ROCKDALE COUNTY, GEORGIA

REQUEST FOR PROPOSAL

Enterprise Resource Planning (ERP) Software & Services

RFP #26-22

October 14, 2026

ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
981 Milstead Avenue | P.O. Box 289
Conyers, Georgia 30012 | 770-278-7552

SECTION 1: RFP INTRODUCTION

1.1 Purpose of RFP

Rockdale County is seeking sealed proposals from qualified vendors to provide a comprehensive, fully integrated, public-sector Enterprise Resource Planning (ERP) system. The solution must support county-wide operations across all departments, including Financial Management, Human Capital Management, Utility Billing, Public Safety, Planning & Development, Parks & Recreation, Transportation, and Stormwater Management.

This Request for Proposal (RFP) requires a written and electronic response that outlines the overall scope of products and services desired, the specific software functionality, the technology foundation, and the desired vendor qualifications. Before submitting a proposal, vendors shall review the specifications to understand all existing conditions and limitations.

Rockdale County provides equal opportunity to all businesses and does not discriminate against any person or business on the basis of race, color, religion, sex, national origin, handicap, or veterans' status.

1.2 Background and Project Goals

Rockdale County has been using Microsoft Great Plains for financial and payroll resources, Harris' Cogsdale for utility billing, and E-Citation Quicket Solutions for Magistrate Court, Animal Services, Fire Rescue and Code Enforcement citations. The County is seeking modern, cloud-based, integrated solutions to facilitate more efficient data exchange, improve operational efficiency, enhance government transparency, and replace legacy siloed systems with a unified ERP platform.

The Organization's Goals Include:

- Replace legacy and siloed systems with a unified ERP platform
- Enable real-time data integration across departments
- Increase customer service levels and responsiveness
- Implement Best Practices through process review and re-design
- Increase citizen access to information and documentation
- Implement features that allow for greater staff efficiency and return on effort
- Decentralize business processes where appropriate
- Enter data once in a fully integrated solution to guard against clerical errors and data redundancy
- Ensure compliance with federal, state, and local regulations
- Provide citizen-facing services and self-service portals
- Support mobile, field-based operations
- Deliver robust reporting, analytics, and dashboards
- Strengthening of internal controls to significantly reduce financial risk by ensuring accuracy, transparency, and consistency across all financial processes
- Select and implement a system that is intuitive and flexible to ensure high utilization
- Deliver a system on time and within budget that will serve the Organization well for 10 or more years

1.3 Contract Term

To be determined through contract negotiations following vendor selection.

SECTION 2: GENERAL REQUIREMENTS

2.1 Equal Business Opportunity Policy

This RFP qualifies for Rockdale County Government EBO program. For questions regarding the EBO program, please contact Adrienne Brown at adrienne.m.brown@rockdalecountyga.gov or 770-278-7557.

2.2 Information Technology Disclosures

This section is intended to obtain a full disclosure from the responder of all requirements related to the use of Information Technology for the successful implementation and operational readiness of the proposed solution. This disclosure should include all computer hardware, software, and network connectivity requirements that are needed.

Software that provides built-in data archiving mechanisms for all documents and files, and that can also be programmed to reflect State-defined retention schedules, will receive preference.

Information must include:

- Point of Contact for Technical follow up (Name, title, email address, phone number)
- System Hosting (Cloud-based)
- Compute requirements (server, workstations, field devices)
- Storage requirements (estimated 1st year requirement, estimated rate of growth, total capacity in Gb required for initial 2 years)
- Platforms involved (Windows, iOS, Android, Linux, etc.)
- Scanners, cameras, monitors, printers (Mfg. and Model)
- Software requirements (utilities, DB scripts, applications)
- High-level diagram of the solution (Host, Storage, DBs, Applications, Interfaces to other applications)
- Data Interface controls

The Total Solution Cost should include all I.T. costs, plus two (2) years of Maintenance (Support) Costs of all applications and equipment. Responses must contain Payment Terms based on project-defined deliverables that include Project Plan Approval, Installation, Training, and Testing (both Systems and End-to-End testing).

2.3 Qualifications of Offerors

Proposers must have a current business license from their home-based jurisdiction and provide a copy of that license with the submittal of their proposal response. Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Proposers are to submit at least five (5) references from projects with similar experience using the materials and process in this RFP.

2.4 Financial Stability

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm:

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution stating the Offeror is in good standing.

2.5 Award of Contract

The Rockdale County Procurement Office and Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

2.6 Addenda

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov under Bid Opportunities. It is the proposer's responsibility to check the website for any addenda prior to submitting a proposal.

2.7 Standard Instructions

- The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County.
- All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless included in the proposal price.
- RFP No. 25-04 must be written clearly on the outside of each proposal envelope.
- All proposals must be received in-hand at proposal due date and time.
- Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
- Each proposal form submitted must include the name of the business, mailing address, name, title, and signature of the person submitting the proposal.
- Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public.
- Telephone, Emailed, or Facsimile proposals will not be accepted.
- Federal I.D. #58-6000882 | Sales Tax Exempt #308750008

2.8 Georgia Procurement & Legal Compliance Requirements

Vendors must comply with all applicable State of Georgia and Rockdale County procurement regulations, including:

- O.C.G.A. § 36-80 (Local Government Purchasing Requirements)
- Open Records Act compliance
- Non-collusion affidavit
- E-Verify / Immigration compliance (O.C.G.A. § 50-36-1)
- Insurance requirements (General Liability, Workers Compensation)
- ADA compliance
- Data security and privacy requirements

Vendor must provide all required certifications and affidavits with proposal submission.

SECTION 3: ANTICIPATED TIMELINE / PROCUREMENT SCHEDULE

Listed below are projected dates and times of action related to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

SELECTION PROCESS	TIMEFRAME
RFP Issuance	October 14, 2026
Non-Mandatory Pre-Proposal Conference	Wednesday, November 4, 2026, at 10:00 a.m. via TEAMS
Deadline for Questions	November 12, 2026, at 2:00 p.m.
Vendor Proposals Due	November 19, 2026, at 2:00 p.m.
Notification of Demonstration Dates	November 23, 2026
Demonstrations of Software	Week of November 30, 2026
Evaluation Period	December 7 – December 17, 2026
Selection of Vendor	December 18, 2026
Contract Negotiations	December 21 – December 31, 2026
Project Kickoff	January 2027

SECTION 4: PROJECT SCOPE

Rockdale County requires a comprehensive, fully integrated ERP system supporting all county departments and functions. “Rockdale County strongly prefers to own all ERP modules from a single vendor”

The ERP must streamline business processes, enhance data visibility, ensure regulatory compliance, and support long-term scalability. A high-level outline of the expected system solution is provided below.

4.1 Required Software Modules

The following functional areas are required. Vendors should indicate capability for each module in the Software Functional Requirements spreadsheet (Section 10):

Finance & Accounting

- General Ledger with multi-fund accounting and unlimited chart of accounts
- Budgeting (preparation, adoption, monitoring, and enforcement)
- Accounts Payable with 3-way match (PO, receipt, invoice) and approval workflows
- Accounts Receivable / Miscellaneous Billing
- Cash Management / Bank Reconciliation
- Cashiering and Payments Processing
- Journal Entry Management (to include Recurring Journal entries)
- Subledger Integration
- Accrual and Deferral Management
- Allocation Rules & Distribution
- Cost Center Accounting
- Capital Assets with depreciation tracking

- Project and Grant Accounting with Compliance Reporting
- Lease Accounting (GASB 87 and 91)
- Grants Management
- ACFR (Annual Comprehensive Financial Report)
- Employee Reimbursement

Human Resources & Payroll

- Core HR (employee records, compliance tracking)
- Payroll Processing
- Time & Attendance
- Leave Management (FMLA, accruals)
- Talent Acquisition / Recruiting and Onboarding
- Employee Self-Service (ESS)
- Workforce Scheduling and Advanced Scheduling
- Overtime Compliance

Procurement & Purchasing

- Requisition-to-Purchase Order lifecycle management
- Vendor Management and Catalogs
- Budget Validation and Approval Workflows
- Contract and Bid Management
- Inventory Management
- Receiving and Invoice Matching / 3-Way Match
- Automated Invoice Capture
- Payment Run & Batch Payments
- Vendor Aging Reports
- Duplicate Invoice Detection
- Audit Trails and Compliance Tracking

Planning & Development

- Permits & Code Enforcement
- Business License
- Online application intake and citizen portal
- Permit and license issuance
- Inspection scheduling and tracking
- GIS integration and spatial validation
- Automated fee calculations and online payments
- Case management and compliance tracking

Public Safety & Courts (Citations Management)

Departments: Sheriff, Fire, Animal Services, Magistrate Court

- Citation issuance in the field (mobile-enabled)
- Violation code lookup and data entry
- Digital signatures and document capture
- Court integration and docketing
- Automated notifications and reporting
- Case lifecycle management

Computer-Aided Dispatch (CAD) and Records Management System (RMS)

The proposed solution must support integration with, or inclusion of, a CAD/RMS to serve Public Safety departments including Sheriff, Fire, and related agencies.

CAD Capabilities:

- Real-time call intake and dispatch management
- Unit tracking and GPS integration
- Incident creation, prioritization, and routing
- Mobile data terminal (MDT) support for field personnel
- Interagency communication and mutual aid coordination
- Integration with 911/NG911 systems

RMS Capabilities:

- Incident and case reporting (law enforcement, fire, citations)
- Records management with audit trails
- Evidence/property tracking
- Citation management and court integration
- Compliance with state and federal reporting standards (e.g., NIBRS)
- Secure document and digital evidence storage

CAD/RMS Integration Requirements:

- Seamless integration between CAD, RMS, and ERP modules
- Integration with court systems (Magistrate, State Court)
- Integration with citation systems (Animal Services, Fire, Sheriff)
- GIS platform integration
- Mobile and field systems integration
- Real-time data synchronization across systems

Parks & Recreation

- Program registration and reservations
- Facility scheduling and management
- Membership management
- Fee collection and financial integration
- Citizen-facing portal for bookings

Transportation & Infrastructure (RDOT)

- Asset inventory and lifecycle management
- Maintenance Management / Asset Maintenance
- Capital project tracking
- GIS integration
- Condition assessments and reporting

Stormwater Management

- Application intake and workflow routing
- GIS and spatial validation
- Compliance tracking and reporting
- SLA enforcement and performance tracking

Water Resources / Utility Billing

- Customer information and billing (Utility Billing CIS)
- Meter data management (AMI integration)
- Work orders and field service
- Asset management
- Regulatory compliance tracking

Additional Modules

- Content Management
- Central Property
- Citizen Engagement
- Citizen Transparency
- Cashiering / Payments / EFT

4.2 Required Services

- Project Management
- Software Installation
- Data Conversion
- Integration & Interface Development
- Training
- Ongoing Support & Maintenance Services

4.3 Organization Demographics and Statistics

The following shows an estimated summary of key transactions and operating volumes:

TRANSACTION AND OPERATING VOLUMES	CURRENT
County Population	98,416
Operating Budget	126,771,382
Total County Locations	1
Total Computer System Users	1,132
Concurrent Financial System Users	22
Concurrent HR System Users	13
Fiscal Year Start	January 2026
Number of Funds	31
Number of Departments	32
Number of Full-Time Employees	1,119
Number of Part-Time Employees	31
Payroll Frequency	Bi-weekly
Number of Capital Assets	1,645
Number of Purchasing/AP Vendors	10,300
Number of AP Checks (Monthly)	800 physical checks / 200 EFT (Monthly)
AP Check Run Frequency	Weekly
Number of Utility Billing Customers	33,388
Desktop Operating System	Windows 11
Email System	Microsoft Exchange

4.4 Demonstrations and Presentations

Vendors may be required to provide detailed demonstrations of proposed application software. Vendors may also be required to make presentations and/or provide written clarifications of their responses at the request of Rockdale County.

4.5 Confidentiality and Open Records

All information submitted as part of the vendor's proposal will be deemed confidential. The contents of the proposals will not be made public until after an award and contract has been executed, except as provided in applicable public records law.

SECTION 5: TECHNICAL REQUIREMENTS

Vendors must provide a fully documented technical response addressing the following requirements:

- Cloud-based or hybrid deployment options with documented hosting environment
- Open API architecture for integrations with existing County systems
- Role-based security and comprehensive audit controls
- Mobile capabilities for field operations (responsive design and/or native apps)
- Data migration and conversion tools
- Disaster recovery and business continuity practices
- Integration with existing systems (e.g., GIS, courts, SFTP)
- CJIS-compliant security and data handling for public safety modules
- High availability for mission-critical operations (24/7 uptime)
- API-based interoperability with existing public safety systems
- Multi-factor authentication and identity provider integration
- Data encryption in-transit and at-rest
- Multiple application environments (production, training, test)

SECTION 6: PROPOSAL EVALUATION CRITERIA

Rockdale County intends to enter into a long-term relationship with a well-established vendor whose products, features, design philosophy, and support policies come closest to meeting the County's needs. The selected vendor must be a financially stable firm committed to providing ERP software solutions to the public sector.

6.1 Initial Proposal Evaluation

The initial evaluation will be based solely on the vendor's proposal response and will be conducted prior to any formal demonstrations, reference checks, and/or site visits. The vendors with the highest scores (no more than three) will proceed to additional evaluation.

6.2 Finalists Evaluation

Further evaluation associated with finalist vendors will include:

- Scripted vendor demonstrations
- Evaluation of implementation and support approach
- Reference checks
- Site visits at the discretion of the selection committee

6.3 Evaluation Scoring Matrix

Each proposal will be evaluated using the following weighted criteria. Note: Both the traditional weighted scoring and the detailed functional scoring matrix are applied.

CRITERIA	WEIGHT
Functional Requirements Fit (includes CAD/RMS requirements)	30%
- Module Functional Requirements	
- General System Functions	
- Reporting, Security, Ease of Use	
Technical Architecture & Infrastructure	15%
- Current technology platform	
- Cloud hosting and reliability	
- Integration capabilities	
Implementation & Support Services	15%
- Implementation methodology	
- Data migration approach	
- Training and change management	
Vendor Experience & References	15%
- Corporate stability and viability	
- Public sector ERP experience	
- CAD/RMS implementation experience	
Cost Proposal	15%
- Initial costs	
- Annual maintenance/upgrades	
- Optional or third-party products	
Support & Training Capabilities	10%
- Support hours and procedures	
- User groups and conferences	
TOTAL SCORE	100%

Public Safety CAD/RMS capabilities will be evaluated as a critical component within Functional Requirements Fit.

Scoring Scale:

- 1 = Does Not Meet
- 2 = Partially Meets
- 3 = Meets
- 4 = Exceeds
- 5 = Significantly Exceeds

6.4 Evaluation & Reserved Rights

Evaluation of the proposals is expected to be completed within 60 days after bid closing. The lowest price proposal will not necessarily be selected. The municipality may award based on initial proposals received, without discussion. Rockdale County reserves the right to: (a) reject any or all proposals or make no award; (b) require modifications to initial proposals; or (c) make partial or multiple awards. The final award is subject to approval by the Rockdale County Board of Commissioners.

SECTION 7: VENDOR QUALIFICATIONS

Vendors must demonstrate the following qualifications:

- Experience with county or municipal ERP implementations
- Proven success with multi-department integrations
- References from similar-sized government clients
- Financial stability and long-term support capability
- Proven experience implementing CAD/RMS solutions for local government or public safety agencies
- Compliance with CJIS security standards
- Integration experience with ERP, courts, and GIS systems
- Real enterprise integration (not bolt-ons)

SECTION 8: DETAILED SUBMITTAL REQUIREMENTS

8.1 Response Instructions

The submitted proposal must follow the rules and format established within this RFP. Vendors must provide:

- One (1) electronic copy on USB Flash Drive in Adobe PDF Format

Each Vendor shall be responsible for all costs incurred in preparing and submitting their response to this RFP.

8.2 Proposal Summary Form

Name of Company	
Software Brand Name Proposed	
Name of Primary Contact for Follow-Up Questions	
Contact Phone Number	
E-mail Address	

8.3 Required Format and Content

Please provide the following information in the order listed:

Transmittal Letter

Acknowledge receipt, reading, and understanding of all aspects of the RFP and any addendum. Provide contact information for those authorized to participate in contract negotiations.

Section 1: Solution Summary

Describe your solution and how it addresses the stated goals. Limit to how your proposed solution will directly benefit Rockdale County and the unique value you add.

Section 2: Corporate Overview

Provide company background including history, present status, future plans, and company size. Submit an Annual Report or audited financial information for the past two (2) completed fiscal years.

QUESTION	RESPONSE
Year vendor started selling public sector ERP solutions?	
Average number of new public sector ERP contracts annually?	
Strategic partnerships (list and describe)?	
Total revenues: 2025 / 2024 / 2023 / 2022 / 2021	
Total employees by category (Sales, R&D, Help Desk, Development, Implementation, Other)	
Number of public sector vs. private sector clients	
Publicly held or private company?	
Percentage of revenues this system represents vs. other products/services?	
Annual operating loss in the last 5 years?	
Current staff turnover rate?	
Percentage of annual revenues reinvested into R&D?	

Section 3: General Application Architecture

Describe the application architecture, integration approach, content management capabilities, GIS integration, web-based e-Gov solutions, and customization capabilities.

QUESTION	RESPONSE
Are all proposed applications owned and developed by your company? If not, list modules and 3rd party owners.	
Describe the application architecture of the proposed solution.	
Describe how proposed applications are integrated with each other.	
Describe all end-user device requirements and supported platforms.	
Describe mobile device optimization, responsive design, and/or native mobile apps.	
Describe integrated content management capabilities.	
How does the system integrate with Microsoft Word and Excel?	
Describe data exchange capabilities with third-party solutions (file-based imports/exports).	
Describe API-based data exchange with third-party solutions.	
Describe system customization capabilities (custom fields, screens) and impact of upgrades.	
Describe application workflow capabilities.	
Describe integrated reporting and analytic capabilities.	
Does the vendor provide a library of customizable reports?	
What reporting services and support does the vendor offer?	
Describe ability to use third-party reporting tools.	

Section 4: Security

QUESTION	RESPONSE
Does the solution support integration with identity providers for authentication? Which ones?	
Can the application provide access to users not in the organization's identity provider?	

Describe how clients can define and control login policies including MFA.	
Describe self-service application account creation/registration (vendors, residents, applicants).	
Describe role-based security to manage application access.	
What auditing capabilities are included?	
Describe data encryption in-transit and at-rest.	
Describe additional security controls employed by the vendor.	

Section 5: Cloud Hosting

QUESTION	RESPONSE
Is the application available as a subscription-based cloud deployment?	
Describe the vendor's cloud offering.	
How many years has the vendor provided cloud solutions and how many clients use it today?	
What disaster recovery and business continuity practices are employed?	
Are multiple application environments supported (production, train, test)?	
How is data segregated between hosted clients?	
How often is the solution updated?	
Can individual clients control when new versions are applied?	
Can clients test a new version in pre-production?	
How long do clients have to test new versions before production deployment?	
Can clients refresh production data to non-production environments without vendor interaction?	

Section 6: Implementation Services

QUESTION	RESPONSE
Describe the vendor's implementation methodology.	
Does the vendor utilize 3rd parties or subcontractors?	

How many PMP certified Project Managers does the vendor currently have on staff? How many will be assigned to project? What capacity? (full-time, part-time)	
How many new client implementations did the vendor perform in the past three years?	
What level of guarantee does the vendor offer for quality of implementation services?	

Please describe your approach and define deliverables for the following implementation services (minimum required):

- Project Scope Agreement
- Project Assumptions
- Vendor Personnel
- Technical Support Offerings
- Operational & Knowledge Transfer
- Data Conversion Process Steps and Activities
- Change Management Approach
- Communication Plan
- Quality Management and Testing
- Project Risk Management
- Schedule Management
- Resource Management
- Training Plan
- Sample Implementation Plan

Section 7: Ongoing Support and Maintenance

The Vendor must specify the nature, costs, and conditions of any post-implementation support options including: Operational/Functional Support, Technical Support, Release/Upgrade Assistance, Availability of user groups, and Escalation options and procedures.

QUESTION	RESPONSE
Does the vendor have a toll-free support line?	
Does the vendor have regional and national User Groups?	
Does the vendor have an Annual User Conference?	
What are the support hours of operation?	
Does the vendor assign one individual to take ownership of support issues?	
Will the vendor provide unlimited telephone support as part of the annual support agreement?	
Does the vendor provide and maintain a searchable knowledgebase?	

Does the vendor provide a customer-only website with documentation and software downloads?	
Does the vendor provide an electronic forum for clients to communicate and exchange information?	

SECTION 9: VENDOR RESPONSE TEMPLATE

Vendors must respond to each functional requirement using the following format:

FIELD	VENDOR RESPONSE
Requirement ID:	
Requirement Description:	
Response (Yes / No / Partial):	
Description of Capability:	
Configuration or Customization Required (Yes/No):	
Additional Notes:	

SECTION 10: SOFTWARE FUNCTIONAL REQUIREMENTS

Responses to the Software Functional Requirements should be completed in the attached spreadsheet. Vendors are instructed to complete Software Capabilities by placing the correct code in the vendor response column for each requirement as described below:

CODE	MEANING
Y = YES	Vendor's standard software meets and/or exceeds the requirement in the current General Release.
N = NOT PLANNED	Vendor's software does not and cannot meet this requirement.
C = CUSTOM QUOTE	A software modification is required. List dollar amount in the comments column.
NR = NEXT RELEASE	Vendor will satisfy the requirement in a future release within 12 months of contract date at no additional cost.
TP = 3RD PARTY PRODUCT	Requirement can be met with a third-party product. Indicate name of the product in comments and include all associated costs in the investment summary.

Detailed functional requirement documents are provided for each department as additional attachments, including: Animal Services, Finance & Accounting, Fire, Human Resources, Magistrate Court, Parks & Recreation, Planning & Development, Procurement, Purchasing, Transportation (RDOT), Sheriff, Stormwater, and Water Resources.

SECTION 11: VENDOR REFERENCE INFORMATION

Provide five (5) recent client references of similar size and scope. These clients must be live on all modules of the software for a minimum of one year. Please include the following for each reference:

Reference 1

Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact E-mail Address:	
Contract Date:	
Software Modules Purchased:	
Annual Budget:	
Population:	

Reference 2

Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact E-mail Address:	
Contract Date:	
Software Modules Purchased:	
Annual Budget:	
Population:	

Reference 3

Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact E-mail Address:	
Contract Date:	
Software Modules Purchased:	

Annual Budget:	
Population:	

Reference 4

Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact E-mail Address:	
Contract Date:	
Software Modules Purchased:	
Annual Budget:	
Population:	

Reference 5

Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact E-mail Address:	
Contract Date:	
Software Modules Purchased:	
Annual Budget:	
Population:	

SECTION 12: COST PROPOSAL

Costs should include the complete costs for the proposed solution. Use additional pages as needed to provide additional cost details. The following costs must be included in your response:

#	COST ITEM	AMOUNT
1	Application Software License Fees	$
2	Data Conversion Costs	$
3	Modification Costs (if denoted to satisfy a requirement)	$
4	Implementation, Training & Consulting Services Costs	$
5	Annual Software Maintenance Cost (for three years)	$
6	Estimated Travel Costs	$
7	3rd Party Software	$
8	System Software	$
9	Hardware (if required)	$
	TOTAL PROPOSED COST	$

No additional charges, other than those listed on the price breakdown sheets, shall be made. All shipping and insurance costs shall be included in this proposal. Specific payment terms will be negotiated as part of the final contract. It is expected that certain payments will be made upon delivery of the software with additional payments made based on specific project milestones.

The vendor agrees to provide a written Change Order describing the work to be performed and estimating the costs for the County's approval before any work is initiated. Vendor will not exceed the costs set forth in mutually agreed Change Orders without written justification acceptable to the County.

SECTION 13: PROPOSAL SIGNATURE FORM

The undersigned, as proposal responder, declares that he/she has carefully examined all items of the Specifications and Instructions herein, fully understands and accepts the requirements, and agrees to furnish the specified items and will accept, in full payment therefore, the amount specified.

Firm Name:	
Date:	
Address:	
Telephone:	
Authorized Signature:	
Printed Name & Title:	

ADDENDA ACKNOWLEDGEMENTS

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department - Purchasing Division have been received before submitting a proposal.

Addendum	Date Vendor Received	Initials
1		
2		
3		
4		
5		
6		

SECTION 14: AFFIDAVIT VERIFYING STATUS

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale County, Georgia, I [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

- I am a United States Citizen

OR

- I am a legal permanent resident 18 years of age or older, or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older and lawfully present in the United States.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:	Date:
Printed Name:	
Alien Registration Number (non-citizens):	

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF _____, 202___.

Notary Public:	
My Commission Expires:	

SECTION 15: CONTACT INFORMATION

All questions and communication regarding this RFP must be directed in writing to the email address below:

Rockdale County Finance Department - Purchasing Division

Attention: Adrienne Brown

Phone: (770) 278-7552

E-mail: adrienne.m.brown@rockdalecountyga.gov

Vendors are notified not to contact any member of the Evaluation Committee or any member of the County staff and its elected officials except as provided herein, until such time as a contract has been awarded. All questions must be submitted prior to the Deadline for Questions. Written responses will be posted to www.rockdalecountyga.gov under Bid Opportunities.

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He is_____ (owner, partner officer, representative, or

agent) of _____, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

_____
(Signed)

_____
(Title)

Subscribed and Sworn to before me this _____ day of _____, 202__

Name_____

Title_____
My commission expires (Date)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;

e) The Contractor will contract for the 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(a), (b), and (c);

f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and

g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

_____ _____
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: _____

INSURANCE:
Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:	Limits of Liability:
Workers' Compensation	Statutory
Employers' Liability	$1,000,000.00
Bodily Injury Liability	$1,000,000.00 each occurrence
except Automobile	$1,000,000.00 aggregate
Property Damage Liability	$1,000,000.00 each occurrence
except Automobile	$1,000,000.00 aggregate
Personal & Advertising Injury Limit	$1,000,000.00
Products / Completed Ops.	$2,000,000.00 aggregate
Automobile Bodily Injury	$1,000,000.00 each person
Liability	$1,000,000.00 each occurrence
Automobile Property Damage Liability	$1,000,000.00 each occurrence
Professional Liability/General Liability	$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
981 Milstead Avenue
Conyers, GA 30012

ROCKDALE COUNTY GOVERNMENT
EQUAL BUSINESS OPPORTUNITY PROGAM

Rockdale County Government Equal Business Opportunity ("EBO") Program ordinance promotes opportunities for Historically Underutilized Businesses ("HUBs") and Small Business Enterprises ("SBEs") and protects all contracting applicants from unlawful discrimination. Under the EBO ordinance, bids for any project totaling $100,000 or more in value must demonstrate good faith efforts to make work available to HUBs and SBEs. The ordinance is aspirational and seeks to maximize contracting opportunities for HUBs and SBEs. Specific outreach and reporting requirements are detailed in the EBO Ordinance and accompanying EBO policy document adopted by the Rockdale County Board of Commissioners, both of which are attached here.

In accordance with the terms of the EBO ordinance, all contracting shall be awarded without regard to race, religion, color, creed, national origin, sex, age, or handicapping condition. No portion of the EBO ordinance requires contractors or subcontractors to make purchases of materials or equipment from HUBs who do not submit the lowest responsible, responsive bid.

Please refer to the attached EBO ordinance and EBO policy document for further details.

ROCKDALE COUNTY GOVERNMENT
EBO PROGRAM
CONTRACT COMPLIANCE REQUIREMENTS

AFFIDAVIT – SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION PLAN (UTILIZATION PLAN)

The Utilization Plan is designed to enhance the utilization of a Historically Underutilized Business (HUB) or a Small Business Enterprise (SBE) by a bidder/proposer, contractor, or vendor. The bidder/proposer **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with bid/proposal.

DETERMINATION OF GOOD FAITH

The Prime Contractor must demonstrate that they have made reasonable, good faith efforts to ensure that certified firms have had a full and fair opportunity to compete and win subcontracts on this project. The Prime Contractor is required to include all outreach attempts that would demonstrate a "Good Faith Effort" in the solicitation of sub-consultants/subcontractors.

Documentation of efforts made by the Prime Contractor regarding this project should be documented using the Subcontractor Contact Form.

AFFIDAVIT – CONTRACTOR ONLY USAGE

A contractor that performs all the work under a contract with its own workforce may submit an affidavit.

UTILIZATION REPORTING (Post Award)

The successful bidder/proposer will be required to report **all** payments to subcontractors, sub-consultants, and suppliers (if applicable) by the 15th day of the month to the EBO Administrator.

ROCKDALE COUNTY GOVERNMENT
AFFIDAVIT - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

This form **must be** completed and **submitted with the bid/proposal.** All prime bidders/proposers **must** submit this form which lists all intended subcontractors/suppliers who will be utilized under the scope of work/services.

Prime Bidder/Proposer Company Name _____

ITB/RFP Name & Number: _____

1. My firm, as **Prime** Bidder/Proposer on this scope of work/service(s) **is NOT**☐, **is**☐ a Historically Underutilized Business or Small Business Enterprise.

   Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly as the Prime Contractor:
   $_____ Or _____%

2. This information below must be completed and submitted with the bid/proposal if a **joint venture (JV)** approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

JV Partner(s) information:

Business Name (a.)		**Business Name** (b.)	
% of JV		**% of JV**	
HUB or SBE Certified (Y or N)		**HUB or SBE Certified (Y or N)**	
Certified Agency		**Certified Agency**	
Date Certified		**Date Certified**	

3. Lists all Sub-Contractor/suppliers participating on the project and provide a description of the work to be executed.

Total Dollar Value of Certified Subcontractors: ($)

Total Percentage of Certified Subcontractors: (%)

AFFIDAVIT - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION (continued)

CERTIFICATION: The undersigned certifies that he/she has read, understands, and agrees to be bound by the Bid/Proposer provisions. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

By submitting this form, it is understood that every firm listed as a subcontractor has been properly notified and will participate.

Signature:_____ **Title**:_____

Business or Corporate Name:_____

Address:_____

_____

Telephone: ( )_____

Fax Number: ( )_____

Email Address:_____

ROCKDALE COUNTY GOVERNMENT
UTILIZATION REPORT – Post Award

The awarded vendor(s) are required to report **all** payments to the prime contractor, subcontractors, and sub-consultants (if applicable) during the project by the 15th day of the month to the EBO Administrator.

Subcontractor or Supplier information

ITB or RFP #	Name	Contact Name	Contact Email Address	Contact Phone	Payment amount	Date of payment	Payment Method

Issues:

Vendor Name: _____

Printed Signature:
_____

Date:
_____

Title_____

INTERNAL USE ONLY

Verified _____

Any Issues _____

Verified by _____

ROCKDALE COUNTY GOVERNMENT

Subcontractor Contact Form

Good Faith Effort - Must also include evidence of all good faith efforts that were implemented, including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment and selection of Historically Underutilized Businesses or Small Business Enterprises.

Subcontractor/Supplier	Business Address	Contact Name	Contact Email Address	Contact Phone	Scope of Work Solicited for Project	HUB or SBE Certification Designation	Result of Contact	Date of Contact

Company Name: _____ **Project # & Title:** _____

Printed Signature: _____ **Date:** _____

Title_____

INTERNAL USE ONLY

Date information verified _____

Any Issues _____

Verified by _____

Ordinance #: 2024-11

AN ORDINANCE AMENDING DIVISION 3 OF ARTICLE VI OF CHAPTER 2 OF THE CODE OF ROCKDALE COUNTY, GEORGIA PROVIDING AUTHORIZATION FOR AN EQUAL OPPORTUNITY PROGRAM FOR ROCKDALE COUNTY

WHEREAS, it is the policy of Rockdale County to encourage maximization of contracting opportunities with Historically Underutilized Businesses;

WHEREAS, the Rockdale County Board of Commissioners promulgates this ordinance as the official policy of Rockdale County.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of Rockdale County, Georgia, and it is, hereby, ordained by the authority of same, as follows:

That Division 3 of Article VI of Chapter 2 of the Code of Rockdale County, Georgia be amended, to create, as follows:

"**Section 2-221**. Equal Business Opportunity Program"

A. As used in this section:

1. The term "Contracting Authority" means any board, commission, body, or subdivisions of Rockdale County that exercises any authority to award a contract through a formal bidding process.

2. The term "Historically Underutilized Businesses" means a firm that is an independent and continuing enterprise for profit:

    a. In which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and

    b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

3. The term "minority person" means a person who is a citizen or lawful permanent resident of the United States and who is:

    a. Black, that is, a person having origins in any of the black racial groups in Africa;

    b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;

c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;

d. Native American, that is, a person having origins in any of the original Indian peoples of North America; or

e. Female.

4. The term "socially and economically disadvantaged individual" means a person who is a citizen or lawful permanent resident of the United Stated and who is:

a. A veteran of the armed forces of the United States;

b. Physically or mentally disabled in a manner that substantially limits one or more of the major life activities of a person; or

c. Capable of demonstrating some other form of economic or social disadvantage, as articulated in 13 CFR § 124.104.

5. The term "Small Business Enterprises" means a firm that is an independent and continuing enterprise for profit for which the gross revenues or number of employees, inclusive of any affiliates as defined by 13 CFR 121.103, does not exceed the size standard for its industry as defined by 13 CFR 121.201 (as further explained in 13 CFR 121.104 through 121.107), and is certified as such.

B. It is the policy of Rockdale County to encourage maximization of contracting opportunities with Historically Underutilized Businesses.

C. All Contracting Authorities shall strive to maximize contracting opportunities with Historically Underutilized Businesses. Where feasible, preference should be given to such businesses that are in Rockdale County or that employ a majority of their workforce in Rockdale County.

D. All Contracting Authorities shall establish prior to solicitation of bids for any project totaling $100,000 or more, the good faith efforts that it will take to make it feasible for Historically Underutilized Businesses to submit successful bids or proposals for the contract. Each first-tier subcontractor shall comply with the requirements applicable to contractors under this subsection.

E. Each bidder for a contract from a Contracting Authority shall identify on its bid the Historically Underutilized Businesses that it will use in fulfilling the contract and an affidavit listing the good faith efforts it has made pursuant to Subsection (G) of this section and the total dollar value of the bid that will be performed by the Historically Underutilized Businesses. A contractor that performs all the work under a contract with its own workforce may submit an affidavit to that effect in lieu of the affidavit otherwise required under this subsection. The apparent lowest responsible, responsive bidder shall also file the following:

1. Within the time specified in the bid documents, either:

    a. An affidavit that includes a description of the portion of work to be executed by Historically Underutilized Businesses, expressed as a percentage of the total contract price, which is equal to, or more than the applicable goal of contracts being awarded to Historically Underutilized Businesses annually, as set in Section III of the accompanying policy and procedures document. An affidavit under this sub-subdivision shall give rise to a presumption that the bidder has made the required good faith or effort; or

    b. Documentation of its good faith effort to meet the goal. The documentation must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

2. Within 30 days after awarding the contract, a list of all identified subcontractors that the contractor will use on the project.

Failure to file a required affidavit or documentation that demonstrates that the contractor made the required good faith effort is grounds for rejection of the bid.

F. No subcontractor who is identified and listed pursuant to Subsection (E) of this section may be replaced with a different subcontractor except:

1. If the subcontractor's bid is later determined by the contractor to be nonresponsible or nonresponsive, or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or

2. With the approval of the Contracting Authority for good cause.

G. Before awarding a contract, the Contracting Authority shall do the following:

1. Develop and implement a Historically Underutilized Business participation outreach plan to identify Historically Underutilized Businesses that can perform necessary services and to implement outreach efforts to encourage Historically Underutilized Business participation in these projects.

2. At least 10 days prior to the scheduled day of bid opening, notify Historically Underutilized Businesses that have requested notices from the Contracting Authority and Historically Underutilized Businesses that otherwise indicated to the County an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:

    a. A description of the work for which the bid is being solicited.

    b. The date, time, and location where bids are to be submitted.

c. The name of the individual within the public entity who will be available to answer questions about the project.

d. Where bid documents may be reviewed.

e. Any special requirements that may exist.

3. Utilize other media, as appropriate, likely to inform potential Historically Underutilized Businesses of the bid being sought.

H. The Contracting Authority may designate certain procurement projects or contracts as available for bid and award only to certified Small Business Enterprises. The small business reserve designation for a particular project is discretionary on the part of the Contracting Authority and should be applied only where there is a reasonable expectation that there will be at least three responsible and responsive bids for certified Small Business Enterprises and that the award will be made at a fair market price/value. To obtain a small business reserve program project, the bidding Small Business Enterprise must self-perform a significant percentage of the contracted work (a minimum of 50 percent).

I. All Contracting Authorities shall award contracts without regard to race, religion, color, creed, national origin, sex, age, or disability status. Nothing in this section shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from Historically Underutilized Business who do not submit the lowest responsible, responsive bid or bids.

J. Each Contracting Authority shall submit to the Board an annual report demonstrating compliance with this code section.

K. Nothing herein shall apply to any contracts solicited or awarded before the passage of this code section.

L. For any projects involving the use of federal funds, no term of this ordinance shall apply if it conflicts with the requirements imposed under federal law for that project.

M. If any provision or clause of this code section or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this code section which can be given effect without the invalid provision or application, and to this end the provisions of this code section are declared to be severable.

N. The terms of this ordinance shall expire five years from the date of its enactment if not renewed by the Rockdale County Board of Commissioners.

Adopted this 27th day of August, 2024.

Rockdale County, Georgia
Board of Commissioners

By: _____
Osborn Nesbitt, Sr., Chairman

By: _____
Sherri L. Washington, Commissioner Post I

By: _____
Dr. Doreen L. Williams, Commissioner Post II

Attest:

By: _____
Jennifer Rutledge, County Clerk

First Reading: 9/27/2024
Second Reading: Waived

Approved as to form:

By: _____
M. Qader A. Baig, County Attorney

Policy # 2023-1-27
As Amended

EQUAL BUSINESS OPPORTUNITY

This document provides guidelines for implementation of the County's Equal Business Opportunity ordinance, which encourages maximization of contracting opportunities with Historically Underutilized Businesses.

I. PURPOSE

The purpose of these policies and procedures is to provide guidelines for implementation of the Rockdale County Equal Business Opportunity ("EBO") ordinance. [Ord. No. O-2024-11]

II. DEFINITIONS

All terms used herein shall have the definitions provided in the EBO ordinance.

III. EBO MAXIMIZATION GOAL

To maximize contracting opportunities with Historically Underutilized Businesses, Contracting Authorities shall strive for a goal of at least fifteen percent (15%) of contracts being awarded to Historically Underutilized Businesses annually. This goal shall be measured by the total value of work for each County project, including projects done by a private entity on a facility to be leased or purchased by the County.

IV. ADMINISTRATION

A. Administration of the EBO ordinance shall be done by the Finance department of Rockdale County (the "EBO Administrator").

B. Prior to solicitation of bids for any project totaling $100,000 or more, the EBO Administrator must have its Historically Underutilized Business participation outreach plans.

C. Following solicitation of bids for any project totaling $100,000 or more, the the EBO Administrator must have on file a report of its compliance with the Historically Underutilized Business participation outreach plan submitted pursuant to subsection B.

D. The EBO Administrator shall prepare an annual report to the Rockdale County Board of Commissioners detailing all contracts solicited and all contracts awarded pursuant to the EBO ordinance. This report shall include the value of all contracts awarded to Historically Underutilized Businesses or Small Business Enterprises as both prime contractors and subcontractors.

V. CERTIFICATION

A. To demonstrate a firm's qualifications as a Historically Underutilized Business, Rockdale County will accept:

1. Certification from the State of Georgia, City of Atlanta, or any local, state, or federal government agency;

2. Certification from any private party accredited to provide business certification; or

3. Self-certification as sworn to in a notarized statement or affidavit under penalty of perjury, with any accompanying documentation.

VI. OUTREACH ACTIVITIES

A. Outreach activities that can be part of a Historically Underutilized Business participation outreach plans include, but are not limited to, the following:

1. Attending trade fairs;

2. Hosting business workshops;

3. Hosting pre-bid conferences;

4. Advertising; and

5. Any other activities reasonably likely to increase participation in the bidding process by Historically Underutilized Businesses.

VII. GOOD FAITH EFFORTS

A. The Contracting Authority shall require bidders to undertake the following good faith efforts, where applicable:

1. Contacting Historically Underutilized Businesses that reasonably could have been expected to submit a quote and that were known to the Contracting Authority lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.

2. Making the plans, specifications and requirements available for review by prospective Historically Underutilized Businesses or providing these documents to them at least 10 days before the bid or proposals are due.

3. Breaking down or combining elements of work into economically feasible units to facilitate participation by Historically Underutilized Businesses.

4. Working with organizations for Historically Underutilized Businesses that provide assistance in recruitment of Historically Underutilized Businesses.

5. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.

6. Negotiating in good faith with interested Historically Underutilized Businesses and not rejecting them as unqualified without sound reasons based on their capabilities.

Any rejection of a Historically Underutilized Businesses based on lack of qualification should have the reasons documented in writing.

7. Providing assistance to an otherwise qualified Historically Underutilized Businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting Historically Underutilized Businesses in obtaining the same unit pricing as the bidder's suppliers to help Historically Underutilized Businesses in establishing credit.

8. Negotiating joint venture and partnership arrangements with Historically Underutilized Businesses to increase opportunities for Historically Underutilized Businesses to participate in County projects when possible.

9. Providing quick pay agreements and policies to enable Historically Underutilized Business contractors and suppliers to meet cash-flow demands.

VIII. SUBCONTRACTING

Every contract awarded pursuant to the process outlines in the EBO ordinance shall include a provision requiring all first-tier subcontractors to comply with the requirements applicable to contractors under the EBO ordinance.

IX. INCORPORATION

A bidder's commitment to abide by the terms of the EBO ordinance, and the good faith efforts it intends to undertake, shall be incorporated into the terms of any contract awarded to that bidder.

X. SMALL BUSINESS ENTERPRISE

A. A Small Business Enterprise may be certified in the following ways:

1. a filed letter or other documentation from the United States Small Business Administration that establishes that the firm is certified as an 8(a) firm, small business enterprise, small disadvantaged business enterprise, or HUBZone firm;

2. a letter or other documentation from the City of Atlanta, MARTA, or Georgia Department of Transportation (GDOT) that establishes that the firm is certified as a DBE; or

3. small business certification from a certifying agency within Georgia that applies the small business size standards consistent with or less than the applicable revenue and employment size standards for small businesses established by the United States Small Business Administration and meets other county criteria related to SBE certification.

XI. REPORTING

A. The EBO Administrator shall be responsible to provide an annual report to the Contracting Authority which shall include the following:

1. A listing of all contracts awarded in in the prior year, including the dollar value of each contract for both prime contractors and subcontractors;

2. For each contract listed, the efforts taken, if any, to award the contract to a Historically Underutilized Business or Small Business Enterprise;

3. Whether each contract was ultimately awarded to a Historically Underutilized Business or Small Business Enterprise; and

4. The value of all contracts awarded to Historically Underutilized Businesses or Small Business Enterprises as both prime contractors and subcontractors.

B. Each contractor must report payments made to the Historically Underutilized Business subcontractors to the County on a monthly basis by no later than the 15th of the month.

Approved this 27th day of August, 2024.

Rockdale County, Georgia
Board of Commissioners

By: _____
Osborn Nesbitt, Sr., Chairman

By: _____
Sherri L. Washington, Commissioner Post I

By: _____
Dr. Doreen L. Williams, Commissioner Post II

Attest:

By: _____
Jennifer Rutledge, County Clerk

Approved as to form:

By: _____
M. Qader A. Baig, County Attorney