



MICHIGAN COALITION TO END DOMESTIC AND SEXUAL VIOLENCE

REQUEST FOR PROPOSALS

DATE OF ISSUE: March 1, 2022

TO: Potential Providers of Services

RE: **Request for Proposals (“RFP”) to Create, Implement, and Train a New HMIS-Comparable and VOCA/VAWA/FVPSA Compliant Database**

Quick Reference

	Date	Time
Deadline to submit questions about this RFP:	March 9, 2022	4 PM Eastern (Detroit, MI)
Anticipated date Authority will post answers to questions:	March 25, 2022	
Proposal deadline:	April 6, 2022	4 PM Eastern (Detroit, MI)
Anticipated Vendor Selection	May 2, 2022	
Anticipated contract begin date:	May 16, 2022	

I. Services Sought by Authority

The Michigan Coalition to End Domestic and Sexual Violence (“MCEDSV”) is a non-profit member organization authorized to do business in Michigan that has been tasked by the Michigan State Housing Development Authority (“MSHDA”) to create a new SaaS (Software as a Service) comprehensive database for domestic and sexual violence service providers to collect, store and report data for their domestic and sexual violence programs, housing programs and more. We are seeking a vendor who can create and then implement this new comparable and fully compliant database, including training and data transfer for each member program.

There is a maximum of \$560,000 available. This funding is available through September, 2022. This funding is expected to support two (2) phases: 1) the creation, implementation, training, data transfer and 2) first year of service for approximately 60 programs. After the first year of service, this database should be self-sustaining at a cost not to exceed \$5,000 per program per year.

We are anticipating that there will be an ongoing feedback loop between the vendor, MCEDSV, and MCEDSV member programs throughout the initial year.

Through this RFP, MCEDSV seeks proposals from qualified vendors for a hosted SaaS software solution that will enable MCEDSV to support its member programs. This solution must meet the following criteria:

- Be a comparable database that meets all HMIS Data Standards and the minimum standards of VOCA, VAWA and FVPSA. This includes support for HUD Universal Data Elements, HUD Program Specific Data Elements, including those not commonly used by all VSPs (i.e., RHYMIS, SSVF, HOPWA); and CoC APR, ESG CAPER, and CE APR reports.
- The database may include RHYMIS Export, SSVF Export, PATH Report. For the federal partner reports, HUD offers flexibility to the comparable database vendors. The comparable database only needs to program and generate the federal partner reports for VSPs with that program the funding sources. This means that while they must be able to collect all of the data elements, they do not have to develop the report until they have a client that is using that data source.
- It must be able to produce the .csv files required to submit an Annual Performance Report (APR) and Consolidated Annual Performance and Evaluation Report (CAPER)
- It must be able to collect and store data, then produce required VOCA, VAWA and FVPSA reports while maintaining strict confidentiality standards.
- Support a case management model that enables multi-service needs to be addressed through configurable feathers (no coding necessary).
- Support standard data collection forms across staff and programs.
- Provide an easy, modern user interface to simplify and improve the end-user experience.
- Provide tools for creating operational and funder reports.

II. Contents of this RFP

- Overview of services sought, tasks and activities (“Scope of Work”)
- Exhibit A – Submission & Selection
- Exhibit B – Proposal Format

III. Overview

Domestic violence programs require a comparable database to HMIS. HMIS is a database used to track services to folks experiencing homelessness. Domestic violence providers are governed by confidentiality provisions specific to VOCA, VAWA and FVPSA that have more stringent security requirements than HUD. In order to be compliant with HUD, VOCA, VAWA & FVPSA, and to allow DV providers to provide appropriate data to all funders, MCEDSV is seeking proposals to build a comprehensive new database.

The database will be required to have multiple firewalls, utilize a secure data center, and encrypt survivor data both in transit and at rest. This database is a single-instance web-based database application and should not share data with any other database. Successful applicants will work with MCEDSV to administer the database and

provide technical assistance. The successful applicant will both build a compliant database, and insure that a standard set of reports are available for all users. The successful applicant will allow for customization of data collection and reporting within the system. The successful applicant will be responsible for providing technical support for no less than five years after the creation of the database. Total vendor cost per user may not exceed \$5,000 per program per year on an ongoing basis.

Given this context, MCEDSV seeks a vendor to create and implement a new comprehensive database that is fully HMIS-comparable and VOCA, VAWA and FVPSA compliant.

IV. Objectives, Tasks, & Activities

A. General Objectives.

At a minimum, the Comprehensive Comparable Database should encompass the following priorities:

1. Agree to update and maintain HUD, VOCA, VAWA, FVPSA compliance each year of contract.
2. Ability to collect, store and report data.
3. Maintain VOCA, VAWA and FVPSA required privacy and security.
4. Ability to provide in-depth, hands-on support for both MCEDSV and end users for the duration of the contract.

B. Specific Tasks/Activities

Ongoing Engagement with MCEDSV and MCEDSV Member Programs

1. The vendor will create an iterative process that allows for feedback from MCEDSV and its member programs.
 - a. Incorporate comments, feedback, suggestions, and any other relevant information.
2. The vendor should incorporate feedback sessions with MCEDSV and its member programs during the build and implementation of the database.

Implementation of Database and Data Transfer

1. Upon the completion of feedback and data collection from MCEDSV member programs, the vendor will implement/roll out database.
2. Vendor will facilitate and manage data transfer for at least seven (7) years of data for each instance (approximately 60 instances/programs).

C. Deliverables

1. HMIS Comparable Database
2. Database to be fully complaint with VOCA, VAWA and FVPSA and all attendant reporting and security requirements.
3. Input from MCEDSV and member programs, incorporated into primary database.
4. Ability to customize the system to support programmatic needs within each instance.
5. Implementation, rollout and data transfer.
6. Ongoing TA.

7. Ability for programs to continue with a contract, self-funded at a maximum cost of approximately \$5,000 per year per program.

General System and Functionality Criteria

1. The system shall be web-based.
2. Does the system support data entry on a variety of devices? (computers, tablets, cell phones, etc...)
3. Describe the system's audit trail features to enable tracking of changes to data over time and users making the changes.
4. Explain the system's role-based security.
5. Do you support a comprehensive search function throughout the software?
6. Describe how the system can support the import of historical or ongoing data via common file formats such as CSV or Excel.
7. Describe the audit trail of imported files and whether they enable administrators to see what records were successfully uploaded and what records were not successfully uploaded.
8. Describe how the system prevents duplicate records and any merging tools for correcting duplicate records.
9. Can the software be used to track the basic components of case management such as needs assessment, goal planning, progress, and referrals?
10. Describe how you support data entry for households.
11. Can the system trigger email alerts based on data that has been recorded?
12. Does the system have any follow-up reminders built in?
13. Does the system have any scheduling features and do they sync with any external calendaring systems (such as Outlook or Google Calendars)? Explain how this feature would maintain client confidentiality.
14. Does the software contain any electronic signature options?
15. Does the software support upload of file attachments?
16. Can the software be used to track non-client entities (staff, volunteers, etc.)?
17. Does the system have a built-in spell check feature when entering data?

System Configurability

1. Does the system enable administrators to create new programs, fields and reports within the software without programming knowledge and without relying on the vendor to make changes?
2. Can a new program be created that includes pre and post assessments, outcomes, service plans and referrals?
3. Do you support conditional rules in your forms builder to include showing specific fields based on response answers?
4. Can the duplicate check functionality be set by the administrator based on any combination of demographic fields?
5. Is there a way for volunteers or other non-agency users to access the system?
6. Does the system have the ability to publish a survey to clients?
7. Are the administrative tools easy to learn and use?

You provide a full ad-hoc report writing tool that enables the creation of graphical reports without requiring programming?

Is all data available through this tool?

Are new fields and forms immediately available within the tool as they are added through the interface?

8. Does the reporting tool enable reports to be saved and published?
9. What formats can the reports be exported into?
10. Can reports contain filters (such as the ability to run by date range)?

Reporting Requirements

1. What is the ability for individual instances/programs to submit reporting?
2. Does the database allow for all necessary CAPER and APR reporting in substantial compliance with HMIS?
3. Does the database allow for all necessary DVS reporting in compliance with VOCA, VAWA and FVPSA?

Data Import/Export

1. Do you provide import tools for importing standardized data formats?
2. Is this tool automatically updated to align with new/HUD/VOCA/VAWA/FVPSA standards when changes are made to these regulations?
3. Does the tool support custom import of agency-developed fields?
4. Does the batch import tool respect duplicate check settings in the software?

5. Do you support uploads of time-constrained layers of data (for example at entry, exit and project update) through your standard import?

6. Can all data be exported from the system in comma-separated values (CSV) or Excel?

Ease of Use

1. Is your solution fully available through a web-browser?

2. Do you provide a configurable landing page for staff members to provide them with quick access to features in the software, messages/alerts, and reports?

3. Can users be restricted to only see forms that are applicable to their own program(s)?

Measuring Outcomes

1. Describe how your solution promotes measuring client progress in programs.

2. How does your software enable programs to better focus staff on improving outcomes as they work?

Security and Hosting Infrastructure

1. What type of password strengths are enforced when users log in?

2. Can users be restricted to only see clients and forms associated with their own program?

3. What type of encryption is used?

4. Who is your hosting provider?

5. What is your backup schedule?

6. Do you maintain an active disaster recovery plan?

7. Do your employees successfully complete criminal background checks? Do you provide on-going security training?

Service Level Agreement (SLA)

Please provide an example of your standard Service Level Agreement (SLA).

Project Management and Support

1. Describe your software licensing model.

2. Describe your overall implementation approach.

3. Proposed Project Team a. Please describe your training approach and methods during the implementation process b. Please describe any post implementation/ongoing training.

4. Roles/Responsibilities and Expectations for Vendor and *MCEDSV* staff.

5. Describe customer support post-implementation.
6. Training – what will be provided?
7. Will there be an option to bulk-purchase technical assistance hours that would not expire over the length of the contract?
8. Vendor should include a high-level project timeline

Cost Proposal

1. Annual fees.
2. Implementation/Build Out fees.
3. Training Fees.
4. Optional features/add-ons and related fees.

V. Required Provisions for Non-Federal Entity Contracts Under Federal Awards

- Because any ensuing contract would exceed the simplified acquisition of \$250,000, the contract will address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- Any ensuing contract will address termination for cause and for convenience by the non-Federal entity (hereafter “MCEDSV” or “the Coalition”) including the manner by which it will be affected and the basis for settlement.
- Any ensuing contract will contain a provision requiring the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251-1387). The provision will state that violations will be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- Any contract award will not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., 189). And 12689 (3 CFR part 1989, p. 235), “Debarment and Suspension.”
- Any ensuing contract will not obligate or extend grant funds to:
 - procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Per Public Law 115-132, § 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
 - Any telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)
 - Any telecommunications or video surveillance services provided by such entities or using such equipment; or telecommunications or video surveillance equipment or services produced or provided by an entity that

the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonable believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

VI. Reservations

MCEDSV reserves the right to:

- Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MCEDSV's subsequent receipt and evaluation of an application does not commit MCEDSV to award an agreement, even if all the requirements in the RFP are met.
- Consider late applications if: (i) no other applications are received or (ii) no complete applications are received.
- Consider an otherwise disqualified application, if no other qualified applications are received.
- Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP.
- Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.
- Award multiple agreements, or award by agreement activity.
- Evaluate the application outside the scope articulated in the RFP if MCEDSV receives only one application.

MCEDSV REQUEST FOR PROPOSALS

EXHIBIT A

SUBMISSION & SELECTION

I. Submission of Questions

- To ensure a fair and impartial process, MCEDSV will *only* address on time and properly submitted questions.
- Phone calls involving the RFP or related questions will not be accepted. Firms submitting bids shall not contact any Board members or MCEDSV staff.
- All questions and answers related to this RFP will be supplied to Bidders that submitted questions, and/or to organizations providing the Procurement Office with notification of intent to submit a proposal.

A. Due Date.

Submit all questions regarding the RFP via email by **March 9, 2022 at 4 p.m.** Eastern Time (Detroit). Submissions received at 4:01 p.m. are considered late and will not be considered further.

Responses to properly submitted questions will be posted on or around 4:00 p.m. on March 25, 2022. MCEDSV will hold no other question sessions or bidder's conferences.

B. Delivery of Proposal.

Address questions using the subject line **MCEDSV Comprehensive Comparable Database** to: database.bid@mcedsv.org

Confirmation of Delivery. MCEDSV will verify receipt of email and questions to the Bidder within 24 hours. If Bidder has not received verification, the Bidder should verify the email address provided above and resubmit an email asking for verification.

II. Submission of Proposal

- Submitted proposals must respond to and address the tasks, activities, listed requirements and questions outlined in the Scope of Work of this RFP and its attached and incorporated exhibits.
- MCEDSV shall not be liable for any costs that a Bidder may incur while preparing a proposal.
- MCEDSV shall not be liable for any costs that a Bidder may incur prior to the complete execution of a contract.
- If MCEDSV enters into a contract, MCEDSV's consideration (payment) shall be limited to the term of the contract.

A. Due Date. Proposals responding to this RFP are due **April 6, 2022 at 4 p.m.** Eastern Time (Detroit). Submissions received at 4:01 p.m. are considered late and will not be considered further.

B. Originals and Copies. Submit **one (1) .pdf** version of a proposal via email outlining how the Bidder will provide the activities / services described in the Scope of Work.

C. Delivery of Proposal. Direct all deliveries to:

database.bid@mcedsv.org

Confirmation of Delivery. MCEDSV will verify receipt of email and proposal to the Bidder within 24 hours. If Bidder has not received verification, the Bidder should verify the email address provided above resubmit an email asking for verification.

III. Selection of Proposal

The selection of a proposal shall be subject to a review by MCEDSV's Bid Review Team concerning conflicts of interest and/or participation in MCEDSV programs by the Bidder, its officers, employees, subcontractors or independent contractors.

A. Selection Criteria. MCEDSV will select the proposal based on Selection Criteria listed below:

Note: MCEDSV will utilize all Bidder information to determine the best value for the services sought, and is not obligated to accept the lowest price proposal.

B. Proposal Selection. MCEDSV's review may take up to four weeks after the closing date for submitting proposals. The selection and final notice of award will be contingent on approval by the Michigan Civil Service Commission and MCEDSV's Board.

C. Cancellation of Selected Proposal. The selection of a proposal by MCEDSV may be cancelled at any time prior to the complete execution of a contract. If MCEDSV cancels its selection of a proposal, MCEDSV may repost this or a similar RFP and re-seek proposals. Reasons for canceling the selected proposal may include, but are not limited to, the following:

1. Refusal of MSHDA to authorize forms.
2. Refusal of duly authorized MCEDSV signatory to execute the contract.

MCEDSV REQUEST FOR PROPOSAL

EXHIBIT B

PROPOSAL FORMAT

I. Overview

- Proposals must be submitted in the format described in this Exhibit B as outlined below.
- There should be no attachments, enclosures or exhibits other than those considered by the Bidder to be essential to a complete understanding of the proposal.
- Each section must be clearly identified with appropriate headings and/or table of contents.
- The proposal should be clear, accurate, and complete, with sufficient detail to enable MCEDSV to evaluate the services and methods proposed.

II. Headers and Contents

Proposals not including requested information may be viewed by MCEDSV as non-responsive and not considered further. Bidders are strongly encouraged to review their proposals prior to submission to ensure that all requested information is included.

A. **Company Background Information.**

1. Legal business name and address. [Name]
[Street
Address] [City,
State, Zip]
[Phone
Number]
[Website
address]
2. The type of entity (e.g., Michigan corporation, Michigan nonprofit corporation, Michigan limited liability company, foreign).
Note: Prior to contract execution, the selected contractor will be required to provide proof of authorization to conduct business in the State of Michigan.
3. Any applicable "Doing Business As" names.
4. Any branch office, or name and address of registered agent, if applicable.

5. Legal business name of any applicable parent company, and its address.
6. State your business is incorporated in.
7. Number of years in business and number of employees.
8. Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)?
(Yes / No)
If Yes, why and how has it affected your company?
9. Has your company ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State?
(Yes / No)
If Yes, provide the date, governmental entity, and details surrounding the action.
10. Has your company ever been sued by the State of Michigan? (Yes / No)
If Yes, provide the date, case caption, case number, and identify the court that the case was filed in.
11. Has your company ever sued the State of Michigan? (Yes /No)
If Yes, provide the date, case caption, case number, and identify court that case was filed in.
12. Within the past five (5) years, has your company defaulted on a government contract, or been terminated for cause by any governmental entity, including the State?
(Yes / No)
If Yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.
13. Within the past five (5) years, has your company defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by your company?
(Yes / No)
If Yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.
14. Does your company have experience working with the State of Michigan? (Yes / No)
If Yes, please provide a list (including the contract number) of the contracts you hold or have held with the State for the last 10 years.

B. Management and Personnel. Answer/Address the following:

1. **Authorized Signatory.** The Bidder must clearly identify the name and title of an official authorized to commit the Bidder to the terms and conditions of the proposal.
 - a. Provide any resolution(s) authorizing the designated official as an approved signatory.
 - b. Proposal must include the statement of bid commitment, see Section H below, signed by the approved signatory.
2. **Officer and Management Summary.** Identify manager(s) and/or officer(s) who will manage the contract if it is awarded:
 - a. Provide current contact information including the manager/officer name, title, mailing address, email address, and phone and fax numbers.
 - b. Provide their resumes or CVs.
 - c. List their responsibilities and the specific tasks each assigned officer/manager will carry out and the anticipated time frames for each task.
3. **Personnel Summary.** Identify proposed key project personnel, including job titles, responsible for performing the activities / services described in the Scope of Work.

C. Experience.

1. **Prior Experience of Bidder.** Indicate prior experience of your organization that you consider relevant to the successful accomplishment of the project described in this RFP.
 - a. Include sufficient detail to demonstrate the relevance of such experience.
 - b. Include descriptions of qualifying experience, including project descriptions, costs, and start/end dates of projects successfully completed.
 - c. Include the name, address, and telephone number of the responsible official of the client organization who may be contacted.
 - d. MCEDSV has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work:
 - i. Experience building and implementing a database system;
 - ii. Experience facilitating group discussions of all sizes; and
 - iii. Have experienced personnel to perform the services, or have personnel supervised by experienced staff.
2. **Experience of Proposed Personnel Assigned to Provide Services.** The proposal should describe the education and experience of the personnel

who will be assigned to provide the proposed services, including managers who may oversee work of personnel.

3. **Examples of Work.** The following example of recent work shall be submitted with the Bidder's proposal:
 - a. A document developed as a result of a planning process similar to that defined in the Scope of Work; and/or
 - b. Documentation demonstrating a successful build-out and training process.
4. **Professional References.** Include professional references who can provide information regarding the Bidder's prior past performance.
5. **Additional Information and Comments.** Bidders are encouraged to add any other information that is believed to be pertinent but not specifically asked for elsewhere. Should Bidder have additional information for the Scope of Work, please provide the reasoning for any such modifications.

D. Proposed Services.

1. **How Services Will be Rendered.** Address and describe the process used to render the services and how the services will be rendered. This should be an overview of the methodology to be used, based on staff and time frames, to meet the project scope of work and complete the required services within the time frame of the project. ***This should be the most robust section of the bid, including answers to the questions outlined on pages 4-7 of the RFP.***
2. **Use of Subcontractors.** If any work will be subcontracted, describe the following:
 - a. Work that will be subcontracted.
 - b. The process used to select the subcontractors.
 - c. The subcontractor's experience and expertise.
 - d. The names of the firm(s)/individual(s) who will perform the subcontracted work.
 - e. How quality of service will be monitored and ensured.
3. **Standards.** Describe or address the following:
 - a. The standards that the services will satisfy. (If standards of a professional association will be followed, identify the standards and the association.)
 - b. How quality of service will be monitored and ensured.
 - c. Whether "best practices" will be followed. (If applicable, identify the organization and/or document establishing such standards.)
4. **Security of Data.** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:

- a. Has your organization established and used a policy to address the security of paper and electronic data?
(Yes / No)
If No, explain how your organization addresses the security of paper and electronic data.
(Note: Please do not submit a copy of your security policy.)
- b. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)
(Yes / No)
If No, explain how your organization handles confidential and/or personal data.

E. Price Proposal & Budget

1. **Price Proposal.** All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted.
2. **Budget.** Include in the proposal a line item budget identifying all expenses related to the work to be performed. By submitting the bid, the Bidder acknowledges that it bears the risk that its expenses may exceed the proposed amount. The budget should include applicable items, which may include the following:
 - a. Staff costs broken down by each individual staff person. Include # of hours, per hour rate, and work assignment.
 - b. Lodging costs (based on State of Michigan per diem rates). Description should include when and why lodging is needed.
 - c. Meal costs (based on State of Michigan per diem rates). Description should include when and why meals are needed.
 - d. Transportation costs (based on standard State of Michigan mileage rate). Description should include type and reason for transportation cost.
 - e. Costs of supplies and materials. Description should include items to be purchased and reason for purchase.
 - f. Other direct costs. Description should include items to be purchased and reason for purchase.
 - g. Total Budget.

F. Schedule/Timeline.

Include a timetable indicating how the project will be scheduled.

An estimated time and work schedule shall be provided as part of the bid and agreed to by MCEDSV before work begins. It is anticipated that the work will take a maximum of five (5) months to complete Phase 1 from date of notice to proceed until the implementation of the final product. Phase 2 will proceed throughout the year following implementation.

G. Disclosures.

1. **Interests in Authority Programs.** Authority programs include, but are not limited to, the Housing Voucher Program, any loans where MCEDSV is the lender, and any grants made by or administered by MCEDSV.
 - a. Does the Bidder, its officers, board members, and employees respectively, have any interests in Authority programs?
(Yes / No)
If Yes, please provide their name, title, and MCEDSV program for which the interests exist.
 - b. If the Bidder intends to use independent contractors or subcontractors to render services, do the independent contractors or subcontractors and their officers, board members, and employees respectively, have any interests in Authority programs?
(Yes / No)
If Yes, please provide their name, title, and MCEDSV program for which the interests exist.

2. **Potential Conflicts of Interests.** Potential conflicts of interest may arise from the Bidder's officers, employees, members, board members, independent contractors or subcontractors the Bidder will use to render services, if the organization enters into a contract with MCEDSV.
 - a. Is the Bidder currently under contract and/or been awarded a grant from MCEDSV?
(Yes / No)
If Yes, please confirm whether any potential conflict of interest will exist if MCEDSV enters into a contract with the Bidder.
 - b. Does the Bidder, its officers, board members, and employees, hold a position with another entity that may be under contract or receiving a grant from MCEDSV?
(Yes / No)
If Yes, include an organizational chart from each entity under contract or awarded a grant from MCEDSV in which the Bidder or project personnel holds a position. Include each employee's position and title within the entity. In addition, indicate whether the Bidder or the project personnel is responsible for making financial decisions in his/her capacity and what measures have been implemented to ensure that funds are not comingled.

MCEDSV RESERVES THE RIGHT TO DEEM A BID NON- RESPONSIVE FOR FAILURE TO DISCLOSE A POTENTIAL CONFLICT OF INTEREST.

3. **Family Members Who Work for MCEDSV.**
 - a. Does the Bidder, its officers, board members, and employees respectively, have family members who work for MCEDSV?
(Yes / No)
If Yes, please provide their name and the name of the family member currently employed at MCEDSV.

H. Signature Clause to be Signed by Bidder's Authorized Signatory. Insert into the proposal and have the authorized signatory sign the following signature clause at the end of the proposal:

I confirm that I have submitted this proposal on behalf of _____ in response to the Michigan Coalition to End Domestic and Sexual Violence's Request for Proposals for a Comprehensive Comparable Database. I also confirm that I have read and understand MCEDSV's indemnification, copyright, data security and insurance requirements.

By:

Its:

Date: