



CITY OF ATLANTA

Kasim Reed
Mayor

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Internet Home Page: www.atlantaga.gov

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

March 9, 2016

Dear Potential Proponents:

Re: FC-8707, Fleet Management Software System

Attached is one (1) copy of **Addendum Number 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact Ms. Kyra D. Dixon., at (404) 865-8756 or by email at kddixon@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS/kdd



ADDENDUM NO. 2

This Addendum No. 2 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **A total of 51 Questions and Answers** (see pages 4-10); and
- **Revised Appendix A - Office of Contract Compliance Requirements (Revised per Addendum No. 2)**. Appendix A of Addendum 1 of the Solicitation document is hereby removed and replaced with Appendix A: Office of Contract Compliance Requirements (Revised per Addendum No. 2).

The Proposal due date HAS NOT been modified and Proposals are due on Wednesday, March 23, 2016 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

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

****All other pertinent information is to remain unchanged****

Acknowledgment of Addendum No. 2

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-8707, Fleet Management Software System, Addendum No. 2** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Questions and Answers

- 1.) Please advise if the functional requirements section of the above mentioned RFP can be made available in an enterable format?

Answer: No.

- 2.) On page 7, number 10, is a Proposal Guarantee required for this RFP?

Answer: No. On page 7, number 10 Proposal Guarantee is labeled as Not Applicable (N/A).

- 3.) Is a Proposal Bond required?

Answer: No.

- 4.) Can the City provide a Word copy of this RFP electronically?

Answer: No.

- 5.) Is it possible to have a regular saved PDF version which will allow searching capability?

Answer: No.

- 6.) Where and when do I send the W-9 form for the IRS?

Answer: A W-9 form is not a Required Submittal for this proposal.

- 7.) Is there any issue with providing (in our response) tables/graphs that are not in double space format because they are not conducive to double space formatting?

Answer: No, there is no issue.

- 8.) Is it acceptable to have headings in our response deviate from the 12 point font requirement as long as they are not smaller than 12 point fonts?

Answer: Yes.

- 9.) Part 4, Required Submittal Forms- Will the City provide Word editable electronic copies of these forms to help expedite vendor completion, (i.e. Forms 1 thru 9)?

Answer: No.

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- 10.) Where should clarification/exceptions appear in the proposal? The provided response format does not indicate (other than the System Functionalities and Requirements table) where clarification/exceptions should appear in the response.

Answer: Clarifications and exceptions may be included within the System Functionalities and Requirements table of *Appendix E-Additional Required Submittals (System Functionality and Requirements)* to clarify a line item listed within that specific document; it should be labeled "clarifications/exceptions".

- 11.) When is the anticipated award date?

Answer: Approximately four weeks after the closing date.

- 12.) Please provide the name and version of the fleet management system currently being used?

Answer: AssetWorks.

- 13.) What database does the system use? What modules are being used?

Answer: Oracle Database.

Answer: The following modules are currently being utilized:

- Supervisor portal;
- Technician portal;
- Storekeeper portal;
- Reporting module;
- Report Scheduler;
- Ad-Hoc query module;
- Dashboard module;
- FuelFocus;
- Service Requests module;
- Customer Access module;
- Notifications module.

- 14.) What is the current Fueling System that the City is using?

Answer: AssetWorks.

- 15.) Please define what the City means by "the software solution must provide a structured proof of concept"?

Answer: The city expects a clear overview of your software after full implementation; this may include a functionality that the City of Atlanta is not currently utilizing today, but may have future interest in using.

16.) Please provide the number of active assets? In-active assets?

Answer:

Active:
4957 assets;
1309 components.

Inactive:
8906 assets;
1755 components.

**These numbers are estimates.*

17.) Number of garages? Number of fueling sites, Number of Inventory locations?

Answer:

Garages: 12 Garages;
Number of Inventory Locations: 4 Inventory locations;
Fueling Sites: 27 Refueling sites (includes two CNG stations).

18.) How many City employees will be required to be trained? Please define by location the roles and number of employees per role if the selected vendor is to provide all the training. Or does the City prefer a Train-the-Trainer approach?

Answer: 140 personnel. *(This number is subject to change).*

19.) Is there a preference for the City to host the application or does the City prefer the vendor to host it?

Answer: No preference.

20.) How many concurrent users would there be for a vendor hosted system?

Answer: 140. *(This number is subject to change).*

21.) What methodology is being used for billing currently? Is billing being electronically interfaced into a financial system currently?

Answer: The city currently utilizes the billing functionality provided in our FMS and there is currently no interface to the city's financial system.

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22.) Please provide a list of any and all interfaces currently being done between the current Fleet Management System and any City program, HR, AP, GL, etc. The frequency, the data requirements and if data is passed either one-way or both?

Answer: The city's current FMS does not interface with any other city programs.

23.) Does the City use outside vendors or national account for work and do they provide electronic copies of the work performed and the associated costs?

Answer: Yes, the information is entered in our current system as "Commercial Cost".

24.) What data does the City require to be convert from the old system? How many records and years?

Answer: All work orders, equipment data, employee data, fuel data, parts data, etc. We have over 10 years of data.

25.) Do you need to manage maintenance and maintenance inventories?

Answer: We are looking for a system that has a repair parts inventory module to manage supplies and repair parts.

26.) How many users will you have on the system?

Answer: 140. *(This number is subject to change).*

27.) Will you entertain a bid for a Fuel Management System, separate from the Fleet Management System described?

Answer: Yes.

28.) Will the onsite training be in one location, centralized? If not, please identify each location.

Answer: Yes.

29.) How many technicians/mechanic will need training in the new software?

Answer: 140. *(This number is subject to change).*

30.) Since you are already Oracle EBS users, can you supply a list of modules you currently have licensed?

Answer: The oracle database is a separate database. We do not utilize the Oracle EBS.

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31.) What is the active fleet count?

Answer: 5,600 units. *(This is an estimate).*

32.) Does the Driver Reporting Module require in-vehicle hardware, mobile device per driver or a general workstation/kiosk to execute the Pre-/Post Trip functions?

Answer: No.

33.) Is there a preferred method for Driver Pre-/Post trip inputs or use of a Smart phone?

Answer: No.

34.) What web browsers does the software need to use?

Answer: IE10.

35.) Can the browser run on iPad?

Answer: Yes.

36.) Are the fleet Purchase orders integrated with City of Atlanta accounts payables system in batch or real-time method?

Answer: No, the Fleet purchase orders are not integrated with the City of Atlanta's payables system.

37.) Is a Replacement Modeling module required?

Answer: Yes.

38.) Is a Motor pool Reservations required as part of this software RFP?

Answer: Not required, but preferred.

39.) In the Cost Proposal (Page 83, Exhibit A.1 Cost Proposal (page 2 of 3)), the City of Atlanta has specified 6,000 units as the basis for pricing this proposal. Some vendors base their software licensing on a per software module or per named-user basis (independent of inventory size). Can the price proposal be adjusted to allow for different pricing models?

Answer: Yes.

40.) What is the total number of unique, named-users expected to utilize the system?

Answer: 140. *(This number is an estimate).*

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41.) What is the expected average number of concurrent users expected to utilize the system?

Answer: 75.

42.) Does the City of Atlanta have a Target Award Date in mind? If so, what is that date?

Answer: By June 2016.

43.) Does the City of Atlanta have a Target Date on which they would like to have this system operational? If so, what is that date?

Answer: By June 2016.

44.) Do the certificates of insurance need to be issued with the RFP or only after the award has been made?

Answer: Certificates of insurance should be issued after the award has been made.

45.) What do I need to do as a small woman owned business to be on the SBO list?

Answer: All interested proponents must submit an SBE application for certification prior to the bid/proposal due date. Only certified (or pending) SBEs will be allowed to bid on this procurement opportunity.

46.) The link provide on Page 5 of Addendum 1, (<http://ecfr.gpoaccess.gov/>) does not work. Please provide an updated link to the specified documentation.

Answer: In addition to utilizing the link <http://ecfr.gpoaccess.gov/> feel free to contact the U.S. Small Business Administration at (404) 331-7587. The contractors will have to contact the U.S. Small Business Administration for additional assistance at: (404) 331-7587 if the link is inoperable.

47.) Please provide clarification on the sizing requirements for the EBO/SBO program. The U. S. Small Business Administration's sizing guide for NAICS 541512 Computer Systems Design Services (identified in Addendum 1 as Software Implementation) has a size cap of \$27.5 which is higher than the \$25.5M stated in Addendum 1. Which Size standard should be used for this procurement?

Answer: Please review Appendix A: Office of Contract Compliance Requirements (Revised per Addendum No. 2).

48.) Why has the City chosen NAICS code 541512 for this project?

Answer: Please review Appendix A: Office of Contract Compliance Requirements (Revised per Addendum No. 2).

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49.) As an entity which supplies Fuel Management Systems and related systems for numerous fleets across the country, we qualify as a small business entity under several NAICS codes which offer small business status for having less than 500 employees or even less than 100 employees. Will you consider expanding the NAICS code classifications that might apply to this project to include 42 Series contractors which provide these systems specifically for the fuel industry and fuel/fleet consumers, such as the City? The small business qualification for such contractors is much broader, in that it applies the less than 500 employee standard. It seems this would offer the City a wider selection of qualified contractors.

Answer: Please review Appendix A: Office of Contract Compliance Requirements (Revised per Addendum No. 2).

50.) At the Pre-Bid Conference, Mr. Bell stated that the only criteria under the SBE program that was applicable was the Revenue Criteria that qualifying companies had to have annual revenues under the \$26M cap. Based on that statement, our company proceeded to complete the EBO Application. On the first page of the application it clearly states the following: Your business must be located within one of the following twenty county areas to be considered for certification in the City of Atlanta Equal Business Opportunity Program. The twenty county areas includes: Barrow, Bartow, Carroll, Cherokee, Clayton, Coweta, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding and Walton counties. Since Mr. Bell stated that the only applicable criteria was the \$26M Revenue Cap, is the location of the business relevant?

Answer: Please review Appendix A: Office of Contract Compliance Requirements (Revised per Addendum No. 2)

51.) If a company, to be a EBO/SBO certified company, is required to be located in one of the counties above, how is an National or International Software Vendor, with a functionally compliant Fleet Management Solution, that is not located in the Atlanta region able to compete for this RFP?

Answer: Firms who do not have an office location in the Atlanta Region (or 20 county area) will not be allowed to bid on this project as prime contractors. Please review Appendix A: Office of Contract Compliance Requirements (Revised per Addendum No. 2)

Appendix A: Office of Contract Compliance Requirements

(Revised per Addendum No. 2)



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OFFICE OF CONTRACT COMPLIANCE
Larry Scott
Director
lscott@atlantaga.gov

March 9, 2016

RE: Project No.: FC- 8707, Fleet Software Management System

Dear Prospective City of Atlanta Bidder:

The Office of Contract Compliance (OCC) information is an integral part of every eligible City of Atlanta bid. All Bidders are required to make efforts to ensure that businesses are not discriminated against on the basis of their race, ethnicity or gender, and to demonstrate compliance with these program requirements at or prior to the time of Bid opening, or upon request by OCC. Bidders are required to ensure that prospective subcontractors, vendors, suppliers and other potential participants are not denied opportunities to compete for work on a City contract on the basis of their race, ethnicity, or gender, and must afford all firms, including Small Business Enterprises (SBE) opportunities to participate in the performance of the business of the City to the extent of their availability, capacity and willingness to compete. Please read all of the information very carefully. Pay close attention to the specific goals for SBE participation for this project and the SBO program reminders listed on page 6.

If you have any questions about the information included in this section of the solicitation, please contact the City of Atlanta Office of Contract Compliance at (404) 330-6010.

The City of Atlanta looks forward to the opportunity to do business with your company.

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OFFICE OF CONTRACT COMPLIANCE
Larry Scott
Director
lscott@atlantaga.gov

CITY OF ATLANTA

SMALL BUSINESS OPPORTUNITY PROGRAM

POLICY STATEMENT

It is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City. The City must ensure that firms seeking to participate in contracting and procurement activities with the City are not prevented from doing so on the basis size as it relates to revenue and number of employees. The City is committed to ensuring that it is not a passive participant in any private scheme of discrimination. To ensure that businesses are not discriminated against with regard to prime contracting, subcontracting or other partnering opportunities with the City, the City has developed its' various diversity inclusion programs. The purpose of the Small Business Opportunity Program is to ensure that the City of Atlanta has a robust race-neutral approach to promoting full and equal business opportunity for all persons doing business with the City of Atlanta, to promote commerce by assisting Small Business Enterprises (SBEs) to actively participate in the City's procurement process, and ensure that the City of Atlanta utilizes programs that provide it with the best possible resources.

It is also the policy of the City of Atlanta to actively promote equal employment opportunities for minority and female workers and prohibit discrimination based upon race, religion, color, sex, national origin, marital status, physical handicap or sexual orientation through the City's Equal Employment Opportunity (EEO) Program. The purpose of these program is to mitigate the present and ongoing effects of the past and present discrimination against women and minority workers so that opportunity, regardless of race or gender, will become institutionalized in the Atlanta marketplace. It is important to note that all bidders, without exception, including firms that are Small Business Enterprises themselves must comply with the City of Atlanta's SBO and EEO Program requirements. Goals for minority and female business enterprises are set for this project on page 6.

Implementation of SBO Policy

The Office of Contract Compliance will review information submitted by Bidders pertaining to efforts to promote opportunities for small businesses to compete for business as subcontractors and/or suppliers. A Bidder is eligible to be further considered for award of a City contract upon a finding by OCC that the Bidder has engaged in, and provided with its bid submission documentation of efforts to ensure that its process of soliciting, evaluating and awarding subcontracts, placing orders, and partnering with other companies has been non-discriminatory. To assist prime contractors in this effort, the Office of Contract Compliance has set forth in this solicitation document the SBE goals within the relevant NAICS Codes, for this Project.

For subcontracting, the Subcontractor Project Plan must include **all** subcontractors (both small and non-small business enterprises) to be utilized on the project, detail the services to be performed, the dollar value of the work to be performed by each subcontractor, and the City of Atlanta SBE certification number and supplier id number as applicable.

For suppliers, the Subcontractor Project Plan must include **all** subcontractors (both small and non-small business enterprises), the supplies to be provided, including the dollar value of the supplies being provided and the City of Atlanta SBE certification number and supplier id number as applicable.

Determination of Non-discrimination During Bid Process

No Bidder shall be awarded a contract on an Eligible Project unless the Office of Contract Compliance determines that the Bidder has satisfied the non-discrimination requirements of section 2-1372 on such Eligible Project. Accordingly, each Bidder shall submit with each Bid the following

1. Covenant of Non Discrimination. Each Bidder shall submit with her/his Bid a Covenant of Non-Discrimination which is set forth herein as Exhibit SBO1.
2. Outreach efforts documentation. Each bidder shall submit with her/his bid written documentation demonstrating the bidder's outreach efforts to identify, contact, contract with, or utilize businesses, including certified SBEs as subcontractors or suppliers on the contract. This information shall be set forth on Exhibit SBO2, which is included herein.
3. Subcontractor project plan. Each bidder shall submit with her/his bid a completed and signed subcontractor project plan, in a form approved and provided by the office of contract compliance, which lists the name, address, telephone number and contact person of each subcontractor or other business to be used in the contract, the NAICS Code and the type of work or service each business will perform, the dollar value of the work and the scope of work, the ownership of each business, certification number of each business, and any other information requested by the office of contract compliance. In order for the office of contract compliance to officially consider a firm to be an SBE, the SBE firm must be certified by or have a certification application pending with the office of contract compliance prior to the bidder's submission of the bid. The subcontractor project plan shall not be changed or altered after approval of the plan and award of the contract without the written approval of the director of the office of contract compliance. A written letter to the director of the office of contract compliance requesting approval to change the subcontractor project plan must be submitted prior to any change in the plan or termination of an SBE's contract.

OCC Review of Bidder Submissions

The Office of Contract Compliance shall determine whether a Bidder has satisfied the non-discrimination requirements of section 2-1448 based on its review of the Covenant of Non Discrimination, the Outreach Efforts Documentation, the Subcontractor Project Plan, and its review of other relevant facts and circumstances, including complaints received as part of the bid process. In reviewing the documents submitted by a Bidder to determine whether the Bidder has satisfied the non-discriminatory practices requirement of this section, the Office of Contract Compliance will consider, among other things, the total project dollars subcontracted to or expended for services performed by other businesses, including certified SBEs, whether such businesses perform Commercially Useful Functions in the work of the contract based upon standard industry trade practices, whether any amounts paid to Supplier businesses are for goods customarily and ordinarily used based upon standard industry trade practices, and the availability of certified SBEs within the relevant NAICS Codes for such Eligible Project.

(a) Receipt of Complaint of Discrimination in the Bid Process

The office of contract compliance shall accept complaints of alleged discrimination during the bid process regarding any participant in the bid process. Where the complaint of discrimination is specific to the procurement which is under consideration by the city, the office of contract compliance may investigate said complaint, determine its validity, and determine whether the actions complained of impact the bidder's responsiveness on the specific procurement. Allegations of discrimination based on events, incidents or occurrences which are unrelated to the specific procurement will be placed in the bidder's file maintained in the vendor relations database and handled in accordance with the procedure established in the city's vendor relations subdivision, section 2-1465, et seq.

(b) Determination of Violation of SBO Process

Where the office of contract compliance investigates a complaint of discrimination that is related to the specific bid process, the details of that investigation, including findings, shall be recorded and maintained in the vendor relations database, pursuant to section 2-1471.

(c) Office of Contract Compliance Determination of Non-Compliance

When, based upon the totality of the circumstances, the office of contract compliance determines that a bidder fails to satisfy the requirements of section 2-1448(a) of a city bid solicitation, the director of the office of contract compliance shall present a written determination of non-compliance to the Chief Procurement Officer which states the determination and lists the reasons for the determination. A bid that does not comply with the requirements set forth in section 2-1448(a) shall be deemed non-responsive and rejected.

Small Business Opportunity Program Bid/RFP Submittals

The Office of Contract Compliance will make any determination of non-responsiveness. The covenant of non-discrimination, the outreach efforts documentation, the subcontractor project plan, and any other information required by OCC in the solicitation document pursuant to section 2-1448 must be completed in their entirety by each bidder and submitted with the other required bid documents in order for the bid to be considered as a responsive bid. Failure to timely submit these forms, fully completed, will result in the bid being considered as a non-responsive bid, and therefore, excluded from consideration.

Monitoring Of SBO Policy

Upon execution of a contract with the City of Atlanta, the successful bidder's Subcontractor Project Plan will become a part of the contract between the bidder and the City of Atlanta. The Subcontractor Project Plan will be monitored by the City of Atlanta's Office of Contract Compliance for adherence with the plan. The successful bidder will be required to provide specific EBO information on a monthly basis that demonstrates the use of subcontractors and suppliers as indicated on the Subcontractor Project Plan. The failure of the successful bidder to provide the specific EBO information by the specified date each month shall be sufficient cause for the City to withhold approval of the successful bidder's invoices for progress payments, increase the amount of the successful bidder's retainage, require joint check issuance, or evoke any other penalties as set forth in the City of Atlanta Code of Ordinances, Sections 2-1452 and 2-1456.

Implementation of EEO Policy

The City effectuates its EEO policy by adopting racial and gender work force availability for every contractor performing work for the City of Atlanta. These percentages are derived from the work force demographics set forth in the 2000 Census EEO file prepared by the United States Department of Commerce for the applicable labor pool normally utilized for the contract.

Monitoring of EEO Policy

Upon award of a contract with the City of Atlanta, the successful bidder must submit a Contract Employment Report (CER), describing the racial and gender make-up of the firm's work force. If the CER indicates that the firm's demographic composition does not meet the adopted EEO goals, the firm will be required to submit an affirmative action plan setting forth the steps to be taken to reach the adopted goals. The CER and the affirmative action plan, if necessary, will become a part of the contract between the successful bidder and the City of Atlanta. Compliance with the EEO requirements will be monitored by the Office of Contract Compliance.

Equal Business Opportunity SBE GOALS for this Project

Project No.: FC-8707, Fleet Software Management System

The dominant NAICS code and trade to be engaged for the above referenced solicitation is:

541512 Computer Systems Design Services

The EBO goals for the trade categories listed in this project are:

25% SBE

Please be reminded that no Bidder shall be awarded a contract on an Eligible Project unless the Office of Contract Compliance determines that the Bidder has satisfied the non-discrimination requirements of section 2-1448 on such Eligible Project. Details of the O.C.C. review process for determination of non-discrimination are detailed on page 2 of this document.

Small Business Opportunity Program Reminders

1. Certification. It is the prime contractor's responsibility to verify that all SBEs included on the Subcontractor Project Plan are certified by the City of Atlanta's Office of Contract Compliance, or have a certification application pending with the City of Atlanta's Office of Contract Compliance.
2. Reporting. The successful bidder must submit monthly SBO program participation reports to the Office of Contract Compliance in a manner as prescribed by the OCC monitor of Record.
3. Subcontractor Contact Form. It is required that bidders list and submit information on all subcontractors they solicit for quotes, all subcontractors who contact them with regard to the project, and all subcontractors they have discussions with regarding the project. Failure to provide complete information on this form will result in your bid being declared non-responsive.
4. SBO/EBO Ordinance. The SBO Program is governed by the provisions of the SBO/EBO Ordinance set forth in the City of Atlanta Code Division 12, section 2 - 1356 through 2 - 1480. The ordinance can be obtained from the City of Atlanta Clerk's Office at (404) 330-6032.
5. Supplier Participation. In order to receive full SBE credit, suppliers must manufacture or warehouse the materials, supplies, or equipment being supplied for use on the Eligible Project.
6. OCC Registry of Certified Firms. To access OCC's real time registry of vendors (certified or non-certified), visit our PRISM Compliance Management portal at: <https://pro.prismcompliance.com/default.aspx>. Next, click the drop down arrow under "Visit a Jurisdiction", select "City of Atlanta", and click "go!" Once there, you may search by Industry or Certification to obtain your desired results. You may also go to the website: www.atlantaga.gov/contractcompliance and scroll down to the section heading "Registry of Certified Firms" Click OCC's quarterly list to access the current directory of certified firms.

COVENANT OF NON-DISCRIMINATION

The undersigned understands that it is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City of Atlanta. The undersigned covenants that we have not discriminated, on the basis of race, gender or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities. The undersigned further covenants that we have completed truthfully and fully the required forms SBO-2 and SBO-3. Set forth below is the signature of an officer of the bidding entity with the authority to bind the entity.

Signature of Attesting Party

Title of Attesting Party

On this ____ day of _____, 20____, before me appeared _____, the person who signed the above covenant in my presence.

Notary Public

Seal

FORM SBO-1

[Type text]

SUBCONTRACTOR CONTACT FORM

List all subcontractors or suppliers (SBE and Non-SBE Certified) that were contacted regarding this project.

Name of Sub-contractor/ Supplier	Contact Name, Address and Phone Number	City Of Atlanta Business License? (Yes or No)	Type of Work Solicited for	Business Ownership (see code below)	Certification No. and Expiration Date	Results of Contact

Name of Sub-contractor/ Supplier	Contact Name, Address and Phone Number	City Of Atlanta Business License? (Yes or No)	Type of Work Solicited for	Business Ownership (see code below)	Certification No. and Expiration Date	Results of Contact

Business Ownership Code: AABE - African American Business Enterprise, HABE - Hispanic Business Enterprise, FBE - Female Business Enterprise, APABE - Asian (Pacific Islander) American Business Enterprise

Company Name: _____ Project Name: _____ FC#: _____

Printed Signature: _____ Date: _____

**EQUAL BUSINESS OPPORTUNITY SUBCONTRACTOR PROJECT PLAN
SUBCONTRACTOR/SUPPLIER UTILIZATION**

List all Majority, SBE Certified, and Non-SBE Certified subcontractors/suppliers, including lower tiers, to be used on this project.

Name of Sub-contractor/ Supplier	Contact Name, Address and Phone Number	City of Atlanta Business License? (yes or no)	NIAC Code	Type of Work to be Performed	Ethnicity of SBE Ownership (see code below)	SBE Certification No. and Expiration Date	Dollar (\$) Value of Work and Scope of Work	Percentage (%) of Total Bid Amount

Total SBE% _____

Code: AABE - African American Business Enterprise, HAABE - Hispanic American Business Enterprise, FBE - Female Business Enterprise,
APABE - Asian (Pacific Islander) American Business Enterprise

Proponent's Company Name: _____ Project Name: _____ FC#: _____
 Proponent's Contact Number: _____ Printed Signature: _____ Date: _____

(THIS PAGE SHALL BE SUBMITTED FOR EACH SBE FIRM)

LETTER OF INTENT

Small Business Enterprise

Proponent Name: _____
Address: _____
City: _____ State: _____ Zip: _____

SBE Firm: ACDBE Firm: _____
Address: _____
City: _____ State: _____ Zip: _____

SBE Contact Person: Name: _____ Phone: () _____

Expiration Date of SBE Certification: _____

SBE is performing as: Prime Contractor Sub contractor Joint Venture Member

Work item(s) to be performed by SBE	Description of Work Item	Dollar(s) Value of Work and Scope of Work	Percentage (%) of Total Bid Amount
TOTAL SBE			

The bidder/offeror is committed to utilizing the above-named SBE firm for the work described above.
The estimated participation is as follows:

SBE contract amount: \$ _____ Percent of total contract: _____%

AFFIRMATION:

The above-named SBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: _____
(Print name) (Title)

(signature) (date)

*** In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.**

(THIS PAGE SHALL BE SUBMITTED FOR EACH SBE FIRM)

LETTER OF INTENT

Small Business Enterprise

Proponent Name: _____
Address: _____
City: _____ State: _____ Zip: _____

SBE Firm: ACDBE Firm: _____
Address: _____
City: _____ State: _____ Zip: _____

SBE Contact Person: Name: _____ Phone: () _____

Expiration Date of SBE Certification: _____

SBE is performing as: Prime Contractor Sub contractor Joint Venture Member

Work item(s) to be performed by SBE	Description of Work Item	Dollar(s) Value of Work and Scope of Work	Percentage (%) of Total Bid Amount
TOTAL SBE			

The bidder/offeror is committed to utilizing the above-named SBE firm for the work described above.
The estimated participation is as follows:

SBE contract amount: \$ _____ Percent of total contract: _____%

AFFIRMATION:

The above-named SBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: _____
(Print name) (Title)

(signature) (date)

* In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

First Source Jobs Program Policy Statement

It is the policy of the City of Atlanta to provide job opportunities to the residents of the City of Atlanta, whenever possible. Whereas every contract with the City of Atlanta creates a potential pool of new employment opportunities, the following program is applicable to **construction projects only** and is subject to review by AWDA on a case by case basis for applicability. Once AWDA has made the determination that the First Source Jobs Program is applicable, the successful prime contractor (and all subcontractors associated with the awarded project) is expected to work with the First Source Jobs Program to fill at least 50% of all new entry-level jobs, which arise from this project, with residents of the City of Atlanta. AWDA has determined that the first source Jobs program is applicable for this project. For more specific information about the First Source Jobs Program contact:

Michael Sterling
Executive Director
First Source Jobs Program
Atlanta Workforce Development Agency
818 Pollard Boulevard
Atlanta, GA 30315
(404) 546-3000

FIRST SOURCE JOBS INFORMATION FORM

Company Name: _____

FC Number: _____

Project Name: _____

The following entry-level positions will become available as a result of the above referenced contract with the City of Atlanta:

- 1.
- 2.
- 3.
- 4.
- 5.

Include a job description and all required qualifications for each position listed above.

Identify a company representative and contact phone number who will be responsible for coordinating with the First Source Jobs Program.

Company Representative: _____

Phone: _____

THIS AGREEMENT REGARDING THE USE OF THE FIRST SOURCE JOBS PROGRAM BY CONTRACTORS WITH THE CITY OF ATLANTA TO FILL ENTRY LEVEL JOBS is made and entered into by _____

This _____ day of _____, 201__.

The City of Atlanta requires the immediate beneficiary or primary contractor for every eligible project to enter into a First Source Jobs employment agreement. The contractor agrees to the following terms and conditions:

- The first source for finding employees to fill all entry level jobs Created by the eligible project will be the First Source Program.
- The contractor will make every effort to fill 50% of the entry level jobs created by this eligible project with applicants from the First Source Program.
- The contractor shall make good faith effort to reach the goal of this employment agreement.
- Details as to the number and description of each entry level job must me provided with the bid.
- The contractor shall comply with the spirit of the First Source Jobs Policy beyond the duration of this agreement and continue to make good faith attempts to hire employees of similar backgrounds to those participating in the First Source Program.
- The contractor as a condition of transfer, assignment or otherwise shall require the transferee to agree in writing to the terms of the employment Agreement.

Upon a determination that a beneficiary or contractor has failed to comply with the terms of this Agreement, the City may impose the following penalties based on the severity of the non-compliance:

- The City of Atlanta may withhold payment from the contractor.
- The City of Atlanta may withhold 10 percent of all future payments on the contract until the contractor is in compliance
- The City of Atlanta may refuse all future bids on city projects or applications for financials assistance in any form from the City until the contractor demonstrated that the First Source requirements have been met, or cancellation of the eligible project.
- The City of Atlanta may cancel the eligible project.

All terms stated herein can be found in the City of Atlanta Code of Ordinances Sections 5-8002 through 5-8005.

The undersigned hereby agrees to the terms and conditions set forth in this agreement.

Contractor