



DEPARTMENT OF FINANCE

**CITY OF STAUNTON
REQUEST FOR PROPOSALS
(RFP# H00121)**

**PSYCHOLOGICAL SERVICES
FOR CITY OF STAUNTON POLICE DEPARTMENT**

August 6, 2021

GENERAL INFORMATION

The City of Staunton is seeking proposals to establish a contract or contracts through competitive negotiation for the provision of Psychological Services for the City of Staunton Police Department.

All proposals must be in an opaque, sealed envelope or box and clearly marked: “**PSYCHOLOGICAL SERVICES – RFP H00121**”. Proposals shall clearly indicate the legal name, address and telephone number of the Offeror (company, firm, partnership, or individual). All expenses for making proposal to the City of Staunton shall be borne by the Offeror.

Offerors shall provide one (1) paper copy and one (1) identical electronic PDF copy (on CD or thumb drive) of the proposal documents. If proprietary/confidential information is included in the proposal, it shall be identified using **Attachment C**, and Offeror is required to submit a redacted copy of their proposal in addition to the required number of proposals requested. Redacted copy should be provided in electronic PDF format on CD or thumb drive. All electronic copies shall be exact PDF scanned copies of the original, signed, completed documentation.

Proposal documents shall be mailed to addressee below or hand-delivered to the **City of Staunton Finance Office located at 116 W. Beverley Street, 3rd Floor City Hall, Staunton, Virginia**. Office hours are Monday through Friday, 8:00am to 5:00pm. Faxed or emailed proposals will not be accepted.

All written proposals must be delivered to:

Mail to:
City of Staunton
Chad Horvat
Finance Business Manager
P.O. Box 58
Staunton, VA 24402-0058
Phone: (540) 332-3819

Overnight To
City of Staunton
Chad Horvat
Finance Business Manager
116 W. Beverley St., 3rd Floor
Staunton, VA 24401
Phone: (540) 332-3819

ALL PROPOSALS MUST BE RECEIVED BY
2:00 P.M. LOCAL TIME, SEPTEMBER 8, 2021

The City of Staunton is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the Offeror to ensure that its

proposal reaches the Supervisor of Purchasing by the designated date and hour. **Facsimile and e-mail submittals are not acceptable.**

All offerors shall abide by all applicable State and Federal laws. The City does not discriminate against small and minority businesses or faith-based organizations.

INQUIRIES CONCERNING RFP

Any questions or comments concerning this Request for Proposal should be directed, in writing, to:

Captain Brian Brown

brownbk@ci.staunton.va.us

**RFP SPECIFICATIONS FOR CITY OF STAUNTON
PSYCHOLOGICAL SERVICES**

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract or contracts through competitive negotiation for the provision of Psychological Services for the City of Staunton Police Department with provisions for potential extension of services to other City of Staunton First Responders.

II. CONTRACT PERIOD

The initial term of this contract is for one year commencing upon the date that the contract is fully executed. The contract has four (4) one-year mutual optional renewals. Automatic renewals are not permitted.

III. QUALIFICATIONS

The Offeror shall provide the names, addresses, email addresses, and telephone numbers of at least three (3) other firms or government agencies for whom a similar type of work has been performed in the past five (5) years.

A. Contractor(s) shall be or shall employ Psychologists who meet the following qualification requirements:

1. Must have membership in good standing with the American Psychological Association.
2. Must have a minimum of five years of post-doctoral experience in psychotherapy and crisis intervention, including diagnostic and psychological testing.
3. Must have a minimum of three years of experience providing clinical services to first responder personnel.
4. Must have experience providing early intervention for trauma and critical incidents.
5. Must have experience with providing training and consultation to first responder agencies.
6. Must have experience developing and providing evidence-based programs to meet emerging needs in public safety.

B. The following qualifications are preferred:

1. Recognition from a nationally accredited board as a Police Psychologist or Clinical Psychologist.
2. Extensive experience in public safety Critical Incident Response.
3. Extensive work history in the field of public safety as a Clinician.
4. Trained in Peer Support for public safety.

5. Affiliation with recognized public safety psychology; sections of such groups as the International Association of Chiefs of Police, Major Cities Chiefs Association or Division 18 of the American Psychological Association.
- C. The City will consider, in determining the qualifications of a offeror, his record in performance of any contracts for the services into which he/she may have entered with the City or with other public bodies or corporations; and, the City expressly reserves the right to reject the proposal of such offeror, if such record discloses that said offeror, in the opinion of the City, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills, or has otherwise disregarded his obligations to subcontractors, suppliers or employees.
- D. The City will make an investigation as to the ability of the offeror to perform the work. The City of Staunton reserves the right to reject any proposal, if the evidence submitted by, or investigation of offeror, fails to satisfy the City that such offeror is properly qualified by experience and financial status to carry out the obligations of the contract and to complete the work contemplated therein. The City will not accept conditional offers.

IV. SCOPE OF SERVICES

Qualified offerors are encouraged to submit a proposal on how they will provide services as per the requirements listed below:

A. Psychological Services for the City of Staunton Police Department.

1. Under the direction of the Police Department's Emergency Management Commander, perform advanced-level professional clinical psychology work providing direct clinical prevention and mental health treatment services including but not limited to substance abuse, crisis intervention, psychological assessment, testing, evaluation, diagnosis, and psychotherapeutic treatment to public safety members, civilian public safety employees, retired public safety members, volunteers public safety, and brief intervention and triage for their immediate family members and retirees.
2. Maintain professional liaisons with all department providers, and risk management staff, for the purpose of consultation/reaching agreement on treatment plans. Provide and coordinate direct treatment services and resolve clinical problems. Serve as a liaison for the Department's Support Services program and provide guidance and training of the peer support program.
3. While providing psychological services, adhere to all relevant laws and ethics to uphold confidentiality.

B. General Clinical Services:

1. Provide direct, advanced level, clinical psychological services including training and consultation to officers, civilian employees, immediate family members and retirees to help address public safety related stressors, concerns and issues. Marital and financial counseling is not covered under this contract.
2. Services may include, but are not limited to personal crisis interventions, psychological assessments, clinical and diagnostic evaluations, and psychotherapeutic treatments.

3. Care modalities may include individual and group therapies.
4. Facilitate referrals to conjunctive and/or alternative care services when appropriate.
5. Identify psychological/emotional needs and potential clinical trends experienced by first responders and employees.
6. Develop, implement, and evaluate psychological/emotional wellness and prevention programs (e.g., brown bag seminars, stress management workshops, self-care strategies, and couples and family communication classes) in response to identified and anticipated needs.
7. Conduct mandatory wellness education visits for officers as mandated by department policy.

C. Support Services Coordination:

1. Under the direction of the Police Department's Peer Support Supervisor, assist with development of strategies, programs and policies that can best meet the psychological/emotional needs of its officers, dispatchers and civilian employees.
2. Provide clinical expertise and research to help guide and coordinate programs within the Department's Peer/Incident Support Services.
3. In a collaborative effort with the Staunton Police Department, provide appropriate training and consultation to members of peer support (e.g., psychological/emotional dynamics of trauma and grief, common behavioral symptoms of grief and loss, suicide prevention, and appropriate interventions with a distressed peer).
4. Liaison with external wellness support programs and services (e.g., City Risk Management Division, City HR, Employee Assistance Program, International Association of Chiefs of Police (IACP), Virginia Association of Chiefs of Police, Psychological Services Section, Council of Government members, and psychological services within other law enforcement agencies and military services).
5. Identify appropriate contract clinical mental health care providers and coordinate the utilization of such professionals when the need arises.
6. Ensure program maintains certification through Virginia Peer Support Association.

D. Critical Incident Response:

1. Respond to critical incidents where emergent psychological services are required to ensure the psychological/emotional well-being of first responder involved (e.g., use of deadly force, violent encounter, serious cruiser accidents, serious injury and gruesome death of community member).
2. Provide time-sensitive critical incident response to individual and/or groups of first responders.
3. Evaluate first responder psychological/emotional status and needs following traumatic events in order to provide consultation to the Emergency Management Commander regarding appropriate follow-up care while observing confidentiality.
4. Provide follow-up psycho-education and support to affected first responder per the Department's policies and procedures regarding Use of Deadly Force.

5. Offer post-incident debriefings to affected first responder families, loved ones, and colleagues.
6. At the direction of the Chief of Police and his/her designee, upon the request from other agencies outside of the City of Staunton, respond to provide all and any listed services.

E. Line of Duty Death Services:

1. Provide appropriate comfort and grief counseling to fallen first responder's immediate family members, loved ones and fellow first responders.
2. Help the Department anticipate, identify and meet the psychological/emotional needs of the affected immediate family members and loved ones, as well as those in the Department.
3. Provide appropriate follow-up grief counseling to all involved.
4. Offer post-incident evaluation of first responders and employees' moral, mindset and psychological/emotional status.
5. Coordinating with the Peer Support Supervisor in implementing appropriate interventions to help maintain first responders and employees' psychological/emotional integrity.

F. Support and Consultation Services:

1. Provide personnel-driven and mission-directed support and consultation to all sections within the Department.
2. Work with the respective commander and supervisors to provide services per the request in a timely manner within the scope of the RFP.
3. Services may include, but are not limited to, personnel interventions, case consultations, consultations on developing psychological criteria to select potential special team members, direct and indirect threat assessments, mediation of operational stressors and mental attitude preparation

G. Hours of Operation:

1. Contractor(s) shall be available to provide services 24 hours per day, 7 days per week, and 365 days per year with a 1-hour response time after initial call is made for evaluation. Core hours will be 8:00 a.m. - 5:00 p.m., Monday-Friday.
2. Contractor's services shall be provided at the Staunton Police Department or at other designated locations such as the site of emergency, other City facilities.

H. Contractor Requirements:

1. Contractor(s) and contractor personnel assigned to perform work under this contract, visiting or deployed to a City of Staunton facility shall display or possess some form of picture identification and verification of company name if requested.
2. Contractor(s) and contractor personnel assigned to perform work under this contract will be required to complete a criminal background check to the satisfaction of the

Police Department and be required to have periodic background checks and random drug testing.

3. Contractor(s) and contractor personnel assigned to perform work under this contract must possess a valid driver's license.
4. Contractor(s) must be accessible by phone at all times, to coordinate department needs if necessary.

I. City Staff Requirements:

1. It is the responsibility of the City to provide overall coordination and serve as the liaison to the contractor(s); to screen all referrals that are recommended for psychological evaluations for appropriateness, accuracy; to ensure that all supporting documentation is available for the contractor(s); and to collect and provide all background materials necessary for the evaluator to complete an assessment. All cases referred to the contractor(s) for evaluation will be tracked.

J. Confidentiality and release of records:

1. Contractor(s) will adhere to all relevant federal and state laws, and all licensure and ethical guidelines, that pertain to confidentiality.
2. Contractor(s) will be subject to Federal and State Laws and regulations, including the Virginia Freedom of Information Act. The contractor agrees to hold private, confidential and secure all Protected Health Information (PHI) and records of client contact.

K. EVALUATION AND AWARD CRITERIA

To be considered for selection, respondents must submit a complete response to this Request for Proposal. Failure to submit all information requested may result in the rejection of the incomplete proposal. After review of all proposals, the selection committee may interview a limited number of firms and negotiate a contract with the firm(s) they feel most capable of providing the required services.

An authorized representative of the company shall sign proposals. Offerors shall provide one (1) paper copy and one (1) identical electronic PDF copy (on CD or thumb drive) of the proposal documents. If proprietary/confidential information is included in the proposal, it shall be identified using **Attachment C**, and Offeror is required to submit a redacted copy of their proposal in addition to the required number of proposals requested. Redacted copy should be provided in electronic PDF format on CD or thumb drive. All electronic copies shall be exact PDF scanned copies of the original, signed, completed documentation.

E-mail and facsimile responses are not acceptable. The proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

An Evaluation Committee has been established to review and evaluate all proposals submitted in response to this Request for Proposal. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below, with each criterion weighted as indicated.

Evaluation Criteria	Points
Qualifications, stability and experience of the firm with appropriately qualified and experienced personnel.	35
Depth of response, understanding of work to be performed, technical approach and methodology to be used to provide these services.	35
24/7/365 coverage and response time for providing services	10
Proposed management and Credentials of project team proposed to perform work	10
References (i.e., satisfaction of former clients) and Experience with other “on call” contracts	10
TOTAL	100

I. TERMS OF CONTRACT

The City reserves the right to award a single or multiple contracts for specific services.

Contract shall be awarded for a period of one (1) year with an option to extend the contract(s) for four (4) additional one-year periods in the best interest of the City and agreed to by the contractor. The contract shall be subject to cancellation for cause or convenience with written notice 30 days prior to the effective date of the cancellation.

II. PROPOSED SCHEDULE

There are several dates that are important in the current RFP process. Be advised that all dates are a projection and not guaranteed:

Activity	Date
Release RFP	August 6, 2021
Deadline for Submission of Questions	August 25, 2021 by 1:00 p.m.
Answers & Addenda Posted	August 27, 2021 by 5:00 p.m.
Deadline for Submission of Proposals	September 8, 2021 by 2:00 p.m.
Review of RFP	September 9-23, 2021
Award of RFP	TBD October 2021

PROCUREMENT GUIDELINES

A. CHARGES AND PAYMENTS**1. To Prime Contractor:**

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the purchase order number.
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after satisfactory invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under the contract, which are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the City shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the City of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

2. Payment to Subcontractors:

An offeror awarded a contract under this solicitation is hereby obligated:

- a. To pay the subcontractor(s) within thirty (30) days of the offeror's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- b. To notify the agency and the subcontractor(s), in writing, of the offeror's intention to withhold payment and the reason.
- c. The offeror is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the offeror that remain unpaid thirty (30) days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each

sub-tier contractor performing under the primary contract. An offeror's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

B. TESTING AND INSPECTION

The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

C. ASSIGNMENT OF CONTRACT

Neither the City nor the Contractor shall assign, sublet or transfer its interest in this contract without the prior written consent of such other party.

D. DEFAULT

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure them from other sources and hold the offeror responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the City may have.

E. TAXES

Sales to the City are exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request, as the City determines appropriate. Any deliveries under this contract shall be free of Federal excise and transportation taxes.

F. INDEMNIFICATION

The Offeror agrees to indemnify, defend, and hold harmless the City and Staunton City Council members, officers, directors, agents and employees against any and all claims, liabilities, losses, damages, costs and expenses (including reasonable attorney fees) arising out of, or resulting from any and all injuries to persons or damage to property or intellectual infringement claim arising out of services performed hereunder or by reason of the intentional or negligent acts or omissions of the Offeror, its employees, agents or sub-contractors, including any independent contractors. The provisions of this section of shall survive the completion, terminations or expiration of the contract.

G. LIABILITY AND LITIGATION

The City shall not indemnify or hold harmless any contractor or other third party. The City does not waive any right or release any party from liability, whether on its own behalf or on behalf of any boards, employees or agents. The City does not waive the right to trial by jury for any cause of action arising from the Contract and shall not submit any Contract claim to binding arbitration or mediation. The City shall not be liable to contractor for any special, punitive or exemplary damages arising from the performance of the contract, including, but not limited to, incidental damages, and lost profit and lost wages, even if such special damages are reasonably foreseeable. Any provision(s) in the Contract contrary to these statements is/are hereby deleted and rendered void.

H. COPYRIGHTS

The Offeror hired pursuant to this contract is prohibited from copyrighting any papers, interim reports, forms, or other materials resulting from performance under this agreement, without the written permission of the Purchasing Agency. Data and their analysis, forms, and images gathered or developed during fulfillment of this contract may be used by the Offeror in subsequent copyrighted

publications, provided the copyrights do not in any way restrict or limit the Purchasing Agency's ownership, use, or distribution of said information, forms, or images.

I. CONTRACT CONDITIONS

The offeror selected shall not:

1. The offeror shall not use his/her position for the actual or apparent purpose of private gain other than payment for services rendered for himself/herself or another person, particularly one with whom he/she has family, business, or financial ties.
2. The offeror shall not convey inside information that has not become part of the body of public information and that would not be available upon request, directly to any person for the purpose of private gain for himself/herself or another person, particularly one with whom he/she has family, business, or financial ties.
3. The offeror shall not, either for or without compensation, engage in teaching, lecturing, or writing that is dependent on information obtained as a result of his/her employment with the grant recipient, except when that information has been made available to the general public or will be made available upon request, or when DHR gives written authorization for the use of non-public information on the basis that the use is in the public interest.

J. COMPETITIVE NEGOTIATION

The procurement method is competitive negotiation as defined in Section 2.2-4301 of the Code of Virginia (1950) as amended. This RFP indicates, in general terms, the nature of the program and services being sought. Each offeror is to submit the proposal(s) that best suits the needs of the City.

The specific requirements for the contents of proposals are contained in the RFP. Offerors are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of the City.

In order to procure the program that best suits the needs of the City, the competitive negotiation process and evaluation criteria consider factors in addition to cost.

K. AWARDING THE CONTRACT

The award of a contract shall be determined in the sole discretion of the City based upon evaluation of all information as the City may request. The City reserves the right to waive any informality in proposals submitted in response to this RFP when such waiver is in the best interest of the City.

The evaluation process shall be based upon the criteria identified in **Section III** of this Request for Proposals. The City shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts.

The Request for Proposal shall not, however, request that offerors furnish estimates of man-hours or cost for services. At the discussion stage, the City may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing offerors shall not be disclosed to the public or to competitors.

At the conclusion of discussion, outlined herein, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the City shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

The City is seeking to award contracts to multiple firms and shall conduct negotiations with the offerors most satisfactory and advantageous to the City. If contracts, satisfactory and advantageous to the City, can be negotiated, the award(s) shall be made to those offeror(s).

The City shall endeavor to award the contract within thirty (30) days from receipt of proposals. Notice of award will be posted on the Staunton City Web Site at <http://www.staunton.va.us/solicitation-results>

L. PUBLIC INSPECTION OF PROCUREMENT RECORDS

Proposals submitted shall be subject to public inspection only in accordance with Section 2.2-4342 of the Code of Virginia, which reads, in essence, as follows:

Public inspection of certain records:

1. Except as provided in this section, all proceedings, records, contracts, and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.
2. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
3. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the City decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.
4. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
5. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction shall not be subject to the Virginia Freedom of Information Act; however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. Bidder, offeror, or contractor may not invoke this protection on the entire proposal – only on those sections or data which are considered trade secrets or proprietary.

M. ETHICS IN PUBLIC CONTRACTING

By submitting their proposal, all offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or sub-contractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

N. FORUM SELECTION

This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without reference to conflict of laws principles or rules of construction. Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.

O. PROMPT PAYMENT ACT

Any contract awarded as a result of this Request for Proposal shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.

P. REJECTION OF PROPOSALS

The City reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new Request for Proposal, or make modifications, corrections or additions to the information contained herein.

Offerors are cautioned this is a Request for Proposal, NOT a request to contract.

Q. COSTS FOR PROPOSAL PREPARATION

Any costs incurred by offerors in preparing or submitting proposals are the offeror's sole responsibility; the City will not reimburse any offeror for any costs incurred as a result of the preparation of this Request for Proposal.

R. APPROPRIATIONS

The obligations of the City are subject to and contingent upon annual appropriation by City Council of sufficient funds for the purposes of this contract. In the absence of such annual appropriation, either the City or offeror may terminate the contract by giving not less than ten (10) days prior notice to the other, specifying this reason for the termination, and upon effective termination pursuant to this provision, any compensation due shall be equitably adjusted by mutual agreement.

S. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER

Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the Virginia State Corporation Commission site: <http://www.scc.virginia.gov/>.

T. ANTITRUST

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City under said contract.

U. QUALIFICATIONS OF (BIDDERS/OFFERORS)

The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall

furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect (bidder's/offeree's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeree's) capabilities. The City further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeree) fails to satisfy the City that such (bidder/offeree) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

V. CANCELLATION OF THE CONTRACT

The City may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days advance written notice to the contractor. In the event of such termination the contractor shall be compensated for services and work performed prior to termination.

W. SELECTION PROCESS/AWARD

Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the department will publicly post such notice for a minimum of ten (10) days, or will notify all responsive bidders/offerees.

X. SAFETY AND OSHA STANDARDS

All parties performing services for the City shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or property within and around the work site areas under this contract shall be remedied per the regulatory agency's guidelines.

Y. MODIFICATION & WITHDRAWAL OF PROPOSAL

An offeror may modify or withdraw his proposal, either personally or by written request, at any time prior to the scheduled time for opening of proposals. After proposal opening, Code of Virginia 2.2-4330 B. 1. shall apply: "The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice."

Z. CONTRACT TERM

The Offeror whose Proposal is found to be the most advantageous to the City will be offered the opportunity to enter into an Agreement with the City. The scope, terms, and conditions of that Agreement shall be in substantial conformance with the terms, conditions, and specifications described in this RFP.

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the contractor at least thirty (30) days prior to the termination date. The City may terminate this contract without cause in the event funds are not appropriated.

Part of the consideration will be the capability of the Offeror to immediately begin work and meet the proposed timetable above.

The City reserves the right to negotiate the Agreement, to include any portion or portions of the services covered by this RFP, and to reject any and all Proposals in total or by components.

The contractor shall not assign or transfer any interest in the contract without prior written consent of the City.

AA. COMPENSATION AND RECORD KEEPING

Total compensation for services will be negotiated between the City and the successful Offeror. The City retains the right to terminate contract negotiations if insufficient progress is being made to establish contract terms. The Offeror selected will be paid on a percentage of progress completed basis, as provided for in the contract or lump sum at completion of project. The contract will be written on a “cost not to exceed” basis. Records are to be kept by the Offeror in such detail as to properly reflect all direct or indirect costs of labor and material for which payment will be claimed.

BB. PAYMENT

Appropriate personnel will make payment for all completed work only after final approval and acceptability of the work completed.

CC. ADDENDA

Prior to submitting their bid/offer, it is the bidder’s/offeror’s responsibility to check the Staunton City web-site for any addenda associated with this Request for Proposal.

DD. INSURANCE REQUIREMENTS

Insurance shall be in amounts not less than \$2,000,000 in Commercial General Liability, \$5,000,000 in Professional Liability, \$1,000,000 Worker’s Compensation, and \$1,000,000 Vehicle Accident Insurance or such other insurance as is satisfactory, is otherwise specified in the Specifications of this RFP, and may be approved by the City. Insurance shall be written by companies licensed to do business in the Commonwealth of Virginia and shall list the Staunton City Schools and the City of Staunton as an additional insured.

EE. CONTRACT TERMINATION

This contract will not be awarded to any vendor who has had a previous contract with the City terminated for substantial non-compliance within the last three (3) years.

FF. DEBARMENT STATUS

By submitting their bids/proposals, all bidders or offerors certify that they are not currently debarred from submitting bids or proposals on contracts by any public body of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by any public body of the Commonwealth of Virginia.

GG. CONTRACTOR UNDERSTANDING

It is understood and agreed that the Contractor has, by careful examination, satisfied himself as to the nature and locations of the work, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions and all other matters which in any way effect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of the City either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

HH. DRUG FREE WORKPLACE

During the performance of this contract, the contractor agrees to:

1. provide a drug-free workplace for the contractor's employees;
2. post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
3. state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and
4. include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

II. NON-DISCRIMINATION

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. The contractor will include the provisions of the foregoing paragraphs a, b, c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

JJ. PERMITS AND LICENSES

Any required City permits must be obtained by the contractor but will be provided at no cost. The successful contractor must obtain at his/her own expense, the required business license from the City of Staunton, Commissioner of Revenue's Office prior to beginning work. All equipment and/or installation must meet all applicable local, State, and Federal codes.

KK. NEGOTIATION WITH SUCCESSFUL BIDDER/OFFEROR

The City reserves the right to negotiate contract terms with the successful offeror for items/services other than those specifically stated in this RFP in the best interest of the City and agreed to by the contractor, in accordance with § 2.2-4318 of the Code of Virginia. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions.

LL. COOPERATIVE PROCUREMENT

This procurement is being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. If authorized by the bidder/offeror, the resultant contract may be extended to any public body in the Commonwealth of Virginia in accordance with contract terms.

MM. IMMIGRATION REFORM AND CONTROL ACT OF 1986

During the performance of this contract, contractor agrees that they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986. (per 2.2-4311.1)

NN. CERTIFICATION OF INTEREST & RELATIONSHIPS WITH CITY OF STAUNTON, STAUNTON CITY COUNCIL, SCHOOL BOARD, AND STAUNTON PUBLIC SCHOOL EMPLOYEES

The extent that either Contractor or any of Contractor's officers, directors, or executive employees, maintains a financial or familial relationship with any person acting for, or employed by, the City of Staunton, Staunton City Council, School Board or Staunton City Schools, Contractor shall reveal such relationships. In accordance with this paragraph, Contractor shall execute the certification attached hereto as **(Attachment E)** and submit the certification contemporaneously with the executed Contract.

ATTACHMENT C**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM**

Code of Virginia 2.2-4342F (updated 07/01/18): “Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. A bidder, offeror, or contractor shall not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices.”

Trade secrets or proprietary information shall be identified in writing on this form, either before or at the time the data or other material is submitted. **Note: If proprietary/confidential information is identified, Bidder/Offeror must submit a redacted copy (in electronic PDF format) of their bid/proposal in addition to the required number of copies requested.** The proprietary or trade secret material must be clearly identified in the redacted bid/proposal copy by a distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION NUMBER	PAGE NUMBER	REASON

 Authorized Signature

 Date

ATTACHMENT E
CERTIFICATION OF INTEREST & RELATIONSHIPS
WITH CITY OF STAUNTON, STAUNTON CITY COUNCIL,
SCHOOL BOARD AND STAUNTON PUBLIC SCHOOL EMPLOYEES

Contractor hereby certifies that neither Contractor, nor any of Contractor's officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, the City of Staunton, Staunton City Council, School Board, or Staunton City Schools (City Employee).

To the extent that such relationships exist, Contractor shall reveal the relationship below by describing the nature of the relationship and identifying the person with whom such relationship exists.

☐ Neither Contractor nor any of its officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, the City of Staunton, Staunton City Council, School Board, or Staunton City Schools.

☐ The following individuals currently maintain a **financial** relationship with Contractor.
City Employee's Name: _____
Position with City: _____
Nature of Relationship: _____

☐ The following individuals currently maintain a **familial** relationship with Contractor.
City Employee's Name: _____
Position with City: _____
Nature of Relationship: _____

Contractor

Date

By: _____

Name: _____

Title: _____