

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR PROPOSAL NO. 15-0071-7

**INVESTMENT BROKER/DEALER TO PROVIDE SERVICES FOR THE
CHATHAM COUNTY DEPARTMENT OF FINANCE**

PRE-PROPOSAL CONFERENCE: N/A

PROPOSAL RECEIPT DUE BY: 5:00 P.M. AUGUST 6, 2015

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

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.

X GENERAL INFORMATION

X PROPOSAL

X SCOPE OF SERVICES

X LEGAL NOTICE

X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT; H. LOBBYING AFFIDAVIT.

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: _____

ACKNOWLEDGE RECIEPT OF ADDENDUM(S) _____

Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or female ownership. Please check ownership status as applicable:

African-American _____ **Asian American** _____ **Hispanic** _____

Native American or Alaskan Indian _____ **Female** _____

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING DIRECTOR
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623**

DATE: July 14, 2015

RFP NO.: 15-0071-7

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 Director, **1117 EISENHOWER DRIVE, SUITE C, and SAVANNAH, GEORGIA** up to **5:00 P.M., AUGUST 6, 2015**. The Purchasing Director 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.

A pre-proposal conference has been scheduled for N/A, and will be conducted at **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31406**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document approved changes.

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.

All firms requesting to do business with the Chatham County **must register** on-line at <http://purchasing.chathamcounty.org>. The County's Purchasing Division is interested in fostering participation by all qualified business persons offering commodities and services. For additional information please contact Purchasing and Contracting at 912-790-1620.

**SECTION I
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 ELIGIBILITY: To be eligible for a resulting contract (s) in responding to this solicitation, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services.

1.3 HOW TO PREPARE 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.

1.4 HOW TO SUBMIT 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 Director on or before the time and date specified above.

a. **Mailing Address: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 314066.**

b. **Hand Delivery: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.**

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.5 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 Director 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.

- 1.6 **FAILURE TO OFFER:** Proposers should indicate if they would like to be removed from the County's vendor list.
- 1.7 **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.
- 1.8 **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.
- 1.9 **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.
- 1.10 **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.
- 1.11 **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.
- 1.12 **LOCAL PREFERENCE:** The Contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The CONTRACTOR hereby agrees, as part of the consideration to Chatham County for making this Contract, that the CONTRACTOR in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this contract; that the rate of wages to be paid shall not be less than legally required; and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The CONTRACTOR will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor."

1.13 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.

1.14 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 Director.

SECTION II

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 Director'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, price and other factors considered. 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 Director 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 unresponsive whenever such Proposer cannot document the ability to deliver the requested service.
- 2.10 COUNTY TAX CERTIFICATE REQUIREMENT:** A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified.

A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

- 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 and Declaration Sheets 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. The CGL 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, 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:

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.

2.12 INDEMNIFICATION: The PROPOSER 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 PROPOSER or its subproposers. The PROPOSER’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. PROPOSER 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 PROPOSER or his subcontractors or anyone directly or indirectly employed by any of them.

The PROPOSER’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 PROPOSER.

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 Director 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 Director 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 Contract Administrator/Project Manager.
 - 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.
- 2.17 LICENSES, PERMITS, AND TAXES:** The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. A Tax Exemption Certificate will be provided by the Purchasing & Contracting Office upon request (912) 790-1623.
- 2.18 MINORITY – WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. Proposers may also provide demographic information regarding their employees to show their commitment to equal opportunity. If a bidder/proposer

is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's M/WBE Coordinator, please contact Connell Heyward, at (912) 652-7860 or cheyward@chathamcounty.org.

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

**SECTION III
SELECTION CRITERIA**

3.1 DESCRIPTION AND OBJECTIVES: Chatham County is seeking firms or financial institutions and/or broker/dealers interested in providing investment brokerage services as additional brokers/dealers to the County on an “on going” and “as needed” basis. It is the County’s intent to select no more than three (3) additional brokers. The County previously solicited for this service which resulted in four (4) firms being awarded annual contracts on August 23, 2013. Firms that currently hold annual contracts with the County for this service should not submit a proposal. These four (4) firms will continue to operate under their existing contract. As a result of the two (2) solicitations, the County will have a list of up to seven (7) qualified firms to provide written quotations on an “as requested” basis to the Finance Director.

Each transaction will be awarded to the firm that offers the best written quotation. All financial and investment transactions will be handled in accordance with trade and dollar threshold requirements and will comply with all Chatham County Investment Policy requirements.

- 3.2 METHODOLOGY:** The procurement described herein is being conducted as a Request for Proposal through professional services selection, a method of selecting professional services as provided in *The Chatham County Purchasing Ordinance and Procedures Manual*.

STEP ONE- ACCEPTANCE AND EVALUATION OF QUALIFICATION

PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposal is not accepted will be promptly notified that they are no longer being considered and why. 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. A technical review panel will develop and rank a “short list” that consists of the three (3) highest ranked firms based on established technical criteria provided herein.

STEP TWO-INTERVIEWS: The technical review panel *may* decide to conduct interviews with each of the three (3) finalist firms. If interviews are conducted, each finalist firms will be scheduled an interview. The interviews will be scored. It will be at the sole discretion of the technical review panel to determine if interviews are required.

- 3.3 PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be conducted at N/A, at **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31406**, to discuss specifications and/or any misunderstandings that may arise. Representatives from Chatham County will be in attendance. Firms are encouraged to attend.

- 3.4 PROPOSAL DEADLINE:** The response to the Request for Proposal must be received by the Chatham County Office of Purchasing and Contracting no later than **5:00 P.M. AUGUST 6, 2015**. Any proposal received after the time stipulated will be rejected and returned to the proponent. The County may, for good and sufficient reason, extend the response deadline, in which case all potential proponents will receive an addendum setting forth the new date and time.

- 3.5 WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.

- 3.6 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. **The particulars of the proposal documents will remain confidential until final award of the contract. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. All open record requests must be submitted in writing to the attention of the Purchasing Agent. Any**

information contained in proposal that is considered by Proponent as “proprietary” and is to remain confidential shall be clearly identified and justified.

3.7 FORMAT OF RESPONSES: To be considered, proponents must submit a complete response to be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

- A. Executive Summary
- B. Qualifications
- C. Experience and Capability.
- D. Project Understanding and Methodology.
- E. M/WBE Participation
- F. References
- G. Other Relevant Facts/Information.
- H. Required Document Attachments

Each proposal must be submitted in one (1) original and five (4) copies bound to:

Ms. Robin L. Maurer, Asst. Purchasing Director
Chatham County Purchasing Department
1117 Eisenhower Drive - Suite C
Savannah, GA 31406
(912) 790-1623

Please furnish one electronic version of your RFP on thumb drive or CD.

3.8 REJECTING PROPOSALS: The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

3.9 COST TO PREPARE RESPONSES: The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

3.10 INQUIRIES: Direct any questions related to this RFP to Ms. Robin Maurer, Asst. Purchasing Director, and submit all questions in writing. Include the RFP number, page, and paragraph number as a reference to each question. If you choose to mail your questions, do not place the RFP number on the outside of the envelope. *DEADLINE FOR ALL QUESTIONS IS one week prior to due date.* All questions shall be delivered by hand, mail, fax or e-mailed as follows:

Chatham County Purchasing and Contracting Division
Attn: Robin Maurer, Asst. Purchasing Director

1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1627 (FAX)
rlmaurer@chathamcounty.org

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

3.11 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 IV
SPECIAL CONDITIONS**

4.1 PENDING LITIGATION: Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.

4.2 EVALUATION FACTORS: Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, and delivery under the contract terms will be considered in the award recommendation. Commitment in the level of MBE/FBE firms, consultants and employees will also be considered in the evaluation of qualification proposals.

4.3 SELECTION PROCESS: *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation **may** include an oral presentation/interview which will be scheduled after receipt of the written qualification proposal.

4.4 CONTRACT TERM: The term of the contract will be for one (1) year with renewal option for two (2) additional one (1) year terms.

4.6 PROPOSALS MUST BE RESPONSIVE TO:

4.6.1 ***EXECUTIVE SUMMARY:*** The Executive Summary of the Proposal shall be limited to three (3) single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offeror's ability to meet the requirements of the qualifications RFP.

4.6.2 ***QUALIFICATIONS: TOTAL POSSIBLE POINTS 25 (SECTION B)*** State the full name, address, and telephone number of your organization and include:

- A. The name, title, address, and telephone number of the person (s) who will be assigned to perform service under the proposal. State who will be the qualified representative(s) signing the Investment Institution Certification; the Primary and Back-up account representatives; and other individuals (such as registered assistants and settlement clerks) who will be involved in securities transactions for the County. Provide resumes/credentials for each of the person(s) who will perform the services required and state how long they have been with your firm. For each key staff person that will participate in the program, attach a resume. Highlight key and relevant experience. Credentials may be subject to verification.
- B. Provide a brief description of the firm, it's history, and a statement of which of the following describes the firm: National, Regional, and/or Local Business Enterprise.
- C. Describe the firm's Fixed Income Operation.
- D. State what U.S. Agencies that the firm has acted as a Primary Underwriter.

4.6.3 ***EXPERIENCE AND CAPABILITIES: TOTAL POSSIBLE POINTS 30 (SECTION C***

- A. Indicate the Market Sectors in which the firm specializes. Indicate the firm's approximate percent during the past 12 months, the volume in dollars for each, and what expertise your firm has in each of the following market sectors:
 - U.S. Agencies
 - U.S. Treasury Bills/Notes/Bonds
 - Mortgage Back Obligations
 - Collateralized Mortgage Obligations
 - Brokered Certificates of Deposit
 - Negotiable Certificates of Deposit
 - Other
- B. Describe what Broker/Dealer practices are used by the firm to minimize investment risk to government entities and details of other business practices that are utilized by your firm. State what other customer services are provided in regard to government entities.
- C. Provide a narrative that describes your firm's capitol structure. Include total capitol, equity, net capitol, and excessive capitol. Include historical data that demonstrates firm's consistency in complying with the Federal Reserve Bank's capitol adequacy guidelines and identify what factor your firm presently exceeds the capitol adequacy guidelines. Include certified documentation to support firm's capitol adequacy as measured by the Federal Reserve standard.
- D. Provide a list of current or former municipal clients, preferably located within

the State of Georgia, that the firm has provided Investment Brokerage Services that are similar to or the same as that requested by Chatham County. Include Agency name, address, contact person, telephone number, date(s) of service, and a brief description of the services provided. Chatham County reserves the right to verify the information furnished.

- E. State what changes have occurred in your firm over the past six months in regard to staff, capitol, organizational structure, etc., and the reasons for any of the changes. State any additional changes that your firm expects to implement over the next six months and the reason for these changes.
- F. Describe what additional services will provided to Chatham County as part of the contract in reference to research reports and bond market information, educational opportunities, and any costs associated with the additional services offered.
- G. State if your firm has an internet site that contains all of its' financial statements. If so, state the website address.
- H. Describe what transaction reports, confirmations, and paper trails will be provided to Chatham County and provide samples of each.
- I. State if your firm has operated under a different name within the past 10 years and provide that name that your firm previously operated under.
- J. Provide complete details of any contract that your firm has been fired during the last 5 years.
- K. Describe actions required (agreements or provisions) by Chatham County to set up account with your organization.
- L. Describe any issues your organization may have regarding insurance provisions.

4.6.3 **PROJECT UNDERSTANDING/METHODOLOGY: TOTAL POSSIBLE POINTS 25 (SECTION D)** Discuss the approach to rendering the required services. Any special techniques, strategies and capabilities should be discussed here. A detailed narrative statement to demonstrate the offerors' understanding of the Scope of Services requested. The statement shall include but not necessarily be limited to the offerors' proposed organizational structure and procedures to provide the required services, software and equipment to be used, expectations regarding the County's responsibilities and contributions under the contract, any limitations in delivering all the required services, any potential problem areas that might impede successful services, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror.

4.6.4 **M/WBE PARTICIPATION: TOTAL POSSIBLE POINTS: 15 (SECTION E):** Commitment in the level of local MWBE firms, subcontractors, consultants and employees. Approach to meeting and exceeding the MWBE requirements. History of

Minority-owned, Women-owned business utilization.

4.6.5 **REFERENCE: TOTAL POSSIBLE POINTS: 5 (SECTION F):** Provide a minimum of three (3) references of municipal agencies (preferably located within the State of Georgia) that firm has provided the same or similar services to within the past 5 years; Reputation of firm. Include names, organization and contact information of clients who can provide insights regarding skills, qualifications and delivery of requested services.

4.6.4 **SUBMITTAL REQUIREMENTS:** The documents below must be included in qualification proposal. **FAILURE TO INCLUDE THE REQUIRED DOCUMENTATION MAY RESULT IN DISQUALIFICATION OF YOUR FIRMS TECHNICAL PROPOSAL.**

- Audited Financial Statements
- Proof of National Association of Security Dealers (NASD) Certification.
- Proof of State registration.
- Certification that firm has read the investment policy and agrees to abide by the terms and conditions contained therein.
- Certificate of Insurance (Per County requirement statement in proposal package)
- Proposal Attachments

4.6.5 **FEE SCHEDULE:** Upon the award of a contract, written quotations will be requested by the County on an “As Needed” transaction basis from each of the finalist firms. Each transaction will be awarded to the firm that offers the best written quotation. Firm selection for each transaction will be final without recourse.

4.7 **CONFLICT OF INTEREST:** All respondents must provide a statement of disclosure which will allow the County to evaluate possible conflicts of interest.

4.8 **SOURCE SELECTION:** The County shall have sole discretion in evaluating both the responses and qualifications of the respondents.

4.9 **CONTRACT:** The successful respondent will be expected to **execute a contract within 30 days of notice to 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.

4.10 **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 Chatham County before subcontracting any part of this service. Such permission should be obtained during the proposal evaluation stage. Proponents are encouraged to use Minority/Woman Business Enterprises and are reminded of reporting requirements when utilizing these arrangements.

4.11 **LICENSES, PERMITS, TAXES:** The price or prices for the work shall include full compensation for all fees that the proponent is or may be required to pay.

4.12 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. 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 prices, or in the time of performance, or in both. 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.

4.13 TERMINATION OF CONTRACT: Each party to the contract 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.

4.14 ASSIGNMENT: The Contractor shall not assign or transfer any interest of the contract without prior written consent of the County.

SECTION V TECHNICAL SPECIFICATIONS

5.1 BACKGROUND AND OBJECTIVES: The purpose of this Request for Proposal (RFP) is to award no more than three (3) additional annual contracts for financial institutions and/or broker/dealer to provide Investment Brokerage Services to the County on an "on going" and "as needed" basis. It is the County's intent to establish a list of up to seven qualified firms to provide written quotations on an "as needed" basis to the Finance Director. Each transaction will be awarded to the firm that offers the best written quotation. All financial and investment transactions will be handled in accordance with trade and dollar threshold requirements and will comply with all Chatham County Investment Policy requirements. Contract period will be for one (1) year with renewal options for two (2) additional one year terms, if all parties agree. The County currently has on annual contract four (4) firms to provide broker/dealer services. Firms that currently hold annual contracts with the County for this service should not submit a proposal. These four (4) firms will continue to operate under their existing contract.

Each transaction will be awarded to the firm that offers the best written quotation. All financial and investment transactions will be handled in accordance with trade and dollar threshold

requirements and will comply with all Chatham County Investment Policy requirements.

Chatham County currently maintains investment and liquidity portfolios to provide for the operations of the government entity. The Chatham County Investment Policy governs the investment of assets in various funds that are under the direct control of the Finance Department and applies to all funds under the control of the Chatham County Board of Commissioners which are eligible to be invested, exclusive of pension obligations. These funds include but are not limited to:

- Tax Supported Funds (General Funds, Sales Tax Funds, etc.)
- Special Assessment Funds (Street Paving, etc.)
- Special Revenue Funds
- Debt Service and Bond Proceeds
- Enterprise Funds
- Capitol Project Funds
- Internal Service Funds
- Other Operating or Capitol Funds (as established)

In accordance with the Chatham County Investment Policy, the Finance Director is required to authorize all written quotation requests and any transaction request that exceeds \$2 million dollars. The Chatham County Investment Officer or designee has the authority to approve any transaction request that does not exceed \$2 million dollars. A copy of the Chatham County Investment Policy will be provided to the successful Investment Broker/Dealer Service providers.

5.2 SCOPE OF SERVICES:

Contracted Investment Broker/Dealer will be required to provide written quotations to the County on an “On Going” and “As Needed” basis. There is no pre-set or guaranteed number of County investment transactions and/or written quotations to be provided on an annual basis.

Investment Requirements:

5.2.1 The Successful Investment Broker/Dealer will be required to invest in highly rated securities that can be transacted quickly and efficiently, with minimum impact on market price. Maximum level of investment by type of instrument is as follows:

<i>Investment Instrument:</i>	<i>Maximum % of County Funds:</i>
Banker’s Acceptances maturing within 270 days and eligible for purchase by Federal Reserve	20%
Certificates of Deposit	20%
OFTS- GA1 (Liquidity Pool)	80%
OFTS- GEAP (Intermediate Pool)	20%
US Treasury obligations	50%

Obligations of the State of Georgia and its political subdivisions	25%
Collateralized Repurchase Agreements	50%
Collateralized Instruments offered by approved County Depository Bank	100%
Interests or Securities in no-load, open-end mutual funds as provided for in OCGA 36-82-7 (Bond Proceeds only)	100%
Mortgage Pass-Throughs/REMICS/CMOs/Other Mortgage-backed Securities (other than high risk derivatives*) issued by a US Government Agency or Instrumentality	25%
Local Community Investment opportunities	10%
U.S.Agencies	100%

**CMOs must pass the FFIEC tests one and two, or surviving and mutually agreed upon equivalent.*

5.3 METHOD OF EVALUATION:

The following factors will be considered by the technical review panel in the evaluation of this qualification proposal. The factors to be evaluated will not necessarily be evaluated in the order presented:

- 5.3.1 Demonstrated understanding of the Scope of Services.
- 5.3.2 Experience in providing Investment Broker/Dealer Services.
- 5.3.3 Reputation of the firm based on references.
- 5.3.4 Computer support and reports capability (as applicable).
- 5.3.5 Proximity of firm to Chatham County; business location.
- 5.3.6 Commitment to M/WBE Firms, Consultants and Employees.
- 5.3.7 Firm Interview/Oral presentation (if requested).

5.4 REFERENCES:

Please provide at least three (3) current or past municipal clients located within the State of Georgia for whom you furnish(ed) Investment Brokerage Services. State the client’s name, address, contact person, phone number, date(s) of service, a brief description of the services provided, and how long that reference has been your client. Chatham County is primarily interested in references of municipal clients that have been provided with Investment Brokerage Services similar to or the same as that requested herein.

SECTION VI

**EVALUATION AND AWARD
INVESTMENT BROKER SERVICES FOR CHATHAM COUNTY, GEORGIA**

6.1 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Qualification proposals will be evaluated and ranked on the basis of points awarded by an Evaluation Committee. A description of the factors which will be analyzed, and the relative weight accorded each factor follows. *The County will not consider the qualification proposal of any Offeror who lacks accreditation or authorization to provide the Investment Broker Services requested.*

STEP 1: PROPOSAL SUBMITTAL (TOTAL POSSIBLE POINTS: 100).

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
Qualifications: Qualifications of the financial institution or firm and individual(s) or representatives that will be providing services to the County; Organizational Structure; educational background, training, and certifications; Quality Control.; Provides required document submittals.	25
Experience and Capability: Recent and past experience in providing Investment Broker/Dealer Services to municipal agencies (preferably located within the State of Georgia) with services similar to or the same as those requested by Chatham County. Provides “all work experience” of each team member. Firm’s specialized experience in various Market Sectors; Capitol Structure and Adequacy as measured by the Federal Reserve Bank’s adequacy guidelines; Current and projected workload; Ability and capacity to perform services in a timely manner. Computer support and report capability. Location and availability firm/individual. Additional information relevant to the firm’s capacity.	30
Project Understanding & Methodology: Demonstrated understanding of the Scope of Service. Methodology and approach to work; “Best Practices” utilized by firm to minimize investment risk; Fixed Income Operational Procedures; Additional services to be provided to Chatham County;	25
M/WBE Participation	15
References: Provide a minimum of three (3) references of municipal agencies (preferably located within the State of Georgia) that firm has provided the same or similar services to within the past 5 years; Reputation of firm.	5

STEP 2- INTERVIEWS/PRESENTATIONS- IF REQUIRED (TOTAL POSSIBLE POINTS: 25)

6.2 CONTRACT AWARD:

- 6.2.1 Successful Proponent will be asked to submit his/her firms’ contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.
- 6.2.2 No services shall be provided under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

**REQUEST FOR QUALIFICATION PROPOSAL
CHATHAM COUNTY, GEORGIA
RFP NO. 15-0071-7**

**INVESTMENT BROKER/DEALER TO PROVIDE SERVICES FOR CHATHAM COUNTY
FINANCE DEPARTMENT**

I have read and understand the requirements of this proposal, RFP No. 15-0071-7, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal.

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE? _____/YES _____/NO

MINORTIY CLASSIFICATION: _____

CHATHAM COUNTY, GEORGIA

INVESTMENT POLICY, OBJECTIVES & GUIDELINES

I. General

Chatham County (hereinafter the "County") maintains investment and liquidity portfolios to provide for the operations of the County. This policy governs the investment of assets in various funds that are under the direct control of the Finance Department (hereinafter the "Department"), including the following:

- Tax Supported Funds (General, Sales Tax Funds, etc.)
- Special Assessment Funds (Street Paving, etc.)
- Special Revenue Funds
- Debt Service and Bond Proceeds
- Enterprise Funds
- Capital Project Funds
- Internal Service Funds
- Other Operating or Capital Funds that may be established

Investments of the Chatham County Employees Retirement Plan are excluded from this policy.

II. Definitions

Authorized Financial Institutions and Dealers – An annually compiled listing of approved financial institutions and/or broker-dealers eligible to offer securities to County staff. The approval process is described herein.

CMO - A collateralized mortgage obligation, or a type of mortgage backed security that creates separate pools of pass-through rates for different classes of bondholders, with varying maturities, called tranches. The repayments from the pool of pass-through securities are used to retire the bonds in the order specified by the bonds prospectus. Low returns are usually realized since these investments are very low risk and often backed by government securities.

Competitive Bid Process – The process whereby the County evaluates responses from authorized financial institutions and dealers before deciding on the best use of any County surplus funds for the purchase of Securities, Certificates of Deposits or other instruments having a maturity date greater than 30 days.

Department – For the purposes of this Policy shall mean the Department of Finance.

FFIEC High-Risk Security Test – The Federal Financial Institutions Examination Council (FFIEC) has derived three tests, an average life test, an average life sensitivity test, and a price sensitivity test to determine whether a derivative mortgage security is "high-risk", and thus ineligible to be held as an investment by US depository institutions.

Fiduciary – Any individual or group of individuals as defined in ERISA, Section 3 (21)(a).

Good Faith – Honest in fact and the observance of reasonable commercial standards of fair dealing.

Investment Advisor – An Investment Advisor is an individual or firm hired to advise and assist Finance Staff with the County’s Investment decisions. The Advisor may provide related services such as asset allocation modeling or other work that may occasionally be needed by the County.

Investment Officer – A Department staff member employed to perform cash management and investment functions for the Finance Director.

Investment Portfolio – A portfolio of investments with average maturities or durations that match longer-term liabilities and with expected cash flows that match the attendant funding requirements. For example, this portfolio might hold securities matching the cash flow needs of large capital projects with long lead-in periods. It is expected that the investment horizon for the Investment Portfolio will change based upon changing circumstances, and cash flow requirements, but will be generally within the 1-5 year maturity range.

Liquidity Portfolio – The liquidity portfolio consists of cash, “money-market-like” funds such as OTFS Ga-Fund-1 and other investments such as short-term treasury notes or other investments with maturities that are generally less than one year. The purpose of the liquidity portfolio is to provide for operating or other near-term cash needs and to obtain a short-term market return on significant portions of operating reserves.

OTFS – GA1 – Refers to the Georgia Fund 1 managed by the State of Georgia Office of Treasury and Fiscal Services. Georgia Fund 1 is offered to counties, municipalities, public colleges and universities, boards of education, special districts, state agencies and other authorized entities as a conservative, efficient, and liquid investment alternative.

OTFS – GEAP – Refers to the Georgia Extended Asset Pool managed by the State of Georgia Office of Treasury and Fiscal Services. This is an alternative to Georgia Fund 1. The pool’s objective is the prudent management of public funds designed for investors seeking taxable income higher than money market rates.

REMIC – A real estate mortgage investment conduit. A complex pool of mortgage securities created for the purpose of acquiring collateral.

Securities – Refers to marketable investment securities that meet the legal mandates of Georgia law and the requirements of this Policy.

III Scope and Purpose of Policy

This Policy reflects the investment policy, objectives, and constraints of the County’s Investment and Liquidity Portfolios. This investment policy applies to all funds under the control of Chatham County Board of Commissioners which are eligible to be invested, exclusive of pension obligations.

This Policy is adopted to provide a framework and establish lines of authority for both general oversight and the operational management of the County's investments. The objectives of this Policy include:

1. Define and assign the responsibilities of all involved parties.
2. Establish a clear understanding for all involved parties of the investment goals and objectives for fund assets.
3. Offer guidance and limitations to all persons and to other contracted advisor's regarding the investment of the County's assets.

All persons or entities (whether County employees, or contracted professionals) that have responsibility for the investment of County funds are at all times bound by the requirements of this policy and by Georgia law.

IV. Delegation of Authority/ Assignment of Duties

A. Finance Director - Under the supervision of the County Manager, the Finance Director is responsible for ensuring that County investments are managed in accordance with this Policy and applicable state laws and regulations. In discharging his/her duties under this Policy, the Finance Director or designated Finance staff may directly assist in managing the County's investments.

O.C.G.A. Section 36-80-4 authorizes the County's governing body to delegate responsibility to the Finance Director for the management of the County's investment assets. The Finance Director shall have the authority to establish and implement the necessary organization structure and financial reporting and controls in order to achieve the objectives of this Policy. The Finance Director shall discharge his or her duties solely in the interest of the County. The specific responsibilities of the Finance Director relating to the investment management of fund assets include:

1. Incorporating projections and forecasts regarding the County's overall financial and cash flow needs into the investment program.
2. Determining the County's risk tolerance and investment horizon, and communicating relevant information to the appropriate parties who are engaged in administering the management and investment of County funds.
3. Evaluating the administration and performance of the investment program for adherence to policies and achievement of objectives.
4. Developing and monitoring controls and management procedures.
5. Making provision for financial audits and other reviews of the investment program.

The Finance Director may delegate administrative functions of this policy to Department staff members as follows:

1. Upon direction from the Finance Director, the Investment Officer may request quotations from authorized financial institutions and dealers, evaluate responses and make securities purchase decisions based on the desired investment time horizon, the best yield offered and the objectives of the investment policy. Security purchase decisions over \$2 million will require the prior approval of the Finance Director.
2. The Investment Officer will participate in the selection process for authorized financial institutions and dealers, and may assemble and evaluate data relevant to any request for services.
3. The Investment Officer will maintain records regarding the selection process for any security purchase.

The Finance Director shall be guided by the following principles:

1. County staff shall be assigned specific responsibilities related to investments and develop procedures to ensure that funds are invested in accordance with the objectives of this policy.
2. An Investment Advisor may be contracted, subject to the approval of the Board of Commissioners, to advise the Finance Director and Finance Staff in the overall Investment Market to safeguard the investments of the County, or other tasks as may be assigned.
3. The Finance Director shall employ safekeeping agents and custodian(s) who will directly or through agreement with a sub-custodian, collect interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales, all on behalf of the County. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the County's accounts. All security transactions, including collateral for repurchase agreements, entered into by the County shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director or the designee and evidenced by safekeeping receipts with a written custodial agreement.
4. All expenses related to the investment management of County funds must provide good value, and must be customary, appropriate and reasonable, and may, at the option of the Finance Director, be borne by the Investment Portfolio or the Liquidity Portfolio as deemed necessary.

5. Community Interest – The Finance Director may approve investment in the local community through the placement of certificates of deposit with both local and regional financial institutions that can satisfy state-mandated collateralization requirements.

B. Investment Advisor - Under this policy the County has the option of contracting with an Investment Advisor. The County recognizes that in order to advance its objectives, it may be advantageous to engage the services of an Investment Advisor who has appropriate training and expertise and who has access to specialized information and analysis or analytical tools and systems. The role of the Investment Advisor shall be two-fold. The first and primary function is that of an Investment Advisor to the Finance Director. The second duty is that of a Consultant assisting the Finance Director in the management, operations and administration of the investment program.

An Investment Advisor may represent only the interests of the County and any other relationship(s) that might provide basis for a conflict is/are expressly prohibited. Specific responsibilities of the Investment Advisor might include:

1. Assisting the Finance Director in the development of an annual review of all aspects of the investment program.
2. Assist the Finance Director in present and future Investment opportunities.

V. Investment Goals & Objectives

The County staff, Investment Advisor, and authorized financial institutions and dealers shall comply with the following investment goals and objectives, in order of priority:

1. Benefit to the County: Investments shall be made solely in the interest of Chatham County, and for the exclusive purpose of providing funds for the operations of the County.
2. Safety of Principal: Each investment decision shall first consider that capital losses are to be avoided, whether from deterioration of financial fundamentals or erosion of market value due to rapidly changing interest rates or other market and non-market factors. The County's assets shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims. Investment of County's assets shall be properly diversified so as to minimize the risk of undue losses, unless under the circumstances it is clearly prudent not to do so.

3. Adequate Liquidity: The portfolios must be structured in such a manner that sufficient liquidity shall exist to pay obligations as they become due, without the requirement for unplanned liquidations of securities. The Finance Director shall establish criteria for the preparation of cash projections, matching of maturities and maintenance of reserves, all in order to maintain liquidity. Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return.
4. Return on Investment: Chatham County seeks market rates of return on its investments, consistent with its liquidity requirements and quality and duration/maturity constraints. The County further seeks to preserve its capital by maintaining a low volatility portfolio as it relates to price fluctuations, further modifying return objectives. Securities shall be selected and purchased for investment return and not for speculation, and investment decisions shall be in keeping with County's investment horizon. Speculative strategies and highly volatile securities will be avoided. The County prefers to acquire and hold those securities until such time as market conditions or other factors create clear opportunities for increased returns. Excessive trading without clearly demonstrable benefit to the County is prohibited.
5. Legal Compliance: County funds will at all times be invested in conformity with the laws of the State of Georgia, specifically 36-80-3, 36-80-4, 36-82-7, and 36-83-4; along with bond ordinances or covenants, this Investment Policy and the Department's written administrative procedures. Where there are policies contained in Debt Covenants and Official Statements, those provisions shall apply only to those funds, and are incorporated by reference within this policy.

VI. Investment Selection Process

The County shall maintain a list of authorized financial institutions and dealers from whom it will purchase securities. The Finance Director will make a bona fide, good faith effort to ensure that the County conducts transactions with reputable banks and broker-dealers in sound financial standing.

Every three years, a list of financial institutions, broker-dealers, and potential new applicants will be evaluated by a committee consisting of the Finance Director, Assistant Finance Director, Investment Officer, and the County Purchasing Agent. The committee will select up to six (6) firms for the County's investment needs.

The selection process will include a review of the financial condition of financial institutions and broker-dealers. A current audited financial statement is required to be on file for each financial institution and broker/dealer involved in the selection process. Some preference may be awarded to firms with licensed business offices within the State of Georgia. In addition, Chatham County holds in high regard business relationships with local financial institutions that meet the standards for secure banking and financial solvency. All financial institutions and broker-dealers for investment transactions must submit proof of National Association of Security Dealers certification and a letter certifying that the entity has read the investment policy and depository contracts and agrees to abide by them. The applicant will submit references from local governments to the County for review.

The County will split approved applicants into two groups of three. An attempt will be made to show diversified representation within each group – e.g. a bank, a broker and/or other type of financial institution. When requesting quotations, the County will alternate offerings among the two groups on a rotating basis.

Once authorized by the Finance Director to request quotations, the Investment Officer will contact the authorized financial institutions and dealers to request a written quote. The Investment Officer can approve purchases up to \$2 million; the Finance Director is required to approve bids exceeding \$2 million. The winning firm will be notified. This selection shall be final without recourse.

From time to time, various government agencies announce the issue of new securities to the financial markets. Since all new issues are sold at par, the County would not realize any benefit by purchasing these securities through a competitive process. If a new issue or “To Be Announced” (“TBA”) security falls within the portfolio diversification and maturity requirements of the County, the County Finance Director, or designee may at his/her discretion place the investment with the authorized financial institution and/or dealer who initiated the contact on the investment opportunity.

The Finance Director or designee may remove, at any time, with or without just cause and without notification, any authorized financial institution and/or dealer from the list of qualified financial institutions.

VII. Investment Guidelines

The County requires that all assets be invested in highly rated securities, defined as securities that can be transacted quickly and efficiently, with minimal impact on market price.

The following table indicates the maximum level of investment by instrument:

Investment Instrument	Maximum Percentage of County Funds
Bankers’ Acceptances maturing within 270 days and eligible for purchase by the Federal Reserve	20%
Certificates of Deposit	20%
OTFS – GA1 (liquidity pool)	80%
OTFS – GEAP (intermediate pool)	50%

US Treasury obligations	100%
Obligations of the State of Georgia and its political subdivisions	25%
Repurchase Agreements Collateralized by US Government Securities	25%
Collateralized Instruments offered by Approved County Depository Bank	100%
Interests or securities in no-load, open-end mutual funds as provided for in OCGA 36-82-7 (bond proceeds only)	100%
Mortgage Pass-Throughs/REMICs/CMOs/Other Mortgage-Backed Securities (other than high-risk* derivatives) issued by a US Government Agency or Instrumentality	25%
Local Community Investment opportunities	10%
Obligations of Approved US Government Agencies	100%

* CMOs must pass the FFIEC (or surviving and mutually agreed upon equivalent) tests one and two.

Prohibited assets include, but are not limited to the following:

1. Commodities and Futures Contracts
2. Private Placements
3. Options
4. Letter Stock
5. Speculative Securities
6. Investments not specifically addressed by this statement are prohibited
7. Domestic or International Equity Securities
8. Fixed Income Mutual Funds
9. Any derivative of any instrument that does not pass the FFIEC High Risk Security Test 1 and 2 at any time using Bloomberg median pre-payment speeds

Prohibited transactions include, but are not limited to the following:

1. Short Selling
2. Margin Transactions

VIII. Interpretation of & Changes to this Investment Policy

It is intended that this Policy be flexible and not unduly restrictive so as to jeopardize the professional management of the Liquidity and Investment portfolios. The Finance Director, under direction of the County Manager, shall exercise prudence in overseeing the investment program and shall construe this Policy to allow the investment program to adapt and respond to opportunities in the securities markets as well as changes in the County's financial requirements.

This Policy may be changed only by Resolution of the Board of Commissioners. The effective date of this policy is May 27, 2005.

I: investpolicy2004
Submitted 05-27-05

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.

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 ANNUAL CONTRACT FOR INVESTMENT BROKER/DEALER TO PROVIDE SERVICES.

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, dispensation, 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 Presents, that I (We), _____, _____,
_____, _____, _____, _____,
Name Title
Name of Bidder

(herein after “Company”) in consideration of the privilege to bid/or propose on the following Chatham County project procurement (ANNUAL CONTRACT FOR INVESTMENT BROKER/DEALER TO PROVIDE SERVICES.), 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

ATTACHMENT C

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



ATTACHED D

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 _____, ____, 20__ 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 _____, 20__.

NOTARY PUBLIC

My Commission Expires:

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 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 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 _____, ____, 20__ 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 _____, 20__.

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: _____

* _____
Alien Registration number for non-citizens.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public

My Commission Expires:

ATTACHMENT F

**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, Chatham County City of Savannah, Board of Education of 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

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____ Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____% WBE Total _____% M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone (____) _____ Fax (____) _____

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 _____, 20____.

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 166192

Chatham County, Georgia is seeking proposals from firms or financial institutions interested in providing **Investment Broker/Dealer To Provide Services for the Chatham County Finance Department- Request for Proposals No. 15-0071-7.** The successful firms or financial institutions will be provided the opportunity to submit a written quotations to the County for financial investment services on an on-going and as required basis.

Proposals are due by **5:00 P.M. AUGUST 6, 2015** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.

Specifications can be downloaded from the County's website at <http://purchasing.chathamcounty.org> and are available in the Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Robin Maurer, Asst. Purchasing Director at 912-790-1623. 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 ALL BIDS AND TO WAIVE ALL FORMALITIES. "CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".

MARGARET H. JOYNER, PURCHASING DIRECTOR
CHATHAM COUNTY, GEORGIA

- Savannah News- INSERT: July 14, 2015