ensure the completion of the services within the timeframe specified herein.

Debriefing: Upon the RFP opening date, a tabulation of respondents by company name will be made available; review of submittals will not be allowed at that time. The entire solicitation file, including responses, submittals, ratings, and justifications of the award, will become public information and may be available for review upon request, only after final award approvals are completed. Debriefing requests shall be by appointment only.

Attachment 1

Definition of Common Terms

1. **Participatory budgeting-** A citizen engagement process through which community members decide how to allocate a portion of a public budget.
2. **Democratic process-** A system of governance that guarantees (at least in principle) the citizens of equal rights to participate in the processes of making a government usually through election and elected representation.
3. **Ward-** A ward is an optional division of a city or town for administrative and representative purposes, especially for purposes of an election. (see attachment 7 for Grand Rapids, MI Ward Map)
4. **American Rescue Act Plan (ARPA) Funds-** The American Rescue Act was signed into law on March 11, 2021, by President Joe Biden. It provided \$350 billion to eligible state, local, territorial, and tribal governments to aid equitable public health and economic recovery from the COVID-19 pandemic.
5. **Ranked-Choice Voting Methodology:** A voting system in which voters rank their candidates or options—in a sequence of first, second, third, and so on—on their respective ballots.
6. **Diversity-** Any dimension that can be used to differentiate groups and people from one another. It means respect for and appreciation of differences. But it's more than this. We all bring with us diverse perspectives, work experiences, lifestyles, and cultures.
7. **Equity-** Equity is a broader concept than equality. It is not just about equal numbers but is concerned more with fairness, justice, inclusion, and recognition of systemic oppression. A history of unequal investment has led to a city with an unequal distribution of resources. Equity is the proactive response to this opportunity gap, to ensure all can participate, prosper, and reach their full potential.
8. **Inclusion-** a state of being valued, respected, and supported. It's about focusing on the needs of every individual and ensuring the right conditions are in place for each person to achieve his or her full potential.

9. **Selection Committee-** Group of selected individuals working together to get different perspectives on the hiring process and to minimize the likelihood that any one decision maker will have a bias toward or against any particular candidate.

10. **Addendum-** an item of additional material added at the end of a book or document, typically in order to correct, clarify, or supplement something.

11. **Micro Level-** Small-scale interactions between individuals, such as conversation or group dynamics, and involves direct interaction with clients to address individual problems.

12. **Wraparound Services-** A family-centered, strengths-based, needs-driven planning process that supports family voice, choice, and ownership of strategies with normalized and inclusive community options, activities, and opportunities.

Attachment 2 Submission checklist

Proposals must be submitted through Bidnet. See attachment 4 for instructions on registering

Contact Information

Contact information of the submitter who will serve as the initial liaison with the City.

Name

Organization (if applicable)

Organization Webpage and Facebook Page (if applicable)

Address

Email

Phone Number(s)

Equity Plan (refer to page 4 in the RFP and attachment 4)

Project Team Demographics

Recruitment Plan

Partnership Efforts

Vendor/Organization's commitment to diversity statement

Proposal Elements

Vendor Organization overview & Proposal summary

Overview & summary of vendor/organization

Diversity & Inclusion policy

Connection to the community being served

Work Plan

Goals

Objectives

Timelines

Outcomes

Evaluation Plan

Engagement

Methods of measurement

Implementation plan

Method or reporting

Timeline

Schedule connected to the outlined outcomes/deliverables (years, months, weeks, days)

References

Cost

Description

Unit Price

Total Amount

Basis for estimated cost

**Attachment 3
ARPA Eligibility Criteria**

Guidelines for Identifying *Impacted* Households or Communities

Based on the SLFRF Final Rule, recipients may presume that an individual, household, or community was impacted by the pandemic and eligible for the associated services enumerated in the rule if any of the following criteria are met:

1. The primary intended beneficiaries' income^[1] is at or below 65 percent of Kent County's Area Median Income or at or below 300 percent of the Federal Poverty Guidelines.^[2]

Size of household	Moderate income		
	65% AMI	300% FPG	Threshold
1	36,400	38,640	38,640
2	41,600	52,260	52,260
3	46,800	65,880	65,880
4	52,000	79,500	79,500
5	56,160	93,120	93,120
6	60,320	106,740	106,740
7	64,480	120,360	120,360
8	68,640	133,980	133,980

2. The primary intended beneficiaries are eligible for any of the following federal programs:
 - a. Children's Health Insurance Program (CHIP)
 - b. Childcare Subsidies through the Child Care and Development Fund (CCDF) Program
 - c. Medicaid
 - d. National Housing Trust Fund (HTF), for affordable housing programs only
 - e. Home Investment Partnerships Program (HOME), for affordable housing programs only

Guidelines for Identifying *Disproportionately Impacted* Households or Communities

Based on the SLFRF Final Rule, recipients may presume that an individual, household, or community was disproportionately impacted by the pandemic and eligible for the associated services enumerated in the rule if any of the following criteria are met:

1. The primary intended beneficiaries' income^[3] is at or below 40 percent of Kent County's Area Median Income or at or below 185 percent of the Federal Poverty Guidelines.^[4]

Size of household	Low income		
	40% AMI	185% FPG	Threshold
1	22,400	23,828	23,828
2	25,600	32,227	32,227
3	28,800	40,626	40,626
4	32,000	49,025	49,025
5	34,560	57,424	57,424
6	37,120	65,823	65,823
7	39,680	74,222	74,222
8	42,240	82,621	82,621

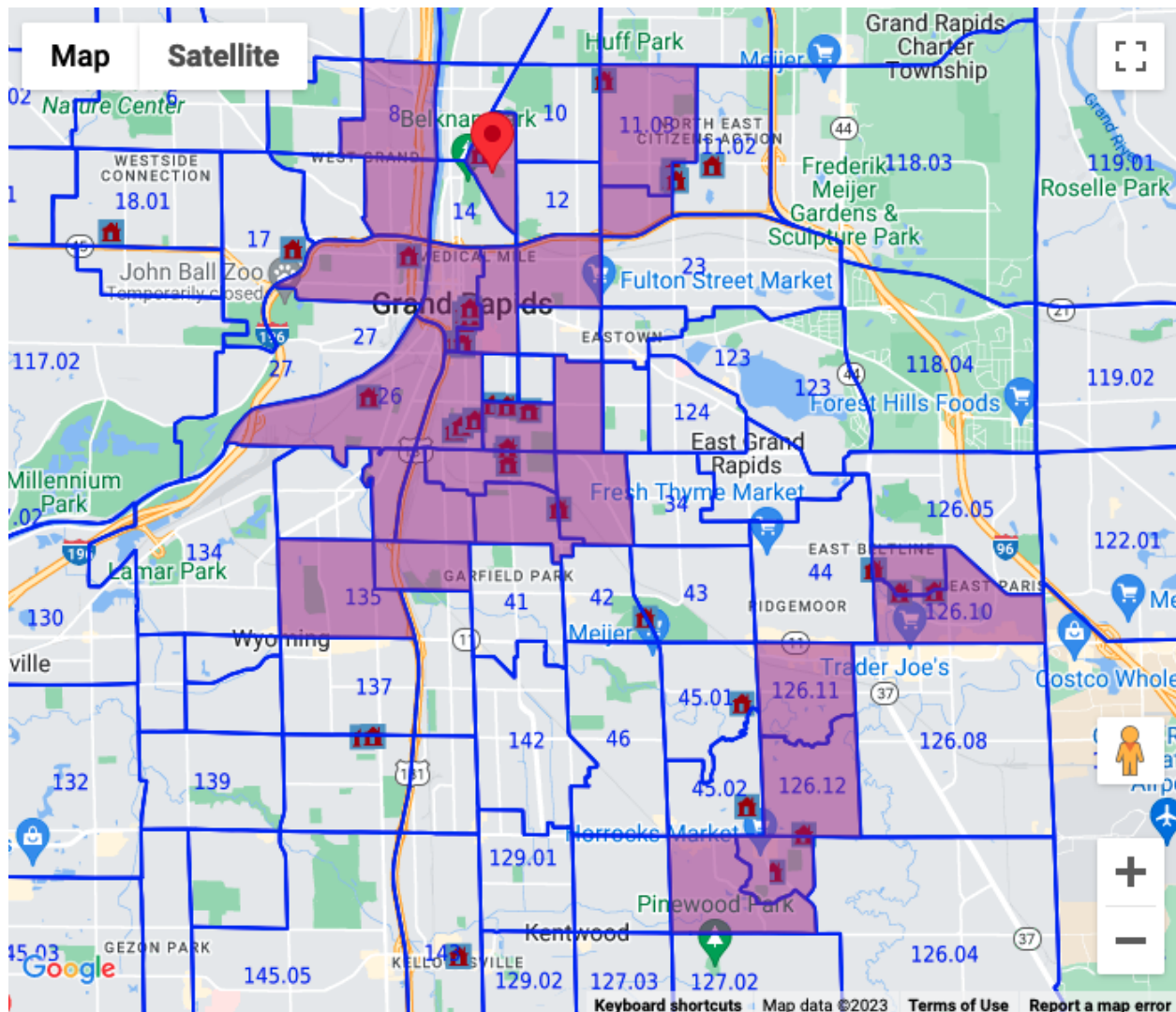
2. The primary intended beneficiaries are eligible for any of the following federal programs:

- a. Temporary Assistance for Needy Families (TANF)
- b. Supplemental Nutrition Assistance Program (SNAP)
- c. Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs
- d. Medicare Part D Low-income Subsidies Supplemental Security Income (SSI)
- e. Subsidies Supplemental Security Income (SSI)

- f. Head Start and/or Early Head Start
- g. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- h. Section 8 Vouchers
- i. Low-Income Home Energy Assistance Program (LIHEAP)
- j. Pell Grants

3. The primary intended beneficiaries live in one of the following [Qualified Census Tracts](#):

Tract(s) (link to map)
8.00 ; 11.03 ; 11.04 ; 13.00 ; 15.00 ; 19.00 ; 20.00 ; 21.00 ; 22.00 ; 26.00 ; 28.00 ; 31.00 ; 32.00 ; 35.00 ; 36.00 ; 37.00 ; 38.00 ; 39.00 ; 40.00 ; 126.09 ; 126.10 ; 126.11 ; 126.12 ; 127.04 ; 127.05 ; 135.00



[1] “Recipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.” Overview of the Final Rule, p. 17. <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

[2] Thresholds from the U.S. Treasury’s Tool for Determining Low and Moderate Income (LMI) Households. Last updated February 2022. <https://home.treasury.gov/system/files/136/SLFRF-LMI-tool.xlsx>

[3] “Recipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.” Overview of the Final Rule, p. 19. <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

[4] Thresholds from the U.S. Treasury’s Tool for Determining Low and Moderate Income (LMI) Households. Last updated February 2022. <https://home.treasury.gov/system/files/136/SLFRF-LMI-tool.xlsx>

