

*City of*  
**SACRAMENTO**

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# **Request for Proposals**

**RFP NO.** P22021011002

**Project Name:** Sacramento COVID-19 Vaccination Campaign

**RFP Posted on:** September 24, 2021

**Questions due by:** October 1, 2021 5:00PM

**RFP Closes on:** October 15, 2021 3:00PM

**RFP No.P22021011002**

**Issue Date:** September 24, 2021

The City of Sacramento, Office of the City Manager

is soliciting proposals to: create a dynamic multi-media marketing/public-awareness campaign that targets unvaccinated Sacramento residents and persuades them to become vaccinated against COVID-19.

**Submit Proposals Electronically Via:**

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

**Proposal Due By:** October 15, 2021 3:00PM

**Questions regarding this Request for Proposals should be directed via the City of Sacramento's online bid portal per the instructions and deadlines outlined in the RFP timeline:**

Only electronic submission via the City of Sacramento's Planet Bids Portal will be accepted.

The highest scoring companies/agencies/firms may be asked to give a presentation to the evaluation panel as part of the final selection process.

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## 1. About the City of Sacramento

Founded in 1849, the City of Sacramento is the oldest incorporated city in California and the capital city of California. It has a population of 524,943. Sacramento is a progressive city that takes great pride in its ethnic and cultural diversity and its concern for environmental and social issues. It also places a strong emphasis on quality in its provision of governmental services. Sacramento is a charter city, which operates under the City Council-Manager form of government. It has an annual budget of \$1.3 billion and 4,483 full-time-equivalent positions.

## 2. Project Overview

This RFP solicits proposals from communications, public affairs and/or PR/marketing/advertising firms to research, design and implement a dynamic, multi-media marketing/public-awareness campaign that targets unvaccinated Sacramento residents and persuades them to become vaccinated against COVID-19. It will be paramount that the selected responder has a keen understanding of the unique communication challenges presented by Sacramento's diverse communities and a dedicated strategy for creating equity and inclusivity in the sharing of all information.

In response to the Request for Proposals, the City anticipates receiving competitive pricing as well as an assurance of quality services. The City intends to award one contract, however, it may choose to award additional contracts as the City deems necessary to meet the City's needs. If subsequent contracts are awarded, it will be based on initial proposals received in response to this RFP and must meet all the terms and conditions described herein. Firms that do not submit a proposal by the closing date and time will not be considered for any subsequent award.

One or more contracts may be awarded under this RFP. Contracts may be extended on a year-to-year basis up to five (5) years at the discretion of the City Manager.

## 3. Proposed Timeline

<b>Release of Request for Proposal:</b>		September 24, 2021
<b>Questions Due by:</b>	5:00PM	October 1, 2021
<b>Proposals Due by:</b>	3:00PM	October 15, 2021
<b>Interviews (If necessary):</b>		October 2021
<b>Selected Firm Notified:</b>		October 2021
<b>Anticipated Contract Award:</b>		October 2021

**Submit all questions via the City of Sacramento online bid portal at:**

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

Written response to questions will be provided either as an addendum or an email to all prospective proposers via the City's online bid portal.

**NOTE:** The City of Sacramento reserves the right to modify the dates listed at its sole discretion. Prospective proposers will be notified of any significant schedule changes by addendum issued via the City of Sacramento online bid portal. *The City shall not accept proposals after the submission deadline specified in this RFP and shall return the unopened proposals to the respective respondents. The City will not consider late proposals under any circumstances.*

#### 4. Scope of Service

##### **The City of Sacramento seeks a firm that will provide the following services:**

Following direction from the City Council, the City has allocated up to \$1 million for the creation and strategic execution of a COVID-19 vaccination marketing/public-awareness campaign targeting unvaccinated residents of the City of Sacramento. The campaign would run from fall 2021 to spring 2022. The \$1 million includes the funding for any paid media or other expenses.

##### **BACKGROUND:**

As part of the American Rescue Plan (ARP), which was approved earlier this year by Congress, the City of Sacramento is set to receive \$112 million to help the city and its residents persevere during the ongoing COVID-19 pandemic and ultimately recover from it.

Mayor Darrell Steinberg, on August 19, 2021, submitted a letter to his fellow Council members proposing a five-part framework to guide the City's efforts in deploying the ARP funding. The letter was a result of months of discussions with individual Council members, City staff and advocates from the various sections represented.

The letter's "Small Business and Commercial Corridor Revitalization" section included the following: "Continued Vaccine Outreach and Education (\$1M) -- Continued vaccine outreach and education is one of the most important priorities for us as a city. We need to do everything we can to keep our community safe. A lot of incredible work has been done, including by Mayor Pro Tem Ashby and Councilmember Vang, but more is needed to boost our vaccination rates to the levels we need to allow us to fully emerge from the pandemic. I propose that we allocate \$1 million to continue our outreach and education efforts to our city employees, local businesses throughout the city, and our most at-risk communities."

The City Council discussed the letter and its framework at the August 24, 2021, Council meeting. On September 14, 2021, the Council passed a resolution approving and adopting the Mayor's proposed ARP framework, including the \$1 million allocation for continued vaccine outreach and education.

As of early September, Sacramento County Public Health was reporting that 59% of Sacramento County residents had been at least partially vaccinated (919,617 individuals). There are approximately 1.5 million people living in Sacramento County, according to the U.S. Census Bureau.

Sacramento County Public Health said it did not have reliable data for percentage of residents at least partially vaccinated in the City of Sacramento, as the data they have is self-reported, and many individuals may believe they live in the City of Sacramento when in fact they live elsewhere in the County of Sacramento.

However, Sacramento County Public Health said its vaccination information by zip code is more reliable. Its data map shows disparities in vaccination rates among zip codes in the City of Sacramento, with areas in north and south Sacramento having lower percentages of at least partially vaccinated residents. For example, 95814, 95815, 95820, 95824 and 95823 have lower vaccination rates when

compared to other areas of the city. Nevertheless, all zip codes in the City of Sacramento show some percentage of unvaccinated residents.

#### GOAL:

The goal of this marketing/public-awareness campaign is to identify specific populations in the City of Sacramento that are unvaccinated, gain understanding of their vaccine hesitancy/barriers to vaccination, and then create materials that will help persuade people to become vaccinated.

Following Council direction, these populations will include unvaccinated City employees. The campaign also will support the business community and its employees, as increased vaccination rates will decrease the chances that the State/County will need to return to restrictions such as limited capacities/operations in establishments or a stay-at-home order.

Overall, it is likely that this campaign will contain general messaging as well a messaging that strategically targets specific populations. It is also possible that the selected contractor(s) will make programmatic suggestions to the City to increase vaccination rates, in addition to the messaging.

The various materials for this marketing/public-awareness campaign will need to be in-language, culturally appropriate and extremely persuasive for targeted audiences. The campaign also will need to identify trusted messengers/advisers in various communities to help deliver information. It is critical that this campaign is executed with the urgency required during a public-health crisis.

#### SCOPE OF SERVICE:

The selected contractor will work closely with the City Manager's Office, the City's Media and Communications team, the City's Community Engagement team and local health-care providers. Applicants are being asked to provide bids for the following types of work:

- A. Identify specific populations within the City of Sacramento that are unvaccinated by working with Sacramento County Public Health, the California Department of Public Health and local health-care providers (such as UC Davis).
- B. Research and create community-engagement tactics to gain insights into these populations and achieve an understanding of their vaccine hesitancy/barriers to vaccination.
- C. Design a strategic marketing/public-awareness campaign that utilizes various mediums and platforms to educate unvaccinated residents about the importance of being vaccinated and persuade them to become vaccinated.
- D. Provide creative development and production of marketing/public-awareness materials, including advertising for traditional and digital media. The selected contractor will be able to use the City's current COVID-relief website.
- E. Translate materials into various languages as needed to reach unvaccinated populations.
- F. Ensure all materials are culturally appropriate for intended audiences.
- G. Identify trusted messengers/advisers in various communities to help deliver information.
- H. Manage and execute all media buys for the campaign.
- I. Meet and engage with community groups as needed.
- J. Approach all of the above with a focus on inclusion and equity and a desire to work with various local communities and media partners.
- K. Supply regular reports quantifying outreach efforts and results that include specific metrics/analytics.

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## 5. Proposal Requirements

**Submit Proposals Electronically Attention To:**

[http://www.planetbids.com/portal/portal.cfm?  
CompanyID=15300](http://www.planetbids.com/portal/portal.cfm?CompanyID=15300)

**Complete and submit by:** October 15, 2021 3:00PM

**Each proposal that is submitted for consideration shall include, at a minimum, the RFP transaction number, project name, company name, and the information as called for in the section below. To be considered your proposal(s) shall be responsive to all of the items set forth below:**

- Submit fee schedule(s), and hourly rates within your proposal using the rate sheet(s) provided.
- Submit fee schedule(s), and hourly rates in a separate sealed envelope.
- Submit fee schedule(s), electronically via the provided fee schedule sheet.

**Transmittal Letter:** The proposal should be signed by an officer authorized to bind the proposing firm. Include contact information, the state in which the firm is headquartered and whether the firm will be using any subcontractors. The transmittal letter must also acknowledge any addendums provided on the City of Sacramento's Online Bid Portal PlanetBids.

**Project Approach:** Describe how your firm will approach the project, showing that you understand the objectives and requirements of the project.

**Work Plan and Project Schedule:** Provide a work plan and timeline for the project, including when information is needed from the City and the proposed meeting dates.

**Cost proposal:** Provide a budget/fee schedule, including hourly rates by role. Include the cost of any equipment or ancillary services (e.g., paid advertising).

**Project Team:** Identify the personnel that will be assigned to the project, their credentials and their experience with similar projects. Include biographies of the leading team members.

**References:** Provide the names, addresses, and phone numbers for at least 5 references for whom the firm has done similar projects.

**Conflicts of Interest:** Describe any potential conflicts of interest that your firm may have regarding the project.

To be considered, your proposal(s) must agree to the "Supplemental COVID Solicitation Requirements" (Attachment 1), and you must complete and sign Attachment 1 and the Proposal Signature Form (Attachment 2).



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## 6. Evaluation Criteria

The City will validate and evaluate all proposals received. All requirements identified in this RFP must be satisfied to ensure that a proposal will qualify for consideration.

A point system will be used in evaluating the proposals. Departments will need to weigh in what factors are most important to the success of the project to achieve the desired outcome. Pricing may not be the most important factor in all projects, in which case the City will select the proposal that provides the best value to the City.

Evaluation categories and points will be as follows:

### PROPOSAL EVALUATION CRITERIA

<b>WRITTEN PROPOSAL</b>	<b>POINTS</b>
<b>Project Approach:</b> <ul style="list-style-type: none"> <li>• Product/program is human-centered and designed to achieve desired outcomes</li> <li>• Product/program is creative, comprehensive and innovative</li> <li>• Product/program implementation demonstrates flexibility to adapt to changes, as needed, and is guided by data</li> </ul>	<b>30</b>
<b>Project Plan and Schedule:</b> <ul style="list-style-type: none"> <li>• Work plan demonstrates an efficient use of time and resources</li> <li>• Project schedule presents a realistic timeframe</li> </ul>	<b>25</b>
<b>References</b> <ul style="list-style-type: none"> <li>• References recommend Proposer and would work with Proposer again in the future</li> </ul>	<b>10</b>
<b>Cost Proposal</b> <ul style="list-style-type: none"> <li>• Proposed costs are competitive with industry rates</li> </ul>	<b>15</b>
<b>Project Team Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Team members demonstrate possession of the skills and experience necessary to execute project</li> </ul>	<b>20</b>
<b>SUBTOTAL</b>	<b>100</b>
<b>INTERVIEW(Optional)</b>	
<b>Critical problem-solving skills</b> <ul style="list-style-type: none"> <li>• Ability to respond to interview panel questions about the Proposer's project approach with detailed answers that demonstrate an awareness of possible challenges that may be encountered during the project period</li> </ul>	<b>30</b>
<b>Communication Skills</b> <ul style="list-style-type: none"> <li>• Ability to verbalize key concepts and solution ideas in a manner that is easy for interview panel members to understand</li> </ul>	<b>20</b>
<b>SUBTOTAL FOR INTERVIEWS</b>	<b>50</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>150</b>
<b>RANKING OF PROPOSERS (assigned after completion of scoring)</b>	

At the completion of the evaluation process, a total point value will be compiled for each proposal. The award recommendation(s), if any, will not necessarily be based on the lowest prices proposed or on the point values assigned.

Rejection of Proposals:

The City of Sacramento reserves the right to reject any and all proposals received in response to this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City of Sacramento may at its discretion determine not to award a contract solely on the basis of this request for proposals and will not pay for the information solicited or obtained.

It is recognized that each Proposer may have developed unique and typical methods of service delivery. It is not the City's intention to disqualify a Proposer due to variations in service delivery that do not adversely affect quality and performance. Any proposal offering services equivalent to or of better quality and performance than that requested, which provides the necessary service, will receive full consideration for award.

Withdrawal of Proposals:

Unauthorized conditions, limitations, or provisions attached to a proposal may be cause for its rejection. No oral, telegraphic or telephonic proposals or modifications will be considered. The proposal may be withdrawn upon request by the Proposer without prejudice to the Proposer prior to, but not after the time fixed for opening of proposals, provided that the request for withdrawal is in writing, has been executed by the Proposer or the proposal's duly authorized representative, and has been filed with the City.

Contract Negotiations: Contract negotiations may be undertaken simultaneously during the evaluation of proposals with the finalist(s) as determined by the City. The City will not accept any changes to the standard agreement.

## 7. Acceptance of Proposal

The contents of the proposal of the successful Proposer will become contractual obligations to be contained in a formal written agreement. Failure of successful Proposer to accept these obligations in a formal agreement may result in cancellation of the award.

### Addenda and Supplements to RFP

If it becomes necessary to revise any part of the RFP, an addendum to the RFP will be provided to all known prospective proposers via the City of Sacramento's online bid portal PlanetBids.

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

It is the responsibility of the proposer to verify addenda and supplements up to the RFP submission date and time.

### Contractor Responsibilities

The Contractor must commit a professional staff and an experienced Project Manager who will be responsible for coordinating the services with the City. Service shall be the best of its respective kind. All professionals shall be skilled, knowledgeable, and successfully experienced in all aspects of providing the required services.

### Licenses

The Contractor shall be required to obtain any necessary licenses and shall comply with all Federal, State and local laws, codes and ordinances without cost to the City.

### Non-Waiver of Defaults

Any failure by the City to enforce or require the strict keeping and performance of any of the terms and conditions of the contract, shall not constitute a waiver of such terms and conditions, nor shall it affect or impair the right of the City to avail itself of such remedies as it may have for any breach of the terms and conditions.

### Business Operations Tax Certificate

Chapter 3.08 of the Sacramento City Code requires that anyone conducting business in the City of Sacramento obtain a Business Operations Tax Certificate and pay the applicable tax if necessary. The successful Proposer, and any subcontractors, will be required to show compliance with this requirement prior to award of the contract.

Information about the Business Operations Tax Certificate may be obtained the City of Sacramento, Revenue Division, 915 I Street, New City Hall First Floor, Sacramento, CA 95814, or by telephone at (916) 808-8500.

### Contractual Obligations

The standard City of Sacramento Professional Services Agreement includes, but is not limited to, the requirements shown in the contract. Proposer should review the contract and indicate in the proposal the extent to which Proposer can and is willing to comply with each and every provision of the attached contract. This Request for Proposal together with Proposal's response shall be incorporated into the final contract.

### Professional Services Agreement

The proposer(s) recommended for this award will be required to sign the Professional Services Agreement for COVID-related expenses. The Agreement can be found at the following URL:

<http://www.cityofsacramento.org/Finance/Procurement/Standard-Agreements>

Proposers are responsible for reading and understanding the Professional Services Agreement's requirements, terms and conditions prior to submitting their proposals.

## 8. General Information:

Proposals may be withdrawn or modified before the due date of submission for proposals by delivering a written and signed request by the due date. A request for modification of the proposal after the due date will not be considered, including a representation that the proposer was not fully informed regarding any information pertinent to the proposal or the offer. The City shall not be responsible for or bound by any oral instructions, interpretations or information provided by the City or its employees other than the RFP contact.

The City reserves the right to reject any or all proposals submitted, correct any technical errors in the RFP process, waive any irregularities in any proposal, negotiate with any of the proposers, accept other than the lowest fee offer, or enter into a subsequent agreement with another proposer if the originally selected proposer fails to execute its agreement with the City.

Any agreement shall not be binding unless it is executed by authorized representatives of the City and the selected proposer. Proposing firms are solely responsible for any expenses incurred in preparing their proposals in response to this RFP.

Proposals should be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. The emphasis should be on completeness and clarity of content. To expedite proposal evaluations, it is essential that specifications and instructions contained in the proposal instructions are followed as outlined.

Proposals received are public records that will be disclosed upon request. All material submitted that has not been clearly designated in the proposal itself as proprietary information becomes the property of the City. Proposals submitted become the property of the City and may be reviewed and evaluated by any persons at the discretion of the City.

Responses to this RFP become the exclusive property of the City. At such time as City staff recommends a Proposer to the City Council, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records and will be disclosed upon receipt of a request for public disclosure pursuant to the California Public Records Act; provided, however, that if any information or elements of the proposal is set apart and clearly marked as "Trade Secret" or "Proprietary" when it is provided to the City, the City will give notice to the Proposer of the request for disclosure to allow the Proposer to seek judicial protection from disclosure.

Failure by the Proposer to take timely steps to seek judicial protection from disclosure shall constitute a complete waiver by the Proposer of any rights regarding the information designated as "Trade Secret" or "Proprietary" and such information may be disclosed by the City pursuant to applicable procedures under the California Public Records Act. Under no circumstances will City have any obligations to seek judicial protection from disclosure for any proposals or other materials submitted in response to this RFP.

City has no liability for any disclosure, unless such disclosure is made in violation of a court order obtained by a Proposer or pertains to materials marked as "Trade Secret" or "Proprietary" for which the City failed to give the above notice.

Any/all respondents responding to this RFP do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting responses, for providing additional information when requested by the City or for participating in any selection demonstrations or interviews, including pre-contract negotiations and contract negotiations.

The City reserves the right to decide that one proposer is more responsive than the others and to select that proposal based on review of the proposal only.

The City reserves the right to reject individual firm members, firms, and subcontractors and request substitution without indicating any reason.

A proposal is late if received at any time after the required submittal date and time. A proposal received after the specified time will not be considered and will be returned to the proposer.

If you have any questions regarding form and content of your proposal per this RFP, please send your questions via the City's online bid portal :

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

RFP submittals missing acknowledgement of any addendum or information requested in this RFP shall be considered non-responsive and the firm will be eliminated from evaluation.

## **ATTACHMENT 1**

### **SUPPLEMENTAL COVID SOLICITATION REQUIREMENTS**

#### **1 - DEBARMENT**

A. By submitting a bid in response to this Invitation for Bids/Request for Proposals and signing below, you are agreeing to comply with the requirements of 2 CFR parts 180 and 1200, and you are certifying, under penalty of perjury under the laws of the State of California, that to the best of your knowledge and belief, that you or your firm, including any owner, partner, director, officer, or principal of the firm, and any person in a position with management responsibility or responsibility for the administration of federal funds:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any federal or state department/agency;

(2) Have not, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, or other criminal felony;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; and

(4) Have not, within a three-year period preceding this certification, had one or more public contracts (federal, state, or local) or transactions terminated for cause or default.

(5) Has been notified, within a three-year period preceding this certification, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied. Federal taxes are considered delinquent if the tax liability has been finally determined and the taxpayer is delinquent in making payment, as defined in Section 52.209-5 of the Federal Acquisition Regulations.

B. You are further warranting and certifying that your firm shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency, and you will include this entire provision in any subcontract and will require subcontractors to comply with 2 CFR parts 180 and 1200.

C. Any exceptions to these warranties and certifications must be disclosed to the City below. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining Contractor's responsibility. Disclosures must indicate to whom exceptions apply, the initiating agency, and dates of action.

**SUPPLEMENTAL COVID SOLICITATION REQUIREMENTS**

D. The City will review the Federal Government’s System for Award Management Exclusions maintained by the General Services Administration for eligibility, prior to the execution of any Agreement. Your firm must provide immediate written notice to the City if, at any time prior to execution, your firm learns this certification is erroneous or has become erroneous by reason of changed circumstances.

E. The certification required in this provision is a material representation of fact upon which reliance was placed when the City determined to enter into this transaction. If it is later determined that you knowingly rendered an erroneous certification, in addition to other remedies available, the City may terminate the contract for cause or default or may pursue suspension or debarment. If at any time you learn that your certification is erroneous when submitted or becomes erroneous by reason of changed circumstances, you must provide immediate written notice to the City.

G. The following terms, as used in this provision, are defined in 2 CFR parts 180 and 1200: covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded.

H. If you cannot provide the certification required in this provision, you must submit an explanation of why you cannot provide the certification below. The explanation will be considered in connection with the City’s determination whether to enter into this transaction. However, failure to furnish a certification or an explanation shall disqualify any bidder from participating.

*Explanation of Why You Cannot Provide the Required Certification*

You must list any exceptions to the warranties and certifications provided, if any, by disclosing any debarment, suspension, ineligibility, voluntary exclusion, conviction, criminal or civil charges by any governmental entity, terminated government contracts, or delinquent federal taxes.

For any exception you must include: (1) the name of the company, or any owner, partner, director, officer, or principal of the company, any person in a position with management responsibility or responsibility for the administration of federal funds, or any subcontractor, supplier, or vendor, to whom exceptions applies; (2) a description of the applicable exception; (3) the initiating agency; and (4) the dates of the action.

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By: \_\_\_\_\_  
Authorized Signature for Contractor                      Printed Name, Title                      Date



## **SUPPLEMENTAL COVID SOLICITATION REQUIREMENTS**

### **2 - D-U-N-S Number**

Provide your firm's D-U-N-S number (a unique nine digit number): \_\_\_\_\_

### **3 – NON-DISCRIMINATION**

If awarded this contract, the Contractor agrees:

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time.
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, including but not limited to:
  1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000d et seq., Treasury's implementing regulations at 31 C.F.R. Part 22, and any applicable implementing federal directives that may be issued;
  2. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.);
  3. The Older Americans Act, as amended (42 U.S.C. 6101), Section 324 of title 23 U.S.C., prohibiting discrimination based on gender, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23; and
  4. The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101, et seq.), as well as all applicable regulations and guidelines issued pursuant to the ADA, including but not limited to those found within the Code of Federal Regulations, title 49, parts 27, 37, and 38.
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the U.S. Department of the Treasury, Office of the Inspector General, the Pandemic Relief Accountability Committee, the City Auditor, or any independent auditor;
- d. That, in the event Contractor fails to comply with any nondiscrimination provisions in this contract, the City and Department of the Treasury will have the right to impose such contract sanctions as they or the Pandemic Relief Accountability Committee determine are appropriate, including but not limited to withholding payments to the contractor until the contractor complies, and/or cancelling, terminating, or suspending this contract, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and in every solicitation for a subcontract.

### **4 – CERTIFICATION OF NON-LOBBYING**

By submitting a bid, Contractor acknowledges that it, and its proposed subcontractors, can and will certify that they have not and will not use federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

**5 – BUY AMERICA**

Contractor will comply with the Buy America requirement (23 U.S.C. 313). Buy America requires the Contractor to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall contract by more than 25 percent. In order to use foreign produced items, the Contractor must first submit a waiver request to the City that provides an adequate basis and justification for federal approval.

**6 – FINANCIAL MANAGEMENT SYSTEM**

By submitting a bid, Contractor certifies to the best of its knowledge and belief that its Financial Management System meets the standards for financial reporting, accounting records, internal and budget control as set forth in Title 2 of the Code of Federal Regulations, Part 200 *et. seq.*, to the extent applicable.

**7 – CERTIFICATION OF DIRECT COSTS**

By submitting a bid, Contractor certifies to the best of its knowledge and belief that all direct costs identified on its cost proposal(s) for this contract are reasonable, allowable and allocable to the contract, in accordance with the cost principles of Title 2 of the Code of Federal Regulations, Part 200 *et. seq.*, to the extent applicable.

**8 – ACKNOWLEDGMENT OF FEDERAL CONDITIONS**

By submitting a bid, Contractor certifies that it has read and will agree to comply with all of the Federal Conditions set forth in Exhibit E of the City’s standard contract.

**ATTACHMENT 2**

**SUBMITTAL SIGNATURE**

All FIRMS must complete and sign this section. Failure to complete and sign this section may result in rejection of the submittal. By signing this Attachment , you are also providing the certifications and assurances and acknowledgments required in Attachment 1.

**Name of Firm:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Type of Business:**

- Corporation
- Partnership
- Individual doing business under own name
- Individual doing business using a firm name
- Joint Venture (Attach Joint Venture Agreement)

**Federal Tax I.D. Number:** \_\_\_\_\_

**City of Sacramento Business Operations Tax Number:** \_\_\_\_\_

\*Mandatory only if recommended for contract award.

**Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**Name & Title:** \_\_\_\_\_