



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2010 Achievement of Excellence in Procurement Award
National Purchasing Institute

Cecil S. Moore, Director



REQUEST FOR QUOTE NUMBER: 12RD12345YB

WILL BE RECEIVED UNTIL; 12/15/2011 at 2:00 P.M., EST.

DESCRIPTION: Request for Qualification for Gender Equality Program – Fulton County Office of the County Manager

Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendoreselfservice.co.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME Rodney E. Dority	E-Mail Address: Rodney.dority@fultoncountyga.gov	Telephone Number: 404-612-5821
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All information requested on this sheet must be completed. Unless specifications indicate “NO SUBSTITUTE”, items determined by Fulton County to be “EQUAL OR BETTER” will be given full consideration. All prices QUOTED must be “FOB DELIVERED” unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

Company Name:

Company Address:

City	State	Zip Code
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Telephone Number:	Fax Number:	E-Mail Address:
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RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendoreselfservice.co.ga.us BY THE TIME AND DATE INDICATED.

Person submitting QUOTE: (Please Print)	Date
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Title

***Signature of the person submitting QUOTE:**

***Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.**

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at <https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other 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. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.

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11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

REQUEST FOR QUALIFICATIONS
Quote Number: 12RD12345YB
Opening Date: 12/15/2011 at 2:00 p.m. EST

**Request for Qualification for Gender Equality Program
Fulton County Office of the County Manager**

1. DESCRIPTION

Fulton County Purchasing and Contract Compliance Department Request for Qualifications are being solicited from all interested individuals which specifically indicate and document their experience and capabilities to perform the services required in this solicitation. The County intends to pre-qualify individuals among the responses received from this Request for Qualifications.

Please contact Rodney E. Dority, Procurement Officer, at (404) 612-5821 or by e-mail Rodney.dority@fultoncountyga.gov with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorelfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

2. PRODUCT/SERVICE SPECIFICATIONS

SKILLS SETS NECESSARY FOR REQUEST FOR QUALIFICATIONS (RFQ) FOR GENDER EQUALITY PROGRAM (2012)

Fulton County passed Policy 100-45, the Gender Equality Resolution, in 2007. The goal of the policy is to make gender equality central to the way Fulton County operates in service delivery and internal operations. Request for Qualifications are being solicited from all interested individuals which specifically indicate and document their experience and capabilities to perform the services required in this solicitation. The County intends to pre-qualify individuals among the responses received from this Request for Qualifications. Selected applicants will be paid up to a total of \$10,000 for the services provided.

COUNTY OBJECTIVES

To provide the Fulton County Board of Commissioners with information necessary to successfully implement Policy 100-45- *Gender Equality within Fulton County Government*.

The Gender Equality Program seeks to employ the skills of five consultants to assist county departments that have representation on the Gender Equality Taskforce to conduct analysis necessary to carry out their 2012 projects. Other individual(s) are needed to assist the Office of Gender Equality in carrying out portions of the Gender Equality 2012 Workplan. Finally, the Gender Equality Program also seeks an individual to assist the program in conducting trainings for county staff regarding the policy. A total of seven (7) individuals are sought through this Request.

General Qualifications for all applicants

Interested individuals must submit a resume which details educational attainment and work experience. Resumes will be evaluated by the user department and those selected for personal interview will be contracted. Resumes may be emailed to: rodney.dority@fultoncountyga.gov.

- All applicants must have at least a Bachelor's degree in an area relevant to their application. A Master's degree is preferred. All applicants must submit a resume and a statement explaining how their experience or training meets the qualifications for the assignment for which they are applying.
- The evaluation of qualifications will consist of a two step process: 1) submission of a resume and Statement of Qualifications; 2) an interview with the Gender Equality Program Steering Committee. Once offer is made, availability and completion of specific training related to the Fulton County Gender Equality Policy (100-45) is required.

- A. The Gender Equality Program seeks to employ the skills of five consultants to assist county departments that have representation on the Gender Equality Taskforce to conduct analysis necessary to carry out their 2012 projects. At least, three (3) years of experience in organizational analysis, research, or program evaluation to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience and recommendations. Knowledge of local government operations will be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience and education.

Specialized Training- Three persons will be selected that meet at least one of the following specific criteria

- At least 2 years of knowledge and experience with the operations of public programs available for youth under 21 years of age to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience, education and recommendations.
- At least 2 years of knowledge and experience with the operations of public programs in Behavioral Health Services to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience, education and recommendations.
- At least 2 years of knowledge and experience with the operations of public programs in Health Promotions to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience, education and recommendations.

Generalist: Two individuals will be selected from the five consultants identified above as generalist that meet the basic requirements identified in A.

- B. Specialized Program Support: One person will be selected to assist the Program Coordinator with specialized projects related to the operations and management of the Gender Equality Program. This includes, but is not limited to planning activities, data generation, budget preparations, and other management related concerns. In addition to meeting the general requirements and the following special skills

- Knowledge of gender mainstreaming in local government to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience, education and recommendations. –
 - Knowledge of the processes for implementation of public policy to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience, education and recommendations. –
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- C. Training Support: One person will be selected to assist the Program in conducting trainings for the implementation of Policy 100-45, *An Introduction to Gender Equality*. Previous experience training or teaching adults is preferred. This will be determined through an evaluation of the resume and Statement of Qualifications. Training materials will be provided by the Gender Equality program. We are seeking the following skills:

Required skills:

- At least one-two years of experience working with adult learners to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience, education and recommendations. –
- Ability to work as a co-facilitator to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience and recommendations.
- Availability to attend the following training sessions prior to actually conducting a training : Introduction to Gender Equality, Gender Budgeting and Analysis, 2) one 3 hour session of An Introduction to Gender Equality, 3) One curriculum review session, 4) conduct a mock session of *An Introduction to Gender Equality*.

Desired skills:

- Knowledge of gender mainstreaming in local government and the Fulton County Gender Equality Program to be determined by an interview with the Gender Equality Steering Committee and an evaluation of experience, education and recommendations.