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Fulton County, GA

Department of Purchasing & Contract Compliance

September 14, 2012

Re: Request for Proposal 12RFP84836B-BL, Lands Record Management System

Dear **Proposer**:

Attached is one (1) copy of Addendum 5, hereby made a part of the above referenced **Request for Proposal 12RFP84836B-BL, Lands Record Management System..**

Except as provided herein, all terms and conditions in the **RFP** referenced above remain unchanged and in full force and effect.

Sincerely,

A handwritten signature in black ink that reads "William E. Long, Jr." The signature is written in a cursive, flowing style with a large initial 'W'.

William E. Long, Jr.
Chief Assistant Purchasing Agent

**Request for Proposal 12RFP84836B-BL, Lands Record Management System
Addendum No. 5**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below.

*******THE BID SUBMISSION DEADLINE IS SEPTEMBER 25, 2012 @ 11:00 a.m.*******

QUESTIONS and *RESPONSES*

QUESTION: Is Enterprise Content Management a required component of the proposal? While Section 1.1 of the RFP infers it is not, language for an included ECM is used on Page 3-8 of the RFP, while referring to retention scheduling.

RESPONSE: ***Enterprise Content Management is Not Required, Only a Land Records Management System***

QUESTION: In reference to Page 3-71: Are interfaces with other systems a requirement? If so, what systems and vendors are currently in use, or will be in use?

RESPONSE: ***It is a requirement to have an interface to other systems in the Tax Commissioner and Tax Assessor office and the vendor is Tyler.***

QUESTION: Item 2 refers to project team members needing three (3) years of experience in Georgia Appraisal contract work. Is this requirement incorrect since *Section 1.1 – Purpose* of the RFP states this is a Land Records Management proposal?

RESPONSE: ***The chosen vendor should have knowledge of the GA Appraisal's but not required.***

QUESTION: Item 3 states that the Project Manager must have appraisal experience, as well as Georgia-specific certifications. Is this requirement incorrect since *Section 1.1 – Purpose* of the RFP states this is a Land Records Management proposal?

RESPONSE: ***The chosen vendor should have knowledge of the GA Appraisal's but not required.***

QUESTION: *Section 4 – Relevant Project Experience* requires relevant project experience of three (3) years of Property Tax systems comparable to Fulton County. Is this requirement incorrect since *Section 1.1 – Purpose* of the RFP states this is a Land Records Management proposal?

RESPONSE: ***Vendor must have integrated with other tax systems comparable to Fulton County.***

QUESTION: In reference to Page 3-84 to 3-85: *Section 3 – Project Team Qualifications:*

Item 8.1 of the *Systems Requirements Matrix* (Page 3-49) states: “The system must maintain all current internet capabilities and integrate with a plan scanning system through 2004 (See Appendices).” Please provide the said Appendices, as *Section 10 – Appendices* does not list any to be referenced.

Item 14.7 of the System Requirements Matrix (Page 3-57) states: “Interface with Tyler Odyssey case management system to allow documents to be sent electronically for court cases.” Does the system need to send and receive documents, or just provide one-way communication?

RESPONSE: One way communication

QUESTION: Does Record Management cover managing the hard copy documents as well?

RESPONSE: ***Paper documents will be scanned into the LRMS.***

QUESTION: What is technology (development) platform expected in ECM implementation - can we position MS instead of J2EE? This is specifically related to the integration requirements.

RESPONSE: ***You may submit your proposed designed.***

QUESTION: What is technology (development) platform expected in ECM implementation - can we position MS instead of J2EE? This is specifically related to the integration requirements.

RESPONSE: ***You may submit your proposed designed***

QUESTION: Should we assume that the native applications (MS Office etc.) would be installed in the access terminal.

RESPONSE: ***Yes***

QUESTION: What are the expected Document Security Features other than 'Redaction'

RESPONSE: ***Auditing, locking the documents so no printing and editing, etc.***

QUESTION: What is the expected method of communication and transfer with outside vendor documents?

RESPONSE: *FTP or FTPS*

QUESTION: Can we apply OCR methods on printed documents?

RESPONSE: *You may submit your proposed designed*

QUESTION: Is the system expected to be integrated with payment gateway and methods as well

RESPONSE: *yes*

QUESTION: What is technology (development) platform expected for Image Processing?

RESPONSE: *You may submit your proposed designed for this feature.*

QUESTION: What are the document types to be supported? Can we get an indicative list?

RESPONSE: *You may submit your proposed designed but plan on all document types to be supported.*

QUESTION: Can we propose Web based decentralized scanning with central control?

RESPONSE: *You may submit your proposed designed*

QUESTION: What are the "capture systems" referred to in this case?

RESPONSE: *Recording Stations*

QUESTION: What is the tentative percentage of printed documents on which OCR can be applied?

RESPONSE: *Tentatively it can applied to all documents but the systems should have the capability of disabling this feature.*

QUESTION: Can we have an idea of the document conditions?

RESPONSE: *All conditions but mostly legible filing from attorney offices. We also have some filing that come in on napkins, notebook paper, etc..*

QUESTION: Do we need to set up the email servers?

RESPONSE: *No*

QUESTION: Are we going to use standard products like Adobe Live Cycle Suite?

RESPONSE: *You may submit your proposed designed*

QUESTION: Would this be a formatted text - or the data points can be present in any part of the document?

RESPONSE: *You may submit your proposed designed*

QUESTION: Can we have an idea of the number of Indexing fields and their data types?

RESPONSE: *Refer to the RFP and new fields as well as data types change with new legislation*

QUESTION: Are the images stored at BLOB?

RESPONSE: *Not sure of the storage of the design for the current system.*

QUESTION: What is the volume of current historical data?

RESPONSE: *Over 19 Million*

QUESTION: For the back file scanning, indexing & integration to the modern system, can we propose for an offsite model, where Scanning would be done offsite where Fulton

County will give us the microfilms to be scanned at a offsite location, while the indexing & data preparation as well as image processing activities would be done at offsite in an ISO 27001 centre that is SEI CMM Level 5 compliant, with data & image transfer done through a secured FTP site & encrypted while transfer?

RESPONSE: *You may submit your proposed designed*

QUESTION: What are the standard paper sizes for Digitization?

RESPONSE: *Currently there is no standard in place.*

QUESTION: What would be the file type for scanned images? (PDF/TIFF)

RESPONSE: *TIFF IV or higher*

QUESTION: What would be the SLAs associated to the Imaging and Indexing processes?

RESPONSE: *The system should be operational for 99.9% uptime.*

QUESTION: Would there be documents in languages other than English?

RESPONSE: *It is a possibility.*

QUESTION: **RFP Section 3.5.** Do you want a Land Records System that can integrate in with a Document/Content Management System or do you want a combined Content Management System (described only in Section 3.5) and Land Records System?; Is providing a Document/Content Management System part of this RFP?.

RESPONSE: *Land Records Management System and please disregard and ECM verbiage.*

QUESTION: **RFP Section 1.2.** Last sentence of first paragraph refers to "Land Records Management System" and the last sentence of the second

paragraph (Background) says “modern document management solution”. Clarification needed.
RESPONSE: ***Latest Document Management System with the current Industry standard features***

QUESTION: **RFP Section 3.3.** In the “Scope of Work” section, it appears that there are some “Content Management & Document Management” functionality items mixed in with the “Land Records System” functionality. Is the intention to provide a Document Management Solution from the beginning or to provide a Land Records System that will fit into a *future* Fulton County Document Management/Content Management solution.

RESPONSE: ***The current intent is for a Land Records Management System only.***

QUESTION: **Matrix Response Sheet-Line 22.4.** The text reads “The vendor shall provide 90 days testing before implementation and 90 days testing after implementation of one on one sessions with the developers for both Clerk of Superior Court employees and public users to look at the system and make adjustments, modifications and changes”. Can you clarify if the vendor’s development staff (or their assignee) needs to be on site, in addition to the vendors Implementation and Training staff?

RESPONSE: ***The PM for the project should be on-site and the trainer should be on-site.***

QUESTION: **Page 3-77 (second paragraph)** refers to Software license requirements. Does the requirement that the County have access to additional licenses in “non-production environments at no additional cost” refer to licenses for test and/or training purposes?

RESPONSE: ***This will be for testing and training purposes***

QUESTION: **Page 3-5 (5th bullet point)** includes a provision for “out of the box integration to any line of business software system without API programming”. What would the line of business software systems be for Fulton County’s Clerk of Superior Court?

RESPONSE: ***MS Office, Quickbooks, Adobe Reader, etc..***

QUESTION: **Page 3-6** refers to a requirement to “provide the ability to search across multiple repositories from a single search, and deliver a unified results list.” What repositories exist today across which the solution would be expected to provide search results?

RESPONSE: ***Tax Commissioner, Tax Assessors and Land Records***

QUESTION: Page 3-6 refers to the ability to use spatial search using GIS. What spatial search requirements exist today?

RESPONSE: *None*

QUESTION: System Matrix, 3.7. What do the 190,000 index image pages represent? Are those index print-outs or index books that will require scanning, and indexing? If so, has the County determined the search requirements and the indexing requirements for those pages? Or, is the index information already computerized and ready for import into a new system?

RESPONSE: *Index books, not print outs that require scanning only, the RFP does not require re-indexing of index.*

QUESTION: System Matrix, 3.7. What is the condition of the 800,000 deed pages? Are any in the form of Photostats?

RESPONSE: *The pagers are in good conditions and some are available in microfilm.*

QUESTION: System Matrix 3.8. refers to a need to scan plats, and the subsequent creation of microfilm from the scanned images. Is the County's need for 35mm or 16mm film to be created from the scanned images (both are mentioned)?

RESPONSE: *Plats, condo plats and plans must be on 35MM microfilm. All other records can be 16MM microfilm and CD's.*

QUESTION: System Matrix 3.9 refers to the scanning and indexing of tax assessor field books, with some 90,000 images. What index fields are required, what number of characters for each field, and are the fields defined as alpha, numeric or a combination of the two? Finally, in what condition are the tax assessor field books? May they be cut or disassembled for scanning purposes? Can the County provide specific requirements in this area?

RESPONSE: *Most data is in numeric, some alpha, the books are generally worn, and they may need to be dissembled, but not cut. The index fields are district number, land lot number, date range, and street name at this time. Legislation may change these fields. The number of characters should be adjustable.*

QUESTION: Kiosks (Public eRecording/Transactional) will the kiosks need to have scanners, printers, credit card readers and/or other hardware? Is there a specification presently for how the kiosks need to be configured?

RESPONSE: *Yes to all and we currently do not have any specs.*

- QUESTION: **Page 3-90-Conversion and Data Cleanup** can you expand on what “cleanup” you are looking for and should we price this separately from the general “conversion” in the RFP?
- RESPONSE:** *One total cost with an itemized breakdown list*
- QUESTION: Are there existing redactions that will need to be converted into the new Land Records System? If so, what is the estimated number of redactions that will need to be converted?
- RESPONSE:** *No*
- QUESTION: What month(s) will the vendor demonstrations be scheduled for, for those vendors making the short list?
- RESPONSE:** *November*
- QUESTION: Specifically, what are the principle County needs that are not being met from past proposals? Are they functionality deficiencies? Technical deficiencies? Other
- RESPONSE:** *You may submit your proposed designed*
- QUESTION: What are the top 3 to 5 goals of this project? If all can't be done at once, what are the most desired areas of focus?
- RESPONSE:** *A new land record system that meets the requirement of this RFP is what is desired at go live.*
- QUESTION: Page 3-4 “Fulton County’s vision is to eventually implement an integrated Enterprise Content Management system..” Is Fulton County seeking a system in this RFP that will service the land recording needs today but will eventually service the Clerk’s court management needs?
- RESPONSE:** *Only the Lands Records at the present*
- QUESTION: Page 3-5 Please expand on the need for “Out of the box integration to any line of business software system without API programming”?
- RESPONSE:** *Office, Quickbooks, Adobe Reader, etc..*
- QUESTION: Page 3-6 Please expand on the need for “integrated transactional Kiosk for Public to e-recording, view, print, and pay for transactions”? Does the County envision the ability for the Public to e-record a document through a Kiosk? Do you plan to use the authority’s e-recording process?
- RESPONSE:** *Yes to all and the systems should have the capability to utilizes the Clerk’s Authority e-recording process.*

QUESTION: Page 3-6 - Is the ability to integrate with the County's email exchange server a mandatory requirement? What specific functionality are you expecting with this type of integration (what are you trying to accomplish)?

RESPONSE: *It is a requirement that should be designed into your solution.*

QUESTION: What is the preferred database platform? Oracle, SQL, other?

RESPONSE: *Oracle or SQL are the preferred platforms*

QUESTION: Page 3-8 Is a graphical user interface for creating and deploying workflows a mandatory requirement?

RESPONSE: *It is a requirement that should be designed into your solution.*

QUESTION: Page 3-6 Please expand "Full-text Indexing"?

RESPONSE: *Indexing that capture all letters.*

QUESTION: Page 3-8 Please expand on E-Forms... what functional expectation do you have in day-to-day operations?

RESPONSE: *The ability to capture data from e-recording and integrate to the daily operations.*

QUESTION: *In Section 3.4 Technical Proposal Format and Content* the following sections were deleted from the RFP.

a) Sample System Technical Documentation (*Previously Section 3 of the proposal*) was deleted

b) Requirements Matrix (*Previously Section 4 of the proposal*) was deleted.

c) Technical System Description (*Previously Section 2 of the proposal*) was **deleted** also.

1.a. Does this mean Fulton County does not want sample documentation at this time?

1.b. Is this because Fulton wants the Requirements Matrix to be submitted separately or should we put it in an appendix to the Technical Proposal? Please clarify where or what section you want the matrix in.

1.c. Does Fulton County not want any of the information that was previously requested in Section 2?

RESPONSE: *Please respond to the requirements in the RFP and the requirement matrix.*

QUESTION: *Section 5 – Service Disabled Veterans* was **added** along with mention of *Form I – Service Disabled Veterans Affidavit*, but the Form is not included in the RFP. Is the Form required?

RESPONSE: *Remove this section and replace with the attached Section 5 – Proposal Form A through Form I.*

QUESTION: Can we assume the items that were clarified and deleted per an addendum for the previous RFP apply to this one for items that are still in the new RFP? For example, the requirement for Index Video file for Commissioner Meeting and the requirement that key personnel have experience in appraisal contract work etc are in this RFP but were deleted in the previous one?

RESPONSE: ***A majority of the items are still deleted and we are looking only for a Land Records Management Systems.***

QUESTION: If Content Management is not intended for the RFP can we assume that all the requirements listed on pages 3-5 and 3-6 will be deleted from the RFP?

RESPONSE: ***No they will not be deleted***

QUESTION: Section 1.2 “with a modern document management solution” Is this a document management bid or a Lands Records Management System?

RESPONSE: ***Land Records Management System***

QUESTION: Section 3.4 “Enterprise Content Management” Is Fulton County going to alter the verbiage will you also be altering the functional matrix information referring to ECM?

RESPONSE: ***YES***

QUESTION: Are you planning on re issuing the RFP?

RESPONSE: ***No***

QUESTION: Item 13.1 of the *Systems Requirements Matrix* states: “Vendor shall provide security report monthly on system.” Please provide additional information regarding the expected information contained in the report.

RESPONSE: ***Audit reports, modification of records by users, code change attempts, etc..***

QUESTION: Are there existing redactions that will need to be converted into the new Land Records System? If so, what is the estimated number of redactions that will need to be converted? How are redactions reflected in the current system? (e.g. Are there additional “redacted copies” of images, or are the “redactions” held as “x/y coordinates” on a single version of the documents?)

RESPONSE: ***No existing redactions,***

QUESTION: What month(s) will the vendor demonstrations be scheduled for, for those vendors making the short list? **November**

RESPONSE:

QUESTION: General question re: Database support – Does Fulton County have a database preference? If so, does the county have and plan to maintain existing licensing for the database, or does Fulton County request that database software be included in each vendor's proposal?

RESPONSE: ***Our existing database is Oracle 10g but we prefer the vendor to propose a solution that will work with SQL or Oracle. And we prefer the vendor include an itemized list with the database proposed and the cost.***

QUESTION: Page 25 - Can Fulton County expand upon the role of the use of the OASIS CMIS v 1.0 in its use of a new land records system?

RESPONSE: ***It will be used as a cross reference to property records or deeds.***

QUESTION: Page 27 – Can Fulton County expand upon the need for any “accounts payable” solution that may be required?

RESPONSE: ***This should be a part of the systems to maintain detail account funds.***

QUESTION: Page 3-5 – With regards to the CMIS notes, is Fulton County's current Land Records system using CMIS and if so, what data/images are being pushed out?

RESPONSE: **No**

QUESTION: Page 3-5 – if the answer to above is “yes”, is Fulton County using the CMIS system as the repository for data/images or do you simply want our proposed solution to query via the CMIS system to access data and images?

RESPONSE: ***Simple query***

QUESTION: Section 7 – Local Preference pgs. 106-107: Our parent corporation has an office operating in Fulton County, GA. Can this office be considered a business location for RFP No. #12RFP84836B-BL?

RESPONSE: ***If this office location meets any of the three requirements established for earning local preference, then yes.***

QUESTION: Exhibit H pg. 148: The successful installation, training and maintenance of a Land Records Management System require a project team who has reasonable experience working with County

offices and Government Records Management System. Our organization does not foresee a necessity or use of entry level positions to fulfill the requirements of this RFP. Please advise on whether creation of entry level jobs for the First Source Jobs Program is a requirement of RFP No. #12RFP84836B-

RESPONSE: No

QUESTION: What is your average annual recording volume for the past several years?

2011

2010

2009

2008

RESPONSE: 2011 429,000

2010 568,000

2009 460,000

2008 374,000

QUESTION: What is your average annual page count recorded for the past several years?

2011

2010

2009

2008

RESPONSE: 2011 1,050,000

2010 1,180,000

2009 1,160,000

2008 1,175,000

QUESTION: What is your approximate database size?

Number of documents_____

Number of names_____

Number of images_____

Back to the year_____

RESPONSE: *Information provided to the selected vendor*

QUESTION: How far back does your digital index go?

Our index goes back to the year

RESPONSE: 1980

QUESTION: What recording system are you currently using?
Mainline

RESPONSE:

QUESTION: What database are you currently using (Oracle/SQL/Informix)?
Vendor/Product
Version

RESPONSE: Vendor/Product Oracle
Version 10g

QUESTION: Where are the images stored currently, on the file system or in a database?

Circle one: File System or Database Blob

If file system:

Directory naming convention _____

File naming convention _____

File format (TIF, JPG, etc., and single-page vs multi-page) _____

If database:

BLOB format (TIF, JPG, etc., and single-page vs multi-page) _____

RESPONSE: ***More information provided to the selected vendor***

QUESTION: Go-forward plan for image hosting: file system or database?

Circle one: File System or Database Blob

If file system:

Directory naming convention _____

File naming convention _____

File format (TIF, JPG, etc., and single-page vs multi-page) _____

If database:

BLOB format (TIF, JPG, etc., and single-page vs multi-page) _____

RESPONSE: ***Please provide your recommended solution***

QUESTION: Do all data/images exist through one system interface, or do you maintain multiple source systems?

Circle one: Multiple or Single

If multiple, please list all sources

Circle one: **Yes** or No

Are there any images that do NOT have any associated data?

Circle one: Yes or **No**

Are there any documents in the system that should not be converted (suspended documents, etc.)??

Circle one: Yes or **No**

Are there any known problems/gaps/inconsistencies in the data?

Circle one: Yes or No **Possibly**

How are the instruments numbers formatted currently and how do you want them formatted going forward? **Year (dash) document number for the year same or propose**

Is there any sharing of data with other departments?

Circle one: **Yes**

If yes, list departments/systems and sharing/import/export description: **Tax Commissioner and Tax Assessor. Grantor, Grantee, Property Address, legal description, pt61 forms, parcel #, amounts borrowed...**

Are there any system integration requirements?

Circle one: Yes or No

If yes, list departments/systems and description:

Are there any security level documents that need to be identified and converted over?

Circle one: **Yes military discharges** or No

What percentage of documents we recorded electronically last year? **0 n/a**

RESPONSE: *Response in Bold in the body of the question*

QUESTION: **DOC Links:** Will you be using the Acclaim doc link feature (hyperlinks to related docs)?

Circle one: Yes or No

Do you want unlinked doc links to be converted?

Circle one: Yes or No

RESPONSE: *All information will be converted and linked in the chosen vendor system as required.*

QUESTION: **DOC Legal:** Will the county be using parsed doc legal information (lot/block/section, etc. stored in separate fields), or legal description concatenated (stored in comments/string field)?

Circle one: Doc Legal or Legal Concatenated

RESPONSE: *Vendor proposed system to be capable of both if desired by county.*

QUESTION: **Marriage License:** Will marriage license information be converted?

Circle one: Yes or No

Are you interested in using a marriage web kiosk to allow customers to submit information for required marriage merge forms?

Circle one: Yes or No

RESPONSE: *Responses in bold in the questions body.*

QUESTION: **Code Changes:** Have you identified any custom code changes?
Select one:

Circle one: Yes or No

If yes, please list any custom code changes that are being considered

RESPONSE: *Not at this time until a vendor is chosen.*

QUESTION: **Conversion Questions**

Do you have book and page numbers in the historical documents?

Circle one: **Yes** or No

Do you use book and page in the current documents?

Circle one: **Yes** or No

If no, what is the ending book and page?

If no, what is the last date where book and page was last used?

Do all documents have instrument numbers?

Circle one: **Yes** or No

Are there duplicate instrument numbers?

Circle one: Yes or **No**

Do instrument numbers start over each year?

Circle one: **Yes** or **No**

Do you have maps document?

Circle one: **Yes** or **No**

Are the maps stored in the official record set?

Circle one: **Yes** or **No**

Are there related documents to maps?

Circle one: **Yes** or **No**

Does the county record legal information in the official record set?

Circle one: **Yes** or **No**

Is the legal information stored in parsed fields or a single string format?

Circle one:

Does the county record military discharge documents?

Circle one: **Yes** or **No**

Does the county record confidential documents?

Circle one: **Yes military discharge** or **No**

Does the county record sealed documents?

Circle one: **Yes** or **No**

Does the county have recorded sealed names documents?

Circle one: **Yes** or **No**

Does the county redact documents?

Circle one: **Yes** or **Not currently**

Does the county store social security numbers?

Circle one: **Yes, on older records** or **No**

Does the county record Vitals documents?

Circle one: **Yes** or **No**

If yes, what type vitals are recorded?

Are there documents with multiple titles?

Circle one: **Yes** or **No**

If yes, do these documents have a single set of images?

Circle one: **Yes** or **No**

Does the county have related documents?

Circle one: **Yes – cross referenced** or No

Are there any unusual processes that may cause data issues?

Circle one **Possibly**

Are there know indexing process change for a specific time period that effect documents and image conversions?

Circle one: Yes or No **Possibly**

Are there miscellaneous documents to be converted?

Circle one: **Yes** or No

Are there Filings (non-recorded) documents to be converted?

Circle one: **Yes tax field books** or No

Does the county plan to consolidate document types during the conversion?

Circle one: Yes or **No**

Does the county have Grantor / Grantee Indexes?

Circle one: **Yes** or No

Are there other types of index books?

Circle one: **Yes** or No

Does the county use ACH account when processing recording payments?

Circle one: **Not currently. They should propose in system.**

If yes, what is the type of ACH processing?

What is your VPN access?

RESPONSE: *Responses in bold in the questions body. Information will be provided to the selected vendor.*

ACKNOWLEDGEMENT OF ADDENDUM NO. 5

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time ***Tuesday, September 25, 2012 @ 11:00 A.M.***

This is to acknowledge receipt of Addendum No. 5, _____ day of _____, 2012.

Legal Name of Bidder

Signature of Authorized Representative

Title

SECTION 5 PROPOSAL FORMS

5.1 INTRODUCTION

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

Form A: Certification Regarding Debarment

Form B: Non-Collusion Affidavit of Bidder/Offeror

Form C: Certificate of Acceptance of Request for Proposal Requirements

Form D: Disclosure Form and Questionnaire

Form E: Georgia Security and Immigration Contractor Affidavit/Agreement

Form F: Georgia Security and Immigration Subcontractor Affidavit

Form G: Professional License

Form H: Local Preference Affidavit of Bidder/Offeror

Form I: Service Disabled Veteran Preference Affidavit of Bidder/Offeror

5.2 PROPOSAL FORMS DESCRIPTION

Certification Regarding Debarment

Proposer shall complete and submit **Form A**, 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.

Non-Collusion Affidavit of Bidder/Offeror

Proposer shall complete and submit **Form B**, executed by an authorized officer of the corporation. Proposals developed by a joint venture shall be similarly executed by all joint venture participants.

Certificate of Acceptance of Request for Proposal Requirements

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

Disclosure Form and Questionnaire

The offerors and their joint venture partners or team members and first-tier subcontractors, shall complete and submit **Form D**, which requests disclosure of business and litigation.

Georgia Security and Immigration Contractor Affidavit and Agreement

Proposer shall complete and submit **Form E**, in order to comply with the requirements of O.C.G.A. 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02.

Georgia Security and Immigration Subcontractor Affidavit

Proposer shall ensure that any and all subcontractor(s), that will be utilized for this project shall complete and submit **Form F**, Subcontractor Affidavit.

Professional License

Proposer and any subcontractor(s) performing work required by state law to be licensed shall complete and submit **Form G** and attach a copy of their license for the work they will perform on this project.

Local Preference Affidavit of Bidder/Offeror

Proposer shall complete and submit **Form H**, which certifies that the Proposer is eligible to receive local preference points.

Service Disabled Veteran Preference Affidavit of Bidder/Offeror

Proposer shall complete and submit **Form I**, which certifies that the Proposer is certified as Service Disabled Veteran Business Enterprise (“SVDDBE”) by the County’s Office of Contract Compliance.

FORM A: CERTIFICATION REGARDING DEBARMENT

- (1) The Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the Fulton County Government.
- (2) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Offeror is providing the certification set out below:

- (1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
- (2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at anytime the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

DEBARMENT ORDINANCE

The following Section 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of contractors.

(a) *Authority to suspend.*

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this section, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members,

subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

(b) Causes for Suspension. The causes for suspension include:

- 1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;
- 2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.
- 3) Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and proposals;
- 4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
 - a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;
 - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;
 - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
 - d. Falsification of any documents.
- i. For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
- ii. Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the County) as a subcontractor or a joint venture partner, in performing work under contract with the County.

Failure to fully and truthfully provide the information required, may result in the

disqualification of your bid/proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this certification 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)

STATE OF GEORGIA

COUNTY OF FULTON

FORM B: 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 _____, 20__.

(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.

FORM C: 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) # to #_____, 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.

This is also to certify that the offeror has reviewed the form Fulton County contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Fulton County's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: _____

Signature: _____

Name: _____

Title: _____ Date: _____

(Affix Corporate Seal)

Form D: OFFEROR'S DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.
3. Please state whether any employee, agent or representative of said Offeror 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 Offeror. 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 Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

Circle One: YES NO

(b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: YES NO

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

Circle One: YES NO

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within 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?

Circle One: YES NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

Circle One: YES NO

5. Has any Offeror, member of Offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

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, the name of the court and the file or reference number of the case, 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 Offeror'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, Offeror 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 Offerors, joint venture partners and first-tier subcontractors.

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.

[SIGNATURES ON NEXT PAGE]

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)

FORM E: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT

Instructions:

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit.

STATE OF GEORGIA

COUNTY OF FULTON

FORM E: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**FORM F: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR
AFFIDAVIT**

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

STATE OF GEORGIA

COUNTY OF FULTON

FORM F: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** _____ behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

FORM G: GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's _____ Name:

Performing work as: Prime Contractor _____ Sub-Contractor _____

Professional _____ License _____ Type:

Professional _____ License _____ Number:

Expiration _____ Date _____ of _____ License:

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: _____
—

Date: _____
—

(ATTACH COPY OF LICENSE)

STATE OF GEORGIA

COUNTY OF FULTON

Form H: Local Preference AFFIDAVIT OF BIDDER/OFFEROR

I hereby certify that pursuant to Fulton County Code Section 102-358(f), the Bidder/Offeror _____ is eligible to receive local preference points and has a staffed, fixed, physical, place of business located within Fulton County and has had the same for at least one (1) year prior to the date of submission of its proposal or bid and has held a valid business license from Fulton County or a city within Fulton County boundaries for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of submission of its proposal or bid.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-358(f), in the event this affidavit is determined to be false, the business named herein shall be deemed "non-responsive" and shall not be considered for award of the applicable contract.

(BUSINESS NAME) (Affix corporate seal here, if a corporation)

(FULTON COUNTY BUSINESS ADDRESS)

(OFFICIAL TITLE OF AFFIANT)

(NAME OF AFFIANT)

(SIGNATURE OF AFFIANT)

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public: _____

County: _____

Commission Expires: _____

STATE OF GEORGIA

COUNTY OF FULTON

Form I: SERVICE DISABLED VETERAN Preference AFFIDAVIT OF BIDDER/OFFEROR

I hereby certify that pursuant to Fulton County Code Section 102-361, the Bidder/Offeror _____ is eligible to receive Service Disabled Veteran Business Enterprise preference points and is independent and continuing operation for profit, performing a commercially useful function, and is owned and controlled by one or more individuals who are at least thirty percent (30%) disabled as a result of military service who has been honorably discharged, designated as such by the United States Department of Veterans Affairs, and that the businesses is located within the geographic boundaries of Fulton County.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-361(e), in the event this affidavit is determined to be false, the business named herein shall be deemed "non-responsive" and shall not be considered for award of the applicable contract.

_____ (Affix corporate seal here, if a corporation)
(BUSINESS NAME)

(FULTON COUNTY BUSINESS ADDRESS)

(OFFICIAL TITLE OF AFFIANT)

(NAME OF AFFIANT)

(SIGNATURE OF AFFIANT)

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public: _____

County: _____

Commission Expires: _____