

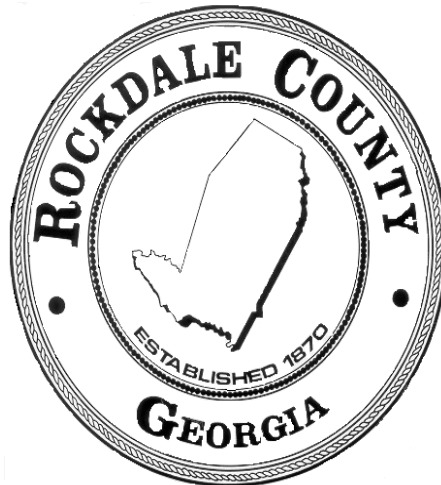
REQUEST FOR PROPOSALS

No. 21-34

ROCKDALE COUNTY, GEORGIA

November 10, 2021

Behavioral Health Services for Rockdale County Sheriff's Office



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for the **Behavioral Health Services for Rockdale County Sheriff's Office**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at meagan.porch@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:

Technical Proposal:

Four (4) hard copies and one (1) original hard copy and one Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*). Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

Price Proposal:

One (1) hard copy of the price proposal form is required to be submitted in a separate sealed envelope labeled "Proposal Form".

CONTRACT TERM:

The Contract Term will be Twelve (12) months, with option to renew Two (2) additional Twelve (12) month periods.

DUE DATE:

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, December 16, 2021.** Proposals received after this time will not be accepted.

PRE-PROPOSAL CONFERENCE:

There will be a **MANDATORY** Pre-Proposal Conference held via **Zoom at 10:00 A.M., local time, Monday, November 29, 2021**. An Addendum will be posted with the Zoom meeting information. Any questions and/or misunderstandings that may arise from this RFP may be asked and answered at the pre-proposal conference; however, oral responses are not authoritative. Proposers are encouraged to review the RFP before attending the pre-proposal conference. Questions received after the pre-proposal conference must be submitted in writing to meagan.porch@rockdalecountyga.gov or at the above address. *Any contractor who intends to submit a proposal is required to attend this meeting.*

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to meagan.porch@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, December 9, 2021**. It shall be the proposers responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

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

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

Proposers are to submit at least **three (3) references** from projects with similar experience using the materials and process in this RFP.

PROPRIETARY INFORMATION

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

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

Proposers will be evaluated based on the following criteria and may be called in for an interview.

The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Staffing and Availability – Evaluation of the list of personnel specifically assigned to the RFP proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Organization and Staffing, 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. **(25%)**
- Experience/Performance – Review of personnel qualifications and experience. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project. Evaluation of client references including but not limited to references submitted in qualification response; overall responsiveness to County's needs. Provider financial capability, qualifications and experience. **(35%)**
- 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. **(20%)**
- Cost – **(20%)**

INTERVIEWS

Interviews may be scheduled. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:	Limits of Liability:
Professional Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

BONDS:

N/A

PERMITS:

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL:

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

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

INTEREST OF:

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFP No. **21-34** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the Proposal Form must be submitted in a separate sealed envelope labeled "Proposal Form".
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Emailed or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

SCOPE OF WORK

- A. **Purpose.** The Rockdale County Sheriff's Office and CONTRACTOR (also called the "Parties") establish an understanding whereby a licensed behavioral health clinician will be assigned to the Rockdale County Sheriff's Office to provide mental health services through a Police-Mental Health Collaboration (PMHC) to implement a co-responder program.
- B. **Duties, Term, and Compensation.** CONTRACTOR shall provide the Rockdale County Sheriff's Office a fulltime licensed behavioral health clinician to conduct behavioral health evaluations and crisis intervention services to individuals identified by the Rockdale County 911 Communications Center and/or deputies of the Rockdale County Sheriff's Office. This Agreement shall remain in effect for one (1) year unless either Party gives the other party 30-days written notice of its intent to cancel. The County will pay CONTRACTOR the proposed annual salary rate of (TBD) for one (1) fulltime, fully licensed clinician, billable to the County on a monthly basis. CONTRACTOR shall bill on invoice the County within ten (10) days following the end of each month for services rendered, and the County shall pay such invoices within twenty (20) days of receipt.
- C. **Program Description.** The Rockdale County Sheriff's Office desires to implement a Police-Mental Health Collaboration (PMHC) co-responder program to supplement and enhance its current Crisis Intervention Team (CIT) service delivery model for mental health crisis response. The PMHC would establish a full scope of behavioral health services to residents considered to have behavioral and emotional challenges or drug dependency issues in order to eliminate or limit the need for Law Enforcement to respond to those in a mental health crisis and further to establish access to a Mobile Crisis Response Team and to provide a Case Management Team for identified individuals. As the public community behavioral health provider, CONTRACTOR desires to provide these services to the Rockdale County Sheriff's Office through a recognized co-responder model. Behavioral Health Services are defined as comprehensive behavioral health assessments, individual and group counseling, linkage to community resources, and other "as needed" behavioral health services.
- D. **Responsibilities of Contractor:**
1. CONTRACTOR will provide the Rockdale County Sheriff's Office with a full-time behavioral health clinician.
 2. The behavioral health clinician will be available during regular work hours as assigned by CONTRACTOR.
 3. CONTRACTOR will provide a behavioral health clinician that will be available for emergency call out after hours during the week and on weekends and holidays.
 4. Within 90 days of the effective date of this Agreement, CONTRACTOR will perform an initial comprehensive assessment, develop a service/response plan, and present its finding and recommendations to the Rockdale County Sheriff's Office to further develop and enhance the PMHC co-responder program.
 5. CONTRACTOR assigned staff will serve to liaison and collaborate with all courts of Rockdale County and the City of Conyers, the Rockdale County Sheriff's Office, the Rockdale County Stepping Up Initiative, Piedmont Rockdale Hospital, the Georgia Department of Behavioral Health and Developmental Disabilities, Georgia Department of Human Services, and any other external organizations or agencies to further the efforts of the Rockdale County Sheriff's Office PMHC.
 6. CONTRACTOR will provide individual and/or group therapy sessions at county facilities, CONTRACTOR

facilities, or in the individual's residence when appropriate.

7. CONTRACTOR will maintain all counseling documentation in a HIPAA-compliant electronic health record management system.
8. CONTRACTOR will use its own equipment (e.g., computer, internet access, vehicle, and cellular telephone) to provide all services.
9. CONTRACTOR will obtain and maintain all Releases of Information before starting treatment and therapy sessions.
10. CONTRACTOR, through its clinicians with authorized Releases of Information, will coordinate with designated Rockdale County personnel on a monthly basis regarding co-responder status, therapeutic progress and/or additional challenges.
11. CONTRACTOR staff will work with Rockdale County Sheriff's Office personnel on a mental health alert process for data sharing of information for the protection and health of individuals in which law enforcement may respond or have contact. Such a process will be consistent and compliant with all federal and state laws relating to privacy.
12. CONTRACTOR will provide and supervise all clinicians.
13. CONTRACTOR is responsible for all salaries and fringe benefits associated with its clinicians.
14. CONTRACTOR clinicians will abide by all Rockdale County Sheriff's Office policies and procedures.
15. CONTRACTOR clinicians shall be required to undergo a full background check, including submission to a criminal history background check.
16. CONTRACTOR clinicians shall be required to undergo any designated training and certifications to access restricted criminal history information, as applicable.
17. CONTRACTOR shall be responsible for aftercare planning and services for as long as one year after the end date of this Agreement, including Relapse Prevention Planning, self-help, participation in peer-group therapy, and screening of participants in identified programs.

E. Responsibilities of the Rockdale County Sheriff's Office:

1. The Rockdale County Sheriff's Office liaison/representative will be the Uniform Patrol Commander.
2. The Rockdale County Sheriff's Office will identify residents who might benefit from behavioral health services and support.
3. The Rockdale County Sheriff's Office will identify "high utilizers" and/or "complex care clients" for the assignment for CONTRACTOR services.
4. The Rockdale County Sheriff's Office will make referrals to CONTRACTOR for it to provide clinical services.
5. The Rockdale County Sheriff's Office will provide private office space for individual counseling sessions, suitable space for group counseling sessions, and temporary holding space.
6. The Rockdale County Sheriff's Office will maintain no therapeutic records of residents enrolled in CONTRACTOR services, nor will any member of the Rockdale County Sheriff's Office access medical records not consistent with public safety objectives pursuant to federal or state laws.

If the Rockdale County Sheriff's Office determines that a clinician is not following policies and procedures or is not fit to provide therapeutic services, the Rockdale County Sheriff's Office representative will inform the CONTRACTOR immediately, and the CONTRACTOR clinician will no longer provide program services.

CONTRACTOR and the Rockdale County Sheriff's Office agree that their designated representatives will meet monthly to evaluate the program's progress. Issues that hinder progress will be addressed in a timely and collaborative manner.

- F. **This Agreement.** The terms in this Agreement are not comprehensive and additional terms may be added, and existing terms may be changed or deleted by the written Agreement of the parties. The basic terms are:
1. **Confidentiality.** Both parties acknowledge that during the period of collaboration each will have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records and specifications owned or licensed by the other Party and/or used by the other Party in operating its business including, without limitation, the Party's business and product processes, methods, customer lists, accounts and procedures. If the information is not subject to the Open Records Act of Georgia, both Parties agree not to disclose the foregoing, directly or indirectly, or use them either during the term of this Agreement or thereafter, except as required during this collaboration.
 2. **Termination.** Either Party to this Understanding may terminate this Agreement at any time by thirty (30) days written notice to the Chief Executive Office of CONTRACTOR or the Rockdale County Sheriff.
 3. **Choice of Law.** The laws of the State of Georgia shall govern the validity of this Agreement, constructing its terms and interpreting the rights and duties of the Parties. Any controversy or claim arising under or relating to this Agreement shall be brought, exclusively, in the state courts located in and for Rockdale County, Georgia. Each Party consents and submits to the exclusive personal jurisdiction of and venue in such courts and waives any defenses or claims to the contrary, including but not limited to, lack of jurisdiction or improper venue.
 4. **Waiver.** The waiver by one Party of breach of any provision of this Agreement by the other shall not operate to be construed as a continuing waiver.
 5. **Assignment.** The Parties to this Agreement shall not assign their rights under this Agreement or delegate the performance of its duties without the prior written consent of the other Party to this Agreement.
 6. **Notices.** Any notices, demands, or other communications required or desired to be given by any party shall be in writing and shall be deemed received by the other Party if personally served, or if deposited in the United States mail, certified, or registered, postage prepaid, return receipt requested.
 - i. Rockdale County Sheriff's Office:
911 Chambers Drive
Conyers, Georgia 30012
Attention:
 - ii. CONTRACTOR:
 7. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing and signed by the Parties.
 8. **Service Delivery Notice.** Services are primarily funded by the Rockdale County Board of Commissioners co-responder program, and this Agreement will terminate if funding is no longer available.

9. **Indemnification** Each party shall be responsible for the acts and liability of their respective employees and/or agents to the extent imposed by law arising from the operation and implementation of the PMHC. Each party hereby agrees to indemnify and hold harmless the other party from any form of action, lawsuit or claim brought by or on behalf of the indemnifying party's employees, agents or invitees and related in any way to Product/Equipment/Services supplied by Seller under this Agreement. Each party expressly agrees that the obligation of indemnity under this Paragraph extends to an action, lawsuit or claim alleging negligence of the indemnitee.
10. **No relationship between parties.** This Agreement creates no relationship of joint venture, partnership, limited partnership, agency or employer-employee between the parties, and the parties acknowledge that no other facts or relations exist that would create any such relationship between them. Neither party has any right nor authority to assume or to create any obligation or responsibility on behalf of the other party except from time to time be provided by written instrument signed by both parties.
11. **Severability.** Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this Agreement when it was executed. Should the severance of any part of this Agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this Agreement in a manner satisfactory to the parties.

PROPOSAL FORM

Instructions: Complete all THREE parts of this bid form.

PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

1.	Lump Sum Monthly Pricing	\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 202__.

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
