



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute

Cecil S. Moore, Director



REQUEST FOR QUOTE NUMBER: 11RD81081YB

WILL BE RECEIVED UNTIL: 10/27/2011 at 2:00 P.M., EST.

DESCRIPTION Web-Based Grant Management System - Department of Information Technology

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.

Table with 3 columns: CONTACT NAME, E-Mail Address, Telephone Number. Values: Rodney E. Dority, Rodney.dority@fultoncountyga.gov, 404-612-5821

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

Telephone Number: Fax Number: E-Mail Address:

RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendoreselfservice.co.ga.us BY THE TIME AND DATE INDICATED.

Person submitting QUOTE: (Please Print) Date

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 11RD81081YB**  
**10/27/2011 at 2:00 p.m. EST**

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**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://fultonvendoreselfservice.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.
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.

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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 QUOTE SPECIFICATIONS**  
**Quote Number: 11RD81081YB**  
**Opening Date: 10/27/2011 at 2:00 p.m. EST**

**Web-Based Grant Management System for  
Housing and Human Services Department**

**1. DESCRIPTION**

The Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide a web-based full-lifecycle grant management system for the Housing and Human Services Department (HHSD).

The required system will provide the Housing and Human Services Department an automated web-based grant management system to assist HHSD in supporting established community based nonprofit organizations that support the department's mission of providing programs to needy and at-risk populations within Fulton County.

**2. CONTACT PERSON**

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.fultonvendorservice.co.fulton.ga.us](http://www.fultonvendorservice.co.fulton.ga.us)). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

**3. PRODUCT/SERVICE SPECIFICATIONS**

It is the intent of Fulton County to fully evaluate all quotes received from qualified proponents and select the most responsive bid that meets the specifications outlined in this document..

The goal of this procurement is to streamline and improve the process for providing grants to community based nonprofit organizations to provide services for needy and at-risk Fulton County residents.

**1. SYSTEM USAGE HISTORY**

Currently, HHSD uses an online Survey System by LimeSurvey to gather application information. The system is no longer maintained by a vendor and changes to the application questions are not easy to make. The process also requires HHSD to generate a token before an applicant may access the system.

**2. PRODUCT SPECIFICATIONS:**

- A.** The technology of the proposed system must :
- Use a SQL-based database, . 2008 or higher
  - Provides a browser-based user interface
  - Be platform independent
  - Utilize SSL encryption
- B.** The grants management system must provide and maintain the following components.
- The system must allow for grant opportunity creation and announcement, application preparation and submission, application evaluation, grant award, project implementation and reporting, and finally project closeout.
  - The system must have the ability to be user definable and must allow HHSD to create their own forms for most aspects of the system including announcements, applications, reviews, grants, status reports, claims, site visits, contacts, contracts and more.
  - The system will mustan administrator to create roles and privileges to users of the system.
  - The system will have the option to migrate legacy data into the grants system
- C. People and Organization Management**
- Applicants must be able to self-register to access the application without any preceding action required of HHSD
  - Applicants/grantees must be able to to enter and maintain all relevant contact information for anyone associated with the grant management process. Contacts can be grantees, internal staff, evaluators, etc. Contact information would include address, phone, email, etc.
  - Staff must be able to customize the data captured to include any number of unique data fields
  - A single contact must be able to be associated with any number of organizations and a single organization can have any number of associated personnel
  - Contact information must be only entered once and reused whenever needed
  - Internal staff of HHSD must be able to add new people and organizations to the database
  - Database must have numerous search capabilities
  - Database must be able to Provide detailed history on an individual such as the applications submitted by the person, the applications reviewed by the person or the grants received by the person

**D. Distribution Lists**

- Staff must be able to create lists of contacts so that staff may send mass emails and letters
- Must be able to communicate with a single grantee or make announcements to the entire grant community
- Must be able to provides a feature that automatically notifies grantees of deadlines and due dates
- Must be able to mail merge with MS Word
- Must be able to provide a history of all correspondence

**E. Awards**

- Must be able to record funds received from external sources such as federal, state, private or corporate
- Staff must be able to divide awards into one or more fund sources to fund grants
- Staff must be able to associate the fund source with the grant and enter a committed amount. When the grantee is paid the funds are released from the fund source
- Staff must be able to view the committed, uncommitted, expended and unexpended amounts of any fund source at the grant or global level
- Must be able to

**F. Funding Opportunities**

- Must be able to to define and post a grant announcement online
- Must be able to allow prospective applicants to search these announcements online and create and submit an application
- Must be able to to create a multi-section application including opportunity general information, application deadline date, maximum request amount, project start and end dates, description, eligibility, restrictions and additional information
- Forms must be completely customizable .
- Must be able to attach any number of electronic documents to the opportunity
- Must be able to save work in progress and return later to complete the application, even from a different computer
- Once the application is submitted, the application must be able to be locked from further editing by the applicant

**G. Submitted Applications**

- Must be able to view submitted applications
- Must be able to route the application back to the applicant and unlock one or more sections
- Applicants must be able to receive an email informing them that their application has been unlocked for further editing
- Must be able to view all versions of any application section

**H. Panel Evaluations**

- Must be able to assign applicants to evaluation panels
- Evaluation panels must be able to be created on an ad-hoc basis or can be a standing panel
- Applications must be able to be assigned to an individual panel member or members or to the entire panel
- Panel members will receive an email alert indicating their applications are awaiting review
- Review forms are user-defined forms
- System must be able to automatically compute an average score for each reviewer and for each application based on the numeric score entered by each panel reviewer
- System must be able to support any number of review rounds

**I. Grant Tracking**

- Once a grant is awarded, all of the information obtained from applicants must be able to be tracked and includes, but is not limited to the following: general information, budget and versions, fund sources, objectives, encumbrances, status reports, claims, communication, site visit, closeout schedule, attachments and reference documents, etc.
- Must be able to send Grantees automated emails regarding status report deadlines
- Status report forms, site visit forms and any other forms must be able to be defined by HHSD

**J. Reports**

- Must be able to generate standard reports and ad-hoc reports
- Standard reports must be able to be filtered
- Reports must be able to be exported to HTML, PDF, CSV, MS Word and Excel
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- HHSD must be able to utilize their own third-party reporting tool to create reports
- Vendor must provide client with data dictionary and database schema

**K. The following criteria should be considered in any responses to this RFQ:**

The system must provide for virtually 100% up-time during operational hours.

- Selected vendor understands that Fulton County Government owns the data. The vendor must be able to provide data . At the termination of contract, vendor agrees to provide a final export of all data to Fulton County Government.
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- The user interface must be easy to use, interactive, and intuitive.
- On-site training must be provided for up to 20 students.
- The system must provide for robust, contemporary web security; SSL encryption preferred.

**4. PRICING SHEETS**

	<b>Full – Lifecycle Grant Management System</b>			
<b>Installation, Setup, Training</b>				
<b>Software License</b>				
<b>Annual Maintenance and Support Fee</b>				

<b>Options:</b>				
<b>Integration with Financial System</b>				
<b>Legacy Data Migration</b>				
<b>Hosting</b>				

**5. SPECIAL CONDITIONS/INSTRUCTIONS**

N/A

**6. INSURANCE & RISK MANAGEMENT PROVISIONS**

N/A

3.