

City of San José - Consulting



BID DOCUMENT

COMMUNITY-LED SOLUTIONS TO DOMESTIC VIOLENCE

Bid Number: RFP-CMO2024DV2

Closing Date: 08/07/2024 17:00:00 PT

200 E. Santa Clara Street
San José, California, 95113

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0 COVER

CONSULTING SERVICES REQUEST FOR PROPOSAL

RFP Number: RFP-CMO2024DV2

COMMUNITY-LED SOLUTIONS TO DOMESTIC VIOLENCE

Release Date:	07/03/2024
Pre-Meeting:	07/11/2024 11:00 am PT
Procurement Contact: Address: E-mail Address:	Kailyn Kenney 200 East Santa Clara Street; 17th Floor San José, CA 95113-1905 Kailyn.kenney@sanjoseca.gov
Deadline for Questions and Objections: • Written Questions/Clarifications • Objections to Specifications/Requirements	07/24/2024 5:00 pm PT Objections to specifications and/or questions must be submitted in writing using the Biddingo Question and Answer utility at http://www.biddingo.com/sanjose .
Proposal Due Date and Time: Location:	08/07/2024 5:00 pm PT Proposal responses must be submitted online through Biddingo prior to the proposal due date and time.

1 INTRODUCTION AND OVERVIEW

The City of San José is seeking proposals from individuals and firms to facilitate a community engagement process around community-based domestic violence prevention and intervention services. The consultant shall ensure that survivors of domestic violence, underserved communities, and a representative sample of San José residents are engaged as part of this process. Community input and recommendations shall be analyzed and compiled into a report and findings will be presented to the City. Prospective Responders are advised to read all information in the RFP carefully prior to submitting a proposal.

The selected consultant will be required to produce, complete, or coordinate all deliverables identified in this RFP. Responders to this RFP shall review each deliverable to determine if the firm/individual has the capacity, knowledge, and/or experience to complete each item.

2 BACKGROUND

The Reimagining Public Safety Community Advisory Committee, established by the San José City Council in June 2021, was a community-led body that developed a set of recommendations related to police reform and alternative approaches to public safety that do not involve the police. These recommendations were transmitted in a report to the City Council^[1] at the May 10, 2022, City Council meeting. Recommendation 9 from the Reimagining Committee's final report proposed engaging residents across the community to prevent gender-based violence through community trainings and provision of community-based services and resources.

Inspired by this recommendation, the 2023-2024 Adopted Operating Budget includes \$400,000 for a Community-Based Solutions to Domestic Violence project, pursuant to direction received through the City Council's approval of the Mayor's March Budget message. The maximum funding amount for this RFP is [\\$400,000](#).

The purpose of this project is to collate research and community input on community-led domestic violence services. This will entail a review of best-practices as implemented by other cities or studied in relevant academic literature, development of a community needs assessment and asset mapping for domestic violence services, an extensive community outreach process, drafting of a final report to the City Council summarizing the conclusions of the research, analysis and outreach conducted by the consultant and attendance at regular project management meetings.

^[1] Item 4.2 from the May 10, 2022 City Council meeting can be found at: sanjose.legistar.com/View.ashx?M=F&ID=10860951&GUID=67148606-483F-4E54-B28F-3492A9FD7886

3 SCOPE OF WORK

3.1 Definition and Scope of Community-Based Approach to Addressing Domestic Violence.

3.1.1 The purpose of this project is to conduct community engagement around community-based approaches

to addressing domestic violence. As described by Creative Interventions^[1], a community-based approach is one in which “everyday people such as family, friends, neighbors, co-workers, members of community organizations such as faith institutions, civic organizations or businesses are the people who take action to intervene in violence. This is a strategy that trusts and invests in communities by strengthening community-based systems to resist violence in all of its forms. This strategy uses transformative justice as a way to break isolation and to create solutions to violence from those who are most affected by violence – survivors and victims of violence, friends, family and community.”

3.1.2 This project will focus on domestic violence which is defined by the U.S. Department of Justice Office on Violence Against Women as “a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, psychological, or technological actions or threats of actions or other patterns of coercive behavior that influence another person within an intimate partner relationship. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.”^[2]

3.1.3 This project and the findings of this work are not intended to supply a response to 911 calls for service or in any way to replace the response of the San José Police Department to calls for service.

3.2 Literature review and analysis of community-based interventions to domestic violence

3.2.1 The consultant shall review existing research and literature on best-practices in design, implementation, and performance management of community-based domestic violence services. The service models outlined by the consultant shall strive to center those most affected by domestic violence. The service models shall also operate independently of the criminal justice system and law enforcement response and focus on survivors who are unwilling or uncomfortable accessing services through these existing systems. Service models that shall be considered in this RFP include, at minimum: credible messengers programs (promoters, outreach workers, etc.), a community-based resource center for survivors, community education and training, grant-making efforts to non-profit organization(s), and intervention services (mediation, case management, etc.).

3.2.2 The consultant shall prepare a written research summary and list of best practice programs and shall present this information to City Manager’s Office for review. The City Manager’s Office may provide questions on the research summary or request a revised draft with additional information.

3.3 Community needs assessment and asset mapping of community-based domestic violence interventions.

3.3.1 The consultant shall conduct a community needs assessment to define which populations are currently unserved or underserved. The needs assessment shall focus on individuals who are currently unserved or underserved by current domestic violence services, particularly those involving law enforcement and the criminal justice system. This includes analyzing populations in San José that are potentially underreporting domestic violence incidents. This analysis shall include at minimum: age, race, ethnicity, and geography. Needs assessment methodology, results, and conclusions shall be presented to the City Manager’s Office for input

3.3.2 The consultant shall survey organizations serving survivors of domestic violence in San José to understand currently available community-based services. This information shall be used to conduct asset mapping of interventions that do not involve law enforcement and shall be comprehensive of all resources in San José. The consultant shall present survey and asset mapping methodology, results, and conclusions to

the City Manager's Office for input. This research shall identify gaps in service.

3.3.3 The consultant shall draft a written analysis of the activities described in Sections 3.3.1 and 3.3.2 and submit it to the City Manager's Office for review. The City Manager's Office may provide questions on the research summary or request a revised draft with additional information.

3.3.4 The consultant may either fulfill the requirements of Section 3.3.1 and 3.3.2 in house or hire a subconsultant. A proposal for how the Responder will fulfill these obligations shall be included in the RFP response. The City Manager's Office may provide questions on the research summary or request a revised draft with additional information.

3.4 Draft outreach plan to reach underserved communities, survivors of domestic violence, and people affected by domestic violence.

3.4.1 The consultant shall develop a community outreach plan in coordination with the City Manager's Office. This plan shall outline robust and comprehensive community engagement. The scope of the outreach shall be sufficient to broadly engage a representative sample of San José residents. The Responder shall include in the community outreach plan their methodology and approach to ensure input from a representative sample of San José residents.

3.4.2 Emphasis shall also be placed on engaging survivors of domestic violence, communities of color, immigrants, undocumented individuals, low-income communities, non-English speaking or multilingual communities, youth, faith groups, and the LGBTQ+ community. Special attention shall be given to populations or communities identified in the community needs assessment and asset mapping processes. Responders shall demonstrate in this RFP process their experience with and ability to engage these communities.

3.4.3 The City Manager's Office shall be provided a draft written outreach plan for review prior to the commencement of community outreach. Based on feedback or edits from staff, the consultant may expect to make at least one round of revisions to the outreach plan.

3.5 Implement community outreach plan.

3.5.1 The consultant shall implement the community outreach plan described in Section 3.4. The consultant shall be responsible for organizing outreach meetings and all other outreach activities. Consultant responsibilities would include but are not limited to publicizing the meetings, preparing all meeting materials, facilitating the meetings, taking notes during meetings, and preparing written summaries of meetings or other outreach activities.

3.5.2 The consultant shall keep the City informed of all outreach activities and shall coordinate with the City as they implement the outreach plan. Coordination shall include providing the City Manager's Office with draft versions of all outreach materials, including but not limited to meeting agendas or PowerPoint presentations, for review prior to distribution. While the primary responsibility for publicizing outreach activities shall rest with the consultant, the consultant shall coordinate with the City to take advantage of the City's communication channels and existing community relationships.

3.5.3 The consultant shall provide the City Manager's Office with written summaries of community input received from all outreach activities.

3.6 Meetings and contract management essential to project completion.

3.6.1 All Responders shall attend a virtual informational pre-meeting hosted by the City Manager's Office following the release of this RFP. This meeting is an opportunity for prospective applicants to ask questions of the City and engage in an open dialogue about project approach and procurement requirements. Attendance at this meeting comprises 5% of the evaluation criteria of this report (Section 11.2). **This meeting is scheduled for Tuesday, July 11, 2024, from 11:00am-12:00pm Pacific Daylight Time (local time in San José, CA). Please contact jessica.lowry@sanjoseca.gov for meeting details.** An addendum will be released after the meeting summarizing questions and answers discussed. The Responder shall include in their Project Plan (Section 10.3.1.4) the name and contact information of the organizational representative who attended this meeting.

3.6.2 The consultant shall attend virtual meetings with the City of San José to outline progress in fulfilling this project and integrate feedback from the City Manager's Office. These meetings may be at least bi-weekly but may be adjusted during different project stages, as needed. The consultant shall discuss any project decisions, challenges, and changes with City Manager staff for input.

3.6.3 The consultant may attend up to five (5) total in-person meetings including:

3.6.3.1 A project kick-off meeting with the City immediately after contract award to finalize a scope of work and project schedule.

3.6.3.2 At least one (1) meeting before the City Council or a City Council Committee. At the meeting(s) the consultant shall be prepared to present their project methodology and final report, facilitate discussion, and take input from attendees. The consultant shall be responsible for creating and providing presentations and handouts (in PowerPoint, Word, or Excel formats, as needed) and providing copies of necessary documents.

3.6.3.3 The consultant may also be asked to attend subsequent meetings of Council Committees or City Commissions to present on work status or findings. Additional meetings may be proposed by the City and/or consultant as needed to complete the work outlined in this RFP.

3.7 Final Report

3.7.1 The consultant shall prepare and provide to the City a draft report, and, after review by City staff a final report. The report shall summarize the relevant information, analysis, and findings developed through completion of each deliverable in this RFP, including the literature review, community needs assessment and asset mapping, and community outreach. The report shall describe the methodology used to conduct the study and the data sources it draws upon, describe any assumptions that underlie the study. All data collected during this project shall be compiled and reported on in a disaggregated and aggregated format.

3.7.2 The consultant shall provide a draft of this report to City staff in advance of its publication. City staff will provide the consultant with edits and questions on the report. The consultant should anticipate making at least one round of revisions to the report based on feedback from City staff. After the final report has been published, the report shall be presented to the City Council.

3.7.3 The consultant shall deliver the final report described here no later than February 28, 2025.

[1] Creative Interventions Toolkit:
<https://www.creative-interventions.org/toolkit/>

[2] [Office on Violence Against Women \(OVW\) | Domestic Violence \(justice.gov\)](https://www.justice.gov/ovw)

4 DESIRED QUALIFICATIONS

Describe the Responder's capacity to undertake and perform the work described in this RFP. The proposal shall address the following:

- 4.1 Responders shall have expertise in research, analysis, and implementation of service models for survivors of domestic violence.
- 4.2 Responders shall have experience in community engagement. Responders shall have the capacity to engage with communities who may be underserved by current services to survivors of domestic violence, which may include communities of color, immigrant and undocumented communities, non-English speaking or multilingual communities, and LGBTQ+ communities.
- 4.3 Responders shall demonstrate the capacity to produce strong, clearly written analytical work.

5 HOW TO OBTAIN THIS RFP

5.1 This solicitation may be downloaded from the Biddingo solicitation posting system at <http://www.biddingo.com/sanjose>. You may also access this solicitation, along with other City of San José solicitations, at <https://www.sanjoseca.gov/your-government/departments-offices/finance/purchasing/bid-opportunities>.

5.2 Vendors wishing to respond to this solicitation must register with Biddingo at <http://www.biddingo.com/sanjose>. If you have a problem registering, contact Biddingo directly at (800) 208-1290 or by email to info@biddingo.com.

5.3 Prospective subcontractors should note that once registered with Biddingo, they may view all organizations (with name and contact information) who downloaded

5.4 Prospective subcontractors should note that once registered with Biddingo, they may view all organizations (with name and contact information) who download the solicitation document.

5.5 There is no cost to the vendor to register, receive notifications, or submit responses for City of San José solicitations using Biddingo.

6 TERM OF AGREEMENT

It is anticipated that the term of this agreement will be effective through no later than September 1, 2025.

7 COMPENSATION AND WORK HOURS

The proposal should include a not to exceed estimate for the entire scope of work by key phase or task, with detail showing estimated labor hours, hourly rates, and reimbursable expenses as indicated on Form 2 – Cost Form. Pricing for the signed agreement is to remain firm fixed for a 2-year period.

8 PROCEDURE FOR SUBMITTING QUESTIONS AND INQUIRIES

8.1 Any objections as to the structure, content, or distribution of this RFP must be submitted through the Question and Answer portal on Biddingo. Objections must be as specific as possible and must identify the RFP section number and title, as well as a description and rationale for the objection.

8.2 All objections, questions, and inquiries pertaining to this RFP must be received by the Deadline for Questions and Objections specified on the cover sheet.

9 OBJECTIONS

9.1 Any objections as to the structure, content or distribution of this RFP must be submitted in writing to the Contact listed on the cover sheet of this document. Objections must be as specific as possible, and identify the RFP section number and title, as well as a description and rationale for the objection.

9.2 All objections, questions and inquiries must be received by the deadline stated on the cover sheet.

10 PROPOSAL SUBMITTAL REQUIREMENTS

10.1 Submission Requirements

10.1.1 This RFP must be responded to by the due date and time as stated on the cover sheet of this document for a proposal to be considered. Proposals must be submitted and addressed to the attention of the contact listed on the cover sheet of this document, clearly labeled RFP-CMO2024DV2

10.2 Organizational Narrative

10.2.1 RFP submission shall include an organizational narrative that provides a general description of the history and current activities of the Responder's organization. As part of this narrative, the Responder should describe how they satisfy the qualifications described in Section 4 of this RFP, including information documenting the Responder's expertise in research and analysis, and of service models for survivors of domestic violence; the Responder's community engagement expertise including experience engaging with

communities of color, immigrant and undocumented communities, non-English speaking or multilingual communities, and LGBTQ+ communities; and the Responder's capacity to produce clearly-written analytical work.

10.2.2 RFP submission shall include a description the qualifications of each person on the project team, including experience on similar past projects, and any expert knowledge in the field of domestic violence, community engagement and data analysis. The qualifications, experience, and title position of each member of the project team must be provided. The proposal shall indicate each team member's responsibility for project tasks. Identify the lead person who will be the primary liaison with the City and each individual who will work with the City. Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications, licenses, etc. The name of the organizational representative who attended the mandatory City sponsored pre-meeting must be provided for the proposal to be considered.

10.3 Project Plan

10.3.1 RFP submission shall include a work plan detailing how the Responder would complete each deliverable within the scope of work outlined in Section 3 of this RFP. The project plan shall include, but not be limited to, the following:

10.3.1.1A detailed description of the approach the Responder would take to the literature review and analysis described in Section 3.2.

10.3.1.2A detailed description of the methodology the Responder would use to conduct the community needs assessment and asset mapping described in Section 3.3.

10.3.1.3A detailed description of how the Responder would approach the community outreach described in Sections 3.4 and 3.5, including but not limited to, a description of outreach modalities, a draft plan and timeline for the outreach process, a description of how the Responder would reach a representative sample of San José communities, including historically underserved or hard to reach communities, and any other relevant information regarding how the Responder would conduct outreach.

10.3.1.4 The name of the organizational representative who attended the informational pre-meeting as described in section 3.6.1.

10.3.1.5A description of how the Responder would anticipate structuring the final report described in Section 3.7.

10.4 References

10.4.1 Using Form 8, provide at least three references for similar projects, including the project information and contact information (name, title, phone, email address). References may be contacted as part of the selection process and will be asked to comment on work quality and performance.

10.5 Timeline

10.5.1 Responders shall include a timeline for completion of each subsection within the scope of work (Section 3 of this RFP). **Responders shall propose a final completion date on or before February 28, 2025. Projects shall be evaluated based on their ability to meet this timeline.**

10.6 Fee Structure

10.6.1 Use Form 2 to submit a line-item budget showing all direct and indirect costs associated with completing the items discussed in this RFP. Responders are required to provide a fee structure including, if applicable, the hourly rate of the team members to be assigned to the matter, and proposed cost and expense reimbursement levels.

Responders are required to provide line item descriptions and pricing, applicable sales tax, and a total final price. No cost increases shall be passed onto the City after the proposal has been submitted. Direct costs (e.g. printing, travel expenses, tax) are to be listed as a separate line item, with any mark-up specified.

10.6.2 Responders shall also provide a per-meeting cost for any additional in-person meetings where the consultants presence is required, beyond the meetings specified in section 3.6.1 and consistent with section 3.6.1.4, which indicates that either the City or the Consultant may propose additional meetings.

10.7 Attachments

1. Attachment A – City’s Standard Terms and Conditions
2. Attachment B – Insurance Requirements
3. Certification Form (Form 1)
4. Cost Proposal Form (Form 2)
5. Exemplar Agreement Acknowledgement Form (Form 3)
6. Insurance Requirements Acknowledgement Form (Form 4)
7. Request for Small Business and Enterprise Form (Form 5)
8. Proposer Questionnaire (Form 6)
9. Conflict of Interest (Form 7)
10. Customer Reference (Form 8)

11 SELECTION PROCESS AND EVALUATION CRITERIA

11.1 Selection Process

11.1.1 City staff will evaluate proposal submissions. The City reserves the right to interview prospective firms/individuals prior to making its selection. The City also reserves the right to rely on information from sources other than the information provided by the Responders.

11.1.2 Responses will be evaluated as outlined in this section.

11.1.3 Final award shall be contingent upon selected firm (Contractor) accepting Terms and Conditions in substantial conformity to the terms listed in Attachment D of this RFP.

11.1.4 City reserves the right to accept an offer in full, or in part, or to reject all offers.

11.2 Evaluation Criteria

Description	Weight
Proposal Responsiveness	Pass/Fail
Experience of Responder	20%
Customer Satisfaction/Firm Reputation	15%
Project Plan	30%
Pre-Meeting Attendance	5%
Fee Structure (Cost)	20%
Local Business Enterprise	5%
Small Business Enterprise	5%

12 GROUNDS FOR DISQUALIFICATION

12.1 All Responders are expected to have read and understand the "Procurement and Contract Process Integrity and Conflict of Interest", Section 7 of the Consolidated Open Government and Ethics Provisions adopted on August 26, 2014. A complete copy of the Resolution 77135 can be found at: <https://records.sanjoseca.gov/Resolutions/RES77135.PDF>

12.2 Any Responders who violates the Policy will be subject to disqualification. Generally, the grounds for disqualification include:

1. Contact regarding this procurement with any City official or employee or Evaluation team other than the Procurement Contact from the time of issuance of this solicitation until the end of the protest period.
2. Evidence of collusion, directly or indirectly, among Responders in regard to the amount, terms, or conditions of this proposal.
3. Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.
4. Evidence of submitting incorrect information in the response to a solicitation or misrepresent o fail to disclose material facts during the evaluation process.

12.3 In addition to violations of Process Integrity Guidelines, the following conduct may also result in disqualification:

1. Offering gifts or souvenirs, even of minimal value, to City officers or employees.
2. Existence of any lawsuit, unresolved contractual claim or dispute between Responders and the City.
3. Evidence of Responder's inability to successfully complete the responsibilities and obligations of the proposal.

4. Responders default under any City agreement, resulting in termination of such Agreement.

13 CONFLICT OF INTEREST

In order to avoid a conflict of interest or the perception of a conflict of interest, Responder(s) selected to provide services under this RFP will be subject to the following requirements:

The Responder(s) selected under this RFP will be precluded from submitting proposals or bids as a prime contractor or subcontractor for any future procurement with the City if the specifications for such procurements were developed or influenced by the work performed under the agreement(s) resulting from this RFP.

Responder(s) may not have any interest in any potential Responders for future City procurements that may result from the work performed under the agreement resulting from this RFP.

In order to determine whether such interest may exist, all Responders must complete the attached Conflict of Interest Form (Form 9).

14 GENERAL INFORMATION

The successful Responder will be required to demonstrate evidence of insurance in accordance with the insurance provisions listed in Attachment B.

All costs associated with responding to this request are to be borne by the Responder.

It is the City's policy that the selected firm shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of San José contracts.

15 LOCAL AND SMALL BUSINESS PREFERENCE

Chapter 4.12 of the San Jose Municipal Code provides for a preference for Local and Small Businesses in the procurement of contracts for supplies, materials and equipment and for general and professional consulting services. The amount of the preference shall be 5 points if the business is local and an additional 5 points if the business is small. In order for the Responder to be eligible for local and/or small business preference, the Responder must complete Attachment C, Request for Contracting Preference for Local and Small Businesses. If the Responder fails to complete this form and submit it with the proposal, the Responder will be denied consideration for local/small business preference. This information cannot be submitted later.

The preference shall only be considered for the prime Responder(s). However, in the event that the proposing firm is a Joint Venture (JV) or Partnership as indicated on the Proposal Certification Form (Form 1), then the Local

Preference shall apply if any one of the firms in the JV or Partnership meets the definition for a local business. In order for a JV or Partnership to be considered for the Small Business Preference, then the aggregate of all of the employees that make up the JV or partnership must meet the definition for a small business.

16 PUBLIC NATURE OF PROPOSAL MATERIAL

16.1 All materials submitted in response to this solicitation shall become a public record and retained as property of the City of San José. These materials are subject to disclosure under the State of California Public Records Act (California Government Code Section 7920.000 et seq.). There are limited and narrow exceptions to this disclosure requirement.

16.2 Do **NOT** include confidential or proprietary information in your response material as it may be disclosed if requested by any member of the public.

16.3 If you must include confidential or proprietary information that you believe is exempt from disclosure, you must (1) clearly mark the specific information as "Confidential," "Trade Secret," or "Proprietary;" (2) state the specific provision in the Public Records Act that provides the exemption; and (3) provide the factual basis for claiming the exemption in each specific instance.

16.4 In the event you claim such an exemption, you must include a redacted version of your submission and state in the submission the following: ***"[insert Respondent Name] shall indemnify the City and the City's officers, employees, and agents and hold them harmless from any claim or liability and defend against any action brought against the City for City's refusal to disclose trade secrets or other proprietary or confidential information contained in [insert Respondent Name]'s solicitation response to any person making a request. This indemnification obligation shall be through the term of the City's Records Retention Schedule which is four (4) years after the date of award or cancellation of this solicitation for non-awarded vendors and four (4) years after contract termination for awarded vendors."***

16.5 Failure to meet the requirements set forth in Sections C and D above shall constitute a waiver of your right to exemption from disclosure.

16.6 Any material which contains language purporting to render all or significant portions of the submission "Confidential," "Trade Secret" or "Proprietary," or fails to provide the exemption information required above will be considered a public record in its entirety.

16.7 Although the California Public Records Act recognizes that certain confidential or proprietary information may be protected from disclosure, the City of San José may not be able to establish that the information is a trade secret or otherwise proprietary. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City will provide the respondent who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

16.8 The City will not disclose any part of any response before it announces a Recommendation of Award or Notice of Intended Award on the grounds that there is a substantial public interest in not disclosing responses during the evaluation process. After the announcement of a Recommendation of Award or Notice of Intended Award, all responses received to this solicitation will be subject to public disclosure.

17 PROTESTS

17.1 If an unsuccessful Responder wants to dispute the award recommendation, the Protest must be submitted in writing to the City Manager's Office of Administration, Policy, and Intergovernmental Relations no later than ten calendar days after announcement of the successful Responder, detailing the grounds, factual basis and providing all supporting information. Protests will not be considered for disputes of proposal requirements and specifications, which must be addressed in accordance with the above Section. Failure to submit a timely written Protest to the contact listed below will bar consideration of the Protest.

17.2 The address for submitting protests is:

City Manager's Office of Administration, Policy and Intergovernmental Relations
200 East Santa Clara Street, 17th Floor
San Jose, CA 95113

18 RFP DOCUMENTS & SUBMITTAL CHECKLIST

1. Attachment A – City's Standard Terms and Conditions
2. Attachment B – Insurance Requirements
3. Certification Form (Form 1)
4. Cost Proposal Form (Form 2)
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6. Insurance Requirements Acknowledgement Form (Form 4)
7. Request for Small Business and Enterprise From (Form 5)8. Pr
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9. Cover Letter (Form 7)
10. Request for Local and Small Business Enterprise Preference (Form 8)
11. Conflict of Interest (Form 9)

A City's Standard Terms and Conditions

Please review.

Original attached file(s)

Seq.	File	Description	Required
1	Attachment A - City's Standard Terms and Conditions.pdf		Optional

B Insurance Requirements

Please review.

Original attached file(s)

Seq.	File	Description	Required
1	Attachment B - Insurance Requirements.pdf		Optional

Form 1 Certification Form

Complete, sign, and submit with proposal response.

Original attached file(s)

Seq.	File	Description	Required
1	Form 1 - Certification Form.pdf		Required

Form 2 Cost Proposal Form

Complete, sign, and submit with proposal response.

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Complete, sign, and submit with proposal response.

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Seq.	File	Description	Required
1	Form 4 - Insurance Requirements Form.pdf		Required

Form 5 Request for Small Business and Enterprise Form

Complete, sign, and submit with proposal response. This will not be accepted at a later date.

Original attached file(s)

Seq.	File	Description	Required
1	Form 5 - Local and Small Business Preference.pdf		Optional

Form 6 Proposer Questionnaire

Complete, sign, and submit with proposal response.

Original attached file(s)

Seq.	File	Description	Required
1	Form 6 - Proposer Questionnaire.pdf		Optional

Form 7 Conflict of Interest Form

Complete, sign, and submit with proposal response.

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Seq.	File	Description	Required
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Form 8 Customer References

Complete, sign and submit with your proposal response.

Original attached file(s)

Seq.	File	Description	Required
1	Form 8 - Customer Reference Form.pdf		Required

REFERENCE ONLY