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RICHMOND PURCHASING SERVICES
CITY OF RICHMOND
900 EAST BROAD STREET, 11th FLOOR
RICHMOND, VIRGINIA 23219-6131

Request for Proposal Number:

5F197

NCJRS

Title:

Operating a Juvenile Boot Camp

Date:

March 24, 1995

APR 12 1995

Receipt Date:

April 26, 1995

Receipt Location:

900 E. Broad Street, 11th Floor

Pre-Proposal Conference:

NO

ACQUISITIONS

SCOPE OF SERVICES

The City of Richmond is soliciting proposals from vendors or individuals qualified to provide (1) a residential Boot Camp (2) an education program and (3) a non-residential Boot Camp Aftercare. Prospective providers may submit a proposal to provide one or more of these program components. Two or more providers may join together to submit one proposal.

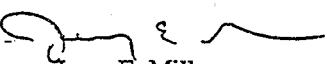
SEALED PROPOSALS, subject to the Terms & Conditions stated herein, WILL BE RECEIVED on the 11th Floor of the City Hall Building, 900 E. Broad Street, Richmond, VA, UNTIL BUT NO LATER THAN, 3:30 p.m., Wednesday, April 26, 1995 and will be closed at 3:30 p.m., on Wednesday, April 26, 1995.

In compliance with the above Request for Proposals, and subject to all terms and conditions thereof, the undersigned offers and agrees to enter into a contractual agreement if his/her Proposal is accepted within 90 days after the date of receipt and closing and/or any extension agreed to in writing.

Please Note: The City reserves the right to negotiate any Terms and/or Conditions of this RFP as it deems in its best interest.

RICHMOND PURCHASING SERVICES,

153786


Jerry E. Miller
A/Chief
804/780-5716

U.S. Department of Justice
National Institute of Justice

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Richmond Purchasing Services

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Attachments

RESPECTFULLY SUBMITTED

Company _____

Name (Please Print) _____

By (Signature) _____

Title _____ Date _____

Federal I.D. _____

SECTION I

PROCEDURAL REQUIREMENTS

1.1 CITY'S STATEMENT OF NEED

The City of Richmond is currently implementing a Continuum of Programs and Services for youth adjudicated delinquent by the 13th District Juvenile & Domestic Relations Court. In addition to the Boot Camp requested by this RFP the Continuum consists of two non-residential programs -- Intensive Supervision and Day Treatment -- and three residential programs -- Stepping Stone Group Home, Family Oriented Group Home, and Post-Dispositional Detention. The City also operates a 40-bed Detention Home and an Outreach Detention Program. A new 60-bed detention facility is under construction.

The City's Continuum supplements other dispositional programs available to the Juvenile Court, including Probation operated by the 13th District Court Services Unit, Juvenile Correctional Facilities operated by the state Department of Youth & Family Services, and a variety of specialized programs funded under the Comprehensive Services Act.

This Request for Proposals specifically requests (1) a residential Boot Camp (2) an education program and (3) a non-residential Boot Camp Aftercare Program. Prospective providers may submit a proposal to provide one or more of these program components. Two or more providers may join together to submit one proposal.

The minimum daily population to be served in the residential and education components is 25 youth placed by the 13th District Juvenile & Domestic Relations Court. The Provider may serve additional youth from other jurisdictions under contractual arrangements with those jurisdictions. The daily population in the Aftercare Program will vary based on length of stay and individual progress.

The term "boot camp" is not intended to describe a specific or limited program design, but rather, a residential program which emphasizes structure, discipline in a modern day military model, and a rigorous regimen of daily activities, as well as providing a variety of educational, vocational, mental health, and treatment services. The City requires that the Boot Camp include a minimum three-month basic program and a minimum two-month residential step-down program which may be on the same site and which serves as a transition to Aftercare in the community.

"Aftercare" refers to the treatment program which follows the four month residential Boot Camp phase. The City requires that the aftercare phase be located within the City for those youth who reside in Richmond. Aftercare for each youth must be for a minimum period of 6 months. The frequency of contact during the aftercare phase should be determined by progress and behavior and clearly supported by documented evidence. Boot Camp youth in the Aftercare Program will attend a specialized education program provided by Richmond Public Schools.

The Boot Camp education component must provide academic services which are most appropriate for this delinquent population. The focus of the educational program must be the development of basic skills and workplace competencies and must be designed to meet all federal, state, and Richmond Public Schools standards and regulations, including special education.

The Boot Camp must provide services such that City of Richmond established Outcome Objectives for all Continuum programs are met. The Outcome Objectives are as follows:

1. A minimum 60% rate of suppression in unlawful behavior. Suppression is measured by establishing a delinquent's rate of offense severity and chronicity prior to program intervention and determining the youth's offense severity and chronicity rate for a one-year period after termination from Aftercare supervision.
2. At least a 25% reduction in the number of youth committed to the state's Juvenile Correctional Facilities by the 13th District Juvenile & Domestic Relations Court.
3. Increases in reading, writing, and math standardized scores, e.g., a minimum gain of at least 2 months of grade equivalency in math and reading for every month of attendance, as measured pre- and post- by the Test of Adult Basic Education - Revised, or equivalent test.
4. Increases in social, cognitive, and workplace competencies.
5. Completion of community service hours and restitution as ordered by the Juvenile Court.

The Virginia General Assembly has appropriated operational funds for the Boot Camp and Aftercare Programs. The maximum funding in FY 1995-96 is \$684,375 (a per diem of \$75 per youth in the residential Boot Camp) and \$131,250 (\$25 per youth in the Aftercare Program, operating for the last 7 months of the fiscal year), respectively. The provider must

provide adequate space and support staff for the educational component. If the provider locates the program within the Richmond city limits, the educational component will be provided by Richmond Public Schools. If the provider locates the program outside Richmond City limits, the education component must be coordinated with the Richmond Public school system, which is responsible for providing educational funding for these youth. The provider will be responsible for billing Richmond Public Schools for these youth. The provider will be responsible for billing Richmond Public Schools for these funds. Upon achieving program capacity each provider will be required to maintain a minimum 90% utilization rate during each quarter of operation.

All admissions to the Boot Camp program will be by court order. The Continuum's pre-dispositional case management process will provide recommendations to the 13th District Court Services Unit regarding which juveniles are assessed as being appropriate for admission to the Boot Camp.

The proposal should contain a start-up plan and budget, as well as operational budgets, for each component applied for by the provider. With respect to the residential and education components, the City would prefer a two-month start-up period (August and September 1995) and a program start date of October 1, 1995. With respect to Aftercare, the City would prefer a two-month start-up period (January 1996 and February 1996) and a program start date of March 1, 1996.

All providers of Continuum programs are required to operate these programs in compliance with (1) applicable Interdepartmental (CORE) and DYFS Standards for Pre- and Post-Dispositional Group Homes and any other applicable standards promulgated by the Board of Youth and Family Services hereafter, and (2) all other applicable laws and regulations. Prospective applicants should note that DYFS is considering draft Intensive Treatment Program Standards at this time. These standards may be approved by the DYFS Board at some time in the future. Prospective applicants may wish to contact Don Carignan, the DYFS Policy Manager for further information regarding these draft Standards.

The City will award these funds in whole or in part to one or more providers as it deems in its best interests.

The Boot Camp Program is subject to the availability of funds from the City Council and the General Assembly. Applicants should not assume that the General Assembly will approve rate increases or cost of living adjustments in subsequent years. Applicants may wish to discuss their experience in accessing Medicaid, Title IV, Comprehensive Services Act, and other funding sources.

1.2 BACKGROUND

In 1991 Richmond City Manager, Robert C. Bobb, informed members of the General Assembly that the City would be interested in addressing its serious juvenile crime problem by developing and operating a residential program for adjudicated delinquents. During the 1992 legislative session Delegate Franklin P. Hall patroned, and the Legislature approved, House Joint Resolution 162 directing the Virginia State Crime Commission to "study the feasibility of implementing a locally operated boot camp program in the City of Richmond for nonviolent juvenile offenders." In October 1992 the Crime Commission concluded its study and recommended the establishment of a local pilot boot camp program in Richmond to test the viability and effectiveness of the boot camp model and approach.

A subsequent juvenile justice system assessment and needs analysis determined that, even with the Boot Camp, there did not exist a sufficient array of programs and services in the community to meet the varying needs and risks of delinquent juveniles. It was also determined that existing programs and services were greatly stressed and, as a result, not very effective.

Mr. Bobb and his staff responded to these findings by forming a community stakeholders group which included all four Juvenile & Domestic Relations Court Judges in the 13th District, the Regional Director of the Virginia Department of Youth & Family Services, and the Director of the Richmond Court Services Unit (which provides intake and probation services). Other key actors in the local and state juvenile justice systems participated at different points in time.

The result of these stakeholders' meetings was the development of a funding proposal which was submitted to the 1993 General Assembly and the Virginia Department of Youth and Family Services. The strategy proposed by the City was to augment its limited array of programs and services with the development of a true community-based continuum of intervention programs and services. This continuum was envisioned to range from less intrusive diversion through varying levels of supervision intensity and week-day treatment to more restrictive 7-day per week day treatment and residential placement in family-oriented group homes, a boot camp, and state correctional facilities. Accountability requirements and sanctions would increase along this continuum, as well.

The City Council, DYFS Board, and the General Assembly approved this proposal and funding was authorized to allow the non-residential programs -- Intensive Supervision and

Day Treatment -- to begin operations in the second six months of FY 1994-95, and the residential boot camp program and aftercare to begin operating in FY 1995-96.

1.3 SCOPE OF WORK

The following applies to all applicants, and responses must be included in all proposals:

1. A description of existing programs which are operated by the applicant, where they are located, organizational structure, qualifications of administrative staff, financial stability of the applicant organization, and the results of any outcome evaluations, if any. Letters of reference may be included in an appendix.
2. A description of the applicant's treatment approach and the rationale or basis for this approach, including a description of how the applicant will structure and operate the program component or components. Daily schedules and description of activities, including program orientation, physical training, recreation, religious activities, meals, etc., should be included.
3. A description of the competencies and behaviors which the applicant's approach addresses and the methods used by the applicant to measure the degree of progress or achievement in attaining competencies and changing behaviors.
4. A description of the behavior management approach or system used by the applicant to include but not be limited to information regarding confinement, prohibited punishments, use of restraints and resident appeal process.
5. A description of by what method and by whom medical and psychological services shall be provided.
6. A description of by what method and by who food services will be provided.
7. A description of the applicant's Management Informational System, i.e., how the applicant measures, maintains and reports initial, progress and outcome data.
8. A description regarding how the applicant will address offender accountability ordered by the court.

9. A description of how the applicant will staff the program component or components, and the applicant's philosophy and approach regarding the recruiting and training of staff.
10. A description of the applicant's approach to determining the ability of residents and staff to participate in the physical training components of the program.
11. A description of the applicant's approach or systems relating to quality assurance, oversight of overall program performance, and internal monitoring for applicable standards compliance.
12. The applicant must provide a per diem unit cost for each component for which the applicant is applying.
13. The applicant must describe how transportation needs to and from the boot camp shall be addressed.

For providers applying for the residential component, a description of its proposed site, if any, and anticipated site development and start-up costs other than construction (for which no funds are available), if any, must be included in the proposal.

1.4 FORMAT REQUIRED

The proposal must be presented in tabs as described in the paragraphs that follow. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by the contractor to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the selections committee. Proposals not providing this reference will be considered to have no reference included in the additional documents.

- A. Statement of the Scope - State in concise terms, your understanding of the scope of work presented by the RFP.
- B. Qualification Statement - Include a narrative description of the proposed offer and a list of services that will be rendered. This section must also include resumes of key staff members. If should specifically state the employees assigned to this task.

- C. Project Approach - Describe in narrative form your proposal for Operating a Juvenile Boot Camp.
- D. Reference - Provide a list of projects of a similar nature that is completed or is currently working, with references.
- E. Cost of proposed services.
- F. Financial Resources - Provide a description of the financial stability of your firm, and other resources that adequately assure acceptable performance of the contract. To include your most recent Financial Statement.
- G. Any other items that should be addressed as identified in Section 1.3 - Scope of Work.
- H. Submit HRC-2 form, If your firm fails to meet the HRC-2 requirements, you must request a waiver with the submittal of your proposal. Also, if you plan to utilize a minority firm or if you are a minority firm you must submit the attached MBE form.

1.5 SUBMISSION

Offerors should submit an original (so marked) and six (6) copies of their proposal, signed by the offeror's contractually binding authority.

- A. All proposals must be sealed and labelled (on the outside of sealed container) to show the following:
 - 1. Proposal for Operating a Juvenile Boot Camp
 - 2. Name of Offeror
 - 3. Address of Offeror
 - 4. RFP Number 5F197
 - 5. Receipt and Closing Date : April 26, 1995
- B. All proposals are to be addressed and delivered by the date and time specified on the cover to:

Jerry E. Miller, A/Chief
Richmond Purchasing Services
City of Richmond
900 E. Broad Street, Room 1104
Richmond, Virginia 23219

1.6 CLOSING DATE

To be considered, a proposal must arrive at the issuing office on or before **Wednesday, April 26, 1995**. The City does not accept a proposal that is late. Contractors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. Contractors must submit a complete response to this request for proposal (RFP) using the format outlined. No other distribution of proposals will be made by the contractor. Materials or information received from a prospective contractor as result of a request by the Purchasing Officer shall not be considered a violation of this paragraph.

1.7 INQUIRIES

All inquiries concerning clarification of this RFP must be made to Jerry E. Miller, 900 E. Broad Street, Room 1104, Richmond, Virginia 23219, (804)780-5716, Fax (804)780-5989, in writing. As it is expected that each firm may have different needs for information, it is incumbent on each firm to make whatever inquiries it deems necessary in order to respond to the RFP. Inquiries which the Purchasing Officer determines to be pertinent to all solicited contractors will be answered by addenda to all solicited contractors.

1.8 NO CONTACT POLICY

Any contact with any City representative, other than that outlined in 1.7, concerning this RFP is prohibited. Such unauthorized contact may disqualify your firm from this procurement.

1.9 CONTRACTUAL OBLIGATION

The proposal submitted by the selected contractor and this RFP shall become an attachment to the contract or agreement signed by the City of Richmond and the selected firm. Price quotations and other time dependent information contained in proposals must be valid for a minimum of ninety (90) days from the closing date of this RFP. Negotiation may be undertaken with offerors whose proposals show them to be qualified, responsible and capable of performing the work in accordance with stated criteria. The City of Richmond is not liable for any cost incurred by contractors prior to issuance of a contract.

1.10 MULTIPLE PROPOSALS

An offeror may submit more than one proposal. At least one of the proposals must be complete and must comply with all of the instructions contained in this RFP. Additional proposals may be abbreviated form following the same format and providing only the information which is different from that in the complete proposal.

1.11 SUBSTANTIVE NATURE OF PROPOSALS

Proposals that are not substantive may be considered non-responsive. It is not sufficient for the offeror to address the proposal in general terms or in terms other than those outlined in the proposal. Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to meet the requirements of the RFP.

1.12 EVALUATION AND SELECTION PROCESS

- A. OPENING OF PROPOSALS - At the designated time and date, the Department of General Services will open and list the proposals for the record. This is not a public opening. The proposals, if responsive, will then be forwarded to the using agency to initiate review and recommendation. Responses received after **Wednesday, April 26, 1995** will be deemed non-responsive and will be returned un-opened.
- B. EVALUATION - During the evaluation phase, proposals are reviewed by the Evaluation Committee to ascertain which proposals address all the requirements of the RFP, and to conduct an analysis to document the adequacy of the proposals.

Proposals determined to be technically non-responsive or not as responsive as other proposals, are eliminated at this point. Once the qualified offerors have been determined, the Evaluation Committee may interview selected offerors to clarify specific matters presented in the proposals. The Evaluation Committee will use information gained during these discussions, and information presented in the proposal, to rank contractors in accordance with criteria stated in the RFP. The selected offeror will be required to assume responsibility for all services offered in their proposal. NOTE: The Evaluation Committee reserves the right to conduct presentations and/or visit the premises of the proposer.

Further, the City of Richmond will consider the selected offeror to be the sole point of contact with regard to contractual matters.

1.13 GENERAL SELECTION CRITERIA

- A. After receipt of proposals, a Selection Committee will use the following evaluation criteria and weighing factors in selecting the firm(s) for negotiation and recommendation for award of the contract (s):

<u>Criteria</u>	<u>Weight</u>
(A) Recent experience with Boot Camp Operation(s)	15%
(B) Experience in accessing funding for Juvenile Justice population	10%
(C) Familiarity with State of VA and American Correctional Assoc. regulations for Juvenile Justice	10%
(D) Specific Experience in operating a program for Juvenile Delinquents	10%
(E) References	10%
(F) Cost for Proposed Services	10%
(G) Project Approach/Accessibility	15%
(H) Minority Business Participation*	20%
TOTAL	100%

* MINORITY BUSINESS PARTICIPATION

It is the policy of the City of Richmond to encourage minority participation in all City Contracts. To implement this policy, the City shall encourage minority participation through subcontracting, joint ventures, or other methods in contracting for services. Up to twenty (20) points will be given to those proposals that have the most substantial degree of minority business enterprise participation. In order to expedite the evaluation process, we have attached a Minority Business/Participation Commitment Form (MBE-

1). You must complete the Commitment Form, indicating the percentage of participation for this Request for Proposal. The completed form must accompany the proposal or you will forfeit the twenty (20) points given to minority participation in the criteria. Minority subcontracting or joint venturing is an entirely separate item from your company's employment profile indicated on the HRC-2 form (see section 2.2).

SECTION II

CITY'S TERMS AND CONDITIONS

2.1 REJECTION OF PROPOSALS

The City of Richmond reserves the right to reject any and all proposals. The City of Richmond reserves the right to negotiate with the selected offeror in order to best serve the needs of the City, in respect to both cost effectiveness as well as comprehensive program design.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

Prospective offerors must affirm and shall certify by signing this proposal document, that he/she and/or his/her company fully complies with Resolution No. 74-R8-11 adopted February 24, 1974, Title VI and Title VII of the Civil Rights Act of 1964 and all other regulations promulgated thereunder. IMPORTANT: All Bidders are required to comply with Richmond City Code, Sections 22-68 and 22-69, which requires all offerors to have 10% minority employees if the company has 15 or more employees. HRC-2 Form or EEO-1 Form MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL. See attached HRC-2 Form.

2.3 PERSONNEL

The personnel designated in the management summary for key positions shall not be changed except with the permission of the City. The City will only approve such change when, in its opinion, the substitute personnel have equal or greater qualifications and experience than those they replace.

2.4 SUBMITTAL

All proposals must be in the format required in this Request for Proposal. Non-conformance may be reason to declare the proposal non-responsive.

HRC-2 Form MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL. (See respective attachment).

While the City strongly encourages your firm to include minority participation in your proposal, you are not required to submit the Minority Utilization Form unless you plan to utilize minority firms. PLEASE NOTE: Minority Participation is considered in judging your proposal.

2.5 POST AWARD

Following the selection and signing of a contract, the Purchasing Officer will notify those offerors whose proposals are not selected of the name of the selected offeror. Please keep in mind that it may take up to two months to award this contract.

2.6 RETURN OF PROPOSAL

The City advises that all proposals submitted under this RFP will become the property of the City of Richmond and will not be returned. However, if any portion of the proposal is marked "proprietary" and is highlighted, this portion can be returned after award of contract if requested.

Budgets and price quotations are considered public information in proposals submitted to the City. Classifying budgets and price quotations as "proprietary" or "confidential" may render the proposal non-responsive. Classifying aspects of the proposal that are not trade secrets or proprietary, may render the proposal non-responsive.

2.7 ADVERTISING CLAUSE

It is understood and agreed that, in the event a contract is awarded for the supplies, equipment, or services included in this proposal, that no indications of such sales or services to the City of Richmond will be used in any way in product literature or advertising unless with written approval of the City of Richmond and only for bibliographical and curriculum vitae purposes.

2.8 TRAVEL EXPENSES

Travel expenses will be reimbursed at the prevailing City of Richmond rate(s). This will only be paid if the contract allows for travel reimbursement.

2.9 CANCELLATION

Any resulting contract shall be subject to cancellation by either party upon sixty (60) days written notice, one to the other.

2.10 ASSIGNMENT & SUBCONTRACTING

Work under this proposed contract is not to be subcontracted without the prior written consent of the Director of the Department of General Services.

2.11 AUDIT

The City of Richmond reserves the right to review all of the vendor's file associated with a subsequent contract where payments are based on contractor's record of time, salaries, materials or actual expenses, on demand and without notice. This same right to review will be imposed on any subcontractor as well.

2.12 SCHEDULE OF PROJECT

To be determined upon award of contract.

2.13 INSURANCE

The City will require Insurance for this operation. Prior to executing a contract the amounts and types of insurance needed will be specified.

The proposer also agrees to defend, save harmless and indemnify the City from and against any and all claims for damages against the City allegedly caused by his/her errors, omissions, or negligent act in the performance of services under this contract.

The proposer further agrees to defend, save harmless and indemnify the City from and against all claims for damages against the City allegedly caused, or efficiently contributed to, by his/her intentional failure to perform to the terms and conditions of this contract.

The proposer shall furnish an original Certificate of Insurance for general liability, written by an insurer acceptable to the city, naming the City as additional insured.

The proposer shall also furnish an original Certificate of

Insurance for Workers' Compensation Insurance. The certificates and evidence of coverage will be complete before the city signs the contract.

2.14 AVAILABILITY OF FUNDS

It is understood and agreed between parties to any agreement resulting from this proposal that the City shall be bound hereunder only to the extent of funds available or which may hereunder become available for the purposes of this agreement.

It is further understood and agreed between the parties to any agreement resulting from this proposal that the City shall not be obligated to purchase or pay for insurance and/or services covered by this agreement unless and until they are ordered, delivered, or performed for the City.

2.15 INVOICING

The successful proposer shall submit invoices in five (5) copies identifying each item billed along with the Price Agreement Release Number, and Price Agreement Number.

If utilizing a minority subcontractor, the contractor shall summarize what portion of the billed work was handled by a minority vendor. At the end of the project, the contractor shall submit a summary of all payments made to the minority subcontractor.

2.16 TERMS OF CONTRACT

The term of the contract shall be for a period not to exceed one year.

2.17 OPTION TO RENEW

The City, may in writing to the successful proposer, extend the resulting one year contract for one (1) year period up to but not to exceed a total of four (4) renewals.

2.18 PROPERTY OF WORK

Any work resulting from the award of this contract will become the sole property of the City of Richmond. The successful offeror shall not copyright any material and/or reports. And, upon request, the contracted vendor must turnover all work papers and related documents to the City.

SECTION III

ATTACHMENTS

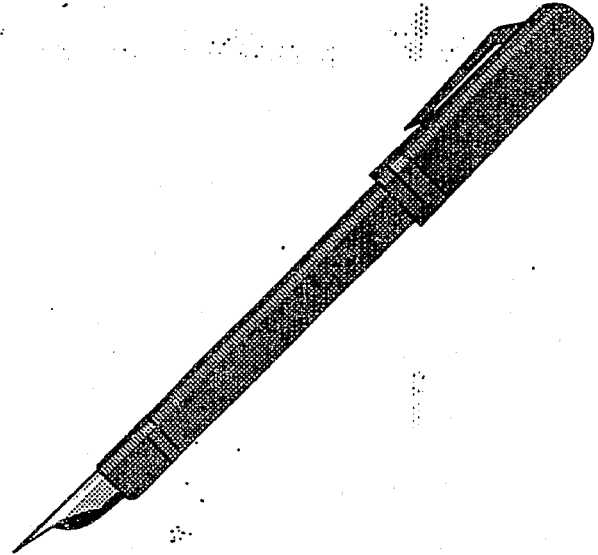
3.1 FORMS

Form, HRC-2 Form (Must be completed & submitted)

Form, MBE (Optional - See Section 2.4, Submittal)

HELPFUL HINTS FOR COMPLETION OF HRC-2 FORM

1. Type or use ink pen in completing this form. Do not use pencil.
2. Complete form in its entirety.
3. Total all columns both down and across.
4. If you are using a certificate number and your profile has not changed, state "**No Exceptions**" on the HRC-2 form. If your profile has changed, complete the front of the form.
5. This form must be signed and submitted with the bid or proposal for your submittal to be responsive.
6. **Policy:** If your company has fifteen (15) or more employees you must have at least ten percent (10%) minority employees. White females are not to be included as minorities.
7. If your company does not have at least 10% minority employees, you may request a waiver in letter form with your bid or proposal. A waiver request should be based on one or more of the following (with appropriate documentation):
 - a. Demography of population
 - b. Statistics showing lack of available minority workers
 - c. Statistics showing normal turnover ratio limits availability of job opportunities



Vendor must take note of all of the above to be responsive.

FORM ATTACHED



CITY OF RICHMOND
COMMISSION ON HUMAN RELATIONS
EMPLOYMENT PROFILE / CERTIFICATION REPORT

INFORMATION SUBMITTED ON THIS REPORT SHOULD BE TYPEWRITTEN.
IF REPORT IS NOT COMPLETED IN FULL, YOUR BID/PROPOSAL MAY BE REJECTED.

SECTION I COMPANY IDENTIFICATION

Name of Company _____
Address _____
City _____ State _____ Zip _____
Telephone No.: _____ Facsimile No.: _____
Name of Parent Company _____
Address _____
City _____ State _____ Zip _____

If parent company will be involved in providing the service or commodity on the City Contract, a consolidated Employment Profile must be submitted.

SECTION II EMPLOYMENT DATA

IF YOU HAVE ATTACHED A CURRENT EEO-1 REPORT CHECK THIS BOX AND GO TO SECTION V. ☐

IF THIS BID/CONTRACT IS NON-CONSTRUCTION AND YOU HAVE A VALID COMPLIANCE NUMBER, CHECK THIS BOX AND GO TO SECTIONS IV & V. ☐

Otherwise Complete the Grid Below and Sections III & V.

Report all permanent Full-Time Employees including apprentices and on-the-job trainees. Student Interns not part of Full-Time Staff should not be included. Enter the Appropriate figure on all lines and in all columns. Blank spaces will be considered as Zeros. If your firm has a compliance number that is less than One (1) Year old, skip to Section IV.

Job Categories	Total Columns (1-10)	White Male (1)	Minority Group Male				White Female (6)	Minority Group Female			
			Black Male (2)	Asian Male (3)	Native American Male (4)	Hispanic Male (5)		Black Female (7)	Asian Female (8)	Native American Female (9)	Hispanic Female (10)
Officials & Managers											
Professionals											
Technicians											
Sales Workers											
Office & Clerical											
Craftsmen (Skilled)											
Operatives (Semiskilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS											

SECTION III**WAIVER NOTIFICATION**

Is An Employment Profile Waiver Needed?

☐ Yes☐ No

Is Waiver request and documentation attached to bid package?

☐ Yes☐ No**SECTION IV****COMPLIANCE NUMBER FOR NON-CONSTRUCTION
BIDS/CONTRACTS ONLY**

If your firm has a compliance number that was issued within the last year, please complete this section instead of the employment data section.

Compliance Number _____

Pursuant to Section 22-68 (b) of the Code of the City of Richmond, the undersigned hereby certifies that its company's minority employment level has not decreased, or otherwise fallen below ten percent (10%) of its total work force, since the date of its annual EEO-1 or HRC-2 Report. The undersigned understands that this certification is made as part of a bid or proposal, and that this certification will become a provision of any City contract resulting therefrom.

SECTION V**CERTIFICATION BY VENDOR**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS REPORT IS ACCURATE AND PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS.

SIGNATURE OF CERTIFYING OFFICIAL_____
DATE OF SIGNATURE_____
PRINTED NAME() _____
TELEPHONE_____
TITLE**FOR OFFICE USE ONLY:**

Date _____

Comments _____

Executive Director _____

☐ Approved ☐ Not Approved

MINORITY BUSINESS/PARTICIPATION COMMITMENT FORM

The bidder agrees to expend at least _____% of the contract if awarded for minority enterprises. For purposes of this commitment, the term "minority business enterprise" means a business at least fifty percent (50%) of which is owned and controlled by minority group members or, in case of a publicly-owned business, at least fifty-one percent (51%) of the stock of which is minority owned, and the business is controlled by minority group members. For the purposes of the preceding sentence "minority group members" are citizens of the United States who are Black, Hispanics, Asians, Pacific Islanders and American Indians. Minority Business Enterprises may be employed as construction subcontractors or as vendors or suppliers. The bidder must indicate the minority business enterprises it intends to utilize in this contract as follows:

A.	Names and Addresses of Minority Firms	Nature of Work For Participation in this Contract	Percent
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
			\$ _____ % (Total)

B. Indicate below percentage of ownership by minority category for each minority contractor (or in joint venture):

C. Bidder and the MBE(s) agree that the MBE shall not subcontract or assign any work described herein to another entity without the prior written approval of the City.

FIRM	BLACK	HISPANICS	ASIANS	PACIFIC ISLANDERS	AMERICAN INDIANS	OTHER	TOTAL
1. _____	_____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____	_____

D. The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Contractor

Name of Authorized Officer

Signature of Authorized Officer
Human Relations Commission

Approval/Disapproval