MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Consultant
to perform

Disparity Needs Assessment

14-018-ND

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible.
I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original plus 3 copies) in the Procurement Department, 682 Cherry Street, 8th Floor, Macon, Georgia 31201, until 12:00 o’clock NOON at the time legally prevailing in Macon, Georgia on Thursday, May 29, 2014, for Consultant to perform a Disparity Needs Assessment for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, May 29, 2014, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 8th Floor of the Government Center Annex Building at 682 Cherry Street, Macon Georgia 31201.

B. Definitions

Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

A copy of the respondent’s standard Errors and Omission Insurance shall be included with the submission.

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“RPS 14-018-ND - Disparity Needs Assessment”
Macon-Bibb County Procurement Department
682 Cherry Street
8th Floor
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.
F. Responsiveness

In order to be considered “responsive” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

G. Responsibility

In order to be considered “responsible” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

II. BACKGROUND

Macon-Bibb County Government (MBCG) is seeking to determine if its current practices in the procurement of goods and services as well as in the bidding process for Macon-Bibb County projects provide full and fair opportunities to compete to all segments of the population of Macon-Bibb County. In order to accurately obtain this information, the Macon-Bibb County Commission has determined that an analysis of existing Macon-Bibb County Procurement practices is necessary to determine if a disparity study may be necessary to resolves potential disparities in the procurement process. The Resolution approved by MBCG Commission is included as Attachment “A”, attached hereto and incorporated herein.
III. SCOPE OF SERVICES

Analyze existing Macon-Bibb County Procurement practices to determine if a disparity study may be necessary to resolve potential disparity in the Procurement process. Assist in drafting a request for proposals to be used to procure the disparity study should the consultant determine that such a disparity study is needed. Assist in the selection of a vendor to perform a disparity study.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

- **Consultant Background**
  - Letter of Interest
  - History of the Consultant (including years in business)
  - Contact information (including address(es), telephone/Fax numbers, email, etc.)
  - Structure of the firm (include principal(s), project team, if applicable)

- **Experience**
  - Resume(s) of key personnel
  - Reference list
  - List of projects with similar scope and size
  - Commitment to use of MBE/WBE/DBE as part of fulfillment of services to be rendered
  - Summarize qualifications, knowledge, or expertise in each of the following areas:
    - S/M/W/DBE business development programs
    - Racial discrimination analysis
    - Statistical analysis
    - Government procurement, generally
    - State of Georgia law regarding goods, services, and construction contracts
    - Recent case law regarding the legal requirements for minority and women owned business development programs, disparity study methodology, with particular emphasis on cases applicable to the 11th Judicial Circuit
    - Current trends and practices in minority, women, and disabled owned business development or similar programs
    - Economics
    - Familiarity with applicable laws

- **Project Approach**
  - Detailed plan for accomplishing the Disparity Needs Assessment
  - Information collection method (interviews, document review, etc.)
  - Number of visits required to complete
  - Other relevant processes to be utilized in collecting information to determine whether a disparity study is necessary

- **Project Timeline**
  - Provide a project schedule outlining each identified deliverable

V. SCORING (total possible number of points = 100)

- Experience – Maximum 35 points
- Project Approach – Maximum 20 Points
- Project Timeline – Maximum 20 Points
- Price – Maximum 25 Points

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines included as Attachment “B”.

VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.
# PRICE PROPOSAL FORM

## Disparity Needs Assessment

<table>
<thead>
<tr>
<th>Pricing</th>
<th>$ _______________</th>
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<tr>
<td>Number of calendars days required for completion</td>
<td>_______________ days</td>
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## BIDDER INFORMATION

- **Company Name:**
- **Company Address:**
- **Authorized By (typed or printed name):**
- **Title:**
- **Authorized Signature:**
- **Date:**
- **TelephoneNumber:**
- **Fax Number:**
- **Email Address:**

## REMITTANCE INFORMATION (where payments should be sent)

- **Remit to Name:**
- **Remit to Address:**
- **City:**
- **State:**
- **Zip:**
- **County:**
- **Phone:**
- **Fax:**
- **Toll Free:**
- **Contact:**
- **Email:**
- **Tax ID:**
  - ☐ SSN: __________________________
  - ☐ Federal Tax ID: __________________________
- **Business Type:**
  - ☐ Individual
  - ☐ Business
  - ☐ Misc.

## PURCHASE ORDER INFORMATION (where purchase orders should be sent)

- **Purchase Order Name:**
- **Purchase Order Address:**
- **City:**
- **State:**
- **Zip:**
- **County:**
- **Phone:**
- **Fax:**
- **Toll Free:**
- **Contact:**
- **Email:**
- **Payment Terms:**
  - Discount: ________ %
  - No. Days: ________
  - Net Due: ________________
- **Freight Terms:**
  - Ship Via: ________________ FOB: ________________

## MBE/DBE/WBE STATUS (check appropriate box(es))

- ☐ African American
- ☐ Hispanic
- ☐ Native American
- ☐ Asian American
- ☐ Disabled
- ☐ Woman-Owned
- ☐ Not-Applicable
PROPOSER QUALIFICATION FORM

Company Name: __________________________________________________________________
Address: _________________________________________________________________________
When Organized: ______________ Where Incorporated: ________________________________
How many years have you engaged in business under the present firm name? ______________
Contracts now in hand? _____________________________________________________________
Has bidder ever refused to execute a contract at the original bid amount? ______________
Has bidder ever been declared in default on a contract? ________________________________
Comments: _______________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Company Name: __________________________________________________________________
Authorized By (typed name): _________________________________________________________
Authorized Signature: _____________________________________________________________
Title: ________________________________________ Date: _____________________________

References

Following is a reference list of contracts that are similar to this project:

NAME OF PROJECT/DATE LOCATION CONTACT PHONE #
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _________________, 201___ My Commission Expires: ______________

____________________________________ [NOTARY SEAL]
Notary Public
I do __, do not __, propose to sub-contract some of the work on this project. I propose to sub-contract work to the following contractors.

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<tr>
<th>NAME/ADDRESS</th>
<th>TYPE OF WORK</th>
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Contractor Name
I do ___, do not ___, propose to employ the minority sub-consultants as listed below on some of the work on this project.

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<tr>
<th>COMPANY NAME</th>
<th>ADDRESS</th>
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FINANCIAL & LEGAL STABILITY STATEMENT

Please check appropriate item(s):

__ Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

__ Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation. Pending litigations (if any) will not affect the firm’s ability to perform on this contract, if awarded.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _________________, 20___ My Commission Expires: _____________

____________________________________  [NOTARY SEAL]
Notary Public
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
(E-VERIFY) AFFIDAVIT

Contract No. and Name: __________________________________________

Name of Contracting Entity: _______________________________________

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Bibb County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Bibb County at the time the subcontractor(s) is retained to perform such service.

____________________________________  ______________________
EEV/E-Verify™ User Identification Number    Date of Authorization

____________________________________  ______________________
By: Authorized Officer or Agent       Date
(Name of Person or Entity)

Title of Authorized Officer or Agent
Officer or Agent

Printed Name of Authorized
Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

______ DAY OF _________________, 201_  My Commission Expires: ______________

[NOTARY SEAL]

Notary Public

* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.
ATTACHMENT “A”
APPROVED RESOLUTION

SPONSOR: COMMISSIONER VIRGIL WATKINS

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION TO REQUEST THAT MACON-BIBB COUNTY ISSUES A REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES TO ANALYZE EXISTING PROCUREMENT PRACTICES TO DETERMINE IF A DISPARITY STUDY MAY BE NECESSARY; AND FOR OTHER PURPOSES.

WHEREAS, disparity studies are systemic analysis of whether disparity exists in a community between the capacity of certain qualified firms to participate in that community’s local economy and the number of those firms that actually do participate in the local economy; and

WHEREAS, a result of the science documented in the disparity study, public policy can be implemented to craft specific short-term remedial measures to increase participation by those underutilized firms; and

WHEREAS, the City of Macon attempted to complete its first and only disparity study in 1999, with the assistance of Dr. Tommy Boston of the Georgia Institute of Technology; and

WHEREAS, this study has not been updated since its completion 15 years ago; and

WHEREAS, the circumstances in Macon and Bibb County are likely quite different today than they were in 1999. For instance we know that:

1. The demographics and composition of the community have shifted substantially;
2. The City and County governments are now consolidated;
3. The prevailing case law related to remedial action to correct disparities has changed and evolved over the last 15 years;
4. Technology is vastly different now than it was 15 years ago;
5. There are likely to be other differences/changes that can only be identified by undertaking such a study; and

WHEREAS, at its final meeting on December 17, 2013, the Bibb County Board of Commissioners unanimously recommended that the new consolidated government commission a disparity study; and

WHEREAS, Section 32 of the Macon-Bibb County Charter calls for the creation of a new Office of Small Business Affairs that, among other duties, is charged with increasing opportunities for small, local, minority, women and other historically underutilized businesses; and
WHEREAS, a new disparity study could serve to provide empirical evidence for the Office of Small Business Affairs to utilize in carrying out its duties; and

WHEREAS, such a study could also create justifications for the establishment of competent standards, goals, timetables, and policies; and

WHEREAS, this resolution will benefit and promote the health, safety, morals and welfare of the citizens of the Macon-Bibb County.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission, and it is hereby so resolved by the authority of the same that Macon-Bibb County should, as soon as is practically possible, issue a request for qualifications for consulting services to analyze the existing Macon-Bibb County procurement practices to determine if a disparity study may be necessary to resolve potential disparities in the procurement process. This consultant should also have the capacity to assist in the drafting of a request for proposals to be used to procure the disparity study, should the consultant determine that such a disparity may exist.

BE IT FURTHER RESOLVED that in drafting the requests for qualifications and any potential request for proposals, the County Manager, the Procurement Department, and any other applicable department, officer, official, or employee shall coordinate with the County Attorney’s office and Compliance officer.

SO RESOLVED this 14th day of March, 2014.

[Signature]
ROBERT A. B. REICHERT, MAYOR

[Signature]
ATTEST: SHELIA THOMAS
Clerk of the Commission
### ATTACHMENT “B”
### POINTS ALLOCATION GUIDELINES

<table>
<thead>
<tr>
<th>POINTS</th>
<th>References Provided and/or Past Experience – MAXIMUM 35 POINTS</th>
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<tbody>
<tr>
<td>35</td>
<td>Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide <strong>exceptional</strong> services.</td>
</tr>
<tr>
<td>25</td>
<td>Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide <strong>above average</strong> services.</td>
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<tr>
<td>15</td>
<td>Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide <strong>average</strong> services.</td>
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<tr>
<td>5</td>
<td>Firm has identified customers; however none that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. <strong>OR</strong> Customers contacted are able to verify the service levels and capability of the respondent to provide <strong>poor</strong> services.</td>
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<tr>
<td>0</td>
<td>Firm has identified no customers with similar projects or has failed to meet the minimum qualifications.</td>
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<tr>
<th>POINTS</th>
<th>Project Approach – MAXIMUM 20 POINTS</th>
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<tr>
<td>20</td>
<td>Proposed project approach is <strong>exceptional</strong> and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. <strong>All</strong> anticipated resources are identified, including staff, technology and equipment. The proposal includes substantial evidence of the experience and resources necessary to successfully provide the services.</td>
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<tr>
<td>10</td>
<td>Proposed project approach is <strong>adequate</strong> and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. <strong>Many</strong> anticipated resources are identified, including staff, technology and equipment. The proposal includes some evidence of the experience and resources necessary to successfully provide the services.</td>
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<td>5</td>
<td>Proposed project approach is <strong>marginal</strong> and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. <strong>Some</strong> anticipated resources may be identified, including staff, technology and equipment. The proposal includes little or no evidence of the experience and resources necessary to successfully provide the services.</td>
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<td>Proposed project approach is <strong>subpar</strong> and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. <strong>Very few</strong> or no resources are identified, including staff, technology and equipment. The proposal includes no evidence of the experience and resources necessary to successfully provide the services.</td>
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<th>POINTS</th>
<th>Project Timeline – MAXIMUM 20 POINTS</th>
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<td>20</td>
<td><strong>Exceeds</strong> expectations of timeliness for project.</td>
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<td>10</td>
<td><strong>Meets</strong> expectations of timeliness for project.</td>
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<td>0</td>
<td><strong>Does not meet</strong> expectations of timeliness for project.</td>
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<th>POINTS</th>
<th>Pricing – MAXIMUM 25 POINTS</th>
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<td>Points calculated by Procurement using a standard formula.</td>
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