

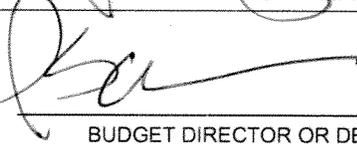
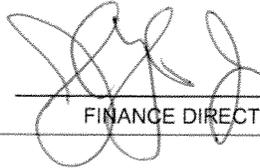
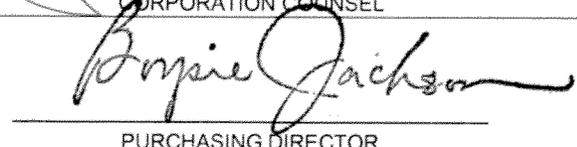
PROFESSIONAL SERVICE CONTRACT TRANSMITTAL RECORD

Insurance Requirement

ACCOUNTS PAYABLE WILL HOLD UP ALL CONTRACT PAYMENTS UNTIL ALL INSURANCE CERTIFICATES/POLICIES REQUIRED UNDER THE CONTRACT HAVE BEEN RECEIVED. CONTRACTORS SHOULD BE MADE AWARE OF THIS REQUIREMENT.

CONTRACT PO NUMBER 2892521
 STANDARD PO NUMBER
 CHANGE ORDER #
 REVISION 2

TYPE OF CONTRACT: (Check One) <input type="checkbox"/> CONSTRUCTION/DEMOLITION <input type="checkbox"/> LEASE <input type="checkbox"/> DEED <input checked="" type="checkbox"/> PROFESSIONAL SERVICES		DEPARTMENT HEAD'S SIGNATURE 	DEPARTMENT PLANNING & DEVELOPMENT
FUNDING SOURCE (Percent) FEDERAL 100% STATE % CITY % OTHER %		DEPARTMENT CONTACT PERSON TRISHA STEIN	PHONE NO. 313-224-2570
CONTRACTOR'S NAME: CORPORATE F.A.C.T.S. INC		DATE PREPARED 11/24/2014	
CONTRACTOR'S ADDRESS: 51248 PLYMOUTH VALLEY DRIVE PLYMOUTH, MI 48170		ENGINEER'S ESTIMATE <input type="checkbox"/> CONTRACT <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> TOTAL CONTRACT AMOUNT \$0 TOTAL CPO AMOUNT \$0 CHANGE AMOUNT \$0	
PHONE NO. 734-667-3371		<input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL	
FEDERAL EMPLOYER/SOCIAL SECURITY NUMBER: 38-3619878		MINORITY FIRM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
PURPOSE OF CONTRACT: <i>Provide administration of HOME Investor Compliance Monitoring Program</i>			
CHARGE ACCOUNT: 2001-360012-000000-616100-06040-000000-00000 2005-364062-000000-616100-13564-000000-00000			

TIME & DATE IN	APPROVER MUST ALSO MAKE APPROPRIATE NOTES IN ORACLE PURCHASE ORDER	TIME & DATE IN
	REQUESTING DEPARTMENT  AUTHORIZED DEPARTMENT REPRESENTATIVE	25 Nov 14
DEC - 1 2014	BUDGET <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  BUDGET DIRECTOR OR DEPUTY	DEC 12 2014
	GRANT MANAGEMENT SECTION <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL GRANT ACCOUNTANT	
DEC 15 2014	FINANCE DEPARTMENT <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  FINANCE DIRECTOR OR DEPUTY	DEC 15 2014
	LAW DEPARTMENT <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  CORPORATION COUNSEL	1/8/15
	PURCHASING DIVISION  PURCHASING DIRECTOR	

RECEIVED

DEC 16 2014
 JAN 7 2015

CITY OF DETROIT CONTRACTS SECTION
 CITY COUNCIL APPROVAL JCC REFERENCE: PAGE _____ DATE _____

PO-15-0799

Use Only One Set For Each Contract Package
 FEB 03 2015
 FRC Approval FEB 27 2015

**CITY OF DETROIT
AMENDMENT AGREEMENT NO. 2
TO CONTRACT NO. 2892521**

THIS AMENDMENT AGREEMENT NO. 2 is entered into by and between the City of Detroit, a Michigan municipal corporation, acting by and through its **Planning and Development** Department ("City"), and **Corporate F.A.C.T.S, Inc.**, a Michigan Corporation with its principal place of business located at 51248 PlymouthValley Drive, Plymouth, Michigan 48170.

WITNESSETH:

WHEREAS, the City has engaged the Contractor to provide certain services ("Services") to the City; and

WHEREAS, the City and the Contractor have entered into a Contract reflecting the terms and conditions governing the subject engagement; and

WHEREAS, Article ___ of the Contract permits the parties to amend the Contract by mutual agreement; and

WHEREAS, it is the mutual desire of the parties to enter into this Amendment to amend the Contract as set out in detail in the following sections;

NOW, THEREFORE, in consideration of the foregoing, and of the benefits to accrue to the parties from this Amendment, the parties agree that this Contract is amended as follows:

2. AMENDMENT TO EXHIBIT A

That Exhibit A – Scope of Services, which now reads:

1. Notice to Proceed: The term of this Contract shall begin on September 15, 2014 and shall terminate on December 15, 2014. The Contractor shall commence performance of this Contract upon receipt of a written "Notice To Proceed" from the City and in the manner specified in the Notice to Proceed.

Is Amended To Read:

1. Notice to Proceed: The term of this Contract shall begin on September 15, 2014 and shall terminate on December 31, 2014. The Contractor shall commence performance of this Contract upon receipt of a written "Notice To Proceed" from the City and in the manner specified in the Notice to Proceed.

**3. AMENDMENT TO EXHIBIT A
SCOPE OF SERVICES
PHASE III**

Additional Language will be added to read:

“Scope of work will be directed and could be altered by the Director of the Department of Housing & Revitalization based on the needs of the City to adhere to HUD’s grant conditions and open monitoring findings. The items in the scope are each designed to support and demonstrate best practice for the agency’s staff to improve staff operations.”

1. The Integrated Disbursement and Information System (ISIS) must be safeguarded from unauthorized access.
2. There will be no changes to City’s banking information. Funds must belong to and be in control of the City at all times.
3. The contractor will have Set-Up and View authority only as supported by approved IDIS Online Request Forms signed by the City and approval by HUD.
4. 24 CTRL 85.36(1)(7) Contract provisions – Notice of awarding agency requirements and regulations pertaining to reporting. The contractor, through the City, must report goals and accomplishments on a monthly basis, in a format approved by HUD.

IN WITNESS WHEREOF, the City and the Contractor, by and through their duly authorized officers and representatives, have executed this Amendment.

WITNESSES:

1. 
(signature)

ALBERT H. BUSH
(print name)

2. 
(signature)

Sarah Pavelko
(print name)

CONTRACTOR:

BY: 
(signature)

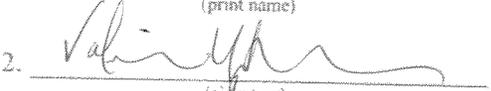
MICHELLE E. BUSH
(print name)

ITS: PRESIDENT/CEO
(title)

WITNESSES:

1. 
(signature)

Darwin L. Heard
(print name)

2. 
(signature)

Valerie Upshaw
(print name)

CITY OF DETROIT
DEPARTMENT:

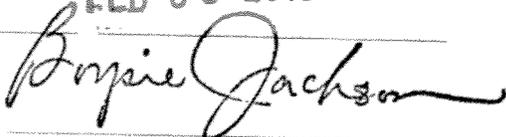
BY: 
(signature)

Daniel J. Ten
(print name)

ITS: Dir
(title)

THIS AMENDMENT WAS APPROVED
BY THE CITY COUNCIL ON

FEB 03 2015



Purchasing Director

Date

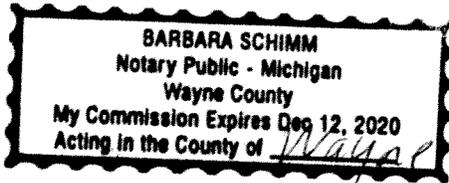
APPROVED BY LAW DEPARTMENT
PURSUANT TO SECTION 6-406 OF THE
CHARTER OF THE CITY OF DETROIT

 1/8/15
Corporation Counsel Date

CORPORATE ACKNOWLEDGMENT

STATE OF MICHIGAN)
)SS.
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me this 11th day of September, 2014,
by Albert H Bush, the Corporate Secretary of Corporate F.A.C.T., Inc., on behalf
of said corporation.



[Signature]
Notary Public
Wayne County, Michigan
My Commission Expires: 12-12-20

CORPORATION CERTIFICATE OF AUTHORITY

I, ALBERT N. BUSH, Corporate Secretary of CORPORATE F.A.C.T.S., INC. a Michigan Corporation (the "Company") **DO HEREBY CERTIFY** that the following is a true and correct excerpt from the minutes of the meeting of the Board of Directors duly called and held on JANUARY 3, 20 14 and that the same is now in full force and effect:

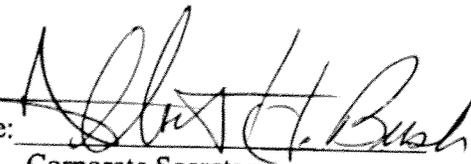
"RESOLVED, that the Chairperson, the President, each Vice President, the Treasurer, the Secretary and each of them, is authorized to execute and deliver, in the name and on behalf of the Corporation and under its corporate seal or otherwise, any agreement or other instrument or document ("Contract") in connection with any matter of transaction that shall have been duly approved; and the execution and delivery of any Contract by any of the aforementioned officers shall be conclusive evidence of such approval."

I FURTHER CERTIFY that MICHELLE E. BUSH is Chairperson, MICHELLE E. BUSH is President, ALBERT H. BUSH is (are) Vice President(s), MICHELLE E. BUSH is Treasurer, ALBERT N. BUSH is Secretary and N/A is _____.

I FURTHER CERTIFY that any of the aforementioned officers or employees of the Corporation are authorized to execute and commit the Corporation to the conditions, obligations, stipulations and undertakings contained in the Contract No. 2892521 between the City and the above-referenced Corporation and that all necessary corporate approvals have been obtained in relationship thereto.

IN WITNESS THEREOF, I have set my hand this 11th day of SEPTEMBER 20 14

CORPORATE SEAL
(if any)

Signature: 
Corporate Secretary

PLEASE NOTE THAT THE PERSON WHO SIGNS THE CONTRACT ON BEHALF OF YOUR CORPORATION MUST BE ONE OF THE INDIVIDUALS LISTED ABOVE AS A PERSON AUTHORIZED TO EXECUTE CONTRACTS IN THE NAME OF AND ON BEHALF OF THE CORPORATION.

EXHIBIT B
FEE SCHEDULE

General

(a) The Contractor shall be paid for those Services performed pursuant to this Contract a maximum amount of One Million, Four Hundred Forty-eight Thousand, Three Hundred Dollars (\$1,448,300.00), inclusive of expenses, for the term of this Contract as set forth in Exhibit A, Scope of Services.

(b) Payment for the proper performance of the Services shall be contingent upon receipt by the City of invoices for payment. Each invoice shall certify the total cost, itemizing costs when applicable. Each invoice must be received by the City not more than thirty (30) days after the close of the calendar month in which the services were rendered and must be signed by an authorized officer or designee of the Contractor.

(c) Payment for the performance of Services shall be made pursuant to Section 7.02.

A. Project Fees

The fee schedule includes specific rates and anticipated hours for the key consultant team members. The hours and corresponding fees for each consultant may fluctuate month to month based on project demands. The fee schedule includes a pool of funds for additional contractual support from other professional services firms as defined below. The actual amount of contractual support utilized will vary substantially from month to month.

Detroit City Council
Legislative Policy Division

TO: Purchasing Division Staff
FROM: David Teeter
DATE: February 3, 2015

RE: **PURCHASING ITEMS APPROVED BY THE CITY COUNCIL**

The following are contracts that were considered by the City Council at the *Adjourned Session of Thursday, January 29, 2015*.

*The following contracts, purchase orders and other matters were reported to the City Council, by the indicated Standing Committee, at the Adjourned Session of January 29, 2015, and **APPROVED**.*

Reported by Internal Operations Committee

87068 Charles S. McEwen \$4,000 INSPECTOR GENERAL
Submitted in the List for January 27, 2015; Referred to the Adjourned Session
Correction submitted to the term and contract amount; Approved with ***WAIVER***.

Reported by Public Health and Safety Committee

2902527,Lease Boulevard Holdings (2875 W.Grand Blvd) \$2,727,752 POLICE
Walked on to Committee Meeting Jan. 26; Moved to New Business; Moved to Adjourned Session.

One contract was Reconsidered at the Session of February 3, 2015, that was approved at the Adjourned Session of January 29, 2015

2902527,Lease Boulevard Holdings (2875 W.Grand Blvd) \$2,727,752 POLICE
Request to Reconsider by Council Member Scott Benson; Reconsideration Approved;
Vote to consider the Contract **POSTPONED** 1 Week.

*The following contracts and purchase orders were reported to the City Council by the indicated Standing Committee, at the Regular Session of February 3, 2015 and **APPROVED***

Reported by the Budget, Finance and Audit Committee:

No Contracts Reported

Purchasing Division
Contracts and Purchase Orders Received, Considered at Regular Session
of February 3, 2015

Page 2

*The following contracts and purchase orders were reported to the City Council by the indicated Standing Committee, at the Regular Session of February 3, 2015 and **APPROVED***

Reported by the Internal Operations Committee:

No Contracts Reported

Reported by the Neighborhood and Community Services Committee:

No Contracts Reported

Reported by the Planning and Economic Development Committee:

2892521, Amend. Corporate F.A.C.T.S. No. Increase to \$2,135,137 PLAN.&DEVELOPT.
Submitted in the List and Referred on January 27, 2015; Includes corrections submitted Jan. 30, 2015.

2899854 Detroit Economic Development Corp. \$255,000 PLAN.&DEVELOPT.
Submitted in the List and Referred on January 27, 2015; Approved with **WAIVER**.

2899858 Detroit Economic Growth Corp. \$865,837 PLAN.&DEVELOPT.
Submitted in the List and Referred on January 27, 2015; Approved with **WAIVER**.

Reported by the Public Health and Safety Committee:

2901177 Walker's Heating & Cooling \$149,861.61 TRANSPORTATION
Submitted in the List for the Week of December 15, 2014.

2897760 Automotive Media d/b/a IM Branded \$33,833 FIRE
Submitted in the List and Referred January 13, 2015.

2899374, Revenue Comerica Bank Corp. Est. Revenue not indicated POLICE
Submitted in the List and Referred January 13, 2015.

2900062 (MiDeal) – Motorola Solutions \$7,500,000 **QOL** POLICE
Submitted in the List and Referred January 13, 2015.

2899331 CTT Equipment \$147,200 TRANSPORTATION
Submitted in the List and Referred October 28, 2014; Approved November 12, 2014 for \$135,200;
Correction to Cost, for \$147,200, Referred January 13, 2015.

Purchasing Division
Contracts and Purchase Orders Received, Considered at Regular Session
of February 3, 2015

Page 3

*The following contracts and purchase orders were reported to the City Council by the indicated Standing Committee, at the Regular Session of February 3, 2015 and **APPROVED***

Reported by the Public Health and Safety Committee: *continued*

2901820	Crestline Specialties	\$54,000	TRANSPORTATION
	Submitted in the List and Referred January 20, 2015.		
2821497,Ext.	PIE Management (IT services)	No +\$ to \$5,000,000	ADMIN.HEARINGS
	Submitted in the List and Referred January 20, 2015.		
2900137	Detroit Building Authority	\$240,000	AIRPORT
	Submitted in the List and Referred January 20, 2015.		
2900804	Booth Research Group (Promotion Exams)	\$226,000	POLICE
	Submitted in the List and Referred January 20, 2015.		
86955	Tiffany Perry (Victims Assist.Advocate)	\$36,400	POLICE
	Submitted in the List and Referred January 20, 2015.		
2901724	AIS Construction Equipment	\$165,200	PUBLIC WORKS
	Submitted in the List and Referred January 20, 2015.		

*The following contracts were **REFERRED** on February 3, 2015 to the indicated Standing Committee for consideration and report to the City Council.*

Referred to Budget, Finance and Audit Committee

No Contracts Referred

Referred to Internal Operations Committee

No Contracts Referred

Referred to Neighborhood and Community Services Committee

No Contracts Referred

*The following contracts were **REFERRED** on February 3, 2015 to the indicated Standing Committee for consideration and report to the City Council.*

Referred to Planning and Economic Development Committee

2893571,Ext.	Det.Rescue Mission Ministries	PLANNING & DEVELOPMT.
2893809,Ext.	Cass Comm. Social Services	PLANNING & DEVELOPMT.
2893819,Ext.	Operation Get Down	PLANNING & DEVELOPMT.

Referred to Public Health and Safety Committee

No Contracts Referred

The following items have been HELD for review, discussion or report to the Standing Committees.

Internal Operations Committee

2877416,Chg.	Computech Corporation	+ \$1,015,562.67 to \$2,700,562.67	HUM.RESOURCE
Submitted in the List and Referred January 13, 2015; Questions from CM Cushingberry			
2877420,Chg.	FutureNet Group	+ \$1,117,011.10 to \$2,802,011.10	HUM.RESOURCE
Submitted in the List and Referred January 13, 2015; Questions from CM Cushingberry			
2903277	American Society of Employers	\$10,270	HUMAN RESOURCES
Submitted in the List and Referred January 27, 2015.			
2903278	Magnet Consulting	\$373,830	HUMAN RESOURCES
Submitted in the List and Referred January 20, 2015.			
2903279	Polaris Assessment Systems	\$227,997	HUMAN RESOURCES
Submitted in the List and Referred January 20, 2015.			
2903280	Right Management	\$405,000	HUMAN RESOURCES
Submitted in the List and Referred January 20, 2015.			

Public Health and Safety Committee

2901532	Detroit Building Authority (St. Maint.Build.)	\$4,500,000	PUBLIC WORKS
Submitted in the List and Referred January 13, 2015; Question about new construction.			

01/11/12

City Council Contract Agenda Items Review Checklist

Reviewer: _____ Date Received: _____

Date: September 29, 2014 Department: Planning & Development Division: Neighborhood Services

Dept Head/Contact Person: Trisha Stein Phone No.: 313.224.2570

Description: CDBG Contract No.: _____ PO Type: Prof Svc - CPO Est. Value: \$686,837.00

Contract Term (if applicable): September 15, 2014 to December 15, 2014

Funding: City _____% State 100% Federal _____% Other: _____%
(Documentation must be furnished by the Dept. if anything other than City funding)

Recommended Supplier: Corporate Facts Required Date: September 15, 2014

1. Is the product or service ESSENTIAL to department operations? Yes No

If "Yes" please explain why:

Consequence of not buying:

2. Was the product or service competitively bid? Yes No
(Request copies of bid tabulation/evaluation score sheets as needed)

If the answer to #2 is "NO" explain why there was no competition:

Contract was let under HUD authorization for the Use of Noncompetitive Proposals. Contractor is unique bringing national expertise in HUD grant experience under CDBG and ESG activities to ensure compliance and spending requirements are met timely.

3. Was a Co-Operative Agreement Considered? Yes No Co-Operative Name: _____

If answer to #3 is "No" explain why a Co-Op was not considered: _____

Contractor is experienced in HUD guidelines and non-co-operative agreement is necessary to ensure HUD guidelines are implemented

4. Were savings achieved?
 Yes Amount \$ _____ No
Were additional savings requested? (10%) Yes No

5. Does the supplier currently provide other goods and services to the City? Yes No
If yes please list: _____

6. The business being awarded is Renewal Contract
If #6 is a renewal provide justification for renewal: Contract is being renewed due to an increase in scope of work to plan and begin

01/11/12

If #6 is a increase/decrease does this represent:

- Variance in unit price only (Current unit price \$ Suggest Unit Price \$)
 Change in amount/volume of the good or service to be used (no change in unit price)
7. Is this good/service used by other departments? Yes No
If "yes" can this req/par be combined other department requirements.? Yes No
8. Is this a service that can be performed by City employees? Yes No
Is this a service that City employees can be trained to do? Yes No
-

NOTES: This is an extension to a previous approved contract.

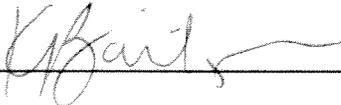


PLACE ON CITY COUNCIL AGENDA



REJECT AND NOTIFY DEPARTMENT DIRECTOR:

SIGNED: _____



DATE: _____

September 27, 2014

INFORMATION PROVIDED BY: Kerry Baitinger
TITLE: Manager, Neighborhood Services Division
PHONE NO. 313.224-4172



REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: P1DD

E-MAIL ADDRESS: TRUONGJ@DETROIT.MI.GOV

CONTACT NAME: JOHN TRUONG

PHONE: 313 224-3738 FAX: _____

Type of Clearance: New Renewal (Please submit 30 days prior to submitting bid or expiration date)

To:
A. City of Detroit
Income Tax Division
Coleman A. Young Municipal Center
2 Woodward Avenue, Ste. 512
Detroit, MI 48226

Phone: (313) 224-3328 or 224-3329
Fax: (313) 224-4588

For:
Individual or
Company Name CORPORATE F.A.C.T.S.
Address 51248 PLYMOUTH VALLEY DR.

City PLYMOUTH
State MI Zip Code 48170
Telephone 734 667 3371 Fax # _____
E-mail Address MBUSH@CORPORATEFACTS.NET

B. Name of Chief Financial Officer/Authorized Contact Person
(include address if different from above)

MICHELLE E. BUSH

Telephone # 734-667-3371

Fax # 866-650-3201

Employer Identification or Social Security Number

38-3619878

Spouse Social Security Number

Nature of Contract CONSULTING SERVICES

BID CONTRACT AMOUNT (if known):
Labor: \$ 4,000.00 Material: \$ 48,000

Contract # (if known) _____

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE.

Check One: Individual Corporation Partnership Estate & Trust

INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.

- 1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) Yes No
- 2. Are you a student, and/or claimed as a dependent on someone else's tax return? Yes No
- 3. Were you employed during the last seven (7) years? Yes No
- 4. Were you a resident of Detroit during the last seven (7) years? Yes No

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.

- 5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4). Yes No
- 6. Will the company have employees working in Detroit? Yes No
- 7. Will the company use sub-contractors or independent contractors in Detroit? Yes No

D. FOR INCOME TAX USE ONLY

Has the contractor complied with the provisions of the City Income Tax Ordinance?

- Yes No
- Yes No
- Yes No

Signature [Signature]
Signature [Signature]

APR 02 2014 Expires
APR 16 2014 Expires
APR 16 2015 Expires

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT: www.detroitmi.gov

NOTE: An approved Income Tax Certificate may be used in multiple city wide departments that require a bid. Please e-mail your completed request form (preferably in pdf format) to: IncomeTaxClearance@detroitmi.gov

PURCHASING DIVISION VENDOR CLEARANCE REQUEST

Submit to Revenue Collections
Purchasing Vendor
1012 Coleman A Young Municipal Center
Detroit, MI 48226
(313) 224 - 4087 (Telephone)
(313) 224 - 4238 (Fax)

Nature of Contract PROFESSIONAL SERVICES
Contract Amount _____

Business Type Corp Partnership Sole Proprietorship Personal Services

Business Name COOPERATE FACTS, INC.

Business Address 51248 PLYMOUTH VALLEY DR, PLYMOUTH, MI 48170

Ward/Item # _____

F.I.D. NO. 38-3619878

City Personal Property I.D. # _____

Owner(s) Name MICHELLE E. BUSH

Owner(s) SS# ALBERT H. BUSH

Contact Person 292-52-4920

Phone Number 267-74-2280

Fax Number MICHELLE BUSH

Owner(s) Home Address 734-667-3371

816-650-3281 () Lease Own

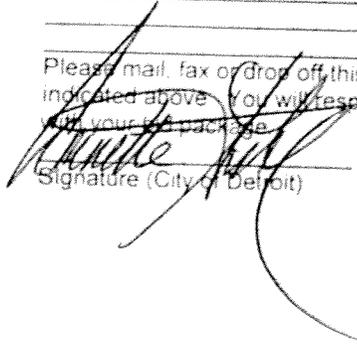
Please do not write below this line for department use only.

<u>Real Property</u>	<u>Special Assessment</u>	<u>Personal Property</u>	<u>Other Receivable</u>
<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Approved			

Comments _____

**REVENUE COLLECTIONS
APPROVED
CONTRACT CLEARANCES**

Please mail, fax or drop off this Vendor Request Form to the Revenue Collection Unit at the address indicated above. You will be responsible for keeping the clearance and submitting a photocopy to Purchasing with your invoice package.


Signature (City of Detroit)

JAN 20 2015
Date

AUG 30 2015
Expiration Date

REVISED 7-12-2012

COVENANT OF EQUAL OPPORTUNITY (Application for Clearance - Terms Enforced After Contract is Awarded)

I, being a duly authorized representative of CORPORATE F.A.C.T.S., INC (hereinafter "Contractor"), am hereby authorized to enter into a Covenant of Equal Opportunity, (hereinafter "Covenant") with the City of Detroit, ("hereinafter" City); obligating the Contractor and all sub-contractors, not to discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression; except as otherwise exempted under City Code Ordinance No. 27-2-12.

Contractor will ensure that the City of Detroit Human Rights Department shall receive notification of all potential sub-contractors and a copy of their Covenant prior to the commencement of work on any City of Detroit contract. Contractor further agrees that the City of Detroit reserves the right to require additional information prior to, during, and at any time after the Covenant is fully executed.

Furthermore, Contractor agrees that this Covenant is valid for the life of the contract and/or for a specified period of time as indicated below and that a breach of this Covenant shall be deemed a material breach of contract and be subject to damages pursuant to City Code, Ordinance No. 27-3-2, Section (e).

RFQ / PO No.: (if applicable) _____

Duration of Covenant _____ to _____

Printed Name of Contractor/Organization CORPORATE F.A.C.T.S., INC.
(Type or Print Legibly)

Contractor Address PLYMOUTH MI 48170
(City) (State) (Zip)

Contractor Phone/E-mail 734-667-3371 MAIL@CORPORATEFACTS.NET
(Phone) (E-mail)

Printed Name & Title of Authorized Representative MICHELLE E. BUSH, PRESIDENT/CEO

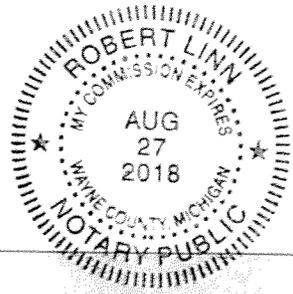
Signature of Authorized Representative: Michelle E. Bush

Date: 9-12-14

Signature of Notary [Signature] *** This document MUST be notarized ***

Printed Name of Seal of Notary ROBERT LINN

My Commission Expires 8, 27, 2018



FOR CONTRACTING DEPARTMENT USE ONLY:
Date Rec'd: 9/14 Received by: _____ Title: _____

Please fax a COPY of the notarized Covenant and Award Letter to the Human Rights Department (313) 224-3434



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/6/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 1 W. 4th Street, Suite 1300 Cincinnati OH 45202	CONTACT NAME: Joanne Moore PHONE (A/C, No, Ext): 513-977-3121 E-MAIL ADDRESS: joanne_moore@ajg.com	FAX (A/C, No): 513-977-4721
	INSURER(S) AFFORDING COVERAGE	
INSURED Corporate Facts c/o Michelle Bush 51248 Plymouth Valley Drive Plymouth MI 48170	INSURER A: The Travelers Indemnity Company of	25682
	INSURER B: Darwin Select Insurance Company	24319
	INSURER C: Travelers Indemnity Company	25658
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 767129088 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	680-7764C289-14-42	10/16/2014	10/16/2015	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		680-7764C289-14-42	10/16/2014	10/16/2015	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WJUB-5050Y90-2-14	10/16/2014	10/16/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A B	Employee Dishonest Errors & Omissions		680-7764C289-14-42 03058870	10/16/2014 9/1/2014	10/16/2015 9/1/2015	Fidelity Prof. Liab 25,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of Detroit, Planning and Development Department are included as additional insured.

CERTIFICATE HOLDER City of Detroit Planning and Development Department 65 Cadillac Square, Suite 2300 Detroit MI 48226	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Hiring Policy Compliance Affidavit

I, MICHELLE BUSH, being duly sworn, state that I am the PRESIDENT/CEO
_____ of COOPERATE F.A.C.T.S., INC.
Title Name of Bidder Corporation or Other Business Entity

and that I have reviewed the hiring policies of this employer. I affirm that these policies are in compliance with the requirements of Article V, Division 6 of the Detroit City Code of 1984, being Sections 18-5-81 through 18-5-86 thereof. I further affirm that this employer will not inquire or consider the criminal convictions of applicants for employment needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted, until such times as the employer interviews the applicant or determines that the applicant is qualified.

In support of this affidavit, I attach a copy of the application form that will be used to hire employees needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted.

SIGNED,

Michelle E. Bush
Title: PRESIDENT/CEO Date: 9-29-14

STATE OF _____)
COUNTY OF _____) SS

The foregoing Affidavit was acknowledged before me the 29TH day of SEPTEMBER, 2014,
by ROBERT LINN

[Signature]
Notary Public, County of _____

State of _____

My commission expires: _____



CORPORATE F.A.C.T.S.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

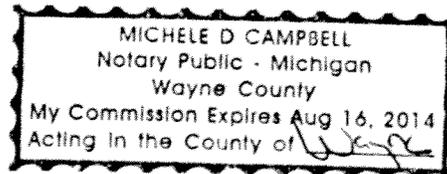
CITY OF DETROIT
SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT

1. Name of Contractor: CORPORATE F.A.C.T.S., INC
2. Address of Contractor: 51248 PLYMOUTH VALLEY DR
PLYMOUTH, MI 48170
3. Name of Predecessor Entities (if any): N/A
4. Prior Affidavit submission? No Yes, on: _____
(Date of prior submission)
If "No", complete Items 5 and 6.
If "Yes", list date of prior submission above, go to Item 6 and execute this Affidavit.
5. Contractor was established in 2002 (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.
- Contractor has searched their records and those of any predecessor entity, and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.
- Contractor has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).
6. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge. All documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract voidable by the City of Detroit.

MICHELE E. BUSH (Printed Name) PRESIDENT/CEO (Title)

Michelle E. Bush (Signature) 3-26-14 (Date)

Subscribed and sworn to before me
this 26th day of March 2014
[Signature]
Notary Public, _____ County, Michigan
My Commission expires: _____



DATE: Tuesday, March 4, 2014

TO: Yolanda Chávez, Deputy Assistant Secretary
Keith E. Hernández, Director, HUD Detroit

FROM: Trisha Stein, Interim Director, Planning and Development

SUBJECT: HUD authorization for the Use of Noncompetitive Proposals & Cost Analysis

The City of Detroit (the "City") is seeking formal authorization from the U.S. Department of Housing and Urban Development ("HUD") to use a noncompetitive proposal for the procurement of emergency technical and financial management services to assist in restructuring the City's Planning & Development Department ("PDD"). This letter outlines PDD's current situation and offers justification for the approval of the procurement of much-needed subject-matter experts to move forward compiling with the current grant conditions.

Current Situation

The City currently has over \$130 million of unspent Community Development Block Grant ("CDBG"), Neighborhood Stabilization Program ("NSP"), and Emergency Solutions Grant ("ESG") funds. This unspent balance represents over three times the City's annual HUD allocation. A multitude of factors have contributed to the City's inability to expeditiously and effectively expend HUD program dollars including poor strategic planning, the suspension of spending due to HUD grant conditions, severe organizational inefficiencies, and poor systems and controls.

The City has developed a restructuring plan to address key PDD deficiencies. The strategy to implement this plan includes an immediate intervention and capacity surge to: (i) correct/augment department inefficiencies, (ii) implement new systems to permanently resolve HUD grant conditions, (iii) expedite strategic grant spending, (iv) cleanup financial reporting, (v) support the development of a centralized Grants Administration department for the City, and (vi) change the service delivery model for neighborhood and community development within the City. The City has developed a tight timeframe to effectuate this restructuring to be completed before the beginning of the new fiscal year on July 1st.

Vendor Procurement Guidelines

Federal procurement requirements for funding of restructuring initiatives through the Community Development Block Grant program (CDBG) and related HUD programs are described under 24 CFR 85.36 of HUD regulations. These regulations provide four options to procure goods and services with federal funds including an option referred to as "noncompetitive proposals" [24 CFR 85.36(d)(4)]. The regulations state that this method can be used when the "public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation" or when the "awarding agency (HUD) authorizes noncompetitive proposals."

Funding Justification

The City is seeking HUD authorization to utilize CDBG and related HUD program dollars to secure critical technical and financial management resources ("Consulting Resources") to expeditiously implement PDD restructuring. The City deems HUD funding as critical to address key deficiencies in the ongoing

community development and financial management areas at PDD. It is imperative the City is able to secure the Consulting Resources as expeditiously as possible for a number of reasons:

- Timeliness
HUD program awards contain provisions related to the timely use of funds (i.e., "use it or lose it" provisions). CDBG grantees cannot retain more than 1.5 times their most recent annual entitlement grant. NSP grantees must expend funds in 24-48 months depending on the specific source of the funds (NSP 1 and NSP3). Failure to meet these timeframes can result in various sanctions by HUD including the recapture and loss of funds. Our analysis concludes that a significant portion of HUD funds are at risk of recapture without additional management support.
- Staff Capacity
PDD staff capacity is severely limited. In fact, staff capacity has deteriorated significantly in recent years because of the ongoing problems confronted by the City, including the stress of bankruptcy. In addition to the normal turnover of experienced personnel, uncertainty regarding financial stability has caused a number of veteran staff to leave prematurely and it has made recruitment of talented new staff considerably more difficult. Further, many of the system changes required to permanently resolve HUD grant conditions have not been fully implemented. Staff lacks the capacity, time and skill set to implement these improvements, posing further risk of audit findings, grant conditions and possible repayment of funds.
- Sub-recipients
The City uses a wide variety of subrecipients (e.g., non-profit groups) to carry out vital community and neighborhood development services across the City of Detroit. Because of the delays in spending, inability to process contracts in a timely fashion for these programs and the uncertainty this has created, subrecipients have lost confidence in the City and their financial stability has begun to suffer. It is critical that funds from these programs become available at the earliest opportunity to stem the loss of capacity and to maintain the flow of critical services at the neighborhood level.
- Contractor Readiness
The City has identified Corporate F.A.C.T.S. as a key vendor in providing technical financial and management services to PDD for four months. This firm has been a key provider of HUD technical assistance, is intimately familiar with PDD's challenges, has demonstrated competence to solve difficult problems and is a Michigan-based consultant who can start work immediately. The firm also has a solid understanding of the City's overall financial management systems.

If the City were to use conventional competitive proposal procurement methods, several months would be required to secure the services necessary to address these critical issues and get another consultant firm up to speed in time to solve our urgent needs. This is time the City cannot afford to lose for the reasons described above and it constitutes a public exigency as provided for in the applicable federal procurement regulations. An internal cost analysis has been performed. The rates being proposed by Corporate F.A.C.T.S. to assist with PDD's restructuring efforts are in accord with comparable work that is currently being performed by consulting and accounting firms that are assisting with the centralized Grants Management Department development. For these reasons, the City is requesting HUD authorization of the noncompetitive proposal approach for procurement of professional community & neighborhood development and financial management services necessary to quickly and effectively

reactivate vital HUD programs. The approximate cost for a 4-month contract is estimated at \$1,251,300. The services are eligible HUD expenses and will be financed with existing HUD funds.



CITY OF DETROIT
FINANCE DEPARTMENT
PURCHASING DIVISION

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVE., SUITE 1008
DETROIT, MICHIGAN 48226
PHONE 313•224•4600
FAX 313•628•1160
WWW.DETROITMI.GOV

January 30, 2015

TO: HONORABLE CITY COUNCIL

Re: Contracts and Purchase Orders Scheduled to be considered at the Formal Session of January 27, 2015

Please be advised that the Contract submitted on Monday, January 26, 2015 for the City Council Agenda January 27, 2015 has been amended as follows:

1. The contractor's **funding source, contract period and contract amount** was submitted incorrectly to Purchasing by the Department. Please see the corrections below:

Submitted as: Page 1

PLANNING AND DEVELOPMENT

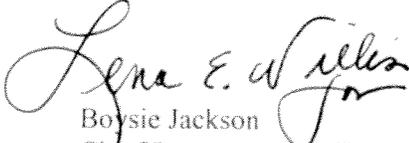
2892521 100% State Funding – To Provide Administration of HOME Investor Compliance Monitoring Program, which consists of Strategically Supporting Leadership and Management, Conducting Forensic Analysis, Assist in Identifying and Correcting Problems, Recapturing and Reprogramming Unspent Funds, Implementing Systems. Policies and Procedures to correct deficiencies – Contractor: Corporate F.A.C.T.S., Inc., Location: 51248 Plymouth Valley Drive, Plymouth, MI 48170 – Contract Period: September 15, 2014 through December 15, 2014 – Contract Amount: 686,837.00

Should read as: Page 1

PLANNING AND DEVELOPMENT

2892521 100% **Federal** Funding – To Provide Administration of HOME Investor Compliance Monitoring Program, which consists of Strategically Supporting Leadership and Management, Conducting Forensic Analysis, Assist in Identifying and Correcting Problems, Recapturing and Reprogramming Unspent Funds, Implementing Systems. Policies and Procedures to correct deficiencies – Contractor: Corporate F.A.C.T.S., Inc., Location: 51248 Plymouth Valley Drive, Plymouth, MI 48170 – Contract Period: September 15, 2014 through **December 31, 2014** – Contract Amount: **\$2,135,137.00**

Respectfully Submitted,


Boysie Jackson
Chief Procurement Officer
BJ/zh

BY COUNCIL MEMBER: _____

RESOLVED, that CPO# 2892521 referred to in the foregoing communication dated January 30, 2015, be hereby and is approved.