

CLAYTON COUNTY WATER AUTHORITY

Request for Proposal

ENTERPRISE PLATFORM SOFTWARE

CIS, MWM, and CSS

Proposal Opening: Friday, August 19, 2016 at 2:00 p.m. (local time)
1600 Battle Creek Road, Morrow, Georgia 30260

**Non-Mandatory Pre-Proposal
Conference Call:** Friday, July 29, 2016 at 2:00 p.m. (local time)

A D D E N D U M # 1

Dated: August 1, 2016

***Acknowledgment of receipt of this addendum **MUST BE SIGNED AND INCLUDED**
IN YOUR RESPONSE TO THE RFP.***

REVISION:

Small Local Business Enterprise (SLBE) Preference Points

For evaluation purposes, CCWA will be applying SLBE Utilizations Points and Percentages.

SLBE Utilization Points are based on the percentage of SLBE utilization.

SLBE Percentages are based on the SLBE geographical location.

Please replace pages 2-8.1 through 2-8.3 of the RFP documents with revised pages 2-8.1R through 2-8.3R provided with this addendum.

QUESTIONS:

- 1. We have reviewed the RFP and noticed that in the Table of Contents it says Section 5 Georgia Bid Bond (Not required) but yet there is no section in the actual RFP. But on page 15 it says: "11. Bids for public works whose price exceeds \$100,000.00 must be accompanied by a certified check, cashier's check, or acceptable bid bond in an amount not less than five percent (5%) of the amount bid".**

Can you confirm whether or not we do need to get a bid bond as our bid will be over 100k? If you can tell us ASAP that would be greatly appreciated as it takes some time to request this?

Answer: A Bid Bond is not required for this proposal.

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2. Also, I previously meant to request the RFP in the MS Word version (soft copy) to complete the forms?

Answer: A MS Word version of the RFP is not available.

3. In the APP-A Functional Requirements we would like to include some graphics to explain some of our answers. However the spreadsheet is locked and will not allow us to insert a graphic. Do you have any recommendations?

Answer: Our recommendation is to provide a separate attachment with reference to the document and number it relates to on the requirements spreadsheet. These support pages is not included in the 85 pages narrative limit.

4. Please confirm if a bid bond is required for RFP Number: 2016-CA-12. Page 2 says 'not required', but page 21 says it is required. Does page 2 override the bid bond requirement?

Answer: A Bid Bond is not required for this proposal.

5. I am writing to request a soft copy of the functional and technical requirements in MS Excel format.

Answer: A soft copy is not available. Please note the fields for entering data in Excel have been unprotected for data entry.

6. How many agents will be using chat?

Answer: CCWA anticipates approximately .5 to 1.5 FTE's.

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7. Will the knowledgebase be used externally, internally or both?

Answer: Both. The CIS knowledgebase will be used internally and the Customer Self-Service (CSS) knowledgebase will be used externally.

8. Roughly how many chat sessions do they anticipate using for the year?

Answer: CCWA anticipates approximately 50,000 chat sessions per year.

9. Where do you anticipate the use of Small Local Businesses (SLBE) in this RFP?

Answer: CCWA would anticipate the use of SLBE sub-contractors in the areas of change management and customer engagement.

SIGNATURE

COMPANY NAME

DATE

Division 2 **Proposal Requirements**

Section 8: Small Local Business Enterprises (SLBE) Information - Revised

8.1 Program Overview

Clayton County Water Authority (CCWA) has implemented a Small Local Business Enterprise Program to promote full and open competition in all government procurement and purchasing. Goals for participation of Small Local Business Enterprises (SLBE's) are set on a contract by contract basis for each specific prime contract with subcontracting possibilities. CCWA wants to ensure that Proposers are non-discriminatory in their process of selecting subcontractors. CCWA also wants to encourage Proposers to utilize small, minority or woman-owned businesses whenever possible. All forms included in this solicitation must be completed for Proposer to be considered responsive.

SLBE means a locally-based small business operating inside or outside of Clayton County, which meets the following criteria:

- A) Independently owned and operated business concern whose average annual gross receipts for the previous three years must not exceed (1) Construction Firms – \$18,250,000; (2) Professional Services Firms – \$5,500,000; Architectural Firms – \$3,750,000; Engineering Firms – \$7,500,000, and Goods and Services – less than 250 employees.
- B) Locally based, meaning located and operating in Clayton County or the ten (10) counties of Cherokee, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale and Spalding for at least one year prior to submitting application for certification.

If a firm is locally-based in one of the counties mentioned above, is currently certified as a small business through the DeKalb County, Clayton County, or the City of Atlanta, and can provide evidence of its certification, the firm will be provisionally accepted as a SLBE, provided that they complete the official certification application for CCWA within two (2) years following the date of provisional certification. If a firm meets these qualifications, but is not currently certified as a small business, then the firm must complete an application for certification with CCWA no later than seven (7) business days following the deadline for proposal submission.

SLBE's must perform a commercially useful function, which means performance of provision of real and actual services under the contract or subcontract with CCWA. Factors such as the nature and amount of the work subcontracted; whether the SLBE has the skill and expertise to perform the work for which it has been certified; whether the SLBE actually performs, manages or supervises the

Division 2 **Proposal Requirements**

Section 8: Small Local Business Enterprises (SLBE) Information - Revised

work; and whether the SLBE intends to purchase commodities and/or services from a non-SLBE and simply resell them will be considered in determining if the SLBE is performing a commercially useful function.

8.2 SLBE Required Forms

This package contains the following forms that Proposers are required to submit along with their proposals (in addition to general contractor forms):

- A) SLBE-1 – Covenant of Non-Discrimination: The signed agreement stating that the firm will not discriminate on the basis of a firm's size (revenue or employee count) with regard to prime contracting, subcontracting, or partnering opportunities.
- B) SLBE-2 – Sub-Contractor Contact Form: A list of all firms contacted to participate as SLBE sub-contractors/suppliers on a contract.
- C) SLBE-3 – SLBE Sub-Contractor/Supplier Utilization Form: A list of all firms procured as SLBE sub-contractors/suppliers to be utilized on a contract.

8.3 SLBE Optional Forms

The following form is for information and tracking purposes only, to be provided post award, at the proposer's option:

- A) SLBE-4 – Post-Award–Monthly SLBE Participation Report–RFP Preference Points: Report detailing amount paid to SLBE sub-contractor on the contract.

8.4 Overview of SLBE Utilization Points and Percentages

SLBE Utilization Points for this procurement are incentives that range between 0 and 10 points for the utilization of a certified SLBE (prime or sub-contractor) in the provision of services and services. The *SLBE Utilization Points* will be applied as follows:

<i>Proposed SLBE Utilization</i>	<i>Points</i>
Proposed Utilization of less than 2.5%	0
Proposed Utilization of 2.5% - 4.99%	5
Proposed Utilization of 5% or greater	10

Division 2

Proposal Requirements

Section 8: Small Local Business Enterprises (SLBE) Information - Revised

SLBE Percentages. In addition to the utilization points, SLBE Percentages will be applied based on the geographical location of the SLBE vendor as indicated below:

SLBE Location	Percentages
Clayton	100%
DeKalb, Fayette, Fulton, Henry & Spalding	75%
Cherokee, Cobb, Douglas, Gwinnett & Rockdale	50%

Examples of application of SLBE points:

Vendor A proposed a SLBE utilization of 5% from Clayton County	10 pts x 100%	10 points
Vendor B proposes a SLBE utilization of 2% from Clayton County	0 pts x 100%	0 points
Vendor C proposed a SLBE utilization of 7% from Fulton County	10 pts x 75%	7.5 points
Vendor D proposed a SLBE utilization of 10% from Gwinnett County	10 ps x 50%	5 points

Points will be given to Proposers who are SLBE Primes or Primes using a small local subcontractor.

In the event of a tie proposal between a SLBE Proposer and a Non-SLBE Proposer, the SLBE Proposer will be recommended for the contract.

By signing the proposal, the proposer is certifying that he/she has complied with the requirements of this program. Please contact Contracts, Compliance and Risk Management at ccwa_slbe_program@ccwa.us for a list of certified SLBE's. The list is also available through www.ccwa.us, under the tab for "Procurement", section for "Small Local Business Program".