



FULTON COUNTY

Vision

People Families Neighborhoods

Mission

To serve, protect and govern in concert with local municipalities

Values

*People Customer Services
Ethics Resource Management
Innovation Equal Opportunity*

**PURCHASING DEPARTMENT
Request for Proposal
06RFP49461C-BL**

Call to Womanhood

For

The Human Services Department

BID DUE TIME AND DATE: March 29, 2006 @ 11:00 AM, Local Time
PRE-PROPOSAL TIME AND DATE: March 17, 2006 @ 2:00 PM , Local Time
PROCEDURAL CONTACT: William E. Long, Jr. at (404)-730-7660
E-MAIL: william.long@co.fulton.ga.us

**LOCATION: FULTON COUNTY PURCHASING DEPARTMENT
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303**

TABLE OF CONTENTS

SECTION 1:	INTRODUCTION
1.1	Purpose
1.2	Purchasing the Request for Proposal
1.3	Pre-Proposal Conference
1.4	Proposal Due Date
1.5	Proposal Delivery Requirements
1.6	Contact Person and Inquiries
SECTION 2:	INSTRUCTION TO PROPOSERS
2.1	Procurement Process
2.2	No Contact During Procurement Process
2.3	Clarification & Addenda
2.4	Term of Contract
2.5	Required Submittals
2.6	Proposal Evaluation
2.7	Disqualification of Proposers
2.8	Reserved Rights
2.9	Applicable Laws
2.10	Minimum Participation Requirements for Prime Contractors
2.11	Insurance and Risk Management Provisions
2.12	Accuracy of Request for Proposal Related Documents
2.13	Responsibility of Proposer
2.14	Confidential Information
2.15	County Rights and Options
2.16	Cost of Proposal Preparation and Selection Process
2.17	Termination of Negotiations
2.18	Request for Proposal General Requirements
SECTION 3:	PROPOSAL REQUIREMENTS
3.1	Submission Requirements
	3.1.1 Proposal Submission Date and Submittal Format
	3.1.2 Number of Copies
3.2	Overview of Proposal Requirements
3.3	Scope of Work
	3.3.1 Conference Components
	3.3.2 Timetable – Annual Call to Manhood overnight weekend conference
3.4	Technical Proposal Format and Content
	3.4.1 Past Experience of Firm on Projects of this nature
	3.4.2 Qualifications of Key Staff
	3.4.3 Management Approach to completing project objectives
	3.4.4 Financial Responsibility
	3.4.5 Local Preference
3.5	Cost Proposal Format and Content
	Section 1: Introduction
	Section 2: Completed Price Proposal Forms
SECTION 4:	EVALUATION CRITERIA
4.1	Proposal Evaluation – Selection Criteria
SECTION 5:	PROPOSAL FORMS
5.1	Introduction
5.2	Procurement Affidavit Forms Description
	5.2.1 Certificate Regarding Debarment
	5.2.2 Non-Collusion Affidavit
	5.2.3 Certificate of Acceptance of Request for Proposal Requirements

5.2.4 Contractor or Proposer's Disclosure Form and Questionnaire

SECTION 6:

6.1

6.2

CONTRACT COMPLIANCE REQUIREMENTS

Non-Discrimination in Contracting and Procurements

Required Forms and Equal Business Opportunity Plan (EBO)

- Exhibit A – Promise of Non-Discrimination
- Exhibit B – Employment Report
- Exhibit C – Schedule of Intended Subcontractor Utilization
- Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- Exhibit E – Declaration Regarding Subcontractors Practices
- Exhibit F – Joint Venture Disclosure Affidavit
- Equal Business Opportunity Plan (EBO Plan) – This document is not a form. It is a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.

SECTION 7:

INSURANCE AND RISK MANAGEMENT PROVISIONS

SECTION 8:

SAMPLE CONTRACT AGREEMENT

SAMPLE FINAL AFFIDAVIT

SECTION 1 INTRODUCTION

1.1 PURPOSE

Fulton County, Georgia (“County”) is requesting proposals from firms and individuals who have experience and qualifications in providing program and event planning services.

Through the issuance of this Request For Proposal (“RFP” and/or “Proposals”), the County is soliciting Proposals from qualified Proposers for the Call to Manhood – Program and Event Planning Services.

Proposals provided in response to this RFP that comply with the submittal requirements set forth in Section 4.0, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described in Section 5.0. Based on the results of the evaluation, the County will award the Call to Womanhood – Program and Event Planning Services to the most advantageous Proposer based on the cost and the evaluation factors set forth in the RFP.

1.2 Purchasing the RFP

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.co.fulton.ga.us/> under “Bid Opportunities”.

1.3 PRE-PROPOSAL CONFERENCE

The County will hold a Pre-Proposal Conference, on **Friday, March 17, 2006 at 2:00 P.M.** in the Bid Conference Room of the Purchasing Department, Fulton County Public Safety Building, Suite 1168, 130 Peachtree Street, S.W., Atlanta, Georgia 30303. Attendance at the Pre-Proposal Conference is voluntary for responding to this RFP, however Proposers are strongly encouraged to attend. The purpose of the Pre-Proposal Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFP.

1.4 PROPOSAL DUE DATE

All proposals are due in the Purchasing Department of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before **Wednesday, March 29, 2006 at 5:00 P.M.**, legal prevailing time. All submitted proposals will be time and date stamped according to the clock at the front desk of the Fulton County Purchasing Department. Any proposals received after this appointed schedule will be considered late and subject to be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

1.5 PROPOSAL DELIVERY REQUIREMENTS

Any proposal received after the above stipulated due date and time will not be considered and will be rejected and returned. It shall be the sole responsibility of the Proposer to have his/her proposal delivered to the Fulton County Department of Purchasing for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Department of Purchasing.

1.6 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP should be submitted in writing to the Purchasing Department contact person:

**Assistant Purchasing Agent
Fulton County Purchasing Department
Public Safety Building, 1st Floor
130 Peachtree Street, S. W., Suite 1168
Atlanta, Georgia 30303
Telephone: 404.730.7660
Fax: 404.893.6268
Email: william.long@co.fulton.ga.us**

Any response made by the County will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

Any response made by the County will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

SECTION 2 INSTRUCTIONS TO PROPOSERS

2.1 PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. All technical requirements, unless otherwise specified, must be met, or be capable of being met by the Proposer or their proposal will be disqualified as being non-responsive.

2.2 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.3 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP and the Contract. Proposers must prepare such requests in writing for the County's consideration as set forth in this section of this RFP. While the County has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of

requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests received after **March 22, 2006 at 5:00 PM**, local prevailing time. Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be submitted in writing (letter, fax or email) to:

Fulton County Department of Purchasing
Attn: William E. Long, Jr.
Public Safety Building
130 Peachtree Street S.W. Suite 1168
Atlanta GA 30303
Email: william.long@co.fulton.ga.us
F: 404-893-6268 or 404-730-7660

**RFP 06RFP49458C-BL – Call to Manhood – Program and Event Planning
Services**

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP to all persons registered with the County to have received a copy of the RFP.

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the County shall be binding on the County. Proposers who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the County. Only written responses issued by addendum to this RFP should be considered by the Proposers.

During the period provided for the preparation of Proposals, the County may issue addenda to this RFP. These addenda will be numbered consecutively and will be distributed to those who have been issued a copy of this RFP. Additionally, the addenda will be posted on the Fulton County website, www.co.fulton.ga.us. These addenda will be issued by, or on behalf of, the County and will constitute a part of this RFP. Each Proposer is required to acknowledge by submitting an executed acknowledgment form included as Technical Proposal Form 2. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.4 TERM OF CONTRACT

The initial term of the contract shall be for twelve consecutive months from the date of award by the Board of Commissioners one (1) year term, with two (2), one (1) year renewal options.

2.5 REQUIRED SUBMITTALS

This is a checklist for the forms and affidavits that must be submitted. This section does not contain instructions for submission.

- Technical Proposal
- Cost Proposal
- Certification of Acceptance of Proposal Requirements
- Receipt of Addenda
- Procurement Affidavits
 - Certification Regarding Debarment
 - Non-Collusion Affidavit of Prime Offeror
 - Non-Collusion Affidavit of Subcontractor
 - Contractor or Proposer's Disclosure Form and Questionnaire
- Insurance and Risk Management Provisions
- Contract Compliance Forms
 - Exhibit A - Promise of Non-Discrimination
 - Exhibit B - Employment Report
 - Exhibit C - Schedule of Intended Subcontractor Utilization
 - Exhibit D - Letter of Intent to Perform As a Subcontractor
 - Exhibit E - Declaration Regarding subcontractor Practices
 - Exhibit F - Joint Venture Disclosure Affidavit
 - Equal Business Opportunity (EBO) Plan

2.6 PROPOSAL EVALUATION

All proposals will be evaluated using the criteria specified in Section 4 of this RFP. Selection will include an analysis of proposals by a selection committee composed of three members from the **Human Services Department** and two members from the Purchasing Department who will review the proposal submittals in accordance with the submittal requirements and the evaluation criteria set forth in Section 4 of this RFP. The committee may request oral interviews and/or site visits.

2.7 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) proposal to the County as the primary Proposer or member of a joint venture for the same work by and individual firm, partnership or corporation under the same or different names may be considered as sufficient for disqualification of a Proposer and the rejection of the proposal.

2.8 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to award the contract to the lowest proposer and the County reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

2.9 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Code of Laws §2-324 which is incorporated by reference herein.

2.10 MINIMUM PARTICIPATION REQUIREMENTS FOR PRIME CONTRACTORS

Pursuant to Fulton County Code 102-357, Prime Bidders on the project must perform no less than 51% of the scope of work required under the project.

2.11 INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Section 7 of this RFP.

2.12 ACCURACY OF RFP AND RELATED DOCUMENTS

The County assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the County will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 1.10 in writing at the following address: Fulton County Purchasing Department, Public Safety Bldg, 130

Peachtree Street S.E., Suite 1168 Atlanta, GA 30303. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.13 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded of Fulton County's "**No Contact During Procurement**" policy and may only contact the person designated by the RFP.

2.14 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The County, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The County has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Proposers waive any challenge to the County's decisions in this regard. Marking all or substantially all of a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFP.

Notwithstanding the foregoing, Proposers recognize and agree that the County, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.15 COUNTY RIGHTS AND OPTIONS

This RFP constitutes an invitation to submit Proposals to the County. Without limitation or penalty, the County reserves and holds at its sole discretion, the following rights and options:

- This RFP does not obligate the County to select, procure or contract for any services whatsoever
- The County reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the County
- All costs incurred by a Proposer in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the County will be borne by the Proposer.

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- The County reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration for this procurement, and to notify such Proposers of the County's determination.
 - The County may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.
 - The County reserves the right to waive any technicalities or irregularities in the Proposals.
 - The County reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
 - The County may request Proposers to send representatives to the County for interviews and presentations.
 - To the extent deemed appropriate by the County, the County may select and enter into discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.
 - The County reserves the right to discontinue negotiations with any selected Proposer.
 - The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.
 - All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the County and will not be returned, and the County reserves the right to utilize all such information contained in the Proposals without further cost to the County
 - The County may add to or delete from the Project Scope of Work set forth in this RFP.
 - Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.
 - Neither the County, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.
 - The County, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.

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- The County reserves the right to conduct investigations of the Proposers and their responses to this RFP and to request additional evidence to support the information included in any such response.

By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP.

2.16 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer. In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any costs incurred by the Proposer in any subsequent negotiations entered into in connection with developing the Proposal. There shall be no claims whatsoever against the County, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.17 TERMINATION OF NEGOTIATIONS

The County at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the County determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The County will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the County.

2.18

FULTON COUNTY PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL (RFP) GENERAL REQUIREMENTS

**CALL TO WOMANHOOD – PROGRAM AND EVENT PLANNING SERVICES
RFP # 06RFP49461C-BL**

The following information pertains to the submission of a proposal to Fulton County (“County”), and contains instructions on how proposals must be presented in order to be considered. If specific conditions or instructions in the text of the Request for Proposal (“RFP”) conflict with the General Requirements as listed here, those conditions or instructions in the RFP shall prevail.

1. Proposals submitted in response to the attached RFP must be formatted as specified in the RFP. Additional sheets, literature, etc., should be clearly identified.
2. The original and the required number of copies of the proposal must be returned to:

Fulton County Purchasing Agent
Fulton County Purchasing Department
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
3. The envelope in which the proposal is submitted must be sealed and clearly labeled with the RFP project name and number, due date and time, and the name of the company or individual submitting the proposal. Proposals must be received by the opening date and time shown on this RFP in order to be considered. The Purchasing Agent has no obligation to consider proposals which are not in properly marked envelopes. The Technical Proposal, Cost Proposal and Contract Compliance submittals shall be submitted in separate sealed envelopes. The inclusion of any cost information in the Technical Proposal may result in such proposal being rejected by the County.
4. Proposals received after the time and date specified will not be opened or considered.
5. By submitting a signed proposal, Offeror agrees to accept an award made as a result of the submission of the prices and terms contained in that proposal. Prices proposed must be audited by the Offeror to insure correctness before the proposal is submitted. Person signing the proposal is responsible for the accuracy of information in it. The specifications, provisions, and the terms and conditions of the RFP and proposal shall become a valid contract between Fulton County and the Offeror upon notice of award of contract in writing and/or issuance of a purchase order.
6. Any contract awarded as a result of this proposal, shall comply fully with all Local, State, and Federal laws and regulations.
7. Absolutely no fax proposals or reproduction proposals will be accepted, except that if multiple copies of the proposal are required, photocopies of the original may be submitted as the additional copies, provided that they are clearly marked as such.

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8. Type or neatly print company name, as well as the full legal name and title of the person signing the proposal, in all appropriate places. The Offeror's signature must be executed by a Principal of the company duly authorized to make contracts and bind the company to all terms being proposed.
 9. Proposals may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its proposal.

Proposals for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Offerors in the request for proposals of the number of days that Offerors will be required to honor their proposals. If an Offeror is not selected within 60 days of opening the proposals, any Offeror that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the proposal.

10. Show information and prices in the format requested. Prices are to be quoted F.O.B. destination, and must include all costs chargeable to the Offeror in executing the contract, including taxes. Unless otherwise provided in the Contract, Fulton County shall have no liability for any cost not included in the price. The Offeror shall provide Fulton County the benefit through a reduction in price of any decrease in the Offeror's costs by reason of tax exemptions based upon Fulton County's status as a tax-exempt entity.
11. Propose all items specified or indicate under each item what alternative is being proposed and why it should be considered in lieu of the original specification. Failures to indicate any exceptions shall be interpreted as the Offeror's intent to fully comply with the specifications as written. Conditional or qualified proposals (except as specifically allowed in the specifications) are subject to rejection in whole or in part.
12. Fulton County shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.
13. The successful Offeror must assume full responsibility for delivery of all goods and services proposed and agree to relieve Fulton County of all responsibility and costs for prosecuting claims.
14. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days notice by the County of such defect, damage or deficiency.
15. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is

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- responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
16. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
 17. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of all of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.
 18. Proposals must contain references which reflect successful completion of contracts for the types of goods, materials, equipment, or services for which the vendor is submitting a proposal to the County. In instances where that does not apply, the proposal must contain a statement and supporting documentation demonstrating such expertise, knowledge, or experience to establish the vendor submitting the proposal as capable of meeting the demands of the proposal should an award be made to them.
 19. Offerors submitting proposals may be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their proposal, and are in all respects competent and eligible vendors, able to fulfill the terms of the specifications. Fulton County may make such investigations as it deems necessary to determine the ability of the Offeror to perform such work, and reserves the right to reject any proposal if evidence fails to indicate that the proposed vendor is qualified to carry out the obligation of the contract and to complete the work satisfactorily.
 20. By submitting a signed proposal, Offeror certifies that there has been no collusion with any other Offeror. Reasonable grounds for believing Offeror has an interest in more than one proposal will result in rejection of all proposals in which the Offeror has an interest. Any party to collusion may not be considered in future proposals for the same or similar work.
 21. Upon notice of selection, the Offeror submitting the proposal is obligated to perform. Should a successful Offeror refuse to enter into a contract subsequent to an award, a penalty may be assessed and/or the Offeror may be found to be "non-responsible" in the future.
 22. In case of default by the successful Offeror, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
 23. Successful Offerors contract directly with the County and are the party or parties obligated to perform. Contracts may not be assigned and any failure to perform the Contract in accordance with the specifications will constitute a breach of contract and may result in an Offeror being found to be "non-responsible" in the future.
 24. Invoice(s) must list each item separately and must show Fulton County's purchase order number as well as the proper department and address to whom the service or product was provided.
 25. Fulton County reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any technicalities. Fulton County reserves the right to award a

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- contract based on this RFP and the proposal(s) received (in whole or in part) to one or several Vendors.
26. Awards will not necessarily be based on cost alone. Other factors, as detailed in the RFP, will be considered in determining what proposal will be deemed to best meet the needs of Fulton County.
 27. All proposals and bids submitted to Fulton County are subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.
 28. All proposals and bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h). The Utility Contractor License number of the person who will perform the utility work shall be written on the face of the bid envelope.
 29. Prior to beginning any work, the successful Offeror shall furnish to Fulton County (for the contracting firm and for any subcontractors) a certificate from an insurance company showing issuance of Workers' compensation coverage for the State of Georgia or a certificated from the Georgia Workers' Compensation Board showing proof of ability to pay compensation directly.
 30. It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.
 - A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
 - B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
 - C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.
 31. Any Offeror intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture Agreement with this offer. This agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with Fulton County, or be accompanied by a document, binding upon the Joint Venture and its constituent members, making such

designation. Offers from Joint Ventures that do not include these documents will be rejected as being “non-responsive”.

32. Any Offeror intending to respond to this solicitation must complete all of the Procurement Affidavit Forms provided in Section 5. Proposals that do not include these completed documents will be rejected as being “non-responsive”.

**SECTION 3
PROPOSAL REQUIREMENTS**

3.1 SUBMISSION REQUIREMENTS

3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than **Wednesday, March 29, 2006 at 11:00 A.M.** and must be addressed to:

**REQUEST FOR PROPOSAL #06RFP49461C-BL
Fulton County Department of Purchasing
Public Safety Building
130 Peachtree Street S.E. Suite 1168
Atlanta GA 30303**

The Proposal shall consist of a Technical Proposal, a Cost Proposal and executed Contract Compliance Exhibits (A-F) and Procurement Affidavits. The Technical Proposal shall include proposer information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Price Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSAL # 05RFP49461C-BL
Project # and Title
[Technical or Cost Proposal]
Proposer's Name and Address**

3.1.2 Number of Copies

Proposers shall submit one (1) original and five (5) copies each of the Technical, one (1) original and two copies of the Cost Proposals and two

(2) copies of the Contract Compliance Documents. Each is to be submitted in a separately sealed and identifiable envelope. All Proposals must be complete with all requested information.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

3.3 SCOPE OF WORK

Section 3.3.1 Planning

- Contractor must select a planning committee (made up of representatives from non-profit and for profit organizations that serve children and youth and corporations with the ability to provide sponsorship) to develop an overall theme for the Annual Call to Womanhood Conference; the theme must align with the purpose of the program and fulfill the program objectives
- Contractor must develop a working timeline that must be approved by the Contract Services Manager
- Contractor must research and select a facility that meets all the needs of the conference
- Contractor must consult with the planning committee to identify young adult and adult workshops
- Once adult and young adult workshops have been identified, the contractor must consult with the committee to identify workshop facilitators/presenters
- Contractor must assign in-house staff to coordinate sizeable components of the conference (i.e. publicity, registration, etc.)
- Contractor must meet with the planning committee once a month and meet with the committee twice a month 2 months prior to the conference date
- Contractor must keep up regular consultation with the Contract Services Manager during this phase

Section 3.3.2 Facility

- Contractor must secure a facility that can accommodate up to 300 people at any given time throughout the duration of the conference
- The facility must be able to host the Annual Call to Womanhood Conference on the evening of Friday, October 20th and all day Saturday, October 21st, 2006

-
- The facility must be able to provide a seated, three course dinner on Friday, October 20th, a continental breakfast on Saturday, October 21st, and a seated, three course luncheon on Saturday, October 21st
 - The facility must have enough rooms available to provide a separate room for each young adult workshop, each adult workshop, and a ballroom to host the dinner on Friday evening and the luncheon on Saturday afternoon
 - The facility must have a lobby or reception area that can accommodate registration for up to 300 people
 - The facility must have a room available for the care of children under the age of 12 throughout the duration of the conference
 - The facility must allow licensed child care workers to run the childcare room
 - The facility must be flexible in its accommodations in regards to outside goods and services being allowed on the premises by the selected contractor to help defray costs
 - The facility must provide water, notepad, and pencil/pen in each workshop room
 - The facility must provide tables and chairs for all workshops, dinner, and luncheon
 - The facility must provide a room for storage that is at least 10' by 12' by 9' in dimension; this storage room must have a door that locks for security, and it must be accessible at all times to pre-approved conference staff persons
 - The facility must possess a dolly or cart to facilitate the transfer of conference materials in and out of the facility
 - The facility must allow weighted balloons
 - The facility must allow a hanging banner in the registration area
 - The facility must allow floral centerpieces in the ballroom and in workshop rooms
 - Facility needs to have enough staff to provide a staff person to solely manage the Call to Womanhood Conference; this staff person needs to be easily accessible by the Call to Womanhood staff leading up to the conference and at all times throughout the duration of the conference
 - Facility needs to be able to provide an elevated stage (at least 3 feet from the ground) that is at least 8' by 12' in dimension
 - Facility must be able to meet all A/V equipment needs (i.e. microphones, projectors, audio devices, etc.) in every room or area that is occupied by the conference
 - Facility must be easily accessible by MARTA (Metropolitan Atlanta Rapid Transit Authority), preferably near a MARTA train station
 - Facility must be located in South Fulton
 - Facility must have an area outside the main entrance where conference participants can be dropped off and picked up by a shuttle that goes back and forth between the facility and the nearest MARTA station throughout the duration of the conference at set time intervals
 - Facility must have a marquis either outside of each room or positioned in the registration area that informs all participants of the time and location of activities, young adult workshops, and adult workshops
 - Facility must have enough restrooms to accommodate the flow of 300 people at any given time throughout the duration of the conference

-
- Facility must possess superior ratings in comparison to all other entities within the same business category (i.e. hotels, convention centers, etc.) in regards to customer service, appearance, food, technological equipment, and general accommodation

Section 3.3.3 Registration

- The Contractor is responsible for creating applications for registration and/or an online registration website that would maximize the number of attendees
- The registration application and/or online registration website should request specific group information, specific contact information, the number of girls participating, whether childcare is needed, and any other pertinent information
- The Contractor must have a fax machine that can receive multiple faxes
- The Contractor must have a staff person available that will be responsible for the entire registration process; this staff person will need to be available to answer questions over the phone, to respond to emails, to manage mail-in applications, and to promote registration for the event within the community; the staff person handling registration will also be responsible for organizing applications and keeping track of the amount returned, the order they were returned, and the number of people registering; by the end of registration, this staff person should create two rosters, an individual roster and a group roster, listing all the people that have registered for the event; the staff person over registration will also need to create a waiting list, when necessary

Section 3.3.4 Execution

- The Contractor must follow a program format similar to the programs produced for 2005 and 2004; the Office of Children and Youth will provide a copy of both programs to serve as a guide for the Contractor
- The Contractor must have sufficient staff to accomplish the Call to Womanhood Conference to a satisfactory degree; the Contractor will need to have at least 50 staff and/or volunteers at any given time throughout the duration of the entire conference, in order to meet the needs of the program and the needs of the participants
- The Contractor must be able to transport all conference items to the facility on their own
- The Contractor must have a storage space to store all items up to the point when the facility can provide the agreed upon storage space
- The Contractor must be able to store all invoices, registration applications, vendor information, and presenter registration forms
- The Contractor must have sufficient and/or ample resources (i.e. refreshments, manpower, funds, in-kind donations) to successfully execute this program which **may or may not** result in exceeding budget expectations.

Section 3.3.5 Workshops

- Contractor must provide young adult workshops that cover most or all of the following subjects: financial management, career success, preparedness for secondary education, understanding consequences, sexual responsibility, self esteem, or an equivalent interchange of subjects
- Contractor must provide at least 6 workshops for young women to choose from; our young women should have enough time allotted to attend at least 3 workshops during the workshop sessions
- Contractor must provide adult workshops that cover most or all of the following subjects: effective communication, parenting skills, problem solving, ensuring the success of the next generations, owning property, financial management, coping skills, stress management, or an equivalent interchange of subjects
- Contractor must provide at least 3 workshops for adult women; adult women should have enough time allotted to attend all three workshops during the workshop sessions
- Contractor must secure one quality workshop presenter for each workshop; workshop presenters should have a vast knowledge of the subject they will cover in their presentation, and they should have ample experience presenting to a group of young women (ages 12-17), if they are assigned to a young adult workshop or should have ample experience presenting to a group of adult women if they are assigned to an adult workshop
- All prospective presenters are required to submit a resume or curriculum vitae that must be reviewed and approved by both the Contractor and the Contract Services Manager before any presenter is selected
- Workshop presenters must conduct interactive workshops that involve the active participation of each and every participant (i.e. visual aides, audio devices, dramatic presentations, handouts, etc.)
- In rare cases, both young adult and adult workshops bring attention to issues that are current in the news; depending on the societal climate, a workshop might need to address a prevalent issue in the community that would benefit each participant; inclusion or interchange of any subject not aforementioned above is up to the discretion of the Contract Services Manager
- The Contractor must block off Saturday morning for the young adult and adult workshop sessions; all sessions must be scheduled ahead of time and approved by the Contract Services Manager and the Planning Committee; the time, location, and title of each workshop session must be printed in the program and displayed on the marquis; all sessions must begin and end on time
- Each workshop should consist of at least 35 minutes of instruction and at least 5 minutes to fill out workshop evaluations

Section 3.3.6 Activities

- The Contractor is responsible for creating engaging, entertaining, and beneficial activities for the participants on both Friday and Saturday
- Any activities must be reviewed and approved by the Contract Services Manager before being selected and confirmed

Section 3.3.7 Speakers and Presenters

- The Call to Womanhood Conference must allot a few minutes for Commissioner William “Bill” Edwards to make a opening comments to the participants, either during the beginning of the proceedings on Friday evening or during the beginning of the Luncheon on Saturday, depending upon his schedule
- Presenters for workshops must include divisions from the Fulton County Human Services Department
- The Call to Womanhood conference secures a keynote speaker and a motivational speaker every year
- The keynote speaker always speaks during the Luncheon on Saturday; the keynote speaker must be a woman who is accomplished, has set and achieved her personal and career goals, has a passion for reaching out to young women, is admired in the community, and she is asked to gear her speech towards the overall theme of the conference; the keynote speaker must be articulate, energetic, engaging and have considerable experience speaking before young audiences as well as capturing and maintaining the attention of young audiences
- The motivational speaker always speaks after breakfast and before the workshop sessions begin; the motivational speaker should be a woman who is accomplished, has set and achieved her personal and career goals, has a passion for reaching out to young women, is admired in the community, should be young enough to relate to the young participants, and is able to gear her speech towards the overall theme of the conference; the motivational speaker must be articulate, energetic, engaging and have considerable experience speaking before young audiences as well as capturing and maintaining the attention of young audiences
- The Contractor is responsible for securing a mistress of ceremonies for both days of the conference; there may be a different mistress of ceremonies, but both mistresses of ceremonies must serve in their entire duration of the conference on the day they are assigned to; the mistresses of ceremonies must be articulate, energetic, engaging and have considerable experience speaking before young audiences as well as possessing the ability to improvise during any segment of the ceremony in order to stay on schedule
- All prospective speakers, presenters, and mistresses of ceremonies must submit their resume or curriculum vitae for **review** and **approval** by the Contract Services Manager, the Contractor, and the Planning Committee 60-days from the scheduled date of the event
- All workshop presenters, invocation presenters, mistresses of ceremonies, the motivational speaker, and the keynote speaker receive an honorarium
- The Contractor is responsible for supplying registration packets, confirmation letters, invoices, and W-9's to all of the presenters ahead of time to be completed by the presenter and collected by the Contractor; the Contractor is responsible for all aspects of payment
- The Contractor must transfer a copy of all files to the Office of Children and Youth, to include all financial documents

Section 3.3.8 Participants

- In order to be eligible to attend and participate in the conference, all young women must be between the ages of 12 and 17, and must be accompanied by an adult (18+ years); all participants must be pre-registered; all participants must be Fulton County residents
- All participants must be registered at the event on both days through a check of the roster
- The Call to Womanhood Conference is free to all participants
- Depending upon the number of applications received, a cap may have to be enforced on the number of girls or women in a group; generally, groups should not exceed more than 11 people, and there should be a ratio of only one chaperone for every 10 girls; ratios might need to be adjusted, depending on circumstances

Section 3.3.9 Publicity

- The Contractor is responsible for making sure that the Annual Call to Womanhood Conference is promoted well; the following modes of media are necessary to receive the same level of response from the community: mailings, a standing web announcement, and radio announcements
- Mailings are the primary technique for publicizing the conference; the Contractor will need to utilize the master list that has been generated by the Office of Children & Youth, as well as the registration list from 2005 and 2004; hold-the-date cards must be sent out to the above mentioned citizens and organizations no less than two and half months prior to the first day of the conference (August 1, 2006); registration packets must be sent out to the above mentioned citizens no less than eight weeks prior to the conference (August 22, 2006); registered groups and/or individuals must be notified by mail no less than three weeks prior to the conference (September 26, 2006)
- The Contractor must have a professional web designer on staff with sufficient experience and skills to advertise information for Call to Womanhood on the official Fulton County Website under the Human Services Department webpage, in cooperation with the Fulton County Information Technology (IT) Department; the application must be made available to citizens to print out from the Fulton County Website
- The contractor must pursue all major radio stations that broadcast within Fulton County and request that they broadcast all pertinent information regarding the conference to their listeners (i.e. 103.3 FM, 100.5 FM, 97.1 FM, 95.5 FM, 107.9 FM, 91.9 FM, etc); radio announcements must be approved by the Contract Services Manager before being submitted to any station

Section 3.3.10 Quality Standards (Design, Visual Displays, Adornment, and Publications)

- The Contractor must consult with the Contract Services Manager to choose a color scheme for the conference; the color scheme should consist of three colors
- The Contractor is charged with the responsibility of replicating the quality that participants have come to expect of the Call to Womanhood Conference; designs, visual displays, adornment, and publications are a key component of the program's positive reputation and success; the Contractor must employ a professional graphic designer with appropriate experience and skills set to fulfill the following responsibilities: t-shirt design, design for all publications, design for all posters, design for visual displays, and adornment; all artwork proposed by the graphic designer must be submitted and approved by the Contract Services Manager before any design has been selected or endorsed
- The Contractor is also responsible for identifying a printing company that meets all printing needs: posters, publications, and banners; the dimension of the printed materials will be approved by the Contract Services Manager (poster not to exceed 24" x 36"); posters should be firm, Styrofoam boards, in color, and should have a glossy finish; all printing materials should be available in color; all printed materials must be reviewed and approved by the Contract Services Manager before being selected or endorsed
- All workshop rooms and the ballroom must be adorned and coincide with the color scheme of the conference (i.e. balloons, wall ornamentation, etc.); all ornamentation must be approved by the Contract Services Manager before being selected or endorsed
- The Contractor must identify a florist to provide centerpieces for all the tables during the dinner, the breakfast, and the luncheon; there must be a podium arrangement
- All advertising, promotions, and other publicity in connection with the Call to Womanhood Conference must include the following acknowledgement:
**Sponsored by Commissioner William "Bill" Edwards
Fulton County Board of Commissioners, and the
Fulton County Human Services Department, Office of Children
and Youth**
- All advertising, promotions, and other publicity in connection with the Call to Womanhood Conference must include the Fulton County Call to Womanhood logo
- The Contractor must provide a poster of an official letter from Commissioner William "Bill" Edwards to all the participants

Section 3.3.11 Incentives

- The Contractor is responsible for providing enough t-shirts and bags to hand out to all registered Call to Womanhood participants; the Contractor should identify a company that mass produces shirts and bags and has an accessible company catalogue; shirts and bags must be approved by the Contract Services Manager and the Planning Committee; shirts and bags are distributed to each registered

participant upon successful registration; only one shirt and one bag are given to each registered participant who is present

- A book must be chosen to give away to all registered participants; this book should be relevant to the theme and promote the objective of the Call to Womanhood Conference; the book must be approved by the Contract Services Manager prior to being selected or endorsed
- The Contractor must provide small incentives (a token reminder of the subject matter) in each young adult workshop; there must be enough incentives for each registered participant in each workshop; all incentives must be submitted to the Contract Services Manager prior to be selected or endorsed

Section 3.3.12 Conference Evaluations

- The Contractor must provide evaluations for all registered participants to accurately complete before they leave the facility each day; the evaluations should provide an assessment of the following components of the conference: young adult workshops, adult workshops, speakers, food, entertainment, and customer service; evaluations must be submitted for **review** and **approval** to the Contract Services Manager prior to being endorsed
- The Contractor must have staff available to collect evaluations from each registered participant; evaluations must be compiled into a report within two weeks after the conference, and submitted to the Contract Services Manager
- The Contractor and the Contractor's staff will collaborate with registered organizations to ensure that a detailed list of each registered participant (name, age, address) is forwarded to the Fulton County Human Services Department's (CQI) Continuous Quality Improvement Coordinator which will outline each registered participant's experience by the aforementioned categories. This information will be provided within two weeks following the event to ensure accurate data is assessed.

Section 3.3.13 Contractor Progress Reports, Progress Meetings, and Written Evaluations

- The Contractor must provide bi-weekly reports to the Contract Services Manager, must set up a schedule to have monthly progress meetings with the Contract Services Manager (the frequency of progress meetings might increase as the conference draws near), and the Contractor must comply with comments on the evaluation that call for action or need attention, as stated by the Contract Services Manager

3.4 TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate the ability of the firm to provide the requested services. Failure to submit any required data item may be cause for rejection. Offerors shall not submit data other than defined herein. In addition to the data described below, Offeror may provide section dividers, a front and back cover, a table of contents, and a cover letter, which may serve as an introduction to the

proposal. A page refers to one side of a single 8 ½ inch x 11 inch page. Text shall be minimum 12 point.

Proposal information shall include:

Section 3.4.1 Past Experience of Firm on Projects of this nature

1. Experience of the firm to include the following:
 - a. Provide a short narrative of the firm and staff's demonstrated ability to perform the proposed services.
 - b. Provide a minimum of two (2) references of public sector organizations of similar size to Fulton County for which the firm has conducted similar services in the past two years. Include contact name, title, and telephone number, dollar value of contract, and brief description of services.
 - c. Provide at least one (1) reference of a public sector organization where core team members have worked together. Include contact name, title, and telephone number, dollar value of contract, and brief description of services.
 - d. Provide current workload of the firm and personnel to be assigned to the project. Include a statement of availability of project manager during the engagement.

Section 3.4.2 Qualifications of Key Staffs

- a. Provide the qualifications of the individuals to be assigned to the engagement.
- b. Include a statement of duties expected to be performed by each individual and approximate number of hours by task.

Section 3.4.3 Management Approach to completing project objectives identified in 3.3, Scope of Work:

- a. Provide a summary of the firm's understanding of the work to be performed by task. Include the steps expected to be performed to complete each task.
- b. Provide a timeline of the work expected to be performed by task, with approximate dates to be performed.

Section 3.4.4 Financial Responsibility

Offerors will be evaluated on the strength of their Financial Statements. Annual reports include Financial Statements from recent years, which will also be reviewed. The review will focus upon the Offeror's Statement of Income, Balance Sheet and Cash Flow Statements. Ratio Analysis will be included in determining the Offeror's financial strength as well as a review of the sources and uses of funds.

Financial Statement/Capability

In order for the County to evaluate, verify and understand the Offeror's financial capability, the following documentation is requested for the Offeror:

- Provide annual reports and financial statement for the last three (3) years, including income statements, balance sheets, and any changes in financial position.
- The latest quarterly financial report and a description of any material changes in financial position since the last annual report.
- Offeror's most recent Dun & Bradstreet and/or Value Line Reports.
- Documentation and discussion of the financial condition and capability of the Offeror (s).
- State whether the Offeror or any member of the Offeror's team has ever filed a petition for bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium, or assignment of benefits of creditors, or otherwise sought relief from creditors. If yes, please provide an explanation of the circumstances.

This section of the Proposal shall present technical, financial, other confidential information, and proprietary information that the Proposer claims are exempt from public disclosure.

Section 3.4.5 Local Preference

Proposer or Proposer's Joint Venture partner must have an operating office within the geographical boundaries of Fulton County at the time of submitting its bid will received the full points allotted for Local Preference. The County reserves the right to determine if the bidder meets this criteria.

3.5 COST PROPOSAL FORMAT AND CONTENT

The Price Proposal shall be provided in a **separate sealed envelope** in accordance with this RFP. The Price Proposal shall include current information and shall be arranged and include content as described below:

Section 1 - Introduction

The Proposer shall include an introduction which outlines the contents of the Cost Proposal.

Section 2 - Completed Price Proposal Forms

The Proposer is required to complete the following Price Proposal Form:

COST PROPOSAL
(In a separately sealed and identifiable envelope)

“Call to Womanhood - Program and Event Planning Services”

TOTAL PROJECT BID COST: \$ _____

Cost in grammatical terms: _____

COST PROPOSAL

“Call to Womanhood - Program and Event Planning Services”

PLEASE COMPLETE AS DIRECTED AND INSERT IN A SEPARATE SEALED ENVELOPE LABELED “COST PROPOSAL”.

1. Facility Reservation
 \$ _____
2. Equipment/Room Rental
 \$ _____
3. A/V Rental
 \$ _____
4. Workshop Presenters
 \$ _____
5. Keynote Speaker
 \$ _____
6. Staff
 \$ _____
7. Food
 \$ _____
8. T-shirts, totes, awards, incentives, etc.
 - 1 - 100
 \$ _____ each
 - 101 - 200
 \$ _____ each
 - 201 - 300
 \$ _____ each
 - 301 - 500
 \$ _____ each
 - 501 +
 \$ _____ each
9. Printing
 \$ _____
10. Graphic Design
 \$ _____
11. Shuttle Transportation
 \$ _____
12. Decorations
 \$ _____
13. Flowers
 \$ _____
14. Entertainment
 \$ _____
15. Books
 \$ _____
16. Childcare Providers (Babysitting)
 \$ _____
17. Child Entertainment
 \$ _____
18. Office Supplies
 \$ _____
19. Banners
 \$ _____

20. Miscellaneous	\$ _____
21. Liability Insurance Coverage	\$ _____
22. Other (explain) _____	\$ _____

Total Cost

SECTION 4 EVALUATION CRITERIA

4.1 PROPOSAL EVALUATION – SELECTION CRITERIA

Selection will include an analysis of proposals by a selection committee composed of members from Human Services and Purchasing Department. The committee may request oral interviews and/or site visits. The committee will report its findings and recommendations to the County Manager who shall then make a recommendation to the members of the Fulton County Commission.

The following criteria will be used to evaluate the proposals submitted in response to this RFP:

Evaluation Criteria	Weight
Past Experience of Firm on Projects of this nature	25
Qualifications of Key Staff and Percentage of time to be dedicated to this project.	30
Management Approach to completing project objectives	20
Financial Responsibility	5
Local Preference	10
Cost Proposal	10
TOTAL POINTS AVAILABLE	100

SECTION 5 PROPOSAL FORMS

5.1 INTRODUCTION

To be deemed responsive to this RFP, Proposers must provide the information requested and complete in detail all Proposal Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Proposal Forms. Proposers should reproduce each Proposal Form, as required, and complete the appropriate portions of the forms provided in this section.

Procurement Affidavits

Procurement Affidavit Form 1	Certification Regarding Debarment
Procurement Affidavit Form 2	Form A: Non-Collusion Affidavit (Prime) Form B: Sub-Contractor Non-Collusion Affidavit
Procurement Affidavit Form 3	Certificate of Acceptance of Request for Proposal Requirements
Procurement Form 4	Contractor or Proposal's Disclosure Form and Questionnaire

5.2 PROCUREMENT AFFIDAVIT FORMS DESCRIPTION

The following paragraphs present an overview of each Procurement Affidavit Form required.

5.2.1 Certification Regarding Debarment

Proposer shall complete and submit Form 1, which certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency.

5.2.2 Non-Collusion Affidavit

The Proposal shall include a copy of Proposal Form 2A, executed by an authorized officer of the corporation. Proposals developed by a joint venture shall be similarly executed by all joint venture participants. Additionally, all sub-contractors shall execute a copy of Proposal Form 2B which shall also be submitted with the proposal.

5.2.3 Certificate of Acceptance of Request for Proposal Requirements

Proposer shall complete and submit Form 3, which certifies that Proposer has read the solicitation including all addenda, exhibits, attachments and appendices.

5.2.4 Contractor or Proposer's Disclosure Form and Questionnaire

STATE OF GEORGIA

COUNTY OF FULTON

NON-COLLUSION AFFIDAVIT OF BIDDER/OFFEROR

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 200__.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

STATE OF GEORGIA

COUNTY OF FULTON

NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 200__.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

**CERTIFICATE OF ACCEPTANCE OF REQUEST
FOR PROPOSAL REQUIREMENTS**

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages # _____ to # _____ inclusive, including any addenda # _____ to # _____ exhibit(s) # _____ to # _____, attachment(s) # _____, and/or appendices # _____ to # _____ in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

Company: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Phone: _____

(Affix Corporate Seal)

CONTRACTOR OR PROPOSER'S DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Contractor or Proposer's officers, directors, affiliates and other employees, agents or representative of this form, the subject project _____.

For the purposes of this form, the term "affiliate" of any Contractor or Proposer shall mean any person or entity that directly or indirectly controls or is controlled by, or is under common control with, such Contractor or Proposer. "Control" means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through ownership of voting securities, by entreat, or otherwise.

Describe accurately, fully and completely, their respective relationships with said Contractor or Proposer, including their ownership interests and their anticipated role in the management and operations of said Contractor or Proposer.

2. Please describe the general development of said Contractor or Proposer's business during the past five (5) years, or such shorter period of time that said Contractor or Proposer has been in business.
3. Please state whether any employee, agent or representative of said Contractor or Proposer who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Contractor or Proposer. If any answer is yes, explain fully the following:
 - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Contractor or Proposer, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Contractor or Proposer;
 - (b) whether Contractor or Proposer was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Contractor or Proposer from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

(c) whether said Contractor's or Proposer's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Contractor or Proposer, which directly arose from activities conducted by the business unit or corporate division of said Contractor or Proposer which submitted a bid or proposal for the subject project. If so please explain.

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Circle One: YES NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government, or

Circle One: YES NO

4. Have you or any member of your firm or team been involved in any claim or litigation with Fulton County or any other federal, state or local government, or private entity during the last ten

Circle One: YES NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Contractor's or Proposer's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Contractor or Proposer should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Contractor or Proposers, joint venture partners and first-tier sub-contractor or Proposers.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 20__

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

(Title)

Sworn to and subscribed before me,

this _____ day of _____, 20__

(Notary Public) (Seal)

Commission Expires _____
(Date)

SECTION 6

CONTRACT COMPLIANCE REQUIREMENTS

6.1 NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENTS

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

Equal Business Opportunity Plan (EBO Plan): In addition to the proposal submission requirements, each vendor **must** submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups.
2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in *this solicitation*.

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

Prompt Payment: The prime contractor **must** certify in writing and **must** document on the Exhibit G Form (Prime Contractor/Subcontractor Utilization Report) that all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payment within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

6.2 REQUIRED FORMS AND EBO PLAN

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the proposal being deemed non-responsive.

- **Exhibit A** – Promise of Non-Discrimination
- **Exhibit B** – Employment Report
- **Exhibit C** – Schedule of Intended Subcontractor Utilization
- **Exhibit D** – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- **Exhibit E** – Declaration Regarding Subcontractors Practices
- **Exhibit F** – Joint Venture Disclosure Affidavit
- **Equal Business Opportunity Plan (EBO Plan)** – This document is not a form. It is a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.

All Contract Compliance documents (Exhibits A – F and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked “Contract Compliance”. The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

The following document must be completed as instructed if awarded the project:

- **Exhibit G** – Prime Contractor’s Subcontractor Utilization Report

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

“Know all persons by these presents, that I/We (_____),
Name

_____ Title Firm Name
Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EXHIBIT B – EMPLOYMENT REPORT

The demographic employment make-up for the bidder/proposer **must** be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

EMPLOYEES

CATEGORY	NATIVE AMERICAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CAUCASIAN AMERICAN		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F
Male/Female												
Mgmt/Official												
Professional												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Other (specify)												
TOTALS												

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

This completed form is for (Check one) Bidder/Proposer Subcontractor

Submitted by: _____ Date Completed: _____

EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

Prime Bidder/Proposer: _____

ITB/RFP Number: _____

Project Name or Description of Work/Service(s): _____

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is _____ is not _____ a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.

Total Dollar Value of Subcontractor Agreements: (\$)

Total Percentage Value: (%)

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature: _____ **Title:** _____

Firm or Corporate Name: _____

Address: _____

Telephone: () _____

Fax Number: () _____

Email Address: _____

EXHIBIT D

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
OR
PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by **ALL** known subcontractor and submitted with the bid/proposal. The Prime Contractor **must** submit Letters of Intent for **ALL** known subcontractors at time of bid submission.

To: _____
(Name of Prime Contractor Firm)

From: _____
(Name of Subcontractor Firm)

ITB/RFP Number: _____

Project Name: _____

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount

(Prime Bidder)

(Subcontractor)

Signature _____

Signature _____

Title _____

Title _____

Date _____

Date _____

EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid/proposal.

_____ hereby declares that it is my/our intent to
(Bidder)

perform 100% of the work required for _____
(ITB/RFP Number)

(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;
2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;
3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name: _____ **Title:** _____ **Date:** _____

Signature: _____

Firm: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT

ITB/RFP No. _____

Project Name _____

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

1. Firms:

1) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

2) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

3) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

NAME OF JOINT VENTURE (If applicable): _____

ADDRESS: _____

PRINCIPAL OFFICE: _____

OFFICE PHONE: _____

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.
2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?
3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.
4. Describe the estimated contract cash flow for each joint venturer.
5. To what extent and by whom will the on-site work be supervised?
6. To what extent and by whom will the administrative office be supervised?
7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?
8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?
9. Describe the experience and business qualifications of each joint venturer.
10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.
11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing: _____

12. The authority of each joint venturer to commit or obligate the other: _____

13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority firm or the joint venture: _____

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not

limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

<u>Name</u>	<u>Race</u>	<u>Sex</u>	<u>Financial Decisions</u>	<u>Supervision Field Operation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Finance, under the direction of the County Manger's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR _____
(Company)

Date: _____

(Signature of Affiant)

(Printed Name)

(Company)

Date: _____

(Signature of Affiant)

(Printed Name)

State of _____:

County of _____:

On this _____ day of _____, 20_____, before me, appeared _____, the undersigned known to me to be the person described in the foregoing Affidavit and acknowledge that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

EXHIBIT – G PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT

This report **must** be submitted by the **tenth day** of each month, along with a copy of your monthly invoice (schedule of values/payment application) to Contract Compliance. Failure to comply **shall** result in the County commencing proceedings to impose sanctions to the prime contractor, in addition to pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by Fulton County.

REPORTING PERIOD	PROJECT NAME:	
FROM:	PROJECT NUMBER:	
TO:	PROJECT LOCATION:	

	PRIME CONTRACTOR	Contract Award Date	Contract Award Amount	Change Order Amount	Contract Period	% Complete to Date
Name:						
Address:						
Telephone #:						

AMOUNT OF REQUISITION THIS PERIOD: \$ _____
 TOTAL AMOUNT REQUISITION TO DATE: \$ _____

SUBCONTRACTOR UTILIZATION (add additional rows as necessary)

Name of Sub-Contractor	Description of Work	Contract Amount	Amount Paid To Date	Amount Requisition This Period	Contract Period Starting Date	Contract Period Ending Date
TOTALS						

Executed By: _____ (Signature) _____ (Printed Name)

Nortary: _____ Date: _____

My Commission Expires: _____

Should you have questions regarding any of the documents contained in Section 6, please feel free to contact the Office of Contract Compliance at (404) 763-6300, for further assistance.

SECTION 7

INSURANCE AND RISK MANAGEMENT PROVISIONS

INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to Fulton County. Insurance coverage must be current from time of award through the period of final acceptance from Fulton County. The following requirements shall apply.

- A. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to Fulton County, as evidenced by return receipts of registered or certified letters.
- B. Each respondent shall submit with the bid/proposal evidence of insurability as indicated below. The insurance shall be for the contract period.
- C. Respondent must maintain, at their expense, insurance in at least the following amounts and types.
- D. The Contractor shall insure that the Request for Bid/Proposal number and Project Description appears on the Certificate of Insurance.
- E. The Certificate of Insurance shall identify the Certificate Holder as:

Fulton County Government – Purchasing Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

1. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)

EMPLOYER'S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$500,000.
(Aggregate)	BY DISEASE - EACH EMPLOYEE	-	\$500,000.

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000.
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000.
Products\Completed Operation	Aggregate Limit	-	\$1,000,000.
Personal and Advertising Injury	Limits	-	\$1,000,000.
Fire Damage	Limits	-	\$ 100,000.

SECTION 8
SAMPLE CONTRACT AGREEMENT

SAMPLE CONTRACT AGREEMENT

- Article 1. CONTRACT DOCUMENTS
- Article 2. SEVERABILITY
- Article 3. DESCRIPTION OF PROJECT
- Article 4. SCOPE OF SERVICES
- Article 5. DELIVERABLES
- Article 6. SERVICES PROVIDED BY COUNTY
- Article 7. MODIFICATIONS/CHANGE ORDERS
- Article 8. SCHEDULE OF WORK
- Article 9. CONTRACT TERM
- Article 10. COMPENSATION AND PAYMENT FOR CONSULTANT SERVICES
- Article 11. PERSONNEL AND EQUIPMENT
- Article 12. SUSPENSION OF WORK
- Article 13. DISPUTES
- Article 14. TERMINATION OF AGREEMENT FOR CAUSE
- Article 15. TERMINATION FOR CONVENIENCE OF COUNTY
- Article 16. WAIVER OF BREACH
- Article 17. INDEPENDENT CONTRACTOR
- Article 18. RESPONSIBILITY OF CONSULTANT
- Article 19. COOPERATION WITH OTHER CONSULTANTS
- Article 20. ACCURACY OF WORK
- Article 21. REVIEW OF WORK
- Article 22. INDEMNIFICATION
- Article 23. CONFIDENTIALITY
- Article 24. OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION:
- Article 25. COVENANT AGAINST CONTINGENT FEES
- Article 26. INSURANCE
- Article 27. PROHIBITED INTEREST
- Article 28. SUBCONTRACTING
- Article 29. ASSIGNABILITY
- Article 30. ANTI-KICKBACK CLAUSE
- Article 31. AUDITS AND INSPECTORS
- Article 32. ACCOUNTING SYSTEM
- Article 33. VERBAL AGREEMENT
- Article 34. NOTICES
- Article 35. JURISDICTION
- Article 36. EQUAL EMPLOYMENT OPPORTUNITY
- Article 37. FORCE MAJEURE
- Article 38. OPEN RECORDS ACT
- Article 39. CONSULTANT'S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT:

SAMPLE PROFESSIONAL AGREEMENT

This Agreement, made and entered into as of the _____ day of _____, 20____ by and between **FULTON COUNTY, GEORGIA** a political subdivision of the State of Georgia, hereinafter referred to as "COUNTY", and _____, to provide professional driver training services in Georgia, hereinafter referred to as "CONSULTANT":

WITNESSETH

WHEREAS, COUNTY through its Finance Department, Risk Management Division (hereinafter referred to as the "DEPARTMENT") desires to retain a qualified and experienced consultant to perform certain services regarding **Call to Womanhood** for Fulton County employees/drivers (hereinafter, referred to as the "Project").

WHEREAS, CONSULTANT has represented to COUNTY that it is experienced and has qualified and local staff available to commit to the Project and COUNTY has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, COUNTY and CONSULTANT agree as follows:

ARTICLE 1. **CONTRACT DOCUMENTS:** COUNTY hereby engages CONSULTANT, and CONSULTANT hereby agrees to perform the services hereinafter set forth. This Agreement, together with the COUNTY'S request for proposal, acknowledgements, the Agreement, general conditions [**where applicable**], special conditions [**where applicable**], specifications, addenda, exhibits, drawings [**where applicable**], acceptable portions of CONSULTANT'S submitted proposal, and change orders, shall all form essential parts of this Agreement. The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conform to Fulton County Policy and Procedure 800-6 governing change orders, is signed by the COUNTY'S and the CONSULTANT'S duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the RFP, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of CONSULTANT'S proposal that was accepted by the county and made a part of the Contract Documents.

ARTICLE 2. **SEVERABILITY:** If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT:** COUNTY and CONSULTANT agree the PROJECT is as described in Exhibit “A”, entitled, “Scope of Services,” included on unnumbered page 6 of the County’s RFP along with appropriate and responsive aspects of CONSULTANT’S Proposal.” All exhibits referenced in this Agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF SERVICES:** Unless modified in writing by both parties in the manner specified in the Agreement, duties of CONSULTANT shall not be construed to exceed those services specifically set forth herein. CONSULTANT agrees to provide all services, products, and data and to perform all tasks described in Exhibit “A” entitled, “Scope of Services,” Article 3 above.

ARTICLE 5. **DELIVERABLES:** CONSULTANT shall deliver to COUNTY all reports, specifications and drawings prepared under the terms of this AGREEMENT that are specified in the Agreement. CONSULTANT shall provide to COUNTY all deliverables specified in the Agreement. Deliverables shall be furnished to COUNTY by CONSULTANT in a media of form that is acceptable and usable by COUNTY at no additional cost at the end of the Project.

ARTICLE 6. **SERVICES PROVIDED BY COUNTY:** CONSULTANT shall gather from COUNTY all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit “A,” if required, will be performed and furnished by COUNTY in a timely manner so as not to unduly delay CONSULTANT in the performance of said obligations. COUNTY shall have the final decision as to what data and information is pertinent.

COUNTY will appoint in writing a COUNTY Authorized Representative with respect to work to be performed under this Agreement until COUNTY gives written notice of the appointment of a successor. The COUNTY’S Authorized Representative shall have complete authority to transmit instructions, receive information, and define COUNTY’S policies, consistent with COUNTY rules and regulations. CONSULTANT may rely upon written consents and approvals signed by COUNTY’S Authorized Representative that are consistent with COUNTY rules and regulations.

ARTICLE 7. MODIFICATIONS/CHANGE ORDERS: If during the course of performing the Project, COUNTY and CONSULTANT agree that it is necessary to make changes in the Project, such changes will be incorporated by written Change Order and/or supplemental agreements to this AGREEMENT. Any such Change Order and/or supplemental shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of Fulton County Policy 800-6, which is incorporated by reference herein.

[ARTICLE 8 IS OPTIONAL; ONLY USE WHERE THE WORK IS BROKEN UP INTO TASKS WHERE EACH TASK REQUIRE A NOTICE TO PROCEED FROM THE COUNTY]

ARTICLE 8. SCHEDULE OF WORK: CONSULTANT shall not proceed to furnish such services and COUNTY shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to CONSULTANT from COUNTY. Services shall be furnished in accordance with the CONSULTANT'S schedule as presented in Exhibit "___" entitled, - "Schedule of Work". The CONSULTANT shall begin work under this Agreement no later than five (5) days after the effective date of notification to proceed.

[OPTIONAL; WHERE APPLICABLE]

A stop work order issued to the CONSULTANT shall be the only means of suspending the time of performance of work under the Agreement. The time of performance of work as reference on Exhibit "___" does not include time for reviews for the project by the County, it's authorized representative, _____ or any other agencies reviewing the project. Time charges shall cease when a phase specified in the engineering fee proposal has been completed to the satisfaction of the COUNTY'S authorized representative.

[OPTIONAL; WHERE APPLICABLE]

The COUNTY'S Authorized Representative with respect to the Project shall issue a stop work order for the time of performance for work to the CONSULTANT once all tasks of each phase is considered accepted and fulfilled as specified in the engineering fee proposal. A notice to proceed shall be issued to the CONSULTANT for the next phase of work and shall address the total time of performance of work remaining on the contract.

ARTICLE 9. CONTRACT TERM:

ELDRIDGE, HOW WILL THIS BE FUNDED? HOW WAS IT PRESENTED TO THE BOC, AS TO FUNDING? FOR INSTANCE, DID YOU ENCUMBER ALL OF THE FUNDS UP FRONT TO COVER THE JULY 1, 20 _____ TO JULY 1, 20 ____ PERIOD. YOU ARE AWARE THAT ALL FUNDING GOES TO ZERO ON DECEMBER 31, AND YOU MAY HAVE TO DO A RENEWAL UNLESS THE ENTIRE FUNDS WERE ENCUREMBERED FOR THE CONTRACT TERM. [NOTE: ARTICLE 9 WILL CHANGE DEPENDING ON FUNDING SOURCE]

The term of this Agreement shall commence within the year of execution and continue for a total of 12 calendar months. The COUNTY reserves the right to renew the contract for a total of ____ (____) consecutive one-year periods, subject to the allocation of funding for such successive calendar year, and satisfactory contractor's performance and defined elsewhere in the contract. Non renewal of the Agreement shall not result in a claim for payment or damages by Consultant, except that the Consultant shall be paid for actual services rendered through the date of termination.

ARTICLE 10. COMPENSATION AND PAYMENT FOR CONSULTANT SERVICES:

Compensation for work performed by CONSULTANT on PROJECT shall be on the basis of rates shown in Section ____ .

The total contract amount for the Project shall not exceed \$_____.00, which is full payment for a complete scope of services. Invoices for payment shall be submitted to COUNTY by the

first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month.

The CONSULTANT may submit to the COUNTY, an invoice, in a form acceptable to the COUNTY and accompanied by all support documentation requested by the COUNTY, for payment and for services that were completed during the preceding phase. The COUNTY shall review for approval said invoices. The COUNTY shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the COUNTY, are reasonably in excess of the actual stage of completion. Disputes concerning the payment of submitted invoices shall be resolved pursuant to the dispute process outlined in Article 13. The COUNTY shall pay each such invoice or portion thereof as approved, provided that the approval or payment of any such invoice shall not be considered to be evidence of the performance of the CONSULTANT to the point indicated by such invoice, or receipt of acceptance by the COUNTY of the services covered by such invoice. The COUNTY shall promptly pay any undisputed items contained in such invoices. As a minimum, each invoice shall include a narrative describing the total work accomplished for each phase, an accurate updated schedule, a description of the percentage of total work completed for each phase through the date of the statement, and an updated draw-down of the Task-Discipline Matrix submitted with the CONSULTANT'S cost proposal.

The consultant must certify in writing that all subconsultants of the CONSULTANT and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime consultant is unable to pay sub subconsultants or suppliers until it has received a progress payment from Fulton County, the prime consultant shall pay all subconsultants or suppliers funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

CONSULTANT agrees that the compensation provided within shall be full and final settlement of all claims arising against COUNTY for work done, materials furnished, cost incurred or otherwise arising out of this AGREEMENT and shall release COUNTY from any and all further claims related to payment for services and materials furnished in connection with this Agreement.

County shall not be responsible for any interest penalty for any late payment.

ARTICLE 11. **PERSONNEL AND EQUIPMENT:** CONSULTANT shall identify in writing a project manager who shall have sole authority to represent CONSULTANT on all manners pertaining to this contract.

CONSULTANT represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with COUNTY. All of the services required hereunder will be performed by CONSULTANT under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Key personnel, including subcontractors, engaged in performing services for CONSULTANT under this Agreement are indicated in Exhibit __ entitled, - "Key Personnel Listing." Written notification shall be immediately provided to COUNTY upon change or severance of any listed key personnel or subcontractor performing services on this Project by CONSULTANT. No changes or substitutions shall be permitted in CONSULTANT'S key personnel or subcontractor as set forth herein without the prior written approval of the COUNTY. Requests for changes in key personnel or subcontractors will not be unreasonably withheld by COUNTY. Changing of key personnel or subcontractor during the course of this Project shall constitute a cause for termination under the terms outlined in ARTICLE 14. TERMINATION OF AGREEMENT FOR CAUSE of this AGREEMENT.

CONSULTANT shall employ those people, who are in responsible charge of supervision on the work performed on this Project, duly registered in the State of Georgia in the appropriate area.

CONSULTANT shall endorse all deliverables including reports, and contract plans. Such endorsements shall be made by a person duly registered for such services by the governing authority authorized by the State of Georgia, being in the full employ of CONSULTANT and responsible for the work prescribed by this Agreement.

ARTICLE 12. **SUSPENSION OF WORK:** COUNTY may order CONSULTANT in writing to suspend, delay or interrupt all or any part of the work for such period of time as he may determine appropriate for the convenience of COUNTY, or for delays caused by third parties not in any way affiliated with the CONSULTANT. The time for completion of the Project shall be extended by the number of days the work is suspended. COUNTY shall not be responsible for any claims, damages or cost stemming from any delay of the project.

ARTICLE 13. **DISPUTES:** Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the COUNTY'S Authorized Representative. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the CONSULTANT. The CONSULTANT shall have 30 days from date of receipt to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, CONSULTANT shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, CONSULTANT shall proceed diligently with performance of the Agreement and in accordance with the Risk Manager.

ARTICLE 14. **TERMINATION OF AGREEMENT FOR CAUSE:** Either COUNTY or CONSULTANT may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party. Notice of

termination shall be delivered by certified mail with receipt for delivery returned to the sender. The Risk Manager is expressly delegated with the authority, after consultation with the County Manager, to terminate the Agreement on behalf of COUNTY.

TIME IS OF THE ESSENCE and if the CONSULTANT refuses or fails to perform the work, maintain the scheduled level of effort as proposed and described in Exhibit “___” entitled, - Schedule of Work, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, as more thoroughly described in Article 8 (**where Article 8 is a part of the Agreement**), or any extension or tolling there of, or fails to complete said work within such time. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of COUNTY, shall constitute cause for termination.

The COUNTY may, by written notice to CONSULTANT, terminate CONSULTANT’S right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the COUNTY may take over the work and perform the same to completion, by contract or otherwise, and CONSULTANT shall be required to provide all copies of finished or unfinished documents prepared by CONSULTANT under this Agreement to the COUNTY as stated in Exhibit “___” entitled, – Deliverables. CONSULTANT shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by County. Whether or not the CONSULTANT’S right to proceed with the work has been terminated, the CONSULTANT shall be liable for any damage to the COUNTY resulting from the CONSULTANT’S refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the COUNTY obtaining the services of another Consultant to complete the design of the project.

ARTICLE 15. **TERMINATION FOR CONVENIENCE OF COUNTY:** Notwithstanding any other provisions, COUNTY may terminate this Agreement for its convenience at any time by a written notice to CONSULTANT. If the Agreement is terminated for convenience by COUNTY as provided in this article, CONSULTANT will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by CONSULTANT which shall itemize each task element and briefly state what work has been completed and what work remains to be done. The Risk Manager is expressly delegated with the authority, after consultation with the County Manager, to terminate the Agreement on behalf of COUNTY.

ARTICLE 16. **WAIVER OF BREACH:** The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 17. **INDEPENDENT CONTRACTOR:** CONSULTANT shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be constructed to be inconsistent with relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute CONSULTANT or any of its agents or employees to be the agent, employee or representative of COUNTY.

ARTICLE 18. **RESPONSIBILITY OF CONSULTANT:** CONSULTANT is employed to render a professional service only and any payments made to CONSULTANT are compensation solely for such services rendered and recommendations made in carrying out the work. CONSULTANT shall follow the practice of the _____ profession to make findings, opinions, factual presentations, professional advice and recommendations. Errors due to CONSULTANT'S failure to comply with standard engineering procedures shall be corrected in a time frame agreed to by COUNTY and at CONSULTANT'S expense.

ARTICLE 19. **COOPERATION WITH OTHER CONSULTANTS:** CONSULTANT will undertake the Project in cooperation with and in coordination with other studies, projects or related work performed for, with or by COUNTY'S employees, appointed committee(s) or other consultants. CONSULTANT shall fully cooperate with such other related consultants and COUNTY employees or appointed committees. CONSULTANT shall provide within his schedule of work, time and effort to coordinate with other consultants under contract with COUNTY. CONSULTANT shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by COUNTY employees. CONSULTANT shall not be liable or responsible for the delays of third parties not under its control nor affiliated with the CONSULTANT in any manner.

ARTICLE 20. **ACCURACY OF WORK:** CONSULTANT shall be responsible for the accuracy of his work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the COUNTY will not relieve CONSULTANT of the responsibility of subsequent corrections of any errors and the clarification of any ambiguities. CONSULTANT shall prepare any plans, report, fieldwork, or data required by COUNTY to correct its errors or omissions. The above consultation, clarification or correction shall be made without added compensation to consultant. CONSULTANT shall give immediate attention to these changes so there will be a minimum of delay to others.

ARTICLE 21. **REVIEW OF WORK:** Authorized representatives of COUNTY may at all reasonable times review and inspect Project activities and data collected under this Agreement and amendments thereto. All reports, drawings, studies, specifications, estimates, maps and computations prepared by or for CONSULTANT, shall be available to authorized representatives of COUNTY for inspection and review at all reasonable times in the main office of COUNTY. Acceptance shall not relieve CONSULTANT of its professional obligation to correct, at its expense, any of its errors in work. COUNTY may request at any time and CONSULTANT shall produce progress prints or copies of any work as performed under this Agreement. Refusal by CONSULTANT to submit progress reports and/or plans shall be cause for COUNTY, without any liability thereof, to withhold payment to CONSULTANT until CONSULTANT complies with COUNTY'S request in this regard. COUNTY'S review recommendations shall be incorporated into the plans by CONSULTANT.

ARTICLE 22. **INDEMNIFICATION:** The CONSULTANT shall indemnify, defend and hold harmless the COUNTY, its officers, agents, employees and successors and assigns from and against any and all liability, loss, damages, claims, suits, liens, and judgments including attorneys fees, of whatever nature, including claims for contributions and/or indemnification, for

injuries to or death or any person or persons, or damage to property or other rights of any person or persons caused by (1) any failure by the CONSULTANT to perform its obligations under this Agreement; (2) the negligent, intentional or willful misconduct of the CONSULTANT or any of its officers, directors, employees, representatives, agents or Subcontractors in connection with this Agreement; (3) CONSULTANT'S fault; or (4) the performance of the CONSULTANT'S obligations under this Agreement. The CONSULTANT shall also indemnify the COUNTY to the extent provided elsewhere in this Agreement. To the extent there is a determination that CONSULTANT has acted as an agent of the COUNTY, the CONSULTANT is specifically excluded from the term "agent" mentioned in the previous sentence, such that COUSULTANT will be required to comply with the requirements of this Article. CONSULTANT'S obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall also include but not limited to any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition disparagement of produce or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONSULTANT shall not indemnify or hold harmless the COUNTY for the sole acts or omissions of employees or officers of the COUNTY.

CONSULTANT further agrees to protect, defend, indemnify and hold harmless COUNTY, its officers, agents and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employees of CONSULTANT. These CONSULTANT'S indemnities shall not be limited by reason of the listing of any insurance coverage.

These indemnity provisions are for the protection of the COUNTY indemnities only and shall not establish, of themselves, any liability to third parties. The provisions of this ARTICLE shall survive termination of this Agreement.

ARTICLE 23. CONFIDENTIALITY: CONSULTANT agrees that its conclusions and any reports are for the confidential information of COUNTY and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to COUNTY, and will only discuss the same with it or its authorized representatives, except as required under this Agreement to provide information to the public. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by consultant pursuant thereto and any equipment paid for by COUNTY as a result of this Agreement, shall become the property of COUNTY and be delivered to the Director of the DEPARTMENT.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing of COUNTY.

It is further agreed that if any information concerning the Project, its conduct results, or data gathered or processed should be released by CONSULTANT without prior approval from COUNTY, the release of the same shall constitute grounds for termination of this Agreement without indemnity to CONSULTANT, but should any such information be released by

COUNTY or by CONSULTANT with such prior written approval, the same shall be regarded as Public information and no longer subject to the restrictions of this Agreement.

ARTICLE 24. OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION:

CONSULTANT agrees that Fulton County is the sole owner of all information, data, and materials (hereafter "Information") that are developed or prepared subject to this Agreement. CONSULTANT or any Subcontractor is not allowed to use or sell such Information subject to this AGREEMENT for educational, publication, profit, research or any other purpose without the written and authorized consent of the Director of the Department of Public Works. All electronic files used in connection to this Agreement, which are by definition, any custom software developed by CONSULTANT, or commercially available software procured by CONSULTANT, pursuant to this Agreement, (collectively, the "Software"), shall be turned over to the COUNTY for its use after termination hereof and CONSULTANT shall have no interest of any kind in such electronic files. Any required licenses and fees for the Software or other required materials shall be purchased and/or paid for by CONSULTANT and registered in the name of the Director of the Department of Finance, if possible. The Software as defined hereunder, specifically excludes all software, documentation, information, and materials in which CONSULTANT has pre-existing proprietary rights and/or has otherwise been licensed to Consultant prior to this Agreement, and any upgrades, updates, modifications or enhancements thereto. CONSULTANT agrees to provide at no cost to COUNTY any upgrades to any Software used in connection with this Agreement which may be subsequently developed or upgraded for a period of three (3) years from the date of completion of the work under this Agreement, except in the case of commercial Software licensed to the COUNTY or Director of the Department of Finance. Any Information developed for use in connection with this Agreement may be released as public domain information by the COUNTY at its sole discretion.

ARTICLE 25. COVENANT AGAINST CONTINGENT FEES:

CONSULTANT warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an Agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by CONSULTANT for the purpose of securing business and that CONSULTANT has not received any non-COUNTY fee related to this Agreement without the prior written consent of COUNTY. For breach or violation of this warranty, COUNTY shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 26. INSURANCE: CONSULTANT shall furnish certificates to COUNTY for the following minimum amounts or levels of insurance coverage:

Section 1.01 **Workman's Compensation Insurance** in accordance with the laws of the State of Georgia and in an amount not less than Five Hundred Thousand Dollars (\$500,000) per employee, Five Hundred Thousand Dollars (\$500,000) per occurrence, and Five hundred Thousand Dollars (\$500,000) per employee per disease.

Section 1.02 **General Aggregate** in an amount not less than Two Million Dollars (\$2,000,000).

Section 1.03 **General Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) for bodily injury and/ or property damages per occurrence.

Section 1.04 **Professional Liability Insurance** in an amount that equals or exceeds the amount of fees for the AGREEMENT. If coverage is issued on a claims-made basis, a policy should be kept in force at least twenty-four (24) months after completion and acceptance of the PROJECT.

Section 1.05 **Comprehensive Automobile Liability Insurance**, including operation of owned, non-owned and hired automobiles, covering bodily injury and/or property damage with limits of One Million Dollars (\$1,000,000) per occurrence.

Section 1.06 **Valuable Papers Insurance** in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the work covered by the project and the Agreement.

All insurance shall contain a provision that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to COUNTY. All such insurance shall remain in effect until final payment is made and the project is accepted by COUNTY. If CONSULTANT receives notice of non-renewal or material adverse change of any of the above coverages, CONSULTANT will promptly advise COUNTY in writing. Failure of CONSULTANT to promptly notify COUNTY on non-renewal or material adverse change of any of the above coverages terminates Agreement as of the date that CONSULTANT should have given notification to COUNTY.

If COUNTY has any objections to the coverage afforded by or provisions of the insurance required to be purchased and maintained by CONSULTANT, COUNTY will notify CONSULTANT thereof within twenty (20) days of the date of delivery of such certificates to COUNTY.

CONSULTANT will provide to COUNTY such additional information in respect of insurance provided by him as COUNTY may reasonably request. The right of COUNTY to review and comment on Certificates of Insurance is not intended to relieve CONSULTANT of his responsibility to provide insurance coverage as specified nor to relieve CONSULTANT of his liability for any claims which might arise.

ARTICLE 27. **PROHIBITED INTEREST:**

Section 27.1 **Conflict of Interest:** CONSULTANT agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. CONSULTANT further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 27.2 **Interest of Public Officials:** No member, officer or employee of COUNTY during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 28. **SUBCONTRACTING:** Except as identified in Exhibit “___” entitled, - “Key Personnel Listing”, CONSULTANT shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of COUNTY.

ARTICLE 29. **ASSIGNABILITY:** CONSULTANT shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of COUNTY. Any attempted assignment (including factoring arrangements) or subcontracting by CONSULTANT without the prior expressed written consent of COUNTY shall at COUNTY’S sole option terminate this Agreement without any notice to CONSULTANT of such termination. CONSULTANT binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, Agreements and obligations contained herein.

ARTICLE 30. **ANTI-KICKBACK CLAUSE:** Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. CONSULTANT hereby promises to comply with all applicable "Anti-Kickback" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 31. **AUDITS AND INSPECTORS:** At any time during normal business hours and as often as COUNTY may deem necessary, CONSULTANT shall make available to COUNTY and/or representatives of the COUNTY for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit COUNTY and/or representative of the COUNTY to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. CONSULTANT'S records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by CONSULTANT. To the extent COUNTY audits or examines such Information related to this Agreement, COUNTY shall not disclose or otherwise make available to third parties any such Information without CONSULTANT'S prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting COUNTY any right to make copies, excerpts or transcripts of such Information outside the area covered by this Agreement without the prior written consent of CONSULTANT. CONSULTANT shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for three years from the date of final payment under the Agreement, for inspection by COUNTY or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to COUNTY. CONSULTANT agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractor, assignee or transferee.

ARTICLE 32. **ACCOUNTING SYSTEM:** CONSULTANT shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. CONSULTANT must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 33. **VERBAL AGREEMENT:** No verbal agreement or conversation with any officer, agent or employee of COUNTY either before, during or after the execution of this Agreement shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle CONSULTANT to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order approved by the COUNTY, and entered on the Minutes of the Board of Commissioners.

ARTICLE 34. **NOTICES:** All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to the COUNTY, shall be addressed as follows:

Department of Finance, Risk Management Division
141 Pryor Street, S.W., Suite 7000
Atlanta, Georgia 30303

Notices to CONSULTANT shall be addressed as follows:

ARTICLE 35. **JURISDICTION:** This Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 36. **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this Agreement, CONSULTANT agrees as follows:

Section 36.1 CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 36.2 CONSULTANT will, in all solicitations or advertisements for employees placed by, or on behalf of, CONSULTANT state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 36.3 CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon

each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 37. **FORCE MAJEURE:** Neither COUNTY nor CONSULTANT shall be deemed in violation of this AGREEMENT if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of GOD, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve CONSULTANT from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 38. **OPEN RECORDS ACT:** The Georgia Open Records Act, O. C.G.A. Section 50-18-70 et seq., applies to this AGREEMENT. The CONSULTANT acknowledges that any documents or computerized data provided to the COUNTY by the Consultant may be subject to release to the public. The CONSULTANT also acknowledges that documents and computerized data created or held by The CONSULTANT in relation to the Agreement may be subject to release to the public, to include documents turned over to the COUNTY. The CONSULTANT shall cooperate with and provide assistance to the COUNTY in rapidly responding to Open Records Act requests. The CONSULTANT shall notify the COUNTY of any Open Records Act requests no later than 24 hours following receipt of any such requests by the CONSULTANT. The CONSULTANT shall promptly comply with the instructions or requests of the COUNTY in relation to responding to Open Records Act requests.

ARTICLE 39. **CONSULTANT'S COMPLIANCE WITH ALL ASSURANCES AND/OR PROMISES MADE IN RESPONSE TO PROCUREMENT:** Should any proposer (bidder) submit a response to the County promising to provide a certain level of service for either the scope of work, MFBE participation, or any other matter, including where such promise or assurance is greater than what is required by the procurement documents, and should this response containing the promise or assurance be accepted by the County and made a part of the Contract Documents, then this degree or level of service promised by the proposer (bidder) relating to the scope of work, MFBE participation, or other matter shall be considered to be a material part of the Agreement between the proposer (bidder) and the County, such that the proposer's (bidder's) failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to Article 14 of the Agreement.

[SIGNATURES ON NEXT PAGE]

WITNESS WHEREOF, each of the parties hereto has caused **Agreement** to be executed and delivered on this, the _____ day of _____, 20_____.

Attest:

By: _____

Title: _____

Seal (Affix)

Attest:

FULTON COUNTY, GEORGIA

Mark Massey, Clerk to the Commission

By: _____
Chair, Karen Handel
Board of Commissioners

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

By: _____
Office of County Attorney

By: _____
Department of Finance, Risk
Management Division]

SAMPLE FINAL AFFIDAVIT

TO FULTON COUNTY, GEORGIA

I, _____, hereby certify that all suppliers of materials, equipment and service, subcontractors, mechanic, and laborers employed by _____ or any of his subcontractors in connection with the design and/or construction of _____ at Fulton County have been paid and satisfied in full as of _____, 20____, and that there are no outstanding obligations or claims of any kind for the payment of which Fulton County on the above-named Project might be liable, or subject to, in any lawful proceeding at law or in equity.

Signature

Title

Personally appeared before me this _____ day of _____ 20____.
_____, who under Oath deposes and says that he is
_____ of the firm of _____, that he has read the
above statement and that to the best of his knowledge and belief same is an exact true statement.

Notary Public

y Commission expires:

