



TO WHOM IT MAY CONCERN,

The Bibb County School District (BCSD) requests bids for [Volunteer Management System](#)

All bids should be delivered to

Bibb County School District Procurement Department  
4580 Cavalier Drive  
Macon, GA 31220

Bids will be accepted prior to [March 16<sup>th</sup>, 2020 @ 10 AM](#) which the procurement office will open and review.

All bids will be evaluated as described in the attached document. Bids received by mail or any other delivery method after the announced time and date for submittal, will be rejected. The time clock stamp in the Procurement Department will determine the time of receipt. **Late bids received will be noted in the bid file, and the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.**

All vendors completing this bid should register online as well, please visit the Bibb County School District website ([www.bcsdk12.net](http://www.bcsdk12.net)), under Department, >Procurement, >Vendor Registration.

If you have any questions concerning this bid, please submit them in writing to Elaine M. Wilson, [Elaine.wilson@bcsdk12.net](mailto:Elaine.wilson@bcsdk12.net). All communication, either before or after the bid opens, related to this bid solicitation must be coordinated through the Procurement Department to Elaine Wilson, via email ONLY.

Your interest and participation in submitting a bid are appreciated.

Elaine M. Wilson

Procurement Director

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## TENTATIVE TIMELINE

RFP BID NUMBER:	RFP 20-23
RFP QUESTION DEADLINE:	03/11/2020
<b>RFP DUE DATE:</b>	<b>03/16/2020 – 10 AM, EST</b>
LOCATION and TIME DUE:	Procurement Office 4580 Cavalier Dr. Macon, GA 31220

## **Background**

The Bibb County School District has over 25,000 students along with 38 sites, as well as 25 departments. We are currently seeking a qualified contractor to provide **Volunteer Management System to be utilized DISTRICT WIDE.**

### **A. Invitation**

The procurement office, on behalf of the Bibb County School District, would like to extend a formal offer to all-qualified contractors according to the specifications indicated within this RFP. Please review carefully all sections of the RFP, including the Mandatory Pre Bid Meeting, along with the Closing Date and Time. All questions pertaining to this RFP should be emailed to the Procurement Director, Elaine M. Wilson, [Elaine.wilson@bcsdk12.net](mailto:Elaine.wilson@bcsdk12.net). Please make sure you put the Bid Number (20-23) is in the subject. All questions and answers will be posted under the purchasing menu, located on the Bibb County Board of Education webpage, under vendor registry ([www.vendorregistry.com](http://www.vendorregistry.com)), under Bibb County School District.

### **B. Specification(s)**

#### Management Software

- Mandatory cloud based system that would allow centralized access by District Communications Office to monitor applications and access by individual schools to request/schedule their own volunteers – current
- 38 school sites/approximately 2000 to 2500 volunteers.
- Online centralized Application Process that enables a tier level system based on self-identified area of interest in volunteering.
- Background checks performed that include criminal as well as sex offender databases on those that fall into certain identified tiers with turnaround time no more than one week.
- Mandatory reporter training online as part of application process for those that fall into certain identified tiers.
- Ability for communications to send District wide volunteer messages.
- Ability for individual schools to send messages to their identified volunteers.
- Online Scheduling of volunteers able to be initiated by the individual school sites.
- Online check in and check out or sign in/sign out procedures for volunteers available at desktop computer on site or the ability to integrate an already existing online check in/check out procedure at school sites with volunteer tracking program.
- Reports available to track volunteer work hours, types and numbers at individual schools based on scheduling and actual check in/check out procedures
- Mandatory solution must work with Google Chrome, Microsoft Internet Explorer, and Mozilla Firefox over standard http and https protocols.
- Mandatory solution must utilize Secure Sockets Layer (SSL) to secure any traffic that contains names, usernames, passwords, or other personally identifiable information.
- Background Checks
- Criminal History
- Requested average turnaround time to be a maximum of 3 days



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### Volunteer Application and Management Software

- Criminal History
- Provide lifetime history from multiple locations with dispositions.
- Provide price per county/state, including all fees
- Provide price for national check.
- Seeking information on platforms to manage, monitor, communicate with, and document hours for volunteers in schools K-12 public education.
- Must have capability for volunteers to enter or track hours. Integration with CheckMate and/or Infinite Campus preferred.
- Online application and background check capability preferred.
- Ability to monitor data beyond one school year preferred. Example, would like to be able to identify a volunteer and review their history with the school district

### Sex Offender

- Provide registration as a sexual offender as required by law from convictions of sexual offenses, rape, child sexual abuse, sexual predator, and other related or attempted crimes as established bylaw.

Please note that - Implementation and training would occur in summer.

### C. Specific Requirements

- Provide all information pertaining to the scope of work requested, provide training and yearly subscription fees if any.
- Proposals will be considered only from firms which are regularly engaged in the business of providing the services as described herein.
- The firm must have sufficient staff to ensure that they can satisfactorily execute the services if awarded this contract under the terms and conditions herein stated.
- The term "firm" as used herein shall be construed to mean a "well established" company in line with the best business practices in the industry and as determined in the discretion by the proper authorities of this School Board.
- Successful offeror may be called upon to provide in-house training to Board personnel to demonstrate the most cost effective use of their products. Demonstrations and training shall be provided by the successful offeror at no cost to the district.

### D. Evaluation

The contract, if awarded, will be awarded to the responsible bidder. Product quality, service issues and other factors stipulated above must be met to the satisfaction of the Bibb County Board of Education for a bid to be considered responsive. Moreover, the district will award the contract to the next most qualified bidder. Consequently, if the selected bidder is unable to execute a contract and provide delivery within the time parameters specified in this RFP.



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Each offeror will be ranked on an analysis of the following based on the written proposal. A maximum of 100 points will be awarded based upon the qualifications of the proposing service provider to include the following:

1. TRAINING	25%
2. FEES	50%
3. SOFTWARE/SETUP	25%

### E. Interpretation/Addenda

If any questions arise pertaining to the RFP documents, the bidder may email the Director of Procurement, Elaine M. Wilson, [Elaine.wilson@bcsdk12.net](mailto:Elaine.wilson@bcsdk12.net). Please include the RFP number in the subject line in order to guarantee a response to the question submitted. The questions should be submitted prior to the deadline within the Tentative Timeline.

### F. Additional Information

We have provided documentation to be reviewed for these appraisals. If you have any other questions or concerns, please notify the procurement office, utilizing the email [Elaine.wilson@bcsdk12.net](mailto:Elaine.wilson@bcsdk12.net). Please make sure you put your bid number in the subject line, and your questions will be addressed in a timely manner.

### G. “Responsive” Bidder Criteria

- Capability of providing report as indicated
- Warranties/Guarantees
- Ability to meet specifications/bid documents as indicated
- Service and support capability
- Documented license as required by the State of Georgia
- Applicable Bond Information as needed
- Responsible Award Amount for the Bibb County School District

### H. Cancellation/Default of Contract

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board will have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

### I. Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit the Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement.



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Board policy provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board will obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

### J. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

### K. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserves the right to reject any and all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation shows it is not in a position to perform the contract.

### L. Compliance with Laws

The bidder shall obtain and maintain all license, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, or ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

### M. Qualifications,

Vendor has the ability to provide complete turnkey installation and training, service and support during non-working hours if needed. The vendor will be able to support the district technology requirements needed for implementation.

Vendor will be able to

### N. Permits, Codes and Inspections

Not applicable

### O. Company Background and Experience

Offeror will describe their background, relevant experiences and qualifications including, but not limited to the following:

#### 1. Company Structure

- a. Provide a brief summary of the business and their overall qualifications.

#### 2. Experience

- a. Looking for a company that has implemented this type of software and capable of having trained staff to show how to effectively use the system.





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### P. Preparation of Proposal

Each proposal should be prepared as best as possible; however, only content related to the specifications of this project should be addressed.

### Q. Packaging of Proposal

The Offeror's proposal in response to this RFP must be divided into ONE appropriately labeled and sealed packages— a Technical Submission and a Financial Proposal. The contents of each package will include:

- Technical Submission (do not include cost information in this package)
  - Proposal Certification (Appendices)
  - Certificate Regarding Debarment, Suspension, Ineligibility (Appendices)
  - Vendor Affidavit (Appendices)
- Financial Proposal
  - The Offeror must use the Financial Proposal form (Appendices)

Mark the outside of shipping package as follows:

Name of Organization:
Bib Number:
Due Date:
Point of Contact for Organization:

### R. Evaluation Process

The evaluation of proposals received on or before the due date and time will be conducted in the following phases:

- Administrative Review- the proposal will be reviewed by the issuing officer for the following administrative requirements:
  - Submitted by deadline
  - Separately sealed Technical Submission and Financial Proposal
  - All required documents have been completed and submitted
  - Technical Submission does not include information from the Financial Proposal
  - All documents requiring an original signature have been signed and are included

### S. Mandatory Review Requirements

Proposals that pass the Administrative Review will then be reviewed by the Technical Evaluation team to ensure all requirements are satisfied as requested.

### T. Proposal Evaluation

Proposals that pass the Mandatory Requirements Review will be reviewed by the Technical Evaluation team for quality and completeness.



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The following are the maximum possible points of each category:

Each offeror will be ranked on an analysis of the following based on the written proposal. A maximum of 100 points will be awarded based upon the qualifications of the proposing service provider to include the following:

- TRAINING 25%
- FEES 50%
- SOFTWARE/SETUP 25%

### U. Financial Proposal Evaluation

Offerors will use only the Bid Tabulation Form provided with the RFP.

### V. Identification of Apparent Successful Offeror

The resulting Financial Proposal scores will be combined with the Technical Proposal score. The Offeror with the highest combined technical and financial score will be identified as the apparent successful Offeror.

### W. Rejection of Proposals/Cancellation of RFP

The Board reserves the right to reject any or all proposals to waive any irregularity in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Board. It is also within the right of the Board to reject proposals that do not contain all elements and information requested in this document. The Board reserves the right to cancel this RFP at any time. The Board will not be liable for any cost/losses incurred by the Offerors throughout this process.

### ADDITIONAL INFORMATION

All bids shall be:

- Typewritten and signed by an authorized representative, with all erasures or corrections initiated and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.
- Mailed or delivered in sufficient time to ensure receipt by the Procurement Director prior to the Bid Closing Time. If sent by mail or by means of personal delivery, the bidder assumes the risk for having the bid deposited.
- Time and at the place specified on the first page of this RFP.
- Late bids will be marked late and implemented in the bid file with the time of receipt.
- Bids submitted by facsimile transmission will not be accepted.
- Considered an irrevocable offer for a period of sixty (60) days from the date of Bid closing.
- Proposals shall be submitted in two separate parts— Technical Proposal and Financial Proposal.
- The Offeror must submit the Proposal Certification with original signature.



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- The Offeror must submit a completed and notarized Certificate Regarding Debarment, Suspension, and Ineligibility Form.
- The Offeror must submit a completed E-Rate Certification Form.
- The Offeror must submit a complete Vendor Affidavit Form.
- The Offeror must submit a Technical Proposal detailing the proposed approach to performing all of the services requested under Section 2.0 and providing company information as detailed.
- The Offeror will submit one hard copy of the Technical Proposal with original signatures and one copy of the Financial Proposal.
- All items must be addressed and appropriately labeled to reflect the item number addressed.
- Each submission must include a thumb drive (flash drive, USB drive) of entire proposal, Technical and Financial. The thumb drive will not be returned to the vendor.

### BCSD NONDISCRIMINATION

The contractor, by the submission of a proposal or the acceptance of a contract, does agree that he will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training. In the event of the contractor's noncompliance with the nondiscrimination policy of the BCSD, any contract or purchase order may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible to transact further.

### UTILIZATION OF MINORITY AND SMALL BUSINESS ENTERPRISES AND LOCAL AND MINORITY LABORERS

*Minority and Small Business Subcontractors.* The Owner has adopted a policy indicating its desire to increase the opportunity for participation by minority business enterprises and small business concerns in all its construction projects. The Contractor acknowledges this policy and agrees that it will actively solicit and encourage bids from qualified subcontractors identified by the Minority Assistance Corporation or other agencies as minority business enterprises. The Contractor shall also actively encourage and solicit bids from subcontractors who qualify as small business concerns.

*Utilization of Minority and Local Labor.* It is the policy of the Owner that the contractor and all subcontractors shall, consistent with efficient contract performance, utilize to the maximum extent possible minority and local laborers and mechanics as on-site employees. The Contractor acknowledges this policy and agrees that the on-site labor force of contractors and all subcontractors shall include a meaningful representation of skilled and unskilled local and minority laborers and mechanics, consistent with the efficient performance of this contract. Meaningful representation for minorities means the employment of minority laborers and mechanics in at least the same proportion that minorities are represented in a discrete construction skill or craft in Bibb County and all adjacent counties, provided such individuals are available at the time of need. Meaningful representation of local laborers and mechanics means that at least 75% of the on-site work force of contractor and all subcontractors, taken as a whole, shall reside in the Bibb County and surrounding counties, provided such individuals are available at the time of need.

### DRUG-FREE WORKPLACE

By submission of a proposal, the Offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the



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contract and that a drug-free workplace will be provided for the contractor’s employees during the performance of the contract. The Offeror also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. 50-24-3 may cause suspension, termination of contract, or debarment of such Offeror.

### CERTIFICATE OF NONCOLLUSION

By submitting a proposal the Offeror certifies: “that this proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.”

### IMMIGRATION REFORM AND CONTROL ACT

Offerors must abide by all federally mandated laws enforced by United States Department of Homeland Security which are established 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.

### AUTHORIZED OFFICIAL

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the Offeror.

### SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of BCSD for any costs incurred by Offerors or potential Offerors in relation to the solicitation.

### RIGHTS AND REMEDIES

The rights and remedies of BCSD provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

### INSURANCE

When the selected contractor has been identified, he will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within 15 days of the date of written notification to the contractor.

#### Worker’s Compensation and Employer’s Liability Insurance

The contractor shall procure and maintain Worker’s Compensation and Employer’s Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the contract.

- Worker’s Compensation Limits: Statutory
- Employer’s Liability Limits:

Bodily Injury by Accident	\$ 100,000 each accident
Bodily Injury by Disease	\$ 100,000 each employee
Bodily Injury by Disease	\$ 100,000 policy limit

Contractor waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer’s liability or commercial umbrella liability insurance obtained by Contractor pursuant to this agreement. The Waiver of Our Right to Recover from Others Endorsement, ISO Form SC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule.



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### Commercial General and Umbrella Liability Insurance

The Contractor shall procure and shall maintain commercial general liability (CGL) and if necessary, commercial umbrella insurance with a limit of not less than \$250,000 each occurrence, as shall protect him and any Subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises - Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.

**\*\*\*Bidders shall provide two (2) copies of submitted bid proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid proposal constitutes an offer and may not be withdrawn except as provided herein. \*\*\***



BIBB COUNTY SCHOOL DISTRICT  
APPENDICES

**APPENDIX I**


**Bid Tabulation Form & Acknowledgement**

Option I: Volunteer Application and Management Software, Support Services a Background Checks (Complete turn-key solution)	
Option II: Volunteer Application and Management Software, Support Services Only:	
Background Checks Only Unit Cost Extended Cost Criminal Sex Offender	
Annual Maintenance Fees (Software)	
<b>TOTAL OVERALL COST</b>	

In submitting this RFP, I agree to the following:

1. To hold my RFP valid for a period of one hundred twenty (120) days.
2. To enter into and execute a contract, if awarded on the basis of this RFP.
3. To accomplish the work in accordance with the contract documents and specifications.
4. To complete the work by the time as agreed upon by an authorized SCCPSS District representative and the offers firm.
5. I will deliver a cloud based software system as agreed upon by an authorized SCCPSS District representative and the offeror's firm.

Signature \_\_\_\_\_

  
BIBB COUNTY SCHOOL DISTRICT  
APPENDIX II

**Offeror Affirmation Form**

Company Name: \_\_\_\_\_

RFP Name: \_\_\_\_\_

RFP Number: \_\_\_\_\_

After careful examination of the solicitation document in its entirety, \_\_\_\_\_ and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For Consideration of this proposal, the undersigned hereby affirms that:

1. He/She is a duly authorized official of the Offeror.
2. NO changes were made to the original RFP document,
3. The proposal is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document.
4. The Offeror will accept any awards made to it as a result of the proposal submitted here in for a minimum of one hundred and twenty (120) days following the date of submission.
5. The Offeror will accept the terms and conditions set forth in the contract template attached here.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver to the assigned procurement professional within five (5) days of the request, a certification of insurance indicating the coverage specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, constructed, and give effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of goods, materials, equipment and services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or person, or refused to continue the employment of any person or persons on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully Submitted,

\_\_\_\_\_  
Company Name

\_\_\_\_\_

Authorized Official Name

\_\_\_\_\_

Signature

\_\_\_\_\_

\_\_\_\_\_


Title: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The legal name of the bidder is \_\_\_\_\_

PLEASE PRINT OR TYPE RESPONSE

  
BIBB COUNTY SCHOOL DISTRICT  
**APPENDIX III**

**Non-Collusion Affidavit**

**(Form must be completed and returned with bid.)**

Bibb County Board of Education, Macon, GA 31201

I state that I am \_\_\_\_\_ of \_\_\_\_\_

Title

Name of Company

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid and I state that this bid is made in good faith.

I state that:

1. The price(s) and amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder; neither the approximate price(s) have been disclosed nor will they be disclosed before bid opening to any other contractor, bidder or potential bidder.
  
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid.

\_\_\_\_\_, its affiliates, subsidiaries, officers,

Name of Company

Directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Bibb County Board of Education of the true facts relating to submission of bids for this contract.

\_\_\_\_\_

Name/Date

\_\_\_\_\_

Title or Position

\_\_\_\_\_

Signature





BIBB COUNTY SCHOOL DISTRICT  
**APPENDIX IV**

**Offeror's Checklist**

PROPOSAL NO.: \_\_\_\_\_

- All copies as indicated in this RFP
- The proposal has been signed by an authorized principal or authorized official of the firm.
- No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.
- We are prepared to provide the insurance required in this solicitation.
- All forms
- E-verify Affidavit

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

\_\_\_\_\_  
SIGNATURE OF PERSON COMPLETING CHECKLIST


\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY FEDERAL ID NUMBER

\_\_\_\_\_  
COMPANY E-MAIL ADDRESS

**READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE PROPOSAL**

**RETURN WITH PROPOSAL**



BIBB COUNTY SCHOOL DISTRICT  
**APPENDIX V**

**Certificate Regarding Debarment, Suspension, Ineligibility**  
**(Form must be completed and returned with bid.)**

The Bibb County School District is a recipient of Federal monies. As such, we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

---


Organization Name

---

Name(s) and Title(s) of Authorized Representative(s)

---

Signature(s) Date

  
BIBB COUNTY SCHOOL DISTRICT  
**APPENDIX VII**

**Vendor Affidavit under O.C.G.A § 13-10-91(b) (1)**

By executing this affidavit, the undersigned Vendor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Bibb County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Vendor will continue to use the federal work authorization program throughout the contract period and the undersigned Vendor will contract for services in satisfaction of such contract only with sub Vendors who present an affidavit to the Vendor with the information required by O.C.G.A. § 13-10-91(b). Vendor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

---

Federal Work Authorization User Identification Number	Date of Authorization
_____	( _____ )
Name of Vendor	Name of Project

Bibb County School District

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 202\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_