

*Sealed proposals will be received at 101 East 11<sup>th</sup> Street, Ste. G-13, Chattanooga, TN, 37402, until 4:00 p.m., e.s.t., on Tuesday, November 28, 2017.*

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# **REQUEST FOR PROPOSALS**

## **VIOLENCE REDUCTION INITIATIVE - YOUTH SOCIAL SERVICES CONSULTANT/PROGRAM ADMINISTRATOR**

**November 9, 2017**

## OVERVIEW

The City of Chattanooga seeks a qualified agency to submit a Formal Proposal to provide a solution for the management and coordination of social services and programming for youth involved in the Chattanooga's Violence Reduction Initiative (VRI). It is the intent of the City to enter into a contract with the successful Proposer for a two (2) year contract with two (2) optional one-year extensions by mutual agreement.

## GENERAL INSTRUCTIONS TO PROPOSERS

**Sealed Proposals must be submitted in hard copy format to the Purchasing Division, City of Chattanooga, by no later than 4:00 p.m., e.s.t., on November 28, 2017, to the attention of:**

City of Chattanooga Purchasing Division  
Attn: Deidre Keylon  
101 East 11<sup>th</sup> Street,  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7231  
Fax: (423) 643-7244

Late or misdirected proposals shall be rejected and returned unopened without exception. Postmarks are not accepted.

### Quantity and Format

Proposer shall submit seven (7) complete copies of their proposal; one (1) original, five (5) copies and one (1) electronic copy in PDF format on a flash drive. All proposals shall be submitted in a sealed non-transparent envelope or box clearly marked "**RFP 162251 - Proposal for VRI Consultant/Program Administrator**".

### Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

### Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

### Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested in writing at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

#### Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

#### Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

#### Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

#### General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

#### General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Proposal response.

Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

#### Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document, or as otherwise required by the City Purchasing Division.

## **PRE-PROPOSAL MEETING**

A Pre-Proposal Meeting (optional attendance) will be held on November 14, 2017 at 11:00 AM EST - 12:00 PM EST at City of Chattanooga Purchasing Division, 101 East 11th Street, Chattanooga, TN 37402, in the conference room. The scope of this meeting will be to review the content of the Request for Proposal document.

## **REQUEST FOR INFORMATION**

All questions, and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 pm, est, on November 16, 2017, and shall be sent to:

City of Chattanooga Purchasing Division  
Attn: Deidre Keylon, Buyer  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7231  
Fax: (423) 643-7244  
[dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov)

Any communication concerning this RFP must be conducted exclusively with the City of Chattanooga Purchasing Division Buyer, until the evaluation and award process has been completed. Failure to follow this procedure will be negatively viewed in the selection process.

## **A. BACKGROUND**

The Chattanooga Violence Reduction Initiative (VRI) has provided social services and support to group members in efforts to reduce group (also referenced as ‘gang’) member involved violence in the City. Many group members have sought assistance through past contracts with social service agencies, and changed their lives for the better, including 713 gang-affiliated persons since 2015. The incorporation of new technology infrastructure, such as the Real Time Intelligence Center (RTIC) and the National Integrated Ballistics Information Network (NIBIN), in combination with several years of experience implementing focused deterrence, has allowed the Chattanooga Police Department to refine the Initiative focus to a smaller amount of individuals involved in groups that are driving violence. Previous experience has shown that only 10-20% of group members who are part of CPD’s enforcement focus request help. With a more targeted enforcement focus by CPD, requests for social services have been steadily declining with only 46 gang members requesting and receiving services in 2017, and better outreach and enforcement is leading to declining rates of group member involved violence in 2017.

The next stage of the VRI is to work with gang members under the age of 18. The goal is to divert young gang members from group involvement to ensure they do not become a future driver of violence in the City of Chattanooga. Focusing intensive social services and support on young gang members will help increase the likelihood of long term prevention of violence by decreasing gang involvement, arrest rates, and days incarcerated by youth currently involved in a gang or group.

Comparative successful service models such as Multisystemic Therapy (MST) and Life Skills Training (LST) have been implemented in other cities such as Los Angeles, CA, Charleston, SC, and Columbia, MO. These models have been shown to decrease criminal behavior by changing a young person’s peer group, school environment, family and home environment, and community environment. By building supportive environments, through intentional development of supportive relationships, a young person can change his or her behavior. Other programs, like Chicago’s Becoming a Man have shown promise in building emotional intelligence, decision making skills, and youth feeling a sense of control over their future by providing one-on-one counseling and skill building.

## **B. DESIRED OUTCOMES AND SCOPE OF WORK**

Proposers are asked to present and describe a programmatic and case management solution, incorporating the following:

### **1. Desired Outcomes**

A successful proposed program will focus on:

- Family/Home support - providing skills, services, and support to family and caretakers;
- School/Academic support - building closer relationships between family members and school staff and customized school behavior reinforcements/sanctions;
- Mentorship and community support - building close community relationships by establishing mentor relationships and other community involvement; and
- Individual support for youth - providing a safe space for youth involved, one-on-one counseling, and building social, emotional, conflict resolution and decision making skills, through group and one-on-one activities.

Agency should strive to meet and incorporate the specified outcomes below. Data and reporting requirements of these Outcomes and Agency/Program Outputs are specified further below in the "Data and Reporting" Section of this RFP.

Short Term Outcomes - 6 months to 1 year

- increase in the verified number of days in school
- increase in the verified number of days in home
- improved peer relations
- improved family functioning
- fewer behavior problems
- reduced substance use (if present)

Long term Outcomes -1 to 2 years or more

- reduction of arrests among youth served
- reduction in days incarcerated
- reduction in youth behavior problems reported by mothers
- reduction of violent crimes committed
- reduction of behavior-based school referrals

#### **a. Entry and Caseload requirements**

The lead agency will be required to adhere to strict entry and caseload requirements, due to a wide range of youth that could benefit from services provided by the vendor, and because successful intervention will require intensive focus on a small number of clients.

## **a (1) Entry requirements**

Youth receiving social service support from the successful proposer (also referenced as 'lead agency' or 'agency') must be under the age of 18 and meet one of the following categories:

1. is a validated gang/group member as vetted by Chattanooga Police Department (CPD) Intel;
2. is involved in an informal gang (also referenced as 'upstart'), as vetted by Chattanooga Police Department Intelligence; or
3. is a known associate of a validated gang/group member as vetted by the Chattanooga Police Department Intel

Before admission, agency will work in coordination with the Mayor's Office of Public Safety and Public Safety Coordinator will work with representatives from the Gang Unit and Intel in CPD to verify that the identified youth meets one of the three categories specified above. Agency should prioritize youth that fit these categories for admission based on a risk assessment (see "6. Assessment and reporting" in Scope of Work). Youth that have been referred for admission that do not meet one of these categories can be admitted on a special exception basis, provided their risk assessment states they have a high need. All special exceptions will still be vetted by Office of Public Safety and CPD representatives.

## **a (2) Caseload requirements**

Staff should maintain a caseload of no more than 10 youth per staff member. Agency should optimize their proposal to reflect the ability to serve 60-120 participants at any given time, based on the initial current estimates of gang members under age 18.

## **2. Scope of Work**

### **a. Programming/Service Categories**

#### **1. Providing safe space and support to youth**

Youth involved should receive support from staff, peers, and community mentors. The following core components of a program should be included:

- Safe space for youth involved - a space like a multipurpose room or rented office space within or near a youth's school where youth can come and feel safe to share their feelings and experiences openly. This space should be used for most programming and be a space for only youth and agency staff, not other adults like parents, teachers, etc.
- Group meetings and activities - regular small group meetings or activities with other youth involved to build positive peer connections, social skills, and foster group cohesion.
- Regular check-ins - regular check-in calls or in-person meetings from a staff member to check in on issues, provide support and guidance on challenges, and



offer encouragement on successes of the day.

- Training and skill building - through creative activities or one-on-one coaching provide training to build conflict resolution, social, and emotional skills and competency
- Creating core program participant values - create a core value system for youth and hold youth accountable to that system through custom reinforcements and sanctions.
- Coordinate transportation - coordinate transportation for youth involved in the program. This could be coordinating transportation to activities by parents, partner agencies, a contracted transportation service, or staff.
- Being accessible - staff are available 24/7 in times of crisis or when support is needed, and having flexible hours and locations for providing services and support.

## **2. Building a supportive family environment**

Parents, caretakers, siblings, and others in the youth's home and family environment should receive support in order to improve family functioning, reduce behavior problems at home, and increase the amount of time the youth spends at home. The following core components of a program should be included:

- Weekly home visits - staff should meet with the family (at a minimum the primary parent/guardian/caretaker of the youth involved) in their home at least weekly to provide coaching and training on parenting and counseling geared towards family conflicts or issues.

## **3. Building a supportive school environment**

Working with school administrators, teachers, counselors, and other staff to provide a positive school environment and experience for youth involved can help improve school attendance and reduce behavior problems at school. The following core components of the program should be included:

- Activities to build family-school relationships- hosting activities and facilitating relationship building between a youth's family members and staff at the school can help strengthen communication and improve the school experience for youth involved.
- Custom behavior reinforcements/sanctions - working with school administration and teachers to build customized reinforcements or sanctions that reflect agreed upon values and behavior i.e. Sanctions at school and at home if a student misbehaves with negative peers, positive reinforcements or rewards at home or at school if a student resolves a conflict in a nonviolent way.
- Tutoring/Academic coaching - building partnerships with other youth organizations and the City's Department of Youth and Family Development to provide academic coaching services to students.

## **4. Building supportive relationships with community members**

Building positive relationships with positive role models in the community can help

provide a support network that lasts beyond program participation. The following core components of the program should be included:

- Mentorship - agency should partner with community organization(s) to provide at least a yearlong mentorship to each youth involved in the program. Mentors meet at least weekly with their mentee, and attend at least monthly community-based activities with their mentee.
- Community activities - agency facilitates activities that build relationships with neighborhood organizations, nonprofits that serve the neighborhood, neighbors, churches, and business owners.

## **5. Building key partnerships to keep youth and parents engaged.**

Because the program is intensive and requires participation in order to be effective, agency should work to craft written agreements with outside organizations that will work to incentivize participation.

- Court System - working with the Juvenile and other courts to arrange court mandated participation from youth or parents when possible
- Probation and Parole - working with probation and parole officers to make program participation mandatory for youth or family members
- School Administration - working with school staff to ensure youth attend program sessions and meetings with their case manager/counselor
- Community Organizations - working with churches, charities, and non-profits to offer support to meet families' immediate needs in order to build trust and incentivize family involvement with the program.

## **6. Assessment, Evaluation, and Reporting**

In order to evaluate the effectiveness of the program and determine needs for each youth and his or her family, the lead agency should develop an assessment, evaluation, and a reporting system with program partners. More details about what data to collect and reporting structure are in "Data and Reporting" section below.

- Develop an evaluation to accurately determine program outcomes - Lead agency should work with academic institution(s) or technical assistance provider to develop an evaluation that accurately measures program outcomes (see above "Desired Outcomes" section for measures that will require an evaluation, such as increased measures of reported feeling of supportiveness from family members or decreased association with negative peers.)
- Develop an assessment to triage youth and family members and determine needs - Work with an academic institution or other technical assistance partners to develop an assessment that prioritizes youth, based on a risk score that determines likelihood of committing violent crimes, and evaluate the needs of youth and their family members, to help staff determine proper interventions for youth and their family, at program entry.
- Provide regular reports to program partners and the City - agency should report Agency/Program Outputs weekly and program outcomes monthly to the City and with interested program partners to use as a tool to adjust the program to better serve youth, family, and meet expected outcomes.

## **b. Data and Reporting**

In order to manage the program and track results, lead agency should collect and keep track of data about participants and their family members in one central location.

### **b (1) Data requirements**

Agency should keep track of the following data on clients, and the City of Chattanooga and partner agencies should have access to records, in accordance with the Tennessee Open Records Act, T.C.A. 10-7-501, et seq. Data related to minors shall be retained in a comprehensive and confidential manner according to local, state, and federal laws and regulations.

- Basic information about clients
  - Name
  - Date of Birth
  - School and Grade
  - Aliases
  - Any known addresses
  - Phone numbers
  - Social media accounts
- Social connections to each client
  - Family members
    - Names
    - Relationship to client
    - Any known addresses
    - Phone numbers
    - Social media accounts
  - School connections
    - Teachers and contact information
    - Guidance Counselors and contact information
  - Peers
    - Names
    - Positive or Negative peer
    - Relationship status (weak, casual, or strong friendship/relationship)
  - Other relationships
    - Mentors or community relationships and contact information
    - Staff at other agencies or organizations that may be working with youth or their family, contact information, and services provided

**Agency/Program Outputs** - Agency should have staff track specific outputs related to the program, in order to help agency staff manage:

- Personal goals for each client are created by conversation between client and staff
  - Track how many goals were achieved out of total goals set
- Behavior problems reported each week

- Other program outputs as determined by agency

Assessments, evaluations, and results for each client

- Assessments, results, date performed, and assessor
  - Perform a baseline assessment with each potential client to determine program eligibility and client needs
- Evaluations, results, date performed, and evaluator
  - Perform a baseline evaluation and re-evaluate regularly to track client's progress and determine when client exits the program
- Outcomes and results for each client (i.e. arrests, crimes committed, days in school, etc.)
  - Work in partnership with CPD, school administration and others to regularly gather data for both current clients and clients who have exited the program to determine long-term progress and effects.

**B (2) Reporting Requirements**

- Hold an end-of-week meeting with City staff and partner agencies every Friday to discuss successes and challenges with students for the week. Agency should submit Agency/Program Outputs (goals achieved + behavior issues) for all clients for the week to discuss at the meeting.
- End-of-month reports on program outcomes submitted to the City on the last Friday of every month.
- Hold a monthly meeting with City staff to discuss program successes and challenges, monthly reports, and make programming adjustments as needed to addresses challenges.

## **PAYMENT OF SERVICES**

1. The City will make payment according to the City's policies and procedures.
2. Invoices
  - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101  
Chattanooga, TN 37402  
acctspayable@chattanooga.gov

With Copy to:

City of Chattanooga  
Attn: Mayor's Office  
101 East 11th Street, Suite 300  
Chattanooga, TN 37402  
mayor@chattanooga.gov

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Purchase Order's transaction line items, and reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

## **REVIEW AND EVALUATION OF PROPOSAL**

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee, in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposers whose proposal is deemed to be in the best interests of the City.

### **Evaluation Committee**

A committee consisting of individuals selected by the City will receive all proposals submitted. Each proposal will be awarded a maximum of 100 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

### **Evaluation Criteria**

In preparing responses, proposers should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposers for the contract, are as follows:

- **35 points: Competence/Approach to Scope of Work**
- **35 points: Qualifications and Team Experience**
- **20 points: Price/Value/Cost Efforts**
- **10 points: Reference Projects**

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

### **Formal Presentations**

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite up to three (3) qualified firms for formal presentations. The City reserves the right, however, to invite more or less than this number, if the quality of the proposals so merits.

The City Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation to the City, the offered dates may not be flexible.

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

### **Selection of Finalist(s)**

After review of the proposals by the Evaluation Committee and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

## **RESPONSE FORMAT**

### **Cover Letter**

Include a cover letter, issued by an Officer of the proposing business entity, introducing your organization, summarizing your qualifications, and detailing any exceptions to the Standard Terms and Conditions.

Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable).

### **Competence/Approach to Scope of Work [35 points]**

· Offeror shall demonstrate in detail how each item in Scope of Work (SOW) will be addressed in order to achieve the stated Desired Outcomes of this solicitation, summarized as follows:

- Providing safe space and support to youth;
- Building a supportive family environment;
- Building a supportive school environment;
- Building supportive relationships with community members;
- Building key partnerships to keep youth and parents engaged; and
- Assessment, evaluation, and reporting

Please also answer the following questions related to data and reporting

1. Describe how you would track client data (i.e. contact information, family members, peers, etc.).
2. Describe which program outputs you would track, how you would collect this data, and how you would report those goals.
3. Describe how you would balance the need to collect data for evaluation and performance with the need to minimize time staff spend on paperwork and data entry.

### **Qualifications and Team Experience [35 points]**

- Demonstrate your organization's knowledge in the provision of services related to the project.
- Demonstrate your organization's history in working with youth involved in crime and/or gangs
- Demonstrate your organization's experience in operating similar programs successfully
- List all non-Domestic Relations litigation in which your organization or staff is or has been a defendant, within the three (3) years immediately preceding the RFP response (not the legal details or analysis), including, but not limited to, parties' names, county, court, case number, and disposition.
- Clearly define your team's organizational structure including defined roles and responsibilities and use of subcontractors or partners.
- Demonstrate relevant experience of proposed team members.

- Describe procedure for regular and ongoing background check assessment of all staff proposed to perform, including the scope of background checks and which charges would exclude an applicant or staff member from working in this program.
- Explain unique team experience, expertise, and/or approach for operating the program.
- Identify team members responsible for developing and providing information to City of Chattanooga
- Identify team members responsible for meeting with and advising City of Chattanooga.

### **Value/Cost Efforts [20 Points]**

Identify an annual all-in cost for this service.

This Annual Cost must include the following:

- Staffing costs
- Supplies and equipment costs
- Program implementation costs
- Itemization of any costs not otherwise described

### **Reference Projects [10 points]**

- Demonstrate ability to perform similar programs effectively.
- Detail experience on a minimum of two (2) programs of similar scope.

For each referenced project, please include the following:

- Target population served by the program
- Grantee or funder
- Program approach (services provided, staffing structure, logic model if available)
- Length of program, Dollar value, and program start and end date (or include if the program is ongoing)
- Funder contact information for the listed program, including an email address that can be used as reference verification.

Bad contact information and/or non-responsive references will be reflected in the scores.



**APPENDIX A  
PROPOSER QUALIFICATION DATA**

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all "doing business as" names, if any, associated with the company):

\_\_\_\_\_

2. Main office address:

\_\_\_\_\_

\_\_\_\_\_

3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

- a. Email Address:

\_\_\_\_\_

4. Proposers federal tax identification number:

\_\_\_\_\_ (Please attach Form W-9)

5. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

\_\_\_\_\_

6. The date the proposer was organized in its current form:

\_\_\_\_\_

7. If a corporation or limited liability company, the state where it is formed:

\_\_\_\_\_

8. Is your company registered with the Tennessee Secretary of State?

a. ☐ YES

b. ☐ NO - Please explain

\_\_\_\_\_

\_\_\_\_\_

9. How many years have you served the population described in this solicitation:

\_\_\_\_\_

10. Describe any pending plans to reorganize or merge your organization.

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11. Have you, or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

a. ☐ YES - Please list the contract party, and explain

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b. ☐ NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. ☐ YES - Please list the contract party, and explain

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b. ☐ NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

a. ☐ YES - Please list the contract party, and explain

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b. ☐ NO

14. Bonding

a. Limit: \$ \_\_\_\_\_

b. Bonding Company: \_\_\_\_\_

c. Address: \_\_\_\_\_  
\_\_\_\_\_

d. Phone Number: \_\_\_\_\_

**Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.**

**Vendor Disclosure and Acknowledgement**

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106. Each person signing on behalf of any entity also certifies that he or she has the authority to sign on behalf of the entity they represent.

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_

(DATE) \_\_\_\_\_

For further information, please see website: [www.tn.gov](http://www.tn.gov), type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," to access a link to the "Public Information Library." <https://www.tn.gov/generalservices/article/Public-Information-library>. There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106. The list, which is periodically updated, is there. Currently, the link for the list is: [https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106\\_Iran\\_Divestment\\_Act\\_updated\\_7.7.17.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

## **Affirmative Action Plan**

### **For RFP 162251**

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
  - b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)