



CITY OF EL MONTE

CITY MANAGER'S OFFICE

**REQUEST FOR QUALIFICATIONS (RFQ)
GUARANTEED INCOME PILOT NON-PROFIT PROGRAM ADMINISTRATOR**

FEBRUARY 2022

REVISED FEBRUARY 17, 2022

IMPORTANT DATES

RFQ ISSUED	February 3, 2022
REQUEST FOR INFORMATION DEADLINE: 5:00 PM	February 10, 2022
RELEASE OF INFORMATION REQUESTED	February 17, 2022
SUBMISSION DEADLINE: 5:00 PM	February 24, 2022
INTERVIEW DATE	March 3, 2022
ANTICIPATED AWARD DATE	March 15, 2022

**REQUEST FOR QUALIFICATIONS
GUARANTEED INCOME PILOT NON-PROFIT PROGRAM ADMINISTRATOR**

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1.0 Background

The City of El Monte (hereafter referred to as the “City”), the hub of the San Gabriel Valley, is located approximately 12 miles east of downtown Los Angeles. The City is the ninth largest city in Los Angeles County with a population of approximately 115,517 residents. The City encompasses two (2) primary watersheds – San Gabriel River (approx. 1,577 acres) and Los Angeles River (4,548 acres) and the tributary area of Legg Lake to the south. The City occupies approximately ten square miles and is primarily built-out, with a few remaining undeveloped parcels. The City is mostly residential, with a mixed use of commercial businesses and a minor number of industrial parcels. The City was incorporated in 1912 as a general law city and operates under the Council/Manager form of government. The City is governed by a five- member City Council and is administered by the City Manager.

The City of El Monte has a diverse population, according to 2020 census data, the City’s ethnic makeup composes primarily of 65.7% Hispanic or Latino, 38.8% White, and 28.8% Asian. According to the U.S. Census Bureau (2020) 19.5% of El Monte’s population is living in poverty, this is roughly 22,562 residents.

2.0 Guaranteed Income Pilot Program and Goals

The City is preparing to launch a Guaranteed Income Pilot Program (“Pilot Program” or “Program). The Pilot Program will distribute \$500 monthly payments to 125 eligible El Monte residents. To qualify for the program, an El Monte resident must be living at or below poverty level, and be a female householder, no spouse present, with children under 18 years. In order to measure the program’s success two (2) groups will be established: Group 1 – Qualified El Monte female householder, no spouse present, with children under 18 years living at or below poverty level and experiencing hardships as related to COVID-19 and the on-going pandemic; and Group 2 – Qualified El Monte female householder, no spouse present, with children under 18 years living at or below poverty level and experiencing hardships as related to COVID-19 and the on-going pandemic, participating in the program as the control group. The control group will not receive direct GI benefits but will be asked to participate in quarterly surveys with a \$30 incentive for each survey. The City of El Monte is inviting non-profit agencies to submit a Statement of Qualifications to become the non-profit program administrator for the Pilot Program.

The City’s goals for the Program are: (1) determine the effectiveness of guaranteed income on participants’ economic security, housing stability, physical and mental health, and wellbeing; (2) contribute to the national debate about the impact and usefulness of guaranteed income programs with an innovative policy design that reduces poverty, inequality, and improves the health and wellbeing of participants; and (3) test the concept of guaranteed income to be able to evaluate whether the City should expand the program to increase the number of participants or duration of benefits, or include different demographics.

The City anticipates entering into an agreement based on a negotiated fee and scope of work. The project timeline is 24 months.

3.0 Scope of Work

The requested Scope of Work for the non-profit administrative entity involved with the Pilot Program will include the following tasks:

- Work with the City's Guaranteed Income Ad Hoc Committee, City staff, and non-profit partners, to create and implement an outreach and recruitment plan to provide information about the program to El Monte residents;
- Assist City's Finance Department with establishing a partnership with a local City of El Monte bank for funding;
- Assist potential participants in completing enrollment applications, self-certification forms and other necessary documentation to be considered as a participant. This assistance may be provided in person, and due to COVID-19 public health protocols, by phone, or online free and easily accessible digital platforms (i.e. Zoom, Microsoft Teams, etc.);
- Review applications for eligibility (confirm household status and income);
- Submit all eligible completed applications to the Center for Guaranteed Income Research for random selection of participants;
- Notify and enroll selected participants;
- Conduct a one-on-one onboarding session with each participant;
- Provide individualized benefits counseling to each participant selected to ensure they are informed of possible impacts to federal, state, or county benefits and provide the opportunity for potential participants to make their own decisions as to whether to proceed in the program;
- Collaborate with financial distribution entity to ensure participants have bank accounts set up to receive the monthly funds via debit card, and that participants receive the monthly funds in a timely, predictable, and seamless fashion;
- Conduct an optional financial literacy course for participants and conduct financial literacy assessments;
- If participants are interested, work with other City contracted non-profit agency partners to connect participants with social services and available resources;
- Track progress of Pilot Program's target enrollment and retention goals and provide regular updates to the City of El Monte and other program partners as needed;
- Participants will have the option to enroll in a storytelling component to allow them to have agency over their own stories, and how/whether to share them with a wider audience. The selected firm will work with the City to create the storytelling component and other communication strategies that build trust among participants, are transparent, and still enable the participant to have the capacity to share information with the community and media, as well as respond to community inquiries while maintaining confidentiality as needed/requested;
- Work with the City to create an online data dashboard to keep the community informed;
- Regularly lead and convene a working group to provide updates on the design and implementation of the program and offer participants ongoing opportunities to meaningfully shape and inform the program design and work to influence national

policies around guaranteed income;

- Provide quarterly updates to the City to report on the Pilot Program implementation progress; and
- Assist with the selection of a program evaluator, typically an academic institution, to prepare a comprehensive report evaluating the outcomes of the program.
- Assist the financial distribution entity, City, and selected program evaluator with collection of qualitative and quantitative data from the participants and ensure submission of data to program evaluator to evaluate the ways the funds are spent and the impact of the guaranteed income program; and
- Facilitate the preparation of the program evaluator's comprehensive report evaluating the outcomes of the program. Report should include but not be limited to the following: (1) determine the effectiveness of guaranteed income on participants' economic security, housing stability, physical and mental health, and wellbeing; (2) contribute to the national debate about the impact and usefulness of guaranteed income programs with an innovative policy design that reduces poverty, inequality, and improves the health and wellbeing of participants; and (3) test the concept of guaranteed income to be able to evaluate whether the City should expand the program to increase the number of participants or duration of the benefits, or include different demographics.

4.0 Submission Requirements

The submission requirements for the Request for Qualifications are as follows:

1. A cover letter stating interest in the Program and why the non-profit agency is best qualified to achieve the Program goals and perform the work required.
 - a. Applicant's information
 - b. Legal name of organization
 - c. Name, title, and contact information, including mailing address, phone number and email of the person whom the City should contact regarding the submittal.
 - d. 501(c)(3) designation letter from IRS.
2. Project management team working on the Program.
 - a. Provide a clear description of your agency's proposed team, including identifying principal-in-charge, program manager, and other staff needed to complete contract goals. Provide similar information for any subconsultants. Also include the names, websites, addresses, and telephone numbers of additional organizations/entities you intend to use, if applicable.
3. Narrative: In no more than **twenty (20)** ~~seven (7)~~ single-spaced pages, please address the following topics:
 - a. Provide a description of the non-profit agency's expertise in developing and/or implementing a guaranteed income pilot program or administrating distribution of funds for another city or organization. Please include information for up to three (3) similar projects, specifying the following information:

- i. Name, location, date of completion;
- ii. Name of program manager and key staff;
- iii. Brief description of process and results; and
- iv. Project timeline and budget; final project duration and cost.

b. Approach and Proposed Work Plan – Description of how your agency will address and implement the Scope of Work under “Section 3.0 Scope of Work” including, but not limited to, the anticipated interaction with the City regarding progress and completion of project milestones and timeline; and description of capacity for working with clients and collecting data.

4. Budget:

- a. Please include a budget for your proposed scope of work. At minimum, your budget must include the following: salaries and benefits for staff assigned to the project, direct costs, administrative costs and/or fees, not-to-exceed costs to administer the program. The three (3) primary languages spoken by the El Monte community are: English, Spanish, and Mandarin. The non-profit agency’s proposed budget should include costs for interpretation and translation services for community meetings and written communications.

5. Attachments: Proposals shall submit all Attachments below as part of the submittal.

- a. Attachment “A” – False Claims Act Certification
- b. Attachment “B” – History Of Debarment Certification
- c. Attachment “C” – Civil Litigation History
- d. Attachment “D” – Conflict Of Interest Disclosure Statement

Four (4) printed copies and one (1) electronic copy (USB flash drive) of the proposal shall be submitted to the City Clerk’s Office located at 11333 Valley Boulevard, El Monte, CA 91731. No exceptions to this requirement will be considered. Proposals shall be addressed to the following City staff listed below:

ATTN: Alma Martinez
City Manager
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731
amartinez@elmonteca.gov

**Subject: RFQ FOR GUARANTEED INCOME PILOT NON-PROFIT PROGRAM
ADMINISTRATOR; FEBRUARY 2022**

Proposals must be received by or before the Submission Deadline. Proposals that are post marked after the Submission Deadline will not be considered by the City. Submitted Proposals shall be maintained as confidential records of the City up to the Submission Deadline. Firms may

withdraw, modify and/or resubmit a proposal prior to the Submission Deadline but not after. Firms shall be bound to the terms of their RFQ following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the firms to correct them.

5.0 Evaluation Criteria and Selection Process

Each submission shall be evaluated against 100 total points. The City will use the scoring, outlined below, as a guide to assess the respective strengths of each submission. All submissions in response to this RFQ will be evaluated according to the following evaluation criteria:

- 1. Project Understanding and Approach: 30 points maximum**
Demonstrate clarity, creativity, and completeness of approach and proposed work plan.
- 2. Experience and References: 20 points maximum**
Demonstrated ability to deliver high quality, innovative work for relevant projects of similar complexity. Brief descriptions of previous project experiences should be used as examples.
- 3. Familiarity: 10 points maximum**
Knowledge of El Monte, its community, and its relationship to the region; knowledge of services El Monte provides to its community; knowledge of regional stakeholders to be engaged in this project.
- 4. Project Team Qualifications: 25 points maximum**
Team member skills and experience align with project needs; demonstrated ability to work well with community groups, various municipal departments, other vendors, and City staff.
- 5. Cost of Services and Schedule: 15 points maximum**
Costs of services and transparency on ability to adhere to desired project timeline.

A selection committee comprised of three (3) City staff members from three (3) City Departments will review the qualifications. Firms will be ranked on qualifications and the selection committee may interview several of the top ranked firms. However, at its sole discretion the selection committee may dispense with interviews and select a proposer to perform the work.

6.0 Insurance Requirements

The selected consultant shall provide the following at the time of contract execution.

Insurance coverage must include naming the City of El Monte as additional insured (Form CG2010 or Equivalent), policy number, expiration date, and amounts (limits). *GENERAL LIABILITY CARRIER MUST HAVE A S CURRENT A.M. BEST RATING OF "A VI" OR HIGHER. WORKERS' COMPENSATION CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A-VII" OR HIGHER. CARRIERS MUST BE ADMITTED IN CALIFORNIA. MINIMUM ACCEPTABLE LIMITS: GENERAL LIABILITY; GENERAL AGGREGATE \$2,000,000 AND PRODUCTS-COMP/OP AGG \$2,000,000.*

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY: E.L. EACH ACCIDENT \$1,000,000 AND E.L. DISEASE-EA EMPLOYEE \$1,000,000 AND E.L. DISEASE – POLICY LIMIT \$1,000,000. Sample is available upon request.

7.0 General Conditions

- 1)** Firms shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals in response to the RFQ; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFQ. The City is not liable for any costs incurred in response to this RFQ. Whether or not a firm is awarded a contract pursuant to this RFQ, no firm shall be entitled to reimbursement for any costs or expenses associated with the firm's participation in this RFQ process.
- 2)** Late Proposals will not be considered.
- 3)** The City reserves the right to reject any and all Proposals received as a result of this RFQ. The City's potential award of a contract will not be based on any single factor nor will it be based solely or exclusively on the Fee/Rate Schedule. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, quality of service, work history and other factors which the City may consider relevant and important in determining which Proposal is best for the City.
- 4)** The City reserves the right to cancel or modify this RFQ. There is no guarantee that the City will award contract.
- 5)** The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFQ.
- 6)** Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted proposals available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained is legally privileged under the California Public Records Act. By submission of a proposal, proposers acknowledge and agree that their proposal and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.

- 7)** The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFQ and any other criteria the City, in its sole discretion, deems pertinent.
- 8)** All Proposals must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFQ and with written permission granted by the City.
- 9)** If it becomes necessary to revise any part of this RFQ, an addendum will be posted on the City's website. It shall be the sole responsibility of the proposer to check for any addendums to the RFQ that may be issued by the City.
- 10)** It is the responsibility of potential firm to be thoroughly familiar with the scope of services to be performed under this RFQ.
- 11)** Proposers may withdraw their proposal prior to the Submission Deadline.

ATTACHMENT "A"

False Claims Act Certification

SECTION 00470

FALSE CLAIMS

Bidders/Proposers shall provide either the certification requested below or the information requested on the next page. **Failure to certify or provide the requested information may result in a determination that the Bidder/Proposer is non-responsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

“False Claims Act”, as used herein, is defined as either or both the Federal False Claims Act, 31 U.S.C. Sections 3729 et seq., and the California False Claims Act, Government Code Sections 12650 et seq.

FALSE CLAIMS ACT CERTIFICATION

If the Bidder/Proposer has no False Claims Act violations as described above, complete the following:

I, _____, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor _____
(name of responsible managing person licensed by Contractors' State License Board)

has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act as defined above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day _____ at _____
(month and year) (city and state)

by _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

FALSE CLAIMS ACT VIOLATIONS

With regard to any determinations by a tribunal or court of competent jurisdiction that the False Claims Act, as defined above, has been violated by (1) the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) the qualifying person licensed by the State Contractors' License Board to perform the work described in the Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal, Bidder/Proposer shall provide on the following page labeled “False Claim Act Violations Information:” (1) the date of the determination of the violation, (2) the identity of tribunal or court and the case name or number, if any, (3) the identity of government contract or project involved, (4) the identity of government agency involved, 5) the amount of fine imposed, and (6) any exculpatory information of which the City should be aware.

FALSE CLAIMS ACT VIOLATIONS INFORMATION

(1) Date of determination of the violation:

(2) Identity of tribunal or court and the case name or number, if any: _____

(3) Government contract or project involved: _____

(4) Government agency involved: _____

(5) Amount of fine imposed: _____

(6) Exculpatory information: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

ATTACHMENT "B"

History of Debarment Certification

SECTION 00473

DEBARMENTS

Bidder/Proposer shall provide either the certification requested below or the information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

For the ten (10) years preceding the date this Bid/Proposal is due, identify on the following page any debarment by any Federal, State, or local public agency arising out of the performance of a construction contract (1) by the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) by the qualifying person licensed by the Contractors' State License Board to perform the work described in the Bid/Proposal, including any debarment of any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal. Provide on the following page labeled "Debarment Information:" (1) the date of debarment and the duration of the debarment, (2) the project name or contract from which the debarment arose, (3) the identify of the debarring agency, (4) stated reason for debarment, and (5) any exculpatory information of which the City of El Monte should be aware.

HISTORY OF DEBARMENT CERTIFICATION

If the Bidder/Proposer has no debarments to report as described above, complete the following:

I, _____, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor _____
(name of responsible managing person licensed by Contractors' State License Board)

has been debarred as described above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

DEBARMENT INFORMATION

(1) Date and duration of debarment: _____

(2) Project name or contract involved: _____

(3) Debarring agency: _____

(4) Stated reason for debarment: _____

(5) Exculpatory information: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

ATTACHMENT "C"

Civil Litigation History

SECTION 00471

CIVIL LITIGATION HISTORY

Bidder/Proposer shall provide either the certification requested below or information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

For the two (2) years preceding the date of submittal of this Bid/Proposal, identify any civil litigation arising out of the performance of a construction contract within the State of California in which the (1) Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) the qualifying person licensed by the State Contractors' License Board to perform the work described in this Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal, was a named plaintiff or defendant in a lawsuit brought by or against the Owner. Do not include litigation which is limited solely to enforcement of mechanics' liens or stop notices. Provide on the following page labeled "Civil Litigation History Information:" (1) the name and court case identification number of each case, (2) the jurisdiction in which it was filed, and (3) the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

CIVIL LITIGATION CERTIFICATION

If the Bidder/Proposer has no civil litigation history to report as described above, complete the following:

I, _____, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor _____
(name of responsible managing person licensed by the Contractors' State License Board)

has been involved in civil litigation as described above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

Civil Litigation History

CIVIL LITIGATION HISTORY INFORMATION

(1) Name of Case: _____

Court case identification number: _____

(2) Jurisdiction in which case was filed: _____

(3) Outcome of the case: _____

(1) Name of Case: _____

Court case identification number: _____

(2) Jurisdiction in which case was filed: _____

(3) Outcome of the case: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

ATTACHMENT "D"

Conflict of Interest Disclosure Statement

CONFLICT OF INTEREST DISCLOSURE STATEMENT
(Subject Project: Guaranteed Income Pilot Program)

Proposer's Name: _____ ("Proposer")

This Conflict of Interest Disclosure Statement relates to that certain City of El Monte's Request for Qualifications for the Guaranteed Income Pilot Program (hereinafter, the "RFQ").

Proposer is advised that certain consulting firms will not be allowed to submit qualifications in response to the RFQ or participate on any proposer's team for the RFQ because of the consultant's participation in the preparation of the RFQ and/or their participation in the review, evaluation and selection of professional consulting firms who will be submitting responses to the RFQ. The conflicted firm(s) is/are:

(hereinafter, the "Conflicted Consultant(s)").

Proposers must also disclose any contractual arrangements or other representation the Proposer currently has or will have during the performance period of the agreement contemplated under the RFQ.

Proposers must also identify all municipalities or other public agencies, or development projects in the City of El Monte that the proposer is currently under contract with or will be under contract with during the performance period of this RFQ to provide consulting services similar to those contemplated under this RFQ. For purposes of this disclosure statement any of the entities referenced under this paragraph may be referred by the term "Potentially Adverse Client".

1. Required Disclosure of Conflicts

In the space provided below, and on supplemental sheets as necessary, identify all relevant facts relating to present, or planned interest(s) of the proposer's team (including the proposer, Principal/Major Participants, proposed Subconsultants and proposed Subcontractors, and their respective chief executives, directors, and other key personnel for the project) which may result, or could be viewed as, a conflict of interest in connection with this RFQ, either with a Conflicted Consultant or a Potentially Adverse Client.

Proposer should disclose (a) any current contractual relationships with a Conflicted Consultant or Potentially Adverse Client, (b) any present, or planned contractual or employment relationships with any officer or employee of a Conflicted Consultant or Potentially Adverse

Client and (c) any other circumstances that might be considered to create a financial interest in the contract by any member, officer or employee of a Conflicted Consultant or Potentially Adverse Client if Proposer is awarded a contract under the RFQ.

Proposer should also disclose matters such as ownership of 10% or more of the stock of, or having directors in common with, a Conflicted Consultant. Proposer should also disclose contractual relationships (i.e. joint ventures) with any Conflicted Consultant as well as Proposer should also disclose matters such as ownership of 10% or more of the stock of, or having directors in common with, a Conflicted Consultant. Proposer should also disclose contractual relationships (i.e. joint ventures) with any Conflicted Consultant as well as relationships wherein a Conflicted Consultant is a contractor or consultant (or Subcontractor or Subconsultant) to the proposer or a member of the proposer's team. The foregoing is provided by way of example, and shall not constitute a limitation on the disclosure obligations.

2. Explanation

In the space provided below, and on supplemental sheets as necessary, identify steps the Proposer has taken or will take to avoid, neutralize, or mitigate any conflict of interest described herein.

3. Certification

The undersigned hereby certifies and declares under penalty of perjury that, to the best of his or her knowledge and belief, no interest exists that is required to be disclosed in this Conflict of Interest Disclosure Statement, other than as disclosed above.

Signature: _____

Name: _____

Title: _____

Company
Name: _____

Date: _____, 20____

City will evaluate each proposer's relationship with a Conflicted Consultant or a Potentially Adverse Client identified, above, to determine whether the conflict is sufficiently direct and/or material as to merit disqualification of the proposer from consideration under this RFQ. City will evaluate whether measures taken by a proposer to avoid, neutralize or mitigate an actual or potential conflict are reasonably adequate to avoid an actual or potential conflict. Potentially conflicted proposers will provide City with any such additional information as the City may request to better evaluate the existence of a direct and/or material conflict and the failure to provide such additional information to the reasonable satisfaction of City shall be grounds for disqualification. The City shall issue its determination in writing. Parties who may wish to protest the City's determination must file a written protest within the time period specified in the RFQ for protests.