

INVITATION TO SUBMIT

P R O P O S A L

REQUEST FOR PROPOSALS - RFP NO.: 18-0069-7

**ANNUAL CONTRACT TO PROVIDE EMPLOYEE ASSISTANCE PROGRAM
SERVICES**

PRE-PROPOSAL CONFERENCE: 2:00 P.M., AUGUST 14, 2018

PROPOSALS RECEIVED BY: 5:00 P.M., AUGUST 30, 2018

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER TABITHA ODELL

COMMISSIONER JAMES J. HOLMES

COMMISSIONER JAMES "JAY" JONES

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER CHESTER A. ELLIS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the qualification proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her qualification proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION.

X GENERAL INFORMATION

X PROPOSAL

X SCOPE OF SERVICES

X LEGAL NOTICE

X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT; H. LOBBYING AFFIDAVIT.

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____ **DATE:** _____
SIGNATURE: **DATE:**

TITLE:

COMPANY:

ACKNOWLEDGE RECIEPT OF ADDENDUM(S) _____

Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or female ownership. Please check ownership status as applicable:

African-American _____ **Asian American** _____ **Hispanic** _____

Native American or Alaskan Indian _____ **Female** _____

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING DIRECTOR
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623**

DATE: July 23, 2018

RFP NO.: 18-0069-7

GENERAL INFORMATION FOR REQUEST FOR PROPOSALS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Director, **1117 EISENHOWER DRIVE, SUITE C, and SAVANNAH, GEORGIA** up to **5:00 P.M., AUGUST 30, 2018**. The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

A Pre-Proposal Conference has been scheduled for **2:00 P.M., AUGUST 14, 2018**, and will be conducted in the Conference Room located at the **CHATHAM COUNTY Administrative/Legislative Courthouse, 124 Bull Street, 3RD Floor Conference Room, SAVANNAH, GEORGIA 31401**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

Instructions for preparation and submission of a qualification proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document approved changes.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance.

All firms requesting to do business with Chatham County **must register** on-line at <http://purchasing.chathamcounty.org>. The County's Purchasing Division is interested in fostering participation by all qualified business persons offering commodities and services. For additional information please contact Purchasing and Contracting at 912-790-1620.

SECTION I
INSTRUCTIONS TO PROPOSERS

1.1 **PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 **HOW TO PREPARE PROPOSALS: All proposals shall be:**

- A. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Proposers 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.

1.3 **HOW TO SUBMIT PROPOSALS: All proposals shall be:**

- A. Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before the time and date specified above.
- a. **Mailing Address: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**
- b. **Hand Delivery: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.**

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

1.4 **HOW TO SUBMIT AN OBJECTION:** Objections from Offerers to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

- A. When a pre-proposal conference is scheduled, the Proposer may object in writing any time prior to or at the pre-proposal conference.
- B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
- C. The objections contemplated must pertain both to form and substance of the

Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.

- 1.5 **ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.6 **STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.7 **PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.8 **COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.9 **CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.10 **LOCAL PREFERENCE:** The Board of Commissioners has strongly expressed their desire to have as much "Local" participation as possible used as Sub-Contractors for the work performed in Chatham County.
- 1.11 **DEBARRED FIRMS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.12 PERFORMANCE EVALUATION:** On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Director.

SECTION II

PROPOSAL CONDITIONS

- 2.1 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.4 COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission

of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
- (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

2.7 AWARD OF CONTRACT: The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

2.8 PROCUREMENT PROTESTS: Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Ordinance – Part 9 – Vendor Disputes shall govern the review and resolution of all protests.

2.9 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER): A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

2.10 COUNTY TAX CERTIFICATE REQUIREMENT: A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

NOTE: No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of

Commissioners on 8 April 1994.

2.11 INSURANCE PROVISIONS, GENERAL: The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. It is every Contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance and Declaration Sheets for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract.**

2.11.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

Chatham County as an "Additional Insured": Chatham County invokes the defense of "sovereign immunity." In order not to jeopardize the use of this defense, the County **is not** to be included as an "Additional Insured" on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.

- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

2.11.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- E. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers,

employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.11.4 Additional Coverage for Specific Procurement Projects:

Professional Liability: Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

<u>Minimum Limits:</u>	\$1 million per claim/occurrence.
<u>Coverage Requirement:</u>	If “claims-made,” retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if “tail” coverage has been purchased and the duration of the coverage.

2.12 INDEMNIFICATION: The PROPOSER agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the PROPOSER or its subproposers. The PROPOSER’s obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. PROPOSER further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker’s Compensation Act arising out of injuries sustained by any employee of the PROPOSER or his subcontractors or anyone directly or indirectly employed by any of them.

The PROPOSER’s obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the PROPOSER.

2.13 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS: The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror’s proposal and by reference are made a part hereof.

2.14 SIGNED RESPONSE CONSIDERED AN OFFER: The signed Response shall be

considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

2.15 NOTICE TO PROCEED: The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Director or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

2.16 PAYMENT TO CONTRACTORS: Instructions for invoicing the County for service delivered to the County are specified in the contract document.

- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
- B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
- C. Upon completion of the work, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.17 LICENSES, PERMITS, AND TAXES: The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. A Tax Exemption Certificate will be provided by the Purchasing & Contracting Office upon request (912) 790-1623.

2.18 MINORITY – WOMEN BUSINESS ENTERPRISE PARTICIPATION: It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. Proposers may also provide demographic information regarding their employees to show their commitment to equal opportunity. If a bidder/proposer is considered for award, he/she will be asked to

meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's M/WBE Coordinator, please contact Connell Heyward, at (912) 652-7860 or cheyward@chathamcounty.org.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____, 20__.

BY

SIGNATURE

DATE

COMPANY

TITLE

TELEPHONE NUMBER

REQUEST FOR PROPOSALS

**SPECIFIC CONDITIONS
SECTION III**

3.1 DESCRIPTION AND OBJECTIVES: Chatham County is seeking a qualified

firm/individual to manage and/or provide an Employee Assistance Program for the employees of Chatham County and their dependents. The intent behind this selection process is to select the firm/individual who best understands the County's needs; can manage the program for the County (i.e. receive and screen calls and arrange for services as needed); can provide the required services within their organization or make arrangements for cost effective services by licensed, professional organizations or individuals and has a minimum of five (5) years of employee assistance program experience.

3.2 METHODOLOGY: The procurement described herein may be conducted in a two-step process.

STEP 1 - ACCEPTANCE AND EVALUATION OF PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. A shortlist of qualified firms will be developed and ranked.

Fee proposals shall be submitted along with the proposal and will be evaluated and ranked accordingly. Fee proposal should be quoted in "all inclusive" dollars. The evaluation committee will make the selection of the firm which it believes is best qualified to provide the service, fee proposal and other qualitative factors considered. It is emphasized that the firm which offers the lowest fee proposal will not necessarily be the firm selected. The selection will be made of that firm which provided the best proposal. "Best" is defined as the best combination of qualitative factors and price proposal.

STEP 2 – INTERVIEWS/PRESENTATION: The evaluation committee **may** request an interview with each finalist firm. If interviews are conducted, they will be scored. It will be at the discretion of the evaluation committee on the number of firms that will interview/present.

3.3 PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be conducted at **2:00 P.M., AUGUST 14, 2018** at the Administrative/Legislative Courthouse, 3rd Floor Conference Room, 124 Bull Street, Savannah, Georgia, to discuss specification and/or any misunderstandings that may arise. Representatives from Chatham County will be in attendance. *Firms are encouraged to attend.*

3.4 PROPOSAL DEADLINE: The response to this 'Request for Proposal' must be received by the Purchasing Division no later than **5:00 P.M., AUGUST 30, 2018.** Any proposal received after the time may be rejected.

For good and sufficient reason, up to 24 hours before the advertised deadline, the County may extend the response schedule. An addendum will be issued setting forth the new date and time.

3.5 WITHDRAWAL OF PROPOSAL: Any proposal submitted before the deadline may

be withdrawn by written request received by the County before the time fixed for receipt of proposals. Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as Chatham County receives it by the deadline as provided herein.

- 3.6 CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. Any information contained in the proposal that is considered by the Proponent as “proprietary” to remain confidential shall be clearly identified and justified.
- 3.7 CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer’s staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.
- 3.8 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:
- A. Introduction/Cover Letter
 - B. Experience and Capability
 - C. Project Understanding/Methodology
 - D. M/WBE Participation
 - E. Fee Proposal - Submit using Fee Proposal Form
 - F. References
 - G. Other Relevant Facts/Information
 - H. Attachments

Each proposal must be submitted in one (1) original and six (6) copies and one electronic version of your RFP on thumb drive or CD to:

Ms. Robin L. Maurer, Asst. Purchasing Director
Chatham County Purchasing Department
1117 Eisenhower Drive - Suite C

Savannah, GA 31406
(912) 790-1623

- 3.9 COMPENSATION:** The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure their offer.
- 3.10 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 3.11 COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 3.12 INQUIRIES:** Direct any questions related to this RFP to Ms. Robin Maurer, Asst. Purchasing Director, and submit all questions in writing. Include the RFP number, page, and paragraph number as a reference to each question. If you choose to mail your questions, do not place the RFP number on the outside of the envelope. *DEADLINE FOR ALL QUESTIONS IS one week prior to due date.* All questions shall be delivered by hand, mail, fax or e-mailed as follows:

Chatham County Purchasing and Contracting Division
Attn: Robin Maurer, Asst. Purchasing Director
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1627 (FAX)
rlmaurer@chathamcounty.org

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

- 3.13 METHOD OF SOURCE SELECTION:** Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Part 3 of the Chatham County Purchasing Ordinance for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration price and other factors set forth in this Request for Proposal (RFP). The County will not use any other factors or criteria in the evaluation of the proposals received.

- 3.14 EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the COMPANY agrees as follows:

The COMPANY will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION IV SPECIAL CONDITIONS

- 4.1 PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultants and employees will also be considered in the evaluation of proposals.
- 4.3 SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation may include an oral presentation, which will be scheduled after receipt of the written proposal and approval of the shortlist.
- 4.4 CONTRACT:** The term of the contract will be for one (1) year with renewal options for four (4) additional one (1) year terms.
- 4.5 PROPOSALS MUST BE RESPONSIVE TO:**
- 4.5.1 INTRODUCTION/COVER LETTER (SECTION A):** You should provide no more than a two (2) page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this section should include the name, address, telephone number and fax number of one (1) contact to whom any correspondence should be directed. This section should include a clear statement of the Proposer's understanding of this RFP and the contract requirements, and how the Proposer intends to meet the RFP requirements.
- 4.5.2 QUALIFICATIONS AND EXPERIENCE - TOTAL POSSIBLE POINTS: 30 (SECTION B):**
- A. The name, title, address, and telephone number of the person (s) who will be assigned to perform service under the proposal.

- B. Resumes/credentials of the person(s) who will perform the services required and state how long they have been with your firm. For each **key** staff person that will participate in the program, attach a resume. Highlight key and relevant experience. Credentials may be subject to verification.
- C. Adequate information to describe the nature of the offeror's experience in providing the Employee Assistance Program Services required and described herein.
- D. State if your firm has operated under a different name within the past 10 years and provide the name that your firm previously operated under.
- E. Provide complete details of any contract that your firm has been fired during the last five (5) years.
- F. Provide information to describe the scope/nature of your firm's previous experience in providing Employee Assistance Program Services.
- G. List current and former clients with requirements similar in scope and content to the proposed contract, a contact person and current telephone number at each client location. Chatham County reserves the right to verify the information furnished.
- H. Demonstrate the capability of the firm/individual to provide an Employee Assistance Program for 1600 Employees and their dependents. Briefly indicate the main attributes that differentiate your company from your competitors.

4.5.3 PROJECT UNDERSTANDING AND METHODOLOGY - TOTAL

POSSIBLE POINTS: 30 (SECTION C): Discuss the approach to rendering the required services. Any special techniques, strategies and capabilities should be discussed here. A detailed narrative statement to demonstrate the offerors' understanding of the Scope of Work described below. The statement shall include but not necessarily be limited to the offerors' proposed organizational structure and procedures to provide the required services, software and equipment to be used, expectations regarding the County's responsibilities and contributions under the contract, any limitations in delivering all the required services, any potential problem areas that might impede the successful implementation of the contract, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror.

4.5.4 MWBE PARTICIPATION - TOTAL POSSIBLE POINTS: 15 (SECTION D):

Commitment in the level of local MWBE firms, subcontractors, consultants and employees. Approach to meeting and exceeding the MWBE requirements. History of Minority-owned, Women-owned business utilization. Narrative describing past accomplishment in this area. Proposers may also provide their company's employee demographic information regarding their company's commitment to equal opportunity.

4.5.5 FEE PROPOSAL - TOTAL POSSIBLE POINTS: 20 (SECTION E): The **pricing** will be based on a per employee per year rate. Pricing provided must be all inclusive in the rate price and cover any item which may normally be regarded as reimbursable.

4.5.6 REFERENCES – TOTAL POSSIBLE POINTS: 5 (SECTION F): Please provide five (5) references to be contacted and a recent list of government entities to which you are currently providing Employee Assistance Program Services. Please provide the client’s name, address, phone number and the name of a contact person. Chatham County is interested in how long that reference has been your client.

4.5.7 INTERVIEWS/PRESENTATIONS (IF REQUIRED) – TOTAL POSSIBLE POINTS: 30

4.6 CONTRACT: The successful respondent will be expected to execute a contract within 30 days of notice of award.

4.7 ASSIGNMENT: The PROPOSER shall not assign or transfer any interest of the contract without prior written consent of the County.

SECTION V TECHNICAL SPECIFICATIONS

5.1 BACKGROUND: Chatham County, Georgia, has (since 1990) provided an Employee Assistance Program (EAP) for its approximately 1800 employees and affected dependents 24 hours a day, 365 days a year. In 1996, the County ceased to provide these services in-house and has since utilized outside consultants for this service. EAP services have been under contract with Lifestyle Management, Inc since 2013.

The areas for which assistance and referrals are provided include:

- Stress Management
- Intervention (alcohol, drug, suicide, domestic violence)
- Financial Services
- Family Support Services
- Team Building
- Conflict Resolution
- Grief and Loss Counseling
- Large Case Management

5.2 PURPOSE: Chatham County has established a means in which employees and their dependents can receive counseling, on a confidential basis, for any problem that may affect the employee’s work performance. The County recognizes that a wide range of problems

not directly associated with one's job function can have an effect on an employee's health and job performance. The purpose of this policy is to assure employees, that if such personal problems are the cause of unsatisfactory job performance, they will receive careful consideration and an offer of assistance to help resolve such problems in an affective and confidential manner. The County believes that it is in the best interest of the employee, and the citizens of Chatham County to continue to offer services which aid employees in overcoming personal problems which affect job performance.

5.3 POLICY: Chatham County wishes to offer, on a confidential basis, counseling and referral services for employees who are experiencing personal problems of such significance that satisfactory work performance is or may be impaired. The County recognizes that an employee's performance may also be affected when a family member has a personal problem, therefore, the County intends to continue to offer these same services to the employee's spouse and dependents.

5.4 CONFIDENTIALITY: Employees or their dependents who utilize the Employee Assistance Program and related services are to continue to be granted confidentiality. Information and records created in this program will be maintained in a confidential manner. At no time will records maintained by the Employee Assistance Program ever become part of an employee's personnel file. Access to such information on employees shall be in accordance with the Chatham County Personnel Ordinance and Procedures.

5.5 PROGRAM REFERRAL/ASSESSMENT: Any employee who feels he/she has a personal problem is strongly encouraged to voluntarily seek help through the County's Employee Assistance Program. Examples of personal problems include, but are not limited to: family or marital stress, substance abuse, nervous or emotional disorders, and legal or financial problems. Referral into the Employee Assistance Program may occur in the following manner:

An employee may voluntarily seek assistance when they feel that a personal problem poses a threat to their job performance or personal welfare.

Employees and family members may request assistance for any problem by calling the Service Provider. The information discussed will be confidential and will not be given to anyone in the County system without the employee's permission. There is no charge to employee for the services of the Employee Assistance Program. However, there may be charges for the services provided by any medical or counseling professionals associated with his/her treatment/counseling. Financial assistance for such treatment/counseling is to be in accordance with the provisions of the group health plan. Authorization must be obtained from the County for all cases involving treatment for substance abuse. No payment for treatment of substance abuse will be made without pre-approval.

Employees and family members may seek assistance on their own through one of several community based care providers located in the Chatham County area. A current list of community resources is to be made available to all County employees.

Employees and family members who utilize these services are guaranteed confidentiality. Information and records created in this program will be maintained in accordance with the Chatham County Personnel Ordinance and Procedures.

A Supervisor may recommend use of the program either because of deteriorating job performance or the presence of behavior that may suggest that the employee may have a personal problem. In the case of supervisory referral, the Service Provider will initially meet with the referring supervisor and a representative of the Human Resources and Services Department, where information will be shared about the employee's performance and the specific reasons for the referral. Authorization must be obtained from the County for all cases involving the treatment of substance abuse. No payment for the treatment of substance abuse will be made without pre-approval. The employee must sign a release of information to Human Resources and Services.

5.6 SERVICES TO BE PROVIDED: In accordance with the Chatham County Employee Assistance Policy adopted by the Board of Commissioners, the following procedures are set forth. The Human Resources and Services Director, under the auspices of the County Manager, shall be responsible for the administration and interpretation of the Policy and Procedural changes.

5.7 ASSESSMENT: The Service Provider will conduct an initial interview to assess the nature and severity of the employee's problem and explain the purpose and function of the Employee Assistance Program. After the initial interview, depending on the nature and severity of the problem, the Service Provider will arrange for the appropriate referral consistent with the need of the employee. Service Provider must guarantee that whatever service is used during "off duty" times has sufficient skills, knowledge and training to be able to screen and access incoming phone calls to determine if emergency intervention is required and when appropriate, referrals may be made to community based resources for treatment. The Service Provider will maintain current information about all community resources that may be available to all Chatham County employees. ***Please Note: In non-emergency cases, the County desires a minimum turn around time of 1 hour on employee calls***

5.8 REPORTING: The Service Provider will be required, at regular intervals, to provide the Human Resources and Services Department with written progress reports. The Service provider will also be required to provide quarterly statistical data detailing program utilization.

5.9 TRAINING: The Service Provider will work closely with the Employee Services and Training Division to provide 12 training hours per year to County employees on a topic to be determined by the Employee and Services division. Such topics can include, but are not limited to:

Stress Management
Time Management

Communication
 Coaching and Counseling
 Team Building
 Customer Service, etc.

5.10 PUBLICITY: The Service Provider will provide, at their own expense, flyers, cards or other promotional materials to inform employees about the program.

5.11 CHATHAM COUNTY’S RIGHT TO INSPECT: The County shall have the right to inspect any facility or site where the services under the resultant contract are performed.

5.12 MINIMUM QUALIFICATIONS:

- 5.12.1 Proponent must be a person, familiar with and capable of providing the Professional Services requested herein.
- 5.12.2 Proponent must have a minimum of five (5) continuous years of experience in providing employee assistance programs.
- 5.12.3 Proponent must maintain sufficient staffing levels so that scheduled vacations or un-expected illnesses do not interfere with the required services.
- 5.12.4 Proponent or Firm must demonstrate it’s ability to provide the services requested and ability to finance and commence services within a reasonable negotiated time period of contract award.
- 5.12.5 Proponent or Firm shall provide a certificate of insurance, as proof of the types and limits of insurance identified in Section 2.18.

**SECTION VI
 EVALUATION AND AWARD
 EMPLOYEE ASSISTANCE PROGRAM SERVICES**

6.1 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by a technical review panel. A description of the factors which will be analyzed, and the relative weight accorded each factor follows. *The County will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Consultant Services requested.*

STEP 1: PROPOSAL SUBMITTAL (TOTAL POSSIBLE POINTS: 100).

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
<i>Experience and Capabilities</i>	30
<i>Project Understand and Methodology</i>	30

<i>M/WBE Participation</i>	15
<i>Fee Proposal</i>	20
<i>References</i>	5

STEP 2- INTERVIEWS/PRESENTATIONS- IF REQUIRED (***TOTAL POSSIBLE POINTS: 30***)

6.2 CONTRACT AWARD:

- 6.2.1 Successful Proponent will be asked to submit his/her firms' contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.
- 6.2.2 No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

REQUEST FOR PROPOSAL
RFP NO. 18-0069-7
EMPLOYEE ASSISTANCE PROGRAM SERVICES
CHATHAM COUNTY, GEORGIA

FEE PROPOSAL FORM

I have read and understand the requirements of this proposal, RFP No. 18-0069-7, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I agree to furnish the Services as describe in the RFP for the fee listed below. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. In addition, the County reserves the right to accept any part or all of the fee schedule and to negotiate any charges contained herein unless qualified otherwise..

PROPOSAL FEE: _____/PER EMPLOYEE PER YEAR

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

**SUMMARY
CURRENT PROGRAM STATISTICS**

The following statistics are provided for your information regarding utilization for 2017. In 2017, the program had 53 active clients receive counseling, assessment and initial evaluation. The types of referrals and types of problems are listed below.

REFERRAL SOURCE		PRESENTING PROBLEM	
34	Self Referral	0	Alcohol or Chemical Dependency
12	Family	6	Depression
7	Supervisor	15	Marital/Family
0	Other	0	Financial
		0	Legal
		5	Stress
		0	Grief
		7	Work Conflict
		5	Anger
		12	Anxiety
		3	Other/PTSD

1	Total Number Active Clients	53
2	Number of Reopened Cases	10
3	Number of Counseling Sessions	402
4	Number Receiving Outside Help	0
5	Number of Human Resource Contacts	78
6	Number Help-line Calls	66
7	Number Trainings/Orientations/Workshops	5
8	Number Referral Consultations	0
9	Number of Management Consultations	0
10	Total Number Contacts for this period	614

MONTHLY UTILIZATION RATE FOR 2017

Utilization Rate = the number of active cases over reporting period divided by the number of covered employees =

**Active cases times 12 gives an annualized rate (36 x 12)
Annualized rate divided by number of covered employees**

Gives Annualized Utilization Rate

636 annualized rate / 1600 covered employees = 39.75%

SUMMARY OF EMPLOYEE GROUP HEALTH PLAN

Medical Plans



Plan Provision	Open Access POS PLAN	
	In-Network	Out-of-Network
Annual Deductible	\$600 Individual /\$1,200 Family	\$1,200 Individual /\$2,400 Family
Out-of-Pocket Maximum	\$1,200 Individual /\$2,400 Family	\$4,800 Individual /\$9,600 Family
Preventive Care <i>(see medical certificate for list of covered services)</i>	Plan Pays 100% - Not Subject to Deductible	50% after deductible
Primary Care Physician	\$25 copay	50% after deductible
Specialist Visit	\$30 copay	50% after deductible
In-Office Labs & X-Rays	\$0 Copay	50% after deductible
Retail Health Clinic	\$25 copay	50% after deductible
In-Office Surgery (PCP/Specialist)	\$25 / \$30 copay	50% after deductible
Online Medical or Behavioral Health Visit (https://livehealthfromins.com)	\$75 copay	50% after deductible
Inpatient & Outpatient Hospital <i>(Facility & Physician Services)</i>	80% after deductible	50% after deductible
Emergency Room Care	\$150 copay	\$150 copay
Urgent Care	\$75 copay	50% after \$35 copay
Advanced Diagnostic Imaging <i>(MRI, XRAY, CT Scans, and PET Scans)</i>	80% after deductible	50% after deductible
Mental Health /Substance Abuse		
Inpatient (facility and physician)	80% after deductible	50% after deductible
Outpatient (facility and physician)	80% after deductible	50% after deductible
Office services (physician fee)	\$25 copay	50% after deductible
Prescription Drugs		
Generic	\$5 (30 day) / \$10 (90 day)	
Brand Preferred	\$70 (30 day) / \$40 (90 day)	
Brand Non-preferred	\$40 (30 day) / \$80 (90 day)	
Bi-weekly Payroll Deductions	Wellness Discount *	Non-Wellness
Employee Only	\$15.04	\$28.88
Employee & Spouse	\$78.19	\$105.88
Employee & Child(ren)	\$68.73	\$96.43
Employee & Family	\$108.26	\$135.95

*Health Points Participation - See page 21 for details on how to save money on premiums through participation in the Chatnam Health Points Program

Note: Premiums shown do not include the \$20 bi-weekly Tobacco Surcharge, where applicable. See page 25 for information about how to avoid the Tobacco Surcharge.

Medical Plans



Plan Provision	PPO PLAN	
	In-Network	Out-of-Network
Annual Deductible	\$250 Individual/\$500 Family	\$500 Individual/\$1,000 Family
Out-of-Pocket Maximum	\$500 Individual/\$1,000 Family	\$2,000 Individual/\$4,000 Family
Preventive Care (see medical certificate for list of covered services)	Plan Pays 100% - Not Subject to Deductible	70% after deductible
Primary Care Physician	\$15 copay	60% after deductible
Specialist Visit	\$20 copay	60% after deductible
In-Office Labs & X-Rays	\$0 Copay	60% after deductible
Retail Health Clinic	\$15 copay	60% after deductible
In-Office Surgery (POB/Specialist)	\$15 / \$20 copay	60% after deductible
Online Medical or Behavioral Health Visit (https://livehealthonline.com)	\$15 copay	60% after deductible
Inpatient & Outpatient Hospital (Facility & Physician Services)	90% after deductible	60% after deductible
Emergency Room Care	\$150 copay	\$150 copay
Urgent Care	\$35 copay	50% after \$35 copay
Advanced Diagnostic Imaging (MRI, MRA, CT Scans, and PET Scans)	90% after deductible	60% after deductible
Mental Health/Substance Abuse		
Inpatient (facility and physician)	90% after deductible	60% after deductible
Outpatient (facility and physician)	90% after deductible	60% after deductible
Office services (physician fee)	\$25 copay	60% after deductible
Prescription Drugs		
Generic	\$5 (30 day) / \$10 (90 day)	
Brand Preferred	\$20 (30 day) / \$40 (90 day)	
Brand Non-preferred	\$40 (30 day) / \$80 (90 day)	
Bi-weekly Payroll Deductions	Wellness Discount*	Non-Wellness
Employee Only	\$44.05	\$57.90
Employee & Spouse	\$136.22	\$163.91
Employee & Child(ren)	\$123.86	\$151.55
Employee & Family	\$195.30	\$222.99

*Health Points Participation—See page 21 for details on how to save money on premiums through participation in the Chubbem Health Points Program.

Note: Premiums shown do not include the \$20 Bi-weekly Tobacco Surcharge, where applicable. See page 25 for information about how to avoid the Tobacco Surcharge.

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE ****DRUG-FREE WORKPLACE****, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR)
certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **ANNUAL CONTRACT TO PROVIDE EMPLOYEE ASSISTANCE PROGRAM SERVICES** (PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____
Name

_____, _____
Title Name of Bidder

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project for **ANNUAL CONTRACT TO PROVIDE EMPLOYEE ASSISTANCE PROGRAM SERVICES** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C
DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

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

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

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

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

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

DPC Form #45

ATTACHMENT D

CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT E

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

ATTACHMENT F

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____

Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____

WBE Total _____%

M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____

Fax () _____

LEGAL NOTICE

CC NO. 167226

REQUEST FOR PROPOSALS

Sealed proposals will be received until **5:00 P.M. on August 30, 2018** in **Chatham County Purchasing and Contracting Department, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA. RFP NO. 18-0069-7 ANNUAL CONTRACT TO PROVIDE EMPLOYEE ASSISTANCE PROGRAM SERVICES.**

A PRE-PROPOSAL CONFERENCE will be held at **2:00 P.M., on August 14, 2018, AT THE CHATHAM COUNTY ADMINISTRATIVE/LEGISLATIVE COURTHOUSE, 124 BULL STREET, 3RD FLOOR CONFERENCE ROOM, SAVANNAH, GEORGIA.** You are encouraged to attend.

Invitation to Submit Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Purchasing Web Site <http://purchasing.chathamcounty.org> ,or by calling Robin Maurer, Asst. Purchasing Director, at (912) 790-1623. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE RFP WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL PROPOSERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER, PURCHASING DIRECTOR

SAVANNAH N/P INSERT: July 27, 2018