



*Savannah-Chatham County Public School System*

208 Bull Street / Savannah, Georgia 31401 / (912) 395-5600

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 **External Audit Services - Expenditures of the District's 21<sup>st</sup> Century Program, RFP 18-33.**

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 **May 24, 2018 at 11:00 a.m.**, 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. 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.

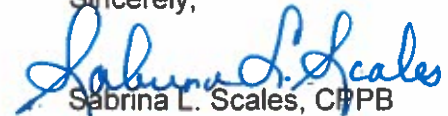
Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm's current business license and certificate of insurance. **Failure to include all of the information and/or documents requested by this solicitation could result in the offeror's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

If you have any questions concerning this solicitation, please submit them in writing **Sabrina L. Scales, Purchasing Director** 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,

  
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): #18-33**  
**External Audit Services - Expenditures of the District's 21<sup>st</sup> Century Program**

**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 **External Audit Services - Expenditures of District's 21st Century Program** 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) # 18-33**, 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.

[RFP Continues on Next Page]

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

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:

**Thursday, April 26, 2018 and Thursday, May 10, 2018.**

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

Offerors should be advised that "No pre-proposal conference is scheduled for this RFP".

**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:

**Thursday, May 24, 2018 at 11:00 a.m. 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.

RFP Continues on Next Page

**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 not be opened publicly but shall be 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.

**L. Performance Bonds.**

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

**M. Offeror's Essential Credentials and Business Structure to be considered a "Responsible Offeror."**

To be 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.

RFP Continues on Next Page

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 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 Requirements for "Responsible" Offerors.**

To be considered a "responsible" Offeror, all Offerors may be required to meet minimum insurance, warranty, and indemnity 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.

**O. O.C.G.A. § 13-10-91 and E-Verify Compliance Required for "Responsible" Offerors.**

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
4. American Indian: A person with origins from the indigenous people of North America.

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.

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

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 Director of Budgeting Services, 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. A non-exclusive example of redoing a stage of the RFP is as follows: If the Superintendent has concerns that the impartiality of a member of an interview panel might reasonably be questioned, the Superintendent may direct that all Offerors previously interviewed be interviewed again with a new panel, without canceling the solicitation and restarting the solicitation in its entirety.

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 this RFP.

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, or by fax:

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

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 Thursday, May 17, 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, or by fax:

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

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 Thursday, May 17, 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 good 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 Statement of Qualifications 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 Statement of Qualifications 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 Statement of Qualifications 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.

### **III. RFP ATTACHMENTS, SPECIFICATIONS, SAMPLE CONTRACTS, 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 (to be included following the Offeror's Proposal)
4. Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
5. Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91  
(only needed if subcontractors will be used)
6. Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91  
(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)
11. Solicitation Form 11: LMWBE Monthly Report  
(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

**Attachment A to RFP # 18-33**  
**[External Audit Services - Expenditures of the District's 21<sup>st</sup> Century Program**

**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 these specifications to solicit formal sealed proposals from firms qualified to provide **External Audit Services of the Expenditures for the District's 21<sup>st</sup> Century Program** for the Savannah Chatham County Public School System (SCCPSS). The District desires the selected auditing firm to express a sufficient and fair opinion based on the review of findings of the overall presentation of the expenditures of the 21<sup>st</sup> Century Department.

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 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend low-income and low performing schools. Out-of-school-time (OST) programs provide a safe environment for academics, particularly for reading, language arts and math, and enrichment. The focus should be on embedded, real-world learning projects.

21<sup>st</sup> CCLC programs promote the engagement of adult family members of actively participating students through educational and personal development opportunities, particularly in the area of literacy. This program is optional, not required, so the activities must be attractive, as well as effective.

**3.0 Scope of Services Requested by this RFP.**

Offerors submitting responses to this Request for Proposal (RFP) must be licensed, certified and qualified to provide audit services. Offeror shall ensure that the audit being performed will be in accordance with generally accepted government auditing standards. Offeror shall be responsible for performing financial and compliance audits similar to those that may be requested by public school districts.

Offeror shall be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards or as adopted by the State of Georgia.

**4.0 Minimal Requirements.**

To meet the requirements of this request for proposal, the audit shall be performed in accordance with auditing standards and procedures recommended by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments and Non-Profit Organizations, and the Rules of the State of Georgia.

## **5.0 Technical Proposal**

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the District's 21<sup>st</sup> Century Program in conformity with the requirements of this Request for Proposal. As such, the substance of the proposals shall carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

## **6.0 Reports to be Issued.**

Following the completion of the audit the Offeror shall issue:

1. A report to the District on the fair presentation of findings in conformity with generally accepted accounting principles.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. A report on compliance with applicable laws, and regulations.
4. A report on the internal control structure used in administering federal and state financial assistance programs. This report shall include an opinion on compliance with specific and general requirements applicable to major federal and state financial assistance programs.
5. In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to successfully deploy the 21<sup>st</sup> Century Program.
6. Reportable conditions that are also material weaknesses shall be identified as such in the report.
7. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to the District's Superintendent, which shall be referred to in reports on internal controls. The reports on compliance shall include all instances of noncompliance.
8. If any known information relating to regulation changes that would affect the District, the 21<sup>st</sup> Century Program such as changes in GOA, the successful auditor shall provide the District with this information.

## **7.0 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.

## **8.0 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 9.0, Manner of Preparation, Format of Proposals, and Required Forms and Documents, 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" bidder.

After determining whether the proposals are "responsive" and the Offerors are "responsible," the Purchasing Department will evaluate all of the "responsive" proposals from all of the "responsible" Offerors using the evaluation criteria set forth in Section 10.0 below and rank the proposals in order of most desirable

to least desirable. The Board may determine that all proposals are good enough to be "reasonably susceptible for award" or it may determine that only a certain number of the highest rank 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 Purchasing Department may decide after ranking the "responsive" proposals form "responsible" Offerors to conduct interviews of all "short-listed" Offerors determined to be "reasonably susceptible of being selected for award."

If interviews are conducted, each of the firm(s) will be scheduled an interview/presentation time. The interviews will last approximately one (1) hour. There will be no separate evaluation points awarded for interviews/presentations; however, technical 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-ranked. It will be the sole discretion of the evaluation team to decide if interviews will be required.

After the Purchasing Department completes its 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 Board'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.

## **9.0 Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals**

### **9.1 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. 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 9.2 below.

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.

### **9.2 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 9.3 below.
4. Solicitation Form 3: Offerors References (to be included following the Offeror's Proposal)
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. § 13-10-91  
(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").

### **9.3 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.

#### **Letter of Transmittal (Not Scored)**

This letter will summarize in a brief and concise manner, the Offeror's understanding of the scope of work and make a positive commitment to timely provide requested services. The letter must name all of the persons authorized to make representations for the offeror, including the titles, addresses, and telephone numbers of such persons. An authorized agent of the offeror must sign the Letter of Transmittal indicating the agent's title or authority. The proposal shall name all persons or entities interested in the proposal. The letter should not exceed two (2) pages in length.

#### **Business Profile (20 Points)**

This section include the mandatory criteria listed below:

1. The audit firm is independent and licensed to practice in Georgia.
2. The audit firm's professional personnel has received adequate continuing professional education within the preceding two years.
3. The audit firm must submit a copy of its most recent external quality control review report and the firm has a record of quality audit work.
4. The audit firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.



### **Experience and Capability (20 Points)**

This section include shall describe your firm and its capabilities, highlighting prior involvement with the Savannah-Chatham County Public School System, Georgia Department of Education and/or other K-12 institutions of comparable size and complexity.

1. Identify similar projects that your firm has audited. The audit firm is independent and licensed to practice in Georgia.
2. The audit firm's professional personnel has received adequate continuing professional education within the preceding two years.
3. The audit firm must submit a copy of its most recent external quality control review report and the firm has a record of quality audit work.
4. The audit firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

### **Implementation Plan (15 Points)**

Based upon the Scope of Work/Services detailed in Attachment "A" and those opportunities identified by the activities set forth hereon, provide a detailed implementation plan and firm's understanding of the auditing services to be provided. Identify any additional resources required by the District for the plan.

### **Proposed Project Staff (10 Points)**

This section shall include:

1. Identify the person(s) in your firm who would be the project leaders and team members for work under a contract awarded under this RFP. Describe in detail each person's background, including their educational and professional background, their professional certifications, and their knowledge of and experience in working with K-12 institutions and auditing services for educational organizations.
2. Provide a staffing plan for work under a contract awarded under this RFP, and indicate the roles and responsibilities of each assigned individual.

### **References (5 Points)**

Based upon the Scope of Work/Services detailed in Attachment "A" and those opportunities identified by the activities set forth hereon, provide a detailed implementation plan and firm's understanding of the auditing services to be provided. Identify any additional resources required by the District for the plan.

### **9.4 Preparation of Fee Proposals- Total Possible Points (30 Points for Fee)**

The fee proposals from the firms will be opened and evaluated. After the initial review of all fee proposals, the District may request that all "short-listed" Offerors determined "to be reasonably susceptible for award" resubmit revised Fee Proposals with their "Best and Final Offers". Proposers will state the basis for their fee on the Fee Proposal form provided below. Please note: All fees must be submitted in the format of and on the Fee Proposal form below.

One (1) copy of the fee proposal shall be submitted in a separate sealed envelope.

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

## 10.0 Evaluation Criteria

For this solicitation, Proposals will be evaluated using the following Evaluation Matrix by a panel of District staff or outside consultants unaffiliated engaged by the SCCPSS for the purpose of evaluating proposals. For this solicitation, the following Evaluation Matrix will be used.

Evaluation Criteria	Available Points
<b>Business Profile (Tab Section B)</b>	20
<b>Experience and Capability (Tab Section C)</b>	20
<b>Implementation Plan and Project Understanding (Tab Section D)</b>	15
<b>Proposed Project Staff (Tab Section E)</b>	10
<b>References (Tab Section F)</b>	5
<b>Fee Proposal (Sealed)</b>	30
<b>Total Points</b>	100

In the event of a tie for highest-ranked Offeror after the evaluation of the Offerors, the Offeror with the most points for its fee proposal (best price) will be considered the highest-ranked Offeror that will be given the first opportunity to negotiate a contract with the Superintendent, or her designee, and the school Board. In the event of a tie for highest-ranked Offeror, including as to price, all of the Offerors tied for highest-ranked Offeror will be asked to resubmit sealed fee proposals until a lowest price is reached.

## 11.0 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**

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #18-33 - SOLICITATION FORM 1**

**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 9.3 of Attachment "A."
- Solicitation Form 3: Offerors References (to be included following the Offeror's Proposal)
- 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 13: No Proposal Statement Form

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

RFP #18-33 - 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, African-American, Majority, Woman, Hispanic, Non-Local, Asian-American, American Indian

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

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

\_\_\_\_\_ 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 \_\_\_\_\_, 201\_\_

\_\_\_\_\_ Notary public

\_\_\_\_\_ My commission expires

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP #18-33 - SOLICITATION FORM 3

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: \_\_\_\_\_

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #18-33 - SOLICITATION FORM 4**

**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:

\_\_\_\_\_ *Federal Work Authorization User Identification Number*      \_\_\_\_\_ *Date of Authorization*

\_\_\_\_\_ *Name of Contractor*

**External Audit Services - Expenditures of District's 21<sup>st</sup> Century Program**

\_\_\_\_\_ *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*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #18-33 - SOLICITATION FORM 5**  
(Required only if the Offeror may use subcontractors)

**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 ("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 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*

**External Audit Services - Expenditures of District's 21<sup>st</sup> Century Program**

\_\_\_\_\_  
*Name of Project*

**Savannah-Chatham County Public School System**

\_\_\_\_\_  
*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*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #18-33 - SOLICITATION FORM 6**  
(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:

\_\_\_\_\_ *Federal Work Authorization User Identification Number* \_\_\_\_\_ *Date of Authorization*

\_\_\_\_\_ *Name of Sub-Subcontractor*

**External Audit Services - Expenditures of District's 21<sup>st</sup> Century Program**

\_\_\_\_\_ *Name of Project*

**Savannah-Chatham County Public School System**

\_\_\_\_\_ *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*



BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

RFP #18-33 - SOLICITATION FORM 7

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

<i>Name of Individual Title &amp; Authority</i>	<i>Company Name</i>
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declare under oath that the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_ in \_\_\_\_\_, and \_\_\_\_\_  
*Date City State*

Subscribed and sworn before me on  
 This the \_\_\_\_\_ day of \_\_\_\_\_,  
 201\_\_\_\_\_

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

\_\_\_\_\_  
*My commission expires*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #18-33 - SOLICITATION FORM 8**

**Proposed Schedule of LMWBE Participation**

NAME OF OFFEROR: \_\_\_\_\_

RFP #: 18-33 PROJECT TITLE: **External Audit Services - Expenditures of District's 21st Century Program**

TOTAL AMOUNT: \$ \_\_\_\_\_

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	SUBCONTRACT VALUE
			\$
			\$
			\$
			\$
			\$
			\$

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/Proposers 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*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #18-33 - SOLICITATION FORM 9**

**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:

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Communicating with the Savannah Entrepreneurial Center to identify available qualified LMWBEs.	<input type="checkbox"/> Yes or <input type="checkbox"/> No If no, which agencies were used to identify potential LMWBE Subcontractors?
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
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.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #18-33 - SOLICITATION FORM 10**

**Joint-Venture Disclosure Statement**  
(only needed if Offeror is a joint venture)

NAME OF OFFEROR: \_\_\_\_\_ RFP #: 18-33

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.

Joint venture firms	Level of work	Financial participation

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

RFP #18-33 - SOLICITATION FORM 11

LMWBE Monthly Report

(sample of form that successful Offeror will be required to submit to the SCCPSS on a monthly basis)

NAME OF CONTRACTOR/CONSULTANT: \_\_\_\_\_

RFP #: 18-33

PROJECT TITLE: **External Audit Services - Expenditures of District's 21st Century Program**

DATE: \_\_\_\_\_ PROJECT LOCATION: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	MONTHLY PAYMENTS
			\$
			\$
			\$
			\$

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:**

- Contractor/proposer 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 LMWBE 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.

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #18-33 - SOLICITATION FORM 12**

**Sealed Fee Proposal Form**

(to be submitted in a separate sealed envelope from Offeror's proposal).

***\*\* Service Provider will be compensated by the District for all external auditing services upon receipt of all documentation required to support services provided during any given monthly period.***

**Fee For Services \_\_\_\_\_**

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 the specifications section of 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" specifications, 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.

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

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

RFP #18-33 - SOLICITATION FORM 13

No Proposal Statement Form

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:

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

- Prime Contractor
- Sub-Contractor
- Supplier/Distributor

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number