

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR PROPOSALS - RFP NO.: 15-0053-4

AGENDA MANAGEMENT SOFTWARE

PROPOSALS RECEIVED BY: 2:00 P.M., JUNE 16, 2015

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART
COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the qualification proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her qualification proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION.

- ☒ GENERAL INFORMATION
- ☒ PROPOSAL
- ☒ SCOPE OF SERVICES
- ☒ ATTACHMENTS (A THRU H)

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____
SIGNATURE
DATE

TITLE

COMPANY

MINORITY___ YES ___NO

BUSINESS TAX CERTIFICATE / LICENSE NUMBER

CITY/COUNTY/STATE

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1622**

DATE: May 12, 2015

RFP NO.: RFP 15-0053-4

GENERAL INFORMATION FOR REQUEST FOR QUALIFICATIONS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA** up to **2:00 P.M., JUNE 16, 2015**. Responses must either be mailed or delivered to the Purchasing Office. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a qualification proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit a qualification proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our list.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document approved changes. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

INSTRUCTIONS TO PROPOSERS

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 **How to Prepare Qualification Proposals: All proposals shall be:**

- A. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 **How to Submit Qualification Proposals: All proposals shall be:**

- A. Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.
- a. **Mailing Address: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 314066.**
- b. **Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.**

QUALIFICATION PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED. However, if a well justified request to delay receipt of proposals is received at least one work day before proposal due date, it will be considered.

- 1.4 **How to Submit an Objection:** Objections from Offerers to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- A. When a pre-proposal conference is scheduled, the proposer may object in writing any time prior to or at the pre-proposal conference.
- B. When a pre-proposal conference is not scheduled, the Proposer shall object in

writing not less than five (5) days prior to the Date for submission.

- C. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.

- 1.5 **Failure to Offer:** If a Proposal is not submitted, the business should return this Request for Proposal, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 **Errors in Proposals:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.7 **Standards for Acceptance of Proposers for Contract Award:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.8 **Proposer:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 **Compliance with Laws:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.10 **Contractor:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.11 **Local Preference:** The Contractor agrees to follow the local preference guidelines as more fully specified in the contract documents.
- 1.12 **Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any

actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.13 Performance Evaluation:** On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Agent.

PROPOSAL CONDITIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 **Multiple Proposals:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 **Offers to be Firm:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.4 **Completeness:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 **Liability Provisions:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.6 **Certification of Independent Price Determination:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
 - (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

2.7 **Award of Contract:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

2.8 **Procurement Protests:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

2.9 **Qualification of Business (Responsible Proposer):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

2.10 **County Tax Certificate Requirement:** Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the County Building Safety and Regulatory Services (912) 201-4300 for additional information.

No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

2.11 **Insurance Provisions, General:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract.**

2.11.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or

Parent of the firm Chatham County is contracting with).

IV. Summary of all current insurance for the insured (includes effective dates of coverage).

V. A brief description of the operations to be performed, the specific job to be performed, or contract number.

VI. Certificate Holder (This is to always include Chatham County).

Chatham County as an “Additional Insured”: Chatham County invokes the defense of “sovereign immunity.” In order not to jeopardize the use of this defense, the County **is not** to be included as an “Additional Insured” on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an “Any Auto” basis.

2.11.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the County

with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.

- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- E. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.11.4 Additional Coverage for Specific Procurement Projects:

- D. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

Minimum Limits:

\$1 million per claim/occurrence.

Coverage Requirement:

If "claims-made," retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if

“tail” coverage has been purchased and the duration of the coverage.

- E. **Builder’s Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.
Minimum Limits: All-Risk coverage equal 100% of contract value.
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

- 2.12 **Indemnification.** The CONSULTANT agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONSULTANT or its subconsultants. The CONSULTANT's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONSULTANT further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONSULTANT or his subcontractors or anyone directly or indirectly employed by any of them.

The CONSULTANT's obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONSULTANT.

- 2.13 **Compliance with Specification - Terms and Conditions:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.
- 2.14 **Signed Response Considered An Offer:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.15 **Notice to Proceed:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued

by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

2.16 Payment to Contractors: Instructions for invoicing the County for service delivered to the County are specified in the contract document.

- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
- B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
- C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____, 20____.

BY

SIGNATURE

DATE

COMPANY

TITLE

TELEPHONE NUMBER

REQUEST FOR PROPOSALS

GENERAL CONDITIONS SECTION I

1.1 **DESCRIPTION AND OBJECTIVES:** Chatham County is requesting qualification proposals from qualified firms to supply an Agenda Management Software package. The County presents this “Request for Proposals to describe its needs and those criteria which will be used to determine selection of services.

1.2 **METHODOLOGY.** The procurement described herein is being conducted as a Request for Qualifications through professional services selection, a method of selecting professional services as provided in The Chatham County Purchasing Ordinance and Procedures Manual. This will be a three-step selection process, a summary of which follows:

STEP 1/ ACCEPTANCE AND EVALUATION OF PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent. The goal of Step 1 will be to accept, evaluate and score qualification proposals that meet technical requirements and develop a “short list” (finalists) usually of no more than three firms that represent the best of all proposals.

–In the interest of a fair, objective and competitive process, Chatham County intends to accept all qualified proposals and give them complete and impartial consideration.

–Any proposal which does not meet all technical requirements may be disqualified as being non-responsive.

– Proposals which are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposals are not accepted will be promptly notified that they are not being further considered and why.

–Recommending proponents that best qualify for the short list will be done through a committee evaluation process based on established technical criteria as described herein. Final decision on the staff’s recommendation is made by the Board of Commissioners.

STEP 2/ DEMONSTRATION: The evaluation committee will require a demonstration from each finalist firm (short list). The demonstrations will be scored. It will be at the discretion of the evaluation committee on the number of firms that are “short listed”.

STEP 3 /FEE PROPOSAL: The Consultant shall provide a fee proposal as requested in

Section IV, *Fee Proposal* **in a separate sealed envelope**. Fee proposals will only be considered from the “short listed” firms.

1.3 N/A

1.4 **PROPOSAL DEADLINE.** The response to this ‘Request for Proposal’ must be received by the Purchasing Division no later than **2:00 P.M., JUNE 16, 2015.** Any qualification proposal received after the time stipulated will be rejected and returned unopened to the proponent.

For good and sufficient reason, up to 24 hours before the advertised deadline, the County may extend the response schedule. Should such action occur, all proponents who attended the pre-qualification conference will receive an addendum setting forth the new date and time. This will be provided initially by oral message or fax and followed by written verification.

It is emphasized that late proposals will be rejected. Hence, all firms are warned that if they find they cannot meet the established due date that it is incumbent upon them to justify and submit a request for slippage of due date **at least 24 hours prior to due date for proposals.**

1.5 **WITHDRAWAL OF PROPOSAL.** Any proposal submitted before the deadline may be withdrawn by written request received by the County before the time fixed for receipt of qualification proposals. Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as Chatham County receives it by the deadline as provided herein.

1.6 **CONFIDENTIALITY OF DOCUMENTS.** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the qualification proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law.

1.7 **FORMAT OF RESPONSES.** To be considered, proponents must submit a complete response to the request for proposals. The format for responses is presented in Section 2. All responses must be presented in this format, which will not be negotiable.

The response to the RFP must be submitted in 4 copies with 1 original and 1

electronic copy (CD or flash drive) to:

Mr. Robert Marshall
Senior Procurement Specialist
1117 Eisenhower Drive, Suite C
Savannah, Georgia 31406
(912) 790-1622
Fax (912) 790-1627

e-mail: rmarshall@chathamcounty.org

All questions relating to the proposal prior to and after the Pre-Proposal Conference must be sent in writing to Mr. Robert Marshall.

- 1.8 **REJECTING QUALIFICATION PROPOSALS.** The County reserves the right to reject any or all proposals and will not be bound to accept any proposal should Chatham County consider that the proposal would be contrary to the best interest of Chatham County or this project.
- 1.9 **COSTS TO PREPARE RESPONSES.** The County assumes no responsibility nor obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 1.10 **EQUAL EMPLOYMENT OPPORTUNITY.** During the performance of this Contract, the CONTRACTOR agrees as follows:

The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION II

SPECIAL CONDITIONS

- 2.1 Factors such as proponent's relevant experience, reputation, past performance on similar projects, excellence of the team and project manager to be assigned to the project, technical competence, ability to meet program goals, completion within a reasonable time will be considered in the shortlist and contract award recommendations made to the Board for their decision. Commitment in the level of involvement of MBE firms, consultants and employees will also be regarded in evaluating proposals.

Firms will be evaluated initially on the basis of the written qualification proposals. Thus, the proposal must be complete, concise and clear as to the capability and intent of the respondent. Further evaluation may include an oral presentation which will be scheduled after receipt of the written qualification proposal.

As such, to maintain competitiveness and to ease evaluation, responses to the RFQ must be responsive to the following and presented in this format and order:

- Introduction/cover letter
- Experience /Capability
- Functionality / Technical Approach
- Local M/WBE Participation
- References (not scored)
- Fee Proposals – Bid form to be submitted in separate envelope
- Miscellaneous (not scored)
- Attachments

FORMAT ORDER AND GRADING CRITERIA OF RESPONSES TO THE RFQ

NOTE: All qualification proposals will be presented on 8 1/2" by 11" paper, either bound or in a notebook. The information will be tabbed according to each requested section.

I. INTRODUCTION/COVER LETTER: You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this section should include the name, address, telephone number and FAX number of one contact to whom any correspondence should be directed.

II. EXPERIENCE and CAPABILITY (30 points)

List of similar projects performed in the last five years with a brief narrative of each project, client, services provided by consultant, value of services, current status on date of completion, project management, client's project manager and phone

number. Vendor shall also list its experience in terms of the development and delivery of the system specified. The list should include at a minimum the following information; years involved in the industry, key customers and the size and type of systems delivered within the past five years, and performance criteria for those systems. Include a statement as to why it is considered a similar project. Firms must demonstrate experience in Government Meeting Management Software. This experience must include custom applications development, web programming, training, software setup and configuration. List key personnel including project manager along with resumes. Identify the key personnel necessary for implementing the project. Describe how each key personnel will be involved in the project.

III. FUNCTIONALITY and TECHNICAL APPROACH (30 points)

Discuss the approach to rendering the required services in include software installation, report functionality, training, warranty/maintenance service and reoccurring fees. Any special techniques, strategies and capabilities should be discussed here. A detailed narrative statement to demonstrate the offeror's understanding of the Scope of Services. Also included in this section should be the project schedule. Narrative should include any limitations in delivering all the required services, any potential problems areas that might impede the successful implementation of the contract, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror. Please describe any competitive advantages of your system which would distinguish your system from the competition list of key personnel including project manager along with resumes. Identify person who on a day-by-day basis will be responsible for the work. Identify the key personnel necessary for implementing the project. (30 points)

IV. MBE/WBE/LOCAL PARTICIPATION (15 points) Disadvantaged Firm

Involvement. Indicate past efforts for local minority outreach and any current ongoing activities. Indicate proposed level of involvement for this project.

V. FEE PROPOSAL (25 points) The fee submitted in a separate sealed envelope shall include the total fee for the design/engineering services as well as all reimbursibles for this project.

VI. REFERENCES References (at least three), including contact, relationship, address and phone number. Note: Chatham County reserves the right to contact any known former clients about your performance.

VII. MISCELLANEOUS. This section provides an opportunity for you to provide other information that the project team considers relevant. Be specific.

VIII. APPENDIX. The Appendix may be used to provide additional or detailed information about your firm's project team, experience and background which you wish to have considered.

2.2 EVALUATION CRITERIA (STEP 1). Based on requirements in Section III, responses will be evaluated by an evaluation committee. While each proponent's proposal will be rated on its merits, the following will be regarded as assumptions applicable to each:

--Responses will follow the format and instructions within each section or subsection (proponents should consider Section 3.1 as an outline or checklist).

--Responses should be complete.

--Responses should be presented in a clear and concise fashion.

Difficulty in reading any proponent's proposal because of confusing information, errors or missing information considered as key to a fair evaluation can result in its consideration as not responsive. PLEASE REMEMBER: EVALUATION OF THE QUALIFICATION PROPOSALS WILL DETERMINE WHICH FIRMS ARE SELECTED FOR THE SHORTLIST!

2.3 DEMONSTRATION (STEP 2). Based on an evaluation of proposals under Step 1, those proponents that make the "short list" (finalists) shall provide a demonstration of their product either live or as a webinar. Demonstrations will be scored using the same process as the proposals. **(25 points possible)**

2.4 FEE PROPOSAL (STEP 3). The Consultant shall provide a fee proposal as requested in Section IV, *Fee Proposal in a separate sealed envelope*. Fee proposals will only be considered from proposers considered to be well qualified and their proposal scores high enough to make the "short list". **(25 points possible)**

2.5 DISCRETION. The County shall have sole discretion in evaluating both the responses and qualifications of the respondents. **Please note that the evaluation committee will recommend the firm with the highest score after all steps are complete, but it is the Board of Commissioners which, after consideration of staff's recommendations, makes the final contract award decision.**

2.6 ASSIGNMENT. The contractor shall not assign or transfer any interest in the contract without the prior written consent of the County.

2.7 CONTRACT. The successful respondent will be expected to execute a contract within 30 days of notice of award. Upon award of the contract, the proponent shall be bound to deliver services on the terms and conditions of this document and any negotiations which may occur. As well, the County shall be bound on the said terms and conditions to procure the services described and remit payment to the proponent when services are completed and accepted.

- 2.8 PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS.** The proponent will perform the project as an independent contractor and not as an agent or employee of the County. Joint ventures and sub-consultant arrangements are not prohibited; however, the proponent shall secure written permission from the County before subconsulting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- 2.9 CHANGES.** In the event a contract is awarded, the County may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. Any changes in the project team, including consultants, will require prior approval of the County. At the least, replacements must be equal in experience and preserve commitment to local or MBE participants. If any such change causes any increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract price, or in the time of performance, or in both, and a written memorandum of such adjustment shall be made. Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which the County shall have the right to verify by audit of the proponent's records or, at the County's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. The County may accept and act upon claims made later if, in the County's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.
- 2.10 TERMINATION OF CONTRACT.** The County shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 30 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, the County may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.
- 2.11 ASSIGNMENTS.** The Consultant shall not assign or transfer any interest of the contract without prior written consent of the County.

SECTION III
SCOPE OF SERVICES
FOR
AGENDA MANAGEMENT SOFTWARE

Chatham County seeks a firm that can supply an Agenda Management Software package that provides complete functionality to manage all meeting documents, review process and procedures, agenda packet creation, minutes creation, post meeting letters and distribution, web publishing, and search functions.

Project Overview:

The System should be a single end to end solution that minimally offers the functionality below.

Company profile:

Experience:

1. How many years of experience do you have in supporting a solution of this kind with other government agencies?
2. What type of experience do you have with clients in similar size?

Support:

1. Please describe or list any metrics you have from your clients about their satisfaction or year over year retention.
2. Does your company provide 24/7/365 support?
3. Does your company provide any on-going training? If so does it carry a cost?
4. Does your company employ all company employees physically in the United States?

Infrastructure:

1. Is your solution based on an Open architecture?
2. Please provide documentation on your API.
3. Are your solutions cloud based?
 - a. What are your disaster recovery plans?
 - b. What is your latest security accreditation?
 - c. What is your uptime over the last 24 months?
 - d. How many redundancies are built?
 - e. What tier of standards does your hosting facility?
 - f. Are there storage limitations to the amount of data housed?
 - g. Are there restrictions to how long data can be stored?
 - h. If cloud hosted and there are limits to data storage?

Questions:

1. Is there a limit to the number of users to access the system?
 - a. If so what are they and how many users is the client limited to?
 - b. What is the cost to add licenses or seats?
2. Does your agenda workflow software have any integration with MS Word and WordPerfect? If so please describe.

3. Describe the system's searching capabilities, both internal and external by public.
4. Describe the systems audit tracking capabilities of files.
5. Does your agenda workflow application have an existing integration with Municode?
6. Does your agenda workflow application have an existing integration with Laserfiche?
7. What types of supporting documentation does your system support?
8. Is supporting documentation searchable without the need for a 3rd party or OCR?
9. Does your system administration controls all clients full control over security, templates, workflow control, and agenda definitions?
10. Does your company provide an application for staff and elected officials to annotate agenda items and their supporting documentation on tablets?
 - a . Is this tool a web based application or native application?
 - b . Does it require an internet connection to access?
 - c. Does your application provide internal annotation ability?
 - d. Does your application provide integration to webcasting with index points?
 - e. Does your application integrate with any other of your platform's offering?
11. Does your company provide electronic voting software for elected officials?
 - a. Is it compatible on tablets?
 - b. Can we choose what type of tablet we would prefer to use either iPad or Android devices?
 - c. Does the data push into your platform or does it require a manual record of actions?
12. Does your platform have the ability to integrate with the monitors in our public meeting rooms to push data such as motions, votes, items up for discussion, speaker time management, etc.?
13. Does your platform allow for webcasting?
 - a. Is your webcasting tool a "native" h.264 solution
 - b. Does your webcasting solution work on Mac Computers, not just iPad's and iPhone's?
 - c. What player does your solution provide users to access to view media content?
 - d. What devices have been tested successfully without the requirement of a "plug in"?
 - e. Describe your system's network architecture.
 - f. Are encoders provided by the vendor? How are they managed?
 - g. What are the storage and distribution limitations?
 - h. What A/V inputs are supported?
 - i. Does your webcasting tools integrate with closed captioning? If so, can the closed captions be searched to find points in the media files?

14. Does your platform allow for the management of board and commission rosters?
 - a. Has your boards and commissions module been available, on the market for sales, for more than one year?
 - b. How long has your application been in use for government agencies?
 - c. Do you have experience with other municipalities of our size?

System requirements:

1. All text and data fields should be automatically indexed by the system and made searchable.
2. Data fields may be used individually or in combination with any other field for information retrieval.
3. To save assembly time, a user should be able to instantly search all text fields for a name, type, ID number, term, or other identifier, in one single step.
4. All date fields must be searchable by range, greater than, and lesser than.
5. System must provide an automatic end-to-end legislative tracking history that allows you to monitor and manage the status of agenda items as it goes to Commission, committees, and departments.
6. System must include meeting notes, action text, mover and seconder, and vote information and easily post them on website for public viewing.
7. System must be able to assemble a draft or final agenda with minimum of steps (preferably one button).
8. System must be able to store agenda design layout templates for different meeting body types.
9. The entire agenda assembly methodology must be modifiable by the County system administrator with no programming or need to contact the vendor.
10. User should be able to define an unlimited set of different agenda formats (header, agenda sections, etc.) for each group creating an agenda.
11. User should be able to define different fonts, point size, justification and color for headers.
12. The final agenda must include ad-hoc options to turn on/off a cover page, item numbering, specific sections of the file text, previous meeting history information, and staff recommendations for actions.
13. RSS: Proposed system should have a web portal that also includes standard RSS feeds. The RSS feed would allow Staff and citizens to subscribe to content and receive notification when it's updated like legislative history changes to items.
14. Social Bookmarking: Social bookmarking should be available for board members and users, allowing them to store, organize, search, and manage agenda bookmarks.
15. The web portal should allows users to save webpage links that they want to keep and/or share. These bookmarks can be saved privately, shared only with specified people or groups, or shared inside certain networks or another combination of domains.
16. Advanced Search: Proposed system should have advanced search capabilities

modeled after Google Search and include the following search filtering functionalities: by date, item status, department or meeting body.

17. The search engine should allow users to perform an unlimited number of search parameters at the same time and do complex inquiries in a single pass.
18. These search qualities should be made available both internally for staff and to the public via the County's online legislative research portal.
19. Facilitate drafting and submitting with a complete drafting toolkit along with unlimited definable templates
20. The legislative workflow must be fully automated to manage reviews and approvals of submitted agenda items
21. Automatically populate content from database submittals
22. Allow users to customize agendas for different types of meetings without requiring any programming assistance from vendor
23. Provide variable numbering sequences for different file types
24. Allow a user to delete an item from one agenda, move it to another meeting's agenda and have it automatically move to next agenda
25. Facilitate delivery of larger attachment materials, by providing a URL/link to remote file sources
26. Provide the ability to attach documents and reports to the agenda in multiple formats (MS Word and WordPerfect doc, pdf, png, jpeg, ppt, etc.)
27. Attachments should be able to be made to individual Agenda items, or to the Agenda as a whole.
28. Allow content to be imported from any word processor, spreadsheet, email message, cut and paste from a browser page (html, xml, text, pdf, gif, jpeg, etc. not dependent on specific third party software)
29. Override a deadline date based on users' access (administrator function)
30. Export documents (searchable pdf files, other file types)
31. Allow all staff to view the agenda items (approved requests for action) for a specific meeting
32. Allow a user to create multiple changes text file changes/versions of their content and keep track of or depict changes between versions
33. Produce and publish meeting results (approved, continued, recommended) within minutes of concluding the meeting
34. Allow creation of new agenda items by searching for and reusing prior similar content
35. Notify the originator of a request for action of any changes to their request/item content.
36. Notify other staff who has subscribed to notifications for that specific Agenda item
37. Have unlimited definable user groups and permissions in the system (staff, public, citizens)

38. Have multiple user groups such as staff, citizens/public, departmental, administrators
39. Have at least two levels of administrative access
40. Enter annotations for departmental viewing only (based on user's department)
41. Redact information, remove or mask Personal Identifying Information (PII)
42. Enable user to highlight text, bookmark items of interest, and take notes on the electronic copy of the document

Workflow Capabilities--The system shall:

1. Have an administrative user define (configure) and revise a workflow.
2. Create, edit, copy and delete workflows, to specify and modify approval processes and approver roles
3. Log all user activity, events, and the life cycle of agenda item deadlines
4. Allow administrators to reassign a workflow task from one staff member to another staff member
5. Allow an approver to specify someone to act on their behalf while they are away
6. Have administrators, in each department, define and administer their own departmental workflows and user access
7. Allow an approver to deny approval, and send the request for action back to any person that has previously worked on it
8. Notify the originator of a request for action (or agenda item), and/or anyone else who previously worked on the content, that a request was denied at a certain step and sent back
9. Allow "lateral" routing of an item to another user for review, edit and return to sender (lateral with respect to workflow, not organizational hierarchy, routing to another department or individual, outside of the usual workflow path)
10. Depict timers for certain steps in a workflow and show or remind the current owner/user in some way
11. Escalate or continue the workflow based on a timeout or other criteria
12. Configure and maintain unlimited (scalable) user groups for routing through workflows
13. Provide real-time, dashboard visibility and notification capabilities to staff for locating where a request for action is in the workflow

Dashboard Capabilities—system should be able to:

1. Provide a view or report of all agenda item information as a graphic and / or linear matrix (list)
2. Depict a view of all agenda items in process, currently in workflow/queue
3. Depict a view of late items, all the items where the "respond by" date and time has passed and where they are in the workflow
4. Provide a live (near real-time) view or dashboard of agenda item information as a graphic and/or linear matrix

5. Enable an originator of an item to see a list of items they created, and where the items are in the approval/workflow process, including if/when the items are on an agenda
6. Enable an approver or reviewer of an item to see the list of items they approved or reviewed and where the items are in the overall workflow process, including if/when they are on an agenda (The capability of viewing what is in the queue)
7. Depict Department views of items:
 - a . list of all agenda items that are in dept.'s queue, and items that have already been processed by the department, where they are in the approval process, including if/when they have final approval (City Administrator) and on the agenda

Reporting—System should have the capability to:

1. Create reports on requests for action and agenda items
2. Log and report status of workflows and items
3. Print reports without requiring a third party solution
4. Search for and display or print by type of request for action, agenda item type, meeting date, meeting type
5. Compile and report statistics on workflow events, tasks, or user activities
6. Provide statistical information (ad-hoc) from a workflow log or database that captured timestamps of user tasks/activities
7. Provide ad-hoc reporting: specify criteria for viewing or printing reports and describe any on- demand/ad hoc reporting capabilities
8. Search for text in the body of messages/notifications
9. Provide reports by
 - a. Agenda item (version changes, approvers, lateral reviewers, time spent in the cycle, etc.)
 - b. A user in the
 - c. Department
 - d. Meeting result
 - e. Corresponding ordinances or other related items such as previous or subsequent related agenda items

User Interface Capabilities—System should be able to:

1. Provide unique URLs for each of the pages and each piece of content (PDFs) to allow easy linking to those URLs
2. Provide static URLs for current packet page(s) and for all agenda types
3. Apply custom branding to the proposed solution
4. Display on multiple devices (accessible and readable on multiple devices)
5. Deliver information to the end-user via all major Web browsers (Internet Explorer[®] 8 and greater, and current versions of Chrome[™], Firefox[®], Safari[®])
6. Share native content and integrate with Web 2.0 and/or social media architecture (i.e. LinkedIn, facebook,
7. Integrate and leverage email to facilitate notifications and communications
8. Provide/use APIs to access other applications

Notifications—System should be able to:

1. Send task notifications to individuals and departments based on the workflows
2. Alert user to Approval Review notifications upon logon with no further clicking to find alert listing and Approval Review notifications should be simultaneously made via on-screen alert and email.
3. Allow a user to sign-in or opt-out of notifications for a single item, or multiple items in the workflow
 - a. Creation of electronic dockets/agendas integrated with the creation of electronic minutes.
 - b. Intuitive independent public portal allowing robust searching capability, logically organized meeting documents, ability to sign up for notifications/alerts.
 - c. Public posting of annual notices and meeting notices. Notices shall include meeting location, date of posting, date, time and location of the meeting, and an agenda or statement \ of the nature of the business for each matter to be discussed.
 - d. Creation of reusable templates (Masters) for each government body.
 - e. Creation of workflow templates that may be applied to each government body and easily modified to handle various workflow and/or approval processes.
 - f. Creation of meeting minutes. Minutes shall include the date, time and location of the meeting, members of the public body recorded as either present or absent, a record by individual member of any vote taken, and any other information relevant to the business of the public body that a member of the public body requests included.
 - g. Notification alerts for document creation, publishing, workflow stages and approvals.
 - h. Sophisticated access and security based on roles and/or user type, allowing meeting types to be grouped and assigned.
 - i. Audit trail for document creation, edits and approvals.
 - j. Version control and comparison.
 - k. Item level tracking allowing users and non-users (city residents) to search for and sign up for alerts corresponding to a specific agenda item.
 - l. Feature allowing distribution of meeting decisions to communicate required actions and digital documentation to department heads or other internal or external bodies.
 - m. Feature allowing referral of agenda items from one government body to another, tracking decisions and decision attributes along the process.
 - n. Electronic voting feature via remote, computer/tablet or kiosk.
 - o. Integration with Microsoft Office suite made publicly available live and/or on demand.
 - q. The public portal shall be branded as a Chatham County site.

- The County will provide graphics color preferences and titles, and minimal host or commercial references shall be present.
- r. The ability to track appointments to Boards and Commissions.
1. Offline access of documents.
 2. Unlimited Storage.
 3. Unlimited Public Portal Users.
 4. Unlimited Meeting Groups.
 5. Vendors with a development strategy including AP is to allow public access to raw data, preferred but not required.

Detailed Functionality Questions:

Please describe how your software will automate and track our public meeting process from agenda creation, through the lifecycle that may include traveling to various government bodies for editing and approval and finally to public dissemination on the web. Does your software allow decisions and tasks to be assigned to specific people with tracking and progress functionality?

Can you provide an end to end application? Does this provision include partnerships with other companies? Please describe.

We have organizations (government agencies, newspapers and people) we need to notify of decisions etc. after meetings. Please describe your automated distribution functionality for automating post meeting communication.

What additional functionality do you offer and what is the implementation process?

Does your software incorporate any methods of attaching meta-data/labels to items in order to categorize or allow tracking or notification in the future?

Detailed Pricing Questions:

1. What are your upfront implementation costs?
2. What training does that include?
3. Are there any travel costs involved in the installation/training?
4. What are your ongoing subscription costs?
5. What training does that include?
6. Are version upgrades included in ongoing subscription costs?
7. What is the initial term and renewal period of the contract?
8. What additional training costs could we encounter?
9. Are we limited to a certain number of document templates for meeting types or are we able to build those templates ourselves if we have the in-house technology capabilities?
10. What about modifications to these templates?
11. Are we limited to a certain number of workflow templates or are we able to build those templates ourselves if we have the in-house technology capabilities?

12. What about modifications to these templates?
13. Will there be any penalty to terminate the agreement at any time?

Detailed Technology Questions:

1. How does your system interface with Microsoft Word and other MS Office 2010 products?
2. What platform is your software built on?
3. Describe reporting features.
4. What options do we have to access the software offline?
5. Describe your search functionality? How does this work for media files and supporting documents?
6. What tablet or mobile device integration is offered currently?
7. What kind of technical support can we expect and what is your SLA call back time?
8. Do you have CRM software or other capability to track technical support requests?

Minimum Vendor Qualifications

Prospective Vendors should list, at a minimum, the following information in response to the RFP:

1. History of company and list of principals and key personnel.
2. History of projects, of similar size and scope.
3. For hosted or cloud-based solutions, a service level agreement and schedule of system maintenance.
4. For hosted or cloud-based solutions, history of service level agreements and achievements, and service history for the past three years (including scheduled and non-scheduled system maintenance, hardware, software, or Internet Host Provider issues).
5. Recommendations related to implementing the system as described.
6. Schedule of Fees, including all options for third party hosted portions or solutions, and recurring costs.

Project Implementation

The Project Implementation Plan and Statement of Work shall include:

1. Vendor understanding of the scope of the project.
2. A list of all system implementation stages. From project commencement through testing, acceptance, training, warranty, and maintenance.
3. Vendor should submit a one page "Blue print" of the system architecture showing all system components and all system levels, including minimum

- network communication throughput requirements.
4. Implementation costs for all labor/service-oriented items required to deploy the hardware and software components of the system.
5. Number of people involved in system implementation and composition of the implementation team.
6. Identification of the project manager, who shall be a full-time employee of the vendor who has at least two years honorable service with the vendor and has served as a project manager for at least one other system similar to the one proposed.

Training Plan

Vendor shall describe in detail their training plan. Training will be required for the following categories and number of employees.

1. 3-5 System Administrators
2. "Train the Trainer" instruction for up to 10 County staff to host citywide staff training, estimated to be between 20 to 30 employees.

References

Please provide at least three (3) customer references from clients where you have completed and/or are scheduled to deploy a system similar to what is specified herein.

As part of the evaluation process described below, Chatham County officials may be interested in seeing live demonstrations of the product in use by current clients.

Vendor will supply the following information.

1. Company name
2. Address
3. City, State, Zip
4. System installed
5. Software version
6. Hardware platform
7. Date of system installation or anticipated date of installation
8. Contact (name and title)
9. Phone number

Evaluation Criteria

The proposal shall include a narrative describing the proposed system. The narrative should answer all questions posed in the RFP and demonstrate the vendor's overall competence and ability to deliver the required products and services. The narrative shall not be more than fifty (50) double spaced pages.

Any marketing materials including brochures, pamphlets, and other documents are not to be part of this narrative, and if included should be separate.

Vendor shall also list its experience in terms of the development and delivery of the system specified. The list should include at a minimum the following information; years involved in the industry, key customers and the size and type of systems delivered within the past five years, and performance criteria for those systems.

Vendor shall also list the programming language(s) used to write the software application and its capabilities in the following areas: service support, on site, via telephone, and via Internet, key personnel with level and type of experience, and local support staff, if any.

Vendor shall also include customer references, as noted under References above, and help facilitate on-site demonstrations of their installed products.

The major criteria, which will be used in evaluating your proposal, are presented below:

1. Vendor reputation from reference accounts or installations similar in scope and nature to the needs of the County (references which can be contacted and/or visited) and from all written responses to the RFP.
2. Ability and reliability of the software (both system and application) to meet the functional requirements defined in this RFP.
3. Cost of development, software, service, training, hosting, updates to software where applicable and all related support activities.
4. Quality of system architecture and vendor's staff to implement the proposed solution.
5. Support and service options including, but not limited to, on-line help, technical support options, documentation types and manuals, and system customization capabilities.
6. Training and education to be provided and the location of these services.
7. Growth potential of the solution to accommodate future enhancements.
8. Positive user experience and overall satisfaction with demos by various County staff and IT personnel (ease of use, speed of learning basic functionality, and general "likeability").

Information Technology Vendor Agreement

October 3, 2014

All vendors responding to either an RFP or bid package of Chatham County for information technology related services must adhere to the following requirements:

1. Applications will authenticate users via the central Active Directory LDAP tree.
2. The vendor will never destroy production data in any way without written permission from the Chatham County Information and Communications Director, the County Manager, or designee.
3. The vendor will only modify production data with written permission from the data owner and ICS. Modifications to any production system files, including logs, will be completed by ICS staff only.
4. Vendors will be accompanied by ICS personnel for all work performed within the datacenter.
5. Vendors will leave a complete set of media and documentation for all applications or hardware installed. The documentation must include, at a minimum and where applicable:
 - a. Database management
 - b. Administration manuals, including performance tuning, user management, backup and recovery, and other common system tasks
 - c. System programming manuals, including the API manual(s)
 - d. User manual
6. Any database technology used must be Microsoft SQL server and the application must always support the most current version and at least one prior release. In addition:
 - a. The SQL server must also authenticate users by querying our LDAP tree. As of this writing, that technology is known as "Windows Authentication."
 - b. The principle of least privilege will be used for all SQL logins/users. The "sa" account will not be used or accessed by the vendor or vendor's application; neither will any logins/users be granted the "sysadmin" fixed server role.
 - c. The application must coexist on database servers with multiple other application databases from other vendors.
7. The licensing or permission to execute may not be bound to a specific processor, hard drive, or other specific hardware (such as USB dongles) and instead must be licensed to run on any compatible hardware owned or purchased by Chatham County.

8. Provisions must exist which provide Chatham County continued use of the software or hardware in the event the vendor or manufacturer should go out of business.
9. Applications and hardware must operate and support a 64-bit environment.
10. A FISMA compliance report should be submitted with this signed policy. (An internal FISMA compliance study is acceptable. More information can be found at <http://csrc.nist.gov/groups/SMA/fisma/index.html>)

** All hosted/cloud-based solutions should provide reasonable equivalents where applicable.

** Chatham County Information and Communications Services may choose to selectively ignore any one of these requirements as needed.

By signing below, the vendor or vendor representative is accepting these policies. As well, the vendor agrees to correct any conflicts with these policies or pay for the associated damages or consequential costs to Chatham County to take reasonable corrective action.

Vendor _____ Date _____

SECTION IV
FEE PROPOSAL
CHATHAM COUNTY, GEORGIA
RFP NO. 13-0030-4

AGENDA MANAGEMENT SOFTWARE

I have read and understand the requirements of this proposal, RFP No. 15-00XX-4, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc.

Fee proposals shall include all reimbursables.

Fee proposal shall be submitted in a separate sealed envelope marked with the consultant's name and marked "Fee proposal".

Cost of Software _____ / mo.

Monthly Host Cost _____ / mo.

System Configuration Cost _____ / mo.

Civic stream Cost _____ / mo.

Training/implementation Cost _____

Other Costs not included above (be specific)

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS _____

PHONE / FAX NO'S _____

EMAIL _____

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE **DRUG-FREE WORKPLACE**, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

(CONTRACTOR)
certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as AGENDA MANAGEMENT SOFTWARE (PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____
Name

_____, _____
Title Bidder Name of

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project procurement **AGENDA MANAGEMENT SOFTWARE** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

B-1

ATTACHMENT C

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

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 on behalf of Chatham County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT D

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

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 (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT E

***Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit
Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN

*

BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Alien Registration number for non-citizens.

Notary Public

My Commission Expires:

ATTACHMENT F

CHATHAM COUNTY, GEORGIA

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Bidder must verify Sub-Tier Contractors and Suppliers are not debarred, suspended, ineligible, pending County litigation or pending actions from any of the above government entities.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

ATTACHMENT G

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual

Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

DPC Form #45

**ATTACHMENT H
AFFIDAVIT REGARDING LOBBYING**

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2012

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 166133

REQUEST FOR PROPOSALS

Sealed proposals will be received until **2:00 P.M. on JUNE 16, 2015** in **Chatham County Purchasing and Contracting Department, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA.** for: **RFP 15-0053-4 AGENDA MANAGEMENT SOFTWARE.**

Invitation to Submit Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Purchasing Web Site <http://purchasing.chathamcounty.org>, or by calling Robert Marshall, Senior Procurement Specialist, at (912) 790-1622. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE RFP WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL PROPOSERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"


MARGARET H. JOYNER, PURCHASING AGENT

SAVANNAH N/P INSERT: May 20, 2015

Please send affidavit to:
Chatham County Purchasing and Contracting Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
912-790-1622