

CITY OF STOCKTON



**REQUEST FOR PROPOSALS (RFP)
PUR 26-004
ENTREPRENEURSHIP ECOSYSTEM BUILDING**

**PROPOSALS WILL BE RECEIVED UNTIL THE HOUR OF 2:00 PM,
THURSDAY, OCTOBER 16, 2025; ELECTRONICALLY AT
CITY.CLERK@STOCKTONCA.GOV**

REQUEST FOR PROPOSALS (RFP) ENTREPRENEURSHIP ECOSYSTEM BUILDING

** Dates and times may be modified as deemed necessary by the City. Any alterations to the schedule will be communicated through the City's Bid Flash Platform. Respondents are responsible for regularly monitoring Bid Flash for any adjustments and updates. **

RFP INFORMATION	
PUR 26-004	
Contact	Timothy Caluya
Email Address	stocktonbids@stocktonca.gov
Pre-Submittal Meeting	Microsoft Teams; Date and Time TBD
RFP Submittal Electronic Mail	city.clerk@stocktonca.gov
Due Date for Questions and Clarifications	September 18, 2025; 2:00 pm PST
Due Date for Response to Questions/Clarifications	September 25, 2025;
RFP Submittal Due Date & Time	October 16, 2025; 2:00 pm PST Proposal shall be electronically delivered to the email address above at or before the hour stated. Proposals arriving after the opening deadline will not be accepted.
Short-List Interviews (if applicable)	TBD
Notification of Intent to Award	TBD
Anticipated Date for Council Approval	TBD

NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that sealed proposals will be received no later than **Thursday, October 16, 2025, at 2:00 pm (local time)** by the City of Stockton, California for Entrepreneurship Ecosystem Building – PUR 26-004 in strict accordance with the specifications.

The City of Stockton, herein after referred to as the “City”, is requesting proposals from firms or individuals, herein after referred to as “Proponent” to provide Entrepreneurship Ecosystem Building services to the City. The City, by using Community Development Block Grant (CDBG) funds, is seeking to award community-based organizations that will help foster economic development by supporting business service organizations that provide essential technical assistance to underserved entrepreneurs and small businesses in the City of Stockton.

Each Proposal shall be marked "PROPOSAL" and shall indicate the project name, number, and proposal opening date, and shall be electronically delivered to the email address below at or before the hour stated. Each Proponent must be licensed in accordance with applicable California State Law.

Proposal forms and specifications are available on the City’s website at: www.stocktonca.gov/eddbid. Proposals must be electronically delivered to city.clerk@stocktonca.gov. Proponents will only be identified as responding to the RFP; no proposals will be opened or read aloud.

The City reserves the right to reject any/or all proposals received and re-advertise.

For questions about this project, please contact Timothy Caluya at stocktonbids@stocktonca.gov or (209) 937-8357.

KATHERINE ROLAND, CMC, CPMC, CITY CLERK
CITY OF STOCKTON

Contents

1.0	BACKGROUND/SUMMARY	6
2.0	SCOPE OF SERVICES	6
2.1	GOALS AND OBJECTIVES	6
2.2	CDBG NATIONAL OBJECTIVE	8
2.3	ELIGIBLE ACTIVITIES	9
2.4	INELIGIBLE USE OF FUNDS	10
2.5	FUNDING PARAMETERS	10
2.6	REPORTING AND REIMBURSEMENT REQUIREMENTS	11
3.0	PROJECT SCHEDULE OF EVENTS	12
4.0	SUBMITTAL REQUIREMENTS	12
4.1	PROPOSAL GUIDELINES, CONTENT, AND FORMAT	12
4.2	OTHER REQUIREMENTS AND REQUIRED FORMS	12
5.0	SELECTION CRITERIA & EVALUATION	14
5.1	QUALIFICATIONS AND EXPERIENCE	15
5.2	METHOD OF APPROACH	17
5.3	PRICE SHEET	17
6.0	CITY REQUIREMENTS	17
6.1	CITY RESPONSIBILITIES	17
6.2	LOCAL BUSINESS PREFERENCE	18
6.3	MANDATORY/OPTIONAL PRE-SUBMITTAL MEETING	18
6.4	TERM	18
6.5	OTHER GOVERNMENT AGENCIES	18
6.6	INSURANCE REQUIREMENTS	18
6.7	APPLICABLE LAW	19
6.8	METHOD OF PAYMENT	19
6.9	NOTICE TO OUT OF STATE BUSINESS	19
6.10	CONFIDENTIALITY	19
6.11	PROTEST POLICY	19
6.11.A	PROTEST PROCEDURE	19
6.11.B	PROTEST REVIEW	20
7.0	GENERAL REQUIREMENTS, TERMS & CONDITIONS	21
7.1	CONSEQUENCE OF PROPOSAL SUBMISSION	21
7.2	ACCEPTANCE OR REJECTION OF PROPOSAL	21

7.3	RIGHT TO CHANGE OR AMEND REQUEST	21
7.4	CANCELLATION.....	22
7.5	EXAMINATION OF PROPOSAL MATERIALS.....	22
7.6	ADDENDA AND INTERPRETATION	22
7.7	DISQUALIFICATION	22
7.8	CONDITIONS IF WORK IS SUBCONTRACTED.....	23
7.9	LICENSING REQUIREMENTS.....	23
7.10	INDEMNITY AND HOLD HARMLESS.....	23
7.11	COMPETITIVE PRICING.....	23
7.12	AVAILABLE FUNDING	23
7.13	TERMINATION FOR CONVENIENCE.....	24
7.14	AUDITING CHARGES AND SERVICES	24
7.15	CHANGES.....	24
7.16	AWARD.....	24
8.0	PROPOSAL DOCUMENTS	8-1
	ATTACHMENT A – PROJECT SUBMITTAL CHECKLIST	8-2
	ATTACHMENT B- PROPONENT’S COVENANT.....	8-3
	ATTACHMENT C - NON-COLLUSION AFFIDAVIT	8-4
	ATTACHMENT D – AGENCY REFERENCE FORM	8-6
	ATTACHMENT E – CERTIFICATION OF FINANCIAL CONDITION.....	8-7
	ATTACHMENT F – COST/PRICE PROPOSAL.....	8-8
	ATTACHMENT G - SUBCONTRACTOR LIST.....	8-9
	ATTACHMENT H - EXCEPTIONS.....	8-10
9.0	PROPOSAL EXHIBITS.....	9-1
9.1	EXHIBIT 1 – INSURANCE REQUIREMENTS.....	9-1
9.2	EXHIBIT 2 – SAMPLE CONTRACT – CDBG AGREEMENT	9-1
9.3	EXHIBIT 3 – 2020-2025 CONSOLIDATED PLAN (2025) AND 2025-2026 ANNUAL ACTION PLAN (2025)	9-1
9.4	EXHIBIT 4 – ECONOMIC DEVELOPMENT STRATEGIC ACTION PLAN (2022)) ...	9-1

1.0 BACKGROUND/SUMMARY

The City of Stockton (City) is providing up to \$350,000 in Community Development Block Grant (CDBG) funds for community-based organizations to deliver technical assistance to local entrepreneurs and small businesses.

The funding source for this grant program is CDBG funds. The City of Stockton receives federal funds from the U.S. Department of Housing and Urban Development (HUD) CDBG program to assist low and moderate-income persons, expand economic opportunities, provide decent housing, and/or provide a suitable living environment. HUD funding is distributed to the City with the expectation that funds will be used to fulfill the specific goals, objectives, and priority needs identified in the City's five-year Consolidated Plan.

The purpose of this program is to foster economic development by supporting business service organizations that provide essential technical assistance to underserved entrepreneurs and small businesses in Stockton. This grant seeks to address these gaps by:

1. Guiding entrepreneurs through business formalization
2. Enhancing digital and operational capacities
3. Improve access to financial resources
4. Fostering sustainable economic growth through targeted technical support

2.0 SCOPE OF SERVICES

2.1 GOALS AND OBJECTIVES

The 2025 Stockton Entrepreneurial Ecosystem Building Grant intends to fund initiatives designed to strengthen and expand Stockton's entrepreneurial ecosystem by focusing on technical assistance (TA) and programming for local entrepreneurs and microenterprises. This program aligns with the City's 2025-2029 Consolidated Plan and [Economic Development Strategic Action Plan \(EDSAP\)](#), both of which emphasize the strengthening of the local business climate and developing workforce capacity.

The City aims to fund business service organizations with the capacity to engage extensively with the local business community, particularly underserved and historically marginalized groups. By focusing on technical assistance, the grant seeks to empower local entrepreneurs with essential skills, tools, and resources needed to formalize and grow their businesses successfully. Through this approach, the program fosters inclusive economic development, promotes wealth-building opportunities, and drives sustainable long-term prosperity for all Stockton residents.

Objectives

Priority projects for funding include, but are not limited to, the following areas of focus:

1. **One-on-One Business Consulting and Technical Assistance:** Provide individualized support to guide entrepreneurs and small businesses

through the process of formalizing their business, including legal structure, business registration, and compliance with local regulations.

2. **Financial Consultation and Access to Capital:** Offer technical assistance in navigating financing options, improving financial management, and securing funding. This includes connecting entrepreneurs with resources to access capital for growth and expansion.
3. **Business Management and Compliance Services:** Provide targeted support on essential business operations such as human resources, insurance, tax obligations, and legal compliance to ensure businesses are properly structured and ready for sustainable growth.
4. **Comprehensive Legal Services for Businesses:** Providing businesses with essential legal support to ensure compliance, protect assets, and facilitate growth. Services include business formation, contract drafting and review, intellectual property protection, regulatory compliance, and dispute resolution. By offering expert legal guidance, businesses can navigate complex legal landscapes, mitigate risks, and establish a strong foundation for long-term success.
5. **Succession Planning for Businesses:** Guiding small businesses through a strategic process where businesses identify and develop internal candidates to fill key leadership positions or purchase the business, ensuring business continuity and minimizing disruptions allowing current leaders to leave or retire.
6. **Entrepreneurial Co-op Training:** Offer specialized training to help develop a business structure where multiple individuals or entrepreneurs collaborate to create and operate a venture together, sharing ownership, decision-making, and profits to support the creation of co-op businesses.
7. **Food Incubator Support:** Offer specialized support for food entrepreneurs, including access to incubator space, business formalization assistance, and technical resources to help them navigate the unique challenges of the food industry.
8. **Digital and Operational Capacity Enhancement:** Help businesses enhance their digital presence and operational efficiency by providing resources for website development, e-commerce, online POS systems, and social media strategies, all designed to improve business visibility and functionality.
9. **Manufacturing and Logistics Education for Businesses:** Providing businesses with essential training in manufacturing processes, supply chain management, and logistics optimization to enhance efficiency and productivity. Topics include inventory control, quality assurance, production planning, distribution strategies, and cost management. By equipping entrepreneurs with practical knowledge and industry best

practices, businesses can streamline operations, reduce waste, and improve overall supply chain performance for sustainable growth.

10. **Coworking and Incubator Opportunities:** Facilitate access to coworking spaces and business incubators that provide not only physical space but also the necessary resources, mentorship, and technical assistance to help entrepreneurs formalize and grow their businesses.

2.2 CDBG NATIONAL OBJECTIVE

The authorizing statute of the CDBG program requires that each activity funded must meet one of the three National Objectives. The three National Objectives are:

- Benefit to low- and moderate-income (LMI) persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (e.g. local natural disaster)

This RFP solicits programs that will primarily benefit LMI persons. For Economic Development activities, the following categories are used to meet the LMI National Objective:

- **Low Mod Limited Clientele (LMC)**

The following table reflects the current income limits for CDBG activities:

% of AMI	1-Person Household	2-Person Household	3-Person Household	4-Person Household
30%	\$20,250	\$23,150	\$26,050	\$31,200
50%	\$33,750	\$38,600	\$43,400	\$48,200
80%	\$54,000	\$61,700	\$69,400	\$77,100

% of AMI (cont'd)	5-Person Household	6-Person Household	7-Person Household	8-Person Household
30%	\$36,580	\$41,960	\$47,340	\$52,720
50%	\$52,100	\$55,950	\$59,800	\$63,650
80%	\$83,800	\$89,450	\$95,000	\$101,800

Per 24 CFR 570.208(a), activities classified as *limited clientele* require that at least 51 percent of the beneficiaries be LMI persons. Eligibility under this category is determined by the number of LMI individuals who directly benefit from the activity, rather than by providing benefits to all residents within a geographic area. **For this project, the City of Stockton requires one hundred percent of the beneficiaries to be LMI persons.**

To determine beneficiary qualification under the limited clientele category, activities must satisfy one of the following criteria:

- For all households served, documentation of household size and income must be collected and maintained to verify that **100 percent of the clientele are LMI individuals**; or
- The activity may qualify under the Limited Clientele (LMC) national objective if it involves microenterprise assistance or development carried out in accordance with HUD regulations, where the individual owning or developing the microenterprise is an LMI person.

2.3 ELIGIBLE ACTIVITIES

CDBG may fund a variety of economic development activities. For the purpose of this RFP, CDBG funds shall be used for eligible microenterprise activities including providing ([24 CFR 570.201\(o\)](#)):

- Credit, including, but not limited to, grants, loans, loan guarantees, Individual Development Accounts (IDAs), and other forms of financial support for the establishment, stabilization, and expansion of microenterprises;
- Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises;
- Training, technical assistance, or other support services to increase the capacity of recipients or subrecipients to carryout microenterprise activities.

The CDBG regulations provide the following definitions:

- A “microenterprise” is a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.
- “Persons developing microenterprises” means persons who have expressed interest in and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed.

Eligible Use of Funds

1. Staff salaries for implementing the program
2. Program-related supplies
3. Marketing and outreach efforts for the program
4. Professional services directly related to the project
5. A portion of rent (including venue rental) and utility costs for providing services
6. Food and beverage costs for program-related events (excluding alcohol)

2.4 INELIGIBLE USE OF FUNDS

- Political activities
- Events or programming that limit participation based on sex, race, color, religion, ancestry, national origin, disability, medical condition, marital status, or sexual orientation
- General operating expenses unrelated to the proposed project
- Costs incurred outside the approved grant period
- Re-granting, donations, sponsorships, or contributions to other organizations

This list of ineligible activities is not exhaustive.

If you are uncertain as to whether or not a proposed activity is eligible, please contact stocktonbids@stocktonca.gov or (209) 937-8537.

2.5 FUNDING PARAMETERS

Federal Funding

The 2025 Stockton Entrepreneurial Ecosystem Building Grant is funded through the Community Development Block Grant (CDBG) provided by the U.S. Department of Housing and Urban Development (HUD). These funds are dedicated to supporting economic recovery, expanding opportunities, and empowering low-to-moderate-income entrepreneurs in Stockton to develop sustainable business practices.

The 2025/2026 Annual Action Plan, a component of the City's five-year Consolidated Plan, outlines the City's allocation of CDBG funds to support projects that address local priorities, including economic development and community revitalization. This plan helps guide funding decisions to ensure alignment with HUD objectives and local needs while supporting the Economic Development Strategic Action Plan, aimed at mitigating economic impacts, promoting equitable recovery, and fostering sustainable growth.

Amount Available

A total of \$350,000 is available for the 2025 Stockton Entrepreneurial Ecosystem Building Grant, funded through Community Development Block Grant (CDBG) resources.

Grant Funding Request

The minimum funding request per application is \$75,000.

Payment Disbursement Method

The City will issue payment on a reimbursement basis. For this grant program, reimbursement means the grantee must submit documentation of eligible expenses to receive funding.

2.6 REPORTING AND REIMBURSEMENT REQUIREMENTS

Reporting Requirements

Funded organizations will be required to maintain records on program beneficiaries (i.e. clients served), as well as other records necessary to document all services provided and/or activities carried out.

Using primary and secondary records, organizations will prepare and submit a quarterly performance report, which contains project outputs and beneficiary data (e.g. race, ethnicity, household income level, etc.), and a highlighted success story.

To that note, awarded organizations shall submit the following reporting matrices to the City:

1. **Monthly Reporting Matrix:** Awardee must submit quantitative data on program activities and measurable outcomes to track progress and ensure accountability.
2. **Quarterly Reporting Matrix:** Grantees must submit qualitative data, including success stories, participant feedback, and narrative descriptions showcasing program impact and success, along with invoices for eligible program expenses.
3. **Final Reporting Matrix:** At the program's conclusion, grantees must submit a final report summarizing overall program performance, impact, and key outcomes achieved.

All three reporting matrices are mandatory. Additionally, self-certification forms must be completed by sub-recipients and/or individuals served and submitted alongside the quarterly reports provided by deadlines. **The City will supply all necessary reporting templates.**

Reimbursement Requirements

All CDBG grant awards will be made on a reimbursement basis (meaning the organization must incur the costs first and subsequently seek City reimbursement). The City of Stockton will reimburse funds based upon reporting information submitted by the organization. Expenditures must be consistent with the approved budget, as contained in the executed agreement between the City of Stockton and the organization. Only eligible expenses will be approved for reimbursements. Costs must be necessary, reasonable, and documented (per 2 CFR 200 Subpart E).

Funded organizations must submit reimbursement requests periodically (quarterly) and should follow the City's reimbursement procedures to ensure timely reimbursements. City of Stockton CDBG staff will review all reimbursement requests, performance/beneficiary data reports, and supporting documentation for eligibility, completeness, and accuracy, prior to approving the reimbursement requests for processing. Only those items included in the approved budget, or through an approved budget amendment will be eligible for reimbursement.

NOTE: An allocation of CDBG funds does not authorize the implementation of project services or expenditure accrual. Only an executed written agreement or a Memorandum of Understanding (MOU) with the City of Stockton authorizes the approved project services. Any project services provided or expenditures accrued and/or incurred prior to the start date of the executed agreement will not be eligible for reimbursement with CDBG funds. The expected term of the CDBG agreement will be July 1, 2025 – June 30, 2026.

3.0 PROJECT SCHEDULE OF EVENTS

The dates indicated within this RFP are the anticipated milestones for this project. All dates are subject to change at the convenience of the City. All changes to this schedule will be posted on the City's Bid Flash platform.

4.0 SUBMITTAL REQUIREMENTS

4.1 PROPOSAL GUIDELINES, CONTENT, AND FORMAT

The City of Stockton uses a qualifications-based selection process in obtaining these services. In order for the City to properly evaluate the Proponents' qualification to perform this work, the proposals shall include, as a minimum, the following information:

- A. Evidence of the Proponent's ability to be responsive to this project in regard to timeliness and expertise, including availability of staff proposed to be assigned.
- B. The Proponents are encouraged to expand on the Scope of Work to demonstrate their expertise. Evaluation of the proposals will be based on qualifications, the experience of staff proposed to be assigned to the project, references, and thoroughness of the Proponent's response to the Scope of Services.
- C. Such additional information that the Proponent may feel would be pertinent to assist the City of Stockton in making its final decision.
- D. Please submit one (1) electronic version of the proposal to city.clerk@stocktonca.gov. Proposal fee, use Attachment F; shall be submitted as a separate electronic file from the submitted proposal. If the file is too large, it can be hand-delivered or mailed (with a flash drive) to the City Clerk Office, 425 N. El Dorado Street, Stockton, CA 95202.
- E. Material and data not specifically requested for consideration, but which the Proponent wishes to submit, must not appear with the Proposal but may appear only in an "Additional Data" section. This has specific reference to the following types of data: Generalized narrative of supplementary information, and Supplementary graphic material.
- F. All proposals must be signed with the full name of the Proponent, if an individual; by an authorized general partner, if a partnership; or by an authorized officer, if a corporation.
- G. When proposals are signed by an agent other than an officer of a corporation or a member of a general partnership, a power of attorney authorizing the signature must be submitted with the proposal.
- H. The original proposal shall be signed. Modification to a proposal after the proposal submittal deadline will not be accepted by the City.

4.2 OTHER REQUIREMENTS AND REQUIRED FORMS

Board of Directors (if applicable)

- a. Current roster of Board of Directors (including: Name, Address, Current Position, Current Employer)
- b. Copy of Board of Directors' authorization to request funding and designation of the authorized official

- c. Copy of Board of Directors' authorization to request funding and designation of the authorized official

Financials

- a. Copy of Board of Directors' authorization to request funding and designation of the authorized official
- b. Financial statements for the last three years: 2022, 2023, 2024
- c. Organizational and operational budget for the current fiscal year
- d. 501(c)(3) Tax Exemption Letter or Articles of Incorporation

Supportive Information and Resources

To strengthen your application, consider the following tips. Remember, submitting an application does not guarantee funding, and the City reserves the right to fund or not fund applications.

- a. Answer all questions completely, including as much relevant information as possible (e.g., cost estimates, past accomplishments).
 - b. Submit the application by the deadline to avoid disqualification.
- **Davis-Bacon.** Please note all federally funded construction projects are subject to Davis Bacon prevailing wage requirements. For further information about Davis Bacon wages call (209) 937-8359. This is for construction projects only.
 - **Leveraging Funds:** Budgets should list all sources of financial support contributing to the project. The City values projects that demonstrate diverse funding sources and encourages applicants to explore additional financial resources when possible.
 - **Fund Usage by Deadline:** Only projects ready to begin operations and able to complete within the grant agreement period will be considered.
 - **Payments against Allocated Funds:** Funding is on a reimbursement basis for Organizations and Entrepreneurs. Expenses incurred before contractual agreements cannot be reimbursed as per federal regulations.
 - **Attachments:** Ensure all required attachments are included (e.g., financial statements, rosters, tax status).
 - **Letters of Recommendation:** Not required.
 - **Unique Entity Identifier (UEI):** A UEI is required for organizations receiving federal funding. Individual entrepreneurs are exempt from this requirement. Apply for a UEI at <https://www.SAM.gov>.

Please submit one (1) electronic version of the proposal to city.clerk@stocktonca.gov. Proposal fee, use Attachment F; shall be submitted as a separate electronic file from the submitted proposal. If the file is too large, it can be hand-delivered or mailed (with a flash drive) to the City Clerk Office, 425 N. El Dorado Street, Stockton, CA 95202.

Material and data not specifically requested for consideration, but which the Proponent wishes to submit, must not appear with the Proposal but may appear only in an "Additional Data" section. This has specific reference to the following types of data: Generalized narrative of supplementary information, and Supplementary graphic material.

All proposals must be signed with the full name of the Proponent, if an individual; by an authorized general partner, if a partnership; or by an authorized officer, if a corporation.

When proposals are signed by an agent other than an officer of a corporation or a member of a general partnership, a power of attorney authorizing the signature must be submitted with the proposal.

The original proposal shall be signed. Modification to a proposal after the proposal submittal deadline will not be accepted by the City.

5.0 SELECTION CRITERIA & EVALUATION

The City is interested in selecting a qualified firm with the ability to provide the scope of work described in this solicitation and the resulting awarded contract. A key component for the successful firm will be the ability to meet the performance desires of the City while minimizing the cost.

The Evaluation Panel will consist of City of Stockton staff and any other person(s) designated by the City. Following review of the proposals, the Panel may invite one or more Proponents to make an oral presentation. During these presentations, the Proponent will be allowed to present such information as may be appropriate in order that the Panel can effectively and objectively analyze all materials and documentation submitted as part of the proposals.

Each firm must be represented by an individual who will be the prime contact person to the City and any other individuals whom the firm may select. The highest-rated proposal(s) will then be further scrutinized through financial analysis and reference checks.

Proposals shall be evaluated according to: demonstrated understanding of required tasks, technical approach to specified operations, qualifications of staff, experience of the company, demonstrated knowledge of best practices for the identified scope, financial business strength, and fee schedule proposal. Proper format and demonstrated experience will merit consideration.

To that end, each proposal will be evaluated based on, but not limited to, the following criteria, listed in relative order of importance:

- A. Project Vision & Implementation
- B. Agency Capacity to Deliver Project & Financial Management
- C. Analysis of Program Readiness
- D. Project Budget - Completed and Signed Under Separate Cover
- E. Interview/Presentation, if applicable; and

In addition, each proposal shall also contain the following completed documents:

- G. Proponent's Covenant;
- H. Non-Collusion Affidavit;
- I. Submitted and signed Addendums;
- J. Certification of Financial Condition;

Proponents may elect to submit proposals that include multiple organizations (subcontractors). If including multiple subcontractors, then background information needs to be provided for each subcontractor as well as a clear description of what their scope(s) of work will be.

COVER LETTER:

Submit a letter on your company letterhead addressing the proposal and format. The letter should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal, and shall include the name, address, phone number, and e-mail address of the person(s) to contact who will be authorized to represent your firm.

In no more than three (3) pages, the Cover Letter and Executive Summary shall include:

1. The names of the key members of the Proponent team;
2. The mailing address, telephone number, and the name of the main point of contact for the Proponent team;
3. A summary of the consultant's experience and qualifications, as it relates to the Scope of Work of this solicitation and the significant advantages to selecting the Proponent;
4. An acknowledgement of receiving any addendum(s) to the solicitation document.
5. Indicate that the proposal and all its contents, including the fee proposal, are valid for a period of 120 days.

5.1 QUALIFICATIONS AND EXPERIENCE

1. Program Narrative

Proponents must provide a detailed description of the proposed project or activity in the application. Describe the organization's plan to implement the proposed project or activity, including measurable deliverables relative to the project and funding request. Applicants should explain how the project or activity meets local needs or service gaps in Stockton. Additionally, describe the type of clients served (e.g., business scale, industry, number of employees) and outline a strategy for ensuring low-to-moderate-income (LMI) clients in Stockton benefit from the project or activity.

- a.** Define the goals of the program
What do you want to achieve with this microenterprise development program?
How will you integrate your microenterprise development efforts with larger community concerns? Are you trying to create jobs, service businesses, or generate more income in a specific area?
- b.** Identify the target market
What is the geographic area you want to serve?
What kinds of industries/businesses are needed to improve the community?
- c.** Method for tracking outcomes

Microenterprise development programs should have clearly defined outcomes, such as number of jobs created, amount of assistance provided, success rate of microenterprise businesses assisted, and technical assistance provided

2. Proposer's Project Team and Relevant Experience

Include a complete but succinct description of the proposed project team, key personnel, and project experience as outlined below.

a. Project Team

- i. Identify each project team member and their roles and responsibilities in this project. In addition, identify the entity with the legal authority to execute any contract with the City on the Proposer's behalf;
- ii. Provide a brief description of each team member's firm and size, local organizational structure (as applicable), capacity and resources;
- iii. Provide a brief description of each team member's experience performing their role and responsibility within the team within the last five (5) years, highlighting any similar projects that they have worked on in this capacity;
- iv. Describe the project team's overall approach to project management and oversight throughout the term of the project, including responsibilities for day-to-day project management, document management, and risk management; and
- v. Include an organizational chart diagramming the project team members' relationship.

b. Key Personnel

Identify key personnel proposed to work on the project. The persons listed will be considered committed to the project with no substitutions allowed without prior approval by the City. A resume or biography for each person shall be submitted and shall not exceed one (1) page each. Each key personnel shall demonstrate the following:

- i. At least five (5) years of experience in proposed project role, and
- ii. Worked on a minimum of one (1) project similar to the City's

c. Project Experience

Provide project examples demonstrating the project team's experience in the past five (5) years specifically related to the Program Goals and Objectives. Individual project examples shall not exceed one (1) page and shall include, but are not limited to the following information:

- i. Name of the project;
- ii. Project Description;

3. References

Provide a list of references with the current contact person, e-mail address, and phone number who may be contacted regarding firm performance. Use Attachment D for references.

The review team will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed consultant team worked on together:

- A. Name of the Agency or Firm
- B. Location of the Project
- C. Name, title, and contact information for the client.
- D. Description of Services
- E. Dates of the Project

4. Financial Capacity

The Proponent must be able to demonstrate a good record of performance and have sufficient financial resources to ensure that they can satisfactorily provide the services required herein.

All Proponents are required to fill out Attachment E – Certification of Financial Condition.

The Proponent deemed best evaluated and which the City intends to enter into a contract will be required to submit a full and detailed presentation of the true condition of the Proponent's assets, liabilities, and net worth. The report should include a balance sheet and an income statement. If the Proponent is a new partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. If the firm is a publicly held corporation, the most current annual report should be submitted.

Any Proponent who, at the time of submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proponent under federal bankruptcy law or any state insolvency, may be declared non-responsive.

5.2 METHOD OF APPROACH

1. Proponent shall submit a statement indicating that they understand the requirements of the Scope of Work.
2. Explain in detail how your firm will meet the requirements of the Scope of Work.
3. Explain the best practices your firm will use in providing the proposed services.
4. Describe your firm's quality assurance practices and processes to ensure high-quality delivery of services to meet the requirements of this solicitation

5.3 PRICE SHEET

1. Using Attachment F – Cost/Price Proposal for required services. Proponent must submit a signed proposal fee under a separate electronic file. Do not include it in the technical proposal response. Provide a detailed basic fee structure and breakdown of any other charges related to your firm's proposal as specified. Finalist's fee structure may be subject to negotiation.

6.0 CITY REQUIREMENTS

6.1 CITY RESPONSIBILITIES

City will provide all readily available documentation and data necessary for completing the above tasks.

Staff will be available as necessary and will assist with the coordination of stakeholder meetings.

6.2 LOCAL BUSINESS PREFERENCE

Stockton Municipal Code Section 3.68.090 reads as follows:

Preference shall be given to the purchase of supplies, materials, equipment, and contractual services from local merchants, quality and price being equal. Local merchants who have a physical business location within the boundaries of San Joaquin County, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted two (2) percent bid preference. Local merchants who have a physical business location within the boundaries of the City of Stockton, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted five (5) percent bid preference. This section is intended to provide preference in the award of certain City contracts in order to encourage businesses to move into and expand within the City. (Ord. 2014-03-18-1601 C.S. § 1; prior code § 3-106.1)

6.3 MANDATORY/OPTIONAL PRE-SUBMITTAL MEETING

Microsoft Teams, Time and Date TBD

6.4 TERM

The City intends to multi-award with a one (1) year contract per awardee.

6.5 OTHER GOVERNMENT AGENCIES

If mutually agreeable to all parties, the use of any resultant contract/purchase order may be extended to other political subdivisions, municipalities, or tax-supported agencies.

Such participating governmental bodies shall make purchases in their own name, pay directly to the successful Proponent, and be liable directly to the successful Proponent, holding the City of Stockton harmless.

6.6 INSURANCE REQUIREMENTS

Proponent, at Proponent's sole cost and expense and for the full term of the resultant contract or any extension thereof, shall obtain and maintain at least all of the insurance requirements listed in attached Exhibit 1.

All coverage shall be provided by a carrier authorized to transact business in California and shall be primary. All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City to Stockton as to form and content. These requirements are subject to amendment or waiver if so, approved in writing by the Risk Manager.

Maintenance of proper insurance coverage is a material element of this contract, and failure to maintain or renew coverage or to provide evidence of renewal may be treated as a material breach of contract.

The Proponent shall assert that these insurance requirements will be met as part of their proposal response. Failure to comply with these insurance requirements may result in a proposal being deemed unresponsive. Proponent shall satisfy these insurance requirements concurrently with the signing of the contract prior to commencement of work. It is strongly suggested that insurance requirements be reviewed with Proponent's broker to ensure any additional costs are included in the proposal pricing component.

Any questions pertaining to insurance requirements, please contact City of Stockton Risk Services at (209) 937-5037.

6.7 APPLICABLE LAW

Applicable law shall be governed by the laws of the State of California. Venue shall be proper in the Superior Court of the State of California, County of San Joaquin, Stockton Branch, or, for actions brought in Federal Court, the United States District Court for the Eastern District of California, Sacramento Division.

Deliverables must conform with all applicable federal, state, and local laws. Such conformity includes compliance with federal sanctions, and Contractor certifies that it has not and will not engage in prohibited transactions with sanctioned persons or entities.

6.8 METHOD OF PAYMENT

Payment will be made within thirty (30) days after invoices are received and accepted by the City. Invoices are to be rendered monthly, unless prescribed differently per contract.

6.9 NOTICE TO OUT OF STATE BUSINESS

It is the policy of the City of Stockton to pay all applicable California sales/use tax directly to the State Board of Equalization (BOE) pursuant to California Revenue and Taxation Code 7051.3. The City of Stockton will self-accrue all sales/use tax on purchases made from out-of-state businesses, unless documentation is provided by Proponent evidencing the business is registered with the State of California.

Sales and use tax on purchases made by the City of Stockton from all companies located outside California, not registered with the state, and whose products are shipped from out of state will be remitted to the BOE directly by the City under permit number SR KHE 28-051174 DP. Please do not include sales/use tax on the invoice that you submit to the City of Stockton.

Questions regarding the City of Stockton's payment of sales/use tax can be directed to the City of Stockton's Procurement Division at (209) 937-8357.

6.10 CONFIDENTIALITY

If Proponent believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the Proponent must so specify by, at a minimum, stamping in bold red letters the term "CONFIDENTIAL" on that part of the proposal which the Proponent believes to be protected from disclosure. The Proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the Proponent believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The City will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. The Proponent is hereby put on notice that the City may consider all or parts of the offer public information under applicable law even though marked confidential.

6.11 PROTEST POLICY

Protest and Appeal Procedures. In order to maintain fairness and impartiality, the City of Stockton has established a solicitation protest policy and procedure.

6.11.A PROTEST PROCEDURE

A. All protests must be in writing and stated as a formal protest.

- B. The protest must contain a complete statement of the basis for the protest and must include all relevant supporting documentation.
- C. The solicitation process and procedures, including evaluation criteria, shall not be proper grounds for protest. Concerns related to the solicitation process and procedures, including evaluation criteria, should be raised and addressed, if at all, prior to the bid/proposal due date and time to allow adjustments before evaluation of the solicitation. The party challenging the award decision to bear the burden of proof of material error to justify invalidation of the proposed award.
- D. Protests must be filed with the City's Chief Financial Officer, or designee, not later than five (5) days after the date the City mails and or posts on the City's Bid Flash platform, the Letter of Intent to Award.
- E. Deliveries of the protest by hand, mail, email are acceptable.
- F. The City is not responsible for lost or misplaced protests, or to assure the protest is received within the protest deadlines.

6.11.B PROTEST REVIEW

- A. The Chief Financial Officer or designee shall respond in writing to material issue raised in the protest within thirty (30) days of receipt of the protest letter.
- B. The Chief Financial Officer's, or designee 's, administrative decision may be appealed in writing to the City Manager no later than (5) business days after the date the Chief Financial Officer's, or designee's decision has been made.
- C. The City Manager shall review and decide the appeal based on the grounds and documentation set forth in the original protest to the Chief Financial Officer, or designee.
- D. Each party shall bear its own costs and expenses involved in the protest and appeal process, including any subsequent litigation.
- E. The City Manager's administrative decision is final. After the City Manager issues the final administrative decision, the time in which judicial review of the decision must be sought shall be governed by California Code of Civil Procedure Section 1094 or as such section may be amended from time to time.
- F. If the protested procurement involves state or federal funds, the Chief Financial Officer, or designee, shall give notice to the interested party that he or she has the right to appeal to the appropriate agency, which shall be identified by name and address. An appeal hereunder shall be filed with the appropriate agency within five (5) working days of the dispatch of rejection notices to the interested party(ies).
- G. The City may require the protesting party to submit a City Council approved non-refundable protest fee to cover the administrative cost of processing the protest.

7.0 GENERAL REQUIREMENTS, TERMS & CONDITIONS

7.1 CONSEQUENCE OF PROPOSAL SUBMISSION

- A. The City shall not be obligated to respond to any proposal submitted nor be legally bound in any manner by the submission of a proposal.
- B. Acceptance by the City of a proposal obligates the Proponent to enter into an agreement with the City.
- C. An agreement shall not be binding or valid against the City unless or until it is executed by the City and the Proponent.
- D. Statistical information contained in these documents is for informational purposes only. The City shall not be responsible for the accuracy of said data.
- E. City reserves the right to increase or decrease the project scope.

7.2 ACCEPTANCE OR REJECTION OF 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 rejection of the proposal. The City has the right to waive any defects in a proposal if the City chooses to do so. The City may not accept a proposal if any document or item necessary for the proper evaluation of the proposal is incomplete, improperly executed, indefinite, ambiguous, or missing.

The City reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance, and duration of the services with Proponent whose proposal is most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as is in the City's best interest.

The City reserves the right to reject any and all proposals, or portions thereof, received in response to the solicitation or to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interests of the City. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFP.

Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City or that the City decided not to award an agreement as a result of this RFP.

7.3 RIGHT TO CHANGE OR AMEND REQUEST

The City reserves the right to change the terms and conditions of this RFP. The City will notify potential Proponent of any material changes by posting on the City's website, Bid Flash Platform. No one is authorized to amend any of the RFP requirements in any respect, by an oral statement, or to make any representation or interpretation in conflict with its provisions. If necessary, supplementary information and/or clarifications/questions/answers will be posted on the City's website at www.stocktonca.gov/eddbid. Failure of any Proponent to not have received such information and/or clarifications/questions/answers shall not relieve such Proponent from any obligation under his/her proposal as submitted.

Any exceptions to this Proposal shall be clearly stated in writing.

7.4 CANCELLATION

The City reserves the right to rescind award of the contract at any time before execution of the contract by both parties if rescission is deemed to be in City's best interest. In no event shall the City have any liability for the rescission of award. The Proponent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

7.5 EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds that the Proponent was not fully informed as to any fact or condition. Statistical information that may be contained in the Solicitation, or any addendum, is for informational purposes only. The City disclaims any responsibility for this information, which may subsequently be determined to be incomplete or inaccurate.

7.6 ADDENDA AND INTERPRETATION

The City will not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by the City or its representatives. Any request for clarifications, questions, or answers of this RFP shall be made in writing via e-mail and delivered to:

stocktonbids@stocktonca.gov

Reference: PUR 26-004 Entrepreneurship Ecosystem Building

Such requests for clarifications/questions/answers shall be delivered to the City in accordance with the date identified within this Solicitation. Any City response to a request for clarifications/questions/answers will be posted on the City's website at www.stocktonca.gov/eddbid on the date identified within this Solicitation and will become a part of the Solicitation. The Proponent should await responses to inquiries prior to submitting a proposal.

7.7 DISQUALIFICATION

- a. Any of the following may be considered cause to disqualify a Proponent without further consideration:
- b. Evidence of collusion among Proponents;
- c. Any attempt to improperly influence any member of the evaluation panel;
- d. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP process will, and shall be, just cause for disqualification/rejection of Proponent's proposal/Proponent's bid submittal and considered non-responsive.
- e. A Proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- f. Existence of any lawsuit, unresolved contractual claim, or dispute between Proponent and the City.
- g. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

7.8 CONDITIONS IF WORK IS SUBCONTRACTED

The Proponent assumes full responsibility, including insurance and bonding requirements, for the quality and quantity of all work performed. Subcontractor use for any part of any contract resulting from this RFP requires prior written approval from the City authority before any subcontractor work may commence.

If Proponent's supplier(s) and/or subcontractor's involvement requires the use of a licensed, patented, or proprietary process, the proponent of the process is responsible for assuring that the subcontractor, supplier, and/or operator have been properly authorized to use the process or for providing another process which is comparable to that which is required prior to submission of a proposal.

7.9 LICENSING REQUIREMENTS

Any professional certifications or licenses that may be required to perform the scope of work will be the sole cost and responsibility of the successful Proponent.

A City of Stockton Business license may be required for this project. Please contact the City of Stockton Business License Division at (209) 937-8313.

7.10 INDEMNITY AND HOLD HARMLESS

Use the below clause for *Services RFP* (delete the clause not applicable and this note)

To the fullest extent permitted by law, Contractor shall hold harmless, defend and indemnify City of Stockton and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Stockton. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this agreement. These obligations shall survive the completion or termination of this agreement.

7.11 COMPETITIVE PRICING

Proponent warrants and agrees that each of the charges, economic or product terms, or warranties granted pursuant to this Contract is comparable to or better than the equivalent charge, economic or product term, or warranty being offered to any similarly situated commercial or other government customer of Proponent. If Proponent enters into any arrangements with another customer of Proponent to provide products under more favorable charges, economic or product terms or warranties, Proponent shall immediately notify City of such change, and this Contract shall be deemed amended to incorporate the most favorable charges, economic or product terms or warranties.

7.12 AVAILABLE FUNDING

Any contract resulting from this RFP will terminate without penalty at the end of the fiscal year in the event funds are not appropriated for the next fiscal year. If funds are appropriated for a portion of the fiscal year, this contract will terminate without penalty at the end of the term for which funds are appropriated.

7.13 TERMINATION FOR CONVENIENCE

The City may terminate the resultant Agreement for convenience at any time by mailing a notice in writing to the Contractor.

7.14 AUDITING CHARGES AND SERVICES

The City reserves the right to periodically audit all charges and services made by the successful Proponent to the City for services provided under the contract. Upon request, the Proponent agrees to furnish the City with necessary information and assistance.

7.15 CHANGES

The City's Representative has the authority to review and recommend or reject change orders and cost proposals submitted by the Proponent or as recommended by the Proponent's project manager, pursuant to the adopted City of Stockton Standard Specifications.

7.16 AWARD

Upon conclusion of the solicitation process, the City may award a contract for services identified in the solicitation. The City reserves the right to select the successful Proponent and to negotiate terms of a contract with the Proponent whose proposal is most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality in the proposal as is in the City's best interest.

8.0 PROPOSAL DOCUMENTS

ENTREPRENEURSHIP ECOSYSTEM BUILDING	
PUR 26-004	
SUBMITTAL DUE: THURSDAY, OCTOBER 16, 2025 AT 2:00 PM	
RFP Submittal Electronic Mail	city.clerk@stocktonca.gov
Proponent Business Name	
Proponent Contact Name	
Proponent Address	
Proponent Phone Number	
Proponent Email Address	
Department of Industrial Relations ID Number (if applicable)	

ATTACHMENT A – PROJECT SUBMITTAL CHECKLIST

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE ONLY. IT IS NOT REQUIRED TO BE SUBMITTED WITH PROPOENT PROPOSAL.

	1. Attachment A – Project Submittal Checklist
	2. Cover Letter & Executive Summary
	3. Full proposal as defined in this solicitation
	4. Section 8 Form – Proposal Documents
	5. Attachment B – Proponent’s Covenant
	6. Attachment C – Non-Collusion Affidavit - Sign and notarize by jurat certificate the “Non-Collusion Affidavit” form. An “All-Purpose Acknowledgment” form will not be sufficient.
	7. Attachment D – Agency Reference List
	8. Attachment E – Certification of Financial Condition
	9. Attachment F – Cost / Price Proposal (Under separate cover)
	10. Attachment G – Subcontractor List
	11. Attachment H - Exceptions
	12. All Amendment Acknowledgements. Print and sign all clarifications/questions/answers on the City’s website at www.stocktonca.gov/eddbid and submit with proposal response
	Submit one (1) electronic version of the proposal and (1) Attachment F – Cost/Price Proposal to: city.clerk@stocktonca.gov

ATTACHMENT B- PROPONENT'S COVENANT

In submitting this proposal, as herein described, the Proponent agrees that:

1. They have carefully examined the Scope of Work and all other provisions of this document and understand the meaning, intent, and requirements of same.
2. They will enter into contract negotiations and furnish the services specified.
3. They have signed and notarized the attached Non-Collusion Affidavit form, whether individual, corporate or partnership. Must be 'A Jurat' notarization.
4. They have reviewed and signed all clarifications/questions/answers on the City's website at www.stocktonca.gov/eddbid.
5. Confidentiality: Successful Proponent hereby acknowledges that information provided by the City is personal and confidential and shall not be used for any purpose other than the original intent outlined in the Request for Proposal. Breach of confidentiality shall be just cause for immediate termination of contract agreement.

FIRM

ADDRESS

SIGNED BY & DATE

TITLE OR AGENCY

PHONE/FAX NUMBER

EMAIL

**ATTACHMENT C - NON-COLLUSION AFFIDAVIT
AFFIDAVIT FOR INDIVIDUAL PROPONENT**

No. 1

STATE OF _____, _____)ss.
County of _____)
(insert)

_____ being first duly sworn, deposes and says: That on behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation to put in a sham bid, or that such other person, firm or corporation shall or should refrain from bidding; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

(Signature Individual Proponent)

Subscribed and sworn to (or affirmed) before me on this _ day of _____, 20__

by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal _____

Signature _____

No. 2

AFFIDAVIT FOR CORPORATION PROPONENT

STATE OF _____, _____)ss.
County of _____)
(insert)

_____ being first duly sworn, deposes and says: That they are the _____ of _____ a corporation, which corporation is the party making the foregoing bid, that such bid is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation to put in a sham bid, or that such other person, firm or corporation shall or should refrain from bidding; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

(Signature Corporation Proponent)

Subscribed and sworn to (or affirmed) before me on this _ day of _____, 20__ by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal _____

Signature _____

No. 3 **AFFIDAVIT FOR FIRM, ASSOCIATION, OR CO-PARTNERSHIP**

STATE OF _____, _____)ss.
County of _____)
(insert)

_____, each being first duly sworn, depose and say: That they are a member of the firm, association or co-partnership, designated as _____ who is the party making the foregoing bid; that the other partner, or partners, are _____ that such bid is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation shall or should refrain from proposing; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

(Signature)

(Signature)

Subscribed and sworn to (or affirmed) before me on this ___ day of _____, 20__

by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal _____

**ATTACHMENT D – AGENCY REFERENCE FORM
PUR 26-004**

Supply Three (3) References of Government Agencies and/or Firms for whom Bidder has provided similar Services during the last three (3) years:

LIST OF REFERENCES

1. Agency or Firm Name:	
Location of the Service:	
Contact Person and Title:	
Telephone:	
Email Address:	
Description of Service:	
Date(s) When Service Provided:	
2. Agency or Firm Name:	
Location of the Service:	
Contact Person and Title:	
Telephone:	
Email Address:	
Description of Service:	
Date(s) When Service Provided:	
3. Agency or Firm Name:	
Location of the Service:	
Contact Person and Title:	
Telephone:	
Email Address:	
Description of Service:	
Date(s) When Service Provided:	

Signature and acknowledgment by signing below, I certify that I am authorized by the company named above to respond to this request.

Company/Firm Name			
Address		Zip:	
Contact Name			
Email		Phone	
Fax		Signature	

ATTACHMENT E – CERTIFICATION OF FINANCIAL CONDITION

Solicitation #: PUR 26-004

Vendor Name: _____

The undersigned hereby certifies that: [check all applicable boxes]

The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____ (If no audit within past 18 months, explain reason below.)

The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

The Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.

He or she is authorized to make the foregoing statements on behalf of the Vendor.

Note: This shall constitute a continuing certification and Vendor shall notify the Contract Lead within 30 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason(s) in the space below. Failure to include an explanation may result in Vendor being deemed non-responsive and its submission rejected in its entirety.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

**ATTACHMENT F – COST/PRICE PROPOSAL
PUR 26-004**

Proposal Submitted By: Company Name: _____ Contact Name: _____ Contact Email: _____ Contact Phone: _____ _____ Signature: _____ Title: _____ Date: _____	
Project Overview: Description of Services:	
Project Start Date: _____ Project End Date: _____	
Consulting Fees:	Hourly Rate: \$ _____ (No. of Hours: _____) Estimated Total: \$ _____
Materials and Resources: Description:	Cost Breakdown: Estimated Cost: \$ _____
Travel Expenses:	Mileage: \$ _____ (Miles: _____) Accommodations: \$ _____ Per Diem: \$ _____
Other Expenses: Description:	Estimated Cost: \$ _____
Total Estimated Cost:	\$ _____

**ATTACHMENT G - SUBCONTRACTOR LIST
PUR 26-004**

PLEASE LIST BELOW ALL SUBCONTRACTORS CONTRIBUTING TO THIS WORK

Each bidder shall give the name, business address, license number, description of the work, and the dollar amount to be PAID the subcontractor, for each subcontractor that will be used on the project, if the Bidder is awarded the contract. Only subcontractors with work in excess of one-half of one percent (0.5%) or \$10,000 (whichever is greater) of the Bidder's total bid need to be listed. All work in excess of one-half of one percent (0.5%) or \$10,000 (whichever is greater) of the Bidder's total bid, for which a subcontractor is not listed on this form, shall be performed by the Bidder's own organization. Additional numbered pages listing proposed subcontractors may be attached to this page. Each page shall be headed "Proposed Subcontractors" and shall be signed by the Bidder.

IF NON-APPLICABLE, PLEASE WRITE "N/A" IN A BOX BELOW

PRINT LEGIBLY OR TYPE

BUSINESS NAME/ADDRESS	CONTACT	PHONE NUMBER	LICENSE NUMBER & LICENSE CLASSIFICATION	TYPE OF WORK	AMOUNT

**ATTACHMENT H - EXCEPTIONS
PUR 26-004**

IF NON-APPLICABLE, PLEASE WRITE "N/A" IN A BOX BELOW

9.0 PROPOSAL EXHIBITS

9.1 EXHIBIT 1 – INSURANCE REQUIREMENTS

The Risk Services Division develops insurance requirements for all contracts for the City of Stockton. The Division also reviews and approves all bonds and evidence of insurance, including Certificates of Insurance and endorsements for all contracts. Examples include:

- Contracts - Constructions, Professional Services, Supplier, Lease
- Permits - Encroachment, Revocable, Street Closures, Block Parties
- Bonds - Performance, Maintenance, Labor and Materials
- Community Services – Special Events

This project is subject to Insurance Requirements for General Liability Third Party Administrator

Visit the following website to review the appropriate insurance requirements for this solicitation:

<http://www.stocktonca.gov/eddbid>

9.2 EXHIBIT 2 – SAMPLE CONTRACT – CDBG AGREEMENT

Any major provision changes to the sample contract should be submitted by the Proponent along with the proposal response.

<http://www.stocktonca.gov/eddbid>

9.3 EXHIBIT 3 – 2020-2025 CONSOLIDATED PLAN (2025) AND 2025-2026 ANNUAL ACTION PLAN (2025)

9.4 EXHIBIT 4 – ECONOMIC DEVELOPMENT STRATEGIC ACTION PLAN (2022)