



CITY OF CLEVELAND
Mayor Justin M. Bibb

Request for Proposals

Lead-Safe Auditor

To provide professional auditing services
of the Lead-Safe Certification Process

601 Lakeside Ave. | Cleveland, OH 44114 | 8/15/2024





Lead-Safe Auditor:

Professional Auditing Services of the Lead-Safe Certification Process Request for Proposals

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I. Introduction and Background Information

Since July of 2019, the City of Cleveland has pursued a goal of identifying and compelling the owners of residential rental structures built before January 1, 1978 to reduce and control lead-based paint hazards that may be present in order to prevent human exposure to these hazards. The 2019 Lead-Safe Certification Ordinance required that, beginning March 1, 2021, all residential units constructed before January 1, 1978 obtain lead-safe certification from the Director of the City of Cleveland's Department of Building and Housing no later than March 1, 2023. The lead-safe certification is valid for two years from the date of issuance and must be renewed to maintain compliance.

Owners of regulated structures have three options to comply with the Lead-Safe Certification Ordinance: (1) lead-safe certification and re-certification every 2-years; (2) a 20-year exemption; or (3) an annual exemption because the property is owner-occupied, was not constructed prior to January 1, 1978, or the property is being renovated, vacant or is under construction.

The Lead-Safe Certification Ordinance requires that the "Director, through a designated Lead-Safe Auditor, shall monitor the City lead-safe certification process to ensure efficiency and effectiveness." In addition to procedural efficiency and effectiveness, the Ordinance allows the Director to require the performance of other tasks by the Auditor that include, but are not limited to, "maintaining a list of certified inspectors and contractors and coordinating regular monitoring and reporting with the Lead-Safe Advisory Board and other appropriate entities." CCO § 365.05.

The City of Cleveland invites interested bidders (also referred to as "vendor," "proposer," or "firm") to review and respond to this Request for Proposals to fulfill the Auditor's role for a 3-year term. The RFP seeks performance auditing services of the Lead-Safe Certificate program's functions, operations, management systems, and policies and procedures for July 2024-2027.

II. Scope of Services

The City of Cleveland's Department of Building and Housing ("B&H") is issuing this Request for Proposals (hereinafter "RFP") and invites qualified independent public accounting and consulting firms for performance audit services. Cleveland Code of Ordinances section 365.05 mandates that the City designate a Lead-Safe Auditor to monitor the City's lead-safe certification process to "ensure efficiency and effectiveness." In addition to monitoring the Lead-Safe Certificate program's performance, the Lead-Safe Auditor is a mandated member of the City's Lead-Safe Advisory Board, which meets at least quarterly.

The performance audit monitoring for the years 2024-2027 will examine the functions, operations, management systems, and policies and procedures of the Lead-Safe Certificate program of the City of Cleveland to assess whether it is achieving efficiency and effectiveness in the employment of available resources. As part of that performance audit, the City is also seeking an assessment of the geographic distribution of Lead-Safe rental properties. In addition, the Auditor will examine whether the City is complying with the policies and procedures established by the Lead-Safe Certification Ordinance and Departmental Guidance.

The focus of the performance audit is on B&H's process for issuing lead-safe certificates or exemptions, the process for seeking compliance, and an assessment of the effectiveness of those certificates and/or exemptions in achieving the policy goal of helping to "prevent the poisoning of children by requiring that the presence of deteriorated lead-based paint on the interior and exterior of residential rental structures built before January 1, 1978 be identified and be correctly addressed by reducing and controlling lead-based paint hazards which may be present, in order to prevent human exposure to these hazards." The performance audit shall include review and assessment of all of the following:

- Policies and procedures for the issuance of certificates and exemptions and a review of a representative sample of reports, deficiency letters, and decisions;
- Reports and data from the Department of Public Health related to elevated blood lead levels, review of which is authorized by law;



- Rental registry reports and data;
- GIS data; and
- Policies, procedures, and practices for the process of seeking regulatory compliance with the Lead-Safe Ordinance.

Anticipated Timeline

Listed below are specific and estimated dates and times of actions related to this Request for Proposals (“RFP”). The actions with specific dates must be completed as indicated unless otherwise changed by the City of Cleveland (“City”). In the event that the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

| Milestone | Timeframe |
|--|-----------------------------|
| RFP Solicitation | August 15, 2024 |
| Deadline for Questions to: ecollins@clevelandohio.gov | September 5, 2024 |
| City distribution of Responses to Vendor RFP clarifications | September 12, 2024 |
| RFP Proposals Due | October 10, 2024 |
| Review of Proposals by Committee (as defined herein) | October 14–October 18, 2024 |
| Interviews conducted with identified finalist Vendors (if necessary) | October 21–25, 2024 |
| Selected Vendor(s) contacted | October 28, 2024 |
| Anticipated Contract Start Date | November 25, 2024 |

III. Project Schedule & Deliverables

The deliverables required:

A. Triennial Audit Plan

The Lead-Safe Auditor will develop a performance audit plan based on a comprehensive risk assessment model, developed by the auditor, which



identifies in priority order the functions or operational areas to audit. The detailed audit plan will adhere to the U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards (GAGAS) and provide the methodology the auditor will use to address the audit objectives. The audit plan will describe both the nature and extent of audit procedures to be used for gathering and analyzing evidence, including the specific steps and tests the auditors will perform. The auditor will design the audit methodology to obtain sufficient, appropriate evidence to address the audit objectives, reduce audit risk to an acceptable level, and provide reasonable assurance that the evidence is sufficient and appropriate to support the findings and conclusions. The plan will include the expected dates for completing field work for each audit objective.

B. Draft Triennial Report

The auditor will provide a written draft performance audit report that contains the observations, conclusions, and actionable recommendations for the Director of B&H. The draft audit report must be fully supported with sufficient and appropriate evidence as required by the GAO's Government Auditing Standards. The auditor must communicate its findings, conclusions, and recommendations and provide the Director the opportunity to review and comment, per GAGAS.

C. Draft Final Triennial Report

The auditor will provide a written draft final performance audit report that contains observations, conclusions, and actionable recommendations for the Director. The draft final audit report must be fully supported with sufficient and appropriate evidence as required by the GAO's Government Auditing Standards and contain the following: (1) executive summary; (2) the objectives, scope, and methodology of the audit; (3) the audit results, including findings, conclusions, and recommendations, as appropriate; (4) a statement about the auditors' compliance with generally accepted government auditing standards; (5) a summary of the views of the Director; and (6) if applicable, the nature of any confidential or sensitive information omitted. In addition, the auditor will create a presentation to convey the

results of the audit and make the presentation to the Director and the Chief of Integrated Development.

D. Triennial Full Performance Audit

The auditor will submit a final audit report to the Director, including an executive summary and the Director's response to the recommendations. The auditor will provide a minimum of five hard copies and one electronic copy of the final report. The auditor should also be prepared to make the presentation to the Lead Safe Advisory Board, the Cleveland Lead Safe Coalition, and Cleveland City Council.

E. Subsequently, quarterly monitoring reports on program outcomes and any necessary changes to achieve the goal of lead-safe rental housing.

IV. Performance Expectations

Note: In order to be considered, it is required that non-profit organizations have completed an internal audit or a review of certified financial statements within the last 18 months.

The City has the following performance expectations of the auditor in providing these services:

- Conduct all activities in accordance with the agreed upon contract terms and with the GAO's Governmental Auditing Standards.
- Be sensitive to the impact that requests for information or documentation have on the Building & Housing team's ability to carry out their normal duties and responsibilities.
- Be on-site in Building and Housing's office to conduct interviews, collect evidence, conduct entrance and exit conferences, or carry out any other activities that require direct interaction with the B&H team or direct examination of B&H or other City documentation. No confidential documentation will be allowed to leave City premises. The balance of the work should be conducted in the audit firm's offices.
- Notify the Director prior to the release of the final draft audit report to the discovery of any significant issues per GAGAS. Inform the Director if the B&H team has not provided sufficient information or adequate documentation

requested on a particular topic. Prior to the release of the final draft report, the auditor will provide the Director an opportunity to explain her perspective on the issue and/or provide the necessary documentation or information.

- Maintain the strictest confidentiality regarding any issues relating to the audit's subject matter prior to the public release of the audit final report. Those within B&H must have a clear business need to know and those outside B&H must be authorized by law or regulation to receive the information. The auditor may contact other jurisdictions or agencies to obtain information where the contact is reasonable or necessary to complete the audit.
- Deliver all work products in a timely manner, with a goal of having the final report completed by May 30, 2025, with subsequent presentation to the Lead Safe Advisory Board.
- Communicate issues, findings, and recommendations clearly and succinctly. The City values the discovery of significant issues and recommendations related to the audit objectives and scope. The quality of the issues raised and recommendations made is more important than the quantity.

V. Duration of Contract

The contract for these services will cover a period starting in November 2024 and ending in June 2027. The starting and ending dates may change if the City makes an award earlier than expected or if the City cannot execute the agreement in a timely manner due to unforeseen delays. The City reserves the right to extend the term of the resulting agreement as necessary to complete or continue the services.

VI. Budget

The City invites cost proposals for the next 3 year period that meet the desired scope of services and follows the format described in Attachment B.

VII. Bidder Qualifications

The auditor will submit a final audit report to the Director, including an executive summary and the Director's response to the recommendations. The City expects the auditor to demonstrate a high degree of experience, training and proficiency in the conduct of performance audits. The bidder should have

extensive background in both performance auditing of governmental agencies and regulatory programs. Performance audit experience in the federal government, in Ohio and other states, or in non-profit funding organizations may be considered as satisfying this requirement. In addition, the City expects that the auditor will comply with GAGAS as defined in the GAO's Yellow Book and will maintain appropriate expertise at the firm's own expense.

VIII. Proposal Contents: Statement of Work

A. Letter of Transmittal.

The bidder must provide a Letter of Transmittal that contains the following elements:

1. A summary of the firm's pertinent expertise, skills, client base and services provided.
2. A primary contact for the proposal, including the person's name, address, telephone numbers and email address.
3. Statement that if awarded the contract as the primary contractor, the bidder will accept full responsibility for successful performance of the entire scope of work.
4. Statement that the firm maintains:
 - a. Commercial General Liability Insurance with limits of liability not less than \$1,000,000 (One Million Dollars) for each occurrence and subject to a deductible for each occurrence of not more than \$50,000 (Fifty Thousand Dollars) pre occurrence and In the aggregate;
 - b. The firm's Comprehensive Commercial General Liability insurance policy contains a waiver of subrogation provision where the insurer waives all rights of recovery against the City; and
 - c. Professional Liability Insurance with limits of liability not less than \$1,000,000 (One Million Dollars) per occurrence and annual aggregate.



B. Experience and Qualifications of the Firm

This section of the proposal should demonstrate the bidder's qualifications, experience and capacity to conduct this performance audit. Bidders must provide references and work samples to substantiate this experience. This section of the bidders' proposal should include the following elements:

1. Provide Firm Information utilizing the Vendor Entry Form, Attachment A.
2. Provide the following information:
 - a. Legal status of the firm (sole proprietorship, partnership, corporation, nonprofit, etc.) and the year the entity was organized to do business as the entity now exists.
 - b. If the firm, any principals of the firm, or any proposed subcontractor contracted with the City of Cleveland during the past 48 months, describe the work and/or provide other information available to identify the contract.
 - c. If any employee of the firm or employee of proposed subcontractors was an employee of the City of Cleveland during the past 24 months or is now an employee of the City of Cleveland, identify the individual by name, job title or position held, hire date, and separation date (if applicable).
 - d. If the bidder, including any proposed subcontractors, has had a public sector contract terminated for default in the past three (3) years, describe such incident. Termination for default is defined as notice to stop performance due to the firm's nonperformance or poor performance. Bidders will submit full details of the terms for default, identify the other party (including the name, address, and phone number), and present the bidder's position on the matter. The City of Cleveland will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If the bidder has experienced no such termination for default in the past three (3) years, the bidder should indicate that explicitly.
3. Describe the bidder's organization, including main business location, office location from which bidders' staff will work on this performance

audit, names of principals, number of employees, client base, areas of specialization and expertise, and any other information that will assist the RFP Evaluation Committee in formulating an opinion about the stability and strength of the firm and corporate status.

4. Describe how the bidder meets the minimum qualifications specified above in Section VII, Bidder Qualifications.
5. Describe recent and relevant experience (past ten (10) years) that the bidder and all subcontractors have in conducting performance audits or management reviews of government organization, programs or activities, or other audit experience that will assist in the performance of this audit.
6. On letterhead, provide a minimum of three (3) references that can be checked by the RFP Evaluation Committee.
7. Provide one (1) copy each (hard-copy or electronic) of at least two (2) performance audit reports or management reviews that the firm has performed within the past ten (10) years in accordance with GAO Government Auditing Standards. The firm must have had primary responsibility for performing the majority of the work on each audit.

C. Cost Proposals

Proposers must fully complete Cost Detail Table (Attachment B) in a separate envelope, one original set, and three copies, that summarizes:

1. Proposed cost per project team member, and
2. Proposed cost per deliverable in Section III of this RFP.

Note that the hourly rates must be fully loaded to include all professional fees, support services, travel, and any other expenses.

The Cost Proposal should be submitted in a separately sealed envelope from the Technical Proposal.

Failure to submit the Cost Proposal in a separately sealed envelope will result in disqualification of the Vendor's proposal response.

D. Experience and Qualifications of Proposed Personnel

It is essential that assigned team members are committed for the duration of the audit and that reporting lines are clear. This section of bidders' proposals should include the following elements:

1. Provide an organizational chart indicating lines of authority for all key personnel, including subcontractors, who will be involved in the performance audit. On the organizational chart, bidders should clearly identify the lead individual assigned to work directly with City of Cleveland staff, Directors, and Chiefs who have the authority to resolve any problems, issues, or concerns.
2. Provide a description of the proposed audit team structure and internal quality control system to be used during the course of the project, including any subcontractors. The bidder should indicate who within the firm's organization will have prime responsibility and final authority for all work products. The bidder must demonstrate its team structure meets the requirements of GAO Yellow Book general standards 3.69 through 3.71 for "Competence" and standard 3.72 for "Technical Knowledge." In addition, the bidder must demonstrate that its internal quality control system meets the requirements of general standards 3.82 pertaining to "Quality Control and Assurances" and 3.83-3.85 pertaining to "System of Quality Control."
3. Provide appropriate leadership, management skills, authority, and resources to guide this project. The assignment of a skilled project manager will play a role in fulfilling the requirement. The bidder must provide a resume for the project manager and include information on the individual's specific skills related to this project, education, experience, significant accomplishments and responsibilities assumed on other similar projects.
4. Identify responsibilities and roles of the key staff, including any subcontractors, who will be assigned to the project. Include any anticipated involvement of City of Cleveland staff and describe their level of participation
5. Demonstrate that all staff proposed meet the following:

- a. Possess the knowledge of GAGAS applicable to this audit and the education, skills and experience to apply such knowledge to the audit being performed;
 - b. Possess general knowledge of the type of environment in which the City of Cleveland operates and the subject matter under review;
 - c. Possess the skills to communicate clearly and effectively both orally and in writing; and
 - d. Are free both in fact and appearance from personal, external and organizational impairments to independence in all matters relating to this performance audit.
6. Provide resumes for the named key team, which must include information on the individual team member's specific skills related to this project, education, experience, significant accomplishments, and responsibilities assumed on other projects, and any other pertinent information. Resumes for subcontractor personnel will clearly display the word "SUBCONTRACTOR" on the top of the first page.

E. Statement of Work Approach

The bidder's proposal must include a narrative description of the bidder's overall approach and a high-level workplan for providing the services and deliverables indicated in Section III of this RFP.

Bidders are requested to not simply repeat the "Yellow Book" in their proposal. Please elaborate upon how your firm would apply the GAGAS and "Yellow Book" framework to produce the most relevant, actionable, and value-added performance audit report and updates for the City of Cleveland.

F. Required Attachments

1. Vendor Entry Form (Attachment A)
2. On letterhead, three current references
3. Cost Detail (Attachment B)
4. Completed OEO Vendor Forms (Attachment C)
5. Non-Collusion Affidavit

6. Non-Competitive Bid Contract Form (Attachment D)
7. W-9 (Attachment E)
8. Northern Ireland Fair Employment Practices Disclosure (Attachment F)

G. Other Contents of Proposal

Bidders may include any relevant information and pertinent exhibits in the proposal. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements described in this Request for Proposals, and on completeness and clarity of content.

IX. Proposal Submission, Conditions, Schedule, Processing

Vendor Proposal Guidelines

Intent

It is the intent of the City through this RFP to establish to the greatest possible extent complete clarity regarding the requirements of both parties to the agreement resulting from the RFP.

Before submitting a proposal, the Vendor shall be thoroughly familiar with all conditions referred to in this document and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

The Vendor shall determine by personal examination and by such other means as may be preferred the actual conditions and requirements under which the agreement must be performed.

Basis for Award, Evaluation Criteria, and Questions

The City is not obliged to accept any proposal if deemed not in the best interests of the City to do so. The City shall make award to the qualified proposal responder based on fees submitted and response to this RFP.

Failure to include in the proposal all information outlined herein may be cause for rejection of this proposal.

The City reserves the right to accept or reject any and all proposals, in whole or in part, that is deemed to be in the best interest of the City at its sole discretion.

The City reserves the right to waive any informalities or irregularities in proposals.

The City reserves the right to negotiate separately the terms and conditions of all or any part of the proposals as deemed to be in the City's best interest at its sole discretion.

Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the City, shall be used in the final award. The final award of a contract is subject to approval by the City of Cleveland, Board of Control.

The City assumes no liability for any costs incurred in preparing or submitting any proposals.

Award of Contract

Award of contract will be made to one or more Vendor(s) whose proposal provides the most favorable solution to the City. The Vendor shall be deemed as having been awarded a contract when the formal notice of acceptance of his proposal has been duly served upon the intended awardee by an authorized agent of the City.

RFP Clarifications

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP, the individual may submit to the City a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum. Failure on the part of the proposal responder to receive a written interpretation before the submission deadline will not be grounds for

withdrawal of proposal. Vendor will acknowledge receipt of each addendum issued by stating so in its proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a Vendor shall be binding.

All inquiries regarding this proposal must be written and should be emailed to:
City of Cleveland, Mayor's Office
Attention: Emily Collins, Senior Advisor for Major Projects
Email: ecollins@clevelandohio.gov

Inquiries regarding this RFP will be accepted no later than 5:00pm EST on September 5, 2024.

Vendors should monitor the City's website for addenda to the RFP prior to the closing and include signed addenda with their RFP response.

Advice of Omission or Misstatement

In the event that it is evident to a Vendor responding to this RFP that the City has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding Vendor shall advise the Contact identified in the "RFP Clarifications" section above of such omission or misstatement.

Confidential Information

Information contained in the Vendor's proposal that is company confidential must be clearly identified in the proposal itself. The City will be free to use all information in the Vendor's proposal for the City's purposes. The Vendor understands that any material supplied to the City may be subject to public disclosure under the federal Freedom of Information Act or the Ohio Public Records Act.

Confidentiality Statement

Any information, including materials, drawings, designs, documentation, and other property or data, disclosed to the proposal responder shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than the City.

Tax Exempt Status

The City is exempt from Ohio State sales and use taxes on materials and equipment to be incorporated in the work. Tax Payer ID No. 34-6000646. Said taxes shall not be included in the RFP.

Reserved Rights

The City reserves the right to waive any irregularities: accept the whole, part of, or reject any or all quotations; and to select the firm which, in the sole opinion of the City, best meets the City's needs. The City also reserves the right to negotiate with potential Vendors so that the City's best interests are served.

Advertising

Vendor shall not advertise or publish the fact that the City has placed this order without prior written consent from the City, except as may be necessary to comply with a proper request for information from an authorized representative of a governmental unit or agency.

Trademarks

The City warrants that all trademarks of the City requests the Vendor to affix to articles purchased are those owned by the City and it is understood that the Vendor shall not acquire or claim any rights, title, or interests therein, or use any of such trademarks on any articles produced for itself or anyone other than the City.

Right to Request Additional Information

The City reserves the right to request any additional information that might be deemed necessary after the completion of this document.

Right of Refusal

The City reserves the right to refuse any or all proposals in their entirety, or to select certain professional services, equipment or software products from various Vendor proposals, based on the interests of the City.

Proposal Preparation Costs

The Vendor is responsible for any and all costs incurred by the Vendor or his/her subcontractors in responding to this RFP.

Pricing Eligibility Period

All Vendor proposals are required to be offered for a term not less than 180 calendar days in duration. A proposal may not be modified, withdrawn or cancelled by Vendor during the 180-day time period following the time and date designated for the receipt of proposals.

Additional Charges

No additional charges, other than those listed on the Price Form, shall be made.

Right to Pertinent Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the Vendors that are submitted as part of the proposal shall become the property of the City upon receipt, a part of a public record upon opening, and will not be returned.

The City reserves the right to accept any bid, to reject any or all bids, to waive any irregularities in the bidding and to accept any bid in the best interests of the City.

Compliance with the Cleveland Area Business Code

The City of Cleveland is committed to providing opportunities for minority-owned businesses, female-owned businesses, and Cleveland-area small businesses to participate in City contracting. The City intends to contract with a Vendor that shares that commitment.

The standard subcontracting goal for professional services contracts is 10% Cleveland Area Small Business ("CSB") subcontractor participation. Please review any attached documents to review the goal for this contract.

Proposers are required to make a good faith effort to subcontract with

certified Minority Business Enterprise (“MBE”), Female Business Enterprise (“FBE”) and CSB firms in line with the applicable subcontracting goals included in this request for proposal.

To document its good faith effort to use certified MBE, FBE and CSB sub-consultants each proposer must complete Schedules 1 through 4 found in the Cleveland Area Business Code Notice to Bidders and Schedules. These schedules document the use of MBE, FBE and CSB subcontractors on the project, as well as the good faith effort of the Vendor in seeking the participation of certified sub-consultants on the proposed work. The completed forms will be forwarded to the City for evaluation. Failure to submit complete schedules may result in the rejection of your proposal.

Proposers can obtain information on CSBs, MBEs and FBEs that are certified by the City by checking the City’s website at <http://www.city.cleveland.oh.us>.

From the home page, select Office of Equal Opportunity from the drop down box of City Departments. On the Office of Equal Opportunity page, you will find a selection in the left hand column for the CSB/MBE/FBE Registry.

Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub-consultants. The City assumes no responsibility for matching prime consultants with qualified MBE, FBE, and/or sub-consultants.

The participation of MBE, FBE, and/or CSB sub-consultants will be monitored by Community Development throughout the duration of the project. The successful Vendor will be responsible for providing Community Development with any and all information necessary to facilitate this monitoring.

The *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances Cleveland, Ohio, 1976, any *Regulations* promulgated under the *Code*, and the *CD Notice of Bidders & Schedules* are incorporated in and made part of this solicitation and any resulting contract, by this reference, as fully as if attached.

Equal Opportunity Clause

No Proposer shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, Disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors setting form the provisions of this nondiscrimination clause.

Proposal Submission and Format

To facilitate the analysis of responses to this RFP, the Vendor is required to prepare their proposals in accordance with the instructions outlined in this section.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of the RFP. Proposers should focus their response on accurate, complete and clear content. All parts, pages, figures, and tables should be numbered and labeled clearly.

Late submissions will not be accepted or reviewed.

Do not contact any other City officials while responding to this RFP. Failure to adhere to this prohibition may result in rejection of the RFP response by the City selection team.

X. Submission Process and Selection Criteria

The Due Date for proposals is 5:00pm on October 10, 2024. Sealed proposals may be mailed or delivered to the address below and must be identified on the outside of the envelope(s) as: Lead Safe Auditor for the City of Cleveland:

Attention: Director Sally Martin O'Toole
Department of Building and Housing
City of Cleveland
601 Lakeside Avenue, #505
Cleveland, Ohio 44114.

Evaluation Process and Criteria

Minimum Criteria that all Vendors must meet in their responses are as follows:

- a) RFP response submitted by the due date
- b) Cost proposal submitted in a separately sealed envelope
- c) The RFP response signed by a company officer

Submissions meeting the Minimum Criteria described above shall be reviewed by a committee appointed by the Department of Building & Housing (the "Committee") that shall consist of City of Cleveland employees across several Departments and Offices, including the Mayor's Office, Community Development, Public Health, Community Relations, Economic Development, Public Safety, and Public Works. The Committee will evaluate proposals in accordance with the evaluation criteria specified below and establish a ranking. A serious deficiency in any one criterion may be grounds for rejection. The City of Cleveland shall have the right to obtain, from any and all sources, information concerning a bidder, which is deemed pertinent to this RFP, and to consider such information in the evaluation of the bidder's proposal.

Proposals will be evaluated and scored according to the criteria indicated in the following table. The selection will be made by the Committee on the basis

of the following weighted factors. The maximum points available for each criterion are noted:

| Criteria | Maximum Points |
|---|-----------------------|
| Clarity and Succinctness of Proposals | 10 |
| Experience and Qualifications of the Firm | 40 |
| Experience and Qualifications of Proposed Staff | 50 |
| Approach and Methodology | 30 |
| Work Samples | 30 |
| Cost | 40 |
| Maximum Total Possible Points | 200 |

The Committee will evaluate and rank the proposals.

The Director of the Department of Building & Housing, at the Director's sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities.

Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the City, shall be used in the final award. The final award of a contract is subject to approval by the City of Cleveland, Board of Control, availability of funds, and City Council approval.

The City reserves the right to select one proposal, more than one proposal, or reject all proposals.

The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interests.

XI. Award of Contract

Award of contract for the program will be made to one Vendor whose proposal provides the most effective approach to the City. The Vendor shall be deemed as having been awarded a contract when the formal notice of acceptance of the proposal has been duly served upon the intended awardee by an authorized agent of the City.



Attachment B: Cost Detail

Proposers must fully complete the following cost tables that summarize: (1) proposed cost per project staff member, and (2) proposed cost per deliverable. Note that the hourly rates must be fully loaded to include all professional fees, support services, travel, and any other expenses.

Table A - Cost per Staff Member

| Staff Name | Project Role | Rate per Hour (a) | Total Hours (b) | Staff Total Cost (a) x (b) |
|--------------------|--------------|-------------------|-----------------|----------------------------|
| | | | | |
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| | | | | |
| | | | | |
| Total Cost: | | | | |

Table B - Cost per Deliverable

| Deliverable 1 - Triennial Audit Plan | | | | |
|---|--------------|-------------------|-----------------|----------------------------|
| Staff Name | Project Role | Rate per Hour (a) | Total Hours (b) | Staff Total Cost (a) x (b) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Cost: | | | | |

| Deliverable 2 - Triennial Draft Report | | | | |
|---|--------------|-------------------|-----------------|----------------------------|
| Staff Name | Project Role | Rate per Hour (a) | Total Hours (b) | Staff Total Cost (a) x (b) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Cost: | | | | |



| Deliverable 3 - Triennial Final Draft Report | | | | |
|---|---------------------|--------------------------|------------------------|-----------------------------------|
| Staff Name | Project Role | Rate per Hour (a) | Total Hours (b) | Staff Total Cost (a) x (b) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Cost: | | | | |

| Deliverable 4 - Triennial Full Performance Audit | | | | |
|---|---------------------|--------------------------|------------------------|-----------------------------------|
| Staff Name | Project Role | Rate per Hour (a) | Total Hours (b) | Staff Total Cost (a) x (b) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Cost: | | | | |

| Deliverable 5 - Quarterly Monitoring Reports | | | | |
|---|---------------------|--------------------------|------------------------|-----------------------------------|
| Staff Name | Project Role | Rate per Hour (a) | Total Hours (b) | Staff Total Cost (a) x (b) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Cost: | | | | |

