



REQUEST FOR PROPOSALS

MEASURE "C" EXPENDITURE STRATEGY PUBLIC SAFETY INTERVENTION/VIOLENCE PREVENTION

August 6, 2010

CITY OF EAST PALO ALTO

**2415 University Avenue
East Palo Alto, CA 94303
Telephone: (650) 853-3100
Fax: (650) 853-3111**

REQUEST FOR PROPOSALS

MEASURE C EXPENDITURE STRATEGY OPEN BID

SUMMARY

The City of East Palo Alto is soliciting proposals from qualified individuals, teams and/or firms to develop a comprehensive Measure “C” Expenditure Strategy. Measure C is a 10-year public-safety parcel tax passed by the electorate to provide funds for public safety intervention and violence prevention.

Measure C, Section 2. **FINDINGS**, outlines the intent of the Measure:

1. Investing in a coordinated system of early intervention, community policing and violence-prevention efforts before crime occurs will reduce economic and emotional costs and be a cost-effective use of taxpayer dollars.
2. Violence and crime occurs at workplaces, on school grounds, and in residential neighborhoods within the East Palo Alto community.
3. Due to budget constraints, the City’s police department is staffed at a level significantly lower than cities of similar size in the United States.
4. This special tax is based on a community assessment of innovative prevention strategies and is intended to be proportional to and based on estimates of typical use and benefit from these municipal services.
5. Crime in East Palo Alto disrupts local commercial activity, reduces business and industrial productivity, deters tourism and outside financial investments, and depreciates the value of real estate.

Measure C, Section 3. **USE OF PROCEEDS**, states:

The tax proceeds raised by this Ordinance may only be used as part of the following integrated program of violence prevention and public safety intervention, in accordance with the following specific purposes:

1. Community and neighborhood policing, training, crime suppression and investigations.
2. Violence prevention services with an emphasis on youth and families. Such services include preventive social services provided by the City of East Palo Alto, or by adding capacity to community-based nonprofit programs with a focus on youth, ex-felons, domestic violence and support for senior citizens.

The Measure allots 50% of the revenues for Public Safety Intervention and 50% for violence prevention programs. The Measure also mandates the formation of an oversight committee charged with program review and evaluation, as well as fiscal oversight.

PURPOSE AND SCOPE OF SERVICES

Under the direction of the City Council, the City is seeking to develop a strategy for the expenditure of Measure C funds that requires the police, community, and city government, to engage in more strategic partnerships and implement comprehensive, multi-disciplinary strategies that attack all facets of crime.

A comprehensive Measure C Expenditure Strategy will reduce redundancy and ensure only those programs that contribute to our citywide crime-reduction strategy are funded. The strategy will serve as a guide for staff in deploying its resources; the City Council in determining which programs should be funded, and for those organizations seeking future Measure C funding.

By developing a comprehensive expenditure strategy, the City will be better able to leverage other grants to address the root causes of crime not addressed by Measure C. For example, the City receives funding through various grants and sources including congressional earmarks and the Transient Occupancy Tax (TOT) that can and should be leveraged as part of an overall strategy. The passage of Measure C provides the City a unique opportunity to make significant advancements in our overall public safety with minimal impact to the General Fund.

The vendor selected to develop this strategy will be required to:

1. Work with city staff and the community to identify the key “root causes” of crime and violence in East Palo Alto.
2. Identify and prioritize what “root causes” can and should be addressed with the limited Measure C funds.
3. Develop a comprehensive, long-term Measure C Expenditure strategy for both prevention and public safety expenditures consistent with the aforementioned strategy.
4. Develop a funding schedule (plan of action) to implement the Measure C strategy over the remaining years in the Measure.

ORGANIZATIONAL ELIGIBILITY

As stated earlier, the Measure C parcel tax is divided by allotting 50% of proceeds to the Public Safety Intervention and 50% for violence prevention.

Accordingly, the City is seeking to develop a strategy that encompasses both components of Measure C. Vendor(s) may therefore respond to just one of the designated Measure C strategies (“Public Safety Intervention” or “Violence Prevention”); or, apply for both if that expert, team and/or firm has demonstrated qualifications in both designated areas.

Bidders can apply for individual and/or both strategies, or submit a collaborative proposal (i.e. consortium), including more than one agency to provide services outlined in the RFP. Such a proposal, however, must clearly identify one agency to serve as the fiscal agent. The fiscal agent will be responsible for reimbursement to the partner agencies and will be held responsible for the repayment of all disallowed costs.

FUNDING LIMITATIONS

The contract for services for this project shall not exceed \$50,000 for the total project, which includes the development of an Expenditure Strategy for both the public safety and crime prevention components of Measure C.

RFP LIMITATIONS

This RFP does not commit the City of East Palo Alto to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the City to do so. The City may require the proposing agency to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from negotiations.

BACKGROUND INFORMATION

East Palo Alto comprises a 2.5 square mile area with a population of 32,042 residents. East Palo Alto is a relatively young jurisdiction (incorporated in 1983) with a diverse population that changed from 95% majority white in the 1950's, to 62% majority Black in the 1960s - 1980s, to 64% majority Latino in the current decade. Families represent 75.6% of the population, giving East Palo Alto a higher than average concentration of families than most cities of comparable size.

Since its incorporation, the City, like many others, has continued to face the challenge of crime and violence. In 1992, the City earned dubious distinction of "Murder Capital" of the United States. Crime and violence rates have dropped dramatically since 1992. In fact, over the past three (3) years, homicides are down 29% and overall crime is down 16%. Notwithstanding this success, the overall crime and violence rate in the City remains inordinately high.

In November 2006, the community voted on and passed a special parcel tax (Measure C) with the intent of raising revenue necessary to retain and enhance services and programs to prevent violence and crime in the City of East Palo Alto. Funding from the measure is intended for the provision of crime/violence prevention services with an emphasis on youth and families as well as ex-felons, domestic violence and support for senior citizens.

The measure apportioned 50% of the funds for community and neighborhood policing, training, crime suppression and investigations and the balance (not less than 50%) to be directed at violence prevention programs. Currently, the City collects approximately \$700,000 annually from this tax.

SUBMISSION REQUIREMENTS

Please provide a written response to the following questions. Responses that do not follow the format of this RFP and do not provide the information requested will not be considered.

1. Provide complete name, business address, phone number and web-site address of the submitting individual or firm.
2. Provide a brief history and overview of the individual, team and/or firm and resume(s) of the high-level personnel for this engagement.
3. Describe the professional disciplines within the individual, team and/or firm's overall capabilities with respect to the proposed services.
4. Describe your track record providing expenditure strategies to municipalities with low socio-economic populations.
5. List at least three (3) clients to which you have provided the services described herein for the last five years, including client name, title and contact information.
6. Provide a timeline and pricing for this engagement.
7. Disclose and describe any information that is or could be considered a conflict of interest, including any current or prior financial relationship between the firm and any of the principals of the firm.

Conciseness and clarity of response is strongly encouraged; therefore, the response to this RFP should be no more than 10 (10) pages in length, single-sided, minimum of one (1) inch margin and twelve (12) point font. A principal of the firm must sign the complete response and affirm that the information provided is true, complete and accurate.

PROPOSAL DUE DATE

Please mail or deliver five (5) copies of your Response on or before **August 30, 2010, not later than 5:00 p.m. to:**

City of East Palo Alto/City Clerk's Office
2415 University Avenue
East Palo Alto, CA 94303

The outside of the envelope must be labeled: "RFP for Professional Services to Develop Measure C Expenditure Strategy."

Any questions regarding this RFQ should be directed to:

Patricia Del Castillo
East Palo Police Department
141 Demeter Street, East Palo Alto, CA 94303
pcastillo@cityofeap.org (650) 853-3155

Interviews and Selection: The City of East Palo Alto will evaluate RFP responses and may select one or more firms to be interviewed. Firms and individuals should be ready on short notice to come to the City for interviews and make their presentations of capabilities.

A Bidders Conference will be held at 10:00 a.m. on August 20, 2010 at the East Palo Alto Police Department Substation located at 219 Demeter Street, East Palo Alto.

Attendance is highly recommended for those organizations that intend to submit a proposal. At the Bidders Conference, staff will discuss and answer questions regarding this Request for Proposals (RFP).

Questions regarding the development and submission of this RFP should be submitted to 141 Demeter Street, East Palo Alto 94403, or by fax to 650: 853-3124 not later than August 16, 2010.

Questions will be compiled and responded to at the Bidders Conference. A copy of the RFP and Budget forms are available in this document.

A. PROPOSAL SUBMITTAL REQUIREMENTS

1. Bidders must submit a response to this Request for Proposal (RFP) and respond to the PROPOSAL FORMAT detailing the program you propose to operate. The proposal must be signed by an official authorized to bind the bidder to its provision.
2. Proposals must be marked as “*Measure C Expenditure Strategy*” and must be received **no later than 5:00 p.m., Monday, August 30, 2010.** The bidder is responsible for the timely receipt of their proposal to the City of East Palo Alto, City Clerk’s Office. Late or faxed proposals will **not** be considered.

B. PROPOSAL FORMAT

A proposal must contain all of the required sections and attachments and all questions must be answered in the order in which they are asked. All pages in proposals must be numbered and must include the following elements in the order listed below. There should be no attachments, enclosures, or exhibits other than those requested.

- A. Proposal Cover Sheet
- B. Narrative
- C. Goals and Objectives
- D. Evaluation
- E. Supplemental Agency Information and Certifications
- F. Organizational Experience and Demonstrated Effectiveness
- G. Project Budget
- H. Summary

A. Proposal Cover Sheet

See Attachment A.

B. Narrative (4 pages)

The narrative should describe the services you will provide and how the activities described in your proposal will meet the scope of services outlined in the RFP.

Include in this description (if applicable to your proposal) the following:

- Explain how your organization will assist the City achieve the objectives of this project as described under the Purpose and Scope of Services in this RFP.
- Describe the services as listed in this RFP that your organization will provide.
- Describe the strategy your organization will use to develop the Expenditure Strategy.
- Describe any collaborative partnerships you propose to have with other

community, business or governmental entities to assist with the delivery of the services.

- Describe the methodology for measuring the success of your project and your performance relative to the Project Goals listed in this RFP.

C. Goals and Objectives (1 page)

Describe, in measurable terms, the proposed project outcome and accomplishments including your overall goal(s); specific objectives or ways in which you will meet the goal(s). Program Goals and Objectives should include:

1. Clear description and explanation of project scope and activities
2. Description of activities
3. Time line of activities

D. Evaluation (1 page)

Describe how you will measure the effectiveness of your activities, your measured criteria to produce a successful project; and the expected outcomes/achievements.

Evaluations should include:

1. Plan for evaluating accomplishment of objectives.
2. Plan for modifying process and methodology.

E. Supplemental Agency Information and Certifications (8 page limit)

Prior to awarding a contract to any organization, the City requires pre-certification of the proposer's ability to comply with State and Federal regulations in the following areas:

1. Financial Accounting System: All proposers must include in the Proposal a statement from a CPA that the agency's /organization's accounting system and internal control procedures are adequate for the purpose of accounting for and reporting of State/Federal revenues and expenditures in compliance with generally accepted accounting procedures and Federal requirements.
2. Equal Employment Opportunity: All proposers must sign the statement contained in Attachment III regarding EEO/Affirmative Action.

F. Organizational Experience and Demonstrated Effectiveness Narrative (1 Page)

Proposer should provide information that indicates the organization's (and subcontractors if applicable) capacity to carryout the proposed services. This section should include a description of any similar experiences in program administration, as well as a description of the experience your organization and the organization (s) you intend to subcontract have in providing the services outlined in this RFP. Include any quantifiable outcomes which prove past effectiveness.

G. Project Budget (See Attachment A for budget forms)

Up to ten percent (10%) of the total amount requested may be expended on administrative costs.

H. Summary Page (1 Page)

Summarize all of the key information. Present a clear, concise summary of and the

visual framework for the proposed project. Include: Purpose of the funding request, objectives, methods, total project cost, and amount requested.

SUBMISSION OF PROPOSALS AND DEADLINE

The proposal is limited to the page limits indicated above for each section. The narrative must be double-spaced, single-sided 8.5x11 inch pages with 12 point text font and 1 inch margins. Each bidder must submit five (5) copies of the proposal in a sealed envelope bearing on the outside the name of the organization, full address, and date and time the proposal is due.

Proposals must be marked as “*Measure C Expenditure Strategy*” and must be received **prior to 5:00 p.m. PST, Monday, August 30, 2010**. The bidder is responsible for the timely receipt of their proposal to the City of East Palo Alto, City Clerk’s Office. Late or faxed proposals will **not** be considered.

PRELIMINARY SCHEDULE

- a. Request for proposal released: **August 6, 2010**
- b. Last day for questions, request for changes and or protest of specifications: **August 16, 2010**.
- c. The City will conduct a bidders’ conference on **August 20, 2010**, at 10:00 a.m., at the East Palo Alto Police Department Substation, 219 Demeter Street, East Palo Alto.
- d. Closing Date and Time (Last day and time to submit Proposals to the City of East Palo Alto, City Clerk’s Office): 5:00 p.m. PST, **Monday, August 30, 2010**
- e. Proposal Responses Opened and Evaluated: **August 31, 2010**.
- f. Anticipated Date Recommendation presented to City Council: **September 2010**.

PROPOSAL RATING CRITERIA

A Proposal Review Committee will determine proposal eligibility based on guidelines provided in this policy. Proposals will be reviewed and rated using the following criteria. A score ranging from zero to the maximum number of points will be assigned for each criterion to reflect the degree to which that criterion will be met by the proposed project based on information presented in the proposal and on past performance. **Proposals with a rating score of less than 80 will not be eligible for funding.**

1. **Responsive to the RFP** **0-10 points**
 - a. The proposal follows the format prescribed in the RFP and all major points are addressed. (0-5 points)
 - b. The proposing agency has demonstrated that it has met the RFP requirements in the areas of:
 - Equal Employment Opportunity (0-2 point)
 - Accounting System (0-3 points)

2. **Quality of Service** **0-40 points**
 a. The proposal work statement supports the *Project Goals and Objectives*. (0-40 points)

3. **Experience and Demonstrated Effectiveness** **0-20 points**
 a. The organization has the demonstrated capacity for providing the services outlined in the RFP (0-15 points)
 or
 b. The organization has conducted a previous study and report. (0-20 points)

4. **Performance Accountability** **0-15 points**
 The organization has described the methodology for measuring the success of their project and their performance relative to the *Project Goals and Objectives* as outlined in the RFP. (0-15 points)

5. **Costs** **0-10 points**
 The project will be rated on the basis of the cost compared to similar projects and other proposals submitted. (0-15 points)

6. **Summary Page** **0-5 points**
 All key information is summarized and presented in a clear and concise way.
Maximum Possible Points: 100

The total points awarded to each proposal will be tabulated and the bidders shall be ranked accordingly and a contract would then be negotiated. If negotiations are unsuccessful, the City may proceed to the next most qualified, and so on, until a contract is successfully negotiated. Staff will make its recommendation to City Council for approval. The City of East Palo Alto reserves the right to accept or reject any and all proposals, or to hold the proposals for 90 days before rendering a decision.

Acceptance of any organization's response does not place the City under any obligation to accept the lowest proposal response.

ADDENDA TO THE RFP

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all persons known to the contact person who have received or will subsequently receive the RFP. Receipt of addenda must be acknowledged by signing and returning it with the proposal.

PROTEST

Anyone who contends that the provisions of the RFP or any aspect of the procurement process will encourage favoritism in the award of the grant, or substantially diminish competition, must file a written protest to the RFP at least ten (10) days prior to the date set

for the opening of proposals. Failure to file a protest will be deemed a waiver of any claim that the procurement process violates any provisions of the City Municipal Codes.

NON-DISCRIMINATION

The issuing office, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4, hereby notifies all organizations that it will affirmatively insure that in regard to any grant entered into pursuant to this advertisement, minority business enterprises will be offered full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, sex, or national origin for an award.

Organizations awarded grants will be subject to the Anti-Harassment Policies, adopted by the City Council, of the City of East Palo Alto, on December 16, 2004, which complies with AB1825 (See Attachment Anti-Harassment Policy).

CONTRACT

The organizations selected by the City will be expected to enter into a written contract with the City of East Palo Alto.

INSURANCE

Proof of required insurance is made part of the awarded contract. Acceptance is not complete unless and until proof of required insurance is submitted to the City.

1. Organizations shall, at their own expense, at all times during the term of this contract, maintain in force:
 - A comprehensive general liability policy including coverage for contractual liability for obligations assumed under this contract, blanket contractual liability, products and completed operations and owner's and contractor's protective insurance;
 - A professional errors and omissions liability policy; and
 - A comprehensive automobile liability policy including owned and non-owned automobiles.
 - Worker's Compensation and liability coverage up to \$1M per person and \$1M each accident.

LIABILITY

The City of East Palo Alto assumes no responsibility or liability for cost incurred by organizations prior to the signing of an agreement. Total Liability of the City of East Palo Alto is limited to the terms and conditions of any contract resulting from this RFP.

INDEMNIFICATION

Organizations shall indemnify and hold harmless the City of East Palo Alto and its agents and employees from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials and equipment required to produce the services required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or

destruction of tangible property (other than the work itself), including the loss of use resulting there from; and 2) is caused in whole or in part by any negligent act or omission of the organization, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Organizations assume full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the organizations and their employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

GENERAL CONDITIONS

1. Organizations shall comply with any and all rules and regulations established by the City regarding security, building use, and conduct of their employees on the City's premises.
2. Organizations shall promptly remove any of its employees who, in the judgment of the City, either has performed his/her duties unsatisfactory or has violated the agreement.

APPENDIX

Project Proposal Cover Sheet

Required Cover Sheet (Photocopy of this page is acceptable.)

Date: _____

Project Title: _____

Total Funds Requested: \$_____

Applicant Organization: _____

Name of Primary Contact and Title: _____

Telephone: _____ Fax: _____

Email: _____

Applicant's Address: _____

BUDGET FORM – ATTACHMENT A

Detailed Budget for Entire Period	Requested Amount
Personnel (detail in Budget Justification below)	
Supplies	
Equipment (not to exceed 30% of direct costs)	
Travel	
Client Costs	
Other Expenses (itemize by category)	
Total Funding Request	

Budget Narrative

Complete a Budget Narrative for each project cost item to correspond to the budget summary form. Attach additional pages if needed following the same format.



City of East Palo Alto

EFFECTIVE DATE: 12/21/2004
REVISED DATE:
ADOPTED BY CITY COUNCIL: 12/21/2004
PAGE 1 OF 4

SUBJECT: ANTI-HARRASSMENT POLICY

I. PURPOSES

The purposes of this policy are to emphasize the City's commitment to keeping its workplace free of unlawful harassment, to define and provide examples of the conduct that is prohibited, to summarize the respective responsibilities for preventing, reporting, investigating, and responding to violations and to give clear warning of the serious consequences that violators will face.

A copy of this policy shall be provided to all persons who are subject to it, and shall be posted on City bulletin boards in all City facilities.

II. POLICY

All of the following are prohibited by this policy, and by State and Federal laws:

- harassment in any aspect of City employment based on any legally protected characteristic or status, including sex, sexual orientation, race, color, national origin, ancestry, religion, age, marital status, domestic partner, physical disability, mental disability, or medical condition;
- retaliation for opposing, filing a complaint about, or participating in an investigation of, any such harassment.
- Aiding, abetting, inciting, compelling, or coercing any such harassment or retaliation, or attempting to do so.

The City will take all reasonable steps necessary to prevent such misconduct from occurring, and to remedy and punish any occurrence. Any City employee found having engaged in any such misconduct will be subject to disciplinary action up to and including termination and will be deemed to have acted outside the course and scope of his or her employment.

This policy applies to all City employees, volunteers, interns, vendors, and contractors as well as to all applicants for such positions.

The policy shall not be interpreted or applied in any manner that would be inconsistent with any applicable State or Federal law or regulation, or increase the legal liability of the City.

III. DESCRIPTION AND EXAMPLES OF PROHIBITED HARASSMENT

Harassment on the basis of sex is unlawful, and is prohibited by this policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- an individual's submission to such conduct is made explicitly or implicitly, a term or condition of that individual's employment; or,
- an individual's submission to or rejection of such conduct is used as the basis for an employment decision affecting that individual; or,
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive, or offensive work environment.

Sexual harassment need not be motivated by sexual desire or gratification, and may include nonsexual conduct motivated by the violator's hostility towards the victim's gender, or towards the victim's nonconformity to gender stereotypes. Sexual harassment includes not only conduct motivated by gender, but also by pregnancy, childbirth, or a related condition. A harasser may be either male or female, and the victim may either be the same sex or the opposite sex. Even a person who is not the intended target of harassment may be harassed by it, if he or she witnesses it in their immediate work environment.

Sexual harassment may be verbal, visual, or physical. For example:

- Verbal harassment may consist of derogatory, threatening, or intimidating comments, epithets, slurs or jokes; references to gender, physical appearance, attire, sexual prowess, marital status, or pregnancy; or sexual advances, propositions, or demands.
- Visual harassment may consist of displaying or circulating derogatory or offensive posters, cartoons, drawings, photographs, pin-ups, computer images, or electronic media transmissions.
- Physical harassment may consist of assault, battery, or unwelcome, unnecessary and offensive touching (kissing, hugging, patting, rubbing, pinching, brushing against) staring, leering, gesturing, whistling or making noises, impeding or blocking movement, or physical interfering with normal work or movement.

In addition to prohibiting unlawful harassment based on sex or gender, this policy also prohibits unlawful harassment based on sexual orientation, or upon any other legal protected characteristic or status, such as race, religion, creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, domestic partner, or age. Harassment on the basis of such factors is subject to the same principles applicable to sexual harassment, as stated above.

IV. REPORTING HARASSMENT OR RETALIATION

Any City employee, volunteer, intern, vendor, contractor, or applicant who becomes aware of any harassment or retaliation prohibited by this policy shall report it immediately to their immediate supervisor, or higher ranking supervisor, or the Assistant City Manager. Under no circumstances shall such a report be required or expected to be made to the person who engaged in the misconduct that is subject to this report.

The responsibility to report conduct prohibited by this policy arises even if the conduct is directed toward someone else and even if the person toward whom it is directed does not want it reported.

Reports may be made orally or in writing, free of requirements as to form.

Because reports of conduct prohibited by this policy will be treated as serious charges, the making of a deliberately false report, or a report made with reckless disregard for its truth or falsity, may subject the maker to disciplinary action.

V. INVESTIGATION AND RESOLUTION

The City of East Palo Alto will investigate all reported violations of this policy. All employees, volunteers, interns, vendors and contractors shall cooperate with any such investigation.

Any supervisor, manager, or department head who receives a report of, or who becomes aware of, conduct prohibited by this policy shall promptly report it to the Personnel Officer. Upon receiving the report, the Personnel Officer shall conduct a prompt, full, and fair investigation, or delegate that responsibility to a qualified City employee or private investigator. The person performing the investigation shall:

- interview the complainant, the accused, and any other person the investigator believe to have knowledge relevant to the charges;
- gather and review any documentary, electronic, or physical evidence relevant to the charges;
- consult with legal counsel as needed;
- determine whether the charges can or cannot be substantiated; and
- develop recommendations for appropriate remedial and/or disciplinary action, if any.

Upon completion of the investigation, the Personnel Officer shall communicate the results of the investigation to the complainant, the accused, and, as appropriate, all others directly concerned.

To the extent permitted by law, confidentiality shall be maintained with respect to the complainant, the information gathered during the investigation, and the results of the investigation.

I have read and fully understand the content of this policy and agreed to abide by it as an employee, contractor, and/or volunteer of the City of East Palo Alto.

Signature

Date