



City of Gilroy and
South City Youth Task Force

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**INFORMAL COMPETITIVE PROCUREMENT for
MID-NIGHT GYM, OUTREACH AND INTERVENTION PROGRAM
ICP NUMBER: SCYTF-02CG-ICP-FY19**

I. INVITATION

The City of Gilroy SOUTH COUNTY YOUTH TASK FORCE (SCYTF) is requesting proposals from qualified consultants to provide assistance with the new California Violence Intervention and Prevention Grant Program (CalVIP) SOUTH COUNTY ONE NEIGHBORHOOD EMPOWERED (ONE) THRIVES! PROJECT.

This Informal Competitive Procurement (ICP) may result in a single award. The anticipated contract period is December 3, 2018 through September 30, 2019, with a possibility of extension to August 31, 2020.

Full Amount of Award is not to exceed \$79,500 for the following to be offered within the 10-month period:

- Completion of two (2) weekly Mid-Night Gym/Outreach and Intervention pro-social programs (8 pm – 12 am; hours/days/weeks of operation can vary upon negotiation), one in Gilroy and one in San Martin or Morgan Hill, targeting a minimum of 30 unduplicated participants per program
- Completion of four (4) Cultural Programs during Mid-Night Gym/Outreach and Intervention Program (two per location, within 11-month period)
- Provide Outreach, resources for crisis response, incident de-escalation, and intervention at Gilroy and Morgan Hill Library and south-east Gilroy to a minimum of 40 youth or young adults
- Short-term, emergency-based Case Management Services
- Facilitation of Educational Workshops, Peace-Making and Restorative Circles during Programming
- Up to five (5) Outreach, Engagement and Pro-Social Activities meant to build rapport with youth

Partial Amount of Award is \$39,750 for the following to be offered within the 10-month period:

- Completion of two (1) weekly Mid-Night Gym/Outreach and Intervention pro-social program(s) (8 pm – 12 am; hours/days/weeks of operation can vary upon negotiation), in either Gilroy or San Martin/ Morgan Hill, targeting a minimum of 30 unduplicated participants

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- Completion of two (2) Cultural Programs during Mid-Night Gym Program/Outreach and Intervention Program (two within 11-month period)
- Provide Outreach, resources for crisis response, incident de-escalation, and intervention at Gilroy and Morgan Hill Library and south-east Gilroy to a minimum of 20 youth or young adults
- Short-term, emergency-based Case Management Services
- Facilitation of Educational Workshops, Peace-Making and Restorative Circles during Programming
- Up to three (3) Outreach, Engagement and Pro-Social Activities meant to build rapport with youth

II. TIMELINE AND SEQUENCE OF EVENTS

A. The SOUTH COUNTY YOUTH TASK FORCE/ South County ONE THRIVES! Project will make every effort to adhere to the following anticipated schedule:

	Action/Description	Date
1	Issue ICP through SCYTF	10/15/2018
2	Deadline to submit written questions	10/19/2018 by [3:00 pm pacific time]
3	Respond to written questions and issue addendum to ICP if necessary	10/24/2018
4	ICP proposal due date	11/1/2018 by [5:00 pm pacific time]
5	Proposal evaluation	11/6/2018 – 11/7/2018
6	Vendor presentations/interviews (if applicable)	11/12/2018
7	Selection of finalist(s)	11/15/2018
8	Submission of agreement for execution	11/26/2018
9	Contract award and Commencement of Agreement	12/3/2018

B. Potential proposers may submit written questions to the ICP as indicated in Section II, Item A. The ICP contact lead will not respond to questions in any other manner or format. Written responses to written questions regarding and any changes to the ICP will be issued as an addendum to the ICP and distributed to potential proposers.

C. The due date of the ICP response is referenced in Section II, Item A.

III. POINT OF CONTACT

The point of contact for this ICP is:

Albert Balagso: Procurement and Contract Lead
 SOUTH COUNTY YOUTH TASK FORCE/ South County ONE Project
 7301 Hanna St.
 Telephone: 408-846-0362
 Email: albert.balagso@cityofgilroy.org

Any inquiries or requests relating to this ICP must be submitted to the contract lead in writing via email. Proposers may contact **ONLY** the procurement/contract lead regarding this ICP.

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IV. BACKGROUND

The City of Gilroy is in partnership with South County Youth Task Force, the Santa Clara County Library District and Board of State and Community Corrections (BSCC), who has provided the City it's 2018-2020 CalVIP grant for the THRIVE! Project, to provide the South County with violence prevention programs. These programs include Mid-Night Gym and youth intervention programs through an off-site provider(s). Clients shall be identified by SCYTF Technical Team members: schools, probation, law enforcement, community-based agencies and other programs.

The SCYTF is a collaborative that seeks to prevent and reduce youth, family and street violence, reduce juvenile delinquent behaviors and stop recruitment of youth into gangs in South Santa Clara County.

The City of Gilroy and SCYTF does not discriminate on the basis of race, color, national origin, religion, sexual orientation, gender identity, disability, age, or familial status in the administration of its programs or activities.

V. PROJECT DESCRIPTION AND EXPECTED OUTCOMES (SCOPE OF SERVICE)

A. Scope of Work

Utilizing the evidence-based Late-night gym program model, implement expanded hours of operation for a new Mid-Night Gym/Outreach and Intervention Program that would operate from 8:00pm to 12:00am and provide recreational and positive pro-social outreach and intervention services for youth in targeted hot-spot neighborhoods.

B. Target Population

Youth served will be between the ages 14-19 years old, and can be involved in one or more of the following categories:

1. Youth identified as "*At-risk*": Defined as youth who live in or attend schools in "Hot Spots" low socio-economic areas and have some gang/violence-risk characteristics,
2. "*High-risk*" of exposure to violence and/or gang-impacted: Youth defined in these categories present with a higher level of intensity,
3. "*Youth violence/ gang impacted*": Youth exhibiting high-risk behaviors related to gang lifestyles, and/or
4. "*Youth who demonstrate to be violence/gang intentional*": youth whose social circle is integrated into intergenerational gang environment; youth are identified and/or arrested for gang related incidents or acts of gang violence through the justice system.

C. Location of Services

At a minimum, one Mid-Night Gym/Outreach and Intervention Program must be provided in Gilroy and the other in either San Martin or Morgan Hill.

Additional outreach and intervention must be conducted at identified South County school campuses, community centers, and/or libraries.

Contractor will:

1. Provide Mid-Night Gym pro-social weekly programming
2. Provide resources for crisis response and intervention services to improve safety and positive engagement
3. Provide intake services, client assessment and short-term case management services and referrals and linkages
4. Maintain Individual Client progress notes for Short-Term Case Management
5. Submit quarterly service invoices with backup
6. Submit client updates/Program Activity Reports/Financial Information
7. Provide National Compadres Network (NCN) Joven Noble, Xinachtli Rites of Passage Groups and/or Cara y Corazon group lesson plans during programming
8. Provide restorative circles that are meant to build relationships, create and maintain peace or resolve harms or hurts in the community
9. Have approved Memorandums of Understanding with SCYTF Technical Team
10. Collaborate with the SCYTF Technical Team and subcommittees to develop and implement youth violence prevention strategies.

D. The South County Youth Task Force: Program Format

The South County Youth Task Force Technical Team partners and identified schools will refer youth and young adults to programs for pro-social programming and culturally-responsive character development. Referrals and on the ground intervention work will determine the short-term case management services needed and mid-night gym/outreach and intervention program activities. The primary method of program intervention shall be group and one-on-one discussions, led by trained facilitators, within the established curriculum of El Joven Noble, and/or Xinachtli Rites of Passage, Fatherhood, Noble Men Looking for Balance, Circulos and/or a Parenting Support curriculum to fidelity, and shall include strategies to help youth and/or young adult build self-esteem, engage in school and/or work, and engage in positive pro-social and community activities.

E. Mid-Night Gym/Youth Intervention Program Ratios

The group size may vary, depending on attendance and staff/ volunteer ratio, but the minimum number of participants shall be 8-10 per adult staff or volunteer, unless same gender, geographic, or language restrictions apply.

F. Program and Services

Staff positions shall be responsible for overseeing the following programs and services:

1. Weekly Mid-Night Gym/Outreach and Intervention Pro-Social Programs:

(8 pm – 12 am; hours can vary upon negotiation), one in Gilroy and one in San Martin or Morgan Hill, targeting a minimum of 30 unduplicated participants per program, with the goal to keep targeted youth groups off the streets, teaching them self-discipline, and giving them an opportunity to make a positive change in their lives. Programs and services are modeled after the Mid-Night Basketball League (concept) which has proven effective in helping targeted youth develop their self-esteem, obtain skills, gain the drive to finish school, get their GED, further their education, learn a trade, or find employment. This program aims to give participants the self-respect and inner strength to avoid drugs and resist criminal activity. Workshops and relationship-building, peace-making, awareness restorative circles are key to the success of the Midnight Gym Program/Outreach and Intervention program. Examples of workshops and circles should include: Interviewing Techniques, Employment Opportunities, Interpersonal Relationships, Alcohol and Drug Abuse, Sexually Transmitted Diseases, Conflict Resolution; Know the Law, Know Your Rights, Higher Education, How to Apply for College Financial Aid, General Equivalency Diploma (GED) and Adult Education.

Mid-Night Gym/Outreach and Intervention(MNG/OI) services are safe, positive, pro-social gyms scheduled to begin upon contract execution and end at the end of August 2019. Services will be provided every week, except for the two weeks beginning on Sunday, December 17, 2018 and ending on Saturday, January 5, 2019. The MNG/OI program is intended to coordinate with and/or enhance existing late night Gym/ Community Recreation programming in the targeted hot spot areas.

- a. Two MNG/OI locations year-round in Gilroy and Morgan Hill or San Martin
- b. These are closed gyms/facilities with positive adult staffing and volunteers
- c. Contractor is responsible for finding volunteers that pass the designated background process.
- d. Contractor is responsible for developing a diversified set of programming, speakers and workshops.

2. Cultural Programs during Mid-Night Gym/Outreach and Intervention

Program: These include culturally relevant, evidence-based (informed) curriculum(s) that will meet the needs of the youth and young-adults who attend the program. Developed by the National Compadres Network (NCN), potential curriculums to use may include; the El Joven Noble, Xinachtli- Germinating Seeds, Circle Keepers, Raising Children with P.R.I.D.E. Fatherhood Program, Cara y Corazon, and/or another positive-based Parental Support Program as recommended by the contractor and approved by the City of Gilroy. The following are examples of the aforementioned eligible curriculum possibilities:

- *El Joven Noble: El Joven Noble Rites of Passage, Character Development Program* is a youth development, support, and leadership enhancement program that provides a process and a vehicle for the continued “rites of passage” development and healing of youth ages 10-24. The program incorporates an approach and curriculum that is based on the philosophy that youth need their family, other men/women, and community to care for, assist, heal, guide, and successfully prepare them for womanhood/manhood. 10 -12-week groups must be completed for graduation.
- *Xinachtli Rite of Passage: The “Xinachtli” Germinating Seed Curriculum* is a bilingual/bicultural youth development process designed to provide adolescent female youth the guidance for a healthy development into adulthood. Based on indigenous principles of the individual’s interconnectedness to the family and the community, this curriculum provides a dialectic process of Reflection, Awareness, Creation, and Action while supporting and building on the strengths of the individual. The curriculum incorporates an educational and organizing process in the development of leadership capacity and personal community responsibility in the participants to allow them to serve as teachers and guides for other young women in the community. 10 to 12-week groups must be completed for graduation.
- *Cara y Corazon: Cara y Corazon* is a family strengthening, leadership development curriculum that maintains that at the base of every culture, community, family and parents are the resiliency factors that can be tapped to assist parents/ family members to build positive, healthy relationships with their children. By building on positive cultural values and traditions the curriculum guides parents to reflect on how they can maintain this positive form of identity while integrating and adapting the positive elements to today’s contemporary society.
- *Padres con Cara y Corazón – Fathers with Face and Heart: Padres con Cara y Corazón* program focuses at guiding and supporting fathers to develop an active, positive, nurturing relationship with their children while assisting them to deal with the day to day struggles of fatherhood.
- *Raising Children with P.R.I.D.E.: A Teen Fatherhood Program* is comprehensive multi-culturally based young fatherhood program that assists new or expectant fathers to be positive influences in the lives of children and family while assisting them in dealing with the multitude of challenges they face.
- *Círcle Keepers – Healing and Support Circles* is the development of circles of support, healing and leadership development.
- *Hombres Noble Buscando Balance – Nobel Men Looking for Balance* is a Domestic Violence intervention process with the goal of guiding men towards

Family Harmony and their Healing from Family Violence. This comprehensive culturally-based intervention program is focused at working with men who have relationship and violence as an issue in their life.

- 3. Provide Outreach, Resources for Crisis Response, Incident De-escalation, and Intervention** at Gilroy and Morgan Hill Library and south-east Gilroy to a minimum of 40 youth or young adults. Part of the Outreach Plan can be to invite youth and young adults to participate in Mid-Night Gym and to connect them with relevant services and support systems. Relationship-building with youth and young adult circles not interested in programming will also be important as a way to intervene and help de-escalate issues occurring in the community.
- 4. Short-term, Emergency-based Case Management Services:** This service provides one-on-one life coaching to youth/ young adults identified in crisis or through incident de-escalation. This is a high level of support and assistance to youth identified by staff before referring them to another program where they can receive an adequate level of continued support. This service entails weekly face-to-face and phone interaction with youth and their families to organize and coordinate formal and informal activities, services, and supports that help them achieve the goal(s), designed to optimize their well-being and positive decision making in their daily lives. Services typically range from 30-90 days, depending on need and begin with engagement or an incident, assessment, continue into planning/ goal setting, intervention, monitoring and coordination before creating a transition plan. This service may require creating a resume, applying for jobs, and connecting youth to other services or pro-social activities. Additionally, youth/ young adults are required to create connections with a minimum of two positive adult-mentors/role-models that will enhance their lives at the time of transitioning out of short-term case management and may require linkage and referrals to other services or longer-term case management.
- 5. Outreach, Engagement and Pro-Social Activities**
These activities aim to build rapport with youth to introduce services, opportunities for self-referral, and invitation to participate in structured services/activities.

VI. PROGRAM STAFF REQUIREMENTS

Program Staff

Hiring a 1 FTE or two .5 FTEs positions to monitor activities and programs that support the SCYTF. The positions will be called "Peace Keepers" and can be classified as Outreach Specialists, Case Manager, Intervention Specialist, Peer Partner or something similar.

Staff Competencies, Knowledge, and Experience

1. Staff will have the necessary knowledge and experience to facilitate the MNG, cultural programs, outreach, crisis response- incident de-escalation, and intervention services.
2. Staff will be properly trained and possess the necessary certificates/qualifications to work with this specific population.
3. Staff will be properly trained and will be able to process knowledge within cultural responsiveness, trauma-informed care, intervention and restorative justice community-building and harm-reduction circles, and educational workshops and circles.
4. Contractor shall provide the City with state and federal background checks and fingerprinting for all Staff at Contractor's expense. Contractor shall submit to City clearance receipts from the FBI and State of California, which shall confirm that Staff are not currently facing criminal charges and are not currently on parole or probation.

VII. CITY REQUIREMENTS

The following attachments are part of the ICP process which the Proposer is required to adhere to:

Attachment A – Conditions Governing the ICP Process

Attachment B – Sample Service Agreement and Insurance Requirements

VIII. PROPOSAL PREPARATION AND CONTENT

1. Brief cover letter explaining purpose of proposal, whether applying for full or partial award, with the signature(s) of the company officer(s) empowered to bind the firm, with the title of each: Proposer's complete name, business address, email, mailing address, and telephone number of the person the City should contact regarding the proposal.
2. A description of the proposer's organization, including names of project lead(s), number of employees, longevity, client base, areas of specialization and expertise and any other pertinent information in such a manner that proposal evaluators may reasonably formulate an opinion about the stability and financial strength of the organization.
3. A complete disclosure of any prior or ongoing incidents as to which it is alleged that the proposer has defaulted or failed to perform which has led the other party to terminate the contract. Identify the parties involved and the circumstances of the default or termination.

4. Names, qualifications, and experience of the proposed project team, including dates of training within the cultural programs to be offered and length of experience facilitating similar work. Attach resumes of key project staff.
5. Three references for whom the proposer has performed similar services of similar scope within the past three years. Include the name and address of the organization, the name, email and telephone number of a contact person, and a description of the services performed by the proposers' agency.
6. A narrative statement that illustrates proposer's understanding of project requirements.
7. A narrative statement that sets out the methodology the proposer intends to employ to fulfill the project requirements and how this methodology will serve to perform the described services.
8. A description of the management plan the proposer intends to employ for the project and an explanation on how it will support all project requirements and logically lead to the required deliverables.
9. A proposed program timeline, completion dates and invoice process.
10. Cost breakdown and total cost for completion of the project described in this ICP.
11. Acceptance of the City of Gilroy and SCYTF terms and conditions and insurance requirements listed in Attachment B. If the proposer has any additional terms and conditions or objects to the City's terms and conditions in Attachment B, proposer shall provide those details in writing during the submission providing a reason for the objection and/or propose specific alternate language. The City may or may not accept the alternative language.
12. Acceptance of the City's insurance requirement in accordance with the provisions listed in Attachment C. A certificate of insurance or written a copy of insurance declaration as written evidence of the Proposer's ability to meet the insurance requirements must be provided.

IX. SUBMISSION OF PROPOSALS

Proposer must submit one original proposal and three copies of the proposal, but may include more than one option or alternative offer of service in the proposal.

Proposals must be typewritten on standard 8 ½ x 11 paper (larger paper is permissible for charts and spreadsheets). Within each section of the proposal, proposer should address the items in order in which they appear in Section VI of this ICP.

Proposal Response via Email

If the response is transmitted via email, the ICP proposal response must be sent in its entirety to the Procurement Lead in MS Office (Word, Excel and Project) software and PDF versions. Proposers are required to deliver an original wet signature of the Cover Letter (See Section VI), an original proposal and three copies within five (5) business days of the deadline to the Procurement Lead.

A. Proposal by Regular Mail or Courier

If submitting proposal via regular mail or courier, Proposer must provide one (1) original and three (3) identical copies of their proposal to the Procurement Lead specified above. The original must be stamped "original" and contain wet signatures on the necessary forms.

X. EVALUATION

The proposal must give clear, concise information in sufficient detail to allow an evaluation based on the criteria below. A proposal must be acceptable in all criteria for a contract to be awarded to that proposer whose proposal provides the best value to the City.

1. Proposer's strength, experience, reputation and references.
2. Proposer's understanding of the project requirements and the ability to meet the business and functional needs including the time commitment and cost.
3. Proposer's Preparation and Content

The cost to the City will be considered in the evaluation after the evaluations of qualifications. The degree of the importance of cost will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based.

ATTACHMENT A

CONDITIONS GOVERNING THE INFORMAL COMPETITIVE PROCUREMENT (ICP) PROCESS

This Attachment contains the conditions governing the Informal Competitive Procurement (ICP) process. Proposers are required to adhere to these terms.

1. INCURRING COST

This ICP does not commit the City to award, nor does it commit the City to pay any cost incurred in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

2. CLAIMS AGAINST THE CITY OF GILROY AND SOUTH COUNTY YOUTH TASK FORCE

Neither your organization nor any of your representatives shall have any claims whatsoever against the City or any of its respective officials, agents, or employees arising out of or relating to this ICP or these ICP procedures, except as set forth in the terms of a definitive agreement between the City and your organization.

3. BASIS FOR PROPOSAL

Only information supplied by the City in writing by the Procurement Lead in connection with this ICP should be used as the basis for the preparation of Proposer's proposal.

4. LATE RESPONSES

In order for a proposal to be considered, the proposal must be received via email, in person or via courier or mail to the place specified above no later than the ICP due date and time.

5. NO PUBLIC PROPOSAL OPENING

There will be no public opening for this ICP.

6. CALIFORNIA PUBLIC RECORDS ACT (CPRA)

All proposals become the property of the City, which is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If Contractor proprietary information is contained in documents submitted to City, and Contractor claims that such information falls within one or more CPRA exemptions, Contractor must clearly mark such information "CONFIDENTIAL AND PROPRIETARY," and identify the specific lines containing the information. In the event of a request for such information, the City will make best efforts to provide notice to Contractor prior to such disclosure. If Contractor contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Santa

Clara County before the City's deadline for responding to the CPRA request. If Contractor fails to obtain such remedy within City's deadline for responding to the CPRA request, City may disclose the requested information. Contractor further agrees that it shall defend, indemnify and hold City harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by City of a CPRA request for information arising from any representation, or any action (or inaction), by the Contractor.

7. CONFIDENTIALITY

All data and information obtained from the City of Gilroy by the Proposers and its agents in this ICP process, including reports, recommendations, specifications and data, shall be treated by the Proposer and its agents as confidential. The Proposers and its agents shall not disclose or communicate this information to a third party or use it in advertising, publicity, propaganda, or in another job or jobs, unless written consent is obtained from the City. Generally, each proposal and all documentation, including financial information, submitted by a Proposer to the City is confidential until a contract is awarded, when such documents become public record under state and local law, unless exempted under CPRA.

8. ELECTRONIC MAIL ADDRESS

Most of the communication regarding this procurement will be conducted by electronic mail (e-mail). Potential Proposers agree to provide the Procurement Lead with a valid e-mail address to receive this correspondence.

9. USE OF ELECTRONIC VERSIONS OF THE ICP

This ICP is being made available by electronic means. If accepted by such means, the Proposer acknowledges and accepts full responsibility to ensure that no changes are made to the ICP. In the event of conflict between a version of the ICP in the Proposer's possession and the version maintained by the Issuing Department the version maintained by the Issuing Department must govern.

10. ELECTRONIC COPY OF SIGNED PROPOSAL RESPONSE

Proposer's submitting a response via email shall deliver an original signature page to the City within five (5) business days of the deadline to submit a proposal, unless otherwise specified; failure to do so may disqualify the response.

11. ASSIGNMENT OF CLAYTON ACT, CARTWRIGHT ACT CLAIMS

In submitting a response to a solicitation issued by the City, the responding person and/or entity offers and agrees that if the response is accepted, it will assign to the City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act ([15 U.S.C. Sec. 15](#)) or under the Cartwright Act (Chapter 2 (commencing with [Section 16700](#)) of Part 2 of

Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the responding person and/or entity for sale to the City pursuant to the solicitation document. Such assignment shall be made and become effective at the time the City tenders final payment to the responding person and/or entity.

12. PROTEST PROCEDURES

The Procurement Lead will send an email to all proposers informing them of the proposal that was selected. Proposers whose proposals were not selected may file a written protest to the Procurement Lead no later than five (5) business days of sending the email notifying proposer's of the City's selection.

13. CITY RIGHTS

The City reserves the right to do any of the following at any time:

- a. Reject any or all proposal(s), without indicating any reason for such rejection;
- b. Waive or correct any minor or inadvertent defect, irregularity or technical error in a proposal or the ICP process, or as part of any subsequent contract negotiation;
- c. Request that Proposers supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
- d. Terminate the ICP, and at its option, issue a new ICP;
- e. Procure any equipment or services specified in this ICP by other means;
- f. Modify the selection process, the specifications or requirements for materials or services, or the contents or format of the proposals;
- g. Extend a deadline specified in this ICP, including deadlines for accepting proposals;
- h. Negotiate with any or none of the Proposers;
- i. Modify in the final agreement any terms and/or conditions described in this ICP;
- j. Terminate failed negotiations with a Proposer without liability, and negotiate with other Proposers;
- k. Disqualify any Proposer on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other data available to the City;
- l. Eliminate, reject or disqualify a proposal of any Proposer who is not a responsible Proposer or fails to submit a responsive offer as determined solely by the City; and/or
- m. Accept all or a portion of a Proposer's proposal.

ATTACHMENT B

SAMPLE SERVICE AGREEMENT

SEE

**CITY OF GILROY
SERVICE AGREEMENT**

