



COBB COUNTY PURCHASING DEPARTMENT

1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400 /FAX (770) 528-1154
Email: purchasing@cobbcounty.org
www.purchasing.cobbcountyga.gov

IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

ALL bids **MUST** be received at the Cobb County Purchasing Department.

BIDS MUST BE RECEIVED BEFORE 12:00 (NOON) ON BID OPENING DAY

Any bid received later than 12:00 (noon) will not be accepted. The County accepts no responsibility for delays in the mail. Bids are to be mailed or delivered to:

**COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008-4012**

**All bid prices shall be submitted on the Bid Form included in the bid/proposal.
Any revisions made on the outside of the envelope WILL NOT be considered.**

PLEASE CHECK bid specifications and advertisement for document requirements.

Documents/Forms listed below **MUST** be submitted when required.

Omission of these documents /forms will cause your bid/proposal to be declared **NON-RESPONSIVE**.

- **BID SUBMITTAL FORM**
 - ▶ *Official Signature is required on this form guaranteeing the quotation.*
- **CONTRACTOR AFFIDAVIT and AGREEMENT - Exhibit A - (Not Required)**
 - ▶ *Affidavit **MUST** be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.*
- **BID BOND - (Not Required)**

If your firm is classified as a Disadvantaged Business Enterprise (DBE) please complete Exhibit B with bid response. A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business.

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “SEALED BID LABEL” has been enclosed to affix to your bid. This label **MUST** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No bid will be accepted after the date and time specified.

Thank you in advance for your cooperation.

ADVERTISEMENT FOR REQUEST FOR PROPOSAL
COBB COUNTY PURCHASING DEPARTMENT

BID OPENING DATE: APRIL 14, 2011

Sealed proposals from qualified contractors will be receive before 12:00 NOON, **APRIL 14, 2011**, in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for furnishing all labor. Materials, equipment, appliances, etc. pursuant to the plans, specifications, condition and addenda for:

**SEALED BID # 11 -5569
REQUEST FOR PROPOSAL
DEVELOPMENT OF COBB ADDRESS REPOSITORY INTERFACES
COBB COUNTY INFORMATION SERVICES DEPARTMENT**

No bids will be accepted after the 12:00 noon deadline.

Proposals are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008.

Performance Bond and Labor and Material Payment Bond, or other security instruments as allowed by law each in the amount equal to 100% of the contract sum will be required of the successful bidder. Bonds must be written by a surety company licensed to do business in the State of Georgia, have a "Best's" rating of "A" or better, appear on the current U.S. Treasury Department list of sureties that are acceptable on bonds for the federal government (circular 570), and have recommended bonds limits equal to or in excess of those required for this project; otherwise acceptable to the owner.

The Georgia Security and Immigration Compliance Act Affidavit form must be submitted with all bid packages involving the "performance of physical services" in order to be considered.

No proposal may be withdrawn for a period of one hundred twenty (120) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award. Cobb County reserves the right to reject any and all proposals, to waive informalities and technicalities, to reject portions of the proposals, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

This solicitation and any addenda are available for download in PDF format on the Cobb County Purchasing website. www.purchasing.cobbcountyga.gov.

Advertise: MARCH 18, 25, 2011
APRIL 1, 8, 2011



BID SUBMITTAL FORM

SUBMIT BID/PROPOSAL TO:
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008-4012

BID/PROJECT NUMBER: 11- 5569
REQUEST FOR PROPOSAL
DEVELOPMENT OF COBB ADDRESS REPOSITORY INTERFACES
COBB COUNTY INFORMATION SERVICES DEPARTMENT

DELIVERY DEADLINE: APRIL 14, 2011 BEFORE 12:00 (NOON) EST
(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).

BID OPENING DATE: APRIL 14, 2011 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

Company name: _____

Contact name: _____

Company address: _____

E-mail address: _____

Phone number: _____ Fax number: _____

NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:

(PLEASE PRINT/TYPE) NAME _____ TITLE _____

SIGNATURE OF OFFICER ABOVE: _____
(SIGNATURE)

TELEPHONE: _____ FAX: _____

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: _____

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: _____

Bids received after the date and time indicated will not be considered. Cobb County reserves the right to reject any and all bids, to waive informalities, to reject portions of the bid, to waive technicalities and to award contracts in a manner consistent with the county and the laws governing the state of Georgia.

The enclosed (or attached) bid is in response to Bid Number **11-5569**; is a firm offer, **as defined by section O.C.G.A. (s) 11-2-205 of the code of Georgia (Georgia laws 1962 pages 156-178)**, by the undersigned bidder. This offer shall remain open for acceptance for a period of 90 days calendar days from the bid opening date, as set forth in this invitation to bid unless otherwise specified in the bid documents.

NOTICE TO BIDDERS - - BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES

Advertise Dates: MARCH 18, 25, 2011
APRIL 1, 8, 2011

SEALED BID LABEL

SEALED BID ENCLOSED

DELIVER TO:
COBB COUNTY PURCHASING
1772 County Services Parkway
Marietta, GA 30008-4012

SEALED BID # 11-5569 DATE: April 14, 2011

BIDS MUST BE RECEIVED BEFORE 12:00 NOON

DESCRIPTION: Request for Proposal
Development of Cobb Address Repository Interfaces

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE



Cobb County...Expect the Best!

"STATEMENT OF NO BID"

COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.

Thank you for your cooperation.
Cobb County Purchasing Department

"STATEMENT OF NO BID"
SEALED BID NUMBER 11-5569
REQUEST FOR PROPOSAL
DEVELOPMENT OF COBB ADDRESS REPOSITORY INTERFACES

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

I wish to be retained on the vendor list for this commodity or service: Yes _____ No _____

Please PRINT the following:

Company

Representative

You are invited to list reasons for your decision not to bid: _____



Cobb County...Expect the Best!

REQUEST FOR PROPOSAL

**SEALED BID # 11-5569
DEVELOPMENT OF COBB ADDRESS REPOSITORY INTERFACES
COBB COUNTY INFORMATION SERVICES DEPARTMENT**

BID OPENING DATE: APRIL 14, 2011

BIDS ARE RECEIVED IN THE
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GEORGIA 30008
BEFORE 12:00 (NOON) BY THE BID OPENING DATE

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT
BID/MEETING ROOM AT 2:00 P.M.

VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 8 COPIES OF BID
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)

N.I.G.P. COMMODITY CODE: 96258

NAME: _____

ADDRESS: _____

REPRESENTATIVE: _____

PHONE: _____ FAX: _____

E-MAIL _____

NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.

REQUEST FOR PROPOSAL

Development of Cobb Address Repository Interfaces Cobb County Information Services Department

SEALED BID NUMBER: 11-5569



Cobb County...Expect the Best!

**Request for Proposal
Development of Cobb Address Repository (CAR) Interfaces
Sealed Bid #11-5569**

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1 Introduction and General Instructions

The purpose of this Request for Proposal (RFP) is to provide sufficient information to enable interested and competent organizations to submit competitive proposals for the development of Cobb Address Repository (CAR) interfaces for five business applications.

This RFP is specifically intended for consulting firms with the necessary experience and personnel needed to create the interfaces in accordance with the requirements outlined in this document.

Each proposer shall examine the requirements, operating environment, system information, schedule, and all instructions. Failure to do so will be at the proposer's risk.

Each proposer shall furnish all information required by the proposal form or document. Each proposer shall sign the proposal and print or type his or her name on the schedule. The person signing the proposal must initial erasures or other changes. An agent authorized to bind the company must sign proposals.

The following sections contain the conditions and instructions covering the preparation, submission, and contents of proposals. It is essential that these conditions be strictly observed.

Sealed proposals will be accepted by the Cobb County Purchasing Department at the time, place, and date specified in section 1.6. These proposals must be in accordance with the purposes, conditions and instructions provided in this RFP.

1.1 Pre-Proposal Conference

There will be no proposal conference for this RFP. Please submit questions per the process outlined in this RFP.

1.2 Requests for Additional Information

All questions or inquiries must be submitted in writing via US Mail, facsimile or email to:

Cobb County Purchasing Department
1772 County Services Parkway
Marietta, Georgia 30008-4012
FAX: (770)-528-1154
E-mail: purchasing@cobbcounty.org

Proposers are expressly instructed that the above contact is the only authorized source of information. Unauthorized contact with any other personnel may result in immediate disqualification of the proposer. Any response to a properly submitted inquiry will be responded to in writing in the form of an addendum. All inquiries must be received by **5:00 pm on Tuesday, April 5, 2011**. Cobb County is not bound by any oral representations, clarification, or changes made to the written specification by County's employees, unless such clarification or change is provided to the vendors in written addendum form from Cobb County.

1.3 Addenda to this RFP

Copies of Addenda will be made available for inspection whenever bidding documents are on file for that purpose and are posted on the Purchasing web site: www.purchasing.cobbcountyga.gov. Each respondent shall ascertain prior to submitting a proposal that the respondent has received all Addenda issued, and the respondent shall acknowledge the receipt in the proposal.

Any explanation desired by a proposer regarding the meaning or interpretation of the Request for Proposal, drawings, specifications, etc. must be received by 5:00 pm on April 5, 2011 in order for a reply to reach all proposers before the close of the proposal. Requests received after this date and time will not receive a reply. Any information given to a prospective proposer concerning a request for proposal will be furnished to all prospective proposers as an addendum to the invitation if such information is necessary or if the lack of such information would be prejudicial to uninformed proposers.

The written proposal document supersedes any verbal or written communication between parties. Receipt of addenda must be acknowledged in the proposal. Although the Purchasing Division will take effort to send any addendum to known proposers, it is the proposer's ultimate responsibility to ensure that they have all applicable addenda prior to proposal submittal. This may be accomplished via contact with the Purchasing Division prior to proposal submittal.

1.4 Proprietary Information

Any information contained in a proposal that is considered proprietary by the respondent shall be clearly marked as such. Information not marked as proprietary will be considered public information generally available. The entire document may not be designated as proprietary.

1.5 Proposal and/or Presentation Costs

The cost for developing a proposal will be borne by the respondent. Cobb County is not liable for any costs incurred by the respondent in preparation and/or presentation of proposals in response to this RFP or for travel and other costs related to this RFP.

1.6 Delivery of Proposals

Proposals shall be enclosed in a sealed package, addressed to the Cobb County Purchasing Department with the name and address of the proposer, the date and hour of opening, and the request for proposal number on the face of the package. Telegraphic/faxed proposals will not be considered. Any addenda should be enclosed in the sealed envelopes as well. **All bids shall be submitted on the Bid Proposal Form. Any revisions made on the outside of the envelope will not be considered**

Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the proposer's request and expense if testing does not destroy items. Items offered must meet required specifications and must be of a quality that will adequately serve the use and purpose for which intended.

Full identification of each item proposed, including brand name, catalog number, etc. must be furnished to identify exactly what the proposer is offering. Manufacturer's literature may be furnished. The proposer must certify that the items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.

Unsigned proposals will not be considered.

Cobb County is exempt from federal excise tax and Georgia sales tax with regards to goods and services purchased directly by Cobb County. Suppliers and contractors are responsible for federal excise tax and sales tax, including taxes for materials incorporated in county construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information.

Except as otherwise provided by law, information submitted by a proposer in the proposal process shall be subject to disclosure after proposal award in accordance with the Georgia Open Records Act. Proprietary information must be identified. Entire proposals may not be deemed proprietary.

All responses shall be sealed and clearly marked "PROPOSAL – Development of Cobb Address Repository Interfaces (**Sealed Bid #11-5569**)."

Proposers are instructed to deliver one (1) original and eight (8) copies of their response to this RFP before **12:00 PM (Noon), April 14, 2011** to:

**Cobb County Purchasing Department
1772 County Services Parkway
Marietta, Georgia 30008-4012**

No proposal will be accepted after the above date and time. The respondent shall assume full responsibility for timely delivery at the location designated for receipt of proposals. The Cobb County Board of Commissioners assumes no responsibility for proposals received after the submission time, whether due to mail delays or any other reason. Proposals received after the bid submission time will not be accepted.

Sealed proposals, with original signatures, will be accepted by the County Purchasing Department at the time, place, and date specified. One (1) original and eight (8) copies of the proposal must be submitted, complete with a cover letter signed by an official within the organization who has authority over project negotiation.

Proposals must be submitted in accordance with the purposes, conditions, and instructions provided in this RFP.

Cobb County reserves the right to retain all proposals submitted, and to use any idea in any proposal regardless of whether that proposal is selected. All work performed by the successful respondent shall be performed in compliance with the Americans With Disabilities Act.

1.7 Clarification of Proposals

Cobb County may, at its discretion and at no cost to Cobb County, invite any respondent to appear for questioning or provide written responses during proposal evaluation for the purpose of clarifying statements in the proposal.

1.8 Prime Contractor

It is recognized that several firms may wish to combine their resources in responding to this RFP. However, one firm must be designated as the "Prime Contractor" and the proposal must share the name of the "Sub-Contractor" providing the services and the ability and experience of that "Sub-Contractor" in delivering those services. The prime contractor shall be responsible for the entire contract. References must be included for the prime contractor and all sub-contractors. Vendors are encouraged to provide considerable detail in their response to clearly describe the roles and responsibilities of the prime contractor and sub-contractors. The prime contractor shall be the point of contact for Cobb County and the prime contractor shall resolve any issues that arise with sub-contractors.

1.9 Withdrawal of Proposals

To withdraw a proposal after proposal opening, the supplier has up to forty-eight (48) hours to notify the Cobb County Purchasing Department of an obvious clerical error made in calculation of proposal. Withdrawal of bid bond for this reason must be done in writing. Suppliers who fail to request withdrawal of proposal by the required forty-eight (48) hours shall automatically forfeit bid bond. Bid bond may not be withdrawn otherwise.

No proposer who is permitted to withdraw a proposal shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or

otherwise benefit, directly or indirectly, from the performance of the project from which the withdrawn proposal was submitted.

Proposal withdrawal is not automatically granted and will be allowed solely at the discretion of Cobb County.

1.10 Proposal Duration and Firm Prices

Proposals submitted in response to this RFP shall be valid for a period of one hundred twenty (120) days from proposal submission deadline, and shall be so marked.

Prices quoted by proposal shall be firm and best prices. Prices quoted must be valid for a minimum of one hundred and twenty (120) days from the date of bid opening.

1.11 Uniform Proposals

To facilitate comparative analysis and evaluation of proposals it is desired that a uniform format be employed in structuring each proposal. The required format is one that will coincide with specifications given later in this RFP in the Proposal Format section. The vendor's degree of compliance with the requirements of the RFP will be a factor in the subsequent point-based evaluation of the proposal. Proposals with major deviations or omissions may not be considered for detailed study. Company proposals will become part of the contract with Cobb County should they be selected under the RFP.

1.12 Cost of Proposed Products/Services

Each proposal shall contain cost information for the cash purchase of the proposed services. Proposals must be submitted using the Bid Proposal Form included herein as Attachment A. Vendors shall not change, alter or add words to the Bid Proposal Form. Unauthorized conditions, limitations or provisions attached to the proposal will be cause for rejection. Bids to Cobb County should be exempt of all Federal, State, and Local Taxes (Tax Exemption # 58-6000804).

Prices quoted by proposal shall be firm and best prices, and they shall represent a "not to exceed" amount. The total amount of proposal shall be deemed to include the entire cost and expense of every item of material, transportation, storage, software and labor necessary to complete the work bid upon, in full detail, cleaned, properly configured, tested and certified ready for use. The risk of all such costs and expenses shall be deemed assumed by the successful respondent.

1.13 Examination of Source Documents

Before submitting a proposal, each vendor shall read the RFP and examine the sample source documents carefully. Each vendor shall fully inform themselves as to the conditions existing and limitations under which the work is to be performed. No allowances will be made to a vendor due to lack of such examination or knowledge. The submission of a proposal shall be considered as conclusive evidence that the vendor has made such examination.

1.14 Added Value

Vendors may include anything unique in their proposed solution, which adds value to the products/ services provided to Cobb County. The cost of this added value must be explained and justified in the Cost Proposal.

1.15 Non-Collusion Statement

By submission of a proposal, the proposer certifies, under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor
- (c) No attempt has been made, or will be made, by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Collusion and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

1.16 Conflict of Interest/Contingency Fees/Certification by Subcontractors

By submission of a proposal, the proposer certifies, under penalty of perjury, that to the best of its knowledge and belief:

- 1. No circumstances exist which cause a Conflict of Interest in performing the services required by this RFP, and
- 2. That no employee of the County, nor any member thereof, not any public agency or official affected by this RFP, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this RFP.

The responding firm also warrants that he and his sub-consultant(s) have not employed or retained any company or person other than a bona fide employee working solely for the responding firm or sub-consultant(s) to solicit or secure a contract agreement with Cobb County, as related to this RFP, and that he and his sub-consultant(s) have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the responding firm or his sub-consultant(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of this Agreement.

For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

The successful responding firm shall require each of its sub-consultant(s) to sign a statement certifying to and agreeing to comply with the terms of the subsections above.

1.17 Indemnification/Hold Harmless Agreement

By submission of a proposal, the selected responding firm agrees to indemnify Cobb County to the fullest extent permitted by law, protect, defend, indemnify and hold harmless Cobb County, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged a) bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or part from any actual or alleged act or omission of the responding firm, sub-consultant, anyone directly or indirectly employed by any of them; or anyone for whose acts any of them may be liable in the performance of work; b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the responding firm in the performance of work; or c) liens, claims or actions made by the responding firm or other party performing the work, as approved by Cobb County.

The indemnification obligations herein shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the responding firm or its sub-consultant(s), as approved by the County, under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar or insurance.

1.18 Bonding Requirements

1.18.1 Performance/Payment Bond

A one hundred percent (100%) performance bond, and a one hundred percent (100%) payment bond shall be furnished to Cobb County for any proposal as required in proposal documents. Failure to submit appropriate bonding will result in automatic rejection of proposal. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating as stated in the insurance requirements of the solicitation.

1.18.2 Qualification of Surety

A surety company of recognized and acceptable standing, authorized to do business in the State of Georgia and having a resident agent in Cobb County or adjacent area shall execute the Performance Bond. The Surety Company will hold a current certificate of authority as acceptable surety on Federal Bonds, in accordance with U.S. Department of Treasury Circular 570, Current Revision.

1.18.3 Contract Assignment

A successful respondent(s) may not assign any part of a resultant contractual agreement (except contract payments) without the prior written authorization of Cobb County.

1.19 Proof of Insurance

Insurance requirements: Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

A. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including all owned, hired, and non-owned.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000 per accident.
4. Umbrella Liability: \$5,000,000 combined single limits per occurrence.
5. Builders Risk Insurance, if applicable: All Risk coverage on any buildings, structure of work and material in an amount equal to 100 per cent of the value of the contract. Coverage is to cover Cobb County interest and Cobb County shall be named as Loss Payee.

B. DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insurance retentions must be declared to and approved by the Owner. At the option of the Owner, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers officials, and employees; or the Contractor shall procure a bond guaranteeing payment of losses related to investigations, claim administration and defense expenses.

C. OTHER INSURANCE PROVISIONS

1. General Liability, Automobile Liability, and Umbrella Liability Coverages. The Owner and its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, officials, employees or volunteers.

The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the Owner and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be changed, cancelled, suspended, terminated or non-renewed except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to Cobb County of said change of coverage, cancellation, suspension, termination / or non-renewal.

D. ACCEPTABILITY.

Insurance is to be placed with insurers with a Best's rating of no less than A: VII, or otherwise acceptable to the Owner.

E. VERIFICATION OF COVERAGE.

Contractor shall furnish the Owner with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies at any time.

F. SUBCONTRACTORS

Subcontractor means one not in the employment of the Contractor who is performing all or part of the services under this Agreement under a separate contract with the Contractor.

Contractor shall include all subcontractors as insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Owner may request evidence of subcontractor's insurance.

Contractor is responsible for having all subcontractors comply with all terms and conditions of the Invitation to Bid.

G. WAIVER OF SUBROGATION

Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include clauses stating each underwriter shall waive all rights of recovery, under subrogation or otherwise, against Customer. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

Award will be made to the highest scoring responsive and responsible proposer according to the criteria stated in the proposal documents. The County may make such investigations as it deems necessary to determine the ability of the proposer to perform, and the proposer shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any proposal if the evidence submitted by, or investigations of such proposer fails to satisfy the County that such proposer is properly qualified to carry out the obligations of the contract.

The County reserves the right to reject or accept any or all proposals and to waive technicalities, informalities and minor irregularities in the proposals received. The County reserves the right to make an award as deemed in its best interest which may include awarding a proposal to a single proposer or multiple proposers; or to award the whole proposal, only part of the proposal, or none of the proposal to single or multiple proposers, based on its sole discretion of its best interest.

1.20 Evaluation of Proposals

The Evaluation process will address current requirements and consider possible future operation and maintenance needs. Both objective and subjective rationale will be involved in the decision process.

1. Evaluation Responsibility:

A selection committee will coordinate the review of all proposals and will submit a recommendation to the County Manager and Board of Commissioners.

2. Presentations:

During the evaluation process, the members of the selection committee may require that responding firms conduct a presentation. If required, these presentations will be scheduled in advance and limited in time. Location of the presentations will be pre-arranged.

3. Evaluation Criteria:

The County will use a specific set of criteria for the qualitative evaluation of competitive proposals. The structure of the evaluation will be to assign points to each response in a number of categories. A non-response to a specific category will result in no points being awarded for that category. Final rankings will be based on a combination of price and qualitative factors.

All proposal requirements must be met, or capable of being met by the responding firm or the proposal will be disqualified as non-responsive. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all project work on schedule should submit a Proposal.

The lowest priced proposal will not necessarily be the one selected, as cost is only one of the factors that will be considered. **SEE SECTION 2.2.3**

1.21 Right to Purchase From Any Source

Cobb County reserves the right to purchase any desired equipment, software, and/or services from any source in part or in whole.

1.22 Contract

Contract awarded as a result of proposals submitted under this RFP shall extend from the date of award for a period of thirty-six (36) full months, with an option to renew for two (2) additional one (1) year periods

Each proposal is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the proposer and the County which shall bind the proposer on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted proposal. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

When the contractor has performed in accordance with the provisions of this agreement, Cobb County shall pay the contractor, within thirty (30) days of receipt of any payment request based upon work or service completed and accepted pursuant to the contract, the sum so requested, less the retainage stated in this agreement, if any.

No work is to begin, nor is the County liable for any costs whatsoever, until the contract has been duly signed and certified by the appropriate parties.

The successful respondent will enter into a contract with the County on a form agreeable to Cobb County.

1.23 Multiple Awards

Cobb County reserves the right to make multiple awards or to award a contract by individual line or alternatives, or to make an aggregate award, whichever is deemed most advantageous to Cobb County. If Cobb County determines that an aggregate award to one respondent is not in Cobb County's best interest, "all or none" offers shall be rejected.

1.24 Right to Reject Any or All Proposals

Each proposal must comply with all requirements for a regular proposal as directed or required by this RFP. Notice is hereby given to all companies bidding that if their proposal is defective or irregular, the same may be rejected immediately. Cobb County reserves the right to reject any or all proposals or to waive any specific technicalities or formalities in order to accept any proposal deemed to be in the best interest of Cobb County. The successful bidder will be required to enter into a contract agreeable to the County, and in the event a negotiated contract agreeable to the County cannot be completed, then the County, may withdraw from the negotiations and enter into negotiations with another qualified bidder. Cobb County also reserves the right to accept any portion of any bid and to enter into a contract with one or more respondents.

Failure to observe any of the instructions or conditions in this request for proposal shall constitute grounds for rejection of proposal

1.25 Multi-year Contract Provisions

The successful bidder will be required to enter into a contract containing the provisions as required by Georgia law pertaining to multi-year contracts. The following is a sample of the provision and will be adjusted as to the term or as to the length of the contract.

This contract shall terminate absolutely and without further obligation on the part of Cobb County at the close of the calendar year in which it was executed, and at the close of each succeeding calendar year for which it may be renewed as provided in O.C.G.A. Section 36-60-13. The contract shall automatically renew for each of the remaining calendar years provided for in the contract, unless positive action is taken by Cobb County to terminate such contract, and the nature of such action shall be written notice provided to the

vendor within (60) sixty days before the end of the initial year of the contract or each succeeding remaining calendar year.

This contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of Cobb County under this contract.

1.26 Delivery Failures

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacements of rejected articles/services when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market or rebid for articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices, or the County shall have the right to deduct such an amount from monies owed the defaulting contractor. Alternatively, the County may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or consume articles/services delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.

1.27 Default

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of any contract term. An award may be made to the next highest rated responsive and responsible proposer, or articles specified may be purchased on the open market similar to those terminated or the County may issue a new Request for Proposal. In any event, the defaulting contractor (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on its proposal, unless extended in writing by the Purchasing Director, shall constitute contract default.

1.28 Disputes

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Purchasing Director who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Purchasing Director shall be final and binding, however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

1.29 Substitutions

Proposers offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their proposal. The absence of such a substitution list shall indicate that the proposer has taken no exception to the specifications contained therein.

1.30 FOB Point

Unless otherwise stated in the request for proposal and any resulting contract, or unless qualified by the proposer, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until the items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

1.31 Ineligible Proposers

The County may choose not to accept the proposal of one who is in default on the payment of taxes, licenses or other monies owed to the County. Failure to respond three (3) consecutive times for any given commodity may result in removal from the list under that commodity.

1.32 Special Terms and Conditions

Should these General Terms and Conditions be in conflict with any attached Special Terms and Conditions, the Special Terms and Conditions will control.

1.33 Americans with Disabilities Act

Cobb County requires all contractors to comply with applicable sections of the Americans With Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans With Disabilities Act (ADA), Cobb County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations.

1.34 Disadvantaged Business Enterprises (DBE)

Disadvantaged Business Enterprises (DBE): The following provisions should be carefully read to determine applicability to your business.

Cobb County Government encourages the participation of all businesses in offering their services and/or products. The Cobb County Government has the goal to fairly and competitively procure the best product at the most reasonable cost.

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. The Federal Government has long had program in place to ensure participation of DBE vendors and suppliers. The State of Georgia has established a similar program whereby DBE firms are defined, certified and made known. This effort is managed by the Georgia Department of Transportation (GDOT). More information can be obtained from GDOT web site:

1. <http://www.dot.state.ga.us/eeo-div/index.shtml>

The Cobb County Government addresses DBE business participation (frequency and dollar value) in the following ways:

1. Cobb County wishes to identify all DBE participation; both at the contractor and sub-contractor levels in the following ways.
 - a. DBE businesses are requested to identify such status at the time they register as a vendor.
 - b. DBE businesses are requested to identify themselves at the time they propose to do business. Please complete **EXHIBIT B** if applicable and return with bid submittal.
 - c. All businesses will receive with each Purchase Order an instruction sheet for use of the furnished *Cobb County Government DBE Participation Report*, **EXHIBIT C**. Businesses are requested to complete this report and submit it with each invoice for the time period billed.
2. Cobb County has established a Disadvantaged Business Enterprise Plan in accordance with the regulations of the U.S. Department of Transportation (U. S. Department of Transportation (USDOT), 49 CFR Part 26.) The Cobb County Department of Transportation is the lead agency for implementing the USDOT DBE Program for the County.

The Plan applies only to projects which are clearly indicated by the County.

EXHIBIT B

DISADVANTAGED BUSINESS ENTERPRISE (DBE) IDENTIFICATION FORM

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. If your firm is classified as a Disadvantaged Business Enterprise (DBE), please complete this form and submit with bid response or send to:

Cobb County Purchasing Department
Attn: Purchasing Division
1772 County Services Parkway
Marietta, GA 30008
Fax: 770-528-1154
Email: purchasing@cobbcounty.org

Name of Business: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Certification Number: _____

Name of Organization Certification _____

This information is acquired for informational purposes only and will have no bearing on the award unless otherwise stated

Instructions for Completing Exhibit C
Disadvantaged Business Enterprise (DBE)
Participation Report

All Cobb County Government contractors or vendors are requested to complete a report descriptive of any DBE subcontractor involvement in work for which the government is making payment. If otherwise specified in an RFP/ITB or contract, additional reporting forms may be required as well.

The objective of this request is to assist in the identification of Disadvantaged Business Enterprise (DBE) business participation with the Cobb County Government and to quantify that participation.

The Cobb County Government does not administer a DBE Certification Program. The principle certification agency for the State of Georgia is the Georgia Department of Transportation. As a Contractor/Vendor you are not responsible for verification of any DBE Certification information of your subcontractor.

***** Instructions *****

1. Contractor/Vendor is furnished the one-page ***DBE Monthly Participation Report*** with each Cobb County Government-issued Purchase Order.
2. Contractor/Vendor completes this report for each billing period and attaches it to the invoice to then be sent to the County department/agency receiving the service or product.
3. Upon receipt of a Contractor/Vendor invoice and DBE report, the County department/agency receiving the service or product should keep a copy of the completed DBE report for their reporting process. In order to add or verify the prime contractor is registered as a DBE vendor in AMS, the County department/agency should send a copy of the DBE report to:

Cobb County Purchasing Division
Attn.: DBE Report

A Disadvantaged Business Enterprise (DBE) is a firm that is under the control of someone in an ownership position (at least 51%) that:

1. Has membership in one or more of the following groups: Female, Black American, Hispanic American, Native American, Subcontinent Asian American and Asian-Pacific America. There may be other groups that may be eligible to be certified as DBE.
2. Is a U.S. citizen or lawfully admitted permanent resident of the U.S.
3. Has a personal net worth which does not exceed \$750,000.
4. The business meets the Small Business Administration's size standard for a small business. Its annual gross receipts for the three previous fiscal years cannot have exceeded \$22,410,000. Depending on the type of work the business performs, other size standards may apply.
5. The business is organized as a for-profit business.
6. The business may also be DBE eligible as a certified U.S. Small Business Administration 8 (a) program.

Exhibit C
Cobb County Government Disadvantaged Business Enterprise Participation
Monthly Report

Contractor/Vendor: Please keep this blank report to make copies as needed. Print or type in the report, then send the completed report to the County department/agency receiving the service or product.

County Departments: Keep a copy of this completed report and use the dollar figures to input into your quarterly DBE report to the DBE Liaison (Records Management Division). If you already have a similar reporting method of gathering the dollar figures continue to use it. Send a copy of this completed report to the Purchasing Division (Attn: DBE Report) to add or verify the prime contractor is registered as a DBE vendor in AMS.

Submitted by: _____ Month Invoiced: _____
Name of Prime Contractor/Vendor **From/To:**

Cobb County Project Name: _____ Bid or P.O. Number: _____

Cobb County Department or Agency receiving service or product: _____

Description of Purchased Service/Product: _____

Full Contracted Amount: \$_____ Payment amount requested at this time: \$_____

1. Are YOU, the Prime Contractor a DBE business? YES _____ NO _____
2. Are YOUR subcontractors DBE vendors? YES _____ NO _____

Please provide information below for each participating DBE subcontractor(s).

DBE Subcontractor Business Name	Type Service or Product Supplied	DBE Subcontractor Business/Contact Tel. Number	Actual Dollar Value of DBE Subcontractor Participation this Reporting Month
			\$
			\$
			\$
			\$
			\$

Submitted by: _____
Printed Name

Title or position: _____

Date Completed: _____

Signature of Authorized Representative

1.35 Schedule of Events

Cobb County intends to progress in this selection in a series of orderly steps. The following schedule has been developed in order to provide adequate information for various factors that may affect its decision.

EVENT	DATE
Deadline for questions	April 5, 2011 @ 5:00 pm
Proposal Submission Deadline	April 14, 2011 @ 12:00 pm
Bid Opening	April 14, 2011 @ 2:00 pm

2 Proposal Format & Evaluation

2.1 Proposal Format

To assist in the evaluation of proposals resulting from the RFP, it is requested that each proposal be written in a concise and forthright manner and that unnecessary marketing statements and materials be avoided. The proposals should consist of eight (8) sections; vendor solutions for each of the proposal requirements criteria listed below (and described further in the sections to follow) must be clearly stated. Additional relevant information may be placed in appendices.

1. Executive Summary
2. Vendor Qualifications & References
3. Financial Statements
4. Project Team
5. Equipment List
6. Technical Approach & Deliverables
7. Project Schedule
8. Cost proposal

Itemized cost information must be submitted using only the Bid Proposal Form provided with this RFP. Proposals shall be dated with each page numbered and displaying the respondent's identification. Any signatures required shall be in long hand and by those duly authorized to execute an eventual contract. Proposals must be submitted in print; proposals in digital form are not desired and will not be accepted.

2.1.1 Cover Letter / Executive Summary

Respondents shall provide a cover letter or letter of transmittal to briefly summarize the company's interest and relevant qualifications for provision of the required services. This letter shall not exceed 2 pages, and shall be signed by an agent of the vendor who is authorized to negotiate the details of the proposed services.

2.1.2 Vendor Qualifications & References

Respondents shall provide statements of company background, including company history, primary contact information (including telephone, fax, and email), and a detailed discussion of related experience in performing the services that are being requested in this RFP.

References will be contacted prior to vendor selection. Respondents shall provide contact information and a brief summary of the tasks involved with a minimum of three (3), but no more than five (5), previously completed reference projects similar to the one proposed for Cobb County. Specifically, each reference should include the following:

- Client
- Contact Person
- Telephone Number
- Email Address
- Project Name
- Start / End Dates
- Brief Project Description
- Key Staff
- Relevance to the Proposed Project

Respondents must also provide information related to any court action in any state in which the vendor (prime or sub) is named as a defendant or complainant along with dates, results, and explanations.

2.1.3 Financial Statements

As proof of financial stability, respondents must include with their proposal financial statements for the last (2) years, to include profit and loss statements and balance sheets. If vendors want to keep the financial data confidential, enclose one copy in a sealed envelope and mark the envelope “Financials, Confidential” and include the envelope with the original sealed proposal.

2.1.4 Project Team

Respondents shall provide an organizational chart for the proposed project team, as well as the relevant background and experience for every proposed team member. The project manager should be clearly identified and the roles of team members described. No changes to the proposed project team can be made without prior written approval from the county. Respondents should also describe the availability of proposed project team members to work on this project.

2.1.5 Equipment List

Software and/or hardware owned or utilized by the respondent, which the respondent considers important to the project, should be listed in the Equipment List section.

2.1.6 Technical Approach & Deliverables

In the Technical Approach section, respondents shall describe in detail its approach to the project as outlined in this Request for Proposal. In addition to the approach for the outlined scope, the responding firm is encouraged to propose an alternate approach/scope of services or any appropriate enhancements to the outlined scope.

Respondents shall include a list of all deliveries expected as part of their proposal. A list of major deliverables can be found later in this RFP, and should be used as a starting point.

2.1.7 Project Schedule

Respondents shall include a schedule for completing the work specified in this RFP. The schedule should show the starting and ending times (relative to the project start date) for each major activity within the project. The schedule should highlight major milestones and deliverables, as well as any planned meetings.

For each deliverable, care should be taken to include time for county review, contractor revisions and final county review.

Each proposer should state time of proposed delivery of goods or services. Words such as “immediate”, “as soon as possible”, etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

2.1.8 Cost Proposal

Prices quoted by proposal shall be firm and best prices. Respondents shall provide all cost proposal information on the Bid Proposal Form supplied as Attachment A of this RFP. Additional cost proposals for suggested alternate approaches are encouraged. The amount of funds budgeted by the county will not be revealed in advance of the proposal submission deadline.

A payment schedule will be created as part of the contract negotiation once a vendor has been selected. However, payments will be based on deliverables not man hours. Additionally, a substantial percentage of the payment will be withheld until the County accepts the work or a majority of the deliverables have been produced.

2.2 Proposal Evaluation

This process will address current requirements and consider possible future needs. Both objective and subjective rationale will be involved in the decision process. This process is outlined in the following subsections.

2.2.1 Evaluation Responsibility

A selection committee appointed by the County Manager will coordinate the review and evaluation of all proposals and will submit a recommendation to the County Manager and Board of Commissioners.

2.2.2 Presentations

During the evaluation process, the members of the selection committee may require that vendors conduct a presentation. If required, these presentations will be scheduled in advance and limited in time. Presentations will be conducted at Cobb County facilities.

2.2.3 Evaluation Criteria

The county will use a specific set of criteria for the qualitative evaluation of competitive proposals. The structure of the evaluation will be to assign points to each response in a number of categories. A non-response to a specific category will result in no points being awarded for that category. Final rankings will be based on a combination of price and qualitative factors. The specific qualitative categories are listed below.

1. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project.
2. Experience/Performance – Review of past performance on Cobb County projects or other projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to County’s needs.
3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals.

4. Availability – Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County.
5. Financial Stability – Evaluation of the overall financial position of the firm as determined from financial information required by the Request for Proposal or Qualifications or from other independent sources.
6. Cost –Evaluation of the overall cost of the required services as submitted in the Request for Proposal, where applicable.

3 Project Description & Scope

3.1 Background

Cobb County is approximately 344 square miles in size and is located in the piedmont region of Georgia, northwest of and adjacent to the City of Atlanta. As Cobb County has grown it has transitioned from being a suburb of Atlanta to an economic and employment center in its own right. The current population is estimated at approximately 670,000 and is expected to continue to grow for the near future.

Addressing is a vital part of Cobb County's daily processes. In order to better manage these addresses and to improve the overall safety, economy and efficiency of government, the Community Development Agency, with the help of Information Services and GIS, embarked on an initiative to develop the Cobb Address Repository (CAR) -- a central source of valid addresses for the entire county.

To begin the process, County Manager, David Hankerson, approved the creation of an Addressing Advisory Committee to oversee the development of the CAR. Phase 1 kicked off the project by analyzing business processes and developing an implementation plan, while Phase 2 focused primarily on designing the database, populating the repository and developing a data maintenance application.

This phase involves developing interfaces between the CAR and the various business applications that utilize and/or store addresses. The scope of this project covers five (5) business applications shown in the table below.

Name	Department	Purpose
Accela Automation	Community Development	Management of Permits, Inspections, etc
CarteGraph	DOT	Pavement and Work Order Management
IAS	Tax Assessor / Tax Commissioner	CAMA
Maximo	Water System	CMMS
Ventyx Billing	Water System	Billing

3.2 Operating Environment

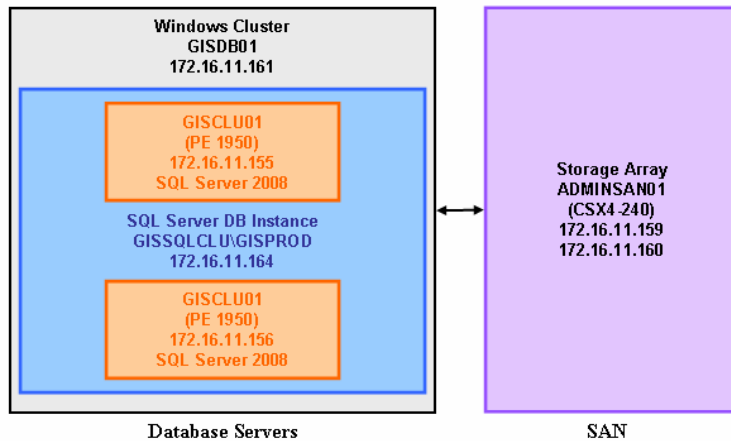
Statistics

The figures provided here are approximate totals unless otherwise stated.

Number of addresses in CAR (active and potential)	2 million
Number of departments or agencies using addresses	40
Number of employees	5,000
Number of citizens	715,000

CAR Database

The CAR database resides on the county's two (2) GIS database servers, which are configured using both a Windows cluster as well as a SQL Server cluster, with the actual data stored on a SAN. The diagram below helps illustrate the architecture and provides some additional details. Following the diagram, related OS and software versions are listed. System information and interface requirements related to the five business applications can be found in the sections that follow.



Operating System: Windows Server 2008 (Enterprise, 64-bit, Service Pack 2)

RDBMS: SQL Server 2008 (64-bit, version 10.x)

The CAR is a very normalized database with a number of database views constructed to facilitate its use, including spatial database views constructed for use in GIS. One of the key database views in the CAR – and one often used by other views – is called *LifeCycleStatusActive*. The layout of this view is provided below.

LifeCycleStatusActive

Field Name	Type (Length)
id	INT
Addr_Id	NVARCHAR(20)
FeatureTypeName	VARCHAR(50)
LifeCycleStatusName	VARCHAR(10)
Pin	VARCHAR(11)
AddressNumber	INT
AddressNumberSuffix	VARCHAR(50)
PreDir	VARCHAR(2)
PreType	VARCHAR(10)
PreTypeSeparator	VARCHAR(10)
PreMod	VARCHAR(80)
StName	VARCHAR(80)
StType	VARCHAR(10)
SufDir	VARCHAR(2)
Quad	VARCHAR(2)
CompleteStreetName	VARCHAR(203)
City	VARCHAR(80)
State	VARCHAR(2)
ZipCode	VARCHAR(10)
ChangeDate	DATETIME
VerifyDate	DATETIME
FieldVerified	BIT

Cobb County I.S. Standards

County standards for servers, communications, databases, desktops, laptops and tablet PC's.

No device shall require administrator rights to operate in the production environment.

The County prohibits providing administrator or root privileges to servers for executing any software in the production environment.

The County Standards for server operating systems are:

- HP UX 11.11 and higher
- Solaris 10 and higher,
- AIX 5L version 5.2 and higher,
- Windows Server 2003 and higher

The County standards for the desktop environment are:

- Microsoft Windows XP SP2 and higher
- Microsoft Office 2003
- Microsoft Outlook
- Microsoft Visio
- Internet Explorer 6.0 and higher (SP XPSP 2 and higher)
- ESRI GIS products

The County standards for ad-hoc reporting are:

- Oracle© Discoverer
- Crystal Reports
- MS SQL Server 2000 Reporting Services

The County standards for database management system are:

- Oracle 10g and higher ©
- SQL Server 2005 and higher

The County standards for network protocols communicating externally are:

- Port 80
- Port 443
- Any other ports must be approved by Cobb County Network Security

The County standards for network communication are:

- Ethernet
- Wireless 802.11g/n
- Wireless Cellular Broadband

The County standard for development platform is:

- Microsoft Visual Studio 2010 and higher

3.3 *Scope of Project*

3.3.1 Objective

The objective of Phase 3 of the CAR initiative is to develop interfaces between the CAR and the various business applications that utilize and/or store addresses and street names. The scope of this project is limited not only to the five business applications already mentioned in section 3.1, but it is also limited in scope to physical addresses. Mailing addresses are outside the scope of this project because they may be outside the county – basically anywhere in the world. Since the CAR only contains addresses within the county, it would not be possible to validate and standardize addresses outside of the county, meaning to check whether the address exists in the CAR and, if it does, to return an address formatted to be consistent with the CAR database, which is based on the proposed FGDC addressing standard.

The goal is for the vendor to build interfaces for the business applications that can be used to validate addresses. These might be new addresses entered into the application, or they might be existing addresses that need to be checked. The business applications will vary in their ability to utilize the CAR. Some may be able to use it directly, or near real-time, while others may have to rely on batch processes to validate addresses and provide reports back to application administrators.

The county seeks to have the vendor build a standard set of components that can be utilized to validate addresses against the CAR. Changes to the actual business application user interfaces are not planned at this time. The county has created various database views for utilizing the CAR database. Additional views can be created with vendor participation, as necessary, to support these CAR application interfaces. Proposers should include mention of what views, if any, need to be created in the technical approach section of their response.

Objective 1

Develop interface between Accela Automation and CAR for physical addresses

Required outcome for success

Application successfully validates new addresses that are entered

Objective 2

Develop interface between Cartegraph and CAR for physical addresses

Required outcome for success

Application successfully validates new addresses that are entered

Objective 3

Develop interface between IAS and CAR for physical addresses

Required outcome for success

Application successfully validates new addresses that are entered

Objective 4

Develop interface between Maximo and CAR for physical addresses

Required outcome for success

Application successfully validates new addresses that are entered

Objective 5

Develop interface between Ventyx Billing and CAR for physical addresses

Required outcome for success

Application successfully validates new addresses that are entered

3.4 Business Applications

3.4.1 Accela Automation

The county's Community Development Agency (Com Dev) utilizes the Accela Land Management module, from Accela, Inc., to track and manage their land use and community development activities, including permits, inspections, zoning; site plan review and code enforcement. A list of relevant hardware and software is provided below. The servers are set up in a virtualized environment, with separate environments for production, staging and testing.

Software Version:

Staging: All servers running Windows Server 2003 SP2

Application Server – COMDEVSTG02

Database Server – COMDEVDB02

Production: All servers running Windows Server 2003 SP2

Application Server – COMDEVAPP01

Database Server – COMDEVCLU01

Web Server – COMDEVWEB02

Test - AVSUPP:

Application Server – COMDEVSTG02

Database Server – COMDEVDB02

RDBMS: SQL Server 2005 SP2

The system is primarily configured to be based upon parcels, in particular the parcel id number (PIN), but makes use of addresses in parts of the workflows, primarily as a way to locate parcels. When users enter an address in Accela (b3address table), the b3owners and b3parcel tables are updated. A layout of the b3address table is provided below.

B3ADDRES

Field Name	Type (Length)
SERV_PROV_CODE	VARCHAR (15)
B1_PER_ID1	VARCHAR (5)
B1_PER_ID2	VARCHAR (5)
B1_PER_ID3	VARCHAR (5)
B1_ADDRESS_NBR	INT
B1_PRIMARY_ADDR_FLG	VARCHAR (1)
B1_ADDR_SOURCE_FLG	VARCHAR (3)
B1_ADDR_FLG	VARCHAR (1)
B1_HSE_NBR_START	INT
B1_HSE_NBR_END	INT
B1_HSE_FRAC_NBR_START	VARCHAR (4)
B1_HSE_FRAC_NBR_END	VARCHAR (3)
B1_UNIT_START	VARCHAR (10)
B1_UNIT_END	VARCHAR (10)
B1_UNIT_TYPE	VARCHAR (6)
B1_STR_DIR	VARCHAR (2)
B1_STR_NAME	VARCHAR (40)
B1_STR_PREFIX	VARCHAR (6)
B1_STR_SUFFIX	VARCHAR (6)
B1_STR_SUFFIX_DIR	VARCHAR (5)
B1_DISTANCE	NUMERIC (8,3)
B1_SECONDARY_ROAD	VARCHAR (30)
B1_SECONDARY_ROAD_NBR	SMALLINT
B1_INSP_DISTRICT_PREFIX	VARCHAR (6)

B3OWNERS

Field Name	Type (Length)
SERV_PROV_CODE	VARCHAR (15)
B1_PER_ID1	VARCHAR (5)
B1_PER_ID2	VARCHAR (5)
B1_PER_ID3	VARCHAR (5)
B1_OWNER_NBR	INT
B1_PRIMARY_OWNER	VARCHAR (1)
B1_OWNER_STATUS	VARCHAR (1)
B1_OWNER_FULL_NAME	VARCHAR (65)
B1_OWNER_TITLE	VARCHAR (10)
B1_OWNER_FNAME	VARCHAR (15)
B1_OWNER_MNAME	VARCHAR (15)
B1_OWNER_LNAME	VARCHAR (25)
B1_TAX_ID	VARCHAR (20)
B1_ADDRESS1	VARCHAR (40)
B1_ADDRESS2	VARCHAR (40)
B1_ADDRESS3	VARCHAR (40)
B1_CITY	VARCHAR (30)
B1_STATE	VARCHAR (2)
B1_ZIP	VARCHAR (10)
B1_COUNTRY	VARCHAR (30)
B1_PHONE	VARCHAR (40)
B1_FAX	VARCHAR (15)
B1_MAIL_ADDRESS1	VARCHAR (100)
B1_MAIL_ADDRESS2	VARCHAR (40)

B1_INSP_DISTRICT	VARCHAR (30)
B1_SITUS_NBRHD_PREFIX	VARCHAR (6)
B1_SITUS_NBRHD	VARCHAR (30)
B1_SITUS_CITY	VARCHAR (40)
B1_SITUS_COUNTY	VARCHAR (30)
B1_SITUS_STATE	VARCHAR (2)
B1_SITUS_ZIP	VARCHAR (10)
B1_SITUS_COUNTRY	VARCHAR (30)
B1_X_COORD	NUMERIC (20,8)
B1_Y_COORD	NUMERIC (20,8)
B1_ADDR_STATUS	VARCHAR (1)
B1_ADDR_DESC	VARCHAR (255)
B1_UDF1	VARCHAR (30)
B1_UDF2	VARCHAR (30)
B1_UDF3	VARCHAR (30)
B1_UDF4	VARCHAR (30)
REC_DATE	DATETIME
REC_FUL_NAM	VARCHAR (70)
REC_STATUS	VARCHAR (1)
L1_ADDRESS_NBR	INT
B1_SITUS_COUNTRY_CODE	VARCHAR (2)
B1_FULL_ADDRESS	VARCHAR (1024)
EXT_ADDRESS_UID	VARCHAR (100)

B1_MAIL_ADDRESS3	VARCHAR (40)
B1_MAIL_CITY	VARCHAR (32)
B1_MAIL_STATE	VARCHAR (2)
B1_MAIL_ZIP	VARCHAR (10)
B1_MAIL_COUNTRY	VARCHAR (30)
B1_UDF1	VARCHAR (30)
B1_UDF2	VARCHAR (30)
B1_UDF3	VARCHAR (30)
B1_UDF4	VARCHAR (30)
REC_DATE	DATETIME
REC_FUL_NAM	VARCHAR (70)
REC_STATUS	VARCHAR (1)
L1_OWNER_NBR	INT
B1_OWNER_TYPE	VARCHAR (30)
EXT_OWNER_UID	VARCHAR (100)

Currently, a two-stage approach is used to pull addresses into Accela. The first stage is to pull data from the Tax IAS view. The second stage is to manage delta's from this view. The reason for this is that the APO conversion runs against all addresses. This process would take about 5 hours if it had to run against every address. Instead, an interfacing database was created for Accela to handle address delta's. This way the APO conversion runs in about 15 minutes once a week. For simplicity, the best approach would be to pull address data from a CAR-based view instead of the Tax IAS view.

The Business License Division is scheduled to go live with Accela in the near future, around the time this RFP is released. The address information created, used and stored by this part of the application will utilize the same table structure. The Business License Division is not currently using an interface to GIS, but would like to in the future.

3.4.2 Cartegraph

Cobb DOT utilizes Cartegraph for pavement management and work orders. The two Cartegraph modules that are used in support of these functions -- PAVEMENTview and CALLdirector, respectively -- each work differently with address-related information. A list of relevant hardware and software is provided below.

Software Version: 8.2

Server and OS: Dell PE 2850 running Windows Server 2003

RDBMS: SQL Server 2005

PAVEMENTview is used to capture and maintain segment inventory information. A separate product, GEODATAconnect, is used to integrate Cartegraph and GIS. Street names are stored in the Routes table and are updated from GIS through the GEODATAconnect.

In terms of updates, the Cartegraph product supports both two-way flow of data updates (GIS-to-Cartegraph, and Cartegraph-to-GIS) and one-way flow (either direction). The county's system is configured for one-way updates to occur; from GIS, where streets are maintained, to Cartegraph where names are also stored. A layout of the Routes table can be found below.

Field Name	Type (Length)	Notes
RoutesOID	INT	
cgLastModified	DATETIME	
ActiveRoute	TINYINT	
Length	FLOAT	
Length_unit	VARCHAR (10)	
Notes	TEXT	
RoadID	FLOAT	
STREETNAME	VARCHAR (65)	Street names
RouteGoesFrom	VARCHAR (50)	
RouteGoesTo	VARCHAR (50)	
CTransSegID	VARCHAR (50)	Unique identifier from GIS layer

CALL director is used to take and record work requests. As calls are received, addresses or intersections are entered into a form and geocoded to place a dot on a map.

3.4.3 IAS

The Tax Assessor's Office utilizes IAS, from Tyler Technologies, for its CAMA (Computer-Assisted Mass Appraisal) system. A list of relevant hardware and software is provided below.

Software Version: Release 4.0.31 (current); Release 4.0.32 (upgrade to be complete by end of 1st quarter)

Application Server and OS: Dell PE 2850 running Windows Server 2003 Standard Edition R2

Database Server and OS: Unix SUN M5000 running Solaris 10

RDBMS: Oracle 10g Enterprise Edition Release 10.2.0.1.0 - 64bit (Production)

The database contains physical situs addresses and billing addresses, the latter of which is outside the scope of this project. For real property, there are approximately 248,000 records, and for personal property there are approximately 57,000 records. (tax year 2010)

New addresses are entered by hand into IAS screens. Although two separate screens (and two separate database tables behind the scenes) are used by real property staff and personal property staff to enter addresses, the fields involved are similar. The real property screen has pick lists for street types and prefix direction that can be used when entering addresses.

It should be noted that both real property and personal property store historic information, including addresses, based on changes made by system users and tax year. The interface that is developed should have a way to work with the current tax year. The tax year should be configurable by the application administrator (i.e., no programming involved), and the process should be well documented.

A layout of these tables can be found below, with some additional notes where applicable. For the most part the address-related fields are the same between the two tables. The notable exception is the ADRGRID field in the Personal Property table; however, this field is currently empty.

ADDRINDX (Personal Property)

Field Name	Type (Length)	Notes
JUR	VARCHAR2 (6)	
PARID	VARCHAR2 (30)	Parcel Id Number (PIN)
CARD	NUMBER (4)	
TAXYR	NUMBER (4)	Tax Year
LLINE	NUMBER (4)	
TBLE	VARCHAR2 (15)	
TABSEQ	NUMBER (3)	
SEQ	NUMBER (3)	

CUR	VARCHAR2 (1)	
WHO	VARCHAR2 (10)	
WEN	DATE	
ADRPRE	VARCHAR2 (2)	Prefix
ADRNO	NUMBER (10)	Street Number
ADRGRID	VARCHAR2 (12)	(Empty – not used)
ADRADD	VARCHAR2 (6)	Additional address info (e.g., alpha, bldg number)
ADRDIR	VARCHAR2 (2)	Direction
ADRSTR	VARCHAR2 (30)	Street Name
ADRSUF	VARCHAR2 (8)	Street Type
ADRSUF2	VARCHAR2 (8)	Additional suffix
CITYNAME	VARCHAR2 (40)	City (postal city, not jurisdiction)
STATECODE	VARCHAR2 (2)	State
UNITDESC	VARCHAR2 (10)	Unit Description (suite, unit, etc.)
UNITNO	VARCHAR2 (10)	Unit Number
ZIP1	VARCHAR2 (5)	Zip code
ZIP2	VARCHAR2 (4)	Plus 4 portion of zip code (if known)
LOC2	VARCHAR2 (40)	Additional location description
DEFADDR	VARCHAR2 (1)	
DEACTIVAT	DATE	
IASW_ID	NUMBER	
TRANS_ID	NUMBER (10)	
UPD_STATUS	VARCHAR2 (1)	

LEGDAT (Real Property)

Note: This table contains other legal data; the layout below shows the portion of the table directly related to this project.

Field Name	Type (Length)	Notes
PARID	VARCHAR2 (30)	Parcel Id Number (PIN)
TAXYR	NUMBER (4)	Tax Year
ADRPRE	VARCHAR2 (2)	Prefix
ADRNO	NUMBER (10)	Street Number
ADRADD	VARCHAR2 (6)	Additional address info (e.g., alpha, bldg number)
ADRDIR	VARCHAR2 (2)	Direction
ADRSTR	VARCHAR2 (30)	Street Name
ADRSUF	VARCHAR2 (8)	Street Type
ADRSUF2	VARCHAR2 (8)	Additional suffix
CITYNAME	VARCHAR2 (40)	City (postal city, not jurisdiction)
STATECODE	VARCHAR2 (2)	State
UNITDESC	VARCHAR2 (10)	Unit Description (suite, unit, etc.)
UNITNO	VARCHAR2 (10)	Unit Number
LOC2	VARCHAR2 (40)	Additional location description
ZIP1	VARCHAR2 (5)	Zip code
ZIP2	VARCHAR2 (4)	Plus 4 portion of zip code (if known)
TAXDIST	VARCHAR2 (5)	Tax District

An IAS software upgrade is nearly complete, and there is also work currently underway to make modifications related to new laws that have gone into act. All support staff are currently dedicated to these efforts. When developing a proposed schedule for the work, please keep in mind that the CAR interface for IAS will need to be developed after the IAS software upgrade.

The nature and implementation of the IAS interface to the CAR will be based upon discussion and agreements with the Tax Assessor and Tax Commissioner.

3.4.4 Maximo

The Cobb County Water System (CCWS) utilizes Maximo, from IBM, for its CMMS (Computerized Maintenance Management System). A list of relevant hardware and software is provided below. The database and application server are set up in a virtualized environment with separate environments for production, staging and testing; the clients are browser-based running on PC's with Windows.

Software Version: 6.2.3 (current); planning upgrade to 7.1 in 3rd quarter of 2011

Application Servers and OS: Dell PE running Windows Server 2003

Application Production – Maximoapp01

Application Test & Dev – Maximodtt01

Database Servers and OS: Dell PE running Windows Server 2003

Database production – Maximodb01

Database Test & Dev – Maximodtt02

RDBMS: SQL Server 2005 SP2

Addresses are used in the system as the basis for creating service requests. An automated routine associated with Maximo, and developed by a third party vendor, EMA, reads and synchronizes the addresses in Maximo using a spatial database view in the GIS, called address_sde_vw.

This view is currently based upon the address point layer that preceded the CAR. The easiest and most cost-efficient way to interface with the CAR is to use the same mechanics but use the CAR as the source instead of the old point layer.

With the spatial database view and automated routine in place as the interface, the primary concern for Maximo is the batch update of potentially hundreds of thousands of records once a new database view is created so that Maximo can interface with the CAR. The current synchronization process is slow at times, and the county is open to evaluating alternative methods that might be proposed.

A Maximo software upgrade is planned for the third quarter of 2011. At that time, all related support staff will be dedicated to these efforts. When developing a proposed schedule for the work, please keep in mind that the CAR interface for Maximo will need to be developed after the Maximo software upgrade.

3.4.5 Ventyx Billing

CCWS utilizes Ventyx for its billing system. The billing system is also still sometimes referred to internally as Banner, as it is the latest evolution of the Banner application acquired by a former company, called Indus, originally from the SCT Corporation. CCWS currently utilizes version 4 of the software. A list of this and other relevant hardware and software is provided below.

Software Version: 4 (Service Pack 2)

Servers: IBM – AIX

RDBMS: Oracle

Operating System: Unix (server), Windows (client)

The Water billing system contains physical addresses for service, as well as billing addresses, the latter of which is outside the scope of this project. There are approximately 176,000 active and inactive addresses in the billing system database. Service addresses are stored in the premise table, and new service addresses are entered via the client interface based on reports from Com Dev.

The interface for this system will need to work with the CAR and the premise table. A layout of this table can be found below.

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Type of Address	1	1	A/N		P for Premises or C for Customer. Required element in input file.
2	Customer Code	2	9	N	999999999	Required if Type of Address is C. Value will be used to locate & create a new customer address.
3	Premises Code	11	7	A/N		Required if Type of Address is P. Will be used to locate & update the premises address.
4	Origin	18	10	A/N		Origin of the address correction
5	Street Pre Direction	28	2	A/N		Validated to UTVDIR. Street Pre Directional Code.
6	Street Number	30	12	A/N		Street Number for House or Address
7	Street Name	42	30	A/N		Street Name for House or Address
8	Street Suffix	72	6	A/N		Validated to UTVSSFX.
9	Street Post Direction	78	2	A/N		Validated to UTVDIR
10	Address 2	80	30	A/N		Freeform Address field for Address 2 on customer address record. Ignore for Premises type transaction.
11	Address 3	110	30	A/N		Freeform Address field for Address 3 on customer address record. Ignore for Premises type transaction.
12	City	140	20	A/N		Required field.
13	State	160	3	A/N		Validated to UTVSTAT
14	Zip	163	10	A/N		Validated to UTVZIP. If zip code is updated on premises transaction, the zip code & rate jurisdiction on premises must be valid in UTVZCRT.
15	Carrier Route	173	4	A/N		
16	Unit Type	177	6	A/N		Validated to UTVUTYP.
17	Unit #	183	6	A/N		Required if Unit Type field is populated.

The database has previously undergone some cleanup and, although some checks and balances were put in place for quality, there is a desire to improve the validation process. Version 3.1 of the software had a way to utilize external address databases but the module was taken out. Corner lots represent some of the biggest quality issues, as the service meter might be on the opposite road as the property entranceway. Prior to having the ability to store a position descriptor for the service meter location, for corner lots it was not unusual for the service address to be different from the property's situs address.

There are address records in the database that purposely have street number values that are out of the normal range. For example, a zero is used as the street number to record the location of irrigation meters at subdivision entranceways. Similarly, 9999 is used as the street number for irrigation meters inside these developments. The practice is not expected to stop due to the limit of street number availability in certain areas, and this provides a consistent way for crews to identify them. Ideally, the records with these dummy street numbers would be excluded from any comparison with the CAR as they will continually be reported as invalid.

Other internal practices include the use of dummy meters and recording hydrant meter addresses the same as the CCWS customer service building or system maintenance building. For the latter, the addresses – 680 South Cobb Drive or 660 South Cobb Drive – will validate against the CAR so they do not need to be excluded from validation.

The database also has a table that contains a list of street types. This table is used for both service and billing addresses, meaning it cannot be restricted to just the street types found in the CAR. However, where they overlap, any abbreviations in use should match with the CAR.

3.5 *Project Deliverables*

The project deliverables consist of interface related deliverables and project reports as described further below.

3.5.1 Interface Related Products

The Contractor, in conjunction with county staff, will be responsible for installing each interface on county servers, and demonstrating that the interface functions correctly, without bugs or other defects, within the county's environment. Deliverables will have a 90-day warranty period once moved from a county test environment in production. During the first 90 days in production, all defects shall be resolved at Contractor's cost. The Contractor also warrants that less than 5% of defects are leaked into production.

Source code must be provided at the time of delivery. In terms of interface documentation, the source code shall be well documented, and the Contractor will be responsible for providing all installation and setup instructions in a format compatible with standard county software (such as, but not limited to, MS Word).

The proposer shall include a plan that results in acceptable training for system operation. The types and amounts of user training that will be supplied at no additional cost shall be described. The proposer shall include the setup for a training/test environment on test servers that are separate from the live production server environment.

3.5.2 Project Reports

The Contractor will be responsible for providing meeting minutes and a bi-weekly status report. Meeting minutes should be provided within one week of the meeting so that the meeting is documented while the information is fresh in everyone's mind. Status reports will be due every other Friday for the duration of the contract.

Attachment A
Bid Proposal Form
Development of Cobb Address Repository Interfaces
Sealed Bid#11-5569

	Cost
Cobb Address Repository Interfaces	
Accela Interface	\$
CarteGraph Interface	\$
IAS Interface	\$
Maximo Interface	\$
Ventyx Billing Interface	\$
Software Acquisition Costs (if applicable) Provide software name, vendor, and version of any additional software needed to support the implementation of the CAR interfaces	
Accela Interface	\$
CarteGraph Interface	\$
IAS Interface	\$
Maximo Interface	\$
Ventyx Billing Interface	\$
TOTAL COST	\$

Company Name: _____