



**RFP NUMBER 18-284-G**

**REQUEST FOR PROPOSALS  
FOR**

**2019 STRATEGIC PLAN - ENGAGEMENT PHASE  
COMMUNITY VISIONING PROCESS:  
COMMUNICATIONS, FACILITATION, AND DATA CONSOLIDATION**

**Schedule of Events**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
RFP Issue Date .....	10/11/2018
Offerors Conference non-mandatory .....	10/26/2018, 2:00 PM
Deadline for Receipt of Written Questions.....	10/30/2018, 2:00 PM
RFP Response Due Date .....	11/9/2018, 2:00 PM
RFP Opening .....	11/9/2018, 2:30 PM
Anticipated Award Date .....	12/10/2018

*(All time references in this document are understood as Local Time for Roswell, GA.)*

Questions should be asked via the form located [HERE](#).

**Submit Proposals to:  
Greg Anderson, Purchasing Manager  
City of Roswell  
Purchasing Division  
38 Hill Street, Suite 130  
Roswell, Georgia 30075**

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**PROPOSAL LETTER AND CERTIFICATION**

(FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND CERTIFICATION MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.)

We propose to furnish and deliver any and all of the deliverables and services named in the attached RFP 18-284-G 2019 STRATEGIC PLAN - ENGAGEMENT PHASE for the City of Roswell.

It is understood and agreed that this Proposal constitutes an offer, which when accepted in writing by the City of Roswell, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Roswell ("City").

It is understood and agreed that we have read the City's Scope of Work shown or referenced in the RFP and that this statement is made in accordance with the provisions of such scope / specifications. By our written signature on this document, we guarantee and certify that all items included in this statement meet or exceed any and all such City scope of work / specifications described in this RFP. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the scope of work / specifications. The City reserves the right to reject any or all Proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

**PROPOSAL LETTER AND CERTIFICATION**

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a statement for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFP and certify that I am authorized to sign this Proposal for the Offeror. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. regarding conflicts of interest for government employees have not been violated and will not be violated in any respect.

Authorized Signature for Offeror \_\_\_\_\_

Date \_\_\_\_\_

Print/Type Company Name \_\_\_\_\_

Print/Type Offeror Name Here \_\_\_\_\_

## OFFEROR'S RFP CHECKLIST

### 10 Critical Things to Keep in Mind When Responding to an RFP for the City of Roswell

1. \_\_\_\_\_ Read the entire document. Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc.
2. \_\_\_\_\_ Note the Buyer's name, address, phone numbers and e-mail address. This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information.
3. \_\_\_\_\_ Attend the pre-proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP. This conference may or may not be mandatory. This determination will be noted in the Schedule of Events on the front page of the RFP.
4. \_\_\_\_\_ Take advantage of the "question and answer" period. Submit your questions to the Buyer via the online [form](#) by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP. All addenda issued for an RFP are posted on the Georgia Procurement Registry and will include all questions asked and answered concerning the RFP.
5. \_\_\_\_\_ Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ Provide complete answers/descriptions. Read and answer all questions and requirements. Don't assume the City will know what your company's capabilities are or what items/services you can provide, even if you have previously contracted with the City. The Proposals are evaluated based solely on the information and materials provided in your response.
7. \_\_\_\_\_ Use the forms provided, e.g. cover page, standard forms, etc.
8. \_\_\_\_\_ Check the Georgia Procurement Registry for RFP addenda. Before submitting your response, check the Georgia Procurement Registry to see whether any addenda were issued for the RFP. If so, you must sign each addendum issued along with your RFP response.
9. \_\_\_\_\_ Review the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to score your proposal.
10. \_\_\_\_\_ Submit your Proposal on time. Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

**This checklist is provided for assistance only and should not be submitted with Offeror's Proposal.**

# 1 RFP INSTRUCTIONS

## 1.1 Single Point of Contact

From the date this Request for Proposals (the "RFP") is issued until an Offeror is selected, Offerors are not allowed to communicate with any staff (other than designee below) or elected officials of the City regarding this procurement. Any unauthorized contact may disqualify the Offeror from further consideration. Contact information for the single point of contact is as follows:

Buyer: Greg Anderson  
Address: 38 Hill Street  
Roswell, GA 30075  
Telephone Number: 770-641-3718  
E-mail Address: purchasing@roswellgov.com

## 1.2 Required Review

### 1.2.1 Review RFP

Offerors should carefully review this RFP in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Buyer, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which may be discovered upon examination of this RFP.

### 1.2.2 Addenda

The City of Roswell may revise this RFP by issuing an addendum prior to its opening. Any addendum will be posted on the City of Roswell website [www.roswellgov.com/bids](http://www.roswellgov.com/bids) and on the Georgia Procurement Registry along with the posting of the RFP. Addenda will become part of the bid documents and subsequent contract. Offerors must sign and return any addendum with their RFP response. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the City of Roswell may postpone an opening in order to notify vendors and to give Offerors sufficient time to respond to the addendum. Procurement staff will have taken into account the impact of changes as well as the need to allow respondents adequate time to respond to any changes.

### 1.2.3 Form of Questions

Offerors with questions or requiring clarification or interpretation of any section within this RFP must address these questions using the form located [HERE](#)<sup>1</sup>, on or before the date provided in the Schedule of Events. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

### 1.2.4 The City of Roswell's Answers

The City of Roswell will provide answers via addenda to all questions received within the period stipulated in the Schedule of events. The City of Roswell's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon

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<sup>1</sup> <https://form.jotform.com/82504253673153>

the City of Roswell. Any formal written addendum will be posted on the Georgia Procurement Registry alongside the posting of the RFP on the Georgia Procurement Registry. Offerors must sign and return any addendum with their RFP response.

### **1.3 Offerors Conference**

There will be a voluntary offerors conference scheduled for the date and time listed in the Schedule of Events at the City of Roswell City Hall City Council Chambers located at 38 Hill Street, Roswell, GA 30075.

### **1.4 Submitting an Offer**

#### **1.4.1 Organization of Offer**

Each Proposal shall be prepared simply and economically, providing straight-forward, concise delineation of the Offeror's capabilities to satisfy the requirements of this RFP. To expedite the evaluation of Proposals, it is essential that Offerors follow the format and instructions provided.

Offeror shall place the following information on the outside, lower left corner of the envelope containing the Proposal. Failure to include such information may delay opening of the packet.

**Name of Offeror**

**Request for Proposals #18-284-G**

**RFP Closing Date: [insert Date listed in the Schedule of Events]**

**RFP Closing Time: [insert Date listed in the Schedule of Events]**

Offerors must organize their Proposals in the format required in Section 4.

#### **1.4.2 Failure to Comply with Instructions**

The City of Roswell may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any Proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

#### **1.4.3 Multiple Proposals**

If more than one Qualifications Packet is submitted by an Offeror, or by any person or persons representing the Offeror, all such offers shall be rejected as non-responsive. A party who has submitted subcontract or supply prices to an Offeror may submit prices to other Offerors, and may submit a direct and complete offer for the work to the Owner on its own behalf.

#### **1.4.4 Late Submissions, Withdrawals, and Corrections:**

1.4.4.1 Late Proposal: Regardless of cause, late Proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Offeror's sole risk to assure delivery to the Purchasing Office by the time designated in the Schedule of Events. Late Proposals will not be opened and may be returned to the Offeror at the expense of the Offeror or destroyed if requested.

- 1.4.4.2 Proposal Withdrawal: An Offeror requesting to withdraw its Proposal prior to the RFP due date and time may submit a letter to the Buyer requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.
- 1.4.4.3 Proposal Correction: If an obvious clerical error is discovered after the Proposal has been opened; the Offeror may submit a letter to the designated Buyer within two business days of opening, requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The Offeror must present clear and convincing evidence that an unintentional error was made. The Buyer will review the correction request and a judgment will be made. Generally, modifications to opened bids for reasons other than obvious clerical errors are not permitted.

## **1.5 Offeror's Certification**

Understanding of Specifications and Requirements: By submitting a response to this RFP, Offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

### **1.5.1 Offeror's Signature**

All signatures required in the RFP on behalf of an Offeror must be signed in ink by an individual authorized to legally bind the business submitting the Proposal. Proof of authority of the person signing the RFP response must be furnished upon request.

### **1.5.2 Offer in Effect for 180 Days**

Except in rare cases as described in Section 1.4.5, a Proposal may not be corrected, withdrawn, or canceled by the Offeror for a 180-day period following the deadline for Proposal submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and Offeror so agrees in submitting the Proposal.

## **1.6 Cost of Preparing a Proposal**

### **1.6.1 Roswell Not Responsible for Preparation Costs**

The costs for developing and delivering responses to this RFP and any subsequent presentations of the Proposal as requested by the City of Roswell are entirely the responsibility of the Offeror. The City of Roswell is not liable for any expense incurred by the Offeror in the preparation and presentation of their Proposal.

### **1.6.2 All Timely Submitted Materials Become Roswell's Property**

All materials submitted in response to this RFP become the property of the City of Roswell and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City of Roswell and Offeror resulting from this RFP process.

## **2 RFP RECEIPT AND EVALUATION PROCESS**

### **2.1 Authority**

This RFP is issued under the authority of the City of Roswell.

### **2.2 Receipt of RFPs and Public Inspection**

#### **2.2.1 Public Information**

During the opening of sealed proposals, only the Offeror's name will be read aloud and recorded. No other information will be disclosed at that time. No other information will be disclosed nor shall the proposals be considered open record until after Council award. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after Council award with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City of Roswell; (3) any company financial information requested by the City of Roswell to determine vendor responsibility, unless prior written consent has been given by the Offeror; and (4) other constitutional protections.

#### **2.2.2 Buyer's Review of Proposals**

Upon opening the sealed Proposals received in response to this RFP, the Buyer in charge of the solicitation will review the Proposals and separate out any information that meets the referenced exceptions in Section 2.2.1 above, providing the following conditions have been met:

2.2.2.1 Confidential information is clearly marked and separated from the rest of the Proposal;

2.2.2.2 Proposal does not contain confidential material in the cost/price section; and

2.2.2.3 An affidavit from an Offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each Proposal containing trade secrets.

Information separated out under this process will be available for review only by Buyer, the Finance Director, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

### **2.3 Classification and Evaluation of Proposals**

#### **2.3.1 Initial Classification of Proposals as Responsive or Nonresponsive**

All Proposals will initially be classified as either "responsive" or "nonresponsive". Proposals may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the Proposal is not within the plans and specifications described and required in the RFP. Proposals found nonresponsive may not be considered further.



### **2.3.2 Determination of Responsibility**

The Buyer will determine whether an Offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If an Offeror is found non-responsible, the determination must be in writing and made a part of the procurement file.

### **2.3.3 Evaluation of Proposals**

During the evaluation of the Proposals, the City reserves the right to request clarification of Proposal responses and to request the submission of references, if deemed necessary for a complete evaluation of Proposal responses.

Staff will make a recommendation for Award to the responsive and responsible Offeror(s) whose Proposal is ranked the highest by the evaluation committee.

The City shall be the judge of the factors and will make the award in the best interest of the City.

### **2.3.4 Evaluation Criteria**

The following criteria will be utilized for the purpose of evaluation:

1. **Technical Experience of the Assembled Firms (40%)**
2. **Approach to the Work (25%)**
3. **Reference Projects / Evaluation of Past Work (25%)**
4. **Cost (10%)** over all proposed cost of the project (provide in a separate package, but within the overall submittal packet).

### **2.3.5 Completeness of Proposals**

Selection and award will be based on the Offeror's Proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Offerors outside the formal response or subsequent discussion/negotiation, if requested, will not be considered, will have no bearing on any award, and may result in the Offeror being disqualified from further consideration.

### **2.3.6 Post submission activities**

After receipt of all Proposals and prior to the determination of the award, the City of Roswell may initiate discussions with one or more Offerors should clarification or negotiation be necessary. Offerors may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, Offerors should be prepared to send qualified personnel to the City to discuss technical and contractual aspects of the Proposal. Oral presentations and product demonstrations, if requested, shall be at the Offeror's expense. Web-based interviews may be conducted in lieu of in-person interviews at the discretion of the City.

### **2.3.7 Contract Award**

Award, if any, will be made based on the determination of the Roswell GA City Council.

## 2.4 Roswell's Rights Reserved

While the City of Roswell has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City of Roswell to award and execute a contract. Upon a determination such actions would be in its best interest, the City of Roswell, in its sole discretion, reserves the right to:

- ✓ Cancel or terminate this RFP at any time. A notice of cancellation will be issued on the Roswell website. If the RFP is cancelled, the City of Roswell will not reimburse any Offeror for the preparation of its Proposal. Proposals may be returned upon request if unopened;
- ✓ Reject any or all Proposals received in response to this RFP,
- ✓ Make a contract award, based directly on the Proposals received, determined to be in the best interest of the City, in its sole discretion,
- ✓ Enter into further discussions with one or more Offerors;
- ✓ Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on any Proposal;
- ✓ Not award if it is in the best interest of the City of Roswell; or
- ✓ Terminate any contract if the City of Roswell determines adequate funds are not available.

## 3 SCOPE OF PROJECT/SPECIFICATIONS

### 3.1 Introduction

The City of Roswell GA (pop. ~100,000), a largely residential community located 20 miles north of Atlanta GA, desires to complete a city-wide strategic plan herein referred to as "the plan". The plan will memorialize the vision, values, goals and objectives of the city for the next 5 years. The plan will be broken up into two distinct phases: Engagement Phase and Planning Phase. Once the Engagement Phase of the plan is near completion the city will solicit proposals from qualified firms for the Planning Phase. Upon selection of that firm and kick-off of the Planning Phase the city will turn over the information collected through the Engagement Phase for the purpose of completing the plan.

**This RFP is only for the Engagement Phase of the plan.** The engagement phase will be broken down into three distinct categories requiring three distinct disciplines:

1. **Communications:** Working with the appointed city staff and others to create a communications and marketing plan for the Engagement Phase of the plan
2. **Facilitation:** Facilitate or train selected individuals to facilitate the engagement of our community
3. **Data Consolidation and Analysis:** Collect, consolidate, analyze and report on the themes, responses, and information collected through the facilitation

The goal of the Engagement Phase is to develop and execute a benchmark community-wide engagement plan. The city desires to receive proposals from firms who can assemble the experts holding the enumerated disciplines. Instead of enumerating objectives, the city prefers to have the responding firms tell us how we get to our goal of developing and executing a benchmark community

engagement phase of the plan. Thus, the city desires to receive proposals from firms who are able to respond with a consolidated group of experts who can develop and propose the best methodology/approach to complete the Engagement Phase for the plan. The city is not bound to a particular schedule; however, the city desires to get the Engagement Phase completed and turned over to the selected planning phase firm by summer 2019.

### **3.2 (Reserved)**

### **3.3 Project Manager for City of Roswell**

The successful Offeror will report to the City Administrator (or designee). Successful Offerors agree to take direction from the project manager and to make all project documentation available upon request. The project manager shall have sole discretion as to the acceptability of all work.

### **3.4 No limit to competition**

No specification implied or expressed is intended to limit competition. The specifications below are intended as a guide for the goods and services on which vendors are to submit a Proposal. These requirements and other specifications are not designed to prevent any vendor from submitting a Proposal. All equipment should comply with the requirements within a generally acceptable range.

### **3.5 Scope of Work and Overview**

The goal of the Engagement Phase is to develop and execute a benchmark community-wide engagement plan. The city desires to receive proposals from firms who can assemble the experts holding the enumerated disciplines. Instead of the city developing a scope of work and enumerating objectives, the city prefers to have the responding firms tell us how we get to our goal of developing and executing a benchmark community engagement phase of the plan. Thus, the city desires to receive proposals from firms who are able to respond with a consolidated group of experts who can develop and propose the best methodology to complete the Engagement Phase for the plan. The city is not bound to a particular schedule; however, the city desires to get the Engagement Phase completed and turned over to the selected planning phase firm by summer 2019.

#### **3.5.1 Experience and Qualifications**

For the Engagement Phase of the plan we would like the professional group to have backgrounds in civic communications/marketing, civic facilitation related to city-wide initiatives, and proven scientific data gathering and analysis.

##### Minimum Elements

The following elements, at a minimum, will be required, and fee proposals should reflect the following:

Overall methodology/approach in developing and executing the Engagement Phase of the plan, including a timeline, and milestones. How do we achieve the goal of developing and executing a benchmark engagement plan.

## **3.6 Compliance**

### **3.6.1 Project Meeting**

The city and selected firm will negotiate and develop a meeting schedule upon notice to proceed. With that in mind, the following elements should be included in that meeting schedule:

- I. Previous meeting items
- II. Review compliance items
- III. Project Schedule (time, locations, and people)
- IV. Project Plan tasks
- V. Billing and payment
- VI. Upcoming Tasks

### **3.6.2 Civil Rights / Reserved**

### **3.6.3 Project Deliverables**

The city and selected firm will negotiate deliverables based on the approach/methodology proposed.

### **3.6.4 Project Timeline**

We anticipate starting the project at the earliest availability. The City desires to have a contract in place by mid-December. The remaining project timeline will be based on the consultant proposed approach to the problem, along with input from city, and will be detailed in the Statement of Work.

### **3.6.5 Project Budget**

The city has allocated \$400,000 in its FY18 approved budget for the plan ("the plan" includes *both* phases, Engagement phase and Planning Phase, as discussed in section 3 of this document). The city does not want to limit the innovation and creativity of the responding firms by budget; however, while the city desires to execute an innovative, benchmark engagement plan firms should develop the Engagement Phase plan understanding that another phase needs to be completed within or around the approved budget.

### **3.6.6 Scope of Work Attachments**

None

## **4 OFFEROR PROPOSAL / QUALIFICATIONS**

### **4.1 City's Right to Investigate**

The City may make such investigations as deemed necessary to determine the ability of the offeror to provide the supplies and/or perform the services specified.

The City reserves the right to use any information or additional references deemed necessary to establish the ability of the Offeror to perform the conditions of this request.

## **4.2 Preparing Proposal**

Provide one (1) original hard copy, with five (5) duplicate hard copies, and one (1) electronic copy (PDF, searchable, single document) of the complete package on compact disc or zip drive. Each submittal shall be identical and include a transmittal letter.

Submittals must be typed on standard (8 ½" x 11") three hole punched paper. The pages of the Proposal submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to pages using a minimum of an 11-point font.

Proposals shall be prepared simply and economically, to provide a straightforward and concise delineation of respondent's capabilities. Elaborate bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions. Please limit your proposal to no more than twenty-five (25) pages.

## **4.3 Proposal Submittal**

The Offeror shall submit answers to the following questions and requested information as part of the Proposal:

### **4.3.1 Pass / Fail Criteria**

- 4.3.1.1 Question: When was your firm established? Firms must have been in business for at least five (5) years at the time of Proposal due date in order to qualify to submit a proposal. Please provide documentation (business license, etc...) that will confirm the date of establishment.
- 4.3.1.2 Question: Has your firm performed five similar contracts within the last five years? Firms must have led or been part of a team involved in executing similar projects for local governments at similar costs at least four (4) times within the last three (3) years. Please provide a profile of each project and reference contact information, including owner names, email, and telephone numbers – this can be answered here or referenced here to a similar question in 4.3.2.2.

### **4.3.2 Technical Experience of Assembled Firms (40%)**

- 4.3.2.1 Question: What is the background and experience for the Project Manager and project leads for your proposed tasks?
- 4.3.2.2 Question: What do you consider the elements necessary to be considered an "expert" in the fields of Communication, Facilitation, and Data Analysis as used in the context of this Scope of Work?

4.3.2.3 Question: What would you say that our company is “known for” in the industry or among your client base? Provide examples of why you believe that reputation exists.

### **4.3.3 Approach to the Work (25%)**

4.3.3.1 Question: What part of this scope of work holds the most risk? How is that risk mitigated?

4.3.3.2 Question: Do you see any challenges unique to the City of Roswell that may impact the project?

4.3.3.3 Question: What are the key milestones that will need to occur within the project? How might they appear on a timeline?

4.3.3.4 Question: What innovative methods will you use to engage those who have problem attending the typical engagement sessions (ie. kids, seniors, working parents, people disconnected from their city government, people with language barriers)?

4.3.3.5 Question: What methodology do you propose for Communications and Marketing?

4.3.3.6 Question: What methodology does your firm propose to facilitate community engagement?

4.3.3.7 Question: What methodology is proposed to collect and analyze data?

4.3.3.8 Question: What are the proposed project deliverables?

### **4.3.4 Reference Projects / Evaluation of Past Work (25%)**

4.3.4.1 Question: What are the five most comparable reference projects that your firm has performed in the last five years? At a minimum provide a project name; description; owner; owner contact; owner contact email and phone number; your firm’s role in the project, and amount paid to your firm as a result of the project.

4.3.4.2 Question: How do you define success at the end of the project? What project would you propose as your most successful project? Why?

4.3.4.3 Question: Among your reference projects, please provide an example of a significant unforeseen challenge that came up during performance of the work. How did your firm respond?

### **4.3.5 Required Forms and Documents**

Additional Required Forms and Documents are required in 4.3.4-4.3.10 is not part of the page limit. These items are Pass/Fail and relate to responsiveness and responsibility.

#### 4.3.5.1 Qualifications Letter and Certification

Use letter provided on page 3 of this RFP.

#### 4.3.5.2 Signed Addenda

#### 4.3.5.3 Required Forms and Exhibits

4.3.5.3.1 E-Verify (Exhibit B)

4.3.5.3.2 Corporate Certification (Exhibit A);

4.3.5.3.3 Any exceptions to Terms and Conditions

#### 4.3.5.4 Licensing

Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.

#### 4.3.5.5 Financial Stability

Provide Suitable documentation to establish Financial Stability. Acceptable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitments, or other verifiable information demonstrating financial stability.

### **4.4 Cost Proposal**

In a separate sealed envelope clearly marked Cost Proposal, the Offeror shall submit a Cost Proposal for services which must be tied to final delivery of proposed project deliverables. Travel cost may be submitted as a reasonable Not-to-Exceed amount.

## **5 EVALUATIONS**

### **5.1 Initial Buyer Review**

All Proposals received will be reviewed by the Buyer to ensure that all administrative requirements of the RFP package have been met, such as all documents requiring a signature have been signed and submitted. Failure to meet these requirements may be cause for rejection. All Proposals that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation.

### **5.2 Evaluation Committee**

The Evaluation Committee will review all Proposals received and determine a ranking based on the information provided in Section 4 of this Proposal. After each member of the Evaluation Committee reviews and scores the Proposals, the evaluation committee will meet and rank the Proposals using consensus based on discussion of individual scores and strengths and weaknesses noted.

Final ranking may be made at this time or some Short-listed Offerors may be required to give an oral presentation to the evaluation committee to demonstrate their understanding of the project work required. After any Oral Presentations the Evaluation Committee will consider any information gained during the interview, and may re-rank the Proposals using any new information gained as part of the interview process. Any re-ranking will require narrative backup concerning the reasoning.

## **6 TERMS AND CONDITIONS**

The City of Roswell's Terms and Conditions are set forth below. Offerors should notify the City of Roswell of any Terms and Conditions that either preclude them from responding to the RFP or add unnecessary cost. This notification must be made by the deadline for receipt of written/e-mailed questions or with the Offeror's RFP response. Any requests for material, substantive, important exceptions to the standard terms and conditions will be addressed by formal written addendum issued by the designated Buyer. The City of Roswell reserves the right to address any non-material, minor, insubstantial exceptions to the terms and conditions with the highest-scored Offeror at the time of contract negotiation.

### **6.1 Additional Contract Provisions and Terms**

This RFP, including all RFP documents and any addenda, the Offeror's bid, including any amendments, any clarification question responses, and any negotiations shall be included as part of the contract upon award. In the event of a dispute as to the duties and responsibilities of the parties under the contract, the contract, along with any attachments prepared by the City of Roswell, will govern in the same order of precedence as listed in the contract.

### **6.2 Performance Prior to Contract Execution**

The successful Offeror shall not begin performance of the project prior to the execution of a formal written contract by the City of Roswell and the Offeror. Any Offeror beginning performance prior to the execution of the contract shall be deemed to be proceeding at the Offeror's risk, and shall not be entitled to any compensation for such performance. In addition, the City of Roswell reserves the right to withdraw or cancel the award of the RFP.

### **6.3 Contract Term**

This Contract is intended to conclude upon completion and acceptance of all project deliverables.

### **6.4 Contract Termination**

The City may terminate, by written notice to the Offeror, any resulting contract without cause. The City must give notice of termination to the Offeror at least 30 days prior to the effective date of termination. If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract will be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.



## 6.5 Subcontractors

The lowest responsive and responsible Offeror will be the prime contractor, if a contract is awarded, and shall be responsible, in total, for all work of any subcontractors. The City of Roswell reserves the right to approve all subcontractors. The Contractor shall be responsible to the City of Roswell for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract award derived from this RFP shall create any contractual relationships between any subcontractor and the City of Roswell.

## 6.6 General Insurance Requirements

The Offeror shall provide the City of Roswell with a certificate of insurance, along with an additional insured endorsement to the address listed under Section 1.1 indicating the existence of the policies prior to the beginning of the contract term. Each policy shall contain a valid provision or endorsement that the policy may not be canceled without giving thirty (30) days written notice thereof to the City of Roswell representative named in the contract. A renewal policy or certificate shall be delivered to the City of Roswell at least thirty (30) days prior to the expiration date of each expiring policy. If at any time, any of the policies shall be or become unsatisfactory to the City of Roswell as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to the City of Roswell, the Offeror shall deliver to the City of Roswell representative upon demand a certified copy of any policy required herein for review. The additional insured endorsement shall state that the City of Roswell is additionally insured – statements on Certificates of Insurance will not meet this requirement. The requirement is typically met through a separate, signed form, or by means of providing sections of the insurance policy that make broad statements regarding additional insured status as it relates to contractual relationships. All insurance documents should be sent directly from the Insurance Company to [purchasing@roswellgov.com](mailto:purchasing@roswellgov.com) with a copy to the contractor (if required by the contractor). The following limits are required:

1. Statutory Workers' Compensation Insurance:

Employers Liability:

- Bodily Injury by Accident \$100,000 each accident
- Bodily Injury by Disease \$500,000 policy limit
- Bodily Injury by Disease \$100,000 each employee

2. Comprehensive General Liability Insurance:

- (a) Each Occurrence Limit \$1,000,000
- (b) Personal & Advertising Injury Limit \$1,000,000
- (c) General Aggregate Limit \$2,000,000
- (d) Products/Completed Ops Aggregate Limit \$2,000,000

3. Comprehensive Automobile Liability Insurance:
  - (a) \$1,000,000 limit of liability
  - (b) Comprehensive form covering all owned, non-owned and hired vehicles
  
4. Excess Umbrella Liability Insurance:
  - (a) \$3,000,000 limit of liability
  - (b) Coverage at least as broad as primary coverage as outlined under Items 1, 2 and 3 above

### **6.7 Compliance with Workers' Compensation Act**

The Contractor is required to supply the City of Roswell with proof of compliance with the Workers' Compensation Act while performing work for the City of Roswell. Neither the Contractor nor its employees are employees of the City of Roswell. Proof of compliance must be received at the address listed under Section 1.1 within acceptable time limits established by the contract. If the Contractor does not meet the State's requirement for workers' compensation coverage, the certificate of insurance shall state that the contractor waives subrogation in regard to workers' compensation.

### **6.8 Compliance with Illegal Immigration Reform and Enforcement Act**

E-Verify Program: The City of Roswell is committed to compliance with federal and state laws requiring the verification of newly hired employees to ensure they are lawfully entitled to work in the United States. As such, the City of Roswell shall not enter into a contract for the physical performance of services unless the contractor registers and participates in a federal work authorization program (E-Verify). An Offeror should include a fully executed E-Verify affidavit as part of its proposal (Exhibit D).

Requirement to Participate in a Federal Work Authorization Program (E-Verify):

- (1) Pursuant to O.C.G.A. § 13-10-91:
  - a. Public employers shall not enter into any contract for the physical performance of services within the State of Georgia unless the contractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees;
  - b. Subcontractors shall not enter into any contract with a contractor for the physical performance of services within the State of Georgia unless such subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees; and
  - c. Sub-subcontractors shall not enter into any contract with a subcontractor or sub-subcontractor for the physical performance of services within the State of Georgia unless such sub-subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees.

(2) As of the date of enactment of O.C.G.A. § 13-10-91, the applicable federal work authorization program is "E-Verify" (<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>) operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions regarding E-Verify program registration, corporate administrator registration, and designated agent registration can be found at that website address.

**Contractor, Subcontractor, and Sub-subcontractor Evidence of Compliance:**

(1) Public employers who enter into a contract for the physical performance of services within the State of Georgia shall include in such contract a provision stating that compliance with the requirements of O.C.G.A. § 13-10-91 are conditions of the contract.

(2) Pursuant to O.C.G.A. §13-10-91, public employers shall include in all covered contracts a provision stating the contractor's agreement that, in the event the contractor employs or contracts with a subcontractor in connection with the covered contract, the contractor will secure from such subcontractor attestation of the subcontractor's compliance with O.C.G.A. 13-10-91 by the subcontractor's execution of the subcontractor affidavit and maintain records of such attestation for inspection by the City of Roswell at any time. Such subcontractor affidavit shall become a part of the contractor/subcontractor agreement.

(3) Pursuant to O.C.G.A. §13-10-91, public employers shall include in all covered contracts a provision stating the contractor's agreement that, in the event the contractor employs or contracts with a subcontractor that employs or contracts with any sub-subcontractor, the subcontractor will secure from such sub-subcontractor attestation of the sub-subcontractor's compliance with O.C.G.A. § 13-10-91 by the sub-subcontractor's execution of the sub-subcontractor affidavit and maintain records of such attestation for inspection by the City of Roswell at any time. Such sub-subcontractor affidavit shall become a part of the subcontractor/sub-subcontractor agreement.

(4) All portions of contracts pertaining to compliance with O.C.G.A. § 13-10-91 and these rules, and any affidavit related hereto, shall be open for public inspection in this State at reasonable times during normal business hours.

**6.9 Compliance with Laws**

The Offeror must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Offeror subjects subcontractors to the same provision. The Offeror agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

**6.10 Drug-Free Workplace**

If Contractor is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

### **6.10.1 Certification:**

If Contractor is an entity other than an individual, it hereby certifies that:

- i. A drug free workplace will be provided for the Contractor's employees during the performance of this contract; and
- ii. It will secure from any subcontractor hired to work in a drug free workplace the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name), certifies to the Contractor that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph 7 of subsection B of Code Section 50 24 3."

### **6.10.2 Penalties:**

Contractor may be suspended, terminated, or debarred if it is determined that:

- i. The Contractor has made false certification hereinabove; or
- ii. The Contractor has violated such certification by failure to carry out the requirements of Official Code of Georgia Section 50 24 3.

### **6.11 Substitutions and Change Orders**

NO substitutions of material, schedule cancellations, or change orders are permitted after contract award without written approval by the City Administrator. Where specific employees are proposed by the Offeror for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the City of Roswell agrees to a replacement. Requests for any substitution will be reviewed and may be approved by the City of Roswell at its sole discretion. Verbal agreements to the contrary will not be recognized.

### **6.12 Invoicing and Payment**

The City of Roswell agrees to pay the Offeror in current funds for the performance of the contract. Upon completion of work and acceptance of the items or services, the Offeror shall submit an invoice detailing the appropriate charges as currently allowed.

The City will process approved payment requests under this project to the awarded Contractor. Payment to subcontractors and suppliers is the responsibility of the awarded Contractor. The City will not entertain any other payment arrangements.

#### **Invoices shall be submitted to:**

Roswell Finance Department  
Attn: Accounts Payable  
invoices@roswellgov.com  
38 Hill Street  
Roswell, GA 30075

Upon receipt of invoice and inspection and acceptance of the items, the City of Roswell will render payment. All such invoices will be paid within thirty (30) days by the City of Roswell unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Offeror will provide complete cooperation during any such investigation.

**No sales tax will be charged on any orders.**

Successful Offeror(s) must provide the City with a completed and signed W-9

**6.13 Deliveries**

In the event there are to be deliveries on site, all goods and materials will be F.O.B. Destination, Freight Prepaid and Allowed. The onsite delivery address is:

City of Roswell  
1810 Hembree Road  
Alpharetta, Georgia 30009

No freight or postage charges will be paid by the City of Roswell unless such charges are included and accepted in the bid price and awarded by contract. The Offeror, at Offeror's expense, will arrange to have someone onsite to inspect and accept delivery. The Offeror has sole responsibility for securing all materials at the project site. Offeror shall transfer and deliver to the department named all of the goods and/or services described in this bid for the consideration set forth herein. Risk of loss of the goods shall pass to the department upon acceptance only. Title to the goods shall remain with vendor until acceptance by the department.

**6.14 Incorporation of Policies and Procedures**

The City of Roswell Purchasing Policy (<https://www.roswellgov.com/home/showdocument?id=5290>) is hereby incorporated into this solicitation. Terms of the Solicitation apply for any apparent conflict between Policies and Procedures and the Terms and Conditions of the Solicitation.

**7 EXHIBIT A – Corporate Certificate Form**

CORPORATE CERTIFICATE

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation  
named as Contractor in the foregoing bid; that \_\_\_\_\_  
who signed said bid in behalf of the Contractor, was then (title)\_\_\_\_\_ of  
said Corporation; that said bid was duly signed for and in behalf of said Corporation by authority  
of its Board of Directors, and is within the scope of its corporate powers; that said  
Corporation is organized under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_(Signature)\_\_\_\_\_

**8 EXHIBIT B – Contractor Affidavit under O.C.G.A. §13-10-91**

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 City of Roswell, 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  
City of Roswell, Georgia  
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:\_\_\_\_\_

**9 EXHIBIT C- SAMPLE CONTRACT**



**CONTRACT AGREEMENT**

**RFP #18-284-G**

**2019 STRATEGIC PLAN - ENGAGEMENT PHASE**

This Agreement made and entered into on the execution date; by and between the City of Roswell, Georgia, having its principle place of business at 38 Hill Street, Roswell GA 30075 and \_\_\_\_\_ having its principle place of business at \_\_\_\_\_.

**WHEREAS**, the City of Roswell has caused Request for Proposals (18-284-G) to be issued soliciting statements of qualification from qualified contractors to furnish all items, labor services, materials and appurtenances called for by them in accordance with this contract by task order. Selected Contractor is required to provide the services as called for in the Scope of Services; and

**WHEREAS**, the Contractor submitted a statement of qualification in response to the RFP; and

**WHEREAS**, the Contractor's proposal was deemed by the City of Roswell to be the statement of qualification most advantageous to the City;

**NOW THEREFORE**, in consideration of the mutual covenant and promises contained herein, the parties agree to compensation according to the submitted rate schedule for services included in the RFP submittal. The parties agree to compensation not to exceed \_\_\_\_\_ (\$\_\_\_\_\_) for services to be provided as follows:



## **1 Statement of Work**

The Contractor agrees to provide all Services and comply with all requirements specified in the attached statement of work, and provide those Services as may additionally be specified in the Contractor's proposal in accordance with the terms and conditions of this agreement. Said specifications are hereby made a part of this agreement by reference.

## **2 Term of Contract**

See RFP Section 6.3.

## **3 Independent Contractor**

### **3.1 The Contractor shall be an independent Contractor.**

The Contractor is not an employee, agent or representative of the City of Roswell. The successful Contractor shall obtain and maintain, at the Contractor's expense, all permits, license or approvals that may be necessary for the performance of the services. The Contractor shall furnish copies of all such permits, licenses or approvals to the City of Roswell Representative within ten (10) days after issuance of Notice to Proceed.

### **3.2 No False Representation**

Inasmuch as the City of Roswell and the Contractor are contractors independent of one another neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor agrees not to represent itself as the City's agent for any purpose to any party or to allow any employee of the Contractor to do so, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. The Contractor shall assume full liability for any contracts or agreements the Contractor enters into on behalf of the City of Roswell without the express knowledge and prior written consent of the City.

### **3.3 Invoices**

The Contractor may submit progress invoices on a monthly basis for all Services performed in the preceding month. Invoices must include the a description of the deliverable that has been approved for payment by the project manager, and an expense report for travel that has been approved by the Project Manager. The City of Roswell shall pay undisputed portions of each milestone progress invoice within thirty (30) days of the date of the invoice.

## **4 Indemnification**

The Contractor agrees to indemnify, hold harmless and defend the City from and against any and all liabilities, suits, actions, legal proceedings, claims, demands, damages, costs and expenses (including attorney's fees) rising out of any negligent act or omission of the Contractor, its agents, subcontractors or employees in the performance of this Contract.

## **5 Insurance**

See RFP, Section 6.

## **6 Termination**

### **6.1 Notice**

Any other provisions of this agreement notwithstanding, each party has the right to terminate this Agreement if the other party breaches or is in default of any obligation hereunder which default or breach is incapable of cure or which, being capable of cure, has not been cured within thirty (30) days after receipt of written notice of such default (or such additional cure period as the non-defaulting party may authorize). In addition, if at any time after commencement of the Services, the City of Roswell shall, in its sole reasonable judgment, determine that such Services are inadequate, unsatisfactory, no longer needed, or substantially not conforming to the descriptions, warranties, or representations contained herein, the City may terminate this Agreement upon thirty (30) days written notice to the Contractor.

### **6.2 Termination for Lack of Funds**

If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract will be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.

### **6.3 Immediate Termination**

The City of Roswell may terminate the agreement immediately without prejudice to any other right of action or remedy if the Contractor:

#### **6.3.1 Cause for Immediate Termination**

Becomes insolvent, makes a general assignment for the benefit of creditors, files a voluntary petition of bankruptcy, suffers or permits the appointment of a receiver for its business or assets, or becomes subject to any proceeding under any bankruptcy or insolvency law, whether domestic or foreign, or has

wound up or liquidated, voluntarily or otherwise. In the event that any of the above events occur, the Contractor shall immediately notify the City of Roswell of each occurrence.

### **6.3.2 Additional Causes for Immediate Termination**

After five (5) days written notice fails to:

- 6.3.2.1 Maintain the required insurance, or;
- 6.3.2.2 In any other manner to perform the requirements of the RFP.

## **7 Compliance with All Laws and Licenses**

The Contractor must obtain all necessary licenses and comply with local, state and federal requirements. The Contractor shall comply with all laws, rules and regulations of any governmental entity pertaining to its performance under this Agreement.

## **8 Assignment**

The Contractor shall not assign or subcontract the whole or any part of this Agreement without the City of Roswell's prior written consent.

## **9 Amendments in Writing**

No amendments to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of the parties.

## **10 Drug-Free and Smoke-Free Work Place**

A drug-free and smoke-free work place will be provided for the Contractor's employees during the performance of this Agreement; and

The Contractor will secure from any subcontractor hired to work in a drug-free and smoke-free work place a written certification so stating and in accordance with Paragraph 7, subsection B of the Official Code of Georgia Annotated Section 50-24-3.

The Contractor may be suspended, terminated, or debarred if it is determined that:

1. The Contractor has made false certification herein; or
2. The Contractor has violated such certification by failure to carry out the requirements of Official Code of Georgia Annotated Section 50-24-3.

## **11 Governing Law**

This Agreement shall be governed in all respects by the laws of the State of Georgia.

## **12 Policy on Hiring of Non-Resident Aliens**

The final award of a contract is contingent upon compliance with O.C.G.A. 13-10-91 and Chapter 300-10-1 of the Rules of the Georgia Department of Labor, and the Contractor certifying to the City that it, and all its subcontractors, has registered and currently participates in the federal work authorization program to verify information of all new employees with respect to all public employers, contractors, or subcontractors. Contractor may be suspended, terminated, or debarred if it is determined that the Contractor has made false certification or that the Contractor has violated such certification by failure to carry out this requirement.

## **13 Inclusion of Documents**

The Referenced RFP, any addenda thereto, and the Contractor's Proposal submitted in response thereto, including any best and final offer, are incorporated in this Agreement; form an integral part of this agreement; and, are attached hereto as follows:

ATTACHMENTS:

ATTACHMENT A: RFP Number: 18-284-G (Including all Addenda)

ATTACHMENT B: Proposers Final Offer – Date: \_\_\_\_\_

In the event of a conflict in language between this Agreement and the foregoing documents incorporated herein, the provisions and requirements set forth in this Agreement shall govern. In the event of a conflict between the language of the RFP, as amended, and the Contractor's proposal, the language in the former shall govern.

## **14 Entire Agreement**

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein; all prior agreements, representations, statements, negotiations, and undertakings are suspended hereby. Either party has relied on any representation, promise, or inducement not contained herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

CITY OF ROSWELL:

CONTRACTOR:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**

RFP# 18-284-G

(Separately Paginated)

**ATTACHMENT B**

Contractor Final Response(s) to RFP# 18-284-G  
(Includes any Best and Final Offers as negotiated)

(Separately Paginated)