Ladies and Gentlemen:

The Savannah-Chatham County Public School System ("SCCPSS") would like to take this opportunity to announce that it is requesting proposals for Annual Audit Services (Annual Contract).

Enclosed is a Request for Proposals ("RFP") packet, which provides instructions for the submission of proposals and identifies the goods and/or services requested by the SCCPSS. All proposals should be delivered to the SCCPSS Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401.

Proposals will be accepted prior to Tuesday, June 5, 2018 at 11:00 am at which time they will be publicly opened and a list of offerors registered. Time is of the essence, and any proposal received after this deadline for submission, whether by mail or otherwise, will not be accepted. Offerors are responsible for ensuring that their proposals are timely received and stamped by Purchasing Department personnel. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled deadline.

All proposals must be submitted in a sealed envelope with the proposal name, number, and closing date and time clearly marked on the outside envelope. No additional information should be written on the outside of the envelope. If proposal materials require additional envelopes, then all packages must be combined together and marked as described above. A copy of the proposal register will be posted on the District's website within seventy-two (72) hours after the closing date.

Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm's current business license and certificate of insurance. Failure to include all of the information and/or documents requested by this solicitation could result in the offeror's proposal not being considered by the SCCPSS.

If you have any questions concerning this solicitation, please submit them in writing to Bethany Burnett, Purchasing Agent at the address above or fax them to (912) 201-7648. Please note that all communications relating to this solicitation must be directed to the Purchasing Department pursuant to SCCPSS policy.

If an offeror is unable to submit a proposal at this time but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the "No Proposal Statement Form" included with this RFP packet and clearly mark the outside of the envelope with the words "No Response."

Thank you for your interest in providing goods and services to the SCCPSS.

Sincerely,

[Signature]
Sabrina L. Scales, CPPB
Purchasing Director

Mission - To ignite a passion for learning and teaching at high levels.
Vision - From school to the world: All students prepared for productive futures
"AN EQUAL OPPORTUNITY EMPLOYER"
REQUEST FOR PROPOSALS (RFP): 18-59  
Annual Audit Services  
(Annual Contract)  

I. INTRODUCTION  

The Board of Public Education for the City of Savannah and the County of Chatham (the “Board”), the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System (“SCCPSS”), seeks sealed proposals for Annual Audit Services (Annual Contract) as specified in this Request for Proposals (“RFP”).  

It is worth noting at the outset that the competitive sealed proposal (RFP) process differs from competitive sealed bidding in two important ways:  

1) It permits discussions with competing Offerors and changes in their proposal including price; and  

2) It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.  

Vendors who wish to be awarded a contract by the Board to provide the goods and/or services requested by this RFP shall be referred to herein as the “Offeror(s).” To be considered for an award of a contract under this RFP, Offerors should carefully read this solicitation document, which is called Request for Proposals (RFP) 18-59, and all of the forms, product specifications, service requirements, contract documents, or other materials that may attached hereto or referenced herein. This RFP and the associated documents identify the goods/and or services requested by the SCCPSS, contain the instructions for preparing and submitting proposals, and outline the process by which the Board will award a contract for those goods and/or services, if it decides to award a contract at all.  

II. GENERAL TERMS AND CONDITIONS FOR THIS RFP  

A. A “Cone of Silence” Applies to this RFP.  

A “Cone of Silence” is imposed upon this RFP after advertising, and terminates at the time the Board awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective Offeror for this solicitation, including any persons affiliated with or in any way related to a prospective Offeror, and any member of the Board of Education, the superintendent or her staff, any persons involved in evaluating the bid, program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective Offerors from circumventing the process for selection set forth in this RFP.  

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the proposal itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the Offeror(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing’s designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.  

In addition to any other penalties provided by law, violation of the Cone of Silence by any Offeror may result in the rejection of the Offeror’s response and disqualify the Offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.  

B. The Goods and/or Services Requested by the SCCPSS.  

RFP 18-59 Annual Audit Services (Annual Contract) | Page 2
The goods and/or services requested by the SCCPSS in this RFP are described in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated into this RFP by this reference.

C. The Advertising Dates for this RFP.

This RFP is being advertised on the Purchasing Department page of the SCCPSS website, http://internet.savannah.chatham.k12.ga.us/, and in the Savannah Morning News, the newspaper for legal notices in Chatham County, Georgia.

The advertising date(s) for this Request for Proposals (RFP) in the Savannah Morning News are as follows:

May 6, 2018 through May 19, 2018 and
May 20, 2018 through June 5, 2018

D. Pre-Proposal Conferences Held by the Purchasing Department.

No pre-proposal conference is scheduled for this RFP.

Offerors should be advised that while attendance at the pre-proposal conference for this RFP is not required, attendance may be required at an interview scheduled after the submission of proposals for this RFP.

Offerors should also be advised that other SCCPSS RFPs may require attendance at a pre-proposal conference as a condition to being deemed a “responsive” and “responsible” Offeror eligible for a contract award.

E. The Deadline for Submitting Proposals in Response to this RFP.

The deadline for submitting proposals in response to this RFP, unless extended by the SCCPSS, shall be as follows:

Tuesday, June 5, 2018 at 11:00 AM EST.

Time is of the essence, and any proposal received after this deadline for submission, whether by mail or otherwise, will not be accepted. Offerors are responsible for ensuring that their proposals are timely received and stamped by Purchasing Department personnel. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled deadline.

This deadline may be extended for all prospective Offerors within the discretion of the Director of the Purchasing Department or her designee for any reason. A non-exclusive list of reasons why the deadline may be extended include: the issuance of addenda to this RFP or the associated specifications, a total absence of proposals, SCCPSS closure due to inclement weather, etc. The Director of the Purchasing Department will either extend the deadline for all Offerors or not all.

F. Delivery and Submission of Proposals.

Offerors shall timely deliver proposals in person, by mail, or by a commercial delivery service, such as Federal Express or UPS, to the following address:

The Savannah Chatham County Public School System
Purchasing Department
208 Bull Street, Room 213
Savannah, Georgia, 31401
G. Receipt and Registration of Proposals.

Proposals and modifications shall be time-stamped by the Purchasing Department upon receipt. After the deadline for submissions of proposals has past, proposals shall be registered publicly, and then subsequently opened in the presence of two or more Purchasing Department officials. Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

H. Timely-filed, Signed Proposals Considered an Offer.

An Offeror's timely-filed, signed proposal shall be considered an offer on the part of the Offeror which may become a binding contract on the Offeror if accepted by the Board at the conclusion of the proposal evaluation process. By submitting a proposal in response to this RFP, Offeror agrees that proposal will remain open for acceptance by the Board for at least 120 days without any changes in terms or pricing.

In event that the Offeror refuses to perform its promises made in its offer after acceptance by the Board, the Board may take such action as it deems appropriate to redress the Offeror’s failure to perform, including legal action for damages or equitable relief, including specific performance, for the Offeror’s lack of required performance.

I. Non-Response by Prospective Offerors

If an Offeror does not wish to submit a proposal in response to this RFP but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the “No Proposal Statement Form” included with this RFP packet and clearly mark the outside of the envelope with the words “No Response.”

J. Form and Formatting of Proposals.

The form and formatting requirements for proposals requested by this RFP are described in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.”

K. Bid Bonds.

A bid bond IS NOT required with Offeror’s proposal for this RFP.

If a bid bond is required by this RFP, the requirement are set forth in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated by this reference.

L. Performance Bonds.

A performance bond IS NOT required in connection with this RFP.

If a performance bond is required by this RFP, the requirements of any such Performance Bond will be set forth in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated by this reference.

M. Offeror’s Essential Credentials and Business Structure to be considered a “Responsible Offeror.”

To even be considered for a possible award of a contract for the goods and/or services requested by this RFP, an Offeror must be deemed a “responsible” Offeror by the SCCPSS Purchasing Department.
To be considered a “responsible” Offeror for the purpose of this RFP, an Offeror must be licensed and have the capacity to provide the goods and/or perform the services requested by this RFP and must be able to meet the minimum licensing, bonding, insurance, and contractual requirements of this RFP. The Board reserves the right to request an Offeror to provide additional information or documentation to demonstrate that it is a “responsible” Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the Board to declare the Offeror to be not “responsible” for the purposes of this RFP.

To be considered a “responsible” Offeror, the Offeror’s majority (51%) ownership, whether public or private, must be held by citizens or lawful permanent residents of the United States.

To be considered a “responsible” Offeror, the Offeror must attach to its proposal a copy of any and all business licenses needed for the Offeror to provide the requested goods and/or services, including any local business licenses needed to provide the good and/or services requested by this RFP in Chatham County.

If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which the Offeror is incorporated is required to demonstrate that the Offeror is a “responsible” offeror.

While any lawful form of business may be a “responsible” Offeror, if the Offeror is a partnership or joint venture (PJV), a copy of the contractual agreement between the participants in the PJV must be provided with the PJV’s proposal. The PJV agreement must be adequate to its purpose of establishing a safe and well-structured good faith relationship between the participants, and must comply with all applicable laws, including Antitrust Laws. The agreement must include adequate provisions to address unforeseen events such as the demise of any one of the partners or joint venture companies, and the like.

If a joint venture, information and documentation must be provided to establish whether the joint venture is a business entity created for the purpose of functioning as the joint venture, or whether the joint venture is operated through the existing legal status of the venture partners. All information regarding the legal structure and reporting of income for tax purposes of the PJV must be provided. The District may disqualify from consideration the Offer of any PJV when it determines such disqualification to be in its best interest.

The District WILL NOT enter into an agreement with more than one legal business entity. Additionally, if two or more projects have not been previously undertaken and successfully completed by a PJV Offeror, each party to the PJV responding to this RFQ must submit complete but separate proposals making clear that it is a part of a PJV Offer. It is required that each participant in a PJV be routinely and on a daily basis in the business of providing services which are closely similar or identical to those Services solicited by this RFP.

N. Insurance, Warranty, Indemnity and Other Requirements for “Responsible” Offerors.

To be considered a “responsible” Offeror, all Offerors may be required to meet minimum insurance, warranty, indemnity and other requirements set forth in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated by this reference.


To be considered a “responsible” Offeror, all Offerors are required to comply with O.C.G.A. § 13-10-91, a Georgia statute that prohibits a public employer such as the SCCPSS from entering into any contract with a contractor who fails to participate in the federal work authorization program E-Verify or fails to demonstrate that it is not required to participate in the E-Verify program. In order to be deemed a “responsible” Offeror eligible for this RFP, the Offeror must provide the affidavit(s) or other documentation required O.C.G.A. § 13-10-91. While the District provides sample O.C.G.A. § 13-10-91 affidavit forms in this RFP, Offerors are solely responsible for familiarizing themselves with their obligations under O.C.G.A. § 13-10-91 and making sure that they provide the Board with the required documentation.
P. Local and/or Minority/Women Business Enterprise (LMWBE) Policies.

It is the policy of the Board to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBEs") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. Prime contractors on district construction projects shall make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers and provide proof of such efforts and contracts with and payments made to LMWBEs upon request. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their business.

For the purposes of this policy, good faith efforts may include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms.
- Review the District's list of vendors indicating an interest in providing services to the District.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.
- Assign substantive work to LMWBEs or LMWBE teaming partners.

For the purposes of this policy, a local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah, Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

For the purposes of this policy, a Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority or persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person with origins in any of the Black racial groups of Africa;
2. Hispanic American: A person with origins from Mexico, South America, Central America or the Caribbean Basin, regardless of race; and
3. Asian American: A person with origins from the Indian subcontinent, countries of the Asian Pacific region, and surrounding countries; and

For the purposes of this policy, a Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

SCCPSS shall, through their program management and construction management providers, engage in efforts to communicate opportunities afforded by the District's facilities construction, maintenance and repair programs to LMWBEs, including but not limited to:
• Communicate opportunities associated with SCCPSS facilities construction, maintenance and repair programs to the citizens of Chatham County.
• Work with other local governments and relevant community organizations to provide technical assistance and guidance to LMWBEs;
• Develop strategies to assist prime contractors in maximizing their utilization of LMWBEs;
• Develop and provide informational sessions to educate LMWBEs in the requirements of the District’s procurement process;
• Provide notices as outlined above and maintain a list of vendors who have provided or are interested in providing services to the SCCPSS, as outlined above.

SCCPSS may, from time to time, audit vendor contracts with and payments to LWMBE contractors and subcontractors and may require that proof of such contracts and payments be provided to the SCCPSS.

All bidders must read, complete and return all of the LMWBE forms attached to this RFP, with the exception of the LMWBE monthly report which is produced to illustrate the monthly report that will be required to be filed by any Offeror(s) that may ultimately be awarded a contract by the Board.

Q. The Board’s Reservation of Rights to Cancel this RFP, to Amend the RFP Process, to Disqualify Offerors, and to Waive Irregularities and Technicalities.

The Board, in the discretion of the Purchasing Director, the Director of Budgeting Services, the Superintendent, or the Board’s governing body, the elected School Board, may cancel this RFP at any time before the Board awards a contract to any Offeror(s). The Board may decline to purchase the goods and/or services solicited in this RFP at all or it may decide to purchase some or all of the same goods and/or services through a similar or different procurement process.

The Board, in the discretion of the Purchasing Director, the Director of Budgeting Services, the Superintendent, or the Board’s governing body, the elected School Board, reserves the right to amend this RFP and all attachments in any way and at any time (without cancelling it in its entirety) before the deadline for the submission of proposals. Any addenda amending this RFP will be made available to all Offerors on the SCCPSS website. As stated above, the submission deadline will be extended at least seventy-two (72) hours if any addenda is issued less than seventy-two (72) hours before the submission deadline.

The Board further reserves the right to amend this RFP in any way after the deadline for the submission of proposals (without cancelling the RFP in its entirety), except the Board will not amend the original proposal formatting or submission requirements, the criteria for determining whether the Offeror is a “responsive” or “responsible” Offeror, or any of the initial evaluation criteria used for determining whether the Offeror is “reasonably susceptible of being selected for award” or “short-listed,” phrases commonly used by the Purchasing Department to indicate that an Offeror performed well enough on the initial evaluation criteria to be eligible to participate in interviews or subsequent rounds of evaluations. A non-exclusive example of such an amendment to an RFP may be changes to second round evaluation criteria to help differentiate those short-listed Offerors determined to be “reasonably susceptible of being selected for award.”

The Board further reserves the right to redo any stage of this RFP (without cancelling it in its entirety) if the Board, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the Board’s governing body, the elected School Board, has concerns that a stage of the RFP should be redone to eliminate any question of whether it was conducted properly.

The Board reserves the right to reject any and all proposals submitted in response to this RFP, and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board.

The Board has the right to disqualify a proposal of any Offeror on the basis that the proposal is “nonresponsive” or the Offeror is “not responsible.”

A proposal shall be deemed “nonresponsive” if it fails to include all of the information or documents required by
An Offeror shall be deemed “not responsible” if the Board determines that the Offeror fails to meet the minimal requirements to be eligible for consideration, including but not limited to, a lack of capacity to do the work or provide the services requested, a lack of proper insurance, the lack of a valid business license, failure to satisfy e-Verify requirements, being disqualified from working for the SCCPSS because of poor performance on a prior project, or some other reason that gives the Board reason to question the responsibility or reliability of the Offeror. The District reserves the right to request an Offeror to provide additional information in response to any concern that an Offeror may not be a “responsible” Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the Board to declare the Offeror to be not “responsible” for the purposes of this RFP.

R. Evaluation and Award of Contract.

A contract with the Board, if one is awarded at all, for the goods and/or services requested in this RFP will be awarded by means of the evaluation process described in in “Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.”

Depending on the nature of the goods and/or services the Board may provide a sample of the contract it is willing to execute with a successful Offeror. If such a sample contract is attached, then the Offeror is deemed to have agreed that all of the terms contained therein will be acceptable by submitting a proposal. If the Offeror wants to propose materially different terms, then the Offeror should file a request for Material Substitution using the procedure outlined above before submitting its proposal.

For other goods and/or services, the Board may ask Offerors to provide a proposed contract. The terms of that proposed contract will be evaluated as part of the selection process and the District may ask short-listed Offerors determined to be reasonably susceptible for award to negotiate specific terms. The specifications for the goods and/or services requested by this RFP may also include specific contract terms outlined in “Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements” that should be included in any contract proposed by an Offeror.

By way of a non-exclusive example, the specifications may provide that the Board will not agree to any contract provision requiring the Board to indemnify any Offeror as such provisions are prohibited by Board policy and state law. Conversely, there may be times when the Board requires an Offeror to maintain certain levels of insurance, to honor certain warranties, or to provide indemnity to the Board.

S. Consideration of Offeror Past Performance.

Successful Offerors should be advised that they will be evaluated by the District over the duration of the contract period. Performance will be documented. Poor performance may result in the Offeror being disqualified on future RFPs. Good performance may result in the Offeror receiving additional points on future RFPs.

T. Public Information.

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

U. Offeror Questions, Requests for Interpretations, and Issuance of Addenda.

If an Offeror should have any questions relating to an RFP, including but not limited to the interpretation of RFP language, the specifications for the goods and/or services requested, the terms of sample contract provisions attached to this solicitation, the preparation or submission of proposals, or the evaluation and contract
award process outlined in this RFP, the offeror may deliver written requests for interpretation to the following address by U.S. Mail, by a commercial delivery service, such as Federal Express or UPS, by fax, or email to the Purchasing Department’s designated email addressed below:

Savannah-Chatham County Public School System  
Attn.: Sabrina L. Scales, Purchasing Director  
208 Bull Street, Room 213  
Savannah, GA 31401  
Fax No.: (912) 201-7648  
Email: purchasing@sccpss.com

All answers to questions and any interpretations of documents shall be made by addenda to the RFP and shall be made available to all Offerors on the District’s website. While the Board will also make a good faith effort to mail or fax any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, the Board’s failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the implementation of this RFP. Offerors are ultimately responsible themselves for keeping track of addenda issued by the Board before the deadline for submitting proposals in response to this RFP.

All requests for interpretation must be submitted to the Purchasing Department on or before the close of business, 5:00 PM on Tuesday, May 22, 2018. The Board shall not be required to answer any questions about this RFP submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for interpretation for all Offerors if the deadline for submitting proposals is also extended.

V. Requests for Material Substitution of Products, Services, or Contract Terms.

The goods and/or services requested by the SCCPSS in this RFP are described in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.” which is incorporated into this RFP by this reference.

When reference is made in the specifications as to a particular manufacturer, type of process, brand name, or model number, such references are usually, but not always, made to designate minimum acceptable levels of quality and do not indicate a preference. In some instances, a particular manufacturer, type of process, or brand name is required.

In the event an Offeror would like to propose another manufacturer, process, brand name, model number, etc. other than those stated in the specifications for this RFP, the offeror must provide complete technical information, specifications, manufacturer’s name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting that the proposed substitute is equal to the goods or services identified in the specifications rests with the Offeror. All determinations of the acceptability of the proposed substitute goods or services shall rest with the Board staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.
Any obvious error or omission in specifications shall not inure to the benefit of the Offeror but shall put
the Offeror on notice to inquire of or identify the same from the Board.

All requests for the material substitution of good and services shall be submitted to the Purchasing
Department to the following address by U.S. Mail, by a commercial delivery service, such as Federal Express or
UPS, fax, or by email to the Purchasing Department’s designated email address below:

Savannah-Chatham County Public School System
Attn.: Sabrina L. Scales, Purchasing Director
208 Bull Street, Room 213
Savannah, GA 31401
Fax No.: (912) 201-7648
Email: purchasing@sccpss.com

All answers to requests for material substitution shall be made by addenda to the RFP and shall be made
available to all Offerors on the District’s website. While the Board will also make a good faith effort to mail or fax
any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the
District, or otherwise communicated an interest to receive notice of addenda, the Board’s failure to provide an
Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the
implementation of this RFP. Offerors are ultimately responsible themselves for keeping track of addenda issued
by the Board before the deadline for submitting proposals in response to this RFP.

All requests for material substitution must be submitted to the Purchasing Department on or
before the close of business, 5:00 PM on Tuesday, May 22, 2018. The Board shall not be required to answer
any questions about this RFP submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least
seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal
submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting
requests for material substitution for all Offerors if the deadline for submitting proposals is also extended.

W. Protests

Any actual Offeror or bona fide prospective Offeror who is aggrieved in connection with this RFP may
protest to the Purchasing Director. By submitting a Proposal in response to this RFP, the Offeror waives any
objection to the content of this RFP (including any attachment or addenda) as well as any objection to any
procedure outlined therein. Protests filed after the deadline for submissions shall only concern the
implementation of the RFP as applied to the Offeror.

Any protest to the content of this RFP (including any attachment or addenda) as well as any objection to
any procedure or evaluation criteria outlined therein shall be filed no later than five (5) business days prior to
the deadline for submissions of proposals, unless the objection concerns an addenda issued fewer than five
(5) business days prior to the deadline for submissions of proposals, in which case, an objection may be filed
to that addenda only at any time before the submission deadline.

Any protest filed after the submission deadline shall be submitted within five business (5) days after the
action by the District on which the grievance is based, but in no case later than five business (5) days after the
date of the District’s notice of intent to award a contract for the provision of goods and/or services requested in
his RFP, which will be transmitted by fax to all Offerors.

The Board shall not intentionally withhold information that is stated in this RFP to be forthcoming at certain
intervals, but failure of the District to notify an Offeror who might be aggrieved by the content of such notification
shall not give rise to any claim or rights resulting from said failure. Only formal protests will be considered, and
in order for a protest to be considered as formal, it must be presented in written form, and must contain a minimum of the following:

- A specific identification of the statutory or regulatory provision(s) that the District's purchasing staff member or department is alleged to have violated,
- A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above,
- A precise statement of the relevant facts that include timelines and all involved parties, and
- An identification of the issue(s) that needs to be resolved that support the protest.

The letter of protest shall be taken under consideration by the Chief Financial Officer and/or the Superintendent, who shall respond to the protesting Offeror within ten (10) business days of receipt of the letter of protest. The initial written response may explain that the Chief Financial Officer and/or the Superintendent need additional time to review the Protest. In any event, a final decision will be issued on the Protest by the Chief Financial Officer and/or the Superintendent before the execution of a final contract with the successful Offeror. This written decision shall be final and conclusive.

X. Offerors Not Entitled to Reimbursement for their Costs Associated with Submitting Proposals.

The Board recognizes that participating in this RFP process, or any government procurement process, can be time consuming and expensive for Offerors. In participating in part of this process, Offerors acknowledge that their costs in participating in this process are the costs of attempting to do business with the SCCPSS.

All Offerors or potential Offerors, including unsuccessful Offerors or Offerors or potential offerors who file protests, agree that the Board shall not be responsible for reimbursing the Offeror for any costs they may incur in connection with this RFP, including staff time, printing costs, attorneys’ fees, or expenses of litigation.

Y. Gratuity Prohibition.

No Offeror shall offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this solicitation.

Z. Certification of Independent Submission of Proposals.

By submitting a proposal in response to this RFP, the Offeror must certify that:

1. The information in this Request for Proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition with any other Offeror or with any competitor;

2. The information in this Request for Proposal has not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to the District’s final determination regarding this RFQ, directly or indirectly to any other Offeror or to any competitor;

3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a Request for Proposal for the purpose of restricting competition; and,

4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

[RFP CONTINUES ON NEXT PAGE]
III. RFP ATTACHMENTS, SPECIFICATIONS, AND FORMS

The following attachments, specifications, sample contracts and forms are part of this RFP and are herein incorporated by this reference.

A. Attachment A: Goods and/or Services Requested, Format of Proposals Evaluation Criteria for Award, and Contract Requirements.

B. Attachment B: Forms to be submitted with this RFP.

1. Solicitation Form 1: Proposal Submission Checklist
   (to be included on the front of any proposal)
2. Solicitation Form 2: Proposal Certification Form
   (to be included behind the checklist and before the Offeror's proposal)

To be included following the Offeror's Proposal:

3. Solicitation Form 3: Offerors References
5. Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
   (only needed if subcontractors will be used)
   (only needed if sub-subcontractors will be used)
7. Solicitation Form 7: Disclosure of Responsibility Statement
8. Solicitation Form 8: Proposed Schedule of LMWBE Participation
9. Solicitation Form 9: Documentation of Good Faith Efforts to Involve LMWBE
10. Solicitation Form 10: Joint-Venture Disclosure Statement
    (only need if a joint venture used)
    (included for Offeror's reference, not needed to submit proposal)
12. Solicitation Form 12: Form for Sealed Fee Proposal
    (submit in a separate sealed envelope labeled “Fee Proposal”)
13. Solicitation Form 13: No Proposal Statement Form

C. Attachment C: FY 2019 Auditor Selection Evaluation

D. Attachment D: Mandatory Qualification Form
Attachment A to RFP # 18-59
Annual Audit Services
(Annual Contract)

Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.

The project specifications listed in this section supersede any contradictory references made in the General Terms and Conditions section of this RFP.

1.0 General Intent.

It is the intent of the Savannah-Chatham County Public School System to enter into a contract(s) with a qualified firm(s) to provide Annual Audit Services. Any deviations from these specifications must be clearly noted by the offeror. Adequate information to allow SCCPSS to evaluate those exceptions must be submitted with the proposal. If proposing solutions other than specified, Offeror must clearly describe the nature of those solutions.

2.0 Background Information.

The Savannah/Chatham County Public School System (SCCPSS) is a medium-sized school district with an enrollment of approximately 38,000 students in grades Pre-K through 12. There are 54 schools and 6 alternative programs.

The successful Offeror(s) shall furnish all necessary resources to provide the services required by SCCPSS. The SCCPSS’s Assistant Chief Financial Officer shall serve as the contract administrator and will decide all questions which may arise as to the quality and acceptability of any work performed under the resulting contract. If, in the opinion of the Assistant Chief Financial Officer, performance becomes unsatisfactory, SCCPSS shall notify the Contractor.

The successful offeror will have one (1) week from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified, SCCPSS shall have the right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the Contractor. Repeated unsatisfactory performance may result in termination of the contract for default.

If any offeror knowingly makes a material misrepresentation in submitting information to SCCPSS, such misrepresentation will be sufficient grounds for termination.

Successful offeror and their employees agree to comply with instructions and regulations regarding use of school facilities, conduct, and confidentiality standards issued by SCCPSS staff, school officials or other Board of Education representatives and officials.

The Board is composed of nine members of which eight are elected on a district-by-district basis and the President is elected on a County-wide basis. Members serve four-year staggered terms. The Superintendent is appointed by The Board for a term that is determined by them. As the Chief Executive Officer, the Superintendent has general supervisory and administrative responsibility for all departments and personnel.

The financial statements of all funds are presented on a modified accrual basis of accounting. The budget is also prepared on a modified accrual basis.

The most recent audit of The Board was performed by the firm of KRT, CPAs P.C. for the year ended June 30, 2017.

The Board’s Comprehensive Annual Financial Report for FY 2017 contains a significant amount of information that may be helpful to the Offeror, particularly the Management Discussion and Analysis Section, the
Fund Descriptions and the Statistical Section. Additional information is available on the District's website at www.sccpss.com. This includes information on the District's budget, accounts payable, purchasing, and student activity fund procedures, and on Finance Department staff. The Board has an Internal Audit Department, and information on the department, its audit plan and recent audit reports are also available on the District website.

The District uses a mainframe computer system for its Financial Management and Human Resources Systems.

3.0 Scope of Services Requested by this RFP.

I. GENERAL INFORMATION

A. SCOPE AND OBJECTIVES

The engagement will consist of an examination of the financial statements of all funds, account groups and component units which are, or will be, included in the Reporting Entity of The Board as required by the Governmental Accounting Standards Board. Offerors may make arrangements with the Chief Financial Officer to inspect the accounting records in order to become acquainted with the volume of accounting transactions and the character of the accounting records and systems.

It is a requirement of the Board to prepare a Comprehensive Annual Financial Report (CAFR) which will be eligible for award of a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA), as well as a Certificate of Excellence in Financial Reporting by the Association of School Business Officials International (ASBO). The Board has received both awards for its Comprehensive Annual Financial Reports for fiscal years 1994 through 2016.

The Board’s CAFR for fiscal year 2017 has been submitted to GFOA and to ASBO for consideration for the awards. The successful bidder must be able to provide the necessary technical assistance to contribute to the achievement of this requirement.

B. ASSISTANCE AVAILABLE TO AUDITOR

A list of schedules that will be prepared by the Board’s staff to assist the auditors in the performance of the audit will be developed during the first year of the engagement with the auditors. It is the intention that the staff will prepare all schedules which are usually prepared by a client’s accounting staff. If needed, the Board staff will be available to pull canceled checks, invoices, and purchase orders. Many of these documents are available in electronic format. Board staff will assist the auditors in accessing this information. The Board will also furnish to the auditors a schedule of grants active during the fiscal year, along with copies of the grant awards and approved budgets.

The Board will provide adequate work space to the auditors that will be convenient to the necessary records and personnel.

C. REPORTS REQUIRED AND DUE DATES

The following reports are required:

1. Report on the Comprehensive Annual Financial Report (CAFR). The report should include an unqualified opinion which covers the combined and the combining statements and should be addressed to the Board. In the event the auditor cannot issue an unqualified opinion, a statement setting forth the reason will be required. The auditors will be responsible for assistance and guidance in the preparation of the financial statements (combined and combining) of the Board in a format consistent with the requirements of the GFOA Certificate of Achievement program and the ASBO Certificate of Excellence program. Auditor’s statements will be presented as much as possible in accordance with the ASBO and GFOA requirements. It is the intent of the Board to publish a comprehensive annual financial report containing the auditor’s statements in order to obtain the ASBO and GFOA certificates. The report shall be submitted not later than the last working day of December.
following the year under audit. The Board will prepare and type the transmittal letter, the footnotes, and the statistical section. The Board staff and the auditor will work together on the preparation of all required combined and combining statements. The CAFR will be printed in the Board Print Shop. The auditors’ report for inclusion in the CAFR is due on November 30.

2. Management Letter. This letter shall address all exceptions in accounting practices, immaterial instances of noncompliance with laws and regulations, and deficiencies in the internal control that are not reportable conditions as defined in American Institute of Certified Public Accountants Codification of Statements on Auditing Standards, Section AU 325. The auditor must offer recommendations for appropriate corrective action for each item contained in the management letter. The auditors will type and furnish the Board with 20 bound copies of the management letter addressed to the Board President. The report shall be submitted not later than the last working day of December following the year under audit.

3. A Single Audit report on the activities of all federal grant and entitlement programs administered by the Board during the year. The report shall be submitted not later than the last working day of December following the year under audit. The auditors will provide the Board with 20 bound copies of the Single Audit report.

4. A report on the examination of the financial statements of the Student Activity Funds of approximately 25 schools of the Board of Public Education for the City of Savannah and the County of Chatham. The schools to be audited will be selected by the District. The auditors will work with District staff to prepare the financial statements which will include the auditor’s opinion, supplemental schedules, and footnotes for the Student Activity Funds. The reports shall be completed and submitted not later than October 30 following the year under audit. One bound copy of each individual school report shall be provided to the audited school. Five bound copies of all audited schools shall be provided to the District. Additional copies will be produced in the Board print shop, if necessary. The auditor’s reports shall include comments and recommendations as determined appropriate by the auditor, and shall also include the school principal’s response to each recommendation.

5. Should circumstances warrant, a report will be prepared identifying instances or indications of illegal acts as required by Government Auditing Standards.

6. Other Services. Occasionally, the Board is in need of other professional accounting services. These services include but are not limited to advice on application of new accounting standards, use of reference books, and guidance on technical questions.

7. OMB Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations (Form SF-FAC) will be completed jointly by the Board and auditors and signed by representatives of the Board and the auditor.

8. All copies of all reports shall be delivered to the CFO. The partner in charge of the audit shall be available to discuss the report at up to two public meetings.

9. Audit working papers shall be made available upon request to the Georgia Department of Audits, the Georgia State Department of Education, the General Accounting Office (GAO), and the federal cognizant audit agency. The working papers shall be retained for a period of five years from the date of the audit report unless the auditor is notified, by any of the above named agencies, in writing, to extend the retention period.

10. Any other reports required as a result of the audit or produced as a result of other services rendered shall be submitted to the Board.

D. MEETINGS AND TIMING

Auditors who submit a proposal in response to the RFP may be required to give an oral presentation (interview) of their proposal to the Board’s Audit Committee. This provides an opportunity for the auditor to clarify
or elaborate on the proposal. This is a fact finding explanation session only and does not contemplate or authorize negotiation.

During the audit, the auditor shall be prepared to periodically inform the Board and its Audit Committee on audit progress and audit findings. The auditor shall be available to conduct post-audit conferences to review the required reports. Conferences shall be conducted at the time of each report’s submission.

II. PERFORMANCE SPECIFICATIONS (STATE REQUIREMENTS)

A. Your proposal should indicate if you agree to meet or exceed the following performance specifications and should detail any exceptions you have regarding them.

B. The audit shall be conducted in order to meet the requirements of the Georgia Department of Audits. Acceptance by the Georgia Department of Audits of the auditor’s report is an essential obligation of the firm conducting the audit.

C. The audit shall be performed in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Audits shall be designed to accomplish the following objectives:

1. To determine whether the financial statements of the Board present fairly the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the major governmental funds, in conformity with accounting principles generally accepted in the United States of America. In addition, to determine whether the combining and individual nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

2. To obtain an understanding of internal control over financial reporting sufficient to plan the audit by performing procedures to understand both the design of controls relevant to an audit of financial statements and whether they have been placed in operation, and assess control risk. Also, to report on internal controls as required by Government Auditing Standards, the Single audit, as amended, and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

3. To test and report on whether the Board has complied with laws, regulations, and the provisions of contracts or grant agreements pertaining to federal awards that have a direct and material effect on each major program. With regard to internal control over compliance, the auditor is required to do the following (in addition to the requirements of Government Auditing Standards): (1) perform procedures to obtain an understanding of internal control over federal programs that is sufficient to plan the audit to support a low assessed level of control risk for major programs, (2) plan the testing of internal control over major programs to support a low assessed level of control risk for the assertions relevant to the compliance requirements for each major program, and (3) perform tests of internal control (unless the internal control is likely to be ineffective in preventing or detecting noncompliance).
4. To provide reasonable assurance that the Board’s financial statements are free of material misstatements resulting from violations of laws and regulations that have a direct and material effect on the determination of financial statement amounts and to provide reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. Auditing Standards require the auditor to consider laws and regulations that are generally recognized by auditors to have a direct and material effect on the determination of financial statement amounts. The auditor’s responsibility to detect and report misstatements resulting from illegal acts having a direct and material effect on the determination of financial statement amounts is the same as that for misstatements caused by error or fraud. If specific information comes to the auditor’s attention that provides evidence concerning the existence of possible illegal acts that could have a material indirect effect on the financial statements, the auditor should apply audit procedures specifically directed to ascertaining whether an illegal act has occurred.

5. To provide reasonable assurance of detecting material misstatements resulting from noncompliance with provisions of contracts or grant agreements that have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives. If specific information comes to the auditors’ attention that provides evidence concerning the existence of possible noncompliance that could have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, auditors should apply audit procedures specifically directed to ascertaining whether that noncompliance has occurred or is likely to have occurred. In addition, auditors should be alert to situations or transactions that could be indicative of abuse, and if indications of abuse exist that could significantly affect the financial statement amounts or other financial data, auditors should apply audit procedures specifically directed to ascertain whether abuse has occurred and the effect on the financial statement amounts or other financial data.

6. To consider the results of previous audits and attestation engagements and follow up on known significant findings and recommendations that directly relate to the objectives of the audit being undertaken.

7. To prepare audit documentation related to planning, conducting, and reporting on the audit that contains sufficient information to enable an experienced auditor having no previous connection with the audit to ascertain from the audit documentation the evidence that supports the auditors’ significant conclusions and judgments. Audit documentation should contain support for findings, conclusions, and recommendations before auditors issue their report.

8. To verify and test expenditures of the Board’s Special Purpose Local Option Sales Tax proceeds. In accordance with the Official Code of Georgia Annotated, Section 48-8-121, a schedule shall be included in the annual audit which shows for each project in the ordinance calling for imposition of the Special Purpose Local Option Sales Tax the original estimated cost, the current estimated cost if it is not the original estimated cost, amounts expended in prior years, and amounts expended in the current year. The auditor shall verify and test expenditures sufficient to provide assurance that the schedule is fairly presented in relation to the financial statements. The auditor’s report on the financial statements shall include an opinion, or disclaimer of opinion, as to whether the schedule is presented fairly in all material respects in relation to the financial statements taken as a whole.

D. In determining the Board’s compliance with State and Federal requirements, the following publications and or other materials shall be used:
1. *Financial Management for Georgia Local Units of Administration* as published by the Georgia Department of Education.

2. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

3. *OMB Circular A-133 Compliance Supplement* published by the Office of Management and Budget (OMB) or, as warranted, the provisions of the appropriate Federal grant award.

4. For those federal programs which are not listed in the Compliance Supplement, a review of grant awards, contracts and federal regulations will be required to identify compliance requirements.

5. Auditors are reminded that professional standards are constantly changing and it is the auditor’s responsibility to ensure that the appropriate standards are being followed. Any amendments and/or revisions to compliance and auditing standards, administrative requirements, or new pronouncements by authoritative bodies shall be implemented accordingly.

E. The initial period to be audited is the Boards fiscal year of July 1, 2017 – June 30, 2018. It is the Board’s desire to be able to renew the contract with the selected offeror, at its sole discretion, on an annual basis for up to 3 additional years.

F. Agreement shall be made to utilize the Board of Education’s staff to perform all work of an assisting nature, consistent with generally accepted auditing standards, and whenever qualified school board employees are available. The person in charge of field work shall meet with the Chief Financial Officer prior to June 30 each year to plan the utilization of this assistance.

4.0 Silence of Specifications.

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

5.0 Evaluation Procedure and Procedure for Award.

By the proposal submission deadline, Offerors will submit their proposals in response to this RFP. Proposals shall be formatted as described in Section 6.0, Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals, and should be submitted with all of the forms and documents requested. Proposals will initially be reviewed by the Purchasing Department to determine whether the Proposals are “responsive” and the Offerors are “responsible” as described in the General Terms and Conditions of this RFP in light of the goods and/or services requested in this RFP as described more fully in this attachment “A.” If any proposal is determined not to be “responsive,” the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the basis that it is not “responsive.” If any Offeror is determined by the Purchasing Department to not be “responsible,” the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the grounds that the Offeror is not a “responsible” Offeror.

After the Purchasing Department determines whether the proposals are “responsive” and the Offerors are “responsible,” an Evaluation Committee will evaluate all of the “responsive” proposals from all of the “responsible” Offerors using the evaluation criteria set forth in Sections 6.0 and 7.0 below and score the proposals. The Evaluation Committee may determine that all proposals are good enough to be “reasonably susceptible for award” or it may determine that only a certain number of Offerors are “reasonably susceptible of being selected for award” and create a short list of those Offerors that the SCCPSS is most interested in contracting with.
For this solicitation, the Evaluation Committee may decide after scoring the “responsive” proposals from “responsible” Offerors to conduct interviews of all “short-listed” Offerors determined to be “reasonably susceptible of being selected for award” or the Evaluation Committee may decide to proceed to its final ranking without conducting interviews.

If interviews are conducted, each of the firm(s) will be scheduled for an interview/presentation time. There will be no separate evaluation points awarded for interviews/presentations; however, evaluation points may be revised based on the information that is presented and/or clarified during the interview process. As a result, the short-listed Offerors may be re-scored and re-ranked in order of preference. It will be the sole discretion of the Evaluation Committee to decide if interviews will be required.

After the Evaluation Committee completes its final ranking, the Superintendent or her designee will enter negotiations with the highest ranked Offeror to negotiate final contract terms, including, but not limited to price, that will be presented to the School Board, the District’s governing body, for final approval. The School Board has discretion to accept or reject the Superintendent’s recommendation. If the School Board rejects the Superintendent’s recommendation, the School Board will direct whether it wants to cancel this RFP in its entirety, whether it wants the Superintendent to continue to negotiate with the highest ranked Offeror, or whether it wants the Superintendent to move on to the next Offeror on the list.

If the Superintendent or the School Board are unable to reach a final agreement as to the terms of a contract with the highest-ranked Offeror, then the Superintendent, or her designee, should proceed to negotiate with the next highest-ranked Offeror and so on until an agreement that is acceptable to the School Board is reached or the RFP canceled.

6.0 Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals.

6.1 Manner of Preparation.

All proposals shall be:

- Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

- Submitted in a sealed envelope, which is plainly marked with the RFP number and title, and date and time of proposal closing. No additional information should be written on the outside of the envelope. If proposal materials require additional envelopes, then all mailing articles must be combined together and marked as described above.

- Submitted with the proposal forms included in this RFP in the order provided in Section 6.2 below.

- Offerors should submit one original and five (5) copies and a CD-ROM or thumb drive with a PDF copy of the complete proposal packet.

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

6.2 Order of Required Forms and Documents.

For this solicitation, the proposal, forms, and requested documentation should be submitted to the Purchasing Department in the following order to facilitate Purchasing Department review. The total absence of any of these forms or documents will result in the proposal being declared to be “nonresponsive.”
1. Solicitation Form 1: Proposal Submission Checklist
2. Solicitation Form 2: Proposal Certification Form
3. The Offeror's typewritten or printed proposal which shall be organized as provided in Section 6.3 below.
4. Solicitation Form 3: Offerors References
5. Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
6. Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10- (submit only if contractor may use subcontractors)
7. Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91 (submit only if subcontractors may use sub-subcontractors)
8. Solicitation Form 7: Disclosure of Responsibility Statement
9. Solicitation Form 8: Proposed Schedule of LMWBE Participation
10. Solicitation Form 9: Documentation of Good Faith Efforts to Involve LMWBE
11. Solicitation Form 10: Joint-Venture Disclosure Statement (submit only if Offeror is a joint venture)
12. Offeror's Certificate of Insurance: Documents showing that Offeror has the minimum insurance requirements required by this solicitation.
13. A copy of the Offeror's Current Business License/Tax Certificate
14. Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
15. A copy of the Offeror's W-9, showing its Federal Tax Id. Number and Certification
16. Sealed Fee Proposal (Solicitation Form 12, which is to be submitted in its own sealed envelope labeled “Fee Proposal”).

6.3 Organization of Proposals.

Offerors' typewritten or legibly printed proposals shall be organized and tabbed as follows to track the evaluation criteria that will be used by the SCCPSS to evaluate proposals:

To be considered, Offerors must submit a complete response to the RFP. The format provided below is not negotiable. To assure a uniform review process and obtain a maximum degree of comparability, each proposal shall include the following content and be presented in tabbed sections in the following order.

SECTION A: Executive Summary/Cover Letter – Not Scored
The Executive Summary/Cover Letter of the Proposal shall be limited to two (2) single spaced typewritten pages. The purpose of the Executive Summary/Cover Letter is to introduce the company, including the corporate name, address, telephone number of the corporate headquarters and local office and to provide a brief description (summary) of the offeror's ability to meet the requirements of the RFP.

SECTION B: Business Profile – Not Scored
Describe in this Section, the business organization, who will serve as major project participants, and their respective roles:

A. Business Organization Provide a brief description of the firm, its history, and a statement which describes the firm's experience in providing Annual Audit Services.

B. Business Information State the full name, address, telephone number, fax number, and email address for the firm and/or subordinate firm that will perform or assist in performing the Audit Services described herein. State if the firm has operated under a different name within the past ten (10) years. If so, state the name that the firm previously operated under.

C. Account Representation Provide the name(s), title(s), address, phone number, fax number, and email address of the primary company representative(s) to be contacted regarding proposal response.

D. Organizational Changes State what changes have occurred in the firm over the past six (6) months in regard
to staff, organizational structure, capital, etc., and any reason for the changes. Also state any additional changes that the firm will implement over the next six (6) months.

E. **Agreement Terminations** Describe complete details of any contract that has not been renewed or has been terminated with your firm within the past five (5) years. State the reason(s) for the termination or non-renewal.

**SECTION C: Experience and Capability - Total Possible Points 30**

In this section, describe the firm’s experience in providing Audit Services described herein with performing audit reports prepared in accordance with pronouncements of Governmental Accounting Standards. Describe your audit organization’s participation in AICPA-sponsored or comparable quality control programs. Discuss your firm’s qualifications and indicate the number of years that the firm has been providing Audit Services to include:

A. **Experience (25 points)** Describe each of the following below:
   - Describe your firm’s experience in providing Audit Services to educational, government or municipal agencies (preferably within the State of Georgia) or to private companies with scope of service requirements that are similar to or the same as that requested by the District.
   - Describe the range of activities performed by the local office, such as accounting, tax service, or management services.
   - Describe the experience in government audits of each person assigned to the audit, including years on each job and their position while on each audit.
   - Describe experience of assigned individuals in auditing relevant to particular government organizations, programs, activities, or functions (i.e. utilities, community development, transit, housing authority, etc.). Describe any specialized skills, training, or background in public finance by assigned individuals. This may include participation in state or national professional organizations, speaker or instructor roles in conferences, or seminars or authorship of articles and books.
   - Specify governmental CPE attended in the past 24 months by the partners (s) and each person to be assigned to this engagement.
   - Describe staff experience with implementation of pronouncements of the Governmental Accounting Standards Board.

B. **Client Base (2 points)** Identify the size of your firm, number of years firm has been in business, the size of your current customer/client base.

C. **Client References (Maximum of 3 points; 1 point for each reference secured with a good to excellent rating.)** Provide a list of five (5) current or past K-12 Educational clients that your firm has provided Audit Services to within the past five (5) years. Include a brief description of the type of services provided to each, date(s) of services, how long reference has been a client of the firm, client name, and the name, address, phone number, fax number, and email address (if known) of the agency representative. The District reserves the right to contact any reference provided. *(Complete Form 3)*

D. **Additional Services (No points assigned)** Describe the local office’s experience in providing additional services to government clients by listing the name of each government, the type(s) of services performed and the years (s) of engagement. List any additional services that will be provided to the Savannah-Chatham County Public School System, at no additional cost, upon the award of a contract. No points will be assigned to this evaluation criteria.

E. **Vacations/Absences (No points assigned but may be considered in determining whether Offeror is responsible)** Describe the process utilized by your firm to assure that sufficient staffing levels are maintained so scheduled vacations or unexpected illnesses do not interfere with the services to be provided under a resulting contract. While no points will be assigned for this evaluation criteria, if the District determines in its sole discretion that Offeror’s staffing levels and staffing policies are inadequate, then it may not consider Offeror “responsible” and the Offeror may be ineligible for award.

F. **Litigation History (No points assigned but may be considered in determining whether Offeror is responsible)** Provide details of any federal, state or local government regulatory investigations, findings,
actions, or complaints that your firm and/or any organization affiliated with your firm has received within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken. While no points will be assigned for this evaluation criteria, an Offeror with an unsatisfactory litigation history may not be considered “responsible” and may be in ineligible for award.

SECTION D: Project Understanding and Methodology — Total Possible Points 30
In this section, discuss (in summary form) the firm’s understanding of the Scope of Services requested; any special techniques, procedures, software, or equipment that will be used or applied; expectations regarding the District’s responsibilities and contributions; limitation in delivering the required services; etc. Describe how your firm will comply with specifications and the Scope of Service requirements; Include:

A. **Compliance with Specifications/Scope of Service Requirements (5 points)** Describe how your firm will comply with the specifications and Scope of Service requirements emphasizing your firm’s knowledge and experience in providing Auditing Services to K-12 educational, municipal and/or governmental agencies.

B. **Approach to the Audit (25 points)** Describe each of the following below:
   - Type of audit program used (tailor-made, standard government, or standard commercial
   - Use of statistical sampling
   - Use of computer audit specialists or other specialists
   - Type and extent of analytical procedures that may be used in the engagement
   - Approach taken in drawing audit samples for purposes of tests of compliance
   - Approach taken to gain and document an understanding of internal control
   - Approach taken in determining laws and regulations that will be subject to audit test
   - Number of hours allocated to this engagement for each team member
   - For senior level hours, state approximately how many will be on site
   - Provide a sample management letter
   - Describe assistance provided from our staff
   - Use of internal audit staff
   - Tentative schedule for completing audits within deadlines

SECTION E: FEE PROPOSAL (Total Possible Points 40)

The Fee Proposal from all short-listed firms will be opened and evaluated. Short-listed firms may be requested to submit their “Best and Final” fee proposal. Offerors will state the basis for their fees on the fee proposal form provided herein. Please Note: All fee proposals must be submitted in the format of and on the fee proposal form included herein (Solicitation Form 12). The District reserves the right to accept or reject any fee proposal and award multiple contracts.

The Fee should be broken down as follows: Comprehensive Annual Financial Report (including the management letter), Single Audit, and Student Activity Funds. Out-of-pocket expenses for the firm personnel (e.g. travel, lodging and subsistence) will not exceed the rates used by the Board for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented in the sealed dollar cost bid in the format recommended on Solicitation Form 12. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm. By submitting a proposal, the Offeror certifies that the firm will accept reimbursement for travel, lodging and subsistence at a rate that does not exceed the prevailing rates for employees of the government entity.

The Fee Proposal must arrive at a total not-to-exceed fee. For each of the audits after the initial engagement year, indicate the fee for each year in 2018 dollars. Fees will be adjusted for each year after the initial year by the percentage of increase in the CPI (United States – All Urban Consumer-Not Seasonally Adjusted [series CUUR0000SAO]) from December 2017 to the CPI in December of the year under audit.

**NO FEES OR COSTS SHALL BE STATED IN THE TECHNICAL PROPOSAL PACKAGE.**
7.0 Evaluation Criteria

For this solicitation, Proposals will be evaluated using the following Evaluation Matrix by an Evaluation Committee of District staff and/or outside consultants (unaffiliated with any Offeror) engaged by the SCCPSS for the purpose of evaluating proposals. For this solicitation, the following Evaluation Matrix will be used.

**Evaluation Process**

For this solicitation, Proposals will be evaluated using the following Evaluation Matrix by an Evaluation Committee of District staff and/or outside consultants (unaffiliated with any Offeror) engaged by the SCCPSS for the purpose of evaluating proposals. For this solicitation, the following Evaluation Matrix will be used.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience and Capability</td>
<td>30</td>
</tr>
<tr>
<td>Project Understanding and Methodology</td>
<td>30</td>
</tr>
<tr>
<td>Fees</td>
<td>40</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

In the event of a tie for highest-ranked Offeror, including as to cost, all of the Offerors tied for highest-ranked Offeror will be considered reasonably susceptible for award and the Offerors tied for highest-ranked Offeror will be asked to resubmit sealed fee proposals until a single highest-ranked Offeror is determined. After the Evaluation Committee completes its final ranking following this tie-breaking process, the Superintendent or her designee will enter negotiations with the highest ranked Offeror to negotiate final contract terms, including, but not limited to price, as described above. If negotiations with the highest rank Offeror are unsuccessful, the Superintendent or her designee will enter negotiations with the next highest ranked Offeror as described above.

8.0 Terms of Contract.

For this solicitation, the Board requests that the Offeror provide a proposed contract with terms of service. The Board requests that the following terms or substantially similar terms be included in any contract proposed. If not, the Board requests that the Offeror provide a Request for Material Substitution before submitting its Proposal asking to substitute different terms. The Board reserves the right to reject any proposals that does not contain these terms or contains other terms unacceptable to the Board. The Board reserves the right to negotiate all terms of any contract proposed by an Offeror up until any point before the School Board awards a contract to an Offeror.

A. The Board will not accept any provisions requiring the Board to indemnify Offeror.

B. The contract should contain the following choice-of-law provision: “This Agreement shall be governed by the laws, rules, and regulations of the State of Georgia, except for any of Georgia’s choice-of-law rules that would result in the application of another state’s laws.”

C. The contract should contain the following forum selection clause: “Any claim or controversy arising out of or relating to this Agreement or any breach thereof shall be brought, maintained and pursued only in a state court of competent subject matter jurisdiction located in Georgia’s Eastern Judicial Circuit in and for Chatham County, Georgia, or in any federal court of competent subject matter jurisdiction located in the Southern District of Georgia, Savannah Division. The Parties hereby agree in advance to consent to personal jurisdiction in any state or federal court of competent subject matter jurisdiction in Chatham County, Georgia, or the Southern District of Georgia and agree in advance to waive the defense of personal jurisdiction in any such court. The Parties further agree that any state or federal court of competent subject matter jurisdiction in Chatham County, Georgia, or the Southern District of Georgia, will be a proper venue for any action arising out of or relating to this Agreement or any breach thereof and agree in advance to waive the defense of improper venue in any such court.”

End of Attachment A
Forms to Follow

RFP 18-59 Annual Audit Services (Annual Contract) | Page 23
Proposal Submission Checklist

Please include this Proposal Submission Checklist on the front of your proposal and check which documents are included.

€ Solicitation Form 1: Proposal Submission Checklist
€ Solicitation Form 2: Proposal Certification Form
€ The Proposal: The Offeror’s typewritten or printed proposal which shall be organized as provided in Section 7.3 of Attachment “A.”

Forms to be included after the Proposal

€ Solicitation Form 3: Offerors References
€ Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
€ Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91 (submit only if contractor may use subcontractors)
€ Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91 (submit only if subcontractors may use sub-subcontractors)
€ Solicitation Form 7: Disclosure of Responsibility Statement
€ Solicitation Form 8: Proposed Schedule of LMWBE Participation
€ Solicitation Form 9: Documentation of Good Faith Efforts to Involve LMWBE
€ Solicitation Form 10: Joint-Venture Disclosure Statement (submit only if Offeror is a joint venture)
€ Offeror’s Certificate of Insurance: Documents showing that Offeror has or can obtain the minimum insurance required by this solicitation.
€ A copy of the Offeror’s Current Business License/Tax Certificate
€ Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
€ A copy of the Offeror’s W-9, showing its Federal Tax Id. Number and Certification
€ Additional Documents Submitted by Offeror in Support of its Proposal
€ Sealed Fee Proposal (Solicitation Form 12, which is to be submitted in its own, sealed envelope labeled “Fee Proposal”).

If the Offeror does not wish to submit a proposal for this RFP but would wish to remain on the Board’s list of interested Offerors, Please submit only Form 13 in an enveloped mark “No Response.”

Solicitation Form 1
BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP 18-59 SOLICITATION FORM 2

Proposal Certification Form

Please complete this form and sign it in the presence of a notary:

A. Local and/or Minority/Woman Business Enterprise Development Information.

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

☐ Local       ☐ Woman       ☐ Asian-American
☐ African-American ☐ Hispanic ☐ American Indian
☐ Majority ☐ Non-Local

B. How Did You Hear About This RFP? (This information is for statistical use only.)

☐ City of Savannah, Dept. of Economic Development
☐ The Herald Legal Ad
☐ Received Request by Mail
☐ The Savannah Tribune Legal Ad
☐ Visiting the Purchasing Office
☐ Savannah News Press Legal Ad

C. Offeror's Certification.

This is to certify that I, on behalf of the undersigned Offeror, have read this RFP in its entirety (including all attachments) and agree to be bound by the provisions of the contained herein.

This ___day of ________________ 20 By:

________________________________________________________
Name (printed)

________________________________________________________
Title

________________________________________________________
Signature

________________________________________________________
Company

________________________________________________________
Address (Street, City, State, Zip)

________________________________________________________
Phone No.

________________________________________________________
Fax No.

________________________________________________________
Federal Taxpayer I.D. No.
e-Verify No.

________________________________________________________
Contact Person for This Bid

________________________________________________________
Phone Number

Acknowledge Receipt of Addendum(s) #______ #______ #______ #______ #______

D. NOTARY:

Subscribed and sworn before me on
This the _____day of ________________ , 20___

___________________________________________
Notary public

My commission expires

Solicitation Form 2

RFP 18-59 Annual Audit Services (Annual Contract) | Page 25
REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. Company Name: ____________________________________________________________
   Contact Person: ____________________________________________________________
   Phone Number: ______________ FAX Number: ________________________________
   E-Mail Address: ____________________________________________________________

2. Company Name: ____________________________________________________________
   Contact Person: ____________________________________________________________
   Phone Number: ______________ FAX Number: ________________________________
   E-Mail Address: ____________________________________________________________

3. Company Name: ____________________________________________________________
   Contact Person: ____________________________________________________________
   Phone Number: ______________ FAX Number: ________________________________
   E-Mail Address: ____________________________________________________________

4. Company Name: ____________________________________________________________
   Contact Person: ____________________________________________________________
   Phone Number: ______________ FAX Number: ________________________________
   E-Mail Address: ____________________________________________________________

5. Company Name: ____________________________________________________________
   Contact Person: ____________________________________________________________
   Phone Number: ______________ FAX Number: ________________________________
   E-Mail Address: ____________________________________________________________

Solicitation Form 3
Contractor Affidavit Required by O.C.G.A. § 13-10-91(b)

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 Savannah-Chatham County Public School System 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, if awarded a contract, 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:

<table>
<thead>
<tr>
<th>Federal Work Authorization User Identification Number</th>
<th>Date of Authorization</th>
</tr>
</thead>
</table>

Name of Contractor

RFP 18-59 Annual Audit Services (Annual Contract)

Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham

Name of Public Employer

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

____________________, 201___ in __________________________, and __________

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

Solicitation Form 4
Subcontractor Affidavit Required by O.C.G.A. § 13-10-91(b)

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 ______________________________ on behalf of the Savannah-Chatham County Public School System ("SCCPS") 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, if awarded a contract, and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

RFP 18-59 Annual Audit Services (Annual Contract)
Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham
Name of Public Employer

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

____________________ in ____________________________, and

Date 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

Solicitation Form 5
(Required only if the Offeror may use subcontractors)

Sub-Subcontractor Affidavit Required by O.C.G.A. § 13-10-91(b)

By executing this affidavit, the undersigned sub-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 ________________________________ (prime contractor) and ________________________________ (subcontractor) on behalf of the Savannah-Chatham County Public School System ("SCCPSS") 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period, if awarded a contract, and the undersigned sub-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 sub-subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned sub-subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

<table>
<thead>
<tr>
<th>Federal Work Authorization User Identification Number</th>
<th>Date of Authorization</th>
</tr>
</thead>
</table>

Name of Sub-Subcontractor

RFP 18-59 Annual Audit Services (Annual Contract)
Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham
Name of Public Employer

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

__________________________ in ____________, and ____________
Date     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

Solicitation Form 6
Disclosure of Responsibility Statement

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

2. List any 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 affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.

3. List any convictions or civil judgments under state 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 government agency.

6. List any contracts not completed on time.

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

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

9. List any pending civil actions against company for nonperformance of contract.

I, ________________________________, of

__________________________  ______________________________
Name of Individual Title & Authority  Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

__________________________
Signature

__________________________  ______________________________
Date  City  State

Subscribed and sworn before me on
This the __________ day of ________________________, 201__

__________________________
Notary Public

My commission expires

Solicitation Form 7
**Proposed Schedule of LMWBE Participation**

**NAME OF OFFEROR:**

**RFP #: 18-59 PROJECT TITLE:** Annual Audit Services (Annual Contract)

**TOTAL AMOUNT:**

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>SUBCONTRACT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE:**

_____% $ 

**WOMEN PARTICIPATION TOTAL VALUE:**

_____% $ 

**OTHER MINORITY PARTICIPATION TOTAL VALUE:**

_____% $ 

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Offerors identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

_________________________

Signature

_________________________

Title

Subscribed and sworn before me on
This the ________ day of ____________________,
201_____

_________________________

Notary Public

My commission expires
Good Faith Efforts Requirements
Offerors are required to submit with their proposal evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.</td>
<td>☐ Yes or ☐ No  &lt;br&gt; If no, please explain:</td>
</tr>
<tr>
<td>Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.</td>
<td>☐ Yes or ☐ No</td>
</tr>
<tr>
<td>Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.</td>
<td>☐ Yes or ☐ No</td>
</tr>
<tr>
<td>Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.</td>
<td>☐ Yes or ☐ No</td>
</tr>
<tr>
<td>Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.</td>
<td>Please explain efforts:</td>
</tr>
</tbody>
</table>
Joint-Venture Disclosure Statement
(only needed if Offeror is a joint venture)

NAME OF OFFEROR: __________________________________________ RFP #: 18-59

If the prime offeror is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

<table>
<thead>
<tr>
<th>Joint venture firms</th>
<th>Level of work</th>
<th>Financial participation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Solicitation Form 10

RFP 18-59 Annual Audit Services (Annual Contract) | Page 33
LMWBE Monthly Report
(sample of form that successful Offeror will be required to submit to the SCCPSS on a monthly basis)

NAME OF OFFEROR: ________________________________

RFP #: 18-59

PROJECT TITLE: Annual Audit Services (Annual Contract)

DATE: _______________ PROJECT LOCATION: _______________________

CONTRACT AMOUNT: $ ______________________

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>MONTHLY PAYMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$</td>
</tr>
</tbody>
</table>

CUMULATIVE LMWBE MONTHLY REPORT: $ ______________________

PERCENTAGE OF TOTAL CONTRACT: __________%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: __________%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: ______ Signature: ______________________ Title: __________

NOTES:

1. Contractor/Offeror shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Exhibit 1, including an accounting for any changes in LMWEE firms employed.

This report must be completed in duplicate and one copy submitted with CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS and the second copy directly to the district's Purchasing Department.
Sealed Fee Proposal Form
(to be submitted in a separate sealed envelope from Offeror’s proposal).

The not-to-exceed fee proposed for the annual auditing services for the fiscal year ended June 30, 2018, described in the Request for Proposals dated April 26, 2018, and our response thereto dated ______________ is as follows:

(date)

Financial Audit (Including CAFR and Management Letter)

<table>
<thead>
<tr>
<th>Individual Name</th>
<th>Staff Classification</th>
<th>Estimated Hours</th>
<th>Billing Rate</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Subtotal

Single Audit

<table>
<thead>
<tr>
<th>Individual Name</th>
<th>Staff Classification</th>
<th>Estimated Hours</th>
<th>Billing Rate</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Subtotal

Student Activity Funds

<table>
<thead>
<tr>
<th>Individual Name</th>
<th>Estimated Hours</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

Total

Less Discount Percent (if any)

Add Out-of-Pocket expenses

Grand Total Not-to-Exceed Fee

[Solicitation Form 12 continued on the next page]
Not-to-exceed fees for years after the initial year in 2018 dollars (subject to adjustment as described in Attachment A, Section E of the RFP) are as follows:

<table>
<thead>
<tr>
<th>For the Year Ended</th>
<th>Not to Exceed Fee (year) Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2019</td>
<td></td>
</tr>
<tr>
<td>June 30, 2020</td>
<td></td>
</tr>
<tr>
<td>June 30, 2021</td>
<td></td>
</tr>
</tbody>
</table>

In submitting this proposal, I agree to the following:

1. To hold my proposal and all fees valid for a period of one hundred twenty (120) days.
2. To enter into and execute a contract, if awarded on the basis of this proposal.
3. To accomplish the work in accordance with the contract documents and specifications.
4. To complete the work by the time as listed in this document.
5. I will deliver and complete the services outlined in the solicitation documents.

The undersigned, having read and examined the Documents and Attachment "A" Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements entitled Annual Audit Services (Annual Contract) for the Savannah-Chatham County Public School System, understands the requirements of this proposal and agrees to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. and further understands that the Savannah-Chatham County Public School System will not be responsible for any cost not specifically set forth in this proposal.

BY: _____________________________________________

SIGNATURE/TITLE

PRINTED NAME: __________________________________

DATE: __________________________

FIRM NAME: ____________________________________

ADDRESS: _____________________________________

CITY/STATE/ZIP __________________________________

TELEPHONE NUMBER: _______ FAX NUMBER: _______ EMAIL: _______________________

FEDERAL TAX ID NUMBER: ___________

Solicitation Form 12
In an effort to make the procurement of goods and services for the School District as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

☐ Specifications- Restrictive, too “tight”, unclear, specialty item, geared toward one (1) brand or manufacturer only. *(Please explain in detail below).*
☐ Manufacturing- Unique item, production time for model has expired, etc.
☐ Bid Time- Insufficient time to properly respond to bid or proposal.
☐ Delivery Time- Specified delivery time cannot be met.
☐ Payment - Payment terms unacceptable. *(Please be specific)*
☐ Bonding - We are unable to meet bonding requirements.
☐ Insurance - We are unable to meet insurance requirements.
☐ Removal - Remove our firm from your bidders list for the particular commodity or service.
☐ Keep - Please keep our company on your bidders list for future reference.
☐ Project is: _____/ Too Large _______/ Too Small _______ / Site or Location is Too Distant
☐ Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. *(Please be specific)*

VENDOR STATEMENT:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CONSTRUCTION PROJECTS ONLY: Our Company is interested in this project as a:

☐ Prime Contractor  ☐ Sub-Contractor  ☐ Supplier/Distributor

Signature/Title

Company Name

Telephone Number
Attachment C to RFP # 18-59  
Annual Audit Services  
(Annual Contract)  

FY 2019 AUDITOR SELECTION EVALUATION

Evaluator: ____________________  Firm: ____________________

I. MANDATORY CRITERIA

Offerors will not be considered unless they meet each of the Criteria in Section I.

A. Must be a certified public accountant, properly licensed.

B. Must meet the independence standards of the Government Audit Standards issued by the Comptroller General of the United States.

C. Must state that the auditor’s staff working on or associated with the engagement meets the continuing education requirements of the Government Audit Standards.

D. Must state that the auditor does not have a record of substandard audit work.

E. Must state that the Offeror agrees to abide by the terms and conditions established by the RFP.
Attachment D to RFP # 18-59
Annual Audit Services
(Annual Contract)

MANDATORY QUALIFICATION FORM

To be answered by the Offeror

Section A - General Information
1. Firm Name: ____________________________________________________________
2. Contact Person: _______________________________________________________
3. Address: _____________________________________________________________
4. Firm FEI Number: _____________________________________________________
5. Firm’s Georgia CPA State License Registration Number: ____________________
6. Type of Accounting Practice (place an “X” next to the appropriate response)
   a. ___________ Individual
   b. ___________ Partnership
   c. ___________ Corporation - Give name of the State where incorporated: _________

Section B - Contractor Firm’s Quality Program For Audits
Please answer each of the following questions by placing an “X” in the proper column at the right.

<table>
<thead>
<tr>
<th>Quality Control</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Does the Contractor Firm have internal procedures to insure proper quality control for its governmental audit assignments? (If yes, ATTACH A DESCRIPTION OF THE PROCESS)</td>
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<tr>
<th>Quality Review</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td>Does Contractor Firm participate in an External Quality Review program every 3 years? (If yes, ATTACH A COPY OF LAST PEER REVIEW OR QUALITY REVIEW REPORT AND LETTERS OF COMMENT. PLEASE ENTER ENDING DATE OF LAST PERIOD COVERED BY REVIEW ___________. If no, explain the reason and your plan to participate.)</td>
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<tr>
<th>Professional Membership</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Do the partners of the Contractor Firm belong to either the AICPA or the Georgia Society of CPAs?</td>
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<tr>
<th>Proper License</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Is Contractor Firm properly licensed to practice public accounting in Georgia?</td>
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<tr>
<th>Special Governmental Audit Requirements</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Is Contractor Firm familiar with the AICPA’s ethical ruling called Interpretation 501-3, “Failure to Follow Standards and/or Procedures or other Requirements in Governmental Audits”? (According to this ruling, if a CPA agrees to follow specified standards, guides, rules and procedures in addition to GAAS, then the CPA is OBLIGATED to</td>
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<td>follow all such requirements. Also, the auditor must report any deviations from the agreed-upon engagement procedures.)</td>
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<td>6. Subcontracts: Does Contractor Firm agree not to subcontract any work required without the prior express written consent of the auditee?</td>
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<tr>
<td>7. Federal Audit Laws and Rules: Does Contractor Firm agree to perform the audit work in accordance with the Single Audit Act Amendments of 1996 and the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), or other applicable Federal rules, as necessary?</td>
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<tr>
<td>8. Confidentiality: Does Contractor Firm agree not to publish or distribute any information concerning work done for auditee, except as provided by law or rule?</td>
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<tr>
<td>9. Access to Records and Work papers: Does Contractor Firm agree to keep work papers and reasonable records to support work claims for at least 3 years and make them available for audit or review by any authorized parties?</td>
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<tr>
<td>10. Other Federal and State Laws and Rules: Does Contractor Firm agree to comply with all other Federal and State laws, rules and regulations which pertain to this engagement?</td>
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<tr>
<td>11. Independence: Does Contractor Firm meet the independence standards of the current “Government Auditing Standards”, issued by the Comptroller General? (If “No”, attach a brief summary of facts.)</td>
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<tr>
<td>12. Continuing Education: Does Contractor Firm have sufficient staff who meet continuing professional education requirements for government audits as set forth in “Government Auditing Standards”?</td>
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<td>13. Conflict of Interest: Does Contractor Firm declare that there is no public or private interest which would conflict in any manner with performance of an audit for the auditee or would violate any laws of the State of Georgia?</td>
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<tr>
<td>14. No Substandard Work: Do Contractor Firm and all proposed Audit Team Members have a record of an acceptable standard of audit work? (Contractor Firm must answer this question “No” if the Firm or any Audit Team Member has received an enforcement action for substandard audit work during the past three years or has a related investigation pending by a professional or regulatory group. Attach a brief summary of any enforcement actions.)</td>
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<tr>
<td>15. Ethics: Does Contractor Firm certify that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other auditor, supplier, manufacturer or subcontractor in connection with their proposals, and that it has not conferred on any government entity employee</td>
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having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged; that it is not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions?

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<th>16. Provisions of RFP: Does Contractor Firm agree to abide by all terms and conditions specified in the RFP and all attachments?</th>
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**CONTRACTOR FIRM CERTIFICATION STATEMENT**

I (we) certify that the information contained in this Mandatory Qualification Form is accurate and fair to the best of my (our) knowledge. I (we) understand that the inclusion of false information may result in rejection of the proposal submitted in response to this RFP.

Contractor Firm Name

Date

Signature of Preparer