

REQUEST FOR QUALIFICATIONS

FOR

FC-8149, AFTER SCHOOL PROGRAMMING (RFQ)



**AMY PHUONG
COMMISSIONER**

DEPARTMENT OF PARKS AND RECREATION

**ADAM L. SMITH, ESQ., CPPO, CPPB, CPPM, CPP
CHIEF PROCUREMENT OFFICER
DEPARTMENT OF PROCUREMENT**



Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

April 2, 2015

ATTENTION INTERESTED RESPONDENT:

Your firm is hereby invited to submit to the City of Atlanta (the “**City**”), Department of Procurement (the “**DOP**”), a qualification statement for **Project Number: FC-8149, After School Programming (RFQ)**. The City is seeking qualification statements from Firms to facilitate and manage after school programming services at various recreational facilities for the City’s Department of Parks, recreation and Cultural Affairs. The two main initiatives that these programs will be supporting are Camp Best Friends and the Mayor’s Centers of Hope.

A **Pre-Qualification Conference** will be held on **Tuesday, April 14, 2015, at 11:00 A.M., at 55 Trinity Avenue, Suite 1900, City Hall South, Atlanta, Georgia 30303**. The purpose of the Pre-Qualification Conference is to provide Respondents with detailed information regarding the Procurement process and to address questions and concerns. Attendance to the Pre-Qualification Conference is strongly encouraged.

The last date to submit questions will be **Friday, April 17, 2015, no later than 5:00 P.M.** Questions may be sent to **Philippe Jefferson, Contracting Officer**, via email at pejefferson@atlantaga.gov, or facsimile at 404-589-5494. Questions will be responded to in the form of an addendum.

Your response to this Request for Qualifications (“**RFQ**”) must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Wednesday, April 29, 2015**. Any Proposal received after this time will not be considered and will be rejected and returned.

Respondents names will be publicly read at 2:00 P.M. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall, Atlanta, GA 30303.

Request for Qualifications

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This RFQ is being made available by electronic means. If accepted by such means, then the bidder acknowledges and accepts full responsibility to insure that no changes are made to the RFQ. In the event of conflict between a version of the RFQ in the Respondent's possession and the version maintained by the Department of Procurement, the version maintained by the Procurement Department shall govern. The RFQ document is available at www.atlantaga.gov.

If you have any questions regarding this project, please contact **Philippe Jefferson, Contracting Officer**, at 404-865-8565, or by email at pejefferson@atlantaga.gov. Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to Jessica Boston, Administrative Assistant Senior, at 404-330-6903, or by e-mail at jaboston@atlantaga.gov.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,

A handwritten signature in black ink that reads "Adam L. Smith". The signature is written in a cursive style with a large initial "A".

Adam L. Smith

ALS:pej

**REQUEST FOR QUALIFICATIONS
FC-8149, AFTER SCHOOL PROGRAMMING (RFQ)**

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**CITY OF ATLANTA
REQUEST FOR QUALIFICATION STATEMENTS;
FC-8149, AFTER SCHOOL PROGRAMMING**

Part 1: Information and Instructions to Respondents

1.1 Definitions: The following Terms shall have the following meanings when used throughout this Request for Qualifications (“RFQ”):

Firm(s): An after school program provider holding all necessary licenses required by the State of Georgia and the City of Atlanta (“City”) and authorized to do business in the State of Georgia.

Respondent: Each Firm or aggregation of Firms submitting a qualification statement in response to this RFQ with the intent of performing the services as the prime contractor.

Qualification Statement: Means a written response to this RFQ prepared by a Respondent and submitted to the City of Atlanta’s (“City”) Department of Procurement (“DOP”).

1.2 Services Being Pre-Qualified: The City is seeking qualification statements from Firms to facilitate and manage after school programming services at various recreational facilities for the City’s Department of Parks and Recreation (“DPR”). The two main initiatives that these programs will be supporting are Camp Best Friends and the Mayor’s Centers of Hope.

The Centers of Hope strategy is a key component of the Mayor’s Youth Development plan. All **programming will be focused on positive youth outcomes for four key programmatic pillars:**

Program Pillars	Positive Youth Outcomes
Academic Enrichment	Youth are at current or above grade level in reading and math
Character and Leadership Development	Youth are positive about their futures & are productive citizens
Health and Fitness	Youth are healthy and fit
Technology	Youth are engaging responsibly in modern technology

1.3 Method of Source Selection: This RFQ is being conducted in accordance with all applicable provisions of the City's Code of Ordinances ("**Code**"), including, without limitation, Section 2-1199. By submitting a Qualification Statement, the Respondent acknowledges that it is familiar with all laws applicable to this RFQ, including, but not limited to, the City's Code and Charter, which laws are incorporated into this RFQ by this reference.

1.3.1 Respondents who are deemed qualified by the City may be invited to continue in this procurement process by responding to a subsequent Request for Proposals to be conducted under Code Section 2-1189.

1.4 Minimum Qualifications: To be deemed qualified to participate in this procurement; Respondents must meet all of the minimum qualifications set forth in Part 2 of this RFQ.

1.5 Pre-Qualifications Conference: A pre-qualification conference will be held on **Tuesday, April 14, 2015, at 11:00 AM (EST) at 55 Trinity Avenue, Suite 1900, City Hall South, Atlanta, Georgia 30303.** Attendance at the Pre-qualification Conference is not required but is strongly encouraged.

1.6 Procurement Questions; Prohibited Questions: Any questions regarding this RFQ should be submitted in writing to City's contact person, **Mr. Philippe Jefferson** Contracting Officer, Department of Procurement, 55 Trinity Avenue, SW, Suite 1900, Atlanta, Georgia 30303-0307, by fax **(404) 589-5494** or e-mail **pejefferson@atlantaga.gov**, on or before **Friday, April 17, 2015 at 3:00 PM (EST).** Questions received after the designated period will not be considered. Any response made by the City will be provided in writing to all Respondents by addendum. It is the responsibility of each Respondent to obtain a copy of any Addendum issued for this RFQ by monitoring the City's Website at www.atlantaga.gov or by visiting the City Department of Procurement's Plan Room, which is open during posted business hours, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., Atlanta, Georgia 30303. No Respondent may rely on any verbal response to any question submitted concerning this RFQ. All Respondents and representatives of any Respondent are strictly prohibited from contacting any other City employees or any third-party representatives of City on any matter having to do with this RFQ. All communications by any Respondent concerning this RFQ must be made to the City's contact person, or any other City representatives designated by the Chief Procurement Officer in writing.

1.7 Applicable City OCC Programs: By submitting a Qualification Statement in response to this procurement, each Respondent agrees to comply with such applicable OCC Programs.

- 1.8 Request for Qualifications Deadline:** Qualification Statements submitted pursuant to this RFQ must be received by the City's Department of Procurement, 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, Georgia 30303-0307 no later than 2:00 p.m. on **Wednesday, April 29, 2015**. Any Qualification Statement received after this time will not be considered and will be rejected and returned.
- 1.9 Selection Process:** Upon receipt and review of qualification statements, the City shall determine which Respondents are qualified based on the City's Code of Ordinances and this RFQ. The City will notify each Respondent in writing of the City's determination.
- 1.10 Submission of Qualification Statement:** Each Respondent must submit a complete Qualification Statement in accordance with the requirements of this RFQ. The format mandated by this RFQ is not negotiable. Submittal Forms must be completed in full. All blank spaces must be typed or legibly hand written in blue ink.
- 1.10.1 Qualifications Statements shall be signed by hand by a principal of the Respondent with the authority to enter into a Contract with the City. Joint Ventures or partnerships must designate one (1) joint venture/partnership to represent the joint venture/partnership in submitting and executing a Qualification Statement. Each Respondent is responsible for the preparation of its Qualification Statement and the costs of preparing and submitting them.
- 1.10.2 Each Respondent acknowledges and agrees that each Qualification Statement when submitted to the City will become the property of the City, without compensation to a Respondent, for the City's use, at its sole discretion.
- 1.10.3 Qualification Statements must be submitted in sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: FC-8149, After School Programming – Respondent Qualification Statement and the name and address of Respondent. All Qualification Statements must be submitted to:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303-0307

1.10.4 A Respondent must submit **one (1) original and five (5) copies** of its Qualification Statement. Each Qualification Statement must be submitted on 8½" x 11" single-sided, typed pages, using 12–point font size and such pages must be inserted in a standard three-hole ring binder. Respondent may, due to size limitations, utilize 11" x 17" pages to fulfill submittal requirements; however these sized sheets must be folded to 8½" x 11" to meet the size requirements. Each Qualification Statement must contain an index and separate sections for the information requirements set forth in this RFQ, as well as for the Forms required to be submitted.

1.11 Rejection of Proposals; Cancellation of Solicitation; Waiver of Technicalities: The City reserves the right to reject any Qualification Statement or all Qualification Statements or to waive any technical defect in a Qualification Statement. The City also may cancel this procurement at any time in accordance with the Code.

1.12 Georgia Open Records Act. Information provided to the City is subject to disclosure under the Georgia Open Records Act ("**GORA**"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]"

1.13 Representation: By submitting a Qualification Statement to the City, Respondent acknowledges and represents that: (a) the accompanying Qualification Statement is made by a person or business entity that is neither a high cost lender nor a predatory lender, nor is the Respondent an affiliate of a high cost lender or a predatory lender, as defined by Code Section 58-102; (b) it has read the entire RFQ and acknowledges that Respondent shall be bound by the terms and conditions stated herein; (c) the signatory to the Qualification Statement is the Respondent (or Respondent's duly authorized agent or employee of the Respondent with the authority to bind Respondent hereto); (d) any information or disclosure provided on **Form 2 Contractor Disclosure Form** is an accurate representation up to and including the date Respondent submitted its Qualification Statement to the City; and it agrees that it will voluntarily notify the City immediately if any information or disclosure provided to the City during any part of this procurement process changes, is no longer accurate or would be misleading in any way.

1.14 Availability of Electronic Documents. This RFQ is being made available by electronic means. By responding to this RFQ, Respondent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of RFQ, including any addenda issued by the City's Department of Procurement. Respondent acknowledges and agrees that in the event of a conflict between the RFQ in the Respondents possession and the version maintained by the DOP, the version maintained by the City's DOP shall govern. The RFQ document is available at www.atlantaga.gov.

Part 2: Contents of Qualification Statement/Required Submittals

2.1 Qualification Statement Format: A Respondent must submit a complete qualification statement in response to this RFQ in a specified format. No other format will be considered. The qualification statement specified format consists of the following:

2.1.1 Information Provided By a Respondent:

- 2.1.1.1 Table of Contents;
- 2.1.1.2 Organizational Structure and Key Personnel; and
- 2.1.1.3 Experience, Resources and Support.

2.1.2 Information Provided by a Respondent on Forms Provided by the City in this RFQ:

- 2.1.2.1 Form 2: Contractor Disclosure Form
- 2.1.2.2 Form 7: Acknowledgement of Addenda
- 2.1.2.3 Form 8: Respondent Contact Directory
- 2.1.2.4 Form 9: Client References

2.2 Table of Contents: The qualification statement must contain a detailed table of contents listing sections and subsections that correspond to the requirements of the RFQ.

2.3 Contact Directory: The **Contact Directory, Form 8**, must be submitted with the qualification statement and include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for at least two individuals, one (1) primary and one (1) secondary, who are authorized to represent Respondent for purposes of this RFQ and to whom notices regarding the Respondent's qualification will be sent.

2.4 Organizational Structure and Key Personnel:

2.4.1 The Respondent must provide (a) an Organizational Chart of the Respondent's management structure, (b) corresponding resumes for each of the individuals listed on the Organizational Chart provided and, (c) each individual listed on the Respondent's Organizational Chart must have at least three (3) years of experience in the facilitation and management of after school programming services. The resumes must identify the Respondent's management team. Resumes must include at least the following information:

- 2.4.1.1 Name and Title;
- 2.4.1.2 Professional Background;
- 2.4.1.4 Education;

- 2.4.1.5 Current and Past Employment;
- 2.4.1.5 All Certifications. Certifications;
- 2.4.1.6 List of (5) Relevant projects, including:
 - Client Name;
 - Project description;
 - Budget amount;
 - Number served;
 - Time frame;
 - Role of the individual; and
 - Project actual or expected completion date.

2.4.2 The Respondent must also include a statement that clearly identifies the level of authority vested to each individual within Respondent’s management structure to make decisions on behalf of the Respondent.

2.4.3 By submitting resumes, as required by Section 2.4.1, Respondent acknowledges and agrees to utilize the named individuals to perform the services related to this RFQ if the Respondent is the successful bidder. Changes in personnel may only occur upon written consent of the Commissioner of the DPR, or her designee.

2.5 Experience, Resources and Support:

2.5.1 Respondent must provide evidence of a minimum of three (3) years of experience in facilitating and managing a successful after school program.

2.5.2 Based on the Respondent’s organizational structure, provide responses to the following:

1. Respondent’s approach to team leadership;
2. How the Respondent ensures proper communication among pertinent project team members;
3. How the Respondent establishes and maintains the necessary cooperative relationships;
4. How the Respondent coordinates all necessary project activities within their team relationship;
5. What methods does the Respondent utilize to identify and resolve issues during the duration of the project;
6. What methods does the Respondent utilize to make critical decisions;
7. Describe your company’s core capabilities and business approach;
8. What differentiates your organization from your competition;

9. How is your organization structured locally, and how does this structure support your ability to provide the service you are proposing;
10. Describe in detail your program objectives for two (2) relevant programs that your firm has managed in the last three (3) years;
11. Provide a sample lesson plan for one (1) relevant program your firm has managed in the last three (3) years;
12. Describe in detail the classroom management strategies used by your staff;
13. Describe your means and practices for monitoring and recording daily activities and the frequency with which your firm can provide this information upon request;
14. Describe what assessment and reporting approaches you use to demonstrate the quality of the programs you deliver and how well they fit the needs of the community;
15. Provide examples of weekly achievement benchmarks for one (1) relevant program that your firm has managed in the last three (3) years;
16. Describe your hiring process for instructors including recruiting, background checks, drug screening, orientation and training, and ensuring a 1:20 student to instructor ratio is maintained;
17. Describe your process for selecting site-specific staff selection that will ensure the needs of the individual facility/community are met;
18. Detail the process for assigning substitute instructors in the event of planned and unplanned staff absences to ensure full staff coverage each program day;
19. Provide a description of a proposed end-of-semester student presentation or performance;
20. Provide sample brochures and pictures of program services used by your current and/or previous clients;
21. Provide a detailed and descriptive narrative of all programs offered by your firm;
22. Describe, in detail, how the program participants have benefitted from the most recent program that your firm has provided;
23. Provide a list of expected cooperation and deliverables that your firm needs (if any) from your client in order for your program to be a viable;
24. Provide a list of expected cooperation and deliverables that your program participants need to provide (if any) in order for your program to be a viable;

25. Provide minimum and maximum number of youth participants per class for your existing programs;
26. Provide how long each class lasts for your existing programs;
27. Describe your safety policies and procedures;
28. Describe your process for handling customer complaints, including the manner in which complaints are handled and resolved;
29. Provide **COLOR PHOTOS** of your program in operation at one of your current or previous program sites; and
30. Provide highlights of any major enhancements that your program offers relative to value to youth and parents in the community and any cost savings to potential clients based on utilization of your program.

2.5.3 For each client identified in the submission to Section 2.5.2(11) above, fully complete and submit a separate **Form 9, Client Reference** for each identified client.

2.5.4 Respondent must fully complete and submit **Form 2 Contractor Disclosure Form**. Form 2 must be completed by each member of the Respondent, if applicable. In addition, each Form must be completed on behalf of the Respondent. In the event the Respondent is newly-formed, its representative must declare that the Respondent is newly-formed and has insufficient information to respond to the questions on the form.

2.5.5 Respondent must fully complete and submit with their qualification statement **Form 7: Acknowledgment of Addenda**.

2.6 Submittals: The following checklist is provided to assist the Respondent in preparing and submitting its qualification statement. **The checklist also provides the Respondent**

with the order in which the qualification statement is to be organized. Submit one (1) Original marked "Original" and five (5) copies to the Chief Procurement Officer as indicated in Section 1.11.

Required Qualification Statement Check Sheet	<u>Check (v)</u>
Executive Summary	
Table of Contents	
Experience and Qualifications	
Organizational Structure and Key Personnel	
Form 1: Non-Applicable	
Form 2: Contractor Disclosure Form	
Form 3: Non-Applicable	
Form 4: Non-Applicable	
Form 5: Non-Applicable	
Form 6: Non-Applicable	
Form 7: Acknowledgement of Addenda	
Form 8: Contact Directory	
Form 9: Client Reference	

Part 3: Review of Qualification Statement

All qualification statements will be reviewed in accordance with this RFQ and applicable law, including the City’s Code of Ordinances. Each Respondent will be determined to be qualified or not-qualified based on submission of responsive information in its qualification statement. The qualification statement review form is as follows:

Did the Respondent:	Yes	No
I. Submit a detailed table of contents listing sections and subsections that correspond to the requirements of the RFQ?		
II. Submit a completed Form 8, Contact Directory identifying the primary and secondary individuals to represent the Respondent?		
III. Submit an Organizational Chart?		
IV. Submit Resumes for Respondent’s Management Team? If yes, did the Respondent:		
(a) Demonstrate that each of these individuals have a minimum of five (5) years’ experience in the facilitation and management of after school programming services?		
(b) Submit a statement as to the level of authority vested to each management person?		
V. Provide evidence of a minimum of three (3) years experience in facilitating and managing a successful after school program?		
VI. Provide complete responses to all items listed in 2.5.2?		
VII. Submit a completed Form 9, Client Reference for each client identified in the Section 2.5.3?		
VIII. Submit a completed Form 2, Disclosure Form as required by Section 2.5.5?		
IX. Submit a completed Form 7, Acknowledgment of Addenda as required by Section 2.5.6?		

A Respondent will be deemed unqualified if “No” is checked in any category above.

Part 4: Submittal Forms

Form 2: Contractor Disclosure Form

Form 7: Acknowledgement of Addenda

Form 8: Respondent Contact Directory

Form 9: Client References

FORM 2
CONTRACTOR DISCLOSURE FORM
DEFINITIONS FOR THE PURPOSES OF THIS DISCLOSURE

"Affiliate"	Any legal entity that, directly or indirectly through one of more intermediate legal entities, controls, is controlled by or is under common control with the Respondent or a member of Respondent.
"Contractor"	Any person, partnership or entity having a contract with the City.
"Control"	The controlling entity: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled entity, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty one (51%) or more of any class of voting or equity interests in the controlled entity.
"Respondent"	<p>Any individual, partnership or entity that submits a response to a solicitation.</p> <p>If the Respondent is an individual, then that individual must complete and sign this Contractor Disclosure Form where indicated.</p> <p>If the Respondent is a partnership (including but not limited to, joint venture partnership), then each partner in the partnership must complete and sign a separate Contractor Disclosure Form where indicated.</p> <p>If the Respondent is a legal entity (e.g., corporation, limited liability company), then an authorized representative of that entity must complete and sign this Contractor Disclosure where indicated.</p> <p>If the Respondent is a newly formed entity (formed within the last three years), then an authorized representative of that entity must complete and sign this Contractor Disclosure Form where indicated, and each of the members or owners of the entity must also complete and sign separate Contractor Disclosure Form where indicated.</p>

Instructions: Provide the following information for the entity, partner or individual completing this Disclosure (the "Individual/Entity").

A. Basic Information:

1. Name of Respondent:
2. Name of the authorized representative for the Respondent:

B. Individual/Entity Information:

Principal Office Address:

Telephone and Facsimile Numbers:

E-Mail Address:

Name and title of Contact Person for the Individual/Entity:

Is the individual/Entity authorized to transact business in the state of Georgia?

- Yes (Attach Certificate of Authority to transact business in Georgia from Georgia Secretary of State.)
 No

C. Questionnaire

If you answer "YES" to any of the questions below, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your Proposal.

1. Please describe the general development of the Respondent's business during the past ten (10) years, or such shorter period of time that the Respondent has been in business.

2. Are there any lawsuits, administrative actions or litigation to which Respondent is currently a party or has been a party (either as a plaintiff or defendant) during the past ten (10) years based upon fraud, theft, breach of contract, misrepresentation, safety, wrongful death or other similar conduct? **YES** **NO**

3. If "yes" to question number 2, were any of the parties to the suit a bonding company, insurance company, an owner, or otherwise? If so, attach a sheet listing all parties and indicate the type of company involved. **YES** **NO**

4. Has the Respondent been charged with a criminal offense within the last ten (10) years? **YES** **NO**

5. Has the Respondent received any citations or notices of violation from any government agency in connection with any of Respondent's work during the past ten (10) years (including OSHA violations)? Describe any citation or notices of violation which Respondent received. **YES** **NO**

6. Please state whether any of the following events have occurred in the last ten (10) years with respect to the Respondent. If any answer is yes, explain fully the circumstances surrounding the subject matter of the affirmative answer:

Whether Respondent, or Affiliate currently or previously associated with Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors? **YES** **NO**

Whether Respondent was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining Respondent from engaging in any type of business practice? **YES** **NO**

Whether Respondent was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Respondent which directly arose from activities conducted by Respondent. **YES** **NO**

7. Has any employee, agent or representative of Respondent who is or will be directly involved in the project, in the last ten (10) years:

(a) directly or indirectly, had a business relationship with the City? **YES** **NO**

(b) directly or indirectly, received revenues from the City? **YES** **NO**

(c) directly or indirectly, received revenues from conducting business on City property or pursuant to any contract with the City? **YES** **NO**

8. Whether any employee, agent, or representative of Respondent who is or will be directly involved in the project has or had within the last ten (10) years a direct or indirect business relationship with any elected or appointed City official or with any City employee? **YES** **NO**

9. Whether Respondent has provided employment or compensation to any third party intermediary, agent, or lobbyist to directly or indirectly communicate with any City official or employee, or municipal official or employee in connection with any transaction or investment involving your firm and the City? **YES** **NO**

10. Whether Respondent, or any agent, officer, director, or employee of your organization has solicited or made a contribution to any City official or member, or to the political party or political action committee within the previous five (5) years? **YES** **NO**

11. Has the Respondent or any agent, officer, director, or employee been terminated, suspended, or debarred (for cause or otherwise) from any work being performed for the City or any other Federal, State or Local Government? **YES** **NO**

12. Has the Respondent, member of Respondent's team or officer of any of them (with respect to any matter involving the business practice or activities of his or her employer been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding? **YES** **NO**

13. Please identify any Personal or Financial Relationships that may give rise to a conflict of interest as defined below *[Please be advised that you may be ineligible for award of contract if you have a personal or financial relationship that constitutes a conflict of interest that cannot be avoided]:*

(a) Personal relationships: executives, board members and partners in firms submitting offers must disclose familial relationships with employees, officers and elected officials of the City of Atlanta. Familial relationships shall include spouse, domestic partner registered under section 94-133, mother, father, sister, brother, and natural or adopted children of an official or employee. **YES** **NO**

(b) Financial relationships: Respondent must disclose any interest held with a City employee or official or family members of a City employee or official, which may yield, directly or indirectly, a monetary or other material benefit to the Respondent or the Respondent's family members. Please describe: **YES** **NO**

D. REPRESENTATIONS

Anti-Lobbying Provision. All respondents, including agents, employees, representatives, lobbyists, attorneys and proposed partner(s), subcontractor(s) or joint venturer(s), will refrain, under penalty of the respondent's disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process.

Certification of Independent Price Determination/Non-Collusion. Collusion and other anticompetitive practices among offerors are prohibited by city, state and federal laws. All Respondents shall identify a person having authority to sign for the Respondent who shall certify, in writing, as follows:

"I certify that this bid/proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. By signing this document, I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent/Offeror."

Certify Satisfaction of all Underlying Obligations. (If Applicable) If a Contract is awarded through this solicitation, then such Contractor should know that before final payment is made to a Contractor by the City, the Contractor shall certify to the City in writing, in a form satisfactory to the City, that all subcontractors, materialmen suppliers and similar firms or persons involved in the City contract have been paid in full at the time of final payment to the Contractor by the City or will be paid in full utilizing the monies constituting final payment to the Contractor.

Confidentiality. Details of the proposals will not be discussed with other respondents during the selection process. Respondent should be aware, however, that all proposals and information submitted therein may become subject to public inspection following award of the contract. Each respondent should consider this possibility and, where trade secrets or other proprietary information may be involved, may choose to provide in lieu of such proprietary information, an explanation as to why such information is not provided in its proposal. However, the respondent may be required to submit such required information before further consideration.

Equal Employment Opportunity (EEO) Provision. All bidders or offerors will be required to comply with sections 2-1200 and 2-1414 of the City of Atlanta Code of Ordinances, as follows: During the performance of the agreement, the Contractor agrees as follows:

- a) The Contractor shall not discriminate against any employee, or applicant for employment, because of race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political

affiliation. As used here, the words "shall not discriminate" shall mean and include without limitation the following:

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated.

The Contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions of the EEO clause.

- b) The Contractor shall, in all solicitations or advertisements for employees, placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political affiliation.
- c) The Contractor shall send to each labor union or representative of workers with which the Contractor may have a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' representative of the Contractor's commitments under the equal employment opportunity program of the City of Atlanta and under the Code of Ordinances and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor shall register all workers in the skilled trades who are below the journeyman level with the U.S. Bureau of Apprenticeship and Training.
- d) The Contractor shall furnish all information and reports required by the contract compliance officer pursuant to the Code of Ordinances, and shall permit access to the books, records, and accounts of the Contractor during normal business hours by the contract compliance officer for the purpose of investigation so as to ascertain compliance with the program.
- e) The Contractor shall take such action with respect to any subcontractor as the city may direct as a means of enforcing the provisions of paragraphs (a) through (h) herein, including penalties and sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in or is threatened with litigation as a result of such direction by the city, the city will enter into such litigation as is necessary to protect the interest of the city and to effectuate the equal employment opportunity program of the city; and, in the case of contracts receiving federal assistance, the Contractor or the city may request the United States to enter into such litigation to protect the interests of the United States.
- f) The Contractor and its subcontractors, if any, shall file compliance reports at reasonable times and intervals with the city in the form and to the extent prescribed by the contract compliance officer. Compliance reports filed at such times directed shall contain information as to employment practices, policies, programs and statistics of the Contractor and its subcontractors.

- g) The Contractor shall include the provisions of paragraphs (a) through (h) of this equal employment opportunity clause in every subcontract or purchase order so that such provisions will be binding upon each subcontractor or vendor.

- h) A finding, as hereinafter provided, that a refusal by the Contractor or subcontractor to comply with any portion of this program, as herein provided and described, may subject the offending party to any or all of the following penalties:
 - (1) Withholding from the Contractor in violation all future payments under the involved contract until it is determined that the Contractor or subcontractor is in compliance with the provisions of the contract;
 - (2) Refusal of all future bids for any contract with the City of Atlanta or any of its departments or divisions until such time as the Contractor or subcontractor demonstrates that there has been established and there shall be carried out all of the provisions of the program as provided in the Code of Ordinances;
 - (3) Cancellation of the public contract;
 - (4) In a case in which there is substantial or material violation of the compliance procedure herein set forth or as may be provided for by the contract, appropriate proceedings may be brought to enforce those provisions, including the enjoining, within applicable law, of Contractors, subcontractors or other organizations, individuals or groups who prevent or seek to prevent directly or indirectly compliance with the policy as herein provided.

Prohibition on Kickbacks or Gratuities/Non-Gratuity. The undersigned acknowledges the following prohibitions on kickbacks and gratuities:

- a. It is unethical for any person to offer, give or agree to give any employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

- b. It is unethical for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

- c. It is also unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Contractor or higher tier

subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

Declaration

Under penalty of perjury, I declare that I have examined this Contractor Disclosure Form and all attachments to it, if applicable, and, to the best of my knowledge and belief all statements contained herein and in any attachments, if applicable, are true, correct and complete.

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same supplies, services, construction, or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent.

For entities that are newly formed (formed within the last three years):

I certify that the Respondent is newly formed and does not have sufficient information to respond to Part C of this Form.

Sign here if you are an individual:

Printed Name: _____

Signature: _____

Date: _____

Subscribed and sworn to or affirmed by _____ (name) this ____ day of _____, 20__.

Notary Public of _____(state)

My commission expires: _____

Sign here if you are an authorized representative of a responding entity or partnership:

Printed Name of Entity or Partnership: _____

Signature of authorized representative: _____

Title: _____

Date: _____, 20__

Subscribed and sworn to or affirmed by _____ (name), as the _____ (title) of _____ (entity or partnership name) this ____ day of _____, 20__.

Notary Public of _____(state)

My commission expires: _____

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FORM 7

Acknowledgment of Addenda

Each Respondent must complete and submit an acknowledgement with its solicitation that it has received all Addenda issued for this solicitation. This form has been included and may be used to satisfy this requirement.

This is to acknowledge receipt of the following **Addenda** for **FC-8149, AFTER SCHOOL PROGRAMMING (RFQ)**:

None (Check if None)

1. _____;
2. _____;
3. _____; and
4. _____.

Dated the _____ day of _____, 20__.

Corporate Respondent:
[Insert Corporate Name]

By: _____

Name: _____

Title: _____

**Corporate Secretary/Assistant
Secretary (Seal)**

Non-Corporate Respondent:
[Insert Respondent Name]

By: _____

Name: _____

Title: _____

Notary Public (Seal)
My Commission Expires:

FORM 8

RESPONDENT CONTACT DIRECTORY

This Respondent Contact Directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for each of the following as it pertains to each of the firms in a Respondent's team:

1. At least two individuals authorized to represent the firm for purposes of this Solicitation; and
2. All of Respondent's subcontractors (if any).

NAME	POSITION/TITLE	MAILING ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

FORM 9

Reference List

Each Respondent must provide a list of at least three (3) references using the below-referenced format. The City is interested in reviewing references that are able to attest to a Respondent's performance ability and credibility in a particular industry or trade.

Reference: Name
 Address
 City, State, Zip
 Phone
 Fax

Project Title:

Contact Person: _____
Direct Telephone: _____
Email Address: _____

Date(s) of Project: _____

Description of Services:

Total Amount of Contract Including Change Orders:

Respondent's Role and Responsibilities:

Current Completion Status:

(Use the Same Format to Provide the Additional References)