

EXHIBIT G

INSURANCE AND RISK MANAGEMENT FORMS

Instructions for Users: Insert the following information behind this cover sheet.

1. Insurance and Risk Management Provisions from Solicitation Document

The following information should be inserted after you have received submittals from the Consultant:

2. Certificate of Insurance
3. Payment Bonds (if applicable)
4. Performance Bonds (if applicable)

**SECTION 10
EXHIBITS**

EXHIBIT 1

Required Proposal Submittal Check List for Request to Proposal (RFP)

The following submittals shall be completed and submitted with each proposal (see table below "Required Proposal Submittal Check List."). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original proposal and five (5) CD's as required in Section 4.1.2 of the RFP.

Item #	Required Proposal Submittal Check List	Check (✓)
1	One (1) Proposal marked "Original", five (5) CD's	
2	*Form E: Georgia Security and Immigration Contractor Affidavit(s) and Agreements <i>Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit</i>	
3	*Form F: Georgia Security and Immigration Subcontractor Affidavit (s)	
4	Technical Proposal	
5	Cost Proposal (submitted in a separate sealed envelope)	
6	Financial Information (submitted in a separate sealed envelope)	
7	Acknowledgement of each Addendum	
8	<i>PURCHASING Items below should match information requested in the Technical Proposal Format and Content of Section 3 of the RFP</i> Executive Summary Technical Approach/Detailed Work Plan Project Team Qualifications/Qualifications of Key Personnel Relevant Project Experience Proposer Financial Information Availability of Key Personnel Local Preference Disclosure Form and Questionnaire	
9	Purchasing Forms Form A: Certificate Regarding Debarment Form B: Non-Collusion Affidavit of Bidder/Offer or Form C: Certificate of Acceptance of Request Proposal requirements Form D: Disclosure Form & Questionnaire Form G: Professional License Form H: Local Preference Affidavit of Bidder/Offeror	
10	Office of Contract Compliance Requirements (separate envelope) Exhibit A: Promise of Non-Discrimination Exhibit B: Employment Record Exhibit C: Schedule of Intended Subcontractor Utilization Exhibit D: Letter of Intent to Perform as Subcontractor Exhibit E: Declaration Regarding Subcontractor Practices Exhibit F: Joint Venture Disclosure Affidavit	

EXHIBIT 1**Required Proposal Submittal Check List for Request to Proposal (RFP)**

	Exhibit G: Prime Contractor/Subcontractor Utilization Report Equal Business Opportunity Plan (EBO Plan) Exhibit H – First Source Jobs Program Information Form 1 Exhibit H – First Source Jobs Program Agreement Form 2	
	Evidence of Insurability, proposer must submit one (1) of the following: Letter from insurance carrier Certificate of Insurance An umbrella policy in excess of required limits for this project	
	Verify that Bidder/Proposer is registered w/Georgia Secretary of State and attach a copy of print out for each	
	Verify Georgia Utility License Number and attach a copy of print out for each Bidder/Proposer (If applicable)	
	Verify Professional License and attach a copy of the print out for each Bidder/Proposer (If applicable)	

Cost Proposal Summary

Section 1 - Introduction

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

Section 2 - Completed Cost Proposal Forms

The Proposer is required to complete **all** of the Cost Proposal Forms provided.

The cost proposal consists of two major areas.

The first area is pricing for Cisco products, expressed as a simple percentage of discount from manufacturer's (Cisco) list price.

The second major pricing area for this proposal consists of labor and non-Cisco materials cost as developed and quoted from a detailed representative example of a typical physical security installation project. The respondent is not only required to furnish pricing amounts where indicated, but is also required to document comprehensive labor and materials detail sufficient to clearly convey the cost for all significant components in the representative example. This is important because the cost proposal will be used as the pricing basis for all actual installations which are performed from the resulting award of this RFP. Labor and non-Cisco materials prices shall be the same as is listed in the cost proposal for all components and/or system installations which are substantially similar to the representative examples in the cost proposal.

The cost proposal will be evaluated by allocating points in three areas. X points will be given for greatest discount from Cisco list price. X points will also be given for overall lowest labor & non-Cisco materials price on the representative example. An additional X points will be awarded to the best itemized and detailed cost proposal as judged by the RFP review committee.

**SECTION 11
APPENDICES**



POLICY AND PROCEDURE

SUBJECT: Information Technology Network Infrastructure Administration

DATE: April 7, 2004

NUMBER: 600-61

Statement of Policy: It shall be the policy of Fulton County to ensure that its information technology network infrastructure is established, maintained and administered in a manner that provides effective, efficient and secure access to information resources acquired and maintained via electronic means. The administration of the County's network infrastructure, to include Internet, intranet, e-mail, telecommunications and connectivity to all County computer systems, shall be governed by this policy.

Background: The Department of Information Technology is responsible for the administration of the County-wide information network infrastructure. This requirement is a result of the demand for ensuring the secure and uninterrupted operation of the County's varied communications networks. This includes telecommunications, Local Area Networks (LANs), Wide Area Network (WAN), e-mail, and other internal (County) and external (other governments, outside organizations, etc.) communications protocols between computer systems. The dispersal of computer systems and network resources, and exposure posed by modern communications systems, compounded by the rise and consequences of computer born viruses to County computer systems, contribute to the need for a centralized administration of the County's information network.

Definitions:

Backbone - the core network infrastructure (wiring, fiber optics, network switches and routers, etc.) that provides a high-speed connection between all of the various servers within the campus environment.

Cabling - wiring (generally copper or fiber optic) used to connect individual computer devices to the LAN or Backbone.

Domain - a group of computers and devices on a network that are administered as a unit with common rules and procedures. Within the Internet, domains are defined by the IP address. All devices sharing a common part of the IP address are said to be in the same domain.

File Server - one or more personal computers (PCs) or specialized computers that contain files and share them with all other authorized network users. The activity is controlled by software known as the Network Operating System (NOS). Depending upon the features of the file server software, a network user may share files and data from one or more dedicated servers.

Internet Protocol (IP) - an addressing convention mechanism that enables equipment located on multiple networks to communicate with each other. IP performs something like the Internet's postal addressing system.

Local Area Network (LAN) - a data communications network spanning a limited geographical area, often a few thousand feet within one building. It connects PCs, other forms of computers and specialty networking devices.

Mainframe - a large computer with packaged software and peripherals (printers, disk drives, tape systems, etc.).

Network Administrator - an agent or organization responsible for the development, management, operation, and supervision of a computer network. This includes equipment, cabling, data circuits, and addressing conventions.

Network Administration - activities and/or actions performed in managing a computer network. These activities and/or actions enable a Network Administrator to coordinate information and resources effectively and expeditiously. This includes the design, monitoring, and supervision of the communications infrastructure.

Network Management - a set of activities designed to keep the network running optimally. These activities fall into five categories: 1) configuration management; 2) fault location and repair management; 3) security management; 4) performance management; and 5) accounting management.

Router - a network device that determines where and how a unit of data should be forwarded toward its destination within a Local Area Network (LAN) or a wide Area Network (WAN).

SPAM – an e-mail (electronic message) in which: (1) the recipient's personal identity and context are irrelevant because the message is equally applicable to many other potential recipients; and (2) the recipient has not verifiably granted deliberate, explicit, and still-revocable permission for it to be sent; and (3) the transmission and reception of the message appears to the recipient to give a disproportionate benefit to the sender.

Switch - a network device that selects a path for sending a unit of data to its next destination.

Wide Area Network (WAN) - a data communications network that covers a wide geographical area. A WAN may include a variety of transmission technologies such as private lines, T1 circuits, packet switching networks, satellite hops, microwave links, dial up phone lines and the equipment to use them.

Applicability: This Policy and Procedure applies to all Fulton County Departments and Offices of Appointed and Elected Officials.

Responsibilities: The CIO/Director of the Department of Information Technology has been given the responsibility by the Board of Commissioners (BOC) and the County Manager to establish standards relating to information technology administration and staffing and the acquisition of information technology systems, equipment and services for all Fulton County agencies. The Department of Information Technology is the responsible Network Administrator.

This includes managing all Network physical connections between offices, agencies, computer systems and facilities.

A. Responsibilities of the Department of Information Technology include:

1. Adding users and servers to the network.
2. Providing for network/internet access and security (anti-virus, anti-SPAM, etc.).
3. Addressing conventions of computers and other devices attached to the network.
4. Managing the installation, maintenance, monitoring, and administration of switches and routers.
5. Ensuring the delivery of secured structured cabling for all facilities.
6. Defining IP addressing to include addressing scheme development and administration.
7. Providing backbone access to include fiber installation and support.
8. Providing for moves, adds, and changes to network assets (PCs, printers, etc.) as it relates to connectivity.
9. Providing back-ups for systems common to County agencies (excludes items/applications/systems unique to a unit, office, agency, etc.).
10. Providing Dynamic Host Configuration Protocol (DHCP) administration to manage addressing of devices connected to the network.
11. Providing Remote Site Connectivity or WAN to devices, which enables facilities located outside of the Government Center to connect to the County's network(s). This includes cabling, routers, switches, and circuits.
12. Developing and upgrading hardware standards (PCs, laptops, and servers).
13. Developing and upgrading desktop software standards (operating system, office application software and database).
14. Providing for support, maintenance, and repair of hardware and standard software.
15. Ensuring compliance with all software copyright licensing laws, rules, and regulations on all County equipment and systems.

B. Responsibilities IT-related technical staff in other departments include:

1. Administration of unique (department specific) applications
 - a. not located within IT
 - b. exclusive, not under IT direction or administration.
2. Maintenance/administration of hardware unique to individual departmental environment.
3. Administration of back-ups of all unique computer applications and data
 - a. not located within IT
 - b. exclusive, not under IT direction or administration.
4. Support of basic connectivity (PC to wall connection).
5. Provision of routine trouble shooting (first line help desk calls, verification of problems and coordination of service delivery).

Procedure:

- A. All acquisitions and implementations (systems, equipment and services) require review and signed recommendation for approval by the Director prior to procurement, regardless of funding source (County funds, State funds, grants or other forms of funding).
- B. Any decision by the CIO/Director regarding a request for the acquisition and/or implementation of such systems, equipment or services by a Department Head or Elected or Appointed Official, may be appealed to the County Manager for final disposition.
- C. Nothing in this policy shall be construed or interpreted to affect the duties and responsibilities of the County Manager or Purchasing Agent as such duties and responsibilities may be established by law.

Departmental Sponsor: Information Technology

Policy Review Date: April 2006

References: Minutes of the Board of Commissioners, December 19, 2001
Minutes of the Board of Commissioners, April 7, 2004

Departments Affected: All Departments and Offices of Appointed or Elected Officials.

B



POLICY AND PROCEDURE

SUBJECT: Justice Center Complex Security

DATE: July 19, 1995

NUMBER: 600-51

Statement of Policy: It is the policy of Fulton County to provide reasonable access to and a safe, secure environment within the Fulton County Justice Center Complex for all employees, elected officials, citizens and visitors.

Purpose: To establish guidelines for security of the Fulton County Justice Center Complex.

Policy:

- A. **Business Hours.** Normal business hours for the Complex are: 8:30 a.m. to 5:00 p.m., Monday through Friday.
- B. **Access Control**
 1. Entrance to the Complex will be through controlled, monitored access points wherein one or more of the following security measures will be employed:
 - a. Deputy Sheriffs and/or Security personnel stationed at fixed posts.
 - b. X-ray machines.
 - c. Walk-thru magnetometers (metal detectors).
 - d. Hand-held magnetometers.
 - e. Closed Circuit Television (CCTV) Cameras.
 - f. Audible alarms.
 - g. Card readers.
 2. The internal self-test on each X-ray machine and magnetometer will be performed successfully each day prior to being put into use. A calibration of the X-ray machines and magnetometers will be performed monthly and conform to a standard test object.

3. All persons, except as stated in paragraph D 2 below, desiring to enter the Complex will be screened for prohibited items with a metal detector prior to gaining access to the controlled area of the Complex. All packages and bags will be screened for prohibited items with an X-ray machine or by visual inspection prior to allowing access to the controlled area of the Complex.

C. Personnel Access

1. County employees within the Complex will display their County Employee Identification Card on their person in plain view at all times. Employees will surrender their identification cards to Security personnel upon request for verification.
 - a. Employees with valid County Employee Identification Cards may enter the Complex from 7:00 a.m. to 5:00 p.m., Monday through Friday via the entrance to the Justice Center Tower on Central Avenue, the entrance to the Fulton County Courthouse on Pryor Street or the entrance to the Justice Center Building (old State Court) on Pryor Street.
 - b. Employees with valid County Employee Identification Cards desiring to enter or exit the Complex after normal business hours, on weekends or holidays must do so via the Central Avenue entrance with the exception of those employees authorized to park in the parking garage. These employees may use the elevator to enter and exit the Complex from the parking garage. Employees will print their name and sign in and out on a log indicating their arrival time, destination, purpose and departure time.
 - c. Employees who are not in possession of their County Employee Identification Card and desire entry to the Complex after hours, on weekends or holidays, must present some form of picture identification with a printed name and signature and a key to their office. Security will check to see if the person's name appears in the Fulton County Government Telephone Book. If the name is in the Fulton County Government Telephone Book, the name will be compared with the name on the identification card and the picture on the identification card will be compared to the person presenting the identification card. If the names are the same and the person presenting the identification card bears a reasonable resemblance to the person in the picture on the identification card, the person can sign in and be allowed to enter as an employee. If not, then the employee must give the name and home telephone number of his or her immediate supervisor. Security will check to see if the supervisor's name appears in the Fulton County Government Telephone Book. If it does, then Security will call the supervisor at home to verify the employee's identity and status. If the supervisor verifies the employee's identity and his or her status as currently employed, then the employee may enter. If the supervisor cannot verify the employee's identity or status or if the supervisor cannot be contacted, then the employee will be denied entry.

- d. Contract personnel assigned to work at the Complex for 30 or more consecutive days will be issued a County Contractor Identification Card. These personnel may enter the Complex at times and through entrances specified by the Director, Public Buildings Department. Contract personnel assigned to work within the Complex for up to 29 days and whose work requires access to the Complex after or before normal business hours will be issued a temporary pass by the Sheriff's Department as they enter the Complex. Contract personnel in this category will conform with entrance procedures outlined in paragraph E. below. Contract personnel will display their County Contractor Identification Card or temporary pass on their person in plain view at all times while within the Complex. Contract personnel will surrender their identification cards to security personnel for verification upon request.
- e. All persons, with the exception of on-duty security or contract security personnel, entering the Complex after or before normal business hours to conduct official business will print their name and sign in and out on a log indicating their arrival time, destination, purpose and departure time. Judges entering or departing the Complex after hours, on weekends or holidays will call the Sheriff's Department Security Control Room at extension 5152 to report their arrival in and/or departure from their chambers. Bailiffs will notify the Sheriff's Department Security Control Room at extension 5152 immediately when court proceedings extend past 5:00 p.m. and again when court is completed for the day.
- f. Members of the general public may enter the Complex at any time during business hours. Members of the general public may enter the Complex after normal business hours, on weekends or holidays, but must sign in and out on the visitor log and be screened as described above prior to entry, however, they may go only to the Sheriff's Department on the ninth floor of the Justice Center Tower to conduct business.
- g. No one will enter the Complex via an emergency exit door except security or maintenance personnel performing official duties. No person will exit the Complex via an emergency exit door, except for security or maintenance personnel performing official duties, unless there is a valid emergency within the Complex. No person will block open an emergency Exit door except security or maintenance personnel performing official duties.

D. Prohibited Items

- 1. All persons entering or leaving the Complex will be subject to a search of their person, possessions and materials for county property and/or prohibited items.

2. Weapons will not be allowed in the Complex, except as evidence used in a matter before the court and then, only when in the possession of a law enforcement officer assigned to certain agencies identified herein. Law enforcement officers, with a valid badge and credentials, of the Fulton County Sheriff's Department, Fulton County Marshal's Department, Fulton County District Attorney's Office, Fulton County Solicitor's Office, State Probation Department and all judges may enter the Complex with their assigned weapon(s). All other law enforcement officers desiring to enter the Complex will check their weapons with the Fulton County Sheriff's Department at the Central Avenue entrance to the Justice Center Tower or the Pryor Street entrance to the Fulton County Courthouse. Other Fulton County employees may enter the Complex with chemical defense spray provided they have their valid county employee identification card in their possession, but will be screened for other prohibited items. A weapon is defined as:
 - a. Any firearm.
 - b. Any explosive or flammable device or substance except as noted below:
 - (1). Cigarette lighters or matches in the possession of employees or members of the general public
 - (2). Gas cutting torches and fuel tanks, welding machines, paints, solvents or other items or material used by county or contract custodial, maintenance or construction employees in the performance of their official duties.
 - c. Any device with a blade designed for cutting.
 - d. Any martial arts device such as throwing stars or nunchakus.
 - e. Any chemical defense spray device such as mace or pepper spray.
 - f. Any device designed to deliver an electric shock such as a stun gun.
 - g. Any device not specifically listed in this policy which, in the opinion of the Security officer on the scene, is a weapon.
3. Other prohibited items
 - a. Alcohol. No person is permitted to possess or consume alcohol within the Complex except as noted below:
 - (1). Members of the general public during special events approved in writing by the Department of Public Buildings.

- (2). Employees during official county or departmental functions approved in writing by the director/department head hosting the function.
 - (3). Alcohol used as evidence in a matter before the court and then, only when in the possession of a law enforcement officer or officer of the court.
- b. Narcotic Drugs. No person is permitted to possess or consume narcotic drugs within the Complex except as noted below:
- (1). Prescription drugs in the possession of and clearly labeled with the name of the person to whom prescribed.
 - (2). Drugs used as evidence in a matter before the court and then, only when in the possession of a law enforcement officer or officer of the court.

E. Parking in the Complex Parking Garage

1. Parking in the Complex parking garage will be authorized by a joint committee consisting of a representative of the State and Superior Courts, Building Authority, District Attorney's Office, Solicitor General's Office, Sheriff's Department and Public Buildings Department. Parking will be authorized only for Fulton County employees. Only those persons specifically authorized to park in the garage will be allowed access. No other person(s) may be authorized to temporarily park in the garage.
2. The Superior Court Administrator will manage parking passes and access cards for the Complex parking garage. A log will be kept documenting who is authorized to park by name and parking space number. Parking passes will be issued to each person with a number corresponding to the assigned parking space number. Access cards will be issued to each person. The date parking passes and access cards are issued will be kept in the log. A parking authorization list will be furnished to the Sheriff's Department Court Services Division and Department of Public Buildings Security Section initially and upon each change. This list will be kept in the Sheriff's Department Security Control Room and the Fire Control Center for use as needed to verify parking authorization. An additional access card will be kept in the Fire Control Center for use by Security when an authorized person has forgotten their access card. In this case, access will only be granted after positive identification of the person desiring access such as a Fulton County Identification Card or driver's license and verification against the parking authorization list.

- F. The Personnel Department will immediately inform the Commander, Court Security Division, Fulton County Sheriff's Department and Security Manager, Department of Public Buildings, in writing, of employees who resign or are involuntarily discharged from employment with the County by the most expeditious means possible. The notification will include a copy of the front side of the person's County Employee Identification Card, depicting the person's full name, department and picture, and an effective date of discharge. Departments will collect and retain the departing employee's County Employee Identification Card, any key(s) to County facilities and any County equipment issued to the employee during or before the exit interview.
- G. Anyone failing to comply with this policy may be denied entry to the Complex. Employees failing to comply with this policy may be disciplined in accordance with current County Personnel Regulations. Anyone violating a provision of this policy, which is also a violation of law, may be subject to arrest and prosecution.

Departmental Sponsor: Superior Court Administrator

Policy Review Date: January 1997

References: Minutes of the Board of Commissioners, July 19, 1995

Departments Affected: All Persons at the Fulton County Justice Center Complex (Justice Center Tower, Justice Center Building, and Fulton County Courthouse).



POLICY AND PROCEDURE

SUBJECT: Government Center Complex Security

DATE: November 15, 1995

NUMBER: 600-33

Statement of Policy: It is the policy of Fulton County to provide reasonable access to and a safe, secure environment within the Fulton County Government Center Complex for all employees, elected officials, citizens and visitors.

Purpose: To establish guidelines for security of the Fulton County Government Center Complex.

Scope: This policy applies to all persons at the Fulton County Government Center Complex, which consists of the Government Center Tower Building, Mid-Rise Building, Low-Rise Building, Atrium, Assembly Building and Public Safety Building.

Policy:

- A. **Business Hours.** Normal business hours for the Complex are: 8:30 a.m. to 5:00 p.m., Monday through Friday.
- B. **Access Control.**
1. Entrance to the Complex will be through controlled, monitored access points wherein one or more of the following security measures will be employed:
 - a. Police and/or Security personnel stationed at fixed posts.
 - b. X-ray machines.
 - c. Walk-thru magnetometers (metal detectors).
 - d. Hand-held magnetometers.
 - e. Closed Circuit Television (CCTV) Cameras.
 - f. Audible alarms.
 - g. Card readers.
 2. The internal self-test on each X-ray machine and magnetometer will be performed successfully each day prior to being put into use. A calibration of the X-ray machines and magnetometers will be performed monthly and conform to a standard test object.

3. All persons, except as stated in paragraph D 2 below, desiring to enter the Complex will be screened for prohibited items with a metal detector prior to gaining access to the controlled area of the Complex at the discretion of the County Manager. All packages, bags and other items will be screened for prohibited items with an X-ray machine or by visual inspection prior to allowing access to the controlled area of the Complex. Vehicles entering the underground parking garage or loading dock are subject to be searched for prohibited items and such notice will be posted at entrances.

C. Personnel Access.

1. **County employees within the Complex will display their County Employee Identification Card on their person in plain view at all times.** Employees will surrender their identification cards to Security personnel upon request for verification.
 - a. Upon presenting a valid County Employee Identification Card, employees may enter the Complex before or after business hours as follows: Monday through Friday from 5:00 a.m. to 8:30 a.m. and from 5:00 p.m. to 8:00 p.m., via the Pryor Street entrance; from 5:00 a.m. to 8:30 a.m., via the Public Safety Building entrance; and from 8:00 a.m. to 8:30 a.m. via the Peachtree Street entrance.
 - b. Employees with valid County Employee Identification Cards desiring to enter or exit the Complex before 5:00 a.m. or after 8:00 p.m. on weekdays, on weekends or holidays must do so via the Mitchell Street entrance to the parking garage. Employees will print their name and sign in and out on a log indicating their arrival time, destination, purpose and departure time. Employees entering other than between 5:00 a.m. and 8:00 p.m. must have prior approval from Security and be in possession of their valid County Employee Identification Card, otherwise entry will be denied.
 - c. Contract personnel assigned to work at the Complex for 30 or more consecutive days will be issued a County Contractor Identification Card. These personnel may enter the Complex at times and through entrances specified by the Director, public Buildings Department. Contract personnel assigned to work within the Complex for up to 29 days and whose work requires access to the Complex after or before normal business hours will be issued a temporary pass by Security as they enter the Complex. Contract personnel in this category will conform with entrance procedures outlined in paragraph E. below. Contract personnel will display their County Contractor Identification Card or temporary pass on their person in plain view at all times while within the Complex. Contract personnel will surrender their identification cards to security personnel for verification upon request.

- d. All persons, with the exception of on-duty County or contract security personnel, entering the Complex after or before normal business hours to conduct official business will print their name and sign in and out on a log indicating their arrival time, destination, purpose and departure time.
- e. Members of the general public may enter the Complex at any time during business hours as defined in C(1)(a) above. Members of the general public may enter the Complex after normal business hours, on weekends or holidays for special events with prior approval of Security, but must sign in and out on the visitor log and follow access requirements described above. Members of the general public who have been summoned for jury duty and who possess their written summons and a valid driver's license or other type of identification with their name and picture on it may enter the Complex on weekdays beginning at 7:00 a.m. on the date or during the time period specified on the summons or other written notice from the Court.
- f. No person will enter the Complex via an emergency exit door except for security or maintenance personnel performing official duties and in possession of valid identification. No person will block open or otherwise disable the locking mechanism of an emergency exit door except security or maintenance personnel performing official duties.

D. Prohibited Items.

- 1. All persons entering or leaving the Complex will be subject to a search of their person, possessions and materials for county property and prohibited items with such notice posted at entrances and exits.
- 2. Weapons are prohibited in the Complex except: (1) When the weapon is evidence to be used in a matter before the court and in the possession of a law enforcement officer assigned to certain agencies including any federal or State of Georgia law enforcement officer, Fulton County Sheriff's Department, Fulton County Marshal's Department, Fulton County Police Department, Fulton County District Attorney's Office, Fulton County Solicitor's Office, State Probation Department and all judges; (2) Law enforcement officers, upon presentation of a valid badge and credentials (department identification card), with their assigned weapon(s); and, (3) Fulton County employees entering the Complex with chemical defense spray and County issued scissors, knives or other cutting instruments, provided they have their valid County Employee Identification Card in their possession. Such express exception does not exclude Fulton County employees from complying with the above access requirements as to prohibited items not specifically excluded.
- 3. A weapon is defined as:
 - a. Any firearm.

- b. Any explosive or flammable device or substance 3except as noted below:
 - (1). Cigarette lighters or matches in the possession of employees or members of the general public.
 - (2). Gas cutting torches and fuel tanks, welding machines, paints, solvents or other items or material used by county or contract custodial, maintenance or construction employees in the performance of their official duties.
- c. Any device with a blade designed for cutting.
- d. Any martial arts device such as throwing stars or nunchakus.
- e. Any chemical defense spray device such as mace or pepper spray.
- f. Any device designed to deliver an electric shock such as a stun gun.
- g. Any other device not specifically listed in this policy which has been deemed by law to be a weapon.

4. Other prohibited items

- a. Alcohol. No person is permitted to possess or consume alcohol within the Complex except as noted below:
 - (1) Members of the general public during special events approved in writing by the Director, Public Buildings and Grounds Department.
 - (2) Employees during official county or departmental functions approved in writing by the director/department head hosting the function.
 - (3) Alcohol used as evidence in a matter before the court and then, only when in the possession of a law enforcement officer or officer of the court.
- b. Narcotic Drugs. No person is permitted to possess or consume narcotic drugs and illegal substances within the Complex except as noted below:
 - (1) Prescription drugs in the possession of and clearly labeled with the name of the person to whom prescribed.
 - (2) Drugs used as evidence in a matter before the court and then, only when in the possession of a law enforcement officer or officer of the court.

E. Parking in the Complex Parking Garage.

1. Parking in the Complex parking garage will be controlled and authorized by the Director, Public Buildings and Grounds Department. Parking will be authorized only for Fulton County employees except as prescribed below. Only those persons specifically authorized to park in the garage will be allowed access. Vendors/contractors may be authorized temporary access on a case by case basis in order to perform work.
2. Security will manage parking passes and access cards for the Complex parking garage. A log will be kept documenting who is authorized to park by name and parking space number. Parking passes will be issued to each person with a number corresponding to the assigned parking space number. Access cards will be issued to each person. The date parking passes and access cards are issued will be kept in the log. When an authorized person has forgotten his or her access card, access will only be granted after security personnel have established the identity of the person desiring access by examining a Fulton County Employee Identification Card and current driver's license and verified against the parking authorization list.

F. The Personnel Department will immediately inform the Security Manager, Public Buildings and Grounds Department, in writing, of employees who resign or are voluntarily and involuntarily separated from employment with the County within three (3) days of the separation. The notification will include a copy of the front side of the person's County Employee Identification Card, depicting the person's full name, department and picture, and effective date of separation. Departments will collect and retain the departing employee's County Employee Identification Card, any key(s) to County facilities and any County equipment issued to the employee during or before the exit interview.

G. Anyone failing to comply with this policy may be denied entry to the Complex. Employees failing to comply with this policy may be disciplined in accordance with current County Personnel Regulations; contract personnel are subject to termination. Anyone violating a provision of this policy, which is also a violation of law, may be subject to arrest and prosecution.

Departmental Sponsor: Public Buildings

Policy Review Date: May 1997

References: Minutes of the Board of Commissioners, May 15, 1991
Minutes of the Board of Commissioners, November 15, 1995

Departments Affected: All persons at the Fulton County Government Center Complex (Government Center Tower Building, Mid-Rise Building, Low-Rise building, Atrium, Assembly Building and Public Safety Building).

Appendix - D

**IT Standards and
Technical Requirements**

TECHNICAL REQUIREMENTS

1.1.1 HARDWARE AND SOFTWARE REQUIREMENTS

This section presents the requirements for the County's hardware and software standards. Actual memory sizes, processor speeds, peripherals and system software standards packages shall be recommended by the Proposer.

(Please provide complete hardware specifications within your response. Refer to below "County Standards" for acceptable configuration information.)

Fulton County desires to be provided with both the cost to purchase all hardware and connectivity for this solution as well as an optional complete, end-to-end, turnkey solution including all hardware necessary for the solution. Vendor must include a complete itemized hardware recommendation. Vendor's recommended hardware specifications must conform to the County hardware standards specified in this section. The goal is to have a high-performance system rather than an economical one.

Servers, desktops, laptops and tablet PCs shall not require administrator rights to operate. The County standard prohibits providing administrator or root privileges to servers for executing any software in the production environment.

Servers are procured by DoIT, through the Fulton County Purchasing Department as warranted by many factors, including current utilization of existing infrastructure, the requirements of planned projects, and the availability of specific funding for new equipment. Some platforms will share components and others will not, depending upon the unique circumstances for each project and product. Sharing and re-use are promoted when feasible. Agencies work with DoIT to develop a technical task plan and budget estimate for the project's hardware, software, middleware, peripherals, storage, maintenance, and connectivity. DoIT will assess the requirements in light of the current environment (and other factors) to confirm which components must be purchased by appropriate agency, and which will be paid for through DoIT funding. Servers are procured from currently listed standard models and configurations whenever possible.

1.1.1.1 End User Software

Component	Current Standards
Operating System	Windows XP/Windows7
Word Processor	Microsoft Word 2007/2010
Spreadsheets	Microsoft Excel 2007/2010
Presentations	Microsoft PowerPoint 2007/2010
Database (Desktop)	Microsoft Access 2007/2010
E-Mail Client	Microsoft Outlook 2007/2010 Outlook Web Access (latest release)
Project Management	Microsoft Project Professional 2007/2010
Graphics	Microsoft Visio Professional 2007/2010
Web Browser	Microsoft Internet Explorer -IE7/IE8
Antivirus	Microsoft Forefront Server/Client Security
Mainframe Terminal Emulation	Rocket Software - Blue Zone
PDF Files Read/Write	Adobe Acrobat Reader/Adobe Acrobat
Other	Must be approved

1.1.1.2 End User Hardware

	Desktop PC	Laptop
Platform	HP 8100 Elite CMT HE Chassis - Tower	HP ProBook 6550B
CPU	Intel Core i5-650 Processor	Intel Core i3-350M Processor
Disk Configuration	160 GB , SATA 7200RPM hard drive	160GB 7200 RPM Hard Drive
Media Drive	16X DVD R/W combo drive	DVD R/W combo drive
Memory	4GB PC3 RAM	4 GB DDR3 RAM
Monitor	HP Compaq LA1951g 19" LCD Monitor	Wide Screen 15.6" LCD Display
Video Card	Intel Integrated Graphics	Intel Integrated Graphics
Interface Card(S)	Ethernet 10/100	Ethernet 10/100, 802.11 a/b/g/n wireless, Bluetooth 2.1, V92 Modem
Operating System	Windows XP/Windows 7	Windows XP/Windows 7
File System	NTFS	NTFS
Maintenance	3 Year on-site, next business day	3 Year Depot
Additional Hardware	Keyboard, Optical Mouse	6 Cell battery, Carrying Case

1.1.1.3 Enterprise Applications

Application	Current Standards
ERP	CGI - AMS Advantage v3.5.1.1
Database	Oracle 11g R1 MS SQL Server 2008 R1 64bit
E-Mail	Microsoft Exchange 2007 Blackberry Enterprise Server 5 Symantec Enterprise Vault 9.0 Cisco Ironport E-mail Security

1.1.1.4 Operating System Software

Item	Current Standards
Operating Systems	Microsoft Windows Server 2008 R2 Standard Edition; Microsoft Windows Server 2008 Enterprise Server (clustering or servers with 4 processors or more) Oracle Enterprise Linux v5.5 Red Hat Enterprise Linux v5.5
Storage	SAN/NAS
Virtualization	VMware Oracle VM

1.1.1.5 Handheld Mobile Devices

Device	Current Standards
Blackberry	RIM Blackberry Model 9330 Service Provider: Sprint

1.1.1.6 GIS

Application	Current Standards
GIS Suite	Esri ArcGIS v10.0 Server/Desktop

1.1.1.7 Application and Database Server

	Application Server	Database Server
Type	INTEL	INTEL
Platform	Dell PowerEdge R710	N/A
Power	Dual Redundant	Dual Redundant
Hard Drive Configuration	Internal: 2 ea. 73GB 15KRPM serial attached SCSI Additional Drives (separate enclosure): 5 ea. 300GB 15KRPM serial attach SCSI RAID1/RAID5	Internal: 2 ea. 146GB 15KRPM serial attached SCSI 6Gbps hot plug Additional Drives (separate enclosure): 5 ea. 300GB 10KRPM serial attach SCSI Hot Plug RAID1/RAID5
CPU	2 ea. Intel Xeon X5570, 2.93GHz, 8M Cache, 6.40GT/s QPI, Turbo, HT	4 each Intel Xeon E7540, 2.0GHz, 18MB cache, 6.4GT/S QPI, Turbo HT, 6 Core, 1066MHz.
Network Interface Cards	4 each. Full Ethernet 10/100/1000 Base-T	2 each, Dual Port Gigabit (1000Mb)NIC w/TOE iSCSI PCIe.
RAM	48GB (12x4GB), 1066MHz dual ranked RDIMMs optimized for 2 processors.	128GB (32x4GB), 1066MHz Quad Ranked RDIMMs for 4 processors, Power Optimized.
HBA	Fiber channel. Dual (2ea.) Qlogic 4GB Optical fiber channel. Model 2460 or better.	Fiber channel. Dual (2ea.) Qlogic Dual Channel, 4Gb Optical fiber channel HBA PCIe.
External Storage Controller	SAS RAID controller, external, PCIe, 256MB Cache.	SAS RAID controller, external, PCIe, 512MB Cache (minimum).
Maintenance	3 Year, 24/7, 4 hour on-site (or NBD if specified), parts & labor included.	3 Year, 24/7, 4 hour on-site, parts & labor included
Additional Hardware Requirements	Rails w/ cable management. Internal DVD+/- RW, SATA drive.	Rails w/ cable management arm. Internal DVD+/- RW, SATA drive.

1.1.1.8 Networks and Telecom

Component	Current Standards
Protocols	TCP/IP - Network environment is pure IP EIGRP - WAN, MAN, Campus, Access & Distribution layer routing protocol BGP4 - ISP routing protocol SCCP, H.323 - IP Telephone and Video protocols
Structured Cabling Standard Access Layer Cabling	CAT-5E – Legacy PC and Server Connectivity CAT-6 – New construction where applicable Single-Mode Fiber – Data Center, Campus, and Metro connections depending on distance Multi-Mode Fiber - Data Center, Campus, and Metro connections depending on distance
WAN, MAN, Campus & Internet Connection Types	T1 Frame Relay – Legacy WAN Locations 10Mb & 100Mb MetroEthernet – New and upgraded WAN & MAN locations 100Mb MetroEthernet – Internet connectivity Gigabit Ethernet – Campus, Access & Distribution uplinks Gigabit and 10Gigabit – Data Center uplinks & Server connectivity
Campus MAN, WAN Connectivity	Cisco 2600/2800 – WAN sites Cisco 7200 – WAN aggregation Cisco 3750G – WAN, MAN & Campus Uplinks Cisco 4500 – Large site Distribution switches Cisco 6500/Sup720 – Data Center, Core, and Campus Distribution Cisco ONS 15454 – Inet MAN
Campus Switching	Cisco 3750POE – Wiring Closets Cisco 3750G – Building Closet aggregation & MetroEthernet termination
Internet Connectivity, Security, Web Content Caching	Cisco ASA 5550 – Internet Firewalls Cisco ASA 5520 – VPN Termination Aventail EX7000 – Clientless VPN Termination Cisco VPN 3000 – Legacy VPN Termination Cisco IronPort S370, M1070 – Web Content, URL filtering & Caching
Content Switching/Load Balancing	Cisco CSS 11506
IP Telephone Applications and Platforms	Cisco CUCM 7.1.5 Cisco IPCC/UCCX Premium Express 7.0.1 Cisco Unity 7.0.2 – Unified Messaging with Exchange Cisco Emergency Responder 7.1.1 Berbee Informacast 6.0.1 Cisco MCS 7845-H2, 7845-I3, 7835-I3 – IPT Application servers

1.1.1.9 Networks and Telecom (cont'd)

Component	Current Standards
Wireless	Cisco Wireless Control System 6.0 Cisco 4400 Wireless LAN Controllers Cisco 5500 Wireless LAN Controllers Cisco Aironet 1131AG Access Points Cisco Aironet 1250N Access Points Cisco Aironet 1141N Access Points Cisco Aironet 1310 Wireless Bridge
Data Center Management	Main UPS's - Manufacturer GE Model SG Series (225-KVA) PDU – PDI (50-KVA) Model M4 Sever Cabinets: APC - PDU's Models: <ul style="list-style-type: none"> • AP7832 • AP7841
Closet Power Management	UPS Models: <ul style="list-style-type: none"> • Smart-UPS 3000 RM XL • Smart-UPS 2200 RM XL • Smart-UPS 3000 RM XL • Smart-UPS 1500 RM XL • Smart-UPS 1400 RM XL • Smart-UPS 8000 RM XL • Smart-UPS RT 8000 XL • Smart-UPS RT 5000 XL • Symmetra LX 16000 RM All UPS Models – connected via Male-Twist-Lock connector All UPS Models – equipped with temperature sensors Monitoring application – Utilizing APC - InfraStruXure Central
Data Center and Closet Video Monitoring	Camera Type: <ul style="list-style-type: none"> • NetBotz 320 • NetBotz 420 • NetBotz 450 • NetBotz 500 Monitoring application – Utilizing APC - InfraStruXure Central (devices and surveillance view)
Video Conferencing	Polycom/Tandberg

1.1.2 INTERFACE WITH OTHER SYSTEMS

The proposed system should interface into existing systems running other applications for Fulton County. The system should have the ability to export as well as import any data required via the XML format. This includes the following systems among others as defined by Fulton County:

Apache 2.2 – See Acceptable Standards below

Interface	Description	Comment
Web Service	<ul style="list-style-type: none"> • Supports machine-to-machine interaction over the enterprise network • Meets W3C specification using XML messaging that follows the SOAP standard. • Machine readable description of the operations offered by the consumable system written in the Web Services Description Language (WSDL) 	Best solution for supporting machine-to-machine data transmission over a network.
Really Simple Syndication (RSS)	<ul style="list-style-type: none"> • Family of web formats used to publish content in a standardized format • Data format follows the RSS specification using standardized XML 	Good approach providing a structured data feed which can be easily processed.
HTML	<ul style="list-style-type: none"> • Traditional browser markup language transmitted over HTTP. 	Weak approach and should be used <i>sparingly</i> as the user interface design may not be compatible with that of the portal

1.2 TESTING REQUIREMENTS

The system will undergo a process of certification, which shall include the following, prior to acceptance by the Fulton County Government:

- The proposer shall certify in writing to the County that the application system is completely installed, meets all design requirements, is free of defects, the data conversion is complete, accurate, correct and the total system (application, file building, conversion, back-up and recovery procedures) is ready for operation.
- The proposer shall be prepared to demonstrate all functions of the system prior to the start of user acceptance testing.
- The proposer shall provide documentation and interface specifics on each interface to our existing Fulton County systems.
- Upon receipt of the letter of certification from the proposer by Fulton County, a sixty (60) day period of user acceptance testing will commence. User acceptance testing will include an intensive exercise of each component and module of the system simulating a normal workload. This testing will provide assurance that the various components and modules

of the system operate as specified. During this period, the system shall demonstrate a total availability of 99.99% or more.

- Acceptance Criteria
 - The Application Software meets the current published product specifications and documentation;
 - The Application Software is capable of running a variety of data on a repetitive basis without failure;
 - The Application Software meets the requirements and specifications described in this document and discussed with Contractor during the analysis;
 - All Documentation has been delivered and reasonably accurately reflects the operation of the Application Software;
 - All specified training has been conducted and accepted by Fulton County.
 - The Interfaces properly provide the data necessary without disrupting the performance of the system or disrupting any of the original data files.
- Once this acceptance testing is complete and Fulton County verifies the acceptable installation, the warranty period will begin.
- The system will be considered “unavailable” if any of the following conditions occur:
 - Any component or module capability is not available to all active workstations.
 - Any feature or specification either required within this document or stated in the manufacturer’s response or literature does not perform as stated.
 - Conversion of all existing data files is not complete or is incompatible
 - Interface to existing systems has not been completed
 - Reporting features are not available
 - Training for support and user personnel is incomplete or has not been accepted by the technical designee specified the “Professional Services” section.

In addition, if the system is reloaded in entirety, either manually or automatically, the system will be assumed to be down for one full hour or actual time if greater, per occurrence. Scheduled system reloads will be counted as actual time down only.

In the event that the required level of reliability is not demonstrated at the end of the sixty day period, the County may, completely at its own discretion, allow a period, not to exceed sixty (60) days, during which the Proposer is allowed to correct any deficiencies with the system. If this extension is allowed, the Proposer shall reinitiate certification by submitting a revised letter of certification to the County within the sixty (60) day extension period specifying the corrections made to the system. The certification process described here will then be repeated. This statement of the possibility of extension in no way obligates the County to do so.

Final acceptance will be made after the warranty period begins. This period will be a sixty-day (60) period of on-site post implementation support provided by the proposer to resolve any issues that arise after the system has been placed into production.

1.3 TRAINING REQUIREMENTS

The Vendor shall provide a detailed training plan outlining the documentation to be provided, training goal, learning objectives, and learning methods. The training plan shall also include any prerequisites required for training for both the user and technical support. If learning objectives are not met at the end of the training period, the Vendor shall provide alternates means to meet learning objectives.

1.3.1 USER TRAINING

The types and amounts of user training that will be supplied at no additional cost shall be described. The proposer shall include a plan that results in acceptable training for system operation. Vendor shall recommend best practices and system configuration for effective system set up. Using this information, the vendor will prepare a manual (DVD/CD only) that defines all work flow processes and procedures for users. The vendor shall provide a sample of the typical manual or training approach as part of the response.

1.3.2 DoIT TRAINING

The proposer shall prepare a training plan for County staff that will enable them to operate and support the system. This plan shall include any courses to be provided off-site, classroom training, and on-the-job training necessary for systems analysts, computer operators, security personnel, programmers, and database, web and network personnel. Training to provide complete support and custom programming and custom reporting will be provided to IT staff. Describe any prerequisite knowledge or skills required. If there are additional costs for this training it shall be clearly identified in the proposal.

Additionally, a description of the number and type of staff required to support the system must be provided. The skill sets required of each individual should be included in this description. The description of staffing requirements should include all management, technical and functional areas for the ongoing support of the system. Training should be provided for a minimum of two employees in all support roles. "Train the trainer" methods of instruction will not be accepted.

During this training, Fulton County will designate senior technical personnel in each class to evaluate the training provided in order to ensure that the training and the instruction provided is sufficient to provide the necessary knowledge and skills. At the end of the first day of any training class, a signoff must be obtained from this designee in order for the proposer to meet this requirement.

1.4 APPLICATION DOCUMENTATION

It is required that the vendor provide an electronic copy, and optionally a paper copy of the following documentation. Please list all reproducible (DVD or CD format only) copies of documentation that will be provided prior to final system acceptance. For example:

1. User training manuals for all transactions and functions supported
2. Data Dictionary
3. Data model/entity relationship diagrams and data flow diagrams
4. System module chart (application flow) showing each application module and its relation to the other modules
5. General system design and reference information
6. System transaction flow and control
7. List of all application programs, with summary of their purpose or function including a table of all procedures or processes and which processes are called by what other processes
8. Detailed program documentation within each source module
9. Table definitions and record layouts
10. Definition of all system control tables
11. Report and workstation display formats
12. A listing of all "canned" reports complete with full descriptions of these reports.

The County shall be granted the rights the approval to duplicate application documentation at no additional charge provided that all proprietary markings of the Proposer are retained on all duplicates. Any duplicates produces will be utilized for the County only.

Appendix - E

**System Development Life Cycle
&
Project Management Methodology**

1.0 MANAGEMENT REQUIREMENTS

1.1 PROFESSIONAL SERVICES

The Vendor shall provide both services that follow the guidelines for SDLC (Systems Development Life Cycle) to successfully implement this project. The phases that should be incorporated in this project by the Vendor are to include: 1) project planning, 2) requirements definition, 3) design, 4) development, 5) integration and test, 6) implementation, 7) operation and maintenance.

1.1.1 PROJECT PLANNING PHASE

During the planning stage, the Vendor shall verify that the goals and objectives of the software align with those of the customer (the County). The output of this phase should include documentation:

- Project plan and schedule
- Comprehensive listing of scheduled activities for the Requirements phase

1.1.2 REQUIREMENTS DEFINITION PHASE

This is the core of the project and therefore should be approached with thoroughness. The Vendor shall perform due diligence to ensure the requirements are defined in further detail to ensure the software application will meet the needs of the user. The requirements shall define the major functions of the proposed solution, operational data areas and reference data areas, as well as defined the initial data entities. The major functions include, but not limited to, critical processes and mission-critical inputs, outputs, and reports. Mission-critical may be defined as any aspect that has an effect on the operations of the direct and indirect departments that shall be impacted by the proposed solution. Additionally, a gap analysis shall be performed to identify any gaps in the current requirements and the functionality which the software application can provide. For those requirements that cannot be fully met the baseline software application, it shall be identified feasible work-around. The work-around must be of minimal impact to users and must be agreed upon by the users prior to final approval. The output of this phase should include the following documentation:

- Detailed requirements document
- Requirements traceability matrix which outlines how each requirement is linked to a specific product goal in a hierarchical listing
- Updated project plan and schedule

1.1.3 DESIGN PHASE

The design phase will consist converting the approved requirements document into design elements. For a pre-packaged software application, design elements will consist of features and functionalities readily available in the baseline product. The design phase shall include detailed and comprehensive data modeling. The data model shall abide by standards set forth by ANSI, American National Standards Institute. The data modeling shall take into consideration the:

detailed data requirements, technical environment, performance consideration, business processes (rules) and business data. The output of this phase should include the following documentation:

- Entity relationship diagram(s) with a full dictionary – this diagram should not be solely based on the data as defined in the baseline product; however, it shall include any data that is specific to the County
- Semantic or conceptual data model
- Table of business rules – this table should not be solely based on the data as defined in the baseline product; however, it shall include any data that is specific to the County
- Business process diagrams

1.1.4 DEVELOPMENT PHASE

The effort required for development of the solution in this phase may be minimal due to the ideal solution being that of a pre-package nature. However, this phase must be included to ensure the requirements and design requirements are being fulfilled. The Vendor shall configure and provide configuration instructions that shall be made to the software application to ensure the user's requirements are fulfilled. Any modifications that may be required to meet the user's requirements shall be clearly identified as a configurable option or customization to the code. It highly recommended the minimum or no customization be performed at the code level. However, if the aforementioned scenario can not be avoided, the vendor must include the impact of the customization in terms of initial cost, ongoing maintenance and support, and upgrades. The Vendor shall provide test cases for the modules, system, and users. The output of this phase should include the following documentation:

- Fully functional software that satisfies requirements and design elements
- Test plans – shall describe the test cases that will be utilized to validate the correctness and completeness of the software
- Implementation plan

1.1.5 INTEGRATION AND TEST PHASE

In this phase, the software shall be moved from the development environment to a test environment. The reference data should be finalized, appropriate level of access and roles are provided for users. The test plan shall include: unit testing, system testing, integration testing, regression testing, and user acceptance testing. The output of this phase should include the following documentation:

- Integrated software
- Production implementation plan
- Acceptance plan which include test cases

1.1.6 IMPLEMENTATION

This phase shall be comprised of the acceptance, installation, deployment of the application so to ready the software application for a production environment. The proposer shall include the setup for a training/test environment on the test server which is completely separate from the live production server environment. This entails the completion of user acceptance testing as well as software specific testing. The user acceptance testing will include the successful testing

of the user requirements as outlined in this document as well as those identified in the requirements gathering phase of the project. The software testing will include performance testing for each unit as well as the integration into various software modules. The software testing may also include the testing of integration with external applications. Successful execution of the test application is a prerequisite to acceptance of the software application by the customer. The output of this phase should include the following documentation:

- Test cases including results and person(s) who performed test
- Sign-off for acceptance of test cases

1.1.7 OPERATION AND MAINTENANCE

The operation and maintenance of the application will consist of a partnership of the Vendor and DoIT. Therefore, the vendor shall provide documentation that describes the requirements for the software application to function in a production environment. This Vendor shall provide all requirements needed for the application to be maintained in an operational environment.

1.1.8 MODIFICATIONS AND ADDITIONAL SERVICES

Any supplemental programming modifications or other consulting services beyond the scope of the contract that are requested by Fulton County shall be provided by the Contractor on a time and materials basis. Said billing rates shall remain at those rates until one year from the execution of the Contract at which time the Contractor will provide time and materials assistance at the rate charged to other Contractor customers for similar services.

Prior to commencement of services, the Contractor shall define in writing the labor hours, billing rate, description of services and/or work to be performed, the changes or additions to the Application Software, the way in which the Application Software will function upon completion of the modifications, and the estimated time period for the services to be performed. Fulton County shall not be charged for any services until the additional services are approved by Fulton County personnel in writing. Only after the Contractor receives approval in writing from Fulton County will the Contractor perform the additional services.

1.2 PROJECT MANAGEMENT

Fulton County uses the Project Management Institute's (PMI) Project Management Body of Knowledge Guide (PMBOK) methodology as a project management best practice. The proposer should describe their experience in implementing and managing projects using PMBOK or a similar project management methodology.

The county is particularly interested in how the Proposer's project management approach utilizes the following or similar key process groups when implementing a project. Also, the Proposer should provide documentation which shows their understanding of the application of such documents within each key process group.

1.2.1 INITIATING

This stage includes preparing the up the project for success by identifying the right team (especially the project manager) and scope, as well as determining the relationship between the project and its alignment with the client's overall objectives.

1.2.2 PLANNING

This stage includes developing the relevant resources, timelines and milestones, and aligning project deliverables to business priorities (i.e. risk management, communications, quality, cost/budgeting, duration and sequencing, external dependencies). The output of this phase should include the following documentation:

- Project plan
- WBS including deliverables with estimated start and end dates for each activity and the required resource. These dates shall be monitored and adhered to; the inability to meet scheduled dates of a task within the critical path must be submitted to the PMO and approved prior to making change in the schedule. If the project is not complete as scheduled, a penalty will be enforced. This penalty will include a deduction of .1% of professional services for every business day the project is delayed.

1.2.3 EXECUTING

This phase includes assigning a project team and distributing information to ensure the proper project activities are undertaken. This process also includes ensuring quality assurance methods are in place to address change management. The output of this phase should include the following documentation:

- Regularly scheduled status meetings as outlined in the communication section of the project plan.
- Issue tracking log – all issues pertaining to the project shall be monitored and tracked throughout the project lifecycle. Upon closure of an issue, the issue shall not be deleted but rather moved to an archive issue log.

1.2.4 CONTROLLING AND MONITORING

This phase includes ensuring the resulting project activities is in check with the original project charter and plan, and risk from uncontrolled external actions is mitigated.

- Monitor quality, costs and schedule;
- Manage stakeholder relationships, risk and contract monitoring;
- Identify discrepancies (or variations) within the project schedule to ensure project schedule is met.
- Ensure proper project communications

1.2.5 CLOSING

This phase entails making sure you have delivered everything expected of the project based upon the agreed upon terms in the requirements gathering phase as well as the acceptance criteria.

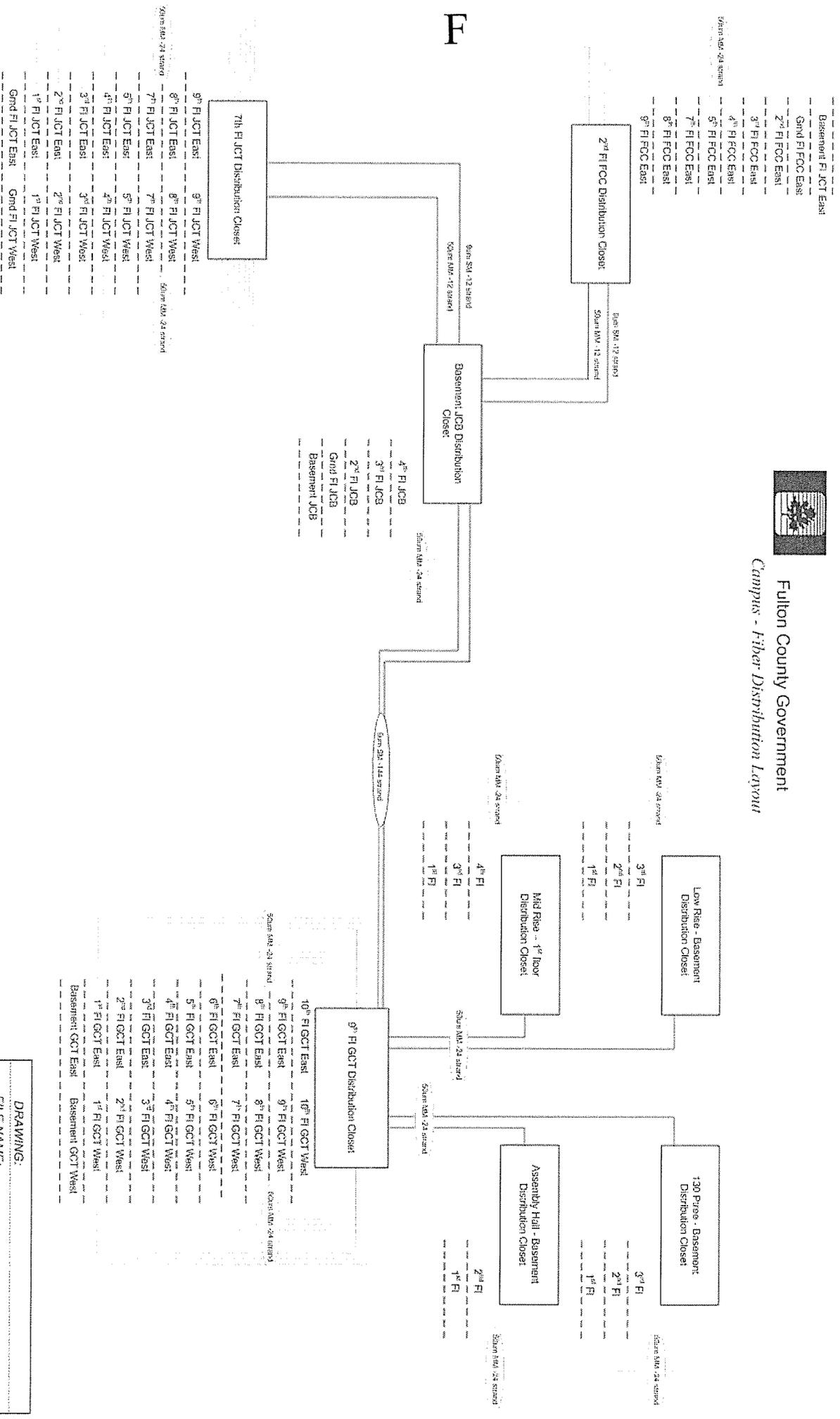
Fulton County will provide an internal Project Manager to coordinate with the Project Manager of the vendor. This project manager will be responsible for providing all necessary Fulton County resources and for providing an independent status report to the County on the progress of the project as well as obtaining the necessary approvals for each milestone.

The following services will be required of the Project Manager:

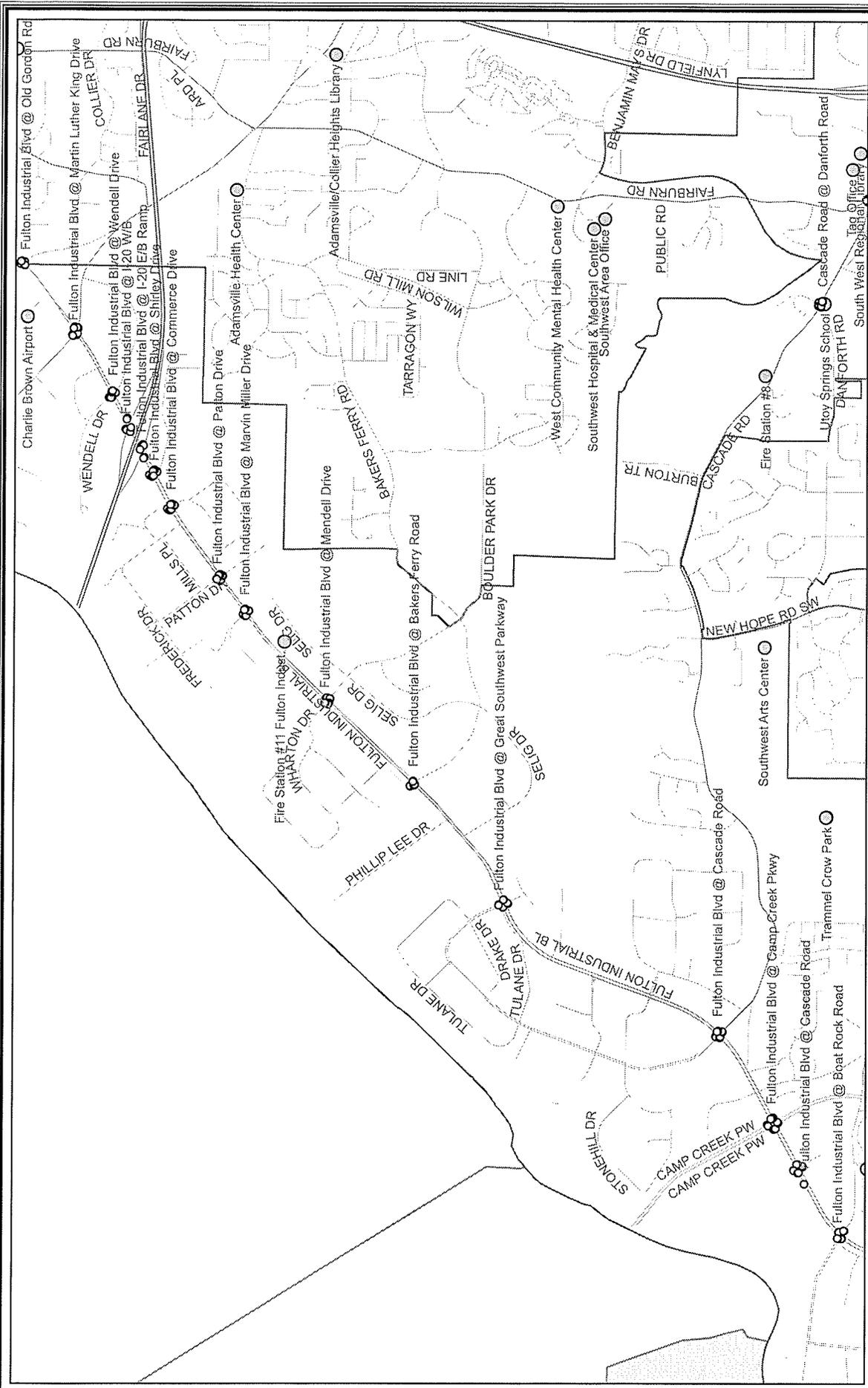
- Identify County's current Business Processes that exist today. Including a gap analysis to identify and document existing gaps between the selected software applications and current business processes. The vendor should anticipate that the County might modify processes to match the selected solutions pre-configured system rather than make custom software modifications.
- Provide the County with the development of a project plan, project schedule and a high-level project budget including software, services, training and maintenance necessary to successfully implement a legislative information management and tracking system.



Fulton County Government
Campus - Fiber Distribution Layout



DRAWING:
FILE NAME:
AUTHOR: Randy Zippel
LAST REVISED: 07/12/2010

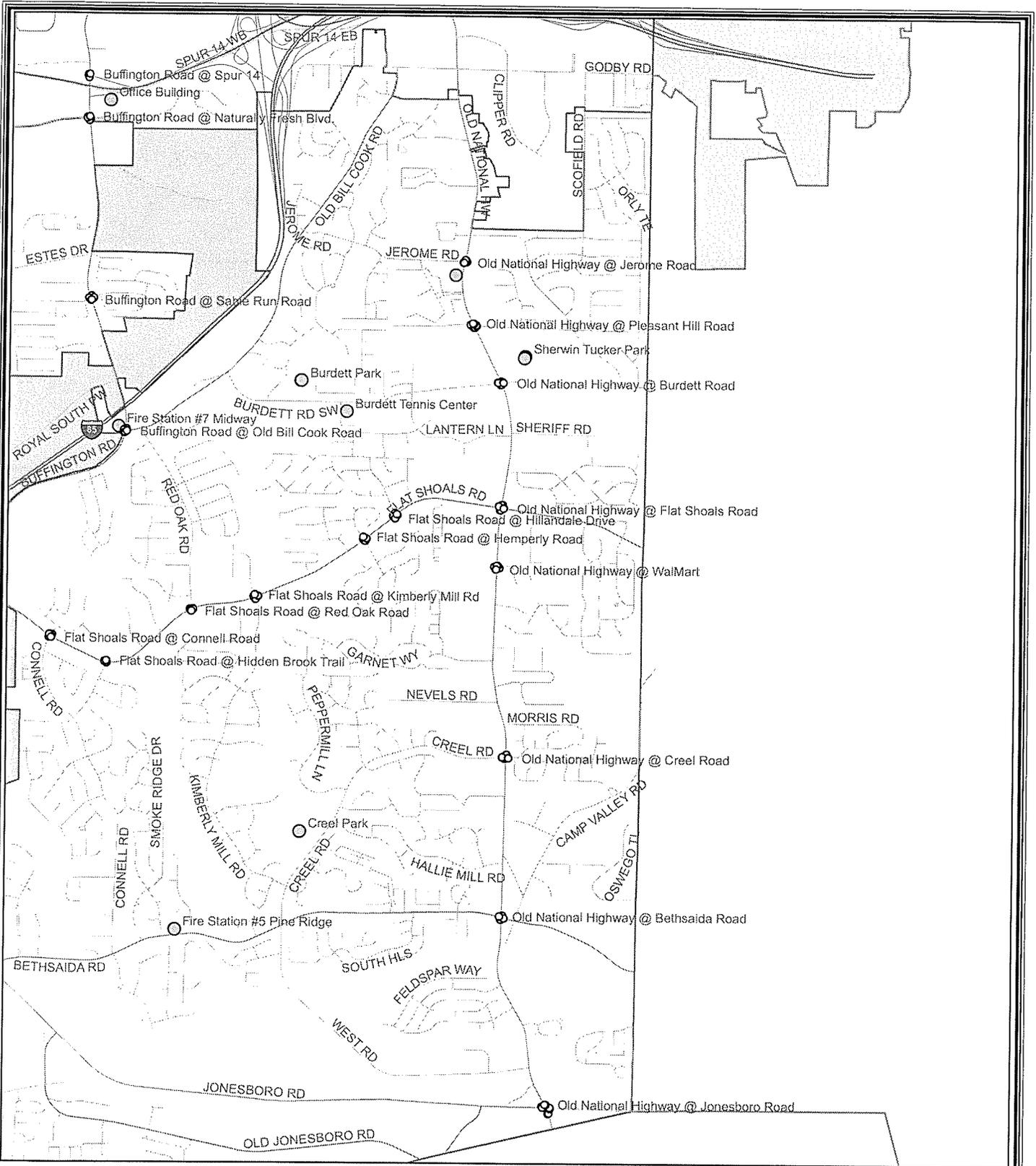


Physical Security RFP

Fulton Industrial Blvd from MLK Dr to Camp Creek Pkwy

December 2010

Created: 12/20/2010 AK
 1. PhysicalSecurity_VFB_interior_01_v1.mxd
 Prepared by: E. John B. ...
 Department of Environmental & Community Development
 Georgia Public Information System
 Support services Division

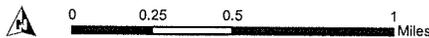


Physical Security RFP

Old National Hwy from Old Bill Cook Rd to Jonesboro Rd

December 2010

- | | | |
|----------------------------|------------------------|-----------------|
| ○ Traffic Signal | — Interstates | □ College Park |
| ○ Fulton County Facilities | — Other Limited Access | □ Fulton County |
| | — State Route | □ Union City |
| | — Arterial Roads | □ Metro Area |
| | — Streets | □ Metro Cities |
| | — Ramps | |



Prepared by the Fulton County Department
of Environment & Community Development
Geographical Information System
Support Services Division

11:PhysicalSecurity_10280606_100000_00_00.mxd

J

Appendix J – Pricing Schedule

The cost proposal consists of two major areas.

The first area is pricing for Cisco products, expressed as a simple percentage of discount from manufacturer's (Cisco) most current list price.

The second major pricing area for this proposal consists of labor and non-Cisco materials cost as developed and quoted from a detailed representative project drawing (Appendix J-1) example of a typical physical security installation project. This representative example is for the purpose of establishing one aspect of the pricing proposal and is not meant to be all inclusive of every installation or project which may be required from the award of this RFP. The respondent is not only required to furnish pricing amounts where indicated, but is also required to document comprehensive labor and materials detail sufficient to clearly convey the cost for all significant components in the representative example. This detail is important because the cost proposal will be used as a pricing basis for all actual installations which are performed from the award resulting from this RFP. Labor and non-Cisco materials prices shall be the same as is listed in the cost proposal for all components and/or system installations which are substantially similar to the representative examples in the cost proposal.

The cost proposal will be evaluated by allocating points in two areas. X points will be given for greatest discount from Cisco list price. X points will also be given for overall lowest labor & non-Cisco materials price for the representative example.

Percent Discount off of most current CISCO List Price. Must be in form of percentage for entire term of agreement (to include renewals) for all categories of CISCO items.

Percent Discount off of most current CISCO List Price: _____%

Appendix J-1 is a representative project drawing which illustrates a representative example project in which a number of devices are to be installed per RFP specifications inside a building and also on existing poles located outside the building in the paved parking lot. Keep in mind that all **indoor** cabling between the devices and the head-end room (HE) will be provided by Fulton County. However, **outdoor** cabling must be provided by vendor per specifications. By using the information provided in the drawing, as well as information and assumptions in this document, please provide pricing detail for labor and non-Cisco materials required to complete the project scenario per the specifications contained within this RFP. It is also required that respondent provide detail sufficient to convey the labor and non-Cisco materials cost for all significant components in the representative example project. This pricing detail will serve as a basis for actual cost of substantially similar installations during the term of the award from this RFP.

Assumptions for Representative Project Drawing Example (See Appendix J-1)

- All door frames in the representative example are hollow metal frames
- Access Control and Video Surveillance will be integrated.
- Client computer will be provided by Fulton County
- Vendor will provide one 42" 1080P LCD monitor for viewing
- All appropriate switch gear with necessary PoE shall be provided by Fulton County
- All category cable shall be provided and installed by Fulton County Government from the switch gear location to the designated camera/card reader locations as designed by the vendor.
- All rack space shall be provided by Fulton County Government in the room marked (HE).
- The room marked (HE) is where the Head-end shall be located.
- All AC electrical receptacles shall be supplied by the Fulton County at each location designated by the vendor.
- All non-Cisco door contacts, request to exits, electric strikes, card readers, mounts, and miscellaneous hardware shall be provided by the vendor.
- All cabling from the door to the Gateway module, 2 reader module and/or input module is the responsibility of the vendor
- All ceilings are of suspended type, 12' from floor w/ 2'x2' tiles.
- Vendor will be responsible for creating the engineering drawing for the County to run power locations and cable runs.

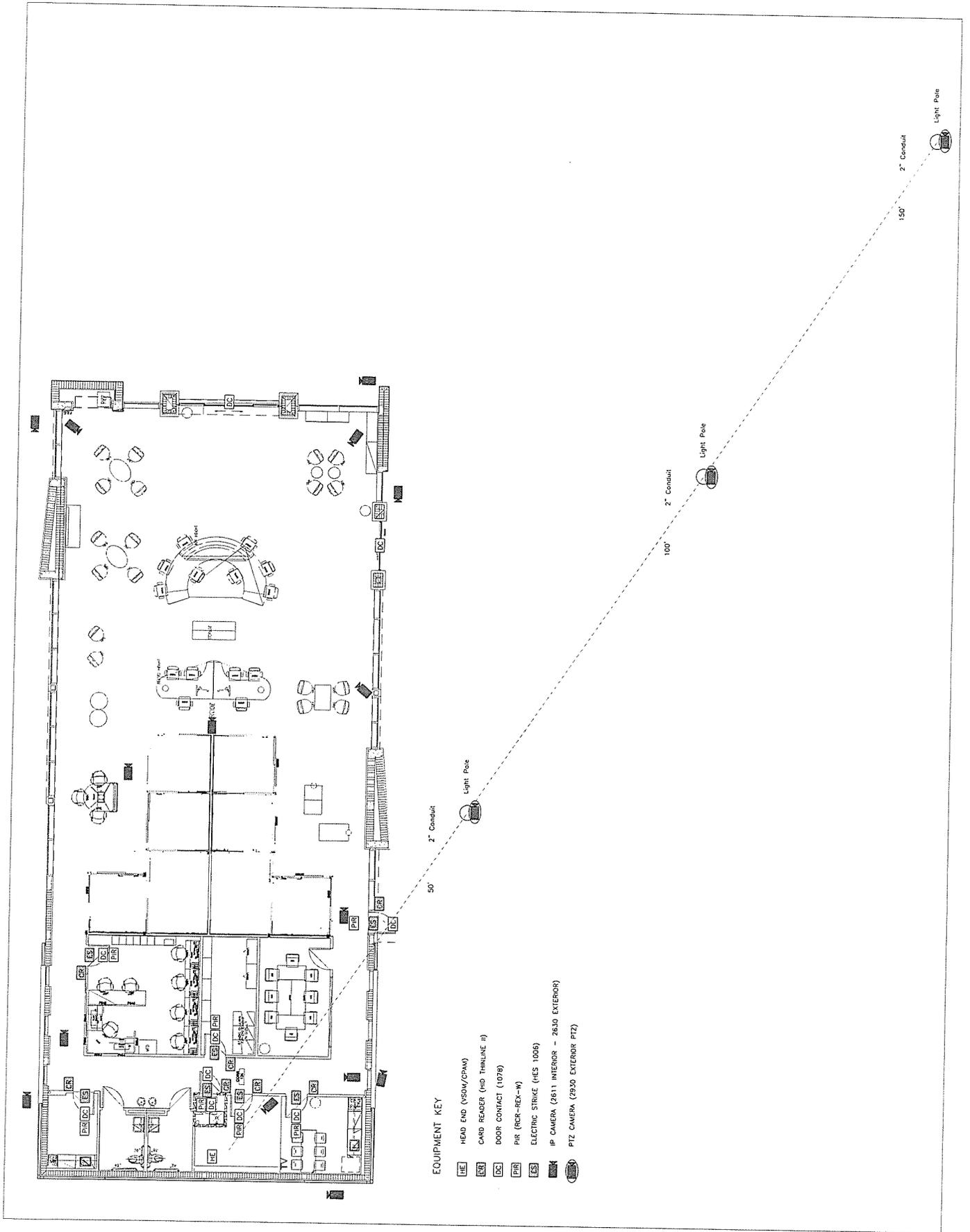
- All cameras will be at 4 CIF, 7.5 fps and H.264 compression with 80% motion
- All storage calculations will be 30 days of storage
- 24 hours of hands on training of installed systems, divided into 2 hour sessions over 3 days
- Exterior cameras mounted on the building will be mounted at 20'. Exterior of building is red brick.
- Exterior pole mounted cameras will be mounted on existing square metal poles at 25'. There are existing available conduits from the poles to the building. They are 2" and are provided with stub ups in the room marked (HE).
- All cabling from the pole to the building will be provided by vendor.
- Appropriate AC line power will be provided by Fulton County at the base of each pole.

Pricing for Representative Example Project:

- A. Labor – Engineer \$ _____
- B. Labor – Project Manager \$ _____
- C. Labor – Senior Technician \$ _____
- D. Labor – Level-1 Technician \$ _____
- E. Labor – Other (please specify) \$ _____
- F. Materials (non-Cisco) \$ _____
- G. Other Costs (please specify) \$ _____

Total of A-G :\$ _____

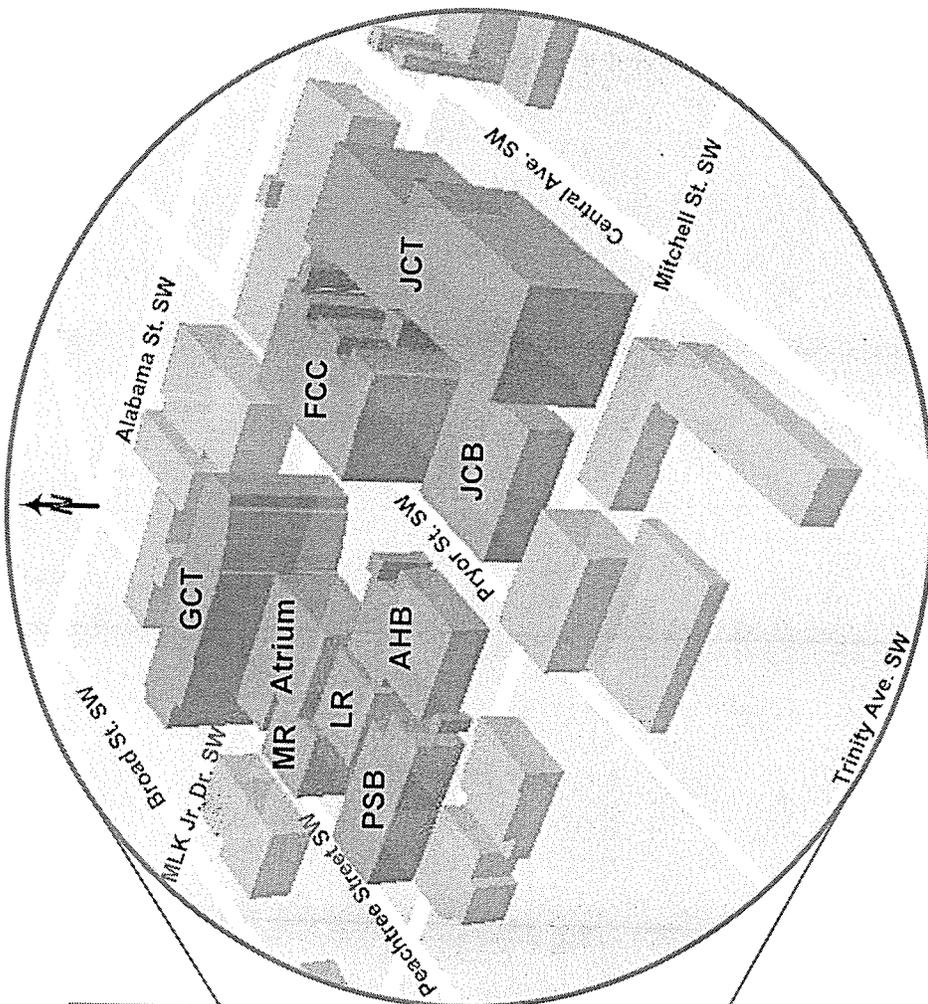
Note: Please itemize and explain in full detail ALL of the above labor and non-Cisco material costs associated with the representative example project. It is important to associate all labor cost and non-Cisco materials cost to all component items in the representative example project. Attach as many sheets to this proposal as is necessary in order to fully describe.



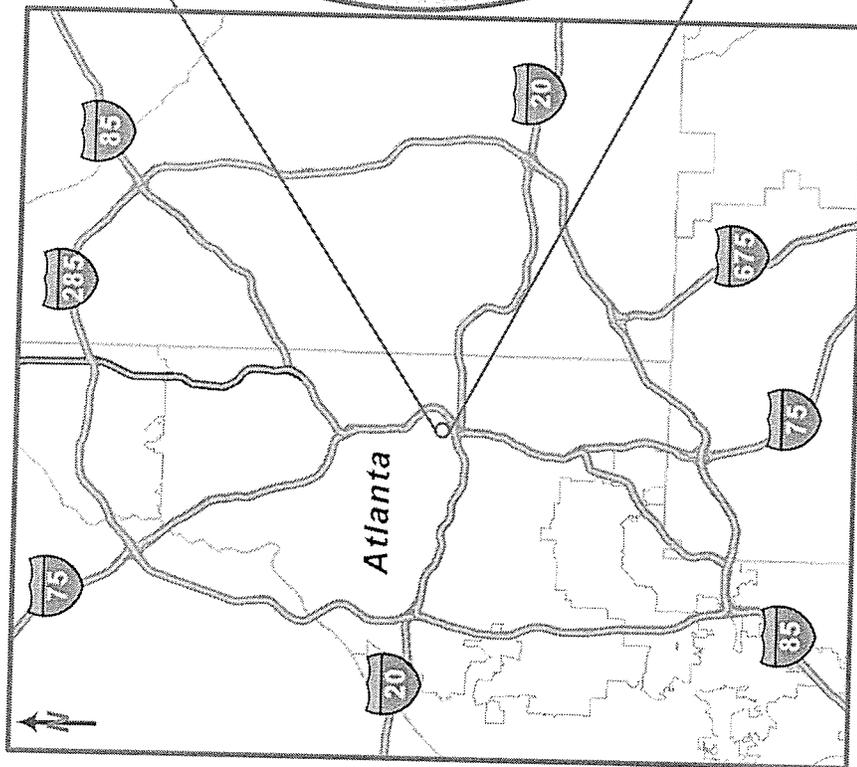
EQUIPMENT KEY

-  HEAD END (VSDM/CPAM)
-  CARD READER (HD THINLINE II)
-  DOOR CONTACT (107B)
-  PR (RCR-REX-W)
-  ELECTRIC STRIKE (IES 1009)
-  IP CAMERA (2611 INTERIOR - 2630 EXTERIOR)
-  PTZ CAMERA (2930 EXTERIOR PTZ)

3D Campus View



- | | |
|-------------------------------|--------------------------------|
| Government Center | Justice Center |
| AHB – Assembly Hall Building | FCC – Fulton County Courthouse |
| Atrium – Atrium | JCB – Justice Center Building |
| GCT – Government Center Tower | JCT – Justice Center Tower |
| LR – Low Rise | |
| MR – Mid Rise | |
| PSB – Public Safety Building | |



Vicinity Map