



**RFP # 19-29**  
**Senior Services' Case Management Services**  
**Opening: 3:00 PM, March 26, 2019**

<b>TABLE OF CONTENTS</b>	<b>Page</b>
<b>SECTION I – GENERAL OVERVIEW</b>	
<b>A - BACKGROUND</b>	<b>3</b>
<b>B - GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS</b>	<b>4 - 13</b>
<b>SECTION II – SPECIFICATIONS</b>	
<b>A – STATEMENT OF WORK</b>	<b>14</b>
<b>B – DESCRIPTION OF TASKS</b>	<b>14 - 15</b>
<b>C – RESULTS OR OUTCOME OF TASKS</b>	<b>15</b>
<b>D – PERFORMANCE AND QUALITY</b>	<b>15</b>
<b>E – PROGRESS REPORTING</b>	<b>15</b>
<b>F – PLACE OF PERFORMANCE</b>	<b>15</b>
<b>G – ANY APPLICABLE REGULATIONS OR SPECIFICATIONS</b>	<b>15 - 16</b>
<b>H – ANY APPLICABLE WORKING RULES</b>	<b>16</b>
<b>I – FUNDING AND PAYMENT</b>	<b>16</b>
<b>J – CONTRACT TERMS</b>	<b>16</b>
<b>K - INSURANCE REQUIREMENTS</b>	<b>16 - 17</b>
<b>SECTION III – PROPOSAL FORMAT</b>	
<b>A – TECHNICAL PROPOSAL FORMAT</b>	<b>18 - 19</b>
<b>B – COST PROPOSAL FORMAT</b>	<b>19</b>
<b>SECTION IV - EVALUATION AND SELECTION CRITERIA</b>	<b>20 - 21</b>
<b>SECTION V - FORMS</b>	
<b>STANDARD CONTRACT</b>	<b>22</b>
<b>BID AUTHORIZATION AFFIDAVIT</b>	<b>23</b>
<b>NON-CONFLICT OF INTEREST</b>	<b>24</b>
<b>GA SECURITY &amp; IMMIGRATION COMPLIANCE AFFIDAVIT</b>	<b>25</b>
<b>SAVE AFFIDAVIT</b>	<b>26</b>
<b>SUPPLIER INCLUSION PROGRAM</b>	<b>27</b>
<b>COST PROPOSAL</b>	<b>28</b>
<b>CHECKLIST FOR RFP DOCUMENTS</b>	<b>29</b>
<b>SECTION VI – REQUEST FOR PROPOSAL LABEL</b>	<b>30</b>

## SECTION I - GENERAL OVERVIEW

### A. BACKGROUND

The Henry County Board of Commissioners is seeking proposals from qualified vendors to provide professional services for the provision of case management services for Non-Medicaid Home and Community Based Services (HCBS). Services will be provided throughout Henry County to older adults and their caregivers who are residents of Henry County. Provision of these services will maintain and strengthen the capacity of functionally impaired individuals who would otherwise be unable to care adequately for themselves because of difficulty with certain Activities of Daily Living (ADLs) and certain Instrumental Activities of Daily Living (IADLs).

Henry County Senior Services is the designated County Based-Aging Agency (CBA) for the administration, coordination and implementation of the Older American Act (OAA) program and services. In this role, Henry County Senior Services is responsible for maintaining a coordinated aging services delivery system for the senior residents of Henry County, Georgia. Its mission is to ensure the provision of quality services that promote the highest level of independence and quality of life for seniors. Henry County Senior Services enhances the welfare of the County's seniors by providing an array of health and social support services that can assist seniors to age in place within their communities for as long as possible. Specifically, Henry County Senior Services ensures the provision and oversight of senior centers, a congregate and home delivered meal program, case management, in-home services, and volunteer services.

All contracts resulting from this RFP are contingent upon the actual availability of funds from the Georgia Department of Human Services (DHS), Division of Aging Services (DAS), the Atlanta Regional Commission (ARC) and the Henry County Board of Commissioners (HCBOC).

#### Projected Number of Clients

The projected number of case management clients and units to be served in 2019/2020 are:

Projected Number of # Clients	Projected Units (Hours)	Projected Units Total (Hours)
60	Avg. 18 annually	1,080

Please note that the number of clients and units listed are solely based upon projected numbers. Henry County is under no obligation to purchase services for any number of clients or units listed.

### B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

#### 1. Proposals Submission

- a. These instructions will bind proposers to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual proposal. These instructions are to be considered an integral part of the proposal.
- b. Proposals may be submitted by mail, common carrier or delivered in person. Fax or electronic proposals are not acceptable. It shall be the duty of each proposer to ensure that their proposal is delivered within the time and at the place prescribed in this document. Proposals received prior to the time fixed in this proposal document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any proposal received at the office designated in this document after the exact time and date specified, will not be considered. If a late proposal is received via carrier, it will be marked "late proposal" and will not be opened. If a late proposal is hand delivered, it will be returned unopened to the presenter.

- c. At the date and time specified for the opening of the proposal, the proposal shall be publicly opened and read aloud for the information of proposers and others present.
- d. The proposal must be submitted **in a sealed envelope/parcel** on or before the date and time stated in this document and is to be mailed or delivered to:

**Henry County Purchasing Department**  
**140 Henry Parkway**  
**McDonough, Georgia 30253**  
**RFP # 19-29**  
**Senior Services' Case Management Services**  
**Opening: 3:00 PM, March 26, 2019**

- e. The Submittal Checklist must be reviewed and the Proposer is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the proposal.
- f. The following items are to be submitted:
  - **One (1) unbound clearly marked “Original,” of the proposal documents**
  - **Six (6) bound complete copies (not to exceed a 1/2” capacity ring binder) identical to the original proposal documents, and**
  - **One (1) electronic version in PDF format on CD/DVD or USB flash drive identical to the original proposal documents.** The CD/DVD or USB flash drive should be labeled with the RFP number and proposer’s name.
  - **If required – One (1) original “Cost Proposal.” *The Cost Proposal is to be submitted in a separate sealed envelope and marked “Cost Proposal.”***
- g. All proposals must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the proposal.
- h. If descriptive literature is attached to the proposal, your firm’s name must be on all sheets submitted.
- i. Each proposal submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this Proposal request. The failure or omission of any proposer to examine any form, instrument or document shall in no way relieve any proposer from obligations in respect to the proposal submittal or the compliance of the terms, conditions and requirements of the proposal.
- j. Individual contractors shall provide their Social Security number and proprietorships; partnerships and corporations shall provide their Federal Employer Identification number on page one of this proposal documents and provide a completed W9 form to be submitted with the proposal.
- k. The authorized representative whose signature will appear on the proposal submitted certifies that the Proposer has carefully examined the instructions of this proposal and the terms and specifications applicable to and made a part of this proposal. The Proposer further certifies that the prices shown on the Proposal Price Submittal Form is in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the proposal.
- l. Any documentation submitted with or in support of a proposal or proposal shall become subject to public inspection under the Georgia Open Records Act. Labeling such information “Confidential”, “Proprietary”, or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

## **2. Preparation of Proposals**

- a. Negligence on the part of the proposer in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
- b. Unit price must be shown on the Proposal Cost Submittal Form in this document. All proposals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
- c. All product, equipment, article or material must be new and unused or current production. No

reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.

- d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing.
- e. Full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the proposer is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective proposers are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration. Final determination of equivalency will be determined by Henry County.

### 3. Clarification and Communication to County Concerning Proposal

- a. From time to time, the Purchasing Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, Addenda. **It is the responsibility of the Proposer to ensure that they have all applicable addenda prior to the proposal submission. Therefore, we encourage all Proposers to frequently review the County's website: [henrycounty-ga.com/purchasing](http://henrycounty-ga.com/purchasing) All addenda forms must be signed and submitted with the proposal. Failure to respond and acknowledge any addenda, even after the proposal opening, shall result in a non-responsive proposal.**
- b. The successful firm's proposal and all addenda will become a part of the agreement resulting from this document.
- c. Proposers seeking an award of a Henry County contract **shall not** initiate or continue any verbal or written communication regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Department between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. **EXCEPTION** to the above would be emailing request for clarification and/or questions to the Purchasing Department – [henrycountyrfp@co.henry.ga.us](mailto:henrycountyrfp@co.henry.ga.us). (These requests will be answered in an addendum. Please see schedule of events.)

### 4. Pre-Proposal Conference

The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in the "Schedule of Events" of this RFP. Unless indicated otherwise, attendance is not mandatory; although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award.

### 5. Rejection and Withdrawal of Proposals

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight hour period.
- b. The County will make a recommendation of the proposal to the Board of Commissioners within

60 days from date of the opening, unless the successful Bidder agrees in writing to a longer period for the award.

- c. The County may reject all or part of the proposal within 60 days of proposal opening.

## 6. Proposal and Contract Documents

- a. A proposal executed by an attorney or agent on behalf of the proposer shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the proposer.

**Corporation:** If the Proposer is a corporation, the proposal must be submitted in the name of the Corporation, not simply the corporation's trade name. In addition, the proposal must be signed by an officer of the corporation.

**Partnership:** If the Proposer is a partnership, all partners must sign the proposal. If all the partners do not sign the proposal, then the names of all those except limited partners must be furnished on the proposal and evidence of the authority of the signer(s) to execute the proposal on behalf of the partnership.

**Limited Liability Company (LLC):** If the Proposer is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

**Sole Proprietorship or Individual:** If the Proposer is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term – The time period of the agreement, if any is formed from this RFP, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Consultant.

## 7. Exceptions and Omissions

Any exceptions to the specifications and/or terms and conditions must be addressed during the question/clarification and addendum phases.

## 8. Alterations of Solicitation and Associated Documents

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

## 9. Cost Incurred by Vendors

All expenses involved with the preparation and submission of the RFP to the Henry County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

## 10. Codes, Permits, Fees, Licenses and Law

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. **Effective July 1, 2008:** All General Contractors must have a current valid license from the

State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law, O.C.G.A. Section 43-41-17.

- c. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the County must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the County contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance. Such attestation(s) shall be maintained and may be inspected by the County at any time. An affidavit of such compliance included with the proposal, must be signed by the contractor, and will become part of the contract.

## **11. Safety**

All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

## **12. Design, Standards and Practices**

Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

## **13. Statement of Warranty**

A Statement of Warranty should include all applicable manufacturers' warranty and the Contractor's warranty in regards to equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

## **14. Non-collusion**

By submitting a proposal in response to this solicitation, the proposer represents that in the preparation and submission of this proposal, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

## **15. Nondiscrimination**

Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination;
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

## **16. Drug Free Workplace Certification**

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code

Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and
- b. Each Contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor the following written certification:  
“As part of the subcontracting agreement with (Contractor’s name), (Subcontractor’s name) certifies to the Contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3”.
- c. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:
  - (1) The Contractor has made false certification hereinabove; or
  - (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

**17. Georgia Security and Immigration Compliance Act**

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between Henry County and the successful Contractor.

**18. Systematic Alien Verification for Entitlements (SAVE) Program**

Since a contract has been deemed a “public benefit,” the contractor or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SAVE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The contractor must execute a SAVE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government has to run that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SAVE program.

**19. Supplier Inclusion Program**

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. Please see the Supplier Inclusion Program form for a description of each of these type businesses.

**20. Delivery and F.O.B. Destination**

- a. All prices shall include shipping and delivery cost to our destination; F.O.B., Henry County, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The County will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The County desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.



## 21. Discounts

Cash discounts for early payment (i.e. 2%-10) or Net 30 terms should be shown separately, even if terms are Net.

## 22. County's Tax Exemption

Henry County is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services purchased directly by Henry County. Exemption certificates furnished upon request.

## 23. Award of Contract

a. Henry County desires to complete the award process in a timely manner. Henry County reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the County with price and other factors considered. Henry County may elect to waive any technicalities. The proposal will be awarded to highest scored proposer(s), if awarded. The proposal specifications and results will be available on the County's website:

[henrycounty-ga.com/purchasing](http://henrycounty-ga.com/purchasing).

b. Henry County reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the County that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their proposal, an award may be made to the next low responsive and responsible proposer.

**Responsibility** - The determination of the proposer's responsibility will be made by the County based on whether the proposer meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of proposer to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the proposal or the contract.

**Responsiveness** - The determination of the proposer's responsiveness will be made by the County based on a consideration of whether the proposer has submitted complete proposal documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

c. Henry County is subject to making records available for disclosure after the Board of Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of Henry County unless the lowest, qualified bid is less than the Board of Commissioners' approval limit. No claim shall be made by the selected Consultant for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

## 24. Local Vendor Privilege

a. There is established in Henry County, a local vendor privilege. Bids or proposals awarded to local vendors contribute to the local tax base and will therefore be given special consideration when bidding against out-of-jurisdiction (out-of-county) vendors. Bids or proposals received from local vendors will be given preference if such bid or proposal is responsive and within five (5) percent of the low bid submitted by any out-of-county bidder. In such instance, the local

vendor will be given the opportunity to match the low bid offered by the out-of-county vendor. If such local vendor agrees to match the low bid received from the out-of-county vendor within the time specified by the county, the bid shall be awarded to the local vendor.

- b. A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements prior to any award of a contract or purchase:
  - (1) The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Henry County; and
  - (2) The business or supplier must have a current occupational tax certificate; and
  - (3) The business or supplier must have paid all real and personal taxes owed the county; and
  - (4) The business or supplier must certify its compliance with the Georgia Security and Immigration Act.
- c. This policy shall not apply to any bid or proposal for material, equipment or services in excess of one hundred thousand dollars (\$100,000.00). In such cases, the bid award shall be subject to the competitive bidding requirements as otherwise provided herein or general law.

## **25. County Direction of Project Site and Monitoring of Work**

- a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of Henry County. The Contractor shall provide and make available an appointee to Henry County for project coordination and supervision of Proposer installation personnel. Coordination consist of meeting with the Henry County representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.
- b. The successful Proposer will promptly correct all work rejected by the County as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether or not fabricated, installed, or completed. The successful Proposer will bear all costs of correcting such rejected work.
- c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation is completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The County will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fails to clean the area, the County reserves the right to make other arrangements to have the area cleaned and the County shall deduct the cost from the Contractor's invoice.
- d. No one except authorized employees of the Contractor is allowed on the premises of Henry County facilities. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.
- e. All information disclosed by Henry County to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor during the course of performing such work is to be kept strictly confidential.

## **26. Indemnification**

- a. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors

that may arise out of the agreement.

- b. The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

## **27. Controlling Law, Venue**

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Henry County, Georgia. This Agreement shall be governed by the applicable laws of the County of Henry and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the County of Henry Judicial Courts.

## **28. Contractor as Independent Contractor**

In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of County. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

## **29. Assignment**

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of Henry County.

## **30. Performance of Contract**

- a. Henry County reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Contractor accepts the relationship of trust and confidence established by the award of this proposal solicitation. The Contractor covenants with the County to utilize the Contractor's best skill, efforts and judgment in furthering the interest of the County; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the County,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

## **31. Default and Termination**

### **a. Termination by Contractor**

The agreement resulting from this proposal shall be subject to termination by Contractor in the event of any one or more of the following events: The default by County in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of County to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.

b. **Termination by County**

The agreement resulting from this proposal shall be subject to termination by the County at any time in the opinion of the County; the contractor fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the County's reasonable satisfaction, the County shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the County, the County may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the County.
- (2) Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Contractors' failure to conduct services according to the approved proposal specifications.
- (4) Contractors' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Contractor's performance of the contract is unreasonably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the County reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.
- (7) The Contractor agrees by its proposal submission that the County's decision is final and valid.

c. **Force Majeure**

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch.

d. **Waiver**

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

**32. Payment**

Payment shall be tendered to the successful Proposer upon acceptance and approval by the County for satisfactory compliance with the general terms, conditions and specifications of the proposal; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted; and receipt of a valid invoice.

## SECTION II - SPECIFICATIONS

### A. STATEMENT OF WORK

1. Case management provides access for consumers to community resources and assists individuals in identifying and securing resources or services in order to enhance wellness and remain in the community for as long and as safely as possible. Case Managers act as service brokers and client advocates to ensure appropriateness of services and foster informative support to maintain clients maximum independent functioning. Confidentiality and client autonomy must be assured at all times.
2. Through ongoing monitoring and evaluation, case management promotes quality, cost-effective outcomes for the consumer and the community. Case management services must maintain flexibility to respond to the changing needs and preferences of the consumers.
3. A successful case management program requires case management staff persons who have specialized skill and competencies to provide the following core functions: Assessment, Service Plan Development, Service Plan Coordination, Advocacy, Re-Assessment and Discharge.

### B. DESCRIPTION OF TASKS

The selected respondent shall provide the following services:

1. Must demonstrate experience in providing case management services to older adults and demonstrate fiscal viability in order to successfully deliver case management services to identified Henry County consumers.
2. Case management includes the following tasks:
  - a. Assessment,
  - b. Periodic Re-Assessment,
  - c. Service Plan Development and Coordination,
  - d. Follow up by telephone, email or in person with consumers and caregivers when appropriate and necessary, in accordance with program and service requirements,
  - e. Coordination with other programs and advocacy on behalf of consumers who require assistance in accessing other systems of care,
  - f. Documentation, data collection, data entry and programmatic reporting.
3. Case Management Services should be provided in the following manner:
  - a. Develop a comprehensive Service Agreement and Plan of Care (clients who receive homemaker only),
  - b. Develop a Comprehensive Service Plan,
  - c. Coordinate Service Plan,
  - d. Advocate for Consumer,
  - e. Reassess and Review Service agreement and Plan if Care (if applicable),
  - f. Facilitate Service Termination and Discharge.
4. The specific tasks for the selected provider of General Case Management will include:
  - a. Coordination of Care,
  - b. Change to "Assessment of individual consumer strengths, functional and cognitive impairments, support option preferences and unmet needs,
  - c. Provision of information and referral as well as counseling services to older adults that leads to older adults gaining access to appropriate and available services.
  - d. Development of individualized service agreements and Plan of Care (clients who receive homemaker services only) and management and periodic reviews of these documents at required intervals,
  - e. Access and monitor nutritional risk,

- f. Documentation and File Maintenance for all clients served which includes, data collection, data entry, and programmatic reporting. The selected provider must maintain separate files, in a manner specified or approved by the Division of Aging and Atlanta Regional Commission, containing all written or electronic documentation pertaining to the services provided for each client served and in compliance with DHS/DAS Manual 5300, Section 210.13I.
- g. Oversight and management of Retention and Record Keeping (See MAN 5300 202.5 and MAN 5600 1060 “Technology and Data Management”)
- h. Oversight and management of Confidentiality (See MAN 5300 202.5A, MAN 5600 2053 “Confidentiality” and MAN 5600 2054 “HIPAA”)
- i. Facilitating the Mandatory Reporting of Elder Abuse when needed (See 202.19A)
- j. Maintaining Ethical and Legal Practice (See 202.13)
- k. Appeals and Grievances (See MAN 5300 110 and MAN 5300 202.5D)
- l. Fiscal Management (See MAN 5300 102.14 and MAN 5600 3025 “Financial Management”)

**C. RESULTS OR OUTCOME OF TASKS**

The selected respondent, in partnership with Henry County Senior Services, must ensure that their services achieve the following outcomes:

1. As a result of case management services provided, Henry County clients will experience a reduction in risk factors that contribute to seniors having to enter into institutionalized care settings (assisted living facilities, nursing homes, etc.)
2. Case management services will expand the knowledge base of clients regarding available resources services to help them age in place. As a result, seniors will have an increased awareness and/or access to services.

**D. PERFORMANCE AND QUALITY**

The selected respondent(s) shall perform the tasks with the knowledge of the principles and practices as outlined above in Section II and Section III Statement of Work. The selected provider must have a minimum of four (4) years of experience providing case management services for seniors. The selected provider must be able to provide services to Henry County consumers Monday through Friday from 8:00 a.m. to 5:00 p.m. Services are generally not provided on weekends and holidays; however, limited service may be required occasionally. While service to consumers is generally provided on a weekly basis, individual service plans will vary.

**E. PROGRESS REPORTING**

The selected respondent(s) will be required to submit a monthly narrative report, along with a monthly invoice to Henry County Senior Services. The monthly report is a narrative report that details the specific services provided, outcomes, and accomplishments for each reporting period.

**F. PLACE OF PERFORMANCE**

The selected respondent(s) should maintain an independent office space. The administrative paperwork related to the provision of case management services may be completed at the selected provider’s administrative office and/or inside consumers’ homes as needed.

**G. ANY APPLICABLE REGULATIONS OR SPECIFICATIONS**

The following is a list of applicable resources for more detailed information regarding federal and state regulations for the provision of case management services:

- Administration on Aging-Older Americans Act <http://www.aoa.gov/>
- DHS/DAS HCBS Manual 5300:  
Section 210, Case Management Services (Manual available at:  
<http://odis.dhs.ga.gov/ChooseCategory.aspx?cid=817> (Click on ‘MAN5300’ to download the DHS/DAS HCBS Manual and see appropriate Sections.)

HCBS Case Management standards are included in the Georgia DHS/DAS Manual available at <http://odis.dhs.ga.gov/ChooseCategory.aspx?cid=811> (Click on Index, click on Aging Services, click on Man 5300, and click on Section 210 Case Management.)

- Case Management Society of America, “Standards of Practice for Case Management.” <http://www.cmsa.org/portals/0/pdf/memberonly/StandardsOfPractice.pdf>
- National Association of Professional Geriatric Care Managers <http://www.arcadiahomecare.com/pdfs/gcm-standards-of-practice.pdf>
- National Association of Social Workers, Standards for Social Work Case Management [http://www.socialworkers.org/practice/standards/sw\\_case\\_mgmt.asp](http://www.socialworkers.org/practice/standards/sw_case_mgmt.asp)
- Division of Aging Services, Manual Chapter 114, Guidelines for Client Assessment  
P:\5000\_agi\5300\_HCBS\HCBS Manual\Ch114.doc

## **H. ANY APPLICABLE WORKING RULES**

All case management must be provided in compliance with the Georgia Department of Human Resources (DHS)/Georgia Division of Aging Services (DAS)/Home and Community Based Services manual listed above. Section 210, (pages 210-1 through 210-48) establishes the guidelines and requirements for Area Agencies of Aging (AAAs) that provide or contract for the provision of case management services to older adults and their caregivers.

## **I. PAYMENT AND BILLING**

### **1. Payment**

Payment for all services will be made on a unit cost reimbursement basis. Providers will invoice monthly. Documentation to support the invoice will be required.

### **2. Billing**

- a. Original Invoices and/or statements should be sent via electronic mail **and** originals must be mailed directly to:

Henry County Board of Commissioners  
Senior Services – Attn: Cathy Reagan  
[creagan@co.henry.ga.us](mailto:creagan@co.henry.ga.us)  
1050 Florence McGarity Blvd.  
McDonough, GA 30252

- b. Invoices must be pre-printed with company name, address/letterhead, and assigned a unique, preprinted invoice number. Any invoice that has been overwritten or is otherwise altered in any way will be rejected by Henry County Senior Services.
- c. Invoices must list the type of service provided (Personal Care, Homemaker or Respite Care); the units of each service provided; the total invoiced for each service and an overall total of units and amount for the month. Vendor will attach a monthly Service Log to the invoice. Service logs and invoices must match.

## **J. CONTRACT TERMS**

The initial contract term shall be one (1) year from the date of execution. The contract may be renewed for two (2) additional one (1) year periods. Renewal of the contract, if applicable, into the second or third year will be made sixty (60) days prior to the expiration date. If needed, the annual contract will be extended 90 days or for such period beyond the contract expiration date as it may be necessary to afford the County a continuous supply of the item(s). Should the bidder or the County not desire to renew the contract, new bids will be solicited for the purpose of establishing a new contract.

**K. INSURANCE REQUIREMENTS**

General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The County reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

- a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway, McDonough, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

**The certificate holder is to be issued to:**

**Henry County Board of Commissioners  
Henry County, Georgia**

**but delivered to:**

**Henry County Purchasing Department  
140 Henry Parkway  
McDonough, Georgia 30253**

**The Bid Package number and project name should be referenced in the description of operations. The certificates may be faxed to the Purchasing Department at 770-288-6027.**

- b. Any change in coverage or insurance carrier must be reported to the County's Purchasing Office in writing within five business days of the change.
- c. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;
- d. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
- e. The County shall, without exception, be given no less than thirty (30) days notice prior to cancellation for any and all reasons other than non-payment of premium; and
- f. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
- g. The Contractor shall procure and maintain insurance coverage in the following particulars:

**Workers Compensation Insurance**

In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

Georgia Statutory including Employers Liability	
Bodily injury by Accident – each employee	\$100,000
Bodily injury by Disease - each Employee	\$100,000
Bodily injury by Disease – policy limit	\$500,000

**Commercial General Liability**

Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000



Products/Completed Operations Aggregate Limit \$2,000,000

**Automobile Liability**

Combined Single Limit \$1,000,000

**Umbrella Liability**

\$2,000,000

## SECTION III - PROPOSAL FORMAT

### A. TECHNICAL PROPOSAL

Please follow format below for your proposal's response and provide six (6) sections under separate tabs as follows:

#### *Section 1 - Executive Summary*

The executive summary shall include the following information:

- a. Provide the legal name of the entity responding to this proposal.
- b. Provide the business type of the entity responding to this proposal (i.e. Joint Venture, Partnership, etc.).
- c. Include a brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the project's potential problems and concerns.
- d. Name, address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.

#### *Section 2 - Organizational Qualifications*

Describe the qualifications and capability of staff to provide effective services that will meet all the program standards;

Provide a detailed narrative that addresses the following:

- a. Identify the number of paid full time equivalents (FTEs) by job titles (i.e., RNs, LPNs, CNAs, PCAs, BSW, MSW, LMSW, LCSW, clerks, etc.) that will be devoted to this project.
- b. Provide an organizational chart which clearly identifies current staffing.
- c. Discuss respondent's policy regarding criminal background checks and drug screening of new and current employees;
- d. Provide respondent's administrative office hours and location(s);
- e. State when (days and hours of operation) client services will be provided.
- f. Provide information regarding years of experience.

#### *Section 3 - Project Management*

Provide a detailed narrative that addresses the following:

- a. Submit resumes of each key team member;
- b. Describe individual client service admission and discharge policies, procedures, and criteria;
- c. Describe how individualized service plans are designed for each person receiving homemaker services;
- d. Describe how respondent will provide new staff orientation and training and provide an outline of the orientation schedule and topics;
- e. Describe respondent's plan for conducting ongoing staff training including topics and number of training sessions to be held;
- f. Describe method respondent will use to determine the training needs of staff and/or volunteers;
- g. Describe the agency's staff recruiting practices and retention strategies;
- h. Indicate the annual staff turnover rate from the most recent fiscal year;
- i. Describe policy or procedures concerning client confidentiality;
- j. Describe how respondent will ensure the quality of the program or services to clients;
- k. Describe how respondent will determine the client's satisfaction with services.

#### *Section 4 - References*

Provide a minimum of three (3) references for services similar in size and scope. Include the name of the organization, the point of contact, and the contact's phone number and email address.

### ***Section 5 - Technical Approach***

Responders are required to describe the procedures and methods that will achieve the required outcome of the project as specified in the scope of work. Specifically, the technical proposal should include the following items:

- a. Describe case management services. Include how, when, who, frequency, where, and other details that will fully explain services;
- b. Describe service agreement and care plan development and utilization;
- c. Describe how nutrition counseling services will be provided;
- d. Describe how assessments and reassessments will be coordinated with other aging service providers to ensure a smooth enrollment process;
- e. Describe the process for data entry in Harmony. Include who will enter data, who will review data, and when data entry will occur.
- f. Describe plans to ensure that current clients who need additional services are appropriately referred, including plans to ensure compliance with mandated reporting for abuse, neglect, and exploitation;
- g. Describe how the respondent will resolve client issues effectively and in a timely manner;
- h. Describe any special materials or techniques respondent has developed to serve special populations;
- i. Describe methods to be used to provide services to clients with Limited English Proficiency/Sensory Impairment (LEP/SI);
- j. Identify any proposed subcontractors. Indicate the exact nature of work, amount of work and cost of work to be done by each proposed subcontractor. Include a statement from each proposed subcontractor, signed by an individual authorized to legally bind the subcontractor, and stating:
  - (1) The general scope of work to be performed by the subcontractor;
  - (2) The subcontractor's willingness to perform the work indicated; and
  - (3) That the subcontractor does not discriminate in its employment practices with regard to race, religion, age (except as provided by law), sex, marital status, sexual orientation, political affiliation, national origin, or disability.
- k. Special Initiatives, Innovations, or Collaborations: Provide a detailed narrative that addresses the following:
  - (1) Describe any special initiatives or innovations that will enhance respondent's program in the community;
  - (2) Describe any new or ongoing plans to obtain additional financial support or resources for this program;
  - (3) Describe any partnerships or collaborations with other community organizations or private businesses that will strengthen the services provided by the respondent.
- l. Technology and Ability to Meet Reporting Requirements: Provide a detailed narrative that addresses the following:
  - (1) Describe agency's capacity for and use of technology, both in agency administration and service delivery;
  - (2) Describe agency's plan for maintaining adequate hardware, software, etc;
  - (3) Provide detail of the person(s) responsible for data validation, data entry, and reporting.

### ***Section 6 - Documents and Forms Required By the County***

Please provide all other documents and forms not included in the above sections.

## **B. COST PROPOSAL**

The Cost Proposal is to be submitted with the "Original" in a separate sealed envelope and marked "Cost Proposal". All fees should reflect total costs to the County for the services required.

## SECTION IV – EVALUATION AND SELECTION CRITERIA

Henry County’s selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the County’s staff.

The Proposer’s submittal must fully address the requirements listed in this solicitation and the Firm’s degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the County’s intention to select a firm which is the most qualified to meet the County’s needs. The award shall be based on but not limited to the following factors:

<b>RFP EVALUATION CRITERIA</b>	<b>Scoring Value Maximum Points</b>
Organizational Qualifications	25
Project Management	25
References	10
Technical Approach	25
Cost Proposal	15
<b>MAXIMUM SCORING POINTS TOTAL</b>	100
<b>Oral Presentation and Product Demonstration</b> - At its sole discretion, the Evaluation Committee made up of County employees may require an interview/presentation before the final selection and award to a Firm. Submittal of material and information during an interview/presentation could add up to 15 additional points to the total score of the Firm.	15 (possible additional points if an oral presentation is requested)
<b>The Scoring Formula for the above Scoring Value Maximum Points is as follows:</b>	
Excellent	.75 - 1.00
Good	.50 - .74
Fair	.25 - .49
Poor	0 - .24
Multiply scoring formula by possible scoring value maximum point allotment. <i>Example:</i> If you score a firm .6 (Good) on <b>Project Management</b> and multiply .60 x 20 (maximum scoring points), this would equal to 15 points.	

*SPECIAL NOTE* - the Proposal Cost will be evaluated as follows:

- Low Conforming Proposal 15 points
- Proposals within 5% of Low Proposal 10 points
- Proposals within 7% of Low Proposal 7 points
- All Others 5 points

Best and Final Offer Process represents an optional step in the selection process and may be used when:

- a. No single response addresses all the specifications.
- b. The cost submitted by all proposers is too high.
- c. The scores of two (2) or more proposers are very close after the evaluation process.
- d. All proposers submitted responses that are deficient in one or more area.

Henry County reserves the right to remove the high score and the low score for each offer if deemed necessary.

The County reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the County reserves the right to negotiate with the second highest ranked Contractor. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

# Henry County Standard Contract Form

Solicitation Title	Solicitation Number	Contract Number	
1. This Contract is entered into between Henry County and the Contractor named below:			
<b>Henry County</b>		(hereafter called County)	
Contractor's Name		(hereafter called Contractor)	
2. Contract to Begin:	Date of Completion:	Renewals:	
3. Lump Sum Amount of this Contract (if applicable)	Fee Represented as a Percentage Of Designated Cost (if applicable)	Revenue Represented as a Percentage of a Designated Lump Sum or Income Stream (if applicable):	Annual Contract Price Agreement (if applicable)
4. The parties agree to comply with the terms and conditions of the following documents which are by this reference made a part of the Contract:			
1: All Terms, Conditions and Statements of Work Included in Solicitation and Addendum (referenced above)			
2: Bid or Proposal Submitted by Contractor along with Contractor's Final Response			
3: Fee/Cost Submitted by Contractor			
4: All Other Documentation Required in Solicitation			
<b>IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.</b>			
5.			
<b>Contractor</b>			
Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)		Federal Identification No.	
By (Authorized Signature)		Date Signed	
Printed Name and Title of Person Signing			
Address			
Telephone Number		E-mail Address	
6.			
<b>Henry County</b>			
<b>Chair or Designee</b>			
By (Authorized Signature)		Date Signed	
Printed Name and Title of Person Signing			
Address <b>140 Henry Parkway, McDonough, Georgia 30253</b>			

**BID AUTHORIZATION AFFIDAVIT**

STATE OF GEORGIA  
COUNTY OF HENRY

BEFORE ME, the undersigned authority a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by \_\_\_\_\_ hereafter called "Bidder" is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Title)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

(Seal)

(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY YOUR RESPONSE)

## NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this proposal, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

\_\_\_\_\_ (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for Henry County, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for proposal.

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT  
AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Henry County Board of Commissioners 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/ E-Verify User Identification Number

\_\_\_\_\_  
Date of Authorization

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

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_, 202\_\_ 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:  
  
\_\_\_\_\_

# SAVE AFFIDAVIT

REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED BY ANYONE ENTERING INTO A CONTRACT WITH A LOCAL GOVERNMENT

STATE OF GEORGIA  
HENRY COUNTY

By executing this affidavit under oath, as an applicant for a Henry County, Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits," I am stating the following with respect to my ability to enter into a contract with Henry County:

\_\_\_\_\_  
*[Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]*

As a representative of: \_\_\_\_\_  
*(Name of the business, corporation, partnership, or other private entity)*

- 1) \_\_\_\_\_ I am a United States citizen  
**OR**  
2) \_\_\_\_\_ 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 O.C.G.A. § 16-10-20.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:  
Alien Registration number for non-citizens: \* \_\_\_\_\_

## SUPPLIER INCLUSION PROGRAM

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. In order to give recognition to these type of business classification, please check all which apply:

**Small Business**

Small businesses are defined by size standards and can be found in Title 13 of the Code of Federal Regulations (CFR), Part 121, and are broken down by the different categories of business enterprises.

**Local Vendor**

Local vendors, as defined in the Henry First Initiative, must operate and maintain a regular place of business within the geographical boundaries of Henry County, must have a current occupational tax certificate, must have paid all real and personal taxes owed the County and must certify its compliance with the Georgia Security and Immigration Act.

**Veteran-Owned Business**

A veteran-owned business is a business in which a veteran owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company. Title 38 of the Code of Federal Regulations defines a veteran as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.” This definition explains that any individual that completed a service for any branch of armed forces classifies as a veteran as long as they were not dishonorably discharged.

**DBE Business**

DBE businesses, as defined by the Georgia Department of Administrative Services, shall be certified by the Georgia Department of Transportation and shall consist of five (5) minority groups:

- Asian American
- Native American
- African American
- Hispanic/Latino
- Pacific Islander.

**Female Owned Business**

A female-owned business is a business in which a female owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company.

**None of the Above Applies**

---

Company's Name

---

Date

---

Authorized Representative's Name (Print or Type)

---

Authorized Representative's Signature

**RFP #19-27**  
**Senior Services' Case Management Services**  
**COST PROPOSAL**

*(Note: Proposer must sign and submit their cost proposal in a separate sealed enveloped marked as "Cost Proposal.")*

Complete the following based on the projected number of clients and units.

<b>Projected Units (Hours)</b>	<b>Price per Hour</b>	<b>Total Price</b>
1,080	\$	\$

\_\_\_\_\_  
 Company's Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized Representative's Name  
 (Print or Type)

\_\_\_\_\_  
 Authorized Representative's Signature

**RFP # 19-29**  
**Senior Services' Case Management Services**  
**Opening: 3:00 PM, March 26, 2019**

**CHECKLIST FOR RFP DOCUMENTS**

*Failure to include all required documents will result in proposal being removed for consideration for award.*

<u>DOCUMENTATION DESCRIPTION</u>	<b>Please check</b>
<b>Any Required Documents cited in RFP Specifications</b>	<input type="checkbox"/>
<b>W-9</b>	<input type="checkbox"/>
<i>Forms:</i>	
<b>Solicitation Form (Page 1 of this Document)</b>	<input type="checkbox"/>
<b>Addendum Cover Sheet(s) (If applicable.)</b>	<input type="checkbox"/>
<b>Bid Authorization Affidavit</b>	<input type="checkbox"/>
<b>Non-Conflict of Interest</b>	<input type="checkbox"/>
<b>Georgia Security &amp; Immigration Compliance Act Affidavit &amp; Agreement</b>	<input type="checkbox"/>
<b>SAVE Affidavit</b>	<input type="checkbox"/>
<b>Supplier Inclusion Program</b>	<input type="checkbox"/>
<b>Cost Proposal (Submit in a separate sealed envelope marked as "Cost Proposal.")</b>	<input type="checkbox"/>
<b>RFP Documents Submittal Checklist/Addenda Acknowledgement (this page)</b>	<input type="checkbox"/>

**ADDENDA ACKNOWLEDGEMENT**

**Failure to acknowledge any addenda will result in a non-responsive bid.**

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No.	_____	_____
		Dated
Addendum No.	_____	_____
		Dated
Addendum No.	_____	_____
		Dated
Addendum No.	_____	_____
		Dated

*This affirms that all documents are included with the proposer's RFP package.*

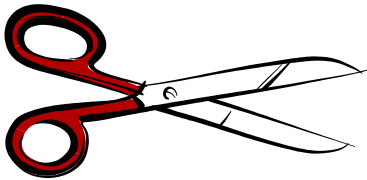
_____	_____
Company's Name	Date

_____	_____
Authorized Representative's Name (Print or Type)	Authorized Representative's Signature

**SECTION VI – REQUEST FOR PROPOSAL LABEL**

**PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE**

*This label **MUST** be affixed to the outside of the envelope or package, even if it is a “No RFP” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFP will be accepted after the date and time specified.*



---

**REQUEST FOR PROPOSAL ENCLOSED**

**RFP # 19-29**

**Senior Services’ Case Management Services,  
Due 3:00 PM/March 26, 2019**

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

---

**DELIVER TO: Henry County Purchasing Department  
140 Henry Parkway  
McDonough, GA 30253**