

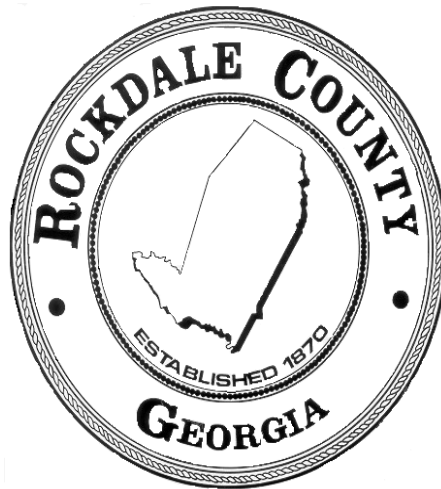
# **REQUEST FOR PROPOSALS**

**No. 18-03**

## **ROCKDALE COUNTY, GEORGIA**

**February 28, 2018**

### **Revenue Auditing Services**



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

**INTRODUCTION:**

Rockdale County is seeking proposals from highly qualified firms to provide revenue auditing services. The County makes various assessments on businesses and service providers operating within the County. Assessments include, but may not be limited to, public utility franchise fees, business and occupational license fees, solid waste hauler fees, hotel / motel excise taxes, wholesale alcohol taxes, alcohol by the drink excise taxes, car rental taxes, and E911 taxes (collectively, "Revenue"). In order to ensure that the Revenue is being properly and equitably assessed and collected in accordance with applicable laws, the County anticipates performing an audit of selected components of the Revenue

**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](mailto:meagan.porch@rockdalecountyga.gov) or the following address:

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

One (1) 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.

**CONTRACT TERM:**

The Contract Term will be one year with the option to renew four (4) more one year extensions.

**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, March 15, 2018.** Proposals received after this time will not be accepted.

**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](http://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](http://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.

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

**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.

A. General Information

The RFP is the first step in a process aimed at gathering additional information and identifying one or more qualified firms to perform the services described in the Scope of Services. The County will conduct a comprehensive, fair and impartial evaluation of all Proposals received. An evaluation team will be established by the County to evaluate the Proposals (“Evaluation Committee”). The Evaluation Committee may invite the most qualified Offerors to interview; however, the County retains the right to select only one (1) Offeror and execute a contract. The County may also determine that no qualified Proposals have been received and reject all Proposals.

B. Interviews

At the County’s discretion, selected Offerors may be interviewed and re-evaluated based upon the criteria set out in the RFP, or other criteria to be determined by the Evaluation Committee (i.e. unique qualities, methodologies, or approaches taken to differentiate from other Offerors). Selected Offerors may be asked to provide additional information to the Evaluation Committee regarding demonstrated competence and qualifications, feasibility of implementing the Project as proposed, ability to meet schedules, costing methodology, or other factors as appropriate.

Any information received by the Evaluation Committee subsequent to the Offeror’s Proposal will be used to further evaluate the selected Offerors to determine a rank-order. Final approval of a selected Offeror is subject to the County’s Purchasing Policies.

C. Past Performance – References

The County, at its discretion, may review past performance of the Offeror. Offeror shall include three (3) to five (5) reference projects from the past three (3) to five (5) years. Reference projects shall be a similar scope to the Project described in this RFP.

Description of references should include the following information: name of the organization, contact information, description of the project, brief summary of services provided and period of performance.

D. Negotiation and Best and Final Offer (as applicable)

1. If the County deems it is in its best interest to retain the services of one or more Offerors, the County reserves the right to negotiate a revised scope and or fees. Negotiations will encompass all phases of work, including but not limited to: hourly rates, fees for services, markups for overhead and profit on subcontractors, a “not to exceed” contract amount, as well as any other items the County deems appropriate.
2. If negotiations are successful, the County and the highest ranking Offeror will enter into an agreement to develop the services as outlined in this RFP. If an acceptable agreement cannot be reached between the County and the highest ranking Offeror, the County may choose to negotiate with other Offeror(s).
3. Qualified firms submitting Proposals will be required to submit financial statements for a minimum of two (2) recording periods prior to contract award.
4. Separate meetings with more than one Offeror may be conducted during the same time frame; however, negotiation sessions with an Offeror will not be held in the presence of another Offeror.
5. Offerors submitting Proposals should be aware that the Evaluation Committee has sole discretion to determine what constitutes the “best value and offer” for the County. Consequently,

Offerors are urged to submit best possible terms in their original submittal.

E. Evaluation Criteria

Proposals will be evaluated using the following criteria:

1. 20% - Demonstrated past experience performing similar services for other local governments.
2. 20% - Proposed Project team.
3. 15% - Proposed Project schedule.
4. 10% - Approach to ongoing services.
5. 5% - Alternative approaches to enhance Revenue recovery process.
6. 15% - Proposed fee model.
7. 5% - Financial strength of the firm.
8. 5% - Litigation history.
9. 5% - Approach to customer service.

**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/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.

Certificates are to be issued to:

Rockdale County, Georgia  
958 Milstead Avenue  
Conyers, GA 30012

**BONDS:**

N/A

**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.

**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.

**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. **18-03** 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.
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.

## Scope of Services:

By issuing this RFP, the County hopes to retain the services of a highly qualified firm capable of performing auditing services for selected components of the County's Revenue. In the future, the County's may opt to perform audits on other components of the Revenue not included in this Scope of Services.

- A. Revenue included within this Scope of Services to be audited:
1. Public utility franchise fees
  2. Business and occupational license fees
  3. Solid waste hauler fees
  4. Hotel / motel excise taxes
  5. Wholesale alcohol taxes
  6. Alcohol by the drink excise taxes
  7. Car rental taxes
  8. E911 taxes
- B. The selected firm ("Consultant") must identify and contact businesses not on the County's current taxpayer registration list that appear to be operating within the County's jurisdiction, and either verify that each such business is exempt from or has complied with its tax obligations for the above-mentioned taxes. For businesses not in compliance, the Consultant shall assist the business in bringing its account(s) into compliance by providing necessary forms, verifying amounts due, including all of the specific activities listed below:
1. Compare the County's existing taxpayer list against various databases aggregated from disparate systems and resources to identify previously unknown businesses operating within the County without paying the appropriate tax.
  2. Send notices to those businesses including appropriate applications / forms for the relevant taxes. Advise the business of its legal obligation to pay the appropriate taxes.
  3. Provide support for businesses that may have questions regarding required forms, and pro-actively contact businesses until forms are returned or account status is resolved.
  4. Verify information on each form received, calculate assessments based on the amount of gross receipts attributable to County and any other information necessary to calculate the amount due the County.

## CONTENTS OF PROPOSAL

Proposals shall be divided into two (2) separately sealed envelopes. Envelope A shall be labeled "Technical Proposal – RFP # 18-03 – Revenue Auditing Services" and envelope B shall be labeled "Compensation Proposal – RFP # 18-03 – Revenue Auditing Services."

### A. Technical Proposal.

The Technical Proposal must address each point in the Scope of Services and how it applies to each of the five (5) types of taxes listed in the Scope of Services. In addition, please include the following information:

1. Description of Experience of the Firm. Discuss three (3) – five (5) audits performed for other local governments during the past three (3) years. The firm should demonstrate experience auditing each of the taxes within the Scope of Services. Please include amounts of Revenue covered and duration of the audit.

2. Overview of the Project Team. Please provide names and resumes for individuals proposed to work on the Rockdale County audit. Indicate which of the projects described in paragraph 1 above included each team member. Also indicate what percentage of each team member's time will be devoted to the Rockdale County's audit.
3. Project Schedule. Please provide the firm's estimated schedule to perform the initial audit. Discuss schedule assumptions and risks.
4. Ongoing Services. Suggest potential continuation of services after the initial audit. Include the firm's suggestions to ensure that the County continues to collect all Revenue covered within the Scope of Services which become due after the audit.
5. Alternative Approaches to the Audit. Please include additional or alternative steps outside the Scope of Services listed in this RFP which might enhance the Revenue recovery process.
6. Fee Model. Without disclosing the firm's proposed fee, which is included in the separately sealed Compensation Proposal, describe the firm's approach to compensation. Does the firm operate on a percentage of Revenue recovered or a fee for services?
7. Financial Statements. Please include financial statements for the last two (2) years.

If your firm considers financial statements confidential, only include them in the original Proposal, and label all pages as "CONFIDENTIAL." *Do not* include financials in any copies or the digital version of your Proposal. If financial statements are labeled "CONFIDENTIAL," they will be returned to you after this RFP is complete.

8. Litigation History. Please include your firm's past five (5) years of litigation history.

If your firm considers litigation history confidential, only include them in the original Proposal, and label all pages as "CONFIDENTIAL." *Do not* include financials in any copies or the digital version of your Proposal.

9. Customer Service. Include the firm's approach to customer service. Rockdale County considers all stakeholders to be customers. Even a firm delinquent on its taxes should be treated as an important customer.

## B. Compensation Proposal

Rockdale County will consider either of two approaches to compensation: a percentage of recovered Revenue or a fee for services with a contract "not to exceed" amount. Please address the following in the Compensation Proposal:

1. Percentage Approach. Please state the proposed percentage and any underlying assumptions, minimum commitments, guaranteed returns and expected project duration / schedule.
2. Fee for Service Approach. Please provide a fee schedule including rates and estimated hours for each task. State any underlying assumptions, minimum commitments, guaranteed returns and expected project duration / schedule.

# 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.

Revenue Type	Estimated # of Payers	Estimated Received
1. Franchise Taxes – Utilities	15	
2. Franchise Tax – Solid Waste	15	
3. Hotel/Motel Taxes	3	
4. Alcoholic Beverage Excise Tax	10	
5. Excise Mixed Drink Tax	15	
6. Excise Tax on Rental Motor Vehicles	15	
7. Business and Occupation Tax	2300	
8. E-911 Charges	25	

## 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	