



THE UNIFIED GOVERNMENT OF  
ATHENS-CLARKE COUNTY (ACCUG)

**NEW**  
SUBMISSION FORMAT FOR  
ACCUG REQUEST FOR  
PROPOSAL

**DATE:** April 26, 2013  
**TO:** Type of Vendors (Design Engineering Firms)  
**SUBJECT:** RFP #00632 MUNICIPAL COURT CASE MANAGEMENT SOFTWARE

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You are invited to submit a proposal to provide a case management system for the Municipal Court

Inquiries regarding proposals should be made to Julie Ann Donahue, CPPB, Purchasing Administrator, or Toro Holt, Senior Buyer, at (706) 613-3068, fax: (706) 613-1975 or: [toro.holt@athensclarkecounty.com](mailto:toro.holt@athensclarkecounty.com). Technical questions may be directed to Rebecca Whitney, Clerk, Municipal Court at (706) 613-3690, fax: (706) 613-3696 or email: [rebecca.whitney@athensclarkecounty.com](mailto:rebecca.whitney@athensclarkecounty.com).

**A pre-proposal conference** to respond to all inquiries with regards to this project will be held at **12:00 PM ET, MAY 8, 2013** in the Municipal Court, located at 325 East Washington Street, Suite 155 in Athens, Georgia. Potential offerors are strongly encouraged to attend.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

**One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing and One (1) Separately Sealed paper copy of section V-E Price Proposal Schedule**, must be submitted. Proposals are to be sealed, marked with the offeror's name and address and labeled, "**RFP #00632 MUNICIPAL COURT CASE MANAGEMENT SOFTWARE**" and delivered to:

The Unified Government of Athens-Clarke County  
Finance Department, Purchasing Division  
375 Satula Avenue  
Athens, Georgia 30601

Not later than **3:00 P.M. ET, MAY 30, 2013.**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

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## SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

**A complete signed proposal must include the documents listed below:**

**PROPOSAL FORMAT:** Offerors are expected to examine the scope of work, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. *The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.*

All proposals received will become a part of the official contract file and may be subject to disclosure.

**PROPOSAL FORMAT:** All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Table of Contents:** Including all sections and subsections.
3. **Business Information:** State the full name and address of your organization and the branch office or other subordinate element that will perform the services described in this proposal. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.
4. **Qualifications and Experience:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and description of their roles.
  - a. **Current Project Assignments:** Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
  - b. **Understanding of the Project:** Statement of the firm's understanding of the project and proposed approach for providing requested services.
  - c. **Additional Services Required:** Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.
5. **References:** Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference. Examples of no more than three "reference projects" which represent the

design teams approach to design solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel in the design and development of the "referenced projects" cited in the submittal.

6. **Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:
  - a. A statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors joint venture partners, etc.), a listing of financial references.
  - b. Failure to Complete Prior Projects - disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.
  - c. Disclose information and provide explanation regarding any contracts involving the offeror or joint venture firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.
7. **Time/Cost Procedures:** A statement discussing your firm's procedures for controlling project time and cost during the design and construction phase.
8. **Other Relevant Information:** Include any other relevant information concerning the project in this section.

**SUBMITTAL FORMAT:** ALL proposal copies must be submitted in a sealed envelope or container with the **OUTER MOST** container stating the company name, address, telephone number, the RFP number and TITLE (**RFP #00632 MUNICIPAL COURT CASE MANAGEMENT SOFTWARE**). If you have an ACCUG Vendor Number please include it on the sealed envelope or container. If you do not know your vendor number, please call **706-613-3088** or email: [accpurchasing@athensclarkecounty.com](mailto:accpurchasing@athensclarkecounty.com) If you do not have a vendor number, please fill out a bid list application found at [Bid List Application](http://www.athensclarkecounty.com/Bid_List_Application) (<http://www.athensclarkecounty.com/DocumentView.aspx?DID=256>) so one may be issued to your company. **The ACCUG Vendor Number is not required to submit a Bid but we encourage companies to apply.**

- One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing**
- One (1) Separately Sealed paper copy of section V-E Price Proposal Schedule**  
**(Must be submitted separately in a sealed envelope)**

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered.**

**ALL DOCUMENTS SUBMITTED ON USB FLASH DRIVE MUST BE IN A SINGLE PDF FILE**

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY  
REQUEST FOR PROPOSAL (RFP)  
MUNICIPAL COURT CASE MANAGEMENT SYSTEM  
MUNICIPAL COURT DEPARTMENT  
ATHENS, GEORGIA**

**SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES**

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide an electronic, web-based case management system product and services for the Municipal Court Department, Athens, Georgia for a one-year period, with the option to extend the contract for four additional one-year term if agreed upon by all parties.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available ..... **Friday, April 26, 2013**  
Pre-Proposal Conference ..... **12:00 P.M. ET, May 8, 2013**  
Deadline for submission of questions ..... **May 23, 2013**  
Deadline for receipt of proposal ..... **3:00 P.M. ET, MAY 30, 2013**  
Proposals Valid Until:..... **July 30, 2013**

C. CONTACT PERSON

The contact person for this RFP is Julie Ann Donahue, CPPB, Purchasing Administrator or Toro Holt, Senior Buyer. Explanation(s) desired by offeror(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing via facsimile at (706) 613- 3068 or [Toro.Holt@athensclarkecounty.com](mailto:Toro.Holt@athensclarkecounty.com). Technical questions may be directed to Rebecca Whitney, Clerk, Municipal Court at 706-613-3690, fax: 706-613-3696 or email: [rebecca.whitney@athensclarkecounty.com](mailto:rebecca.whitney@athensclarkecounty.com).

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of 60 days from the date specified for receipt of proposals.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this

RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and fax number, and email address. Faxes will be accepted at (706) 613-1975 or 706-613-3696.

**Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements**

Offerors who obtain this Request for Proposal from [Georgia Procurement Registry](#) or [Athens Clarke County/Purchasing \(http://www.athensclarkecounty.com/index.aspx\)](#) or from other than the Purchasing Division are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Unified Government of Athens-Clarke County assumes no responsibility for Offerors' failure to acknowledge any addenda issued

F. **LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS**

Bids shall not be modified, withdrawn, or cancelled by the Bidder for a period of **sixty (60) days** following the time and date designated for the receipt of bids, and each Bidder so agrees in submitting his bid. Negligence on the part of the Bidder in preparation of his bid shall not be grounds for the modification or withdrawal of a bid after the time set for bid opening. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

G. **PROPOSAL OPENING**

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from [Georgia Procurement Registry](#) or [Athens Clarke County Bids](#) or via email request to E-Mail: [Toro.Holt@athensclarkecounty.com](mailto:Toro.Holt@athensclarkecounty.com) after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

H. **NON-COLLUSION AFFIDAVIT**

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

I. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT

It is the policy of the Athens-Clarke County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

L. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

M. SITE VISIT:

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

N. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Unified Government of Athens-Clarke County may reject any or all proposals if such action is in the Unified Government's interest.

O. MULTIPLE AWARDS

The Unified Government of Athens-Clarke County reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the Unified Government. If the Unified Government determines that an aggregate award to one offeror is not in the Unified Government's best interest, "all or none" offers shall be rejected.

P. PLACE OF PERFORMANCE

The Unified Government of Athens-Clarke County will not contemplate traveling outside the City of Athens to the contractor's facility for custom fitting or alterations. The offeror shall insert in the spaces provided in the price schedule the address of the plants or facilities location(s) that he intends to use.

Q. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or



investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license, if they are physically located in Athens-Clarke County or, if they perform a service in Athens-Clarke County.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due the Unified Government will not be accepted.

R. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

## SECTION III - SCOPE OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for the various sub-projects as per the scope of services outlined below for the period outlined.

### A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCUG) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCUG serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCUG provides a multitude of local and state funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCUG employs approximately 1,700 people.

Athens-Clarke County's Municipal Court handles approximately 35,000 misdemeanor criminal, misdemeanor traffic, civil traffic (e.g., red light camera citations), and county ordinance violations each year. The full-time Judge appointed to the Court also serves as the County's Administrative Hearing Officer, and hears approximately 100 administrative cases per year involving alcohol and taxi permit licenses, among other matters. The Judge provides wedding services, and per county ordinance, domestic partnership filing services.

Cases are brought to the Court on uniform traffic citations, citations, warrants, accusations, and complaints by, but is not limited to, all of the following agencies: the Athens-Clarke County Police Department, the University of Georgia Police Department, Georgia State Patrol, the Department of Public Safety, the Clarke County Sheriff's Office, the Athens-Clarke County Attorney's Office, the Office of the Solicitor General, the Office of the District Attorney (by way of transfer to the Office of the Solicitor General), the Animal Control Division of the Unified Government of Athens-Clarke County, and the Community Protection Division of the Unified Government of Athens-Clarke County.

Cases are prosecuted by the Office of the Solicitor General and the Athens-Clarke County Attorney's Office. The majority of indigent defense services are provided by the Office of the Public Defender for the Western Judicial Circuit. All other indigent defense services are provided by local attorneys appointed by the Court from time to time as required by law and local practice.

Cases in which the offender is placed on probation are handled by the Probation Department of the Unified Government of Athens-Clarke County.

The Court reports case disposition information and data on daily, weekly, monthly, and yearly bases as required to the Department of Driver Services, the Georgia Crime Information Center, the Georgia Bureau of Investigation, the Administrative Office of the Courts.

A third-party provider handles online payment of fines through a website.

The Court reports financial data to the County and State as required by law and local practice.

For years, the Court has managed all of the data associated with its cases and its finances with a system originally purchased in the late 1980s to early 1990s. However, this case management system is no longer able to meet the Court's needs. The Court seeks a web-based electronic case management system that will interface with all of the agencies that serve the Court and that the Court serves and that provides a host of modern technologies to enhance the Court's efficiency.

B. GENERAL REQUIREMENTS

1. Physical Security: The contractor shall safeguard all Unified Government of Athens-Clarke County property provided for contractor use. At the close of each work period, vehicles, facilities, support equipment, and materials shall be secured.
2. Access Control: *(How will vendor gain access to work site?)*
3. Contract Performance Period: Contract performance period shall be from date of award unless terminated by either party giving to the other written notice of termination in writing thirty (30) days prior to the proposed date of termination. Termination by the Unified Government of Athens-Clarke County can be immediate upon contractor failure to comply with any of the terms.
4. Hours Of Operation: N/A
5. Ordering and Payment: Performance will be ordered by issuance of a purchase order for the period of performance. Payment for work performed shall be paid monthly upon receiving invoicing with an attached copy of each certificate of receipt of service for that month signed by Department Director or designee. The contractor shall insure that all invoices clearly reflect the purchase order number. All original invoices must be mailed or hand delivered to Athens-Clarke County Accounts Payable, P.O. Box 1748, Athens, GA 30603 or Athens-Clarke County Accounts Payable, 375 Satula Avenue, Room 175, Athens, GA 30601. A duplicate invoice may be submitted to the department. Failure to comply with this provision may result in delayed payments for services rendered.

## **CONTRACTOR'S INVOICE.**

- a. The Contractor shall prepare and submit invoices to the Finance Office address specified on individual orders. If the invoice does not comply with these requirements, the Finance Office will return it with the reasons why it is not a proper invoice. A proper invoice must include the items listed below.
  - (i) Name and address of the Contractor.
  - (ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)
  - (iii) Purchase order number for supplies delivered or services performed.
  - (iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
  - (v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
  - (vi) Name and address to whom payment is to be sent.
  - (vii) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
  - (viii) Any other information or documentation required by the contract (e.g., evidence of shipment).
  
- b. In the event orders are made via monthly or period purchase orders, contractor may provide a summary invoice for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:
  - (i) Name of supplier
  - (ii) Purchase Order number
  - (iii) Ship to Department and Address
  - (iv) Description, Quantity, unit price, and extension of each item.
  - (v) Date of delivery or shipment.

## **C. ADDITIONAL REQUIREMENTS**

### **1. INSURANCE.**

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.
  
- b. Before commencing work under the contract, the Contractor shall provide to Athens Clarke County, Attn: Purchasing Administrator, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
  - i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
  - ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.

- iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
  - iv. Excess Liability - \$1,000,000 on a per occurrence basis
- c. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County’s interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Purchasing Administrator.
  - d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.
  - e. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Unified Government of Athens-Clarke County property and shall require subcontractors to provide and maintain a copy of all subcontractors’ proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request.”
  - f. The following persons or entities are to be listed on the Contractor’s general liability policy of insurance as additional insureds:
    - i. Unified Government of Athens-Clarke County, Georgia

D. DEFINITIONS:        *N/A*

E. SPECIFIC TASKS:

Work shall include, but not be limited to the following:

1. Provide Project Management services for the length of the project.
2. Provide a maximum security solution for storing data either in-house on Athens-Clarke County servers, or in the cloud, depending on which solution is more advantageous to easy operability for the Court and Athens-Clarke County.
3. Provide a case management system customized to the needs of the Municipal Court, which has the following, but is not limited, to these requirements:
  - a) Provides a graphical user interface with a dashboard and blog feel.
  - b) Can be used with a touch screen.
  - c) Can be used and accessed with a traditional desktop, laptop, or a tablet, with minimal differences in functionality and user interface.
  - d) Provides user notifications about upcoming events, overdue events, and other notable events.
  - e) Has a flexible and open database architecture that can be added to by end users as the need for additional data fields is identified and needed.

- f) Allows for differentiated case management of various types of criminal and civil cases, each set to user-defined rules and timeframes that the user can change at any time without provider support.
- g) Stores documents of all types and allows for paper-on-demand capabilities.
- h) Stores digital audio, video, and photographic files of all formats.
- i) Provides integrated scanning capabilities or integrates with LaserFiche so that documents can be scanned and stored in the system.
- j) Allows document creation through integration with Microsoft Word, Excel, Access, InfoPath, Publisher, and/or PowerPoint in both the most recent versions of those programs and legacy versions of those programs. Or allows for data to be exported in standard formats to Microsoft Word, Excel, Access, InfoPath, Publisher, and/or PowerPoint in a user-friendly way.
- k) Allows for password protected access both internally and externally through a web-portal that does not require a VPN, but that does provide a maximum security data protection and access.
- l) Differentiates levels of users who are granted access to the system based on defined roles.
- m) Interfaces and exchanges with all of the following systems in one-way and two-way exchanges as described below, through middleware created by Five Point Solutions using NIEM and JIEM standards:
  1. E-ticket data to and from the Athens-Clarke County Police Department.
  2. E-ticket data to and from the University of Georgia Police Department.
  3. E-ticket data to and from the Georgia State Patrol.
  4. Red light camera citation data from the Athens-Clarke County Police Department.
  5. Citations from the Athens-Clarke County Community Protection Division.
  6. Citations from the Athens-Clarke County Animal Control Department.
  7. Warrant data to and from the Sheriff's Office for Arrest Warrants, Contempt Warrants, Bench Warrants, Failure to Appear Warrants.
  8. Cash bond data to and from the Sheriff's Office and the County's financial system.
  9. Warrant and case data to and from the Magistrate Court.
  10. Case data to and from the Superior and State Courts.
  11. Case and financial data to and from the Athens-Clarke County Probation Department.

12. Case data to and from the Public Defender's Office.
13. Case data to and from the Office of the Solicitor General.
14. Case data to and from the Office of the District Attorney.
15. Case data to and from the Athens-Clarke County Attorney's Office.
16. Case data to and from the Athens-Clarke County Animal Control Division.
17. Case data to and from the Athens-Clarke County Community Protection Division.
18. Case disposition data to the Department of Driver Services,
19. Case disposition data to the Georgia Crime Information Center.
20. Case disposition data to the Administrative Office of the Courts.
21. Financial data to the Athens-Clarke County Finance Department (preferably comma delimited).
22. Case and financial data to and from an online payment system that allows persons cited with violations to pay fines online, as well as to be advised of their rights before entering their pleas and paying fines online.
23. Marriage license data to and from the Probate Court.
24. Bond forfeiture notices to outside bonding agents.

- n) Allows the end user, within appropriate privileges, to customize and update user privileges, case rules, case timeframes, reports, and all other functions. User should be able to create new reports, change case rules, change user privileges, with the appropriate privileged access, to the system.
  - o) Integrates the Judge's personal calendar, maintained on Lotus Notes, with the Court's calendar.
  - p) Allows for electronic signature of all documents that can be authenticated in some way. Signature pad capability is preferred, but not required.
  - q) Provides a web-based, password protected interface for outside users (generally attorneys) to file any and all court documents using either the Court's standard templates, or by uploading the outside users' preferred templates.
  - r) Provides full-bodied, user-friendly report creation and generation capabilities, so that reports can be made at any time using any database field available by the end-users. All report writing capabilities should be able to be done through an interface that allows the end-user to build the report without support from the vendor whenever and wherever possible.
4. Allows for, but is not limited to, the creation of the following specific reports:

- a) Total number of cases disposed, differentiated by type of disposition: guilty pleas, *nolo contendere* pleas, pre-trial diversion program, bond forfeiture, guilty judgment after a trial, not guilty judgment after a trial, admission, finding of violation, no finding of violation, Conditional Discharge or First Offender discharge, Conditional Discharge or First Offender adjudication.
  - b) Total number of probation sentences issued by the Court during a particular time period.
  - c) Total number of confinement sentences issued by the Court during a particular time period.
  - d) Total number of suspended confinement sentences issued by the Court during a particular time period.
  - e) Cases assigned to a particular prosecutor or defense attorney, including case information such as defendant's name, charges, disposition, etc.
  - f) Cases arraigned within certain timeframes, such as 30, 60, or 90 days.
  - g) Total number of cases in which a charge under a certain County or State Code Section has been made, e.g., all County Animal Control Violations, or all *Driving Under the Influence of Alcohol* cases.
  - h) All events that have occurred on a particular case, searchable by case number, defendant name, and/or other identifying criteria.
  - i) All reports should be able to be run for specified timeframes, e.g., last 30 days, last year, between 01/01/2009 and 12/31/2012.
  - j) Provides easy-to-understand error reporting, messaging, and logs to help identify software problems quickly and efficiently.
  - k) Provides the ability to review all cases in which a particular defendant is charged, and which are currently open and active, as well as all cases involving a particular defendant.
  - l) Schedules cases for Arraignment based on defined parameters.
  - m) Allows users to configure their home screen to their own specific needs, i.e., modules and cases they review most regularly.
  - n) Provides electronic access for the public to review and print court records from the web or at kiosks within the courthouse based on user-defined security and access parameters.
5. Provide data conversion services from AS400 Sunguard system to the new system prior to implementation of the new system, as well as provide guarantees that data is accurately converted from the SunGuard system to the new system.



## SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Unified Government of Athens-Clarke County intends to evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Unified Government reserves the right to conduct discussions if the Unified Government later determines them to be necessary.

### EVALUATION CRITERIA

Evaluation criteria to be used in determining the selected firm **in no particular order** are:

1. FIRM EXPERIENCE in providing services to public sector organizations.
2. QUALIFICATIONS of staff assigned to the contracts.
3. UNDERSTANDING OF THE REQUIREMENT.
4. REFERENCES including applicable past work with the Unified Government of Athens-Clarke County.
5. CONTRACTOR FURNISHED TECHNOLOGY including adequacy, relevancy, and innovation for performance of the requirements of the contract.
6. CONTRACT PRICE Completed Schedule of Services/Prices/Proposal Sheet **submitted as a separate Paper document for evaluation.**
7. TRAINING AVAILABILITY, HOURS, AND PRICE.
8. ESTABLISHED CUSTOMER SERVICE, including responsiveness, professionalism, follow-up, and interest in exploring innovation.

**SECTION V – PROPOSAL FORMS**

**A: PROPOSAL FORM**

Proposal of \_\_\_\_\_

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

\_\_\_\_\_, *doing business as* \_\_\_\_\_\*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #00632 MUNICIPAL COURT CASE MANAGEMENT SOFTWARE** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed above.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V, B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

\_\_\_\_\_  
**Authorized Representative/Title**  
*(print or type)*

\_\_\_\_\_  
**Authorized Representative**  
*(Signature)*

\_\_\_\_\_  
**Date**

**SECTION V – PROPOSAL FORMS**

**B: ADDENDA ACKNOWLEDGEMENT**

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
					<i>Initial</i>

**Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror’s receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner’s requirements.**

## SECTION V – PROPOSAL FORMS



### C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

*SEE AFFIDAVIT ON FOLLOWING PAGE*

**SECTION V – PROPOSAL FORMS**



**C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT  
CONTRACTOR AFFIDAVIT & AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is contracting with Unified Government of Athens-Clarke County, has registered and is participating in a federal work authorization program\* [an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. 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], in accordance with the provisions established in O.C.G.A. § 13-10-91, as amended.

The undersigned further agrees that should it employ any new employees or contract with any subcontractor(s) for the physical performance of services pursuant to the contract with Unified Government of Athens-Clarke County, the Contractor will secure from the subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91, as amended, on the attached Subcontractor Affidavit. The undersigned contractor further agrees to use the federal work authorization program throughout the contract period and to maintain records of such compliance and to provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User  
Identification Number  
(<https://e-verify.uscis.gov/enroll/>)

\_\_\_\_\_  
Date of Memorandum  
of Understanding (MOU)

\_\_\_\_\_  
BY: Authorized Officer or Agent  
[Contractor Name]

\_\_\_\_\_  
Date of execution of Affidavit

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

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

*As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau (USCIS) of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

Company Name (*printed*): \_\_\_\_\_

**MANDATORY SUBMITTAL**

**SECTION V – PROPOSAL FORMS**

**D: SCHEDULE OF SUPPLIES/SERVICES OR PRICE/PROPOSAL SCHEDULE**

**(Must be submitted separately in a sealed envelope)**

**E. Affidavit Verifying Status for Public Benefit-Required by the Georgia Security and Immigration Compliance Act**

*SAVE AFFIDAVIT*

By executing this affidavit under oath, as an applicant for an Athens-Clarke County contract or other public benefit as referenced in the Georgia Security and Immigration Compliance Act (O.C.G.A. § 50-36-1), the undersigned applicant representing \_\_\_\_\_ (name of business) , verifies one of the following with respect to my application for a public benefit.

- \_\_\_\_\_(1) **I am a United States citizen**  
(document example: Driver’s License, US Passport, US Military Card, etc.)
- \_\_\_\_\_(2) **I am a legal permanent resident of the United States**  
(document example: I-551 Permanent Resident Card, Certificate of Citizenship, etc.)
- \_\_\_\_\_(3) **I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.**  
**My alien number issued by the Department of Homeland Security or other federal immigration agency is:** \_\_\_\_\_  
(document example: Temporary Resident Card; Employment Authorization Card, etc.)

**The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1-(e), with this affidavit.**

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_

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, and face criminal penalties as allowed by such criminal statute.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city)  
\_\_\_\_\_ (state)

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

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

PLEASE COMPLETE THIS AFFIDAVIT AND SUBMIT A COPY OF THE IDENTIFICATION DOCUMENT (front and back) FROM THE LIST NOTED BELOW. **PRESENT IN PERSON** AT [375 SATULA AVE] **OR FAX** TO 706-613-XXXX **OR E-MAIL** TO [buyer.name@athensclarkecounty.com](mailto:buyer.name@athensclarkecounty.com) and be sure to REFERENCE YOUR BUSINESS NAME IN THE SUBJECT LINE OF YOUR E-MAIL.

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2  
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The following list of secure and verifiable documents, published under the authority of O.C.G.A. §50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card
- A United States military identification card
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or listed sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
- A United States Permanent Resident Card or Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph of the bearer
- A passport issued by a foreign government
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- A Free and Secure Trade (FAST) card
- A NEXUS card
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- A driver's license issued by a Canadian government authority
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit.

FOR ATHENS-CLARKE COUNTY USE ONLY:
ID DOCUMENT PRESENTED: _____
VERIFIED BY SAVE: _____
PROCESSED BY: _____
DATE: _____



**F. BID LIST APPLICATION**

**We would like for this form to be turned in a minimum of four (4) days prior to bid**

If you have an **ACCUG Vendor Number** please include it on the sealed envelope or container.

If you do not know your **ACCUG Vendor Number**, please call **706-613-3088** or email: [accpurchasing@athensclarkecounty.com](mailto:accpurchasing@athensclarkecounty.com)

If you **DO NOT HAVE** an **ACCUG Vendor Number**, please fill out the bidder's list application attached below.

## **SECTION VII DOCUMENTS CHECK LIST:**

### **PROPOSAL DOCUMENTS CHECKLIST:**

- 1. Cover Letter
- 2. Table of Contents
- 3. Business Information
- 4. Qualifications and Experience
- 5. References/Reference Projects
- 6. Financial Information and Documentation
- 7. Time/Cost Procedures
- 8. Other Relevant Information

**MANDATORY PROPOSAL FORMS (SECTION V)** Offeror must complete, execute and include with the proposal the following mandatory documents:

- A. Proposal form
- B. Acknowledgement of Addenda
- C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- D. Schedule of Services/Supplies and Price Proposal **(Must be submitted separately in a sealed envelope)**
- E. Affidavit Verifying Residency Status of an Applicant (SAVE).

### **OPTIONAL FORMS (SECTION VI)**

- F. Bidder's List Application