

CITY OF CHATTANOOGA PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402

Request for Proposal No.: 185165
Ordering Dept.: Office of the Mayor
Buyer: Deidre Keylon; e-mail: dmkeylon@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)
Phone No.: 423-643-7231; Fax No.: 423-643-7244

Products or Services Being Purchased: Economic Mobility Planning Consultant

SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON MAY 30, 2019
ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON MAY 20, 2019

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revision_7.18.2018.pdf

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____
Mailing Address: _____
City & Zip Code: _____
Phone/Toll-Free No.: _____
Fax No.: _____
Contact Person for RFP: _____
E-Mail Address: _____
Signature: _____
Date: _____

COMPLETED AND SIGNED COVER PAGE TO BE RETURNED WITH PROPOSAL

City of Chattanooga, Tennessee
Office of The Mayor



Request for Proposals

Economic Mobility Planning Consultant

May 15, 2019

The City of Chattanooga is seeking proposals from qualified contractors to provide consulting services for an Economic Mobility Plan.

Introduction

This solicitation requests proposals from contractors with the qualifications and ability to research, assess and make recommendations for strategies to increase economic mobility for the City of Chattanooga, using models that rely on ongoing stakeholder input and involvement.

This project involves the performance of a policy scan - inventorying efforts and policies that have an impact, either positive or negative, impact on economic mobility, researching best practices, conducting a public engagement, and developing recommendations for implementation of these and other initiatives, in support of the economic mobility of Chattanooga residents.

During the needs-assessment and strategy-vetting period of this project, the contractor will substantively engage for-profit, nonprofit, and public sector stakeholders. This input will help substantively inform the policy scan, best practices research, and recommendations.

The awarded contractor will recommend specific key strategies for the City, and describe potential implementation partners to assist in the development of pilot initiatives and may provide staff with technical assistance related to economic mobility policy and programming. The contractor will maintain availability for limited technical and/or advisory support, during the first stages of implementation.

The following are work tasks assumed necessary to research, develop, vet, and plan economic mobility strategies informed by comprehensive stakeholder input. Proposing teams may suggest a modified scope as part of their proposal.

- **Conduct a scan for policies that impact - either negative or positive - economic mobility in Chattanooga. Areas for exploration, listed here, in no particular order of priority or preference, may include:**
 1. **K-12 Education**
 2. **Higher education**
 3. **Economic development**
 4. **Entrepreneurship and small business support**
 5. **Economic recruitment**
 6. **Wage policy**
 7. **Healthcare**
 8. **Access to credit**
 9. **Transit**
 10. **Land use**
 11. **Fair housing**
 12. **Debt management**

- **Research best practices and alternative models for increasing economic mobility in Chattanooga.**
- **Analyze findings and recommend key strategies for pilot program implementation and long term strategies**
- **Potential phase two of this work may include providing the City and implementation partners with economic mobility technical assistance and/or advisory support during the program development and implementation phases.**

Background

The City is undertaking a multi-sector, multi-jurisdictional, community informed planning process to determine short and long term strategies that will enhance the economic mobility of people in our community. The City is seeking a consultant to assist in the facilitation of public meetings, conduct a policy scan, and compile and analyze findings to present recommendations of short and long term strategies towards this goal. Responders must be able to perform the entire scope of work - those who can only perform a portion of this work will not be considered. The City is prepared to assist in the construction of the plan by providing outreach support, research assistance, and logistics support including web design, scheduling, and communications support.

General Scope and Work

The work to be performed by the consultant includes facilitating steering committee meetings, conducting a policy scan, including an incorporation of existing planning efforts (Chattanooga 2.0, Velocity 2040, IACH), and providing a public engagement survey tool. The resulting input from this engagement will be combined with additional outreach efforts conducted by City. The consultant will analyze this input (stakeholder input, public input, data, policy scan results) to form the economic mobility plan.

Vendor Tasks and/or Basic Requirement:

Primary Deliverables

- Policy analysis findings
- Develop survey instrument
- Ultimate deliverable is an economic mobility plan with short-, mid-, and long-term strategies, and overall action plan to improve economic mobility in the Chattanooga Region.

Required meetings

- Project kickoff meeting
- At least two steering committee meetings

- Bi-weekly check-in conference calls with City staff team

Project Deliverables and Timeline:

The first phase of this project is centered around public engagement and policy analysis. This is intended to be a 90 day period. The deliverables that will be completed within this period are the survey instrument and findings from the policy scan process. The survey instrument is expected to be completed early within this phase, in order to allow for public engagement to inform the remainder of the process. The findings of the policy scan are due within 90 days of defined project launch date.

Deliverable 1: Survey instrument (30 day deadline)

Deliverable 2: Policy scan findings (90 day deadline)

The final phase of the project is geared towards digesting all the public input, research, and stakeholder feedback and creating the report. This is due within 180 days of the initial engagement.

Deliverable 3: Report with prioritized focus areas to include short, mid term and long range strategies

Contract Term Duration:

The desired contract term is 24 months. This is a very complicated planning process with dozens of high level stakeholders. Additionally, the work that will be conducted is very specialized and requires a consultant who is highly familiar with economic mobility research and the various factors/systems that impact mobility.

Compliance:

The vendor is required to participate in bi-weekly check-in conference calls with designated City staff liaisons. Any disruptions in the project timeline must be proactively submitted in writing to the City staff liaison. Additionally, the City expects the vendor to provide excellent analytical skills, throughout the process, in order to develop solutions that are unique to the Chattanooga area.

Reference to Related Studies, Documentation, Specifications, and Standards:

The City expects responder to demonstrate familiarity or expertise with the concept of economic mobility, as detailed in the following studies:

<https://www.brookings.edu/blog/social-mobility-memos/2018/01/11/raj-chetty-in-14-charts-big-findings-on-opportunity-and-mobility-we-should-know/>

https://opportunityinsights.org/wp-content/uploads/2018/04/race_paper.pdf

https://opportunityinsights.org/wp-content/uploads/2018/03/movers_paper2.pdf

<https://www.brookings.edu/research/economic-mobility-is-the-american-dream-alive-and-well/>

https://www.huduser.gov/portal/pdredge/pdr_edge_featd_article_071414.html

Data Requirements (Consult Information Technology):

The City is expecting the winning bidder to provide data to support the policy scan and, to the greatest extent possible, use data to support the prioritization of certain strategies. The City assumes that this information will be provided to the City in a manner consistent with our open data policy; this policy may be accessed at

<https://github.com/cityofchattanooga/Chattanooga-Open-Data-Executive-Order>.

Data produced in relation to this solicitation or any awarded contract will become the property of the City of Chattanooga.

Preferences:

Preferred qualities include a history of conducting research on or facilitating economic mobility planning efforts. Additionally, the City would like to work with firms who have a track record of examining or work with Southern cities and metropolitan areas, as there are numerous unique historical, political, and social factors that shape economic mobility trends in many Southern communities.

RFP Lifecycle

Initial Screening

The initial screening of submitted proposals will occur as soon as practical following the opening. The initial screening process will involve evaluating all proposals for completeness, clarity, and conformity to all RFP requirements.

Proposals not meeting minimum requirements will not receive further consideration. The City, at its sole judgment will determine if a proposal is viable.

For a list of required materials, **see the CHECKLIST OF REQUIRED SUBMISSION MATERIALS.** **Proposals missing required materials may not receive further consideration.**

Proposal Evaluation

Viable proposals will be evaluated by an Evaluation Committee.

Evaluation Committee

A committee consisting of individuals selected by the City will receive and evaluate all viable Proposals. Each Proposal will be awarded a maximum of 5 points based on the evaluation criteria.

A Proposer may be selected based solely on evaluation of viable written Proposals. The City reserves the right to determine whether or not a Proposer can be selected based solely on the viable written Proposals submitted.

Selection of Finalist(s) and Formal Presentations

In the event that a Recommended Awardee cannot be selected solely on the Proposals submitted, the City may invite any number of qualified firms for formal presentations. Selection of Proposers for Finalist formal presentations (if any) and for contract negotiations will be determined based on an objective evaluation of the criteria listed above. Formal presentations provide an opportunity for clarification of the proposal submitted and an opportunity to ensure that a thorough, mutual understanding exists. A presentation may not be required, and therefore, **complete information must be submitted with a proposer's proposal.**

The Evaluation Team may revise the initial scores based upon clarification of proposal(s) received in this phase. If your company is invited to give a presentation, the offered dates may not be flexible.

After review of the proposals and formal presentations (if any), the Evaluation Team will make a recommendation. 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 may select the highest ranked Offeror(s) as finalist(s) if it is in the best interest of the City. The City may negotiate an agreement.

The City reserves the right to invite any number of Proposers if the quality of the Proposal(s) so merit(s) or other circumstances justify doing so.

Presentation costs are not compensable.

Selection of Awardee(s)

After review of the Proposals by the Evaluation Committee and after Formal Presentations, if any occur, 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) or the proposal(s) that is(are) in the best interest of the City to negotiate agreement.

Evaluation Criteria

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

The minimum categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposer(s) for the contract, are as follows:

- **50 percent: Competence and Approach**
 - **Competence to Perform the Scope of Work**
 - **Approach to the Scope of Work**
- **30 percent: Qualifications and Team Experience**
- **15 percent: Reference Projects**
- **5 percent: Price/Value/Cost Efforts**

Selection of Proposals for any reason will be determined based on an objective evaluation of the criteria listed above.

Tentative Timeline for RFP

The following represents a tentative outline of the process currently anticipated by the City:

- | | |
|--|--|
| ● Request for Proposals distributed | May 15, 2019 |
| ● Written Questions Submission Deadline | May 20, 2019, 4:00 p.m., e.s.t. |
| ● Sealed Proposals Due | May 30, 2019, 4:00 p.m., e.s.t. |
| ● Evaluation and Contract Award Period | June-July, 2019 |
| ● Contract Execution (if any) | July-August, 2019 |

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in the format specified in this document for time-stamping to the Purchasing Division, City of Chattanooga, by **no later than 4:00 p.m., e.s.t., on May 30, 2019**, to the attention of:

City of Chattanooga/Purchasing
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231

Late or misdirected proposals shall be rejected and offered for return at the expense of the Offeror. Postmarks are not accepted. E-mailed proposals are not accepted. Incomplete proposals are not accepted.

REQUESTS FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing as specified here, and will be accepted **until 4:00 pm, est, on May 20, 2019**, and shall be sent to:

Preferred method of asking questions: email to rfp@chattanooga.gov with Subject line reading: **QUESTION: RFP 185165 Economic Mobility Planning Consultant**

Alternative method: mail or fax with clear marking on outside of package or cover sheet
QUESTION: RFP 185165 Economic Mobility Planning Consultant

City of Chattanooga Purchasing Division
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

Questions will be answered by Addendum to be posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> as soon as possible after the deadline for questions.

Communication During The Entire RFP Process Until a Contract Is Issued

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

Number of Copies and Format

Proposer shall submit six (6) complete copies of the proposal as follows: one (1) original - unbound; four (4) copies - bound; and one (1) electronic copy in PDF format on a flash drive or jump drive. Discs will not be accepted. All proposals shall be submitted in a sealed, non-transparent envelope or box clearly labelled with the issuer's name and address and "**RFP No. 185165 - Economic Mobility Planning Consultant**" on the label or outside of box or envelope.

ALL COPIES MUST BE COMPLETE AND IDENTICAL TO THE ORIGINAL, INCLUDING COPIES OF SIGNATURES, NOTARY STAMPS, ETC.

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 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.**

Incurred 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).

Proposal Expiration

A Proposal shall be valid for four (4) months from the RFP due date. A proposal that is accepted by award will be incorporated into the contract.

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 posted at:

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf

Exceptions to City of Chattanooga Standard Terms and Conditions

Label a separate response section detailing any exceptions to the (a) RFP and/or to the (b) City of Chattanooga Standard Terms and Conditions as posted at:

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf

The City of Chattanooga Standard Terms and Conditions will apply to any agreement resulting from this solicitation. Only exceptions that are specified within a solicitation response submission packet will be considered for potential negotiation by the City. Negotiation is not guaranteed.

Format Required: Please isolate and reference the specific Section of the City of Chattanooga Standard Terms and Conditions to which an exception is taken, and provide alternative language for that specific section. Please do not simply provide a full replacement Terms and Conditions document.

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response.

Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response.

Solicitation preparation costs are not compensable.

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.

CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

Upon opening, proposals will be examined for the presence of these required materials and **may be rejected** if **all** items, completed as asked, are not included:

1. **Sealed Envelope or Box** - exterior surface MUST be labelled with “**RFP 185165 Economic Mobility Planning Consultant**” and proposer name, address, and phone #
2. **Complete Proposal Response Narrative** - must address Scope of Work and Proposal Response portions of this document.
3. **TABBED sections as follows:**
 - a. **TAB 1 Firm’s Cover Letter**
 - b. **TAB 2 Any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; MUST be submitted with response to be considered**
 - c. **TAB 3 PROPOSAL RESPONSE**
 - d. **TAB 4 Qualifications/History/References/etc.**
 - e. **TAB 5 Pricing/Proposal Cost Summary**
 - f. **TAB 6 ALL Forms below:**
4. **Completed, dated, and signed forms that **MUST** be present with submittal:**
 - a. Completed and signed RFP cover page (in addition to firm’s cover letter)
 - b. Proposer Qualification Data Form
 - c. W-9
 - d. Supplier Information Form
 - e. Experience Reference Form(s)
 - f. Iran Divestment Act Form
 - g. Affirmative Action Plan Form
 - h. No Contact/No Advocacy Affidavit (**MUST be notarized and stamped**)
 - i. **Any and all signed Addenda cover pages from Addenda documents posted to www.chattanooga.gov, then Bids Solicitations, related to this solicitation item. These postings may occur up to 48 hours before the RFP due date/time. For addenda posted in the last ninety-six (96) hours before the due date/time, properly identified, signed addenda cover pages to accompany proposals that have already been shipped will be accepted by e-mail to dmkeylon@chattanooga.gov.**

PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures, after contract execution.
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 a copy to alowdermilk@chattanooga.gov

- b. Contractor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Contractor'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 Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Contractor 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 Contractor 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.

Proposal Cost Summary Form

The summary below reflects all projected costs for The City. Supporting detail must be attached in the form of a line item detail describing hourly rates and projected expenses, including all travel costs, along with any other detail that will lead to a clear understanding of the proposal.

Item	Cost
Total Cost	

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. Proposers federal tax identification number: _____ (*Attach Form W-9*)

3. 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.)

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

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

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

- a. YES
b. NO - Please explain

7. How many years have you been engaged in the business described in this solicitation, under your present firm or trade name:

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

9. 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

b. NO

10. 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

b. NO

11. 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

b. NO



City of Chattanooga Supplier Information Form

Business Name: _____

PO Address: _____

Remittance Address: _____

If your business Tax Filing Status is Individual/Sole Proprietor or a Partnership and you provide a service to the City of Chattanooga, you will be issued a 1099 Form for the preceding Tax year. Please indicate which address you wish your document sent to if applicable:

1099 Address: _____

Contact Name: _____

Primary Phone Number: _____

Primary Fax Number: _____

Primary Email: _____

Are you Providing: (Check All That Apply)

Service	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Goods	<input type="checkbox"/>		
Both	<input type="checkbox"/>		

Vendor Type (Must be Marked-Check All That Apply)

MBE-Minority Business Enterprise	<input type="checkbox"/>
WBE-Woman Business Enterprise	<input type="checkbox"/>
SDVBE-Service Disabled Vet Business Enterprise	<input type="checkbox"/>
LGBTE-LGBT Business Enterprise	<input type="checkbox"/>
None of the Above	<input type="checkbox"/>

Preferred Payment Method

Check	<input type="checkbox"/>
ACH	<input type="checkbox"/>

ACH-Please provide remittance notice email and complete Separate City ACH Authorization Form:

Authorized Representative Signature

Print Name

Date

Experience Reference Form

Bidder/Offeror: _____

(Attach as many copies of this form as may be needed)

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

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.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For more information, please contact the State of Tennessee Central Procurement Office,

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Affirmative Action Plan

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.

(Signature of Contractor)

(Title and Name of Company)

(Date)

No Contact/No Advocacy Affidavit
City of Chattanooga, Purchasing Division

State of _____
County of _____

_____ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

_____ (business name), the Submitter of the attached sealed solicitation response to Solicitation # _____;

(2) _____ (agent name) swears or affirms that the Submitter has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature: _____ Printed Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2_____.

Notary Public: _____

My commission expires: _____