

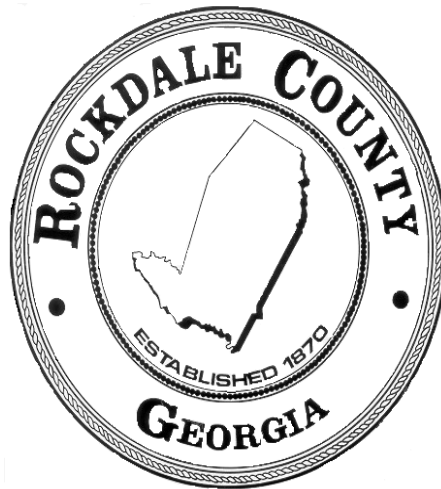
REQUEST FOR PROPOSALS

No. RFP 16-20

ROCKDALE COUNTY, GEORGIA

May 4, 2016

ARTS AND DRAMA PROGRAM FOR THE CITIZENS OF ROCKDALE COMMUNITY



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7553**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for the Arts and Drama Program for the Citizens of Rockdale Community. 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 invitation and all questions arising subsequent to award are to be addressed to the Buyer at the following address:

Rockdale County Finance Department
Procurement Division
Attn: Dawn Spivey
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7553, Fax: (770) 278-8910
E-mail: dawn.spivey@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:

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

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, May 26, 2016.** Proposals received after this time will not be accepted.

QUESTIONS AND CLARIFICATIONS:

You should submit your questions and/or requests for clarifications about this RFP no later than **2:00 p.m., local time, Thursday, May 19, 2016.** 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 Finance Department, Purchasing/Procurement.

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 under Finance Department, Purchasing/Procurement. Any discussions or documents will be considered non-binding unless

incorporated and issued in an addendum.

Proposers should check the website at www.rockdalecountyga.gov under Finance Department, Purchasing/Procurement frequently during the process to verify that they have received all issued addenda. Proposers have the responsibility of making sure that they have received all issued addenda prior to submitting a proposal.

QUANTITIES

The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

CONTRACT TERM:

The Contract Term will be through December 21, 2016 with option to renew two (2) one-year terms contingent upon available funds.

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at www.rockdalecountyga.gov under Finance Department, Purchasing/Procurement, and scrolling down to the bottom of the page.

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 (3) three references from projects with similar experience.

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/Subcontractors – Evaluation of the list of personnel specifically assigned to the RFP proposed program, 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 program. **(35%)**
- Experience/Performance – Review of personnel qualifications and experience. Management approach to programs, past performance on programs of similar nature and complexity as the proposed program. 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%)**
- Proposed Program 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. **(30%)**

INTERVIEWS

Interviews will be held on Wednesday, June 15, 2016. All proposers need to reserve this date for a possible interview in the event you are shortlisted. Interviews will be informal, and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

INSURANCE:

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Professional Liability/General 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 to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

BONDS:
N/A

PERMITS:
N/A

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee make 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. **16-20** 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 first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
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, Telegraphic 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.

Arts Program Request for Proposal

Personal Information

Applicant Information	
Name*	
Company Name (if applicable)	
Address	
Telephone	
E-mail	
Date Submitted	
Signature	

References

Please list three (3) professional references of similar type projects and programs.

Name	Address	Phone

Information / Scope of Work:

Rockdale County is seeking a qualified vendor to provide an Arts and Drama program for the citizens of the community. The target audience of this program should be children, senior citizens and the special needs community. Rockdale County will select groups or organizations that best demonstrate their ability to provide culturally relevant, safe, and reliable programs to the community.

The total funding is \$35,000 which will be available until December 31, 2016. Programs may be after school, weekends, summer, continuous monthly or a combination. Programs must provide high quality arts instruction in any discipline or several disciplines.

Eligible applicants are private organizations and nonprofit, 501(c) 3 organizations that can demonstrate the ability to carry out requested programs. Collaborative entities and coalitions will also be considered.

Budget and Schedule

All vendors must provide an estimated cost summary that incorporates all items outlined in the scope of work and includes components shown below; including the hours and rates of individuals assigned to the project under each task.

- 10% of total funding may be used for administrative costs.
- Easels must be purchased for showcase of artwork, with the cost to not exceed \$350.00. Easels purchased will become property of Rockdale County.
- Rockdale County will provide venue space from July – December 2016 for performances at the Rockdale County Auditorium. Venue space donation from Rockdale County will not exceed \$3,720, which equals 12 day or night functions.

Description of Project:

I. Proposal

All proposals must include the following:

- Multiple visual arts workshops emphasizing guided canvas painting, hand built clay and sketching/drawing. Workshops should target adults and children and also include professional instruction and materials. (Minimum of 6 workshops)
- Multiple visual arts workshops targeting special needs adults; emphasizing guided canvas painting, hand built clay and sketching/drawing. Workshops include professional instruction and materials. (Minimum of 2 workshops)
- Drumming circle workshop one (1) targeting adults and one (1) targeting children.
- Fall Break Camp for ages 5-12 years old emphasizing performing arts.
- Classical music performances open to all ages.
- A series of interpretative dance classes targeting adults.
- Multiple live professional performances open to all ages. (Minimum of 2 performances)

- Background check for all workers/helpers/employees of awarded vendor will be required.

Please submit a detail proposal that answers the following four questions.

1. Describe all programs you are proposing including the above mentioned mandatory components. Please be detailed as possible.
 - Artistic discipline or disciplines focused on in the program.
 - Targeted population in the community.
 - Timeline and length of the program.
 - Where the activities take place (may include field trips).
 - Provide a marketing plan to promote programs.
 - List any teaching artists, instructors or mentors involved in the program or whom you plan to involve.
 - List any community partners and their role in the program.
2. Have you successfully carried out previous youth arts programs? If yes, please describe.
3. Please describe any significant community partnerships that you have been involved in. What were some of the strengths and challenges you discovered? If you have ever collaborated with any government agencies, please describe.
4. Please provide a resume or biography of staff that will be involved in your proposed project including any artist teachers if already selected to work in the program.

The above four (4) questions may be answered on a separate sheet of paper.

Summary and Evaluation

For each event the vendor should provide a participant roster and completed participant evaluation forms. The following is to be included in evaluation form.

Arts Program Evaluation (SAMPLE)

Event/Activity/Workshop _____ Date _____

- 1) Please choose the category that represents your age.

A) Under 10	C) 50-59
B) 11-17	D) 60-79
C) 18-49	E) 80 and over

- 2) What is your gender?
 - A) Male
 - B) Female

- 3) Is this your first experience with this type of activity/trip?
 - A) Yes
 - B) No

- 4) Did you learn anything new today?

A) I learned a lot of new things	(5 or more)
B) I learned a few new things	(3 or 4)
C) I learned one or two new things	(1-2)
D) I did not learn anything new	(0)

- 5) How likely are you to try new arts experiences after participating in today's event/activity/workshop?
 - A) Very likely
 - B) Likely
 - C) Somewhat likely
 - D) Not Likely at all

- 6) How would you rate your satisfaction with today's event/activity/workshop?
 - A) Very satisfied
 - B) Satisfied
 - C) Somewhat satisfied
 - D) Dissatisfied

- 7) Choose the type of arts category that is most important to you. (choose one only)
 - A) Visual arts (drawing, painting, clay, ceramics, etc.)
 - B) Music
 - C) Culinary arts
 - D) Drama
 - E) Dance

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.	NOT TO EXCEED THROUGH 12/31/16	\$35,000.00
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	