



Henry County
Purchasing Department
140 Henry Parkway, McDonough, GA 30253
Phone: 770-288-6027 Fax: 770-288-6047

Website: henrycounty-ga.com/purchasing

REQUEST FOR PROPOSAL

Sealed Envelope shall be marked with the following information:

RFP # 21-11

State Court Indigent Defense Services

Due Date and Time: August 17, 2020, 3:00 PM

SCHEDULE OF EVENTS FOR RFP # 21-11

| | | |
|---|-------------------------------------|------------------------------------|
| Pre-Proposal Conference and Site Visit | | None |
| Deadline for requests for clarifications and questions. Any possible exceptions to the bid specifications and/or terms and conditions should be addressed during this phase. These requests will be answered in an addendum and must be emailed to: purchasing@co.henry.ga.us | | 3:00 PM August 3, 2020 |
| *Deadline for first addendum, if required, posted on the Henry County website: henrycounty-ga.com/purchasing | | 3:00 PM August 10, 2020 |
| Sealed proposals will be accepted until the opening date and time. Any late submittals received will not be considered. Submittals are to be delivered to Henry County Purchasing Department, 140 Henry Parkway, McDonough, GA 30253. | | 3:00 PM August 17, 2020 |
| THIS FORM MUST BE SIGNED AND SUBMITTED TO BE CONSIDERED FOR AWARD | | |
| COMPANY NAME: | | DATE: |
| MAILING ADDRESS: | | PHONE: |
| CITY: | | FAX: |
| STATE: | ZIP: | SSN OR FEDERAL TAX ID: |
| EMAIL: | TITLE OF AUTHORIZED REPRESENTATIVE: | |
| PRINTED NAME: | AUTHORIZED SIGNATURE: | |

**The posting of additional addenda may be required and it is the responsibility of the Proposer to ensure that they review the County's website for any additional addenda, and that they submit acknowledgement of all applicable addenda (on the included form) with their solicitation. Proposers should not expect to be individually notified by Henry County.*

RFP # 21-11
State Court Indigent Defense Services
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SECTION I - GENERAL OVERVIEW

A. BACKGROUND

The Henry County Board of Commissioners is seeking proposals from qualified vendors to provide legal services to defendants charged as adults with misdemeanor and traffic offenses in Henry County and who qualify for indigent counsel.

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 # 21-11**

State Court Indigent Defense Services

- 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) digital copy in PDF format on a USB flash drive identical to the original proposal documents.** The 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 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 – purchasing@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.

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. 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. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. Discounts

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

18. 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.

19. 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.

- 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.

20. 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.

21. Indemnification

- a. The vendor that is selected as the contractor shall, at its own expense, protect, defend (but only to the extent not prohibited by O.C.G.A. §13-8-2(c)), 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 negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.
- 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, but only to the extent and for such claims as are permitted under O.C.G.A. §13-8-2(c).

22. 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.

23. 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.

24. 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.

25. 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 Bidder'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 bid 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.

26. **Default and Termination**

a. **Termination by Contractor**

The agreement resulting from this bid 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 bid 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 bid 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 Bidder 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 bid 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 bid, 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.

27. Invoices

Invoices and/or statements should not be faxed but originals must be mailed directly to:

Henry County Board of Commissioners
Finance Department
140 Henry Parkway
McDonough, GA 30253

The following information must appear on all invoices submitted:

- Name and address of successful Bidder;
- Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
- Henry County's Purchase Order Number and Bid Package number;
- Invoices shall be based upon actual services rendered, actual work performance and/or products delivered.

28. Payment

Payment shall be tendered to the successful Bidder upon acceptance and approval by the County for satisfactory compliance with the general terms, conditions and specifications of the bid; 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

Indigent Counsel shall represent Indigent Defendants in matters pending in, or to be bound over to, the Court, except where a Judge of the Court has appointed other counsel due to conflict of interest or other matter which would preclude adequate representation by Indigent Counsel.

B. DESCRIPTION OF TASKS

1. Indigent Counsel shall appear in the Magistrate Court of Henry County each time that court holds first appearances, preliminary hearings, or commitment hearings (including hearings conducted by videoconference) and shall announce their availability to represent indigent persons accused of misdemeanors.
2. Indigent Counsel shall insure that all persons taken into custody at the Henry County jail on unresolved charges (as opposed to probation violations), who are held for more than 48 hours, are promptly offered the opportunity to apply for appointed counsel. Indigent Counsel shall maintain records which include the dates of the initial interviews of indigents incarcerated at the Henry County jail. Such statistics will be provided to Henry County and the court on a monthly basis and as requested.
3. Indigent Counsel shall review all applications for appointed counsel according to the standards for appointment set by Georgia law. Indigent Counsel may refer to the Court any applications which do not strictly qualify according to state standards, but which merit consideration.
4. Indigent Counsel shall maintain records of all cases handled by the office, categorized by defendant's name and case number. Indigent Counsel will maintain statistics which include number of cases handled by each attorney in order to ensure that the caseload per attorney is in line with those required by this Order and the standards adopted herein. Such statistics will be provided to Henry County and the Court on a monthly basis, and as requested from time to time.
5. Indigent Counsel must provide two (2) attorneys, in each courtroom, for all serious arraignment calendars, all pre-trial calendars and all jury trial calendars. Attorneys must likewise be available to handle probation matters as appointed.
6. Prior to calendar call, Indigent Counsel must: (1) request and review all 911 calls; (2) request and review bodycam and dashboard videos; (3) conduct client conferences; (4) interview and subpoena witnesses; and (5) meet with the solicitor about each case.
7. Accountability courts.
 - a. Indigent Counsel must have one (1) attorney available for every DUI Court weekly review team meeting as well as weekly in-court participant meetings. The Indigent Counsel must have an attorney attend the annual CACJ training conference.
 - b. Indigent Counsel must have one (1) attorney available for every Henry County Resource Court review team meeting as well as in-court sessions.
 - c. Indigent Counsel must have one (1) attorney available for every Veterans Court team meetings, in-court session and termination hearings as they arise.
 - d. Indigent Counsel must make an attorney available for Misdemeanor Diversion Court should state funding for this accountability court becomes available.

8. Once the electronic signature statutes are updated, Indigent Counsel must provide an attorney for the jail courtroom to handle criminal.

C. NECESSARY RESOURCES

1. Indigent Counsel shall maintain an office in Henry County available for client appointments from 9:00 a.m. through 5:00 p.m., Monday through Friday.
2. Each attorney employed by the Indigent Counsel shall have a desk, chair, telephone, computer and private place for interviewing clients and witnesses. The Indigent Counsel's office shall also have fax capabilities. In addition, each attorney employed by the Indigent Counsel shall have at his or her desk internet service.
3. All attorneys for Indigent Counsel will have in-office access to online legal research materials including, at a minimum, the Official Code of Georgia, Annotated, and all reported decisions of the Georgia Supreme Court, Georgia Court of Appeals, United States Court of Appeals for the Eleventh Circuit, and United States Supreme Court.
4. Indigent Counsel shall employ sufficient staff to adequately handle the caseload in a timely and efficient manner. At a minimum, Indigent Counsel shall employ three attorneys for every two fulltime judges in Henry County State Court plus one supervising attorney. Those attorneys must be assigned exclusively to handle misdemeanor cases in Magistrate and State Court of Henry County. Those attorneys are prohibited from taking criminal cases in any other court or jurisdiction; nor may they represent or appear on behalf of any civil litigant.
5. Indigent Counsel must have an experienced attorney supervise all in-court proceedings of Indigent Counsel's newly admitted attorneys so as to abide by the State Bar of Georgia Transition Into Law Practice Program ("TILPP").
6. The Indigent Counsel must be a licensed entity registered with the Secretary of State of Georgia, or the Circuit Public Defender.
7. Indigent Counsel must have sufficient personnel so as not to file a leave of absence.
8. Indigent Counsel must have technology in place to retain copies and/or records of all closed cases for seven (7) years as required by the State Bar of Georgia.
9. Indigent Counsel must have sufficient IT that allows for conflict checks to be performed on every case, in order to identify previously represented individuals, and the Indigent Counsel must notify the court immediately so that conflict counsel can be appointed.
10. Indigent Counsel shall see that each attorney shall have adequate transportation to and from the Indigent Counsel's office, courthouse and the county jail.

D. APPLICABLE STANDARDS

1. Indigent Counsel shall at all times conform, at a minimum, to the standards of representation set by the Georgia Public Defender Council (GPDC) or other state authority establishing standards or criteria for indigent representation, and to the Rules of Professional Conduct adopted by the State Bar of Georgia. This includes conducting themselves in a professional and ethical manner in their dealings with assigned Defendants, the courts, court personnel, opposing counsel and witnesses.

2. Each attorney working for the Indigent Counsel must be licensed and in good standing with the State Bar of Georgia.
3. Indigent Counsel will maintain a record of complaints by clients. A managing attorney will review and address the merits of each complaint.
4. Indigent Counsel must have all attorneys comply with mandatory continuing legal education (CLE) requirements as outlined by the State Bar of Georgia.
5. Indigent Counsel must maintain periodic and “as called” contact with the State Court, including the individual judges of that Court, for the purpose of discussing issues relating to the performance of this Agreement, policies and procedures related to the services provided pursuant to this Agreement and such other communications as may normally and properly occur between the State Court and defense counsel.

E. CONTRACT TERMS

1. This Agreement is not intended to, nor shall it operate to abrogate or otherwise interfere with the inherent power of the Court to appoint counsel for or otherwise ensure the adequate representation of indigent Defendants appearing in the Court.
2. Appointed representation made prior to this Agreement shall not be affected hereby; such attorneys so appointed shall continue to represent Indigent Defendants in those matters.
3. The term of any Agreement entered into with the Indigent Counsel shall commence on the date of execution of such Agreement and shall terminate absolutely and without further obligation on the part of County at the close of the calendar year in which this Agreement is executed unless and until the governing authority of Henry County adopts a resolution, prior to the close of the then current year, electing to renew this Agreement for the following calendar year.
4. Said Agreement may be terminated by either party, with or without cause, at any time upon no less than ninety (90) days written notice.
5. In the event said Agreement is terminated by either party, Indigent Counsel shall continue the representation of all Indigent Defendants for whom Indigent Counsel has begun representation until such time as new counsel has been appointed by a Judge of the Court. Indigent Counsel shall be entitled to receive fees for all services rendered following the termination of this Agreement in those cases where Indigent Counsel continues to provide representation.
6. Indigent Counsel shall verify all payments from the county and shall report any duplications in payments or overpayments to both the county’s accounts payable department supervisor as well as the presiding judge.

F. 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. The insurance policy required herein shall include a Project-specific endorsement incorporating the indemnification obligations assumed by the Contractor under the terms of this Agreement.
- c. 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.
- d. 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;
- e. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
- f. 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
- g. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
- h. 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 |
|-----------------------|-------------|

Professional Liability Limit

| |
|-------------|
| \$1,000,000 |
|-------------|

SECTION III – PROPOSAL FORMAT

A. TECHNICAL PROPOSAL

Please follow format below for your proposal's response and provide four (4) sections under separate tabs as follows:

Section 1 - Qualifications:

As to each attorney who is either a principal/partner/shareholder or attorney in the organization, please provide the following information:

1. Full name
2. Current office address, telephone number, and email address
3. Date admitted to membership in the State Bar of Georgia and membership number
4. Law school(s) from which the attorney graduated and date of graduation.
5. List any other states, districts, territories, or federal courts in which the attorney is admitted to practice law and dates of admission
6. Any voluntary bar associations in which the attorney is a member
7. If the attorney has ever been disbarred, suspended, reprimanded, or otherwise disciplined by the State Bar of Georgia or any other licensing authority, please provide dates and the nature of the discipline.
8. If the attorney has ever been held in contempt by any court, please provide the date, the court, and the reason for the contempt citation, and any additional relevant circumstances you desire.
9. If the attorney has ever provided indigent defense services, please provide the dates, the court(s), and the organization through which the services were performed.
10. Is the attorney qualified to sit as lead counsel at a jury trial under the rules of the State Bar of Georgia?
11. How many criminal jury trials has the attorney conducted as lead defense counsel?
12. If the attorney has ever been a prosecuting attorney, please provide the dates, the court(s), and the organization through which the services were performed.
13. How many criminal jury trials has the attorney conducted as lead prosecutor?
14. Description of current law practice and experience other than criminal.
15. If the attorney has ever been convicted of a felony, or a non-traffic misdemeanor, or a "serious traffic offense" as defined in Title 40, Chapter 6, Article 15, please identify the nature of the offense, the date and location of the offense, the court in which adjudicated, and the date of adjudication. Please state whether the attorney is still serving any sentence under probation, including first offender/conditional discharge.

Section 2 - References:

Provide references for at least three (3) clients for which your firm has provided similar services. Please include current contact information (name, address, telephone and e-mail address) for each reference. Also, provide a list of your client that are government entities and the length of time they have you're your services.

Section 3 - Understanding and Approach of Project:

1. A brief overview of your firm's approach to the work, understanding of the project's goals and objectives, and demonstrated understanding of any potential problems and concerns.
2. Provide a description of your company's solution to be offered as per the Scope of Work section in this RFP.
3. Include a project plan by tasks, which reflects an overall time schedule and personnel needed to implement each phase.

Section 4 - 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. **Please use the Cost Proposal form on page 25.**

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.

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:

| RFP EVALUATION CRITERIA | Scoring Value Maximum Points |
|---|---|
| Qualifications | 30 |
| Relevant Experience and References | 30 |
| Understanding and Approach of the Project | 40 |
| MAXIMUM SCORING POINTS TOTAL | 100 |
| | |
| Oral Presentation and Product Demonstration - 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) |
| The Scoring Formula for the above Scoring Value Maximum Points is as follows: | |
| 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 Relevant Experience and References and multiply .60 x 30 (maximum scoring points), this would equal to 18 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: | | | | | |
| Henry County | | | | (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 | | | | | |
| IN WITNESS WHEREOF, this Contract has been executed by the parties hereto. | | | | | |
| 5. | | | | | |
| Contractor | | | | | |
| 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. | | | | | |
| Henry County | | | | | |
| Chair or Designee | | | | | |
| By (Authorized Signature) | | | Date Signed | | |
| Printed Name and Title of Person Signing | | | | | |
| Address | | | | | |
| 140 Henry Parkway, McDonough, Georgia 30253 | | | | | |

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:

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 #21-11
State Court Indigent Defense Services
COST PROPOSAL

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

| Description of Service | Unit | Cost |
|---|-----------------------------|------|
| Flat fee, commitment hearing only | Maximum Each | \$ |
| Flat fee, plea/sentencing at first court appearance | Maximum Each | \$ |
| Flat fee, plea/sentencing at first State Court appearance following Magistrate Court appearance | Maximum Each | \$ |
| Flat fee, probation revocation, single appearance | Maximum Each | \$ |
| Extradition Proceeding | Maximum Each | \$ |
| All others, including not guilty pleas/contested probation hearings/appeals | Out-of-Court Time, per hour | \$ |
| | In-Court Time, per hour | \$ |

 Company's Name

 Date

 Authorized Representative's Name
 (Print or Type)

 Authorized Representative's Signature

RFP # 21-11
State Court Indigent Defense Services
Due Date and Time: August 17, 3:00 PM

CHECKLIST FOR RFP DOCUMENTS

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

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

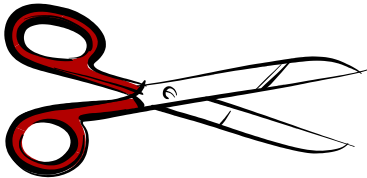
 Authorized Representative's Name
 (Print or Type)

 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 # 21-11

State Court Indigent Defense Services
Due Date and Time: August 17, 3:00 PM

Vendor Name

Address

City, State, Zip Code

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