



REQUEST FOR PROPOSAL

2025-RFP-040

PUBLIC SAFETY SECONDARY EMPLOYMENT SYSTEM & MANAGEMENT SERVICES

City of Pittsburgh
City-County Building
Pittsburgh, PA 15219

RELEASE DATE: April 4, 2025

DEADLINE FOR QUESTIONS: May 13, 2025

RESPONSE DEADLINE: May 15, 2025, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/pittsburghpa>

City of Pittsburgh
REQUEST FOR PROPOSAL

Public Safety Secondary Employment System & Management Services

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1. Introduction

1.1. Summary

The City of Pittsburgh (CITY) Office of Management and Budget, on behalf of the Department of Public Safety, is requesting proposals from qualified firms to provide Public Safety Secondary Employment System & Management Services.

1.2. Background

The City of Pittsburgh Department of Public Safety wishes to establish a Professional Services Agreement with one service provider for a web-based secondary employment system and associated secondary employment management services.

The selected provider must fulfill two main requirements:

- a web-based secondary employment scheduling system in which Public Safety employees can bid on secondary employment jobs, hereafter referred to as "Details," which are paid by secondary employers approved by the appropriate Public Safety bureau and incorporates bureau rules into the scheduling software;
- ability to invoice secondary employers, as well as collect and distribute fees.

It is the intent of the City to develop a five (5) year agreement, but City reserves the right to negotiate a different length of the agreement at its sole option.

The Department of Public Safety consists of five bureaus (Police, Fire, Emergency Medical Services, Animal Care & Control, and Administration). The Department permits certain personnel to engage in secondary employment activities (paid details) for outside entities (secondary employers) in order to supplement income. Such personnel presently include but are not limited to police officers, firefighters, paramedics and emergency medical technicians, and crossing guards. Paid details include but are not limited to providing security, traffic control, and/or medical support for businesses, construction sites, and special events.

For 2025, Public Safety is budgeted for a maximum of these uniformed personnel:

- 800 police officers
- 678 firefighters
- 217 EMS personnel
- 77 crossing guards

The City presently uses Ceridian Dayforce as its primary timekeeping and payroll system. The Bureaus of Police and Fire utilize separate timekeeping software as their day-to-day scheduling software, which exports the required timekeeping data to Dayforce. The selected system will ideally be able to integrate with all other systems in order to provide maximum flexibility.

1.3. [Contact Information](#)

Kathy Nieves

Senior Sourcing Specialist

414 Grant Street

Room 502

Pittsburgh, PA 15219

Email: kathleen.nieves@pittsburghpa.gov

Phone: [\(412\) 255-2483](tel:(412)255-2483)

Department:

Public Safety Administration

1.4. [Timeline](#)

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP Released	April 4, 2025
Pre-Proposal Meeting (Non-Mandatory)	April 29, 2025, 10:00am This meeting will be held via Microsoft Teams. Please use the RSVP Manager to sign up for the meeting- you will be sent the Teams Link the morning of the meeting.
Question Submission Deadline	May 13, 2025, 5:00pm
Proposal Submission Deadline	May 15, 2025, 3:00pm
Proposal Review and Supplier Scoring	May 2025
Contract Award	May 2025

2. Instructions to Bidders

2.1. Submittal Requirements

All proposals must be submitted electronically. No proposal shall be accepted in person, by U.S. Mail, by private courier service, via oral or email communication, telephone or fax transmission.

Respondents are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline.

If additional hard copies are requested, the proposal should be bound or contained in a loose leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with this Section as specified below. All proposals will need to be provided electronically so the following format will apply for the electronic submittal through the Beacon website.

2.2. Additional Submission Considerations

Late proposals will not be accepted or considered. Respondents should allow enough time to register company on the City's e-Procurement Portal, search the solicitation they wish to respond to and complete the submission process online before the deadline.

The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.

All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.

All costs associated with proposal preparation shall be borne by the applicant.

3. Scope of Work

3.1. Scope Overview

The service provider must provide a web-based secondary employment scheduling system in which employees can bid on secondary employment jobs, hereafter referred to as "details," which are paid by secondary employers approved by the employee's bureau and incorporate bureau rules into the scheduling software. The system must allow approved coordinators and/or administrators to build and manage jobs for secondary employers, and/or be managed by the service provider. The system must also provide administrative functions and reports in order to manage the system including but not limited to secondary employer applications, payroll reporting, invoicing, payment processing, audits, unpaid invoices and other management tools. The scheduling system must integrate with the City's payroll systems to provide seamless reporting and personnel management.

The service provider will also be responsible for invoicing secondary employers, collecting fees, and providing timely deposits of the City's portion of such fees. It is anticipated that the service provider will charge standardized, disclosed fees to secondary employers above the City's incurred charges and keep the difference, rather than charge the City directly for service.

The City intends to seek a five (5) year agreement, beginning July 1, 2025, and ending June 30, 2029.

3.2. General Scope and Functional/Technical Requirements

Please see the attached spreadsheet for functional and technical requirements. Proposing vendors should complete this spreadsheet and upload as part of their response to scope.

3.3. Software Platform and Job Management

- Provide a user-friendly web-based scheduling software which Public Safety bureaus may utilize to schedule and bid on paid details according to appropriate rules, policies, and collective bargaining agreements (CBAs). This includes setting up user profiles/accounts for end users, and administrative accounts. Such rules, policies, and CBAs will be provided to selected vendor.
- Generate payroll reports, monthly invoices, and statistical reports; and monitor unfilled details. Software must be able to be integrated with current City payroll and timekeeping systems to provide seamless reporting. The City presently utilizes Ceridian Dayforce as its primary timekeeping and payroll system. At the time of this publishing, the Bureau of Police uses InTime as its primary scheduling system. The Bureau of Fire uses Firehouse as its primary scheduling system and is migrating to First Due. These export to Dayforce for final processing.
- Integration with InTime scheduling services or any other timekeeping software the City may use in the future to provide a seamless export and/or real-time, two-way syncing with current secondary employment jobs, identifying hiring entity along with the point of contact, location, times, and nature of detail (i.e., security, traffic, plainclothes, uniformed, etc.). Any such integrations must prevent duplication of hours worked when exported or imported between systems.

- Integration with any other software programs as identified by the City of Pittsburgh.
- Geotagging and/or geofencing with respect to personnel location in relation to the secondary employment job site, with a preference for geofencing that would require an employee to be within a defined geographical area before they can begin and end their job.
- Manage jobs as small as a single-officer detail to large-scale special events.
- Create recurring jobs and manually assign jobs, identify employee groups, or schedule on a first-come-first-serve basis consistent with evolving contractual or policy guidelines.
- Manage secondary employment call-offs.
- Upon demand of the City, provide detailed documentation on secondary employment by providing a robust auditing and reporting system that monitors secondary employment hours and assists in the early identification of potential risks.
- Provide a mobile application that would permit employees to receive notifications when new jobs are available, see job details like location and equipment requests, apply for jobs, clock or punch in and out, and provide a chat feature that would allow other staff working the same job to communicate.
- Provide the ability for employees to indicate secondary employment jobs in which contractual minimum payments concerning the number of hours exist.
- Provide managed services can receive job requests, ensure they comply with appropriate policies, and input awarded jobs in a manner consistent with evolving contractual guidelines.
- Track, assign, and/or require specific types of assets, skill sets, and/or ranks for secondary employment positions within a job or jobs.
- Notify all scheduled employees of job updates and alerts in real-time, including unfilled or cancelled jobs.
- Allow multiple admins to see job details for large and small-scale special events.
- Organize multiple positions over protracted and sustained undefined periods.
- Providing personnel with general liability insurance.
- Provide in-person, virtual, and written trainings on the use of any and all components of the platform.

All information related to jobs scheduled for the City of Pittsburgh is proprietary and shall not be released without the written consent from the City of Pittsburgh.

3.4. Funds Management and Transmission

- Charge standardized, disclosed fees to secondary employers as part of service provision, rather than charge City directly for service. Such fees may not be changed without prior written approval of City.
- Collect all fees from secondary employers and provide regular deposits of the City's portions. Provide once weekly ACH deposit of all funds collected since the prior deposit and clear reporting regarding each deposit, designating which services were provided and therefore to which accounts deposits should be directed (or deposit directly into appropriate City accounts). Reports must provide breakdowns by services provided (such as, but not limited to, police officer, crossing guard, vehicle fees, administrative fees). Report totals must agree with the ACH deposit totals and be received within two (2) days of the deposit. Deposits must pass through City accounts and are not to be disbursed directly to employees.
- Initiate and conduct delinquency collections from hiring entities when necessary.
- Allow for annual rate changes in accordance with authorized City fee schedules.
- Invoice hiring entities for payment and ensure that collected funds are dispersed to specific accounts as identified by the City of Pittsburgh.
- Provide hiring entities the ability to pay invoices via an online platform.
- Provide hiring entities with an online portal to manage their requested jobs and request employees for detailed and specified duties.

3.5. Service Uptime and Additional Items

- Maintain regular business hours at least eight (8) hours per day, five (5) days per week, excluding holidays, each year in order to handle service requests for and manage details, and administrative and support services to the City and secondary employers. Provide after-hours service on evenings, weekends, and holidays at no charge to City entities as provided by the Department of Public Safety. However, a reasonable fee can be charged to secondary employers who utilize this service.
- Provide an Account Manager dedicated to the City during the 40-hour work week. Service provider must also be able to provide a secondary Account Manager familiar with the City system, and scheduling platform, during times when the dedicated Account Manager is unavailable, with no lapse in coverage to the City. The City reserves the right to request a change in the Account Manager servicing the City of Pittsburgh.

4. Proposal Format Requirements

4.1. Response Format

All submitted responses shall follow the formatting below, and all proposals will need to be provided electronically through the City's e-Procurement Portal. Each numbered section is to be uploaded as a separate file. If hard copies of submissions are required, each numbered section shall be a removable tab. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size.

Response to Scope

Firm's Qualifications, Experience and References

Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you proposed to utilize to supplement your firm's staff.

Provide a summary of the firm's experience in providing these or similar services. Provide a minimum of three references for related projects, including dates, contact person, phone number, email, and a brief description of the project or scope of work.

Qualifications of Project Team

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.

Project Approach and Plan

Provide a detailed discussion of your firm's approach to the successful completion of the scope of services outlined in this RFP. Include thorough discussions of methodologies you believe are essential to accomplishing this project or completing the scope of services. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff roles who would be assigned to each major task, including sub-consultants.

Cost Proposal

Provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by major phase and/or deliverable as described in your project plan. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Define any

reimbursable expenses (e.g., travel) requested to be paid by the City. Note: If travel expenses are included, the rate assumptions generally should not exceed the United States General Services Administration (GSA) rates for Pittsburgh.

PLEASE NOTE: The City does not agree to late fees, penalties, interest, attorney's fees or other contingent liability. In no event shall the City be liable for special, indirect, incidental, reliance, lost profits or other business interest damages.

Demonstration of Good Faith Effort

Include statements of assurance regarding the following requirements detailed in the Equal Opportunity section of this solicitation:

- A. Solicit certified MBE/WBE/Veteran-Owned companies for various service categories where opportunities exist to subcontract within their company's business model.
- B. Complete MWDBEVOSB Commitment Form to document good faith effort. Please provide scope of services to be delivered by each subcontractor. If a subcontractor is not chosen, a justification is required describing why services could not be rendered by a sub-contractor.
- C. Provide email documentation of solicitation correspondence with MBE/WBE/Veteran-Owned companies.

Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably.

5. Evaluation Phases

Selection Procedure

Your Proposal will be evaluated by a Proposal Committee comprised of the Director or other supervisor of the Using Department, one or more members of the Director's staff, at least one member of the Office of Management & Budget and any other department representatives as deemed necessary.

Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Firm's Qualifications, Experience and References Vendor response demonstrated that the firm has the experience and capabilities to successfully perform the scope of services, including providing references for clients of similar size and scope.	Points Based	15 (15% of Total)
2.	Qualifications of Project Team Vendor response provided a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.	Points Based	15 (15% of Total)
3.	Project Approach and Plan Vendor response demonstrated a firm understanding of the scope of services, the response included thorough and complete responses to the items outlined in the Section 4, and the vendor has the appropriate expertise, procedures, and methods in place to perform the scope of services.	Points Based	30 (30% of Total)
4.	Cost Proposal Vendor response provided a total cost proposal for all services to be delivered, a breakdown of costs delineated by major phase and/or a schedule of hourly rates.	Reward Low Cost	30 (30% of Total)

5.	MWDBE/VOSB Good Faith Effort Vendor response was detailed and demonstrated clear Good Faith Effort to obtain MWDBE & VOSB Participation.	Points Based	10 <i>(10% of Total)</i>
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6. Equal Opportunity Review Commission Terms

6.1. MWE/DBE

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts. The City requires that all respondents demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises (MBE's) and Women-Owned Business Enterprises (WBE's) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission (EORC). In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractors employment of minority groups and women, encourage goals of eighteen (18) percent and seven (7) percent respectively.

6.2. Veteran-Owned and LGBTQIA+ Small Business Goals

It is also the City's goal to encourage participation by veteran-owned and LGBTQIA+ small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses and not less than three (3) percent participation by LGBTQIA+ businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts. The City requires that all respondents demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City contracts. The levels of participation will be monitored by the City of Pittsburgh's EORC.

6.3. Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all respondents are required to complete and submit with their bids the attached MWDBE/Veteran-Owned/LGBTQIA+ Solicitation and Commitment Form (which details the efforts made by the respondents to obtain such participation). Failure to submit a properly completed form along with documentation of Good Faith Commitment may result in rejection of the bid. Participants are encouraged to contact the Equal Opportunity Review Commission at 412-255-8804 to assist further. For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 et. seq.) of the City Code and Section 161.40 of the City Code.

7. Award and Contract

7.1. Award

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

7.2. Contracting Process

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget.

Work cannot commence on the Scope of the RFP until it a contract is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various custom terms and conditions into all City contracts. For this reason the City will not sign any standard contract proffered by the respondent.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

8. General Terms & Conditions

8.1. Examination of Proposal Documents

- A. The submission of a proposal shall be deemed a representation and certification by the Respondent that they:
1. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal.
 2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
 3. Represent that all information contained in the proposal is true and correct.
 4. Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
 5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.
- B. No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

8.2. RFP Term

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

8.3. RFP Communications

Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in the header section of this solicitation may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator. Outside of

pertinent RFP questions directed to the City of Pittsburgh as specified above, any other attempts to contact any City of Pittsburgh personnel regarding this RFP, without prior approval by the RFP Coordinator will be considered grounds for dismissal and immediate disqualification from the RFP process. This includes, but is not limited to, all verbal, voice, text, e-mail, and social media (e.g. – LinkedIn) contact.

Please note the following:

- A. The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.
- B. Each proposer shall assume the risk of the method of dispatching any communication or proposal. •The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.
- C. The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.
- D. The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.
- E. All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at procurement.pittsburghpa.gov/beacon/opportunities
- F. Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

8.4. [Addenda/Clarifications](#)

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the RFP Coordinator within the Question and Answer tab.

8.5. [Withdrawal of Proposals](#)

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

8.6. [Public Record](#)

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it.

Therefore, proposers shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

8.7. Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

8.8. Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- A. Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- B. Any attempt to improperly influence any member of the evaluation team;
- C. Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;
- D. Evidence of incorrect information submitted as part of the proposal;
- E. Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- F. Proposer's default under any previous agreement with the City, which results in termination of the agreement.

8.9. Restrictions on Gifts & Activities

The City of Pittsburgh Ethics Code and Chapter 197 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

8.10. Rights of the City of Pittsburgh

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- A. Reject any and all proposals;
- B. Issue subsequent Requests for Proposals;

- C. Cancel this RFP with or without issuing another RFP;
- D. Remedy technical errors in the Request for Proposals process;
- E. Approve or disapprove the use of particular sub-consultants;
- F. Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- G. Meet with select proposers at any time to gather additional information;
- H. Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- I. Accept other than the lowest offer.
- J. Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- K. Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;
- L. Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- M. Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- N. Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- O. Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- P. Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

8.11. PREVAILING WAGE ORDINANCE

Contractor agrees that section 161.16(e) of the Pittsburgh Code of Ordinances, stating that Contractor must pay at least the applicable prevailing wages as will have been determined by the City Controller pursuant to the City Service Worker Prevailing Wage Ordinance, Title I, Article VII, Section 161.38(l)(B), as the same may be amended, and as will have been determined by the Secretary of Labor and Industry to the workers employed in the performance of any contract for public work subject to the Pennsylvania Prevailing Wage Act approved August 15, 1961 (Act No. 442), as amended August 9, 1963 (Act No. 342), and the regulations issued pursuant thereto, and all supplements and amendments thereto, must be

made a part of the Contract as fully as if attached hereto, and that Contractor will comply in all respects with the provisions thereof, insofar as the same implicates the Contract.

8.12. ENSURING EQUAL EMPLOYMENT OPPORTUNITY FOR PERSONS PREVIOUSLY CONVICTED

Contractor shall comply with Section 161.16A of the Pittsburgh City Code.

9. Miscellaneous Requirements

9.1. Acknowledgements

- A. **Conflict of Interest-** By submission of a proposal to this solicitation, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.
- B. **Code of Ethics-** By submission of a proposal to this solicitation, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found [here:http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf](http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf)
- C. **Fair Trade Certification-** By responding to this solicitation, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.
- D. **Non-Disclosure-** By responding to this solicitation, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful respondent.
- E. **Debarment** - This solicitation is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- F. **Financial Interest-** No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.
- G. **Full Fee Disclosure-** Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

10. Vendor Questionnaire

10.1. [Response to Scope Proposal](#)

Please upload your Response to Scope detailed in [Proposal Format Requirements](#)

10.2. [Technical Requirements Spreadsheet* Please download Attachment A, complete and reupload here.*](#)

*Response required

10.3. [Cost Proposal](#)

Please upload your Cost Proposal detailed in [Proposal Format Requirements](#)

10.4. [Equal Opportunity Review Commission \(EORC\) Participation Form *](#)

Please download the below documents, complete the Pre-Award Good Faith Checklist, and upload. Failure to complete the Pre-Award Good Faith Checklist may result in the City deeming your proposal/response non-responsive. Any awardees will be required to complete the full EORC Participation Forms and process prior to contract execution.

- [2024 EORC Participation For...](#)

*Response required

10.5. [Do you agree with the City's Terms and Conditions?*](#)

☐ Yes

☐ No

*Response required

10.6. [Vendor Contact Sheet*](#)

Please download the below documents, complete, and upload.

- [Blank Vendor Contact Sheet.pdf](#)

*Response required

10.7. [Vendor Registration Form*](#)

Please download the below documents, complete, and upload.

- [Blank Vendor Registration F...](#)

*Response required

10.8. [W-9*](#)

Please download the below documents, complete, and upload.

- [W9.pdf](#)

*Response required

10.9. Authorized Signatory*

Provide the name, title, & email address of the authorized signatory for your company (for details on who is considered an authorized signatory, please look at our terms & conditions section)

*Response required