

INVITATION TO SUBMIT  
PROPOSAL

**RFP NO. 17-0024-4**

**ANNUAL CONTRACT**

**GEORGIA JUVENILE JUSTICE INCENTIVE GRANT PROGRAM**

**PRE-PROPOSAL CONFERENCE: 2:00 P.M., MARCH 28, 2017**

**PROPOSALS DUE BY: 5:00 P.M., APRIL 11, 2017**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER TABITHA ODELL

COMMISSIONER JAMES J. HOLMES

COMMISSIONER JAMES "JAY" JONES

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER CHESTER A. ELLIS

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 proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.

X GENERAL INFORMATION

X PROPOSAL

N/A BONDS

X PROPOSAL SCHEDULE

X LEGAL NOTICE

X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR AFFIDAVIT/AGREEMENT; E. SAVE FORM; F. DEBARMENT FORM; G. M/WBE PARTICIPATION FORM; H. LOBBYING AFFIDAVIT

**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.

CURRENT TAX CERTIFICATE NUMBER

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_

OTHER \_\_\_\_\_

**RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS \_\_\_\_\_**

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 proposal.

**BY:** \_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_  
**DATE:**

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 strongly encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or woman ownership. Please check ownership status as applicable:

African-American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_  
Native American or Alaskan Indian \_\_\_\_\_ Woman \_\_\_\_\_

For additional information concerning Chatham County's M/WBE Program, please contact Connell Heyward, at (912) 652-7860.

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

**DATE: March 14, 2017**

**RFP NO. 17-0024-4**

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Director, **1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia** up to **5:00 P.M., APRIL 11, 2017.** The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a 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 proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

A ***PRE-PROPOSAL CONFERENCE*** has been scheduled to be conducted **ON – SITE** at the **Chatham County Juvenile Court facility, 197 Carl Griffin Drive, Savannah, Georgia at 2:00 P.M. on MARCH 28, 2017** to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Your attendance is highly recommended.

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. Generally when addenda are required, the bid opening date may 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.

## SECTION I INTRODUCTION AND INFORMATION

- 1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Chatham County with services as described herein. All proposals are governed by the Purchasing Ordinance of Chatham County, and the laws of the State of Georgia.
- 1.2 INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this solicitation, contact Robert Marshall, Senior Procurement Specialist at (912) 790-1622. Such contact shall be for clarification purposes only. Material change, if any to the scope of services or bidding procedures will be only transmitted by written addendum. It is the proposer's responsibility to check the website to determine if any addenda have been issued.

All questions must be submitted in writing to the Purchasing & Contracting Division, 1117 Eisenhower Drive, Citizen Service Center, Suite C, Savannah, GA. Attn: Robert Marshall. To facilitate prompt receipt of questions, they may be sent via FAX to (912) 790-1627 or email to [rmarshall@chathamcounty.org](mailto:rmarshall@chathamcounty.org) Questions of a material nature must be received prior to the cut-off date specified in the Solicitation Schedule. If no cut-off date is listed, the deadline for questions shall be 5:00 p.m. one week prior to the deadline for receipt of proposals. If a bid or proposal is faxed, it is the responsibility of the proposer to insure that the proposal is received in its entirety prior to the deadline for bid submittal

- 1.3 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 section similar in size and complexity to the County's project.
- 1.4 HOW TO PREPARE REQUEST FOR PROPOSAL:** All proposals shall be:
- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
  - B. Typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

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

- 1.5 HOW TO SUBMIT PROPOSAL:** All proposals shall be:
- A. Proposers shall submit an **original and three copies and one electronic version ( thumb drive or disc)** in a sealed opaque enveloped, plainly marked with the proposal number and title, date and time of bid proposal opening, and company name.

- B. Mailed or delivered as follows in a sufficient time to ensure receipt by the Purchasing Director on or before time and date specified above.

Purchasing Director  
1117 Eisenhower Drive, Suite C  
Savannah, Georgia, 31406.

Proposer shall state the Company name, bid number and bid name on the outside of their submittal.

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

- 1.6 **FORMAT FOR RESPONSES:** To be considered, contractors must submit a complete response to the Request for Proposal. 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:

Signature Page  
Proposal Contents as listed in Scope of Services  
Cost Information  
Required Attachments

Each proposal must be submitted in one (1) original and three copies bound and one (1) electronic version ( thumb drive or disc) to:

Robert Marshall  
Senior Procurement Specialist  
Chatham County Purchasing Department  
1117 Eisenhower Drive, Suite C  
Savannah, GA 31406  
(912) 790-1622

## SECTION II GENERAL CONDITIONS

- 2.1 LOCAL VENDORS:** The Board of Commissioners has strongly expressed their desire to have as much “Local” participation as possible used as Sub-Contractors for the work done in Chatham County.
- 2.2 MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of local, minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. 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.
- 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) 652-7828 or at [cheyward@chathamcounty.org](mailto:cheyward@chathamcounty.org)
- 2.3 LOBBYING ACTIVITIES:** ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitted a response to this solicitation must comply, if applicable, with the County Purchasing ordinance and Procedures Manual. No discussions are allowed with Board members, other elected officials, county management staff and employees. The only discussions must be through the Purchasing & Contracting Office.
- 2.4 PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity.
- 2.5 BID/PROPOSAL COSTS:** The County shall not be liable for any costs incurred by bidder/proposer in responding to this Solicitation.
- 2.6 CONFIDENTIAL INFORMATION:** Information and material received by County in connection with all bidders/proposer’s shall be deemed to be public records subject to public inspection upon award or recommendation for award. However, certain exemptions to public records law are statutorily provided for in Title 50-18-70., O.C.G.A. Therefore, if the Bidder/Proposer believes any of the information contain in his or her response is exempt from the Open Records Act, the Bidder/proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise the County will treat all materials received as public records.
- 2.7 CONTRACT COST ADJUSTMENTS:** Prices quoted shall be firm for the initial contract terms.

**2.8 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.

**2.9 DELETION OR MODIFICATION OF SERVICES:** The County reserves the right to delete any portion of this Contract at any time without cause. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the County agree on modifications or revisions to the task elements, after the County has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised quote to the County for approval prior proceeding with the work. Written change orders or amendments to the contract must be forwarded through the Purchasing Director who will obtain required approvals.

**2.10 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be employees of the Contractor and subject to supervision by the Contractor, and not as officers, employee, or agents of the County.

**2.11 SECURITY AND IMMIGRATION COMPLIANCE ACT:** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>, to find the E-Verify information.

**2.12 ASSIGNMENT:** The successful bidder/proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any rights, title, interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the County.

**2.13 CANCELLATION:** The County may cancel this contract for convenience with a sixty (60) day written notice to the other party. The County may terminate this contract immediately for cause based on non-performance.

**2.14 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.

**2.15 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.

**2.16 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) 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 ninety day period.

- 2.18 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.
- 2.19 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.
- 2.20 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 Ordinance shall govern the review and resolution of all protests.
- 2.21 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 non-responsive or non-responsible whenever such Proposer cannot document the ability to deliver the requested service.
- 2.22 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business tax certificate (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate 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. 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.
- 2.23 INSURANCE PROVISIONS:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. Chatham County is *not* to be included as a named insured on Contractor's policies.



A certificate of insurance regarding this Request for Proposal shall include the following:

- A. *Worker's Compensation*: Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability*: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile*: \$1,000,000 Combined Single limit written on an "Any Auto" basis.
- D. *Fidelity Bond/Professional Liability*: \$3,000,000 Covers lost due to crime or dishonesty by employee of/or the CONTRACTOR.

**2.24 INDEMNIFICATION:** The CONTRACTOR 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 CONTRACTOR or its subcontractors. The CONTRACTOR'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. CONTRACTOR 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 CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'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 CONTRACTOR.

The contractor shall provide the County with an insurance certificate outlining the coverage's provided and 30 day written notification to the County when the coverage's are terminated or expired.

**2.25 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 of a resulting contract.

**2.26 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.

- 2.27 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 or Purchase Order 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.
- 2.28 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.
- 2.29 CONFLICT OF INTEREST:** Through a statement of disclosure, your firm/organization/ joint venture shall provide sufficient detail of any relationship, especially financial, between members of your firm and any county employees or their family members. This will allow the County to evaluate possible conflicts of interest. However, it will remain at the county's discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.
- 2.30 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.
- 2.31 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.
- 2.32 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.

### SECTION III EVALUATION PROCESS

**3.1 DESCRIPTION AND OBJECTIVES:** The Chatham County Juvenile Court seeks proposals from qualified non-profit, for-profit, and governmental Management Entities (ME) that would develop and oversee an evidence-based continuum of care within Chatham County. This continuum of care will reduce recidivism by addressing the criminogenic needs of youth under the custody and/or supervision of the Court and by strengthening family supports. Managing Entity services will include procurement of community-based service providers; management of selected evidence based program, contract, and fiscal operations; monitoring of fidelity of services and program implementation; engagement of key community partners; and effective delivery of evidence-based or alternative family-centered interventions. This shall be an Annual Contract ( one year with four additional automatic renewal years).

**3.2 PROPOSAL CONTENTS:**

To be considered for award, all proposals must include, as a minimum the following information:

- a. The proposal must include a statement of the Bidder's proposed approach and schedule to accomplish the tasks set forth in the Scope of Work. The proposer must demonstrate that they fully understand the scope of services.
- b. Describe the experience of the firm providing similar programs.
- c. The Bidder must submit a cost proposal in Section V and it must include everything in the detailed specifications and all related expenses and installation necessary for a complete project.  
Proposer shall also provide a cost proposal for maintenance of the system after the initial one year warranty and include detail of the specifics of the maintenance coverage.
- d. Proposer shall provide at least three (3) references/ and or current list of clients for whom a similar system has been installed.

**3.3 SELECTION METHODOLOGY:** Proposals will be evaluated according to the following criteria at minimum:

**Evaluating Factor:**

**Experience:** List in detail previous experience with similar contracts where you developed and oversaw an evidence-based continuum of care related programs. (40 points)

**Qualifications / Understanding:** Provide resumes on all staff that would be part of this project and list their functions. Fully understand and compliance with scope of services and how you plan to develop and oversee an evidence-based continuum of care. (25 points)

**References:** Provides a minimum of three (3) references, for similar projects within the last five (5) years, who can attest to the company's knowledge, quality of work, timeliness, diligence, working relationships, and flexibility. Provide the organizations name, contact persons, and phone numbers. (5 points)

**Fee Proposal:** as outlined on cost proposal page. Cost shall be all inclusive.  
(20 points)

**Local MWBE Participation:** Ability to provide opportunity for local minority and woman owned business participation. (15 points)

**Interviews/Presentations (if required) (TOTAL POSSIBLE POINTS: 30)**

Any or all proposers may be requested to provide a demo or interview. If conducted, interviews will be scored.

- 3.4 **PAYMENT TO CONSULTANTS:** 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 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.

3.5 **BONDS: (Check where applicable) Not Applicable for this contract.**

- A. Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.
- B. Proposer(s) shall post a performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.
- D. Liquidated damages and penalties will be associated with the Bidder's agreed upon delivery date.

**3.6 AUDITS AND INSPECTIONS:**

At any time during normal business hours and as often as the County may deem necessary, the Proposer and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

**3.7 MAINTENANCE REQUIREMENTS: Proposer shall provide annual maintenance for County consideration.  
Detail shall be provided on the maintenance coverage so that the County may consider the cost/benefit.**

**3.8 Terms of Contract:**

One-time Purchase with installation / maintenance

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NO. /FAX NO

## SECTION IV

### Georgia Juvenile Justice Incentive Grant Program

#### **Role of Managing Entity - *focused on management of evidence-based services in Juvenile Justice systems***

The purpose of the proposed project is to provide effective, evidence-based, community-based alternatives to incarceration for youth involved in the juvenile justice system. Youth who are referred to this project will be classified as being at moderate or high risk of recidivism; as being at high risk of violating their probation; or being at high risk of placement in a residential program and/or if continued. Services shall address the youth's behavior or actions that have contributed to the violation of their probation or that have placed the youth at high risk of out-of-home placement. Such services shall be delivered in the community where the youth resides, thus permitting the youth to continue living at home and fulfilling any court-ordered sanctions.

- The Chatham County Juvenile Court seeks proposals from qualified non-profit, for-profit, and governmental Management Entities (ME) that would develop and oversee an evidence-based continuum of care within Chatham County. This continuum of care will reduce recidivism by addressing the criminogenic needs of youth under the custody and/or supervision of the Court and by strengthening family supports. Managing Entity services will include procurement of community-based service providers; management of selected evidence based program, contract, and fiscal operations; monitoring of fidelity of services and program implementation; engagement of key community partners; and effective delivery of evidence-based or alternative family-centered interventions.
- Service providers shall employ evidence-based programs with proven results, including but not limited to Functional Family Therapy (FFT) and Multisystemic Therapy (MST).
- Services shall be delivered in accordance with all relevant state statute(s), regulations and existing policies.
- The program shall begin providing services no later than July 1, 2017 and shall serve at least 130 youth during the full year of operations (108 FFT/22 MST).

## Functions/Goals of the Managing Entity Relationship

The selected Managing Entity shall achieve several major program goals, including but not limited to the following:

- Implementation of evidence-based or alternative family-centered practices in services interventions that positively mitigate risk to re-offend.
- Procurement: A Managing Entity will be responsible for developing a process to procure contracts with direct service providers for the delivery of an evidence-based or alternative family-centered intervention. In the proposal and oral presentation, the Respondent shall discuss the method(s) of procurement it will utilize, its experience procuring services, the qualifications of staff responsible for procurement activities, and its experience managing services similar in size and scope to those required in this RFP
- Policy Development: A Managing Entity will be responsible for developing policies and procedures to ensure sub-contractor performance is consistent with policies, regulations and statutes. Policies shall address youth rights and grievances, property management, contracting, program fidelity, transportation, data collection and maintenance, program fidelity, staff training, youth confidentiality, Medicaid, and adherence to federal employment laws including the Americans with Disabilities Act.
- Contract Management: A Managing Entity will be responsible for oversight of sub-contracted services to referred youth to ensure the appropriate use of public funds and adherence to contractual agreements.
- Program Fidelity: A Managing Entity will be responsible for ensuring sub-contracted providers deliver an evidence-based or alternative family centered practice to referred youth. Proposals should include measures of how it will determine appropriateness of proposed evidence-based or alternative family-centered interventions, the community need for the proposed intervention, the entity identifying the practice as evidence-based, and how it will measure success and ensure sub-contractors adherence to the curriculum.
- Contract Monitoring: A Managing Entity will be responsible for monitoring of sub-contractor performance in meeting the terms and conditions of each contract. In part, this includes conducting a risk assessment, developing policies and monitoring instruments, imposing financial consequences, identifying staff to perform this function, imposition of consequences, and developing an annual schedule for site visits.
- Data Reporting: The Managing Entity will be responsible for collecting and reporting data to the Juvenile Court regarding program outcomes, performance measures, demographic data of population served, and program fidelity and contract monitoring activities in compliance with state, county and grant standards.

### **Managing Entity Contractor Qualifications (proposed)**

- The selected Managing Entity shall have a minimum of three years demonstrated experience overseeing/managing operations for the implementation of evidence-based programs i.e., with community-based mental/behavioral health providers.
- The selected Managing Entity shall have minimum of three years demonstrated experience monitoring and managing the fidelity of evidence-based programs.
- The selected Managing Entity shall have a minimum of three years demonstrated experience coordinating training, coaching, certification and technical assistance for evidence-based programs.
- The selected Managing Entity shall have a minimum of three years demonstrated capability in the development of data management systems with the ability to compile, analyze and present data related to the project management and outcome of each evidence based program being delivered.

### **Scope of Services:**

Managing Entity will confirm a budget, assist with the selection of therapeutic service providers, manage the direct service providers, ensure fidelity of services implemented, provide reports showing results of the programs and meet the goals established by the State and the County for performance and delivery of services to the families as follows:

- Selection of and subcontracting with service providers. County will approve selections.
- Coordination with model dissemination organizations, including arranging for licensure of selected providers, training for front-line staff and supervisors, and ongoing consultation with provider agencies to ensure fidelity to proven program models.
- Web-based, system-wide data tracking to allow for program monitoring and continuous quality improvement.
- Regular (i.e., monthly, quarterly and annual) reporting on key performance indicators.
- Monthly reporting for grant requirements.
- Responsible for the oversight reporting requirements; ensuring proper collection of data and reporting of program outcomes are completed accurately and timely.
- Continually monitor and evaluate implementation of programs and data, and develop short and long term plans to address better implementation; provide project evaluation to stakeholders with outcomes.
- Collaboration with referral agencies and Juvenile Court to ensure high utilization of model programs.
- Stakeholder communications and education to ensure sustainability of funding and effort.



In addition, the Managing Entity will provide training to key stakeholders and Juvenile Court staff on evidence based programming for juvenile offenders upon request. The training will include information on the research behind each of the models, including program outcomes, cost-benefit analysis, program eligibility, referral criteria and other areas of interest as identified by the groups. These sessions will be open to all stakeholders, policymakers, practitioners and Juvenile Court staff.

The Managing Entity will assign a part-time project manager who will ensure strict adherence to each of the selected program's established protocols.

The Project Manager is responsible for:

- Providing overall project oversight and management with a rigorous focus on meeting or exceeding expected outcomes
- Facilitating stakeholder collaboration and management to ensure continuous buy-in and support for the diversion initiative and evidence based services
- Ensuring an adequate number of referrals and point in time utilization of slot capacity for all provider agencies, and working with the Juvenile Court as needed to resolve referral issues
- Overseeing the procurement, hiring, orientation, training, model adherence, administrative management, and accountability of all provider agencies and clinical teams, and sharing outcome data and improvement plans with key stakeholders and Juvenile Court Staff.

### **Staff Orientation and Training**

All evidence based program therapists, supervisors and facilitators will receive required initial and ongoing training in the models from the respective national dissemination organizations to ensure model adherence. The Managing Entity will broker this training for all selected service providers, and engage in additional provider readiness, technical assistance, and support activities to ensure provider effectiveness, including:

- The Managing Entity will send all providers an organizational checklist that includes all administrative, programmatic, and purchasing requirements for model implementation with an associated timeline, and oversee adherence to this timeline
- Meet with the Juvenile Court Administrator and/or Judges to review and approve their plans for integrating the new teams into their organization, and establishing the appropriate structures and organizational culture needed to support model adherence
- Assist and oversee the hiring of all supervisors and therapists, and help providers recruit and retain staff more effectively
- Monitor model adherence and case outcomes, and work with national evidence based program consultants and providers to implement ongoing training and technical assistance to address improvement needs.

The Managing Entity Subcontractors will deliver the following services:

## **Functional Family Therapy**

- A. Functional Family Therapy (FFT) shall be an empirically grounded and well documented family intervention program for dysfunctional youth.
- B. FFT is applied to a wide range of problem youth and their families in various multi-ethnic, multicultural contexts.
- C. Target populations range from at-risk preadolescents to youth with very serious problems such as conduct disorder, violent acting-out, and substance abuse.
- D. FFT targets Juvenile Court-referred youth aged 11-18; younger siblings of referred adolescents will become part of the intervention process.
- F. Intervention shall range, on average, from 8 to 12 one-hour sessions for mild cases and up to 30 sessions of direct service for more difficult situations.
- G. Sessions are spread over a 3-month period.
- H. FFT is conducted as a home-based intervention.
- I. Usage of a specific training model and a sophisticated client assessment, tracking, and monitoring system shall provide for specific clinical assessment and outcome accountability is necessary.
- J. FFT program implementation shall target clinical teams of up to 8 clinicians who shall work together by regularly staffing cases, attending follow-up training, and participating in ongoing telephone supervision.

## **FFT CLINICAL MODEL**

- A. The FFT clinical model shall clearly identify specific phases that organize intervention in a coherent manner, so that clinicians can maintain focus in the context of considerable family and individual disruption.
- B. Each phase shall include specific goals, assessment foci, specific techniques of intervention, and therapist skills necessary for success. The phase-based goals of FFT shall be to:
  - Engage and motivate youth and their families by decreasing the intense negativity (blaming, hopelessness) so often characteristic of these families. Rather than ignoring or being paralyzed by the intense negative experiences these families often bring (e.g., cultural isolation and racism, loss and deprivation, abandonment, abuse, depression), FFT shall acknowledge and incorporate these powerful emotional forces into successful engagement and motivation through respect, sensitivity, and positive reattribution techniques.
  - Change Behavior: FFT shall reduce and eliminate the problem behaviors and accompanying family relational patterns through individualized behavior change interventions. During this phase FFT shall integrate a strong cognitive/attribution component into systematic skill-training in family communication, parenting, problem solving, and conflict management skills.
  - FFT shall generalize changes across problem situations by increasing the family's capacity to utilize multi-systemic community resources adequately, and to engage in relapse prevention.

## **Multisystemic Therapy**

- A. MST services shall consist of intensive family- and community-based treatment that addresses the multiple determinants of serious antisocial behavior in juvenile offenders.

- B. The multisystemic approach shall view individuals as being nested within a complex network of interconnected systems that encompass individual, family, and extra-familial (peer, school, neighborhood) factors. Intervention may be necessary in any one or a combination of these systems.
- C. MST shall target chronic, violent, or substance abusing juvenile offenders at high risk of out-of-home placement and their families.
- D. MST shall address the multiple factors known to be related to delinquency across the key settings, or systems, within which youth are embedded.
- E. MST shall strive to promote behavior change in the youth's natural environment, using the strengths of each system (e.g., family, peers, school, neighborhood, indigenous support network) to facilitate change.
- F. The major goal of MST shall be to empower parents with the skills and resources needed to independently address the difficulties that arise in raising teenagers and to empower youth to cope with family, peer, school, and neighborhood problems.
- G. Within a context of support and skill building, the therapist shall place developmentally appropriate demands on the adolescent and family for responsible behavior.
- H. Intervention strategies shall integrate into a social ecological context and include strategic family therapy, structural family therapy, behavioral parent training, and cognitive behavior therapies.
- I. MST shall be provided using a home-based model of services delivery.
- J. This model shall strive to overcome barriers to service access, increase family retention in treatment, allow for the provision of intensive services (i.e., therapists have low caseloads), and enhance the maintenance of treatment gains.
- K. MST treatment is shall average approximately 4 months.
- L. MST program implementation shall target clinical teams of up to 4 clinicians who shall work together by regularly staffing cases, attending follow-up training, and participating in weekly telephone supervision.
- M. Therapy shall be documented in a progress/treatment note which provides a description of the treatment session/activity and the youth's and family's participation in the treatment session/activity.

## **EVALUATIONS OF MST**

Evaluations of MST will demonstrate:

- A. Reduced long-term rates of criminal offending in serious juvenile offenders,
- B. Reduced rates of out-of-home placements for serious juvenile offenders,
- C. Extensive improvements in family functioning,
- D. Decreased mental health problems for serious juvenile offenders,
- E. Favorable outcomes at cost savings in comparison with usual mental health and juvenile justice services.

## **Objectives**

Program Objectives include:

1. Reduce felony commitments by 20% from the annual 2012 rates to Department of Juvenile Justice and for STP admissions.
2. Reduce the rate of annual Secure Confinement.
3. Reduce the rate of annual Secure Detention.

4. At least 75% of the youth participants will complete the program successfully as defined in Exhibit A. The successful completion rate is calculated as the number successful divided in the total of successful and unsuccessful.
5. At least 60% of youth completing services will no re-offend as calculated using the following recidivism definition;  
A new charge (within 3 years of the initial post –adjudication community placement) which results in a juvenile court delinquency adjudication OR adult criminal court conviction.
6. Demonstrate a cost-savings through the provision of research-informed, community-based services to youth in the juvenile justice system

## EXHIBIT A

### Data Definitions

**“Successful”** is defined as a youth upon discharge: who is not slated to attend a commitment program and the JPO/Judge is not considering recommending a short term program admission or commitment for any charges.

**“Unsuccessful”** has two sub categories:

#### Non-Compliance-Referred back to the Juvenile Court:

- Family started services, but now states they do not want to continue
- Youth or Family fails to comply with program requests and activities.
- Youth absconds/runs away and cannot be located within 2 weeks
- Family started services, but now home visits cannot be scheduled with the family for 2 weeks or more

*Exception:* For **FFT**, a case staffing must be held with Consultant or Lead Therapist in order for the therapist to continue trying to engage the family past the two week mark. If it is determined that further effort that is unique and distinct from what was attempted previously is prudent, then the case can remain open for another two weeks. Each week after the case staffing, progress in engaging the family must be reviewed by the Consultant or Lead Therapist and needs to be documented in the case file

#### Terminated/court order:

Committed Status (review the court order)  
In Detention awaiting commitment  
Youth participation ended due to court action  
Charges filed to Adult Court

**“Administrative Discharge”** is defined as a family who has started treatment (signed consent) but does not complete:

1. Inactive Status (MH/SA/Medical or Detention): For detention only if the family is not able to meet at the detention setting for sessions and the stay is projected to be more than 2 weeks, with the understanding upon release youth will be readmitted to FFT or MST.
2. Death: youth died while being served
3. Lost Jurisdiction: Juvenile Court jurisdiction is terminated by the Judge; or a youth has a charge that occurred prior to starting services and s/he is committed for that offense during treatment

4. Program Terminated Inappropriate Placement: a youth whose referral was pulled back by the juvenile probation officer. To use this reason the discharge must not be any later than 7 days into treatment.
5. Unable to Initiate Services: Referral accepted and attempts made to start with family are unsuccessful, or for whom the Judge discontinues further treatment/disallows the original referral to the Georgia Juvenile Justice Incentive Program. To use this reason the discharge must not be any later than 7 days into treatment.
6. Moved from the area prior to completing treatment

**SECTION V**  
**FEE SHEET**

**TREATMENT FEES**

FFT – 90 hr. treatment = \$ \_\_\_\_\_ per client, which = \$ \_\_\_\_\_ per hr. per client

MST –120 hr. treatment = \$ \_\_\_\_\_ per client, which = \$ \_\_\_\_\_ per hr. per client

Current breakdown of the total 130 clients is 108 to complete FFT and 22 to complete MST. Subject to change based on amount received from grant and the per client price from successful firm.

Both per youth to complete one round of either offering is to include all fees to cover entire program, including management, subcontractors, etc.

\_\_\_\_\_  
NAME / TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE / FAX NO'S.

\_\_\_\_\_  
E-MAIL

## 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

#### GEORGIA JUVENILE JUSTICE INCENTIVE GRANT PROGRAM

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 **GEORGIA JUVENILE JUSTICE INCENTIVE GRANT PROGRAM**  
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 an 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 contractor 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 \_\_\_\_\_ 2013

by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_  
Resident State:

**ATTACHMENT 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 \_\_\_\_\_, \_\_\_, 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:  
\_\_\_\_\_

**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 (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such 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

### 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 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.

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

**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 \_\_\_\_\_, 2013

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

My Commission expires:

\_\_\_\_\_

Resident State: \_\_\_\_\_



## LEGAL NOTICE

CC NO. 166762

Chatham County, Georgia seeking proposals from responsive and qualified firms that will provide services associated with : **RFP No. 17-0024-4**  
**GEORGIA JUVENILE JUSTICE INCENTIVE GRANT PROGRAM**

A **Pre-Proposal Conference** has been scheduled for **2:00 P.M., MARCH 28, 2017**, and will be conducted **ON-SITE at the Chatham County Juvenile Court, 197 Carl Griffin Drive, Savannah, Georgia**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. You are encouraged to attend.

Proposals are due by **5:00 P.M., APRIL 11, 2017** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

Request for Proposal can be downloaded from the County's website at : <http://purchasing.chathamcounty.org> and are available in Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Robert Marshall, Senior Procurement Specialist at (912) 790-1622. Proposers are not to contact a department directly. 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

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SAVANNAH NEWS/PRESS INSERT: Mar 20, 2017

Please send affidavit to:  
Chatham County Purchasing & Contracting Department  
1117 Eisenhower Drive, Suite C  
Savannah, Georgia 31406  
(912) 790-1622