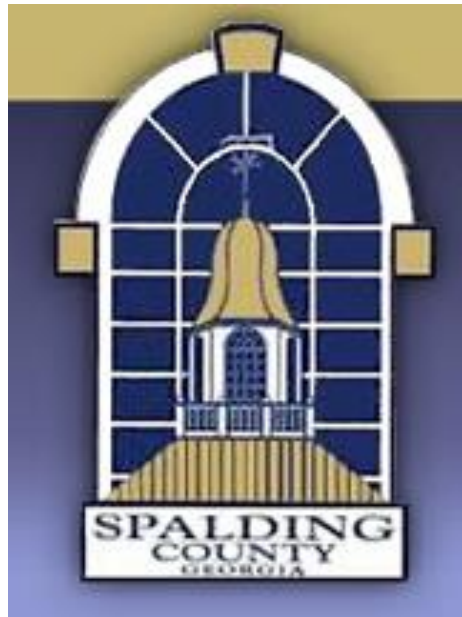


SPALDING COUNTY, GEORGIA

July 13, 2015

REQUEST FOR PROPOSAL

Employee Time and Attendance System



SPALDING COUNTY ADMINSTATIVE SERVICES

**Terri Bass, Administrative Assistant
119 East Solomon Street, Room 104
Griffin, GA 30223
770-467-4226**

Spalding County, GA

Request for Proposal for
an Employee Time and
Attendance System

Submittal Deadline: 2:00 pm, Thursday, August 6, 2015

Purchasing Department

119 East Solomon Street, Room 104

Griffin, GA 30223

July 13, 2015

SPALDING COUNTY REQUEST FOR PROPOSAL

Employee Time and Attendance System

I. Preface

Spalding County, Georgia, invites qualified vendors to submit responses to its Request for Proposal (RFP) to furnish an Employee Time and Attendance System. Proposals are to include: pricing for a license of a “software as a service” cloud-based solution and a renewable maintenance, support and upgrade contract. In addition, provide purchase and lease unit cost pricing for time capture hardware.

This RFP is part of a procurement process that helps us serve Spalding County’s best interests. It provides a formal and unrestrictive opportunity for the County to consider the services of responding vendors. The process being used in this case should not be confused with the process of competitive sealed bidding. The latter process is usually used where the goods and services being procured can be precisely described and price is generally the determining factor.

Questions about this process or the requirements must be in writing and forwarded via e-mail to tbass@spaldingcounty.com. No phone calls will be accepted. Questions must be received by July 28, 2015 to allow sufficient time to respond before the submittal deadline.

This RFP is broken into specific sections, which set out various requirements and itemized needs to be addressed by the vendor in its proposal. The specific sections are:

- I. Preface
- II. Background Information
- III. Formal Submission Instructions
- IV. Format of the Submitted Proposal
- V. Requirements
- VI. Evaluation Criteria
- VII. Terms and Conditions of the Proposed Contract

II. Background Information

Spalding County, Georgia is located approximately 40 miles south of Atlanta and serves a population of approximately 64,000. The County is governed by a five-member Board of Commissioners elected by district. The Board appoints a County Manager for day-to-day management of county operations. The County government also includes the following elected officials: Tax Commissioner, Clerk of Court, State Court Judge, State Court Solicitor, Chief Magistrate Judge, Probate Judge, Sheriff and Coroner.

The County employs approximately 592 employees (516 full-time and 76 part-time employees). Employees are paid on a bi-weekly basis, and are considered either hourly (non-exempt) or salaried (exempt). In addition, there are approximately 26 employees paid on a monthly basis. The County will not be capturing time and attendance data on monthly employees. Several different work schedules (8 hour, 12 hour, 24 hour, rotating, and other shifts as needed) are utilized depending on the department. Overtime is paid in accordance with the Fair Labor Standards Act, including the higher thresholds permitted for public safety employees. Public safety employees operate on a 7-day, 14-day or 28-day work period for purposes of calculating overtime. Offset Time (non-FLSA Compensatory Time) may be used by some departments. Employees report to work at a number of facilities throughout the County, and in locations outside of the County, or upon otherwise going into service (e.g. on-call response from home).

Most of Spalding County's IT infrastructure is located at the Courthouse Annex. The Annex has a 100 Mb cable connection through Comcast and a backup 1.5 Mb T1 connection via Birch. Other county offices are connected to the Internet via several different connection types including T1, DSL, Cable, and Satellite Internet. Spalding County has a virtualized environment as well as some physical servers. The major operating systems and applications include: VMware ESXi 5.1, Windows Server 2003, Windows server 2008, and Windows Server 2008 R2.

There are approximately 500 computers (most at dual core or above processor speed with at least 1GB RAM). The County contracts with an outside vendor to provide Information Technology support and services.

The County has implemented the CSI Technology Outfitters SmartFusion Financial/HR/Payroll Software system. CSI Technology Outfitters is now a part of Harris Local Government.

For a vendor to be considered, the vendor's product shall be able to integrate with the County's hardware and software as described above. The vendor must describe any interface required to integrate with this environment. The vendor shall be required to work closely with the County's Information Technology vendor in assuring that the hardware and software proposed will in no way compromise the security of the County's communication and information infrastructure.

The target "go-live" date for the Time and Attendance System is December 22, 2015.

III. Formal Submission Instructions

Proposals shall be submitted (one original and one digital copy) by **Thursday, August 6, 2015 at 2:00 pm Eastern Daylight Time to:**

Spalding County Purchasing Department
119 East Solomon Street, Room 104
Griffin, GA 30223

Envelopes must be clearly marked on the outside as "Employee Time and Attendance Proposal."

The proposal shall address your technical approach to furnishing an Employee Time and Attendance system to Spalding County and shall address all informational, functional and general requirements of the RFP document. The proposal shall also include an itemized cost proposal for the scope of the services and deliverables required by this RFP. At a minimum, the cost proposal shall include itemized cost data for employee time and attendance software, computer software license, installing, consulting, training, development, maintenance, documentation, services, and time capturing devices. Any cost not accounted for in these categories that would be part of your solution shall be included in your cost proposal. The cost proposal shall itemize any expenses related to travel, lodging and per-diem. Statements such as "travel and travel related expenses will be billed at our cost..." may not be considered responsive to our request for complete cost information. Payment terms will be negotiated and be based on performance. Under no condition will payments be made prior to delivery of any services or products to be furnished and prior to successful operation of the time and attendance system. Prices proposed must be valid until November 1, 2015.

The proposal must be signed and dated by an individual authorized to enter into a binding agreement in the name of the vendor. Late proposals will not be accepted.

The proposal shall be presented in a format that can easily be incorporated into a contract between the Proposer and Spalding County encompassing the guidelines detailed in the RFP and required by the County.

The County reserves the right to reject any and all proposals and to waive any informalities in the proposals received.

IV. Format of the Submitted Proposal

Please respond by following the numbering scheme used in this RFP

A) The Technical Proposal

1) The Firm

- a) Name and address of firm.
- b) The name of the contact person that the County should contact for questions and clarifications concerning your company's proposal. Include phone number, fax number, and E-mail address.
- c) Organizational structure of the firm including subsidiaries, partnerships, or parent firm.
- d) An explanation of your approach to problem resolution and how your firm will deal with problems that may arise in the operational use of your software and/or time capturing devices. (e.g. is a third party responsible for supporting time capturing devices or does your firm do it?)

2) References and Clients

- a) A representative listing of references that the County may contact. Please include references where the firm has performed and completed engagements similar to this RFP, preferably from local governments, and a brief (one or two sentences) description of the application provided.

Include the length of the relationship you have had with each client you use as a reference. Please include contact information for each reference.

- b) List all clients who are governmental agencies in the State of Georgia.
 - c) List all clients who are local governments of similar size or larger (i.e. 400 to 700 employees serving a population of approximately 60,000).
- 3) Please provide a specific and affirmative response to each of the requirements set out in section V of this RFP. Failure to respond positively to any of the items may eliminate your proposal from any further consideration.
- 4) Specify the minimum, recommended, and optimal hardware required to support the system, assuming current employment of 600 employees and potential employment of 700 employees within ten years. Include a formalized list of information, space, equipment, staff, or other resources needed by the vendor to complete this project to the extent the vendor expects the County to provide such resources.
- 5) Include any other information that would assist the County in evaluating your company's experience and ability to furnish the requirements of this RFP.

B) The Cost Proposal

All costs must be included in your response. Spalding County shall not entertain any claims for extra costs not specifically stated in the proposal and agreed to in the contract.

- 1) A description of the services offered by the firm and the billing rates for these services in accordance with the requested services as described in the RFP.
 - a) The cost of the software itself.
 - b) A description of the travel schedule and associated travel, lodging, meal, or per diem expenses for any of the firm's staff who will spend time working in Spalding County.

- c) A description of the training expenses, assuming all training is held at the County.
 - d) State the cost of any specialized equipment called for in the proposal and the length of time of any warranty on the equipment. Separately state the cost per year of extending the original warranty. DO NOT include the cost of basic, commodity PC workstations or servers, but do include any relevant system specifications for these workstations or servers. You should assume that these workstations or servers are already in place, or will be provided by the County. Assume five (5) biometric time capturing devices. Pricing for both purchase and leasing of time capturing devices should be included provided the options are clearly marked.
 - e) Please include the names and addresses of any subcontractors and the portion of your proposal to be assigned to them as part of your cost proposal. (e.g. Training will be performed by xxxx. Time clocks will be acquired through yyyy.)
 - f) A description of any licensing, maintenance, and support fees associated with any software employed in the proposed applications. These fees should be listed as follows:
 - (1) Total fees for the first year.
 - (2) Total fees for a 3-year period.
 - (3) Total fees for a 5-year period.
 - g) Detail any costs included in proposal above.
 - h) Summarize and total project costs as follows:
 - (1) Total costs for the first year. This is to include all original onetime costs as well as the “first year” costs of any ongoing annual costs.
 - (2) Total costs for a 3-year period. This is to include all original onetime costs as well as ongoing annual costs.
 - (3) Total costs for a 5-year period. This is to include all original onetime costs as well as ongoing annual costs.
- 2) A signature and title of an officer or other individual of your firm authorized to enter into contracts.

Spalding County is not responsible for any cost a vendor incurs in responding to this RFP.

V. Requirements

The system shall be capable of all the functions listed in this section. Failure to respond positively to any of the items will eliminate your proposal from any further consideration.

A) System Basics

- 1) Be able to easily support the following over existing County infrastructure:
 - a) 30 (minimum) concurrent application users (i.e. Supervisors, Administrative Assistants, System Administrators, etc.);
 - b) 550 (minimum) clocking employees;
 - c) 550 (minimum) employees using the system to check leave balances and leave history;
- 2) Provide the basic functions associated with an Employee Time and Attendance system.
 - a) Multiple work schedules (fixed, rotation, as-needed); hourly and salary compensation; and compliance with overtime requirements, including the higher overtime thresholds permitted under the 7(k) exemption for law enforcement and fire personnel under the Fair Labor Standards Act.
 - b) Unlimited different pay and attendance rules and policies to support each group using the same time system.
 - c) Unlimited different pay codes and accruals including codes for annual leave, sick leave, leave without pay, bereavement leave, workers' compensation, military leave, FML leave, jury duty, holiday, offset, etc.
 - d) Configurable, automated overtime rules for inclusion and exclusion of non-worked hours pay codes in timecard.

- e) Supervisory ability to review and act upon both on-line and paper-based leave requests.
- f) Global time entry to clock in/out some or all employees in their group at once by timekeeper or department head.
- g) Global schedule changes by department head/timekeeper for employee/workgroup.
- h) Message system(s) for employee/department head view and/or acknowledgement (e.g. message displayed on the time capturing device).
- i) Unlimited shift schedule definition and assignment or no schedule assigned.
- j) Multiple early and late clock in/out rules.
- k) Employee viewing of sick, annual, and other leave balances, absences and late statuses within their security access.

B) System and Integration

- 1) The proposed system shall support Microsoft SQL Server 2008 R2 64bit.
- 2) The proposed system shall support bi-directional integration with SmartFusion Financial/HR/Payroll Software system. The software utilizes Microsoft SQL 2005 Server database system. The time and attendance system shall be able to download employee data, including but not limited to, general information, leave accrual, and pay codes etc. from the SmartFusion software. The system shall be able to upload payroll data in a file acceptable by SmartFusion.
- 3) Provide a web interface that is fully functional with Microsoft IE 8.0 and higher as well as Google Chrome and Mozilla Firefox web browsers. The web interface SHALL be fully functional on the Microsoft Windows platform. The proposal shall state any version requirements for the browsers and Windows operating systems. The proposal shall clearly indicate any functionality that is missing on the web version.

- 4) Automatically adjust to time and date changes due to the number of days in the month, daylight savings time, leap year, etc.

C) Data Integrity, Backups and Security

- 1) The system must be operable 24 hours a day, 7 days a week, 365 days a year.
- 2) The system must provide for data integrity in the event of power outages or damage to all or part of the database platform.
- 3) The system must allow for punching, editing, calculating, reporting and system backup without going offline or suffering noticeable degradation of performance.
- 4) Describe your system for data storage, data backup and data restoration.
- 5) Describe the data security practices used to safeguard your client's employee data.

D) Reporting

- 1) All Reports shall be available in user selected format: HTML, PDF and Excel spreadsheet.
- 2) The system shall produce the following pre-defined reports using accurate, up-to-the-minute data:
 - a) Individual employee time sheet,
 - b) Daily hours by time by project/employee/department,
 - c) Biweekly hours by project/employee/department,
 - d) Monthly hours by project/employee/department,
 - e) Exception report by employee/department,
 - f) Absentee report by employee/department,

- g) Punch detail,
 - h) Work period time card by employee/department,
 - i) Overtime tracking and monitoring,
 - j) Employee schedules,
 - k) History/archival reports,
 - l) Punch edits audit trail,
 - m) Reports necessary for FMLA & ACA compliance.
- 3) Reports shall be available containing history (weekly, biweekly, monthly, annual, etc.) of various data including late punches, absences, etc.
 - 4) Specify if any of these are not standard pre-defined reports already existing in the solution being offered.

E) Capturing time

- 1) Describe all the ways in which the proposed system can capture employee time.
- 2) Time clocks shall be Ethernet based and be capable of holding 72 hours of employee data.
- 3) Time clocks shall not require polling.
- 4) It is preferable that time clocks be capable of using biometric data to clock in/out. However, other time capturing device options will be considered.
- 5) Describe options for an employee to clock in/out if they were in a remote location, not near a time capturing device or computer (i.e. wireless, cellular, etc.).
- 6) The system shall support department cost center and job change with code entry at time capturing device.

- 7) The system shall have a PC based browser/web clock available for clock in/out and change cost center charge code via the web.
- 8) The time capturing device or the system shall allow restriction to use the terminal to certain employees, to certain times of the day, and to certain accounts. In addition, some employees shall be granted universal punch-in ability within security clearances.
- 9) Supervisors (with and without PCs) shall have an option to enter punches for employees in the event an employee misses a punch; such punches should be documented as a “supervisor punch”.
- 10) The system shall be synchronized for all time capturing devices based on server time.
- 11) Time capturing devices shall indicate a successful or unsuccessful punch.
- 12) Time capturing recommendation must discourage “buddy punching”.
- 13) Time capturing communication protocol and connectivity shall not be proprietary but rather industry standard to allow for expansion/replacement.

F) Security

- 1) The system shall have robust levels of security for supervisors and employees.
- 2) An employee shall only see certain data as defined by the system administrator such as time and leave accrual (read only capability).
- 3) The system will provide for employees to electronically sign timesheets and provide supervisor view/edit/approval of the time.
- 4) Individual functions shall be selectively turned on and off for individual employees/managers. Unavailable functions and tabs shall be removed from screen and drop down menus (the employee won't see an option if they don't have access to it).

- 5) The system shall maintain an audit trail that tracks changed data, hold original data and user name of the person modifying an item.

G) Installation/Implementation

- 1) The vendor shall provide an onsite representative for initial discovery/system documentation/mapping and implementation of the system.
- 2) The vendor shall provide an installation and completion timetable.
- 3) The vendor shall allow for an overlap of two biweekly pay periods where the new system will run in parallel with the existing system to assure proper functionality. This test of two pay periods is to begin **after** the new system is fully operational and as directed by the County.
- 4) The vendor shall provide a weekly progress e-mail to selected administrators.

H) Licensing and Maintenance

- 1) The County shall be entitled to all maintenance and new product updates and upgrades as part of the annual maintenance agreement. Maintenance as stated here shall include updates, upgrades, training on these upgrades and support for the base product and the support for the updates and upgrades.
- 2) Licensing must be based on active, concurrent users not total number of employee records in the database.
- 3) Describe the maintenance program available for the time capturing devices whether purchased or leased. Delineate the warranty on time capturing devices and clarify situations where the warranty would not cover a damaged device. Delineate warranty replacement issues.

I) Training

- 1) The implementation shall include training both for system administrators and “train the trainers”. Indicate the length of time each training session would last and the recommended number of attendees per session.

J) Support

- 1) The vendor shall provide 24/7/365 support for the system.
- 2) The vendor shall provide 24/7/365 contact support for system administrators.
- 3) The vendor shall provide a **dedicated support representative(s)** that the County can contact. Call centers and automated attendant telephone support are not considered dedicated support.
- 4) The dedicated support representative(s) shall handle all problem resolution and escalation for the County.
- 5) The vendor shall have a response time of two hours or less on reported problems.

VI. Evaluation Criteria

In making its selection, the County will not only consider cost but also the proposal with the best combination of attributes that provides the desired solution, in the opinion of the County. Consideration will be given to the following criteria:

A) Vendor's Qualifications and Experience

B) Client References

C) Vendor's Technical Description

- 1) Reporting capability
- 2) User interaction with system ("look and feel")
- 3) Data security
- 4) Support services
- 5) Added value by vendor (consulting, development, etc.)

- 6) Platform and licensing
- 7) Web-based capability
- 8) Seamless integration with SmartFusion Financial/HR/Payroll Software
- 9) Other considerations.

D) Cost Proposal

As part of the evaluation process, vendor may be requested to demonstrate the system before a group of end users. Any information gained during the presentation(s) may be used in the evaluation of your proposal. Failure to honor this request may be grounds for rejection of your proposal with no further consideration given to your proposal. The County is under no obligation or requirement to request vendor presentations or to entertain vendor presentations.

VII. Terms and Conditions of Proposed Contract

- A) The vendor shall defend, at the vendor's expense, indemnify and hold harmless the County, its officials, employees, agents, servants, representatives and assignees from and against any and all liability damages, losses, expenses, claims, demands, suits, actions, judgments, bodily injuries or sicknesses to any person, or damage, destruction or loss of use of any property arising out of or related to the services provided by the vendor or caused by the vendor's negligence or from any operation conducted by the vendor in rendering service to the County.
- B) The vendor shall be required to provide certificates of insurance showing that it carries, or has in force, automobile liability insurance, general liability insurance, professional liability insurance and workers' compensation insurance. Vendors shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000 per occurrence, and property damage with limits of no less than \$1,000,000 per occurrence; and (b) commercial automobile liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000 per occurrence, and property damage with limits of no less than \$1,000,000 per accident (c) statutory worker's compensation insurance, including \$1,000,000 employer's liability insurance.

(d) Employee dishonesty and/or crimes coverage with respect to personnel of vendor having access to County buildings, with limits of no less than \$50,000 per occurrence. 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 request, vendor shall deliver to the County a certificate or policy of insurance evidencing vendor's compliance with this paragraph naming the Spalding County Board of Commissioners as additional insured. Vendor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

- C) The vendor is an independent contractor and will not, under any circumstances, be considered an employee, servant or agent of the County. Neither the vendor nor its employees have any authority to bind the County in any respect.
- D) Work assigned under the terms of this request for proposal cannot be reassigned, transferred or subcontracted without prior written approval of the County.
- E) The term (length) of any contract will be determined after review of all vendor submissions and after a potential vendor is selected.
- F) The vendor shall maintain documentation for all charges against the County under any contract. The books, records and documents of the vendor, insofar as they relate to work performed or money received under any contract, shall be maintained for a period as required by law, and shall be subject to audit, at any reasonable time and upon reasonable notice, by the County. These records shall be maintained in accordance with generally accepted accounting principles.
- G) No person, on the grounds of disability, age, race, color religion, sex, national origin, veteran status or any other classification protected by Federal and/or Georgia state constitutional and/or statutory law, shall be excluded from participation in, or be denied benefit of, or be otherwise subjected to discrimination in the performance of any contract. The vendor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to all employees and applicants, notice of nondiscrimination.
- H) The vendor shall comply with the Georgia Security and Immigration Compliance Act.

- I) The County shall have no liability except as specifically provided in any contract.
- J) A contract shall comply with all applicable Federal and State laws and regulations in the performance of the contract.
- K) Any contract shall be governed by the laws of the State of Georgia.
- L) Any contract may be cancelled with sixty (60) days written notice by either party.
- M) Any agreement, if required, such as license agreements or other information that the County must review from the proposer's firm shall be received with your proposal response. If a proposal contains supplemental terms and conditions the County, at its sole discretion, may determine the proposal to be a nonresponsive counter offer and the proposal may be rejected.
- N) Right to Negotiate: Upon evaluation of the RFP, the County has the right to enter into negotiations with multiple proposer(s) not necessarily the proposer with the lowest cost submission. Negotiations could include, but not limited to, price, functionality requirements, terms and conditions. However, issues may arise that the County may not negotiate due to state fiscal policies, state laws or County policies and an impasse could arise. If for any reason a proposer and the County cannot arrive at a mutual agreement, the County reserves the right to terminate negotiations, reject the proposal and to continue negotiations with other responsive proposers.
- O) Contract Award: The County reserves the right to issue any resulting contract/order to the firm whose proposal in the County's judgment most nearly conforms to the County requirements and best serves the needs of the County. The County reserves the right to award a contract to other than the lowest proposer if the interests of the County are best served. The County reserves the right to waive all technicalities in selecting or rejecting any or all proposals that satisfy or fail to satisfy respectively, the County's best interest.
- P) Software Escrow Agreement: If software is included in the proposer's response, the proposer will provide an escrow agreement whereby the firm will make available to the County all program source codes for software in the event of noncompliance by failure, firm ceases to exist, firm discontinues the product, or firm ceases to support the product.

Interpretations and Addenda: If, during the RFP submission period, a firm finds discrepancies, ambiguities, omissions, or is in doubt as to the meaning or intent of the RFP, the County shall be notified on or before 5 business days before the close date. No request for interpretation or clarification shall be received or answered after 5 business days before the close date. The County shall not be responsible for oral interpretations or instructions during the proposal request period. All responses shall be written and shall be shared with all other known proposers. All addenda are incorporated by reference into the contract. Failure of any proposer to receive any addenda shall not relieve the proposer of any obligation with respect to the proposal.

**EXHIBIT A
IMMIGRATION AND SECURITY FORM**

O.C.G.A. § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must warrant and affirm that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Spalding County, Georgia has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Spalding County, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Spalding County, Georgia at the time the subcontractor(s) is retained to perform such service.

Signature

Title

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

EXHIBIT B
Affidavit Verifying Status
For County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Spalding, 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 _____, 20_____.

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.