

City of Rochester Police Accountability Board
Request for Proposals

**EXECUTIVE SEARCH FIRM TO CONDUCT
NATIONWIDE SEARCH
FOR THE NEXT EXECUTIVE DIRECTOR
FOR THE CITY OF ROCHESTER
POLICE ACCOUNTABILITY BOARD**

RFP Issued: Friday, October 20, 2023

Proposals to be received by 5:00 PM on Friday, December 1, 2023

Submit Proposals Electronically to:

Rosabel Antonetti, Director of Operations
Rosabel.Antonetti@cityofrochester.gov

REQUEST FOR PROPOSAL

Executive Search Firm to Conduct Nationwide Search for the next Executive Director for the City of Rochester Police Accountability Board

RFP Issued: Friday, October 20, 2023
Proposals Due: Friday, December 1, 2023

BACKGROUND

The Rochester Police Accountability Board (Board), an entity of the City of Rochester, is seeking proposals from qualified executive search providers to provide comprehensive national executive search services for the recruitment of the next Executive Director for the City of Rochester Police Accountability Board, hereinafter referred to as “Project.” The Board recognizes the need for a visionary leader, excellent communicator, and external facing leader with the ability to move the agency forward. The successful candidate will report to the Board of Directors, manage an operating budget of over \$3 million, and oversee the programmatic and administrative functions of the Rochester Police Accountability Board.

ABOUT THE PAB

§ 18-1 of Article XVIII of the Rochester City Charter established the Police Accountability Board to perform the following:

1. Conduct independent investigations into allegations of police misconduct involving sworn officers of the Rochester Police Department;
2. Bring transparency and systemic change to Rochester Police Department policies, practices and culture; and
3. Engage the community in, and educating them about, the PAB’s work to reimagine public safety.

Learn more about the PAB at www.rocpab.org.

TIMELINE

Activity	Time	Date
RFP Issued		Friday, October 20, 2023
Deadline for Questions	5:00PM EST	Friday, November 3, 2023
Response to Questions	5:00PM EST	Friday, November 17, 2023
Proposals Due	5:00PM EST	Friday, December 1, 2023
Consultant Selection Notification Deadline	5:00PM EST	Friday, December 15, 2023
City Council Approval of Agreement with Consultant	6:30PM EST	Tuesday, January 16, 2024
Agreement Start Date		Monday, January 22, 2024

COMMUNICATIONS

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP (“Respondents”), including any questions or requests for clarifications, submission of the proposal, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, **by electronic mail only**, to:

Rosabel Antonetti, Director of Operations
Police Accountability Board
Rosabel.Antonetti@CityofRochester.gov

No contact is permitted with any other Board and/or staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all respondents have a clear understanding of the scope and requirements of this RFP, the Board will respond to all timely questions submitted via email to the Board contract by the question deadline stated above. Questions and the responding answers will be sent via email to all respondents who have provided an email address to the Board contact and will be posted on the City and Board’s webpage for this RFP. The Board’s failure to timely respond or provide responses to any questions shall not delay or invalidate the Board’s right to make a decision to award an agreement pursuant to this RFP.

The Board will make every reasonable effort to keep respondents informed about the RFP process. Notifications about Timeline date changes, amendments to the RFP and other information about the RFP will be sent by email to respondents who have provided an email address to the Board contact and will be posted on the Board's website for this RFP. The Board's failure to provide such information shall not delay or invalidate the Board's right to make a decision to award an agreement pursuant to this RFP.

SCOPE OF SERVICES

The Board is seeking an Executive Search Firm (hereinafter referred to as "Consultant") who can perform the following services beginning in or around January 22, 2024. All proposals shall address each of the requested services listed below.

Project Management Meeting. The Consultant will meet with representatives from the Board to consult and confirm a timeline, identify roles and milestones, and map out the entire executive search process.

Key Personnel Interviews. The Consultant will interview internal stakeholders identified by the Board, to possibly include key City personnel who interact with the Board, staff at the PAB, City Council and HR. The purpose of these meetings will be for the Consultant to gain a basic understanding of both organizational needs, current priorities, structure, and culture of City government and police department.

Community Engagement. The Consultant will facilitate two (2) community forums, several small community focus groups meetings, and online surveys (for both the community and Board).

a. Community Forums. The Consultant will facilitate two (2) virtual community forums and gather input to help shape the position profile and/or inform the areas of inquiry when developing interview questions. The Board agrees to advertise the forums through the City's traditional community networks to ensure attendance. The Board will be responsible for interpreters when needed.

b. Community Focus Group Meetings. The Consultant will facilitate several small community focus groups of internal and external stakeholders, identified by the Board. These group meetings are intended to provide a community perspective that is considered throughout the executive search process.

c. Online Department Survey. The Consultant will develop and host a customized online survey for the Board and staff to provide input to the search process. Following completion of the survey, the Consultant will provide a summary report of the survey results to the

Board.

- d. Community Survey.** The Consultant will develop and host a customized online survey for community members to provide input to the search process. The Board will be responsible for promoting and advertising the survey through normal channels. Following completion of the survey, the Consultant will provide a summary report of the survey results to the Board. The Board will be responsible for interpreters when needed.

Developing the Candidate Profile. The Consultant will work directly with Board, senior staff and others involved in the process in order to learn as much as possible about what the Board expects of a new Executive Director. This will include meeting with other key staff and community members to gather information. Through this, they will learn about the values and culture of the agency, as well as understand the current issues, challenges, and opportunities that face the Board. They will also become acquainted with the Board's expectations regarding the knowledge, skills and abilities sought in the ideal candidate, and they will work with the Board to identify expectations regarding education and experience. Additionally, they will discuss with the Board expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. As part of this process, they will provide an evaluation of the compensation and benefits of the Executive Director position. Based on these discussions, they will develop a candidate profile that addresses the responsibilities, core competencies and professional characteristics and traits, education and training, operational and organizational issues, and other factors relevant to this position.

Advertising Campaign and Recruitment Brochure. The Consultant will design an effective advertising campaign that is appropriate for the recruitment specifically suited to the Executive Director search, utilizing venues that will ensure a diverse pool of applicants, including qualified minority and women candidates. The Consultant will place advertisements including, but not limited to the following professional associations' websites to ensure a strong and diverse candidate pool:

- International Executive Association
- National Association for Civilian Oversight of Law Enforcement
- Latino Corporate Directors Association
- New York Society of Association Executives
- National Association of Women Lawyers
- New York State Bar Association
- The Black Executive Director's Network
- Hispanic National Bar Association
- National Bar Association

Consultant will also utilize social media and will develop a professional recruitment brochure on the Board's behalf that will discuss the community, organization, position, and compensation. Once completed, they will mail the brochure to an extensive audience, making them aware of the Executive Director opportunity with the City of Rochester Police Accountability Board.

- i. **Intensive Follow-up** - As a follow-up to the advertising and marketing campaigns, the Consultant will conduct personal outreach and intensive follow-ups to maximize efforts to ensure a deep candidate pool.
- ii. **Brochure** - For each prospective candidate, the Consultant will provide them with an electronic copy of the color brochure, followed by a telephone or virtual contact or an in person meeting.
- iii. **Submissions** - The Consultant will acknowledge each submission and provide candidates timely updates as they move through the search and selection process.

Recruiting Candidates. The Consultant will cross-reference the profile of the ideal Executive Director candidate for the Board with their database of thousands of candidates and their contacts in the field, and will conduct an aggressive outreach effort that includes making personal calls to prospective applicants in order to identify and recruit outstanding candidates, including qualified minority and women candidates.

Screening Candidates. Following the closing date for the recruitment, the Consultant will screen all resumes and cover letters using the criteria established in our initial meetings to narrow the field of candidates.

Identification of Qualified Candidates. The Consultant will maintain a database of candidates and will assess those individuals against the position profile. The Consultant will follow up with each contact and help individuals determine whether they will be competitive for the position. The Consultant may recruit a select few from their database who meet the established criteria for the position. The Consultant will utilize the following activities to develop the candidate pool:

- b. **Review of Internal Candidates** - Internal candidates, like external candidates, will be assessed on the merits, evaluated comparatively to the entire candidate pool, and presented accordingly.
- c. **Original Research** - The Consultant will identify candidates from other municipalities and contact selected individuals to determine

their interest in the position.

d. Internet Research - The Consultant will utilize their proprietary internet tool to search for and contact police oversight executives who have an interest in an executive position outside their current organization.

e. Personal Contacts - The Consultant will utilize their personal contacts and relationships with police oversight executives throughout the nation to receive possible recommendations of outstanding candidates for the position.

Preliminary Interview. The Consultant will conduct preliminary interviews with the top ten (10) to twelve (12) candidates in order to determine which candidates have the greatest potential to succeed at the Board. During the interviews, they will explore each candidate's background and experience as it pertains to the Executive Director position. In addition, they will discuss the candidate's motivation for applying for the position and make an assessment of their knowledge, skills, and abilities. They will devote specific attention to determining the likelihood of the candidate's acceptance of the position if an offer of employment is made.

Public Records Search. Following the interviews, the Consultant will conduct a review of published articles that reference each candidate. They will consult various sources for this including Lexis-Nexis TM, a newspaper/magazine search engine, Google, and local papers from the communities in which the candidates have worked which may bring their attention for further detailed inquiries that they may need to make at that time.

Recommendations. Based on the information gathered through meetings with the Board and preliminary interviews with candidates, the Consultant will recommend three (3) to five (5) candidates for the Board's consideration, within (75) to (90) days from the start of the search. They will prepare a report on each candidate that focuses on the results of their interviews and public record searches, to include detailed information pertaining to the candidates' professional experiences and accomplishments, strengths and potential gaps, and background information. The recommended three (3) to five (5) candidates for the Board's consideration. The Board will advise consultants on whether they wish to proceed with an OMNIA Assessment, a predictive, scientifically-validated assessment to uncover motivators, references and behaviors. They will make specific recommendations, but the final selection of those to be considered will be up to the Board.

Background Checks / Detailed Reference Checks. Based on the final interviews, the Consultant will conduct a credit, criminal, civil litigation, and motor vehicle record checks for the top one (1) to three (3) candidates. In addition,

those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, they will talk candidly with people who have direct knowledge of their work and management style. They will ask candidates to provide the names of their supervisors, subordinates, and peers for the past several years. Additionally, they will make a point of speaking confidentially to individuals known to have insight into a candidate's abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment, they will also verify candidates' educational backgrounds and any required certifications.

Additional Verifications. The Consultant will conduct a comprehensive background report through First Check on all candidates we recommend. The report includes:

- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- County wants and warrants
- Global homeland security search
- Sex offender registry search
- Education verifications
- Social Security number trace

Presentation of Candidates. Based on the screening interviews, internet profile, First Check Background Report, and information from other sources, the Consultant will produce a Screening Report. The Screening Report will divide the candidate pool into three groups: 1) Recommended Candidates 2) Qualified Candidates; and 3) Others. The Screening Report will describe the entire candidate pool and include the resumes, cover letters, and internet research for each candidate classified as "Recommended" or "Qualified" and a list of "Others." The Consultant will meet the representatives identified by the Board, either in person or virtually, to present the search results and review their recommendations. They will discuss each candidate's qualifications and collectively advance a group of candidates (typically 4-7) to the selection process.

Initial Interviews. The selection process will begin with the Board.

- i. The Consultant will work with the City's Human Resource Department to produce a hard copy or electronic interview booklet for each panel member containing the EEO guidelines, interview schedule, interview questions, and candidate materials.

- ii. The Consultant will facilitate the post-interview panel debriefings.
- iii. The Consultant will develop an interview process that objectively assesses the qualifications of each candidate. They will adopt an approach that fits the Board's needs. They will provide the Board with suggested interview questions and rating forms, and will be present at the interviews to facilitate the process.
- iv. The Consultant will coordinate the panel interviews with the Board. The Consultant will develop interview questions for each panel tailored to assess the candidate's suitability to address the City's most critical issues.

Finalist Process. The Consultant will work with the Board and staff to develop a process that helps distinguish among the finalists. The finalists' process may have virtual components but will likely have in-person events. The finalist process may include some or all of the following:

1. A tour of the City and PAB
2. A "Meet and Greet" with Department Directors, Elected and Appointed Officials
3. An event where Board and staff can meet with and question finalists
4. A "Meet the Candidates" event (public vetting or candidate interview forum - Live or Virtual)
5. Finalist Interviews – Board, City Council and Department of Human Resource Management

Negotiations and Extending the Offer. When a candidate is selected, the Consultant will assist, as appropriate, with negotiations and an employment offer. Throughout this stage of the process, the Consultant will continue to act as an agent of the City and represent the Board's interests according to its directions.

Closing the Search. After the offer is accepted, the Consultant will contact the remaining candidates and notify them about the outcome of the search.

Complete Administrative Assistance. Throughout the recruitment, the Consultant will provide the Board with updates on the status of the search, and will provide a schedule for actions and deliverables at the beginning of the process. They will also take care of all administrative details on behalf of the Board. They will provide candidates personal correspondence advising them of their status at each critical point during the recruitment. In addition, they will respond to inquiries about the status of their candidacy within 24 hours.

PROPOSAL PREPARATION AND SUBMISSION PROCESS

To be eligible to be considered, applicant must submit a proposal by the Board (*via email only*) no later than 5:00PM on Friday, December 1, 2023.

This RFP is designed to facilitate the evaluation and selection of a Consultant that is best able to achieve the PAB's objectives. The proposal shall contain a table of contents. All pages shall be numbered and major sections and all attachments shall be referenced in the table of contents. In order to enable the Board to effectively review the information contained in the proposals, proposals shall reference the numbered and lettered sections of the RFP.

The response to each section shall be clearly indicated and addressed or an explanation provided for why the Respondent is not submitting a proposal for a specific section or requirement of the RFP. If desired, the proposal may include an executive summary of no more than two pages.

Each proposal shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP.

Submission of a proposal shall be deemed authorization for the Board to contact Respondent's references. Evaluation of proposals will be conducted by the Board based on information provided in the Respondent's proposals and on such other available information that the Board determines to be relevant.

The Respondent selected by the Board will be required to enter into a Professional Services Agreement (PSA) with the Board (see Attachment A, the City's standard PSA form). The establishment of a PSA is contingent upon approval by City Council for all Agreements in excess of \$20,000 or for a period of more than one year and upon the availability of funds for such an agreement. Unless otherwise stated in the proposal, the Respondent's response to this RFP shall be deemed its acceptance of the terms of this PSA. (Note: Attention is directed to the City's Living Wage requirements and MWBE and Workforce Utilization Goals)

Respondents shall provide sufficient information in their written proposals to enable the Board review team to make a recommendation to the full Board. The Board reserves the right to invite any or all Respondents to an interview to discuss their proposal. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The Board is under no obligation to select any of the responding Respondents. The Board may amend or withdraw the RFP at any time, within its sole discretion. The Board shall have no liability for any costs incurred in preparing a proposal or responding to the Board's requests with respect to the proposal.

PROPOSAL CONTENT

The proposal should include the following information:

1. Organizational Statement. A statement that describes the applicant organization, the name and title of the person authorized to contractually obligate the organization, and contact information for the individual(s) who will serve as points of reference for the Board for this Request;

2. Project Statement. A narrative that describes the Respondent's understanding of the Board's needs regarding this project the unique value the Respondent will bring to the process;

3. Respondent's Qualifications. Information about the Respondent and its qualifications for this project. Include information about prior engagements similar to that being solicited herein by the Board. Documented evidence of the Respondent's capacity to perform the work, including references, contact names and phone numbers;

4. Budget. An itemized budget, including staff hours and billing rates which address each of the tasks identified in the Scope of Services.

5. Staffing Plan. A staffing narrative that describes which individual(s) within the entity will serve as consultant(s) on the project, details regarding the roles of those individuals on the project, and a subcontracting plan that may include the names of any subcontractors the applicant is considering retaining for the purposes of this project;

6. Rochester Presence. Information about Respondent's presence in the City of Rochester and/or any collaborative relationships with local firms that are to be formed for this project.

7. MWBE: Statement as to whether or not the Respondent is a bona fide MWBE firm with appropriate certifications and/or paperwork, will use bona fide MWBE subcontractors and the percentage of the workforce utilized to perform the work of this contract who will either be Minority (M) or Women (W), including both the Consultant's workforce and that of any subcontractors who will be utilized.

EVALUATION CRITERIA

The following is a summary of the proposal evaluation criteria. It is within the Board's sole discretion to determine the value assigned to each of these criteria.

A. Proposal: The Respondent's comprehension of the needs of the Board as demonstrated by its description of its approach to the elements listed in the Scope of Services section of this RFP.

B. Experience: The Respondent's relevant experience in providing the same or similar services.

C. Cost: The total cost of the Respondent's proposal is important to the Board, however, based on the evaluation of the other criteria, the Board will not necessarily select the lowest bidder.

D. References: Evaluation of the Respondent's work for previous clients receiving similar services to those proposed in this RFP.

E. Commitment of Key Principals: Demonstration of availability of senior-level staff or associates to be assigned to this project to ensure depth, accountability, and diversity of perspective.

F. MWBE & Workforce Goals: The City of Rochester desires to encourage minority and women owned (MWBE) businesses to participate in opportunities to enter into PSAs with the City and to encourage minorities and women in the workforce. Pursuant to Ordinance No. 2018-54, the City has a goal that 30% of the aggregate annual contract awards for professional service contracts over \$20,000 be awarded to minorities (M) (15%) and women (W) (15%). The City has also established minority workforce goals of 20% M and 6.9% W for professional services consulting contracts. For more information, please see <http://www.cityofrochester.gov/mwbe>.

Respondents shall be awarded MWBE bonus weighting as follows:

1. The Board will give preference to Consultants who are New York State certified MWBEs. Consultants who meet this requirement shall receive an additional weighting of 10%.

2. The Board will give preference to Consultants who utilize state certified MWBE subcontractors with bona fide offices and operations in the Empire State Development Finger Lakes Region, which includes the following counties: Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates. State-certified MWBEs from outside the Region may be counted if there are insufficient businesses in the Region to perform the specialized work or consulting services required. If one or more MWBE subcontractors will perform 10% to 20% of the work of the contract – measured as either a percent of the total contract amount or as a percent of the total full-time-equivalent labor hours budgeted for this project, the consultant shall receive an additional weighting of 5%. If MWBE subcontractors will perform more than 20% of the work of the contract, the Consultant shall receive an additional weighting of 10%.

3. Respondents shall provide sufficient documentation with their proposal to support the additional preference weighting as an MWBE Consultant or for use of MWBE subcontractors. If one or more MWBE subcontractors are proposed, they must be named and the size of the subcontract identified. If selected, the Respondent shall submit an

MWBE Utilization Plan on the City’s form for approval by the MWBE Officer. Once approved, the Utilization Plan shall be incorporated into the PSA. a. If the total amount of a PSA is increased by 5% or more at any time during the term of the PSA, the Consultant shall submit a revised MWBE Utilization Plan for approval by the MWBE Officer. The MWBE Officer may also issue a revised MWBE Utilization Plan for unforeseen changes in the availability of MWBE subcontractors during the term of the PSA.

4. The Board will give preference to Consultants who meet or exceed the City’s workforce goals, which are: 20% M and 6.9% W. Consultants who demonstrate that their and/or their subcontractors’ workforce on this Project meets or exceeds these goals shall receive an additional weighting of 10%. If selected, the Respondent shall submit a Workforce Staffing Plan on the City’s Form for review by the MWBE Officer. Once reviewed, the Workforce Staffing Plan shall be incorporated into the PSA. The calculated percentages of workforce utilization shall be based on actual hours worked and billed over the term of the project. The final determination of a workforce goals accomplished during the contract shall be based on hours reported in the workforce utilization reports.

5. If selected, the Respondent shall provide MWBE utilization and subcontractor/supplier payment certification and/or workforce utilization reports on the City’s forms. These reports shall be submitted with each invoice or as otherwise requested by the MWBE Officer.

6. A failure to submit the required subcontractor/supplier payment certification and/or workforce utilization reports shall constitute a default in the performance of the Agreement subject to potential termination for default by the Board. In addition, if the selected Respondent fails to meet the most recent MWBE Utilization Plan and/or Workforce Staffing Plan, for which additional weight was awarded by the end of the PSA, such failure may result in disqualification from award of future contracts with the Board.

7. Summary of additional evaluation weighting points for MWBE and Workforce Goals:

Category of Additional Evaluation Points	Additional Weight Awarded
Respondent is New York State Certified MWBE	10%
Utilize MWBE Subcontractors for 10-20% of work	5%
Utilize MWBE Subcontractors for more than 20% of work	10%
Meet or exceed workforce goals of 20% M and 6.9% W	<u>10%</u>

G. City of Rochester Location Preference: The City favors contracting with firms located in the City of Rochester and a preference will be given to Consultants located in the City, through an additional weighting of 10%. Non-local firms may wish to consider partnerships or other collaborative arrangements with local firms as a strategy to address this criterion.

H. Other Criteria: Other criteria may be considered and evaluated by the Board if it is determined to be in the best interest of the Board and the success of the project to do so.

SELECTION PROCESS & CRITERIA

The Request for Proposals will be issued on Friday, October 20, 2023. Respondent's must submit any questions via email by Friday, November 3, 2023 at 5:00 PM EST to Director of Operations, Rosabel Antonetti at rosabel.antonetti@cityofrochester.gov. The Board will issue responses to all questions by Friday, November 17, 2023. The deadline for submitting proposals is Friday, December 1, 2023 at 5:00 PM Eastern. The Police Accountability Board will be responsible for evaluating all Responses and will do so on the basis of qualifications. Notice regarding any selection of a Consultant will be made on or around Friday, December 15, 2023, with the aim of City Council voting during their Tuesday, January 16, 2024 meeting to authorize the signing of the contract. The Consultant would begin providing services in or around Monday, January 22, 2024.

The selection of a Consultant is within the Board's sole discretion and no reasons for rejection or acceptance of a proposal are required to be given. Although costs are an important consideration, the decision will be based on qualifications and compliance with the requirements of this RFP and not solely on cost. The Board reserves the right to reject any or all proposals or to accept a proposal that does not conform to the terms set forth herein. The Board further reserves the right to waive or modify minor irregularities in the proposals and negotiate with Consultants to serve the Board's best interest.

MISCELLANEOUS

The Board reserves the right to amend or withdraw this RFP in the Board's sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the Board shall have no liability for any costs incurred by any Respondent.

The Board may request additional information from any Respondent to assist the Board in making its evaluation.

The proposal and all materials submitted with the proposal shall become property of the Board and will be subject to NYS Freedom of Information Law. If any proprietary information is submitted with the proposal, it must be clearly identified and a request to keep such information confidential must be submitted.

Submission of a proposal shall constitute a binding offer by Respondent to provide the services at the prices described therein until such time as the parties enter into a PSA.

ATTACHMENT A

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, is made this __, day of _____, 20__, by and between the **CITY OF ROCHESTER**, a municipal corporation having its principal office located at City Hall, 30 Church Street, Rochester, New York 14614, hereinafter referred to as the "City" and _____, with offices located at _____, Rochester, N.Y. 14____, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the City desires to secure the professional services of a Consultant to provide services required for _____, hereinafter referred to as the "Project", and,

WHEREAS, the Consultant has the necessary equipment, personnel and expertise to perform the Project.

NOW THEREFORE, in consideration of the terms and conditions contained herein, the parties do covenant and agree as follows:

SECTION 1. DESCRIPTION OF SERVICES

A. The Consultant shall, upon the commencement date specified in Section 2 hereof, perform in a professional and workmanlike manner to the reasonable satisfaction of the City, the following services:

B. Except as otherwise specified in this Agreement, all equipment, materials and supplies required to carry out the provisions of this Agreement and to perform the services described above shall be furnished by the Consultant and shall be fit for their purpose to the reasonable satisfaction of the City.

SECTION 2. TERM

The services required of the Consultant pursuant to this Agreement shall commence on _____ and shall terminate on _____.

SECTION 3. FEE

A. The City agrees to pay and the Consultant agrees to accept as full payment for the work and services performed pursuant to this Agreement, the following payable in the following manner:

The Consultant shall submit an invoice and any other supporting documentation in the manner prescribed by the City at a minimum of once every ninety (90) days during the term of this agreement, unless a different schedule is approved by the City.

B. The total fee payable by the City pursuant to this Agreement, including all costs and disbursements whatsoever shall not exceed the sum of _____ Dollars (\$_____).

SECTION 4. AUTHORIZED AGENT FOR THE CITY AND THE CONSULTANT

A. The City hereby designates:

B. The Consultant hereby designates:

or their authorized representatives, as Authorized Agents of the City and of the Consultant for receipt of all notices, demands, vouchers and other communications pursuant to this Agreement. The parties reserve the right to designate other or additional agents upon written notice to the other party. In no event shall the City's Authorized Agent be authorized to amend or extend this Agreement or to accept service for the commencement of any legal actions or proceedings related to the Agreement.

SECTION 5. TERMINATION FOR DEFAULT

The performance of work under this Agreement may be terminated by the City in accordance with this clause in whole, or in part, whenever the Consultant shall default in the performance of this Agreement in accordance with its terms. Upon termination, the City may take over the work to be performed and complete the same by contract or otherwise, in the City's discretion and the Consultant shall be liable to the City for any excess cost occasioned thereby. The total fee payable to the Consultant under this Agreement upon such termination shall be such proportionate part of the total fee as the value of the work satisfactorily completed and delivered to the City bears to the value of the work contemplated by this Agreement.

SECTION 6. INDEMNIFICATION

The Consultant hereby agrees to defend, indemnify and save harmless the City of Rochester against any and all liability, loss, damage, suit, charge, attorney's fees and expenses of whatever kind or nature which the City may directly or indirectly incur, or be required to pay by reason or in consequence of the intentionally wrongful or negligent act or omission of the Consultant, its agents, employees or contractors. If a claim or action is made or brought against the City and for which the Consultant may be responsible hereunder in whole or in part, then the Consultant shall be notified and shall handle or participate in the handling of the defense of such matter.

SECTION 7. INSURANCE

A. Workers' Compensation and Disability Benefits Insurance

This Agreement shall be void and of no effect unless the Consultant shall secure compensation for the benefit of, and keep insured during the life of this Agreement, any and all employees as are required to be insured under the provisions of the Workers' Compensation Law of the State of New York or the state of the Consultant's residence, whichever may apply. The Consultant shall provide proof to the City, duly subscribed by an insurance carrier, that such Workers' Compensation and Disability Benefits coverage have been secured. In the alternative, Consultant shall provide proof of self-insurance or shall establish that Worker' Compensation and/or Disability Benefits coverage is not required by submitting the current and required New York State Workers' Compensation Board's form.

B. General Liability Insurance

The Consultant shall obtain at its own expense general liability insurance for protection against claims of personal injury, including death, or damage to property, arising out of the Project. The amount of said insurance coverage shall be in the amount of Two Million Dollars if said insurance is a "Defense within Limits" policy under which all claim expenses are included within both the applicable limit of liability and self-insured retention. Otherwise, the insurance coverage shall be in the amount of One Million Dollars. Said insurance shall be issued by a reputable insurance company, authorized to do business in the State of New York. Said insurance shall also name the City of Rochester as an insured and copies of the policy endorsements reflecting the same shall be provided. The Consultant shall provide the City with a certificate of insurance from an authorized representative of a financially responsible insurance company evidencing that such an insurance policy is in force. Furthermore, the Consultant shall provide a listing of any and all exclusions under said policy. The insurance shall stipulate that, in the event of cancellation or modification the insurer shall provide the City with at least thirty (30) days written notice of such cancellation or modification. In no event shall such liability insurance exclude from coverage any municipal operations or municipal property related to this Agreement.

SECTION 8. EQUAL OPPORTUNITY AND MWBE AND WORKFORCE UTILIZATION GOALS

A. General Policy

The City of Rochester, New York reaffirms its policy of Equal Opportunity and its commitment to require all contractors, lessors, vendors and suppliers doing business with the City to follow a policy of Equal Opportunity, in accordance with the requirements set forth herein. The City further does not discriminate on the basis of disability, in admission or access to, or treatment or employment in its programs and activities. The City is including these policy statements in all bid documents, contracts, and leases. Contractors, lessors, vendors and suppliers shall comply with all State and Federal Equal Opportunity laws and regulations and shall submit documentation regarding Equal Opportunity upon the City's request.

B. Definitions

MINORITY GROUP PERSONS - shall mean a person of Black, Hispanic, Asian, Pacific Islander, American Indian, or Alaskan Native ethnic or racial origin and identity.

C. Compliance

The Consultant shall comply with all of the following provisions of this Equal Opportunity Requirement:

1. The Consultant agrees that he will not discriminate against any employee for employment because of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability, or marital status in the performance of services or programs pursuant to this Agreement, or in employment for the performance of such services or programs, against any person who is qualified and available to perform the work in which the employment relates. The Consultant agrees that in hiring employees and treating employees performing work under this Agreement or any subcontract hereunder, the Consultant, and its subcontractors, if any, shall not, by reason of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability or marital status discriminate against any person who is qualified and available to perform the work to which the employment relates. The Consultant agrees to take affirmative action to ensure that applicants are employed, and that applicants are hired and that employees are treated during their employment, without regard to their of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability, or marital status. Such actions shall include, but not be limited to the following: employment, upgrading, demotions or transfers, recruitment and recruitment advertising, layoffs, terminations, rates of pay and other forms of compensation, and selection for training, including apprenticeship.
2. The Consultant agrees that its employment practices shall comply with the provisions of Chapter 63 of the Rochester Municipal Code, which restricts inquiries regarding or pertaining to an applicant's prior criminal conviction in any initial employment application.
3. If the Consultant is found guilty of discrimination in employment on the grounds of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability, or marital status by any court or administrative agency that has jurisdiction pursuant to any State or Federal Equal Opportunity Laws or regulations, such determination will be deemed to be a breach of contract, and this Agreement will be terminated in whole or part without any penalty or damages to the City on account of such cancellation or termination, and the Consultant shall be disqualified from thereafter selling to, submitting bids to, or receiving awards of contract with the City of Rochester for goods, work, or services until such time as the Consultant can demonstrate its compliance with this policy and all applicable Federal and State Equal Opportunity laws and regulations.
4. The Consultant shall cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the

foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

D. MWBE AND WORKFORCE UTILIZATION GOALS

The City of Rochester has established a policy to promote the growth and development of Minority and Women Business Enterprises (MWBE) and to improve employment opportunities for minorities and women and has adopted MWBE goals and minority workforce participation goals that apply to professional services consulting agreements with a maximum compensation exceeding \$10,000 pursuant to Ordinance No. 2018-54.

Ordinance No. 2018-54 established the goal that MWBE's receive 30% of the total annual contract awards with aggregate minority and women award goals of 15% each. Ordinance No. 2018-54 further established annual aggregate workforce goals of 20% minority and 6.9% women.

The Consultant shall submit a workforce staffing plan, which, when reviewed by the City's MWBE Officer, shall be incorporated into this Agreement as Exhibit A, detailing the percentage of the workforce utilized to perform the work of this agreement who will be either minority or women, including both the Consultant's workforce and that of any subcontractors who will be utilized. Consultant shall submit workforce utilization reports on the City's forms with each invoice or as otherwise requested by the MWBE Officer. The Consultant understands and accepts that the calculated percentages of workforce utilization shall be based on actual hours worked and billed over the term of the project. The final determination of a workforce goals accomplished during the contract shall be based on hours reported in the workforce utilization reports.

The Consultant shall submit an MWBE utilization plan with respect to any subcontractors or suppliers used to perform the services under this Agreement, which, when approved by the City's MWBE Officer, shall be incorporated into this Agreement as Exhibit B. Consultant shall submit MWBE utilization and subcontractor/supplier payment certification on the City's forms with each invoice or as otherwise requested by the MWBE Officer.

During the term of the Agreement, the Consultant shall notify the City if a change occurs that will result in a significant (5% or more) increase or decrease in the workforce staffing plan and/or MWBE utilization plan goals incorporated as Exhibit A and/or Exhibit B of this Agreement. A revised workforce staffing plan and/or MWBE utilization plan must be approved by the MWBE Officer. Once signed by the Consultant and the MWBE Officer, such revised plan(s) shall be incorporated into this Agreement as an amendment pursuant to Section 17.

Consultant's failure to submit MWBE and subcontractor/supplier payment certification forms, if required, and the workforce utilization reports shall constitute a default in the performance of this Agreement. Failure to meet the goals stated

in the most recent workforce staffing plan and/or the MWBE utilization plan incorporated into the Agreement may result in disqualification from award of future contracts with the City.

SECTION 9. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The City of Rochester hereby gives public notice that it is the City's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City. Any such complaint shall be in writing and filed with the City Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the City at no cost to the complainant, or on the City's website at www.cityofrochester.gov, or by calling (585) 428-6185.

SECTION 10. FREEDOM OF INFORMATION LAW

Disclosures required by New York's Freedom of Information Law ("FOIL") shall not be considered a breach of any confidentiality provisions in this Agreement. Should Consultant provide the City with any records it deems confidential and exempt from FOIL, Consultant shall clearly mark such portions of those records as confidential and exempt from FOIL disclosure. Upon any request for disclosure of information so marked, the City will inform Consultant of the request and give Consultant ten (10) business days to submit a written statement of necessity for exempting the records from disclosure pursuant to New York Public Officers Law 89(5). As required by the Public Officers Law, the City will issue a determination as to disclosure within seven (7) business days. If the City determines that the records shall be disclosed, Consultant may appeal the City's determination within seven (7) business days. Thereafter, the City shall respond to Consultant's appeal within ten (10) business days. If the City issues an adverse determination, Consultant may appeal the decision within fifteen (15) days of service by commencing an Article Seventy-Eight (78) proceeding under New York's Civil Practice Law and Rules.

SECTION 11. LIVING WAGE REQUIREMENTS

A. Applicability of Living Wage Requirements

This section shall apply and the Consultant shall comply with the requirements of Section 8A-18 of the Municipal Code of the City of Rochester, known as the Rochester Living Wage Ordinance, whenever payments by the City to the Consultant under this Agreement shall equal or be greater than fifty thousand dollars (\$50,000) during a period of one year.

If this Agreement is amended to increase the amount payable hereunder to fifty thousand dollars (\$50,000) or more during a period of one year, then any such amendment shall be subject to Section 8A-18.

B. Compliance

The Consultant shall pay no less than a Living Wage to any part-time or full-time Covered Employee, as that term is defined in Section 8A-18B, who directly expends his or her time on this Agreement, for the time said person actually spends on this Agreement. Living Wage, as set forth in this Agreement, shall be the hourly amount set forth in Section 8A-18(C)(2), and any adjustments thereto, which shall be made on July 1 of each year and shall be made available in the Office of the City Clerk and on the City's website, at www.cityofrochester.gov. Consultant shall also comply with all other provisions of Section 8A-18, including but not limited to all reporting, posting and notification requirements and shall be subject to any compliance, sanction and enforcement provisions set forth therein.

C. Exemption

This section shall not apply to any of Consultant's employees who are compensated in accordance with the terms of a collective bargaining agreement.

SECTION 12. COMPLIANCE WITH MACBRIDE PRINCIPLES

The Consultant agrees that it will observe Ordinance No. 88-19 of the City of Rochester, which condemns religious discrimination in Northern Ireland and requires persons contracting to provide goods and services to the City to comply with the MacBride Principles. A copy of the MacBride Principles is on file in the Office of the Director of Finance.

SECTION 13. COMPLIANCE WITH ALL LAWS

The Consultant agrees that during the performance of the work required pursuant to this Agreement, the Consultant, and all employees working under the Consultant's direction shall strictly comply with all local, state, or federal laws, ordinances, rules or regulations controlling or limiting in any way the performance of the work required by this Agreement. Furthermore, each and every provision of law and clause required by law to be inserted in this agreement shall be deemed to be inserted herein. If, through mistake or otherwise, any such provision is not inserted, or is not properly inserted, then upon the application of either party this Agreement shall be forthwith physically amended to make such insertion or correction.

SECTION 14. AUDIT

The Consultant agrees that the City shall, until the expiration of three (3) years after final payment, have access to and the right to examine, at no cost to the City, any directly pertinent books, documents, papers and records of the Consultant and of any of the

subcontractors engaged in the performance of and involving transactions related to this Agreement or any subcontracts.

SECTION 15. PROHIBITION AGAINST ASSIGNMENT

The Consultant is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or any of its contents, or of any right, title or interest therein, or of the power to execute this Agreement, to any other person or corporation without the previous written consent of the City.

SECTION 16. OBLIGATIONS LIMITED TO FUNDS AVAILABLE

The parties specifically agree that the Consultant's duty to perform work under this Agreement and the City's obligation to pay for that work, including any out-of-pocket and subcontracting expenses of the Consultant, shall be limited to the amount of money actually appropriated by the City Council and encumbered (i.e., certified as being available) for this Project by the City Director of Finance (or his authorized deputy). This provision shall limit the parties' obligation to perform even though this Agreement may provide for the payment of a fee greater than the appropriated and encumbered amount.

SECTION 17. EXTENT OF AGREEMENT

This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements and conditions, whether written or oral. Any modification or amendment to this Agreement shall be void unless it is in writing and subscribed by the party to be charged or by the party's Authorized Agent.

SECTION 18. STATUS AS INDEPENDENT CONTRACTOR

The Consultant, as an independent contractor, covenants and agrees to conduct the work under this Agreement consistent with such status. The Consultant shall neither pretend nor claim to be an officer or employee of the City by reason hereof, nor make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the City, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

SECTION 19. LAW

This Agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

SECTION 20. NO-WAIVER

In the event that the terms and conditions of this Agreement are not strictly enforced by the City, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the City from enforcing each and every term of this Agreement thereafter.

SECTION 21. SEVERABILITY

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the date first written above.

CITY OF ROCHESTER

BY: _____
Malik D. Evans, Mayor

CONSULTANT

BY: _____
Name:

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On this _____ day of _____, 20__, before me the subscriber, personally came **MALIK D. EVANS** known, who being by me duly sworn, did depose and say that he resides in the City of Rochester; that he is the Mayor of the City of Rochester, the municipal corporation described in and which executed the above instrument; and that he signed her name to the foregoing instrument by virtue of the authority vested in his by the laws of the State of New York and the local laws and ordinances of the City of Rochester.

Notary Public

STATE OF NEW YORK)
COUNTY OF MONROE) ss.:

On the _____ day of _____, 20__ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in their/their capacity(ies), and that by their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public