

City of Ann Arbor
Community Engagement Services
RFP # 22-28 Response



March 30, 2022

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SITUATION OVERVIEW

In an effort to expand the public safety services available in the city of Ann Arbor, on April 5, 2021, the Ann Arbor City Council unanimously passed Resolution 21-0612 directing the City Administrator to develop an Unarmed Public Safety Response Program by December 2021.

Currently, there are six active unarmed response programs across the country, one of the first being in Eugene, OR, as well as 13 pilot programs and 15 proposed programs across the nation. The work conducted through this request for proposals seeks to put Ann Arbor on the list of active programs.

The city released an [Interim Report on Unarmed Police Response memo](#) at the end of 2021 in response to the resolution, detailing their response, similar programs in other areas, as well as challenges anticipated based on some of the proposed goals from community groups.

Many community leaders and groups have followed the city's work to date and have begun advocating for changes. Discussions around the community's recommendations and advocacy have already begun and Ann Arbor has indicated their intent to implement new efforts. Specifically, the city has stated its intent to use some of its \$24 million federal stimulus to develop an Unarmed Police Response Program, hire staff to manage it, purchase equipment, and contract with trained professionals to respond to crisis calls.

In addition to the city's efforts, an alternative emergency response program is being implemented by the Washtenaw County Sheriff's Office and Washtenaw County Community Mental Health (CMH). This program is aimed at diverting 911 calls for emergency mental health services to CMH for response. It also receives calls directly through a crisis hotline for residents who do not want to call 911.

Martin Waymire and Mario Morrow & Associates have a strong track record of working with government organizations to help them effectively reach diverse audiences. The following proposal details our combined approach to supporting the city of Ann Arbor in gathering meaningful, inclusive, and actionable community feedback to support the city of Ann Arbor's efforts to lead a public engagement campaign for its unarmed crisis response program.

PROFESSIONAL QUALIFICATIONS

Martin Waymire

**600 West Saint Joseph Street, Suite 100
Lansing, MI 48933**

Founded in 2004, Martin Waymire is a female-owned, full-service public relations and digital marketing firm that works with organizations seeking to make Michigan a better place. Martin Waymire principals and staff have a long track record of effectively managing public relations, advocacy and issue campaigns across Michigan and the Midwest for small to large corporations, institutions, coalitions and associations.

Our collective 120+ years of experience includes work on a variety of issues including state and local government, economic development, nonprofits, healthcare, environmental, transportation and infrastructure, utilities, ballot question campaigns, K-12 and higher education, and more. With 15 professional communicators and support staff members, Martin Waymire is an S-Corp registered in Michigan.

Martin Waymire is headquartered in Lansing, Mich. and all team members will work out of this office, except for any in-person events or meetings taking place in Ann Arbor, at which point our team will travel to the city.

Mario Morrow & Associates

**24901 Northwestern Hwy. Suite 418
Southfield, Michigan 48075**

Mario Morrow & Associates, LLC is well-connected with a strong strategic network of professionals in areas that complement each other including: marketing, crisis management, media training, law, public relations, graphic design, polling, economic development and economic analysis that will help our clients influence change, while enhancing their reputation and further their business objectives. Depending on our client and their objectives, we will fit our team of consultants around their business needs.

Mario Morrow & Associates is headquartered in Southfield, Michigan but serves the entire state and is also registered in Michigan.

**ANGELA MINICUCI, APR, PARTNER
MARTIN WAYMIRE**

With a background leading communications for the largest state government agency in Michigan, Angela possesses a solid understanding of how public policy is made and implemented using sound and effective research, stakeholder engagement, and strategic public relations.



Prior to coming to Martin Waymire, Angela managed communications at the Michigan Department of Health and Human Services, where she served as spokesperson, led crisis communication efforts and coordinated proactive communication planning for health and human services-focused campaigns. Prior to her work in state government, she served as communication coordinator for the Michigan Association of Counties supporting local government public policy advocacy communications.

Angela received her B.A. in communication with a specialization in public relations from Michigan State University. In 2018, she received her Accreditation in Public Relations from the national Public Relations Society of America. Angela is a Crain's Detroit Business 2021 '40 Under Forty' award recipient, Central Michigan Public Relations Society of America 2021 'PACE Maker of the Year', and a 2016 recipient of the Lansing Regional Chamber of Commerce '10 Over the Next Ten' Award.

**JOSH HOVEY, APR, PARTNER
MARTIN WAYMIRE**

Josh is a nationally accredited communications professional who is adept in strategic planning, media relations, digital media and crisis communications.



He joined Martin Waymire after nearly 12 years at Detroit-based strategic communications firm Truscott Rossman, where he served as vice president. In that capacity, he managed communications strategy and client service for organizations ranging from small local non-profits to Fortune 500 corporations.

Josh has held his national accreditation in public relations since 2012. In 2018, he was recognized with the PACE Maker of the Year award, the highest individual honor from the Public Relations Society of America Central Michigan Chapter. And in 2021, he was named a Crain's Detroit 40 Under 40, which recognizes the top young leaders in the region. A 2005 graduate of Michigan State University, Josh holds a bachelor's degree in sociology.

**KATIE JESAITIS, COMMUNICATIONS STRATEGIST
MARTIN WAYMIRE**

Katie Jesaitis joins Martin Waymire as a communications strategist after five years with United States Representative Debbie Dingell, where she served as a Washtenaw area community liaison in Michigan’s 12th district. She is a 2015 graduate of Michigan State University with degrees in history and political science.



Katie has experience in communications, coalition building, policy and political advocacy and messaging. She has worked on political campaigns at all levels, and in Congresswoman Dingell’s office, she focused on building coalitions of support around environmental issues, addressing domestic and sexual violence, and working with local technology and mobility communities to encourage their growth and development here in Michigan.

In her free time, you can find Katie reading a great book, traveling with her favorite nonprofit, Operation International, or deeply entrenched in Andy Cohen’s latest tv masterpiece – whatever it may be!

**MARIO MORROW SR.
PRESIDENT, MARIO MORROW & ASSOCIATES**

Mario Morrow is the president of Mario Morrow and Associates. Morrow began his professional career as a teacher with the Detroit Board of Education in 1982 as a teacher of gifted & talented students in the elementary grades. Since that time, Morrow has grown into several different leadership positions in business, government and educational. Mr. Morrow started off as a substitute teacher then moved through the ranks of teacher, department head, assistant principal, principal (elementary and middle school), executive director of communications (Assistant Superintendent) with Detroit Public Schools and worked his way up to superintendent of Albion Public Schools.



In all, Mr. Morrow has over 35 years vested as an educational professional. He has also worked for such companies as Alma College as the Assistant Director of Admissions, SMART Transportation as the Manager of Community Affairs (working under current Detroit Mayor Mike Duggan), Wayne County Neighborhood Legal Services as the Director of Outreach and Triangle Publications (TV Guide Magazine) as a Circulation Field Representative.

He has consulted and advised some of our highest profiled politicians. He has worked both sides of the political spectrum. Former clients include: The late Detroit City Council Member Gil Hill, the late Dr. Charles C. Vincent, Wayne County Community College Board of Trustee Frank Hayden, State Representatives Martha Scott and the late Jackie Vaughan III, Wayne County Clerk Teola Hunter, Former Detroit School Board Members Larry Patrick, David Olmstead, Mary Blackmon, Penny Bailer, and Judge Paula Humphries, Justices Kurtis Wilder and Elizabeth Clement, Judge David Perkins, and the Governor Jennifer M. Granholm, Gretchen Whitmer Campaign, to name a few.

Morrow is still sought after by the media for his thoughts and opinions on politics. For over 20 years, he was the most quoted political analyst in the Midwest. He is regularly called upon by such newspapers as The Detroit News, The Detroit Free Press, The Washington Post, The Chicago Tribune, The New York Times, CNN, BBC, The Wall Street Journal, as well as the Associated Press and the United Press International. Mario Morrow has also been a radio talk show host of WQBH 1200 and WXYT 1270.

In 1993, NBC/Time -Newsweek retained Morrow's professional services as their top political analyst for their Detroit affiliate WDIV/Channel 4. This made Morrow the first African-American and youngest person to serve in such a capacity.

RYAN BRIDGES, MBA
DEPUTY CHIEF EXECUTIVE OFFICER AND CHIEF
OF STAFF TO THE CEO, MARIO MORROW &
ASSOCIATES

Ryan Bridges is a seasoned public relations and communications professional with more than 10 years of experience spanning the public and private sectors. Bridges recently re-joined Mario Morrow & Associates (MMA) where he serves as Chief of Staff to the CEO and Deputy CEO.



Prior to rejoining MMA, Bridges had the honor of serving as the City of Kalamazoo's first ever public information officer. In that role he was tasked with helping to improve communications for both the city administration and the Kalamazoo Department of Public Safety (the largest public safety department in the nation).

Previously, Bridges worked as a communications strategist with East Lansing-based Byrum & Fisk Advocacy Communications where he provided corporate

communications, marketing, media relations, and crisis communications services for clients in the cannabis, education, municipal government, and nonprofit sectors.

Before joining Byrum & Fisk, Bridges worked as a senior associate at MMA, and held key communications posts throughout Wayne County and State government. While at Wayne County, Bridges' last title was senior communications manager for Wayne County Executive Warren C. Evans where he served as spokesperson for the county executive, several county departments and the County Medical Examiner's Office. He also served as a digital media coordinator for Wayne County and a communications specialist for the State of Michigan.

Bridges holds a B.A. in Journalism from Michigan State University and an M.B.A. with concentrations in Marketing and Management from Wayne State University.

MARIO MORROW JR.
ASSOCIATE, MARIO MORROW & ASSOCIATES

Mario Morrow Jr. is a marketing and communications manager who brings a keen eye for detail and a realistic approach to universal marketing. His creative approach to communications, marketing and brand development is one of a kind.



His strong writing skills allow him to successfully pitch and secure media placements of our client's newest updates. Mario's combining of his in-depth research skills with his knowledge of new trends allows MMA to keep our clients ahead of the game. On the same end, Mario gives a fresh perspective and method of critical thinking when handling a client crisis situation.

He is also the Principal of KASPR Management Group, a boutique talent and brand management agency. Mario's work with talent has led him to securing partnership deals for his clients from the likes of Def Jam Recordings and the Detroit Pistons. He possesses a creative perspective that envisions brand collaborations that are different in purpose but align hand-in-hand when properly executed.

Morrow, Jr. received his bachelor's degree in Organizational Communications from DePaul University and earned his master's degree in Organizational Communications and Public Relations from Wayne State University. He is also a member of Kappa Alpha Psi Fraternity, Inc.

RELEVANT WORK EXPERIENCE

Client: Michigan State University College of Law

Project: Self Assessment and Strategic Planning Feedback Collection Process

Work Summary:

In late 2021, the Michigan State University College of Law approached Martin Waymire about conducting small and large-scale feedback collection to guide the development of their strategic plan and inform a self-assessment they conduct every few years for their American Bar Association accreditation.

In January 2022, Martin Waymire led the planning, facilitation, and analysis of two broad-scale surveys and seven small scale focus groups. Over the course of two weeks, our team interviewed 50 participants in intimate focus groups and collected input from 325 people through the surveys. All data collected during this period was compiled into a report with specific recommendations and major themes identified during the feedback sessions and surveys.

The MSU College of Law used the recommendations from the final report to inform their strategic plan, self-assessment, and based on the feedback received, their Diversity, Equity, and Inclusion plan.

Reference:

Veronica Valentine McNally
Assistant Dean for Experiential Education
Michigan State University College of Law
valent29@law.msu.edu

c: 248-821-0454

o: 517-432-6969

Client: Michigan Department of Health and Human Services
Project: MI Kids Now Stakeholder Engagement Feedback
Forums

Work Summary:

In November 2021, Martin Waymire hosted a series of nine stakeholder engagement feedback forums for the Michigan Department of Health and Human Services with behavioral health partners and Michigan families. The MI Kids Now program was created in response to litigation involving Medicaid-eligible families in need of treatment for children with significant mental health needs. As the litigation neared completion, the feedback forums were held to ensure transparency and include the voices of the stakeholders and families involved in this new initiative as it prepares to launch.

Martin Waymire planned, hosted, and facilitated all nine virtual forums and compiled a final report to inform the MI Kids Now Implementation Plan being developed by MDHHS. The forums covered a broad range of feedback regarding these services, as well as additional topics of focus for the Implementation Plan. The final report included recommendations for the plan, as well as major themes of the feedback collected. MDHHS is in the process of finalizing the Implementation Plan using the feedback collected from the stakeholders.

Reference:

Lisa Grost, MHSA
State Assistant Administrator
Behavioral Health Policy and Strategic Initiatives
Michigan Department of Health and Human Services
grostl@michigan.gov
c: 517-243-2740
o: 517-241-0678

Client: State of Michigan

Project: Let's Be Counted 2020 Census Campaign

Work Summary:

Mario Morrow & Associates collaborated with a team of high-level communications firms to identify, define and create a deep collective understanding of eight key hard-to-count segments, among them such groups as college students, urban residents, immigrants and African American, Hispanic and Arabic residents, and created a corresponding customized messaging framework for each of the eight groups in order to specifically engage them and address their unique motivations and barriers.

Mario Morrow & Associates worked closely with multiple partner and stakeholder groups (community influencers and leaders) within each of the communities of our hard-to-count audience segments – for instance, engaging Arabic- and Spanish-speaking non-government officials, such as medical providers or businesspeople who are known and trusted; provided them with materials and invited them to participate in events.

Reference:

Kerry Ebersole Singh, Director and Senior Advisor
Office of Sixty by 30
Michigan Department of Labor and Economic Opportunity
Ebersolek1@michigan.gov
c: 517-488-9029

Client: Wayne County Department of Health, Human and Veterans Services

Project: Wayne County Catalysts for COVID Response, Community Health Literacy & Equity

Work Summary:

In July 2021 Mario Morrow & Associates was hired by the Wayne County Department of Health, Human and Veterans Services to assist in the implementation of the Wayne County Catalysts for COVID Response, Community Health Literacy & Equity plan titled: Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19.

The purpose of Wayne County Health Catalysts plan is to implement multilevel, culturally and linguistically appropriate health literacy strategies to promote acceptance and adherence to COVID-19 and other public health mitigation strategies. Mario Morrow & Associates worked to strengthen provider-patient relationships, among Black, Hispanic, Arab, refugee and immigrant, and other socially vulnerable populations in nine Wayne County communities by providing its expertise in racial and culturally-tailored health communications. In addition, Mario Morrow & Associates provided canvasser trainings to the project partners, facilitated canvassing program activities, and participated in all data gathering evaluation and quality improvement activities for the project.

Reference:

Warren Evans
Wayne County Executive
o: 313-224-0286

Client: Michigan Department of Health and Human Services
Project: Community Bottled Water Distribution Program

Work Summary:

In October 2021, Mario Morrow & Associates was hired by the State of Michigan Department of Health and Human Services to oversee community outreach and manage the Community Bottled Water Distribution Program in Benton Harbor, Michigan. Mario Morrow & Associates works with strategic partners in the faith-based community to identify and select teams to distribute literature and other asset materials to residents of Benton Harbor about water availability as well as updating information about the current lead program. In addition to community outreach and education, these teams also distribute water to homebound residents across Benton Harbor.

Mario Morrow & Associates handles all communication with the Michigan Department of Health and Human Services, including daily and weekly distribution update reporting, resident complaint resolutions and all administrative tasks.

Reference:

Orlando Todd
State Bureau Administrator
Public Health Administration
Michigan Department of Health and Human Services
toddo@michigan.gov
c: 517-388-5572

Client: Regional Transit Authority of Michigan (RTA)

Work Summary:

Mario Morrow & Associates is responsible for all communications for the RTA. Our responsibilities include but are not limited to designing, developing, and executing a high-level strategy that places the RTA leadership in key strategic regional areas in order to tell the RTA story and tout the successes of the organization.

We refined the overall message for a clearer delivery, secured untapped organizations and territory. MMA oversaw the redevelopment of a community engagement plan and sought opportunities for community engagement among residents, business and community partners of Oakland, Macomb, Washtenaw and Wayne Counties. MMA also provides continuing evaluation of current communications activities of the RTA and feedback to staff to assist in adjusting the overall communications strategy.

Reference:

Ben Stupka, AICP
Regional Transit Authority of Southeast Michigan
bstupka@rtamichigan.org
c: 517-449-8798
o: 313-402-1020

PROPOSED WORK PLAN

Martin Waymire follows a four-step process — Research, Action Plan, Communication and Evaluation — which ensures that each communications initiative we develop has a plan with measurable strategies and tactics designed to provide the greatest chance of success.

This iterative process means that we will continually evaluate our progress and amend our tactics to ensure we achieve the desired results. RACE is a proven approach to public relations and project planning developed several decades ago by PR industry professionals and leading academics.

Through our past work with Mario Morrow and Associates, we have followed this process and successfully engaged a variety of communities together.

Martin Waymire's Proven Process



RESEARCH

Research is the foundation of any solid communications plan. It is important that we use research to understand the best messages that will resonate with our target audiences, as well as the delivery methods to reach them.

As we kickoff our work with the city of Ann Arbor, Martin Waymire and Mario Morrow and Associates have already researched the current climate in the community regarding the issue to date. Some fast facts about the current client regarding discussions so far include:

- CMH reported there were 3,305 calls to the hotline within Ann Arbor over a one-year period ending Sept. 30 and about 60% required immediate crisis staff response.
- According to Ann Arbor Police Department (AAPD) data, there also were 3,111 calls to 911 for mental health intervention in 2020, including calls for wellness checks and calls about emotionally disturbed people, suicidal people or suicide attempts.
- With 39,172 overall 911 calls dispatched to AAPD in 2020, the city concludes about 15% of calls within Ann Arbor, including those to the CMH hotline, are requesting emergency mental health services, which officials consider notable.

In addition to researching the city and community response to date, we analyzed media coverage of the issues in the community and response to date. Overall sentiment has been mostly neutral, with some negative coverage leading to more recent positive developments.

Media Analysis

| Date | Article | Sentiment |
|---------------|---|------------------|
| Jan. 8, 2021 | Police shooting of Aura Rosser highlighted in Washtenaw prosecutor's new policies | Negative |
| Apr. 2, 2021 | Women who sued Ann Arbor police for breaking down their door get \$50K in settlement | Neutral |
| Apr. 6, 2021 | Ann Arbor council unanimously supports developing unarmed 911 response program | Neutral |
| Dec. 2, 2021 | Multiracial group Coalition for Re-envisioning Our Safety develops program for unarmed public safety response | Negative |
| Jan. 9, 2022 | Ann Arbor may use federal stimulus to launch unarmed 911 response program | Negative |
| Feb. 15, 2022 | Group invites public to learn about plan for unarmed safety response in Ann Arbor | Negative |
| Feb. 17, 2022 | Community forum discusses formation of unarmed safety response team | Neutral |
| Feb. 17, 2022 | City Council must invest in an unarmed mental health response team | Positive |
| Mar. 1, 2022 | Ann Arbor police oversight group hosting youth forum on public safety | Neutral |
| Mar. 25, 2022 | Ann Arbor moves step toward call dispatch service that doesn't use armed police officers | Neutral |

ACTION PLAN

Strategy: City Goal Setting

Tactic: Meet with City Partners

Timeline: April 2022 (immediately after RFP is awarded)

- Meet with the city of Ann Arbor Administrator's Office, Public Engagement Office, Equitable Engagement Working Group, communication's team, other city units as appropriate to finalize the Action Plan for the community engagement strategies proposed here.

Strategy: Community Engagement

Tactic: Community Partner Interviews

Timeline: May 2-6, 2022

- Host a series of intimate in-person community partner interviews with specific community partners to identify the challenges and opportunities that exist, as well as any recommendations for the unarmed response program.

Tactic: Public Listening Tour

Timeline: May 2-6, 2022

- Host 3 in-person events with a livestream option in the city of Ann Arbor for providing an overview of the project, as well as a forum for collecting input.
 - A small budget is proposed for securing venues, providing materials and refreshments, and covering travel expenses for these events.
- To keep these events from becoming public complaint sessions, we recommend partnering with community organizations as 'host partners' to help plan, facilitate and guide the conversation.
- An earned and paid social media campaign will support promotion of and attendance at these events targeted towards Ann Arbor residents.

Tactic: Small Group Sessions

Timeline: May 16-27, 2022

- Host between 6 and 9 sessions each week for two weeks, for a total of 12-18 small group sessions with community partners and their teams.
- These can be held in-person or virtual, depending on the needs and comfort level of the community partners.

COMMUNICATE

We recommend implementing the following tactics and working with the community partners below, as well as others, to implement the above Action Plan:

City Partner Meetings

- Ann Arbor City Administrator Milton Dohoney
- Ann Arbor Assistant City Administrator John Fournier
- Ann Arbor City Council Members
- Ann Arbor Mayor Chris Taylor
- Ann Arbor Police Chief Michael Cox

Public Listening Tour 'Host Partners'

- Coalition for Re-Envisioning our Safety
- Independent Police Oversight Commission
- Interfaith Council for Peace and Justice

Small Group Sessions

- Ann Arbor Human Rights Commission
- Ann Arbor NAACP
- Ann Arbor SPARK
- Community Action Network
- Fair Housing Center of Southeast & Mid Michigan
- Huron Valley Ambulance
- Main Street Area Association
- Neutral Zone Ann Arbor
- Protectors of Equality in Government
- St. Joseph Mercy Ann Arbor Hospital
- Survivors Speak
- The Shelter Association of Washtenaw County/The Delonis Center
- United Way of Washtenaw
- University of Michigan Hospital
- University of Michigan Sexual Assault Prevention and Awareness Center
- Washtenaw County Commissioners
- Washtenaw County Community Mental Health
- Washtenaw County Health Initiative Opioid Project
- Washtenaw County Prosecutor Eli Savit
- Washtenaw County Public Health Department
- Washtenaw County Sheriff Jerry Clayton
- Washtenaw Housing Alliance

EVALUATE

Upon completion of the community outreach and engagement strategies identified above, our team will compile all data and insights into a final report with recommendations, major themes, and supporting documentation for the city of Ann Arbor.

This reporting period will begin when the project is awarded with a final report delivered to the City by June 10, 2022.

In addition to the analysis above, Martin Waymire and Mario Morrow & Associates will monitor and track earned and social media outreach activities. This report will include data about the performance of these activities, including frequency and sentiment of news coverage and a full report of all social media mentions of the Unarmed Crisis Response Program.

AUTHORIZED NEGOTIATOR

Martin Waymire will serve as the lead contract holder with Mario Morrow & Associates as the subcontractor/supporting partner. Martin Waymire Partner Angela Minicuci will serve as the authorized negotiator with the City of Ann Arbor:

aminicuci@martinwaymire.com

248-765-0558

NEXT STEPS

Martin Waymire and Mario Morrow & Associates welcome the opportunity to meet with the City of Ann Arbor RFP selection committee to discuss the proposed work plan and our qualifications. Both of our agencies firmly believe in the work that the city is undertaking and greatly appreciate the opportunity to support this important and foundational effort.

**ATTACHMENT A
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom Angela Minicuci bearing the office title of Partner,

whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- ~~• A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____, whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.~~
- ~~• A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.) _____~~
- ~~• An individual, whose signature with address, is affixed to this RFP. _____~~

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

Angela M. Minicuci Date: 3/29/22,
Signature

(Print) Name Angela Minicuci Title APR. Partner

Firm: Martin Waymire

Address: 600 West Saint Joseph Street, Suite 100, Lansing MI 48933

Contact Phone 248-765-0558 Fax _____

Email aminicuci@martinwaymire.com

**ATTACHMENT B
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Martin Waymire

Company Name

Angela M. Minicuci

3/29/22

Signature of Authorized Representative

Date

Angela Minicuci, APR, Partner

Print Name and Title

600 West Saint Joseph Street, Suite 100, Lansing MI 48933

Address, City, State, Zip

248-765-0558 aminicuci@martinwaymire.com

Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:

Procurement Office of the City of Ann Arbor
(734) 794-6500

**ATTACHMENT C
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees_

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.05/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$15.66/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Martin Waymire

Company Name

 3/29/22

Signature of Authorized Representative

Date

600 West Saint Joseph Street, Suite 100

Street Address

Lansing, MI 48933

City, State, Zip

Angela Minicuci, APR, Partner

Print Name and Title

248-765-0558 aminicuci@martinwaymire.com

Phone/Email address

ATTACHMENT D



| |
|--|
| VENDOR CONFLICT OF INTEREST DISCLOSURE FORM |
|--|

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

| Conflict of Interest Disclosure* | |
|---|---|
| Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest. | <input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below) |
| | |

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

| | | |
|--|--|--|
| I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below: | | |
| Vendor Name | 517-485-6000 Vendor Phone Number | |
| Signature of Vendor Authorized Representative | 3/29/22 Date | Angela Minicuci Printed Name of Vendor Authorized Representative |



ATTACHMENT D

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

| Conflict of Interest Disclosure* | |
|---|---|
| Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest. | <input type="checkbox"/> Relationship to employee |
| | <input type="checkbox"/> Interest in vendor's company |
| | <input type="checkbox"/> Other (please describe in box below) |
| N/A | |

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

| | | |
|---|----------------------------|---|
| <p>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</p> | | |
| MARIO MORROW + Assoc. | (313) 800-5973 | |
| Vendor Name | Vendor Phone Number | |
| | 3/29/22 | Mario Morrow Sr. |
| Signature of Vendor Authorized Representative | Date | Printed Name of Vendor Authorized Representative |

**ATTACHMENT B
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Mario Morrow & Associates, LLC

Company Name

Signature of Authorized Representative

3/29/22

Date

Mario Morrow, President

Print Name and Title

24901 Northwestern Hwy. Suite 418, Southfield, MI 48075

Address, City, State, Zip

(313) 800-5973 mmorrow@mariomorrow.com

Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:

Procurement Office of the City of Ann Arbor

(734) 794-6500

**ATTACHMENT A LEGAL
STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- ~~• A corporation organized and doing business under the laws of the state of _____, for whom _____ bearing the office title of _____, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*~~

~~*If not incorporated in Michigan, please attach the corporation's Certificate of Authority~~

- A limited liability company doing business under the laws of the State of **Michigan**, whom **Mario Morrow** bearing the title of **President** whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

- ~~• A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)~~

- ~~• An individual, whose signature with address, is affixed to this RFP.~~

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

 _____ Date: 3/29/22,
Signature

(Print) Name Mario Morrow Sr. Title President

Firm: Mario Morrow & Associates LLC

Address: 24901 Northwestern Hwy. Suite 418, Southfield, MI 48075

Contact Phone 313-800-5973 Fax _____

Email mmorrow@mariomorrow.com

**ATTACHMENT C
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees_

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.05/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$15.66/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

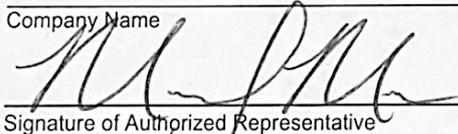
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Mario Morrow & Associates, LLC

Company Name

 3/29/22
Signature of Authorized Representative Date

Mario Morrow, President

Print Name and Title

24901 Northwestern Hwy, Suite 418

Street Address

Southfield, Michigan, 48075

City, State, Zip

(313) 800-5973 mmorrow@mariomorrow.com

Phone/Email address