

Georgia City County Managers Association (GCCMA)

RFP for Administrative Training Services

Proposals are due Thursday, July 22, 2010 no later than 3:30:00 PM EDST.

Please Note:

- Upon receipt of the package, please forward your contact information to Kenneth Howard via email at khoward@cityofhinesville.org to ensure receipt of any Addenda.
- The vendor is ultimately responsible for verifying they have received any/all addenda prior to the proposal opening.
- Any package(s) not clearly identified with the following information may be deemed unresponsive and not considered:
 - Company Name
 - Contact Name/Phone #
 - Due Date
- All questions must be submitted in writing to Kenneth Howard via email at khoward@cityofhinesville.org

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A. GENERAL REQUIREMENTS

- **Specifications/Requirements may be obtained from and any inquiries directed to:**

Kenneth Howard
City of Hinesville
115 E. MLK Jr. Drive
Hinesville, GA 31313
khoward@cityofhinesville.org

- **Proposals will be received at:**

**City of Hinesville
115 E. MLK Jr. Drive
Hinesville, GA 31313**

- Proposals are due Thursday, July 22, 2010 by 3:30:00 PM EDST. Proposals received after this time will be marked “**LATE**” and will not be considered.
- GCCMA reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth should be filed in writing prior to the proposal deadline.
- No faxed or emailed proposals will be accepted.
- It is the intent of GCCMA to award a Contract for these services based on an evaluation of all proposals.
- GCCMA will evaluate all qualifying proposals that are submitted. All requirements in the RFP should be satisfied to ensure that the proposal would qualify for consideration. GCCMA desires to receive proposals only from vendors who can demonstrate the specified qualifications mentioned in this RFP.
- GCCMA shall not be liable for any expense incurred in connection with preparation of a response to this document. Vendors should prepare a straightforward and concise description of their ability to meet the requirements of this document.
- All requested information should be provided in order for a proposal to be considered responsive. However, any vendor which submits in its proposal to GCCMA any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

B. BACKGROUND AND PURPOSE

GCCMA intends this RFP to set forth and convey to prospective providers to provide administrative and/or training services. GCCMA intends to award a service contract for two-year term as a result of this contract.

GCCMA is seeking a contract for all service needs with the best and most cost effective provider in each part.

C. SCOPE OF WORK

GCCMA would like to receive administrative services for the organization to organize two-three conference per year to include housing, speakers, meals, and registration; write and distribute a quarterly newsletter; and assume full responsibility for membership and dues. As part of this contract, GCCMA would like to receive training services on aspects pertinent to local government. Responder proposal may be for one, some or all parts of the request for proposals for administrative and training services. (See Exhibit A)

EXHIBIT A

Scope of Work Details

Part I Administration

- Collect, deposit and account for all income to the Association.
- Provide standard bookkeeping services for Association's financial activity.
- Provide monthly financial and budget reports to executive board.
- Maintain file of Association's minutes, contracts agreements, correspondence, etc.
- Maintain Association letterhead stationery.
- Secure and maintain Association's signature plate.
- Prepare general correspondence (approximately 20 documents per year) as requested.
- Maintain member profiles.
- Provide product information to Information Distribution provider as needed.
- Respond to inquiries about Association based on approval protocol.
- Provide information as requested to Association district officers.
- Attend meetings of Association and/or executive board to take and provide minutes
- Issue payments as authorized for services provided. (approximately 100 checks per year)
- Prepare appropriate documents for maintaining Association's IRS 501 C3 status
- Other tasks as appropriate.

Part II Information Distribution

- Maintain and update as needed Association's website.
- Prepare and distribute Association's newsletter (approximately four (4) times per year) based on information provided by administration provider.
- Other tasks as appropriate.
- Maintain and update as needed Association's membership directory.

Part III Conference Planning

- Assist site selection committee in evaluating potential sites for upcoming Association meetings.
- Assist selected member in planning ICMA annual meeting Georgia dinner site, transportation, etc. Note housing not included.
- Assist host community in accommodations, event planning, transportation, hospitality program, partner events, welcome packages, etc.
- Other tasks as appropriate.

Part IV Education and Training

- Assist program planning committee in developing topics for presentation to Association
- Contact and arrange travel, accommodations, needs, etc. as required for presentation speakers.
- Maintain current listing of relevant topics and member requests for training.
- Ensure all equipment required for presentations are available, operable and compatible
- Prepare program budget and descriptions and collect all fees after coordinating activities with conference planning provider.
- Other tasks as appropriate.

D. MANDATORY REQUIREMENTS FOR PROPOSAL

I. Executive Summary and Corporate Profile

1. This section should include a brief overview of the key elements of your proposal. Provide information that best illustrates your company's qualifications for completing the work, experience, and qualifications of the key personnel who would be involved in the work, in relation to the tasks that are proposed to be undertaken.
2. Indicate the contractual entity that will be responsible for the performance of all aspects of this contract. Provide name of firm, address, contact person, and telephone number. Also, include any subcontractors to be used and their role in completion of the project.
3. Describe what differentiates your company and solution from your competitors. In addition, highlight upcoming enhancements to your solution which could potentially be brought into the relationship at a later time.

II. Staffing

1. List the individuals that will participate in the contract along with their certifications, roles, and backgrounds.

III. References

1. List three references including entity name, point of contact name, email address, and phone number.

IV. Additional Information

1. Indicate if your firm agrees to all terms and conditions as listed in the draft contract as well as this RFP.
2. Include any innovative/creative service or approach ideas that may reduce GCCMA's overall costs.
3. **Georgia Security and Immigration Compliance Act.** Complete Section I. Contractor Affidavit.

Contractor agrees to comply with all of the contractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006, as codified in O.C.G.A. sections 13-10-90 and 13-10-91 and regulated in chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set forth below.

A. Contractor Agreement to Verify the Work Eligibility of its New Hires through the U.S. Department of Homeland Security's "Employment Eligibility Verification (EEV)/Basic Pilot Program."

- **Contractor** agrees to verify the work eligibility of all of **Contractor's** newly hired employees through the U.S. Department of Homeland Security's **Employee Eligibility Verification (EEV)/Basic Pilot Program**, accessed through the Internet at <http://www.visdhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five hundred (500) or more employees.

B. Contract's Affected by the "Georgia Security and Immigration Compliance Act."

- **Contractor** agrees that the contractor and subcontractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.

C. Timeline for Application of the Worker Eligibility Verification Requirements to Contractors and Subcontractors

- **Contractor** agrees that the following Georgia Security and Immigration Compliance Act contract compliance dates apply to the contract, pursuant to O.C.G.A. 13-10-91: On or after July 1, 2007, to public employers, contractors of 500 or more employees;
On or after July 1, 2008, to public employers, contractors of 100 or more employees; and
On or after July 1, 2009, to all other public employers, their contractors, and subcontractors.

D. Contractor's Indication of its Employee-number Category and the "Contractor Affidavit and Agreement" Requirements Pertaining to Such Category

- To document the date on which the "Georgia Security and Immigration Compliance Act" is applicable to **Contractor**, and to document **Contractor's** compliance with the Act, **Contractor** agrees to initial one of the three lines below indicating the employee-number category applicable to the **Contractor**, and to submit the indicated affidavit with this contract if the **Contractor** has 500 or more employees.

The Contractor has:

_____ 500 or more employees [**Contractor** must register with the **Employee Eligibility Verification /Basic Pilot Program** and begin work eligibility verification on **July 1, 2007**, and execute and send to **Department** a “Contractor Affidavit and Agreement” attesting to registration with the **EEV/Basic Pilot Program**]

_____ 100-499 employees [**Contractor** must register with the **Employee Eligibility Verification /Basic Pilot Program** and begin work eligibility verification on **July 1, 2008**]; or

_____ 99 or fewer employees [**Contractor** must begin work eligibility verification by **July 1, 2009**]

Contractor’s Agreement to Require “Georgia Security and Immigration Compliance Act”

Compliance of it Subcontractors Connected with this Contract

1. **Contractor** agrees to require O.C.G.A. Sections 13-10-901 and 13-10-91 compliance in all written agreements with any subcontractor employed by **Contractor** to provide services connected with this contract, as required pursuant to O.C.G.A. 13-10-91.
2. **Contractor** agrees to obtain from any subcontractor that is employed by Contractor to provide services connected with this contract, the subcontractor’s indication of the employee-number category applicable to the subcontractor.
3. **Contractor** agrees to secure from any subcontractor engaged to perform services under this Contract an executed “Subcontractor Affidavit,” as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.
4. **Contractor** agrees to maintain all records of the subcontractor’s compliance with O.C.G.A. 13-10-90 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

V. Professional Service Rates – Indicates separately the service rates in your firm’s proposal for each part.

Part I	Administration	
	Service Cost	_____
	Daily Rate for Travel	_____
Part II	Information Distribution	
	Service Cost	_____
	Daily Rate for Travel	_____

Part III	Conference Planning	
	Service Cost	
Part IV	Daily Rate for Travel	
	Education and Training	
	Service Cost	
	Daily Rate for Travel	

Responder may provide additional explanation of service costs, etc. to clarify proposal.

E. TERMS AND CONDITIONS

Section I – General Requirements

1. GCCMA reserves the right to accept or reject any Proposal.
2. GCCMA reserves the right to award the contract to the next qualified firm if the successful firm does not begin contracted services within the prescribed days stated in the contract.
3. The contracted firm will correct any and all errors and omissions that they may make, at their own expense.
4. The selected firm shall be required, before awarding of contract, to demonstrate to the complete satisfaction of GCCMA that they have the necessary resources to execute the work in a satisfactory manner and within the time specified; that they have had experience of a same or similar nature; that they have a past history and references which will assure the owner of the firms qualifications for executing the work.
5. Provide all equipment required in the performance of this contract as set forth.
6. All firms(s) are hereby placed on formal notice that no member of GCCMA is to be lobbied either individually or collectively concerning this project. Firms and their agents who intend to, or have submitted qualification for this project are hereby placed on formal notice that they are not to contract members of GCCMA relating to the selection process, outside of those specifically scheduled by GCCMA for negotiations. Dinners, lunches, or any other actions that may be interpreted as complying with this requirement may result in an immediate disqualification of such firm by GCCMA from further consideration for this project.
7. Vendor must agree to all Terms and Conditions of the standard contract as well as this Request for Proposal which will be the basis of the contract.

8. Vendor must be capable of providing all proposed products and services as outlined in Scope of Work.
9. GCCMA will have the ability to define what services that will be covered under contract.
10. GCCMA can add, remove, or otherwise change services covered under contract during the course of this agreement with the vendor adjusting fees accordingly.
11. Vendor to provide dedicated resource for GCCMA to contract if any issues, concerns or other matters arise during the course of the agreement's term.
12. Provide all services required in the performance of this contract as set forth.
13. Indemnity and Insurance: To the extent permitted by law the Contractor shall indemnify and save GCCMA, it's officers, agents, employees from and against all loss, cost, damages, expense and liability caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); or damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors or employees.

Section II – Insurance Requirements

The coverage's must be as follows:

Worker's Compensation	Statutory
General Liability, Including Bodily Injury, Property Damage and Contractual Liability	\$500,000 each Occurrence
Automobile Liability, Including Bodily Injury, Property Damage	\$500,000 each Occurrence

A valid Certificate of Insurance must be presented before final execution of the contract and issuance of a Notice to Proceed. The Certificate of Insurance **MUST** list GCCMA as the Certificate Holder as well as AN ADDITIONAL INSURED. This address will be provided.

GCCMA will accept the Certificate of Insurance one of two ways which are described below as Option 1 and Option 2. Please note that if the vendor's insurance carrier cannot provide a Certificate of Insurance that complies with one of the two options below, it will be the vendor's responsibility to provide the required endorsements in order to comply. **THERE ARE ABSOLUTELY NO EXCEPTIONS TO THESE TWO OPTIONS.**

OPTION 1: The Certificate Holder should be listed as:

GCCMA _____ ADDRESS _____

The Description of Operation comments box should state the following:

GCCMA is named as Additional Insured under the General and Automobile Liability coverage.

The cancellation box in the bottom right hand corner must have the words “**PRIOR**” inserted after 30 days and the words “**endeavor to**” marked out so that it reads as follows:

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days prior written notice to the certificate holder names to the left.

The remaining verbiage “**but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.**” should be marked through.

OPTION 2: The Certificate Holder should be listed as:

GCCMA _____ ADDRESS _____

The Description of Operation comments box should state the following:

GCCMA _____ ADDRESS _____ is named as an Additional Insured under the General Liability and Automobile Liability and will receive 30 days written notice of cancellation on this policy.

The cancellation box in the bottom right hand corner should **NOT** have a specific date entered. **The blank before “days” should be left empty.**

F. PROCEDURES FOR SUBMITTING PROPOSALS

- Questions about the responses to the request for proposals should be directed to:

Mailing Address: Kenneth Howard
 115 E. MLK Jr., Drive
 Hinesville, GA 31313
 khoward@cityofhinesville.org
 912-876-3164

- Proposals should arrive at the above listed address no later than **Thursday, July 15, 2010 at 3:30:00 PM EST** to be considered. Responses received after this time will be unopened and marked **LATE**.
- Two (2) copies and one (1) original of the submitted proposal should be furnished on or before the deadline.
- Responses will be retained as property of GCCMA.
- Reports should generally be less than 20 pages total and shall outline the tasks mentioned.
- Proposals should contain a manual signature of an authorized representative of the responding firms(s).
- GCCMA is not liable for any costs incurred by proposers prior to the issuance of a Notice to Proceed.
- The contents of the proposal of the successful firm may become part of any subsequent contractual obligation.
- Any questions concerning this RFP should be directed to Kenneth Howard.
- No interpretation or clarification of the meaning of the instructions or Scope of Services will be made orally (except for general information). Every request of such interpretation should be in writing, addressed to Kenneth Howard and in order to be given consideration must be received at least seven days prior to the advertised date of opening. Any and all such interpretations and any supplemental instructions will be provided in the form of written addenda and will become supplemental to this Request for Proposal.

G. SELECTION PROCESS

1. General

The Evaluation Panel, which is comprised of representative from GCCMA, will evaluate all qualifying proposals. All requirements in this RFP should be satisfied to ensure that the proposal would qualify for consideration. GCCMA desires to receive proposals only from firms who can demonstrate the specified qualifications mentions in the RFP.

2. References

Current and previous clients of each firm that submits a proposal may be approached with specific questions regarding performance. Responses to these questions will be used as part of the evaluation process.

3. Proposal Evaluation Criteria

The criteria outlined below and described further hereinafter will be used to evaluate RFP's. The evaluation is based on a total maximum score of 100, with the following point breakdown per category.

<u>REQUIREMENTS</u>	<u>POINTS</u>
A. Qualifications of submitting firm(s) and their demonstrated ability to provide the services required by GCCMA	50
B. Costs associated with services	<u>50</u>
TOTAL POINTS	100

4. Final Selection

Top providers may be invited to present their proposal to the GCCMA Evaluation Committee. A recommendation will then be presented to the GCCMA Board of Directors for review and final approval.

H. VENDOR INFORMATION FORM

The undersigned, on behalf of the respondent, certified that (1) this information is made without previous understanding, agreement or connection with any person, firm, or corporation providing a response to the same document; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the response is entered; (4) they have read the complete request for Proposal and understand all provisions; (5) if officially proposed in response to any Request for Proposal accepted by GCCMA, the capabilities identified are guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted response will be their responsibility.

Vendor Name as Registered with the Georgia Secretary of State

Type of Organization (check one):

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Public Corporation

Authorized Contact Name Printed	Title
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Authorized Signature	Date
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Mailing Address	Physical Address
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City/State/Zip	City/State/Zip
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Phone Number	Fax Number
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Company Website	Email
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Tax ID Number	General Nature of Business
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I. CONTRACTOR AFFIDAVIT AND AGREEMENT

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 contracting with GCCMA has registered a with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 10=986 (IRCA), P.L. 99-603], in accordance with the applicability provisions an deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) similar verification fo compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide copy of each such verification to GCCMA at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY _____, 20____.

Notary Public
My Commission Expires:

*as of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, it in conjunction with Social Security Administration (SSA).