



Board of Commissioners of Clayton County

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Authorized Purchasing Agent for Clayton County

REQUEST FOR PROPOSALS

RFP #26-24 INTEGRATED JUSTICE INFORMATION AND MANAGEMENT SYSTEM MODERNIZATION FOR CLAYTON COUNTY, GEORGIA

SCHEDULE OF EVENTS

DATE

Proposal Release Date:	June 23, 2026
Non-Mandatory Pre-Proposal Conference: A Non-Mandatory Pre-Proposal Conference will be hosted virtually by our staff and responsible person(s). Please register by sending an email to centralservicesbids@claytoncountyga.gov	July 7, 2026 9:00 A.M.
Deadline for questions: Questions must be submitted online at: https://www.bidnetdirect.com/georgia/claytoncounty	July 14, 2026 3:00 P.M.
Answers will be posted by addendum at: https://www.bidnetdirect.com/georgia/claytoncounty	July 21, 2026
All responses to this RFP must be submitted online at: https://www.bidnetdirect.com/georgia/claytoncounty . Proponents are required to submit responses to solicitations electronically. If you need any assistance registering or using the platform, please call Bidnet Direct's Support Team at 800-835-4603 ext. 2 for assistance.	July 28, 2026 3:00 P.M.
Oral Presentations and Interviews, if required	August 24 – 28, 2026

THIS PROPOSAL SOLICITATION FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL

COMPANY NAME:		DATE:
MAILING ADDRESS:		PHONE:
CITY:		FAX:
STATE:	ZIP:	SSN OR FEDERAL TAX ID #:
EMAIL:		TITLE OF AUTHORIZED REPRESENTATIVE:
PRINTED NAME:		AUTHORIZED SIGNATURE:

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RFP #26-24 INTEGRATED JUSTICE INFORMATION AND MANAGEMENT SYSTEM MODERNIZATION FOR CLAYTON COUNTY, GEORGIA

INFORMATION AND INSTRUCTIONS TO PROPONENTS

1. **Services Required:** This Request for Proposals (“RFP”) from qualified Proponents (“Proponent” or “Proponents”) is for an Integrated Justice Information and Management System Modernization for Clayton County (“County”), Georgia. A detailed Scope of Services (“SOS”) is set forth in this RFP.
2. **Solicitation Method:** This solicitation is being conducted in accordance with all applicable provisions of the Clayton County Code of Ordinances including Code Sec. 2-114 - Competitive sealed proposal process. By submitting a proposal in reference to this solicitation, a Proponent acknowledges that it is familiar with all laws applicable to this solicitation, including, but not limited to, the County’s Code of Ordinances, which laws are incorporated into this RFP by reference.
3. **Minimum Qualifications:** Each Proponent and its team members shall have the minimum experience set forth in this RFP.
4. **Certificate of Authority to Transact Business in Georgia:** Each Proponent shall submit documentation that demonstrates it is duly authorized to conduct business in the State of Georgia with its proposal. If the Proponent is not a Georgia corporation, Proponent is requested to submit a Certificate of Authority to Transact Business in the State of Georgia. This requirement also applies to Joint Venture (JV) Team Members, Subconsultants, and Subcontractors.
5. **Business License:** Proponent is requested to submit a copy of its current, valid business license with its Proposal. If the Proponent is a Georgia corporation, Proponent is requested to submit a valid county or city business license. If Proponent is a joint venture, Proponent is requested to submit valid business licenses for each member of the joint venture. If the Proponent is not a Georgia corporation, Proponent is requested to submit a copy of its current, valid business license issued by its home jurisdiction.
6. **Professional License:** Proponent must attach a copy any professional license required by this RFP with its response.
7. **No Offer by County and Firm Offer by Proponent:** This solicitation does not constitute an offer by County to enter into a contract and shall not be construed by any Proponent to form a contract. This solicitation is only an invitation for offers from interested Proponents and no offer shall bind the County. A Proponent’s offer is considered a firm offer and may not be withdrawn except as provided in this RFP, in the County’s Code of Ordinances and other applicable law.
8. **Proposal Duration:** Proposals submitted in response to this RFP must be valid for a period of One Hundred and Twenty (120) calendar days from the Proposal Submission Deadline and must be marked as such.
9. **Proposal Submission Deadline:** Responses to this RFP will be accepted online at <https://www.bidnetdirect.com/georgia/claytoncounty> on **Thursday, July 9, 2026 by 3:00 P.M., Eastern Standard Time (EST).**

10. **Non-Mandatory Pre-Proposal Conference:** Non-Mandatory Pre-Proposal Conference has been scheduled for **Thursday, July 7, 2026 at 9:00 A.M., EST.** and will be hosted virtually by our staff and responsible person(s). Please register by sending an email to centralservicesbids@claytoncountyga.gov. Attendance at the Pre-Proposal Conference is voluntary for Proponents responding to this RFP; however, Proponents are encouraged to attend. During the Pre-Proposal Conference, the general requirements of the project will be discussed. Any questions during the Pre-Proposal Conference will not be authoritative. Each Proponent must be fully informed regarding all existing and expected conditions and matters, which might affect the cost or performance of the Services. It should be emphasized, however, that nothing stating or discussed during the court of this Pre-Proposal conference shall be considered to modify, alter, or change the requirement of the solicitation documents, unless it shall be subsequently incorporated into an addendum to the solicitation documents
11. **Solicitation Questions/Prohibited Contacts:** Any questions and communications regarding this RFP shall be submitted in writing by logging into <https://www.bidnetdirect.com/georgia/claytoncounty> on or before **Thursday, July 14, 2026 by 3:00 P.M., EST.** Questions received after the designated period may not be considered. Any response made by the County will be posted online at <https://www.bidnetdirect.com/georgia/claytoncounty> by addendum. No Proponent may rely on any verbal response to any question submitted concerning this RFP.
12. **All Proponents, and/or representatives of Proponents, seeking an award of a Clayton County contract may not initiate or continue any verbal or written communications regarding a solicitation with any County officer, elected official, employee or other County representative other than the Department of Central Services employee named in the solicitation,** between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners, unless specified otherwise herein. **Attempting to influence the outcome of any given contract prior to a recommendation of award to the Board of Commissioners is strictly prohibited.** The Chief Procurement Officer of Central Services will review alleged violations of this prohibition. If the Chief Procurement Officer of Central Services determines that such a communication has compromised the competitive process, the proposal submitted by that Proponent may be disqualified from consideration for award, and that Proponent may, among other things, be placed on the ineligible source list. Violations of this prohibition may also be subject to prosecution under federal, state, or local laws. Clayton County employees, officials, and their family members are prohibited from seeking, requesting, or receiving any material payment, gift, job offer, security, promise of future benefit, or any other tangible or intangible thing of value when such receipt has the potential to influence a procurement decision or to gain unfair advantage in a procurement competition, and as outlined in **the County's Ethics Code found in Article 2, Section 70-61, et seq. and all other applicable policies.**
13. **Ownership of Proposals:** Each Proposal submitted to the County shall become the property of the County, without compensation to a Proponent, for the County's use, in its discretion. The County shall not be liable for any proposal preparation costs incurred by Proponents.

- 14. Georgia Open Records Act:** Information provided to the County is subject to disclosure under the Georgia Open Records Act, O.C.G.A. § 50-18-70 et. seq. Pursuant to O.C.G.A. § 50-18-72(a) (34), “[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]” and any such documents shall be labeled as confidential by Proponent. All such information shall be clearly labeled as a trade secret or confidential and include the relevant cite to the Open Records Act.
- 15. Bonding and Insurance Requirements:** The Bonding and Insurance requirements for any Contract that may be awarded pursuant to this RFP are set forth in Appendix B, Bonding and Insurance Requirements. Proponent must provide a copy of a current certificate of insurance evidencing any policies issued for Proponent as required in Appendix B. For purposes of this section, “Proponent” shall mean an individual, corporation, or other corporate entity submitting a proposal in connection with this solicitation, including each Joint Venture partner if Proponent is a Joint Venture.
- 16. Applicable County Small Local Business Programs:** The SLBE Programs applicable to this solicitation are set forth in Appendix A, Contract Compliance Requirements, included in this RFP. By submitting a Proposal in response to this solicitation, each Proponent agrees to comply with such applicable SLBE Programs.
- 17. Applicable Local Proponent Preference Program:** The Local Proponent Preference Program if applicable to this solicitation are set forth in Appendix D. The terms for this Program will only be set forth in the contract if the Proponent is submitting a proposal stating that it is a local Proponent.
- 18. Evaluation of Financial Information:** The County’s evaluation of financial information concerning a Proponent and its consideration of such information in determining whether a Proponent is responsive and responsible may involve a review of several items of information required to be included in a Proposal. The County will review the Financial Information disclosed by Proponent and attached to this RFP. Further, if this RFP requires the successful Proponent to post some type of performance guarantee (e.g. letter of credit, guaranty agreement, etc.), a Proponent must submit with its Proposal a notarized letter from an appropriate financial institution indicating that it is willing to issue such performance guarantee for the Proponent if a Contract is awarded.
- 19. Sub-consultants and Manufacturers:** Proponents are required to submit, in writing, the addresses of any proposed Subcontractors or equipment manufacturers listed in the Proposal and may be required to submit other material information relative to proposed Subcontractors. County reserves the right to disapprove any proposed Subcontractors whose technical or financial ability, or resources, or experience are deemed inadequate.
- 20. Examination of Proposal Documents:**
 - 20.1** Each Proponent is responsible for examining with appropriate care the complete RFP and all Addenda and for informing itself with respect to all conditions, which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Proponent, who is deemed to have included all costs for performance of the Services in its Proposal.

- 20.2** Each Proponent shall promptly notify County in writing should the Proponent find discrepancies, errors, ambiguities or omissions in the Proposal Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFP. Replies to such notices may be made in the form of an addendum to the RFP, which will be issued simultaneously to all potential Proponents.
- 20.3** County may in accordance with applicable law, by Addendum, modify any provision or part of the RFP at any time prior to the Proposal due date and time.
- 20.4** Each Proponent must confirm Addenda have been received and acknowledge receipt by executing the Acknowledgment of Addenda form provided with each Addendum.
- 20.5 Solicitation cancellation or rejection of Proposals.** The County may waive any technicalities and formalities in the proposals received. Additionally, this RFP may be canceled at any time, any or all proposals may be rejected in whole or in part, or the award may be deferred, where it is determined to be in the best interest of the County.
- 21. Oral Presentations/Interviews:** Responsive Proponents may be required to make an oral presentation of their proposed solution to the County's Evaluation Committee. Representatives of the Key Personnel as identified in the Proponent's proposal, and those with decision making ability and authority speak on behalf of and to bind the Proponent, must be active participants in the oral presentation. If required, oral presentations will be held the week **of August 24 - 28, 2026**. The County will notify responsive proponents of the date, time, and location for the presentation, and will supply an agenda or topics for discussion.
- 22. Award and Execution of Contract:** If the County awards a Contract pursuant to this solicitation, such award shall be made to the responsive and responsible proposer whose proposal is determined to be the most advantageous to the County based upon the evaluation factors set forth in this RFP. The County will prepare and forward to the Proponent a Contract for execution substantially in the form of the Draft Contract included in this RFP. Changes may be made to reflect the specified portions of the Proponent's proposal, negotiated changes to the Scope of Services, and Cost Proposal Forms. All Proponents should thoroughly review the document prior to submitting a proposal. Any proposed revisions to the terms or language of this document must be submitted in writing with the Proponent's response to the RFP. Since proposed revisions may result in a proposal being rejected if the revisions are unacceptable to the County, Proponent should review any proposed revisions with an Authorized Representative having authority to execute the Contract. Upon approval of the contract by the Clayton County Board of Commissioners, the County will provide the Proponent with three (3) unsigned Contracts. The Proponent shall execute and return three (3) Contracts, with required insurance certificates and other documents as listed in this RFP or required by the County, within no more than ten (10) calendar days from receipt of the Contracts.
- 23. Illegal Immigration Reform and Enforcement Act:** This RFP is subject to the Illegal Immigration Reform and Enforcement Act of 2011 (**Act**), formerly known as the Georgia Security and Immigration Compliance Act. Pursuant to Act, the Proponent must provide with its proposal proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. Completed Contractor Affidavit, Illegal Immigration Reform and Enforcement Act Forms attached herein as Form F6.6 and F6.7, Appendix C, Required Form Submittals must be submitted with the Proposal at the time of submission. Under State Law, the County cannot consider any Proposal, which does not include the completed form F6.6. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number

(EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising the Proponent must submit a separate Contractor Affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the County are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on County solicitations and their participation in those solicitations. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit can be found preceding this form in this RFP.

- 24. Multiple Awards:** The County reserves, in its sole discretion, the right to make one (1) award, no award, or award contracts to multiple Proponents.
- 25. Joint Ventures:** Each party to a Joint Venture will be required to fully complete and submit the Required Submittal Forms unless otherwise indicated in this RFP.
- 26. Conflict of Interest:** Proponents are advised to read and familiarize themselves with the conflict of interest provisions of this RFP. The County reserves the right to issue RFPs for projects that are independent of RFP #26-24 Integrated Justice Information and Management System Modernization for Clayton County, Georgia. Except as stated in this RFP these Instructions, and the Notice to Proponents concerning Conflicts of Interests, successful Proponents under this RFP are not precluded from responding to such solicitations.
- 27. Tax Exemption Status:** The County is exempt from Federal Excise Tax and Georgia Sales Tax with regard to goods and services purchased directly by Clayton County. Exemption certificates are furnished upon request.
- 28. Codes, Permits, Fees, Licenses and Laws:** All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proponent. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, which shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- 29. Negotiations; Best and Final Offers:** The County reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate for the accomplishment of the intent of this RFP. The County may require the submission of Best and Final Offers. The County may require that this RFP and Proponent's response be incorporated in full or in part as Contract Documents. The RFP and all responses, supplemental information, and other submissions provided by Proponent during discussions or negotiations may be held by the County as contractually binding upon Proponent. The County may seek clarification from a Proponent at any time during the procurement process, and failure of a Proponent to respond by the date set forth in the communication may be cause for rejection of Proponent's proposal.

- 30. TITLE VI SOLICITATION NOTICE** - Clayton County, GA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations (28 CFR Part 42), hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded a full and fair opportunity to submit bids in response to this invitation and will not be, on the grounds of race, color, or national origin, excluded from participation in, denied the benefits of, or subject to discrimination in consideration for an award for any program or activity that receives Federal funds or other Federal financial assistance.
- 31. COOPERATIVE PROCUREMENT**- The County may permit other governmental entities to purchase the same commodity, equipment, or service from suppliers at the same price and under the same terms and conditions as extended to the County in a competitively procured contract. Other governmental entities may utilize the County's competitively procured contracts as "piggyback" purchases if such contract stipulates allowance for such governmental entities to purchase the same commodity, equipment, or service from the supplier at the same price and under the same terms and conditions as extended to the County or if the governmental entity obtains written permission from the director and awarded supplier.

RFP #26-24 INTEGRATED JUSTICE INFORMATION AND MANAGEMENT SYSTEM MODERNIZATION CONTRACT FOR CLAYTON COUNTY, GEORGIA

SUBMITTAL CHECKLIST

1. Please use the following checklist to verify that all required information is included in your proposal.
2. It is the sole responsibility of each proponent to ensure that their proposal is inclusive of all Submittals outlined below or elsewhere in this RFP.
3. **Failure to submit any of the items below may cause rejection of the Proposal.**
4. Proponents are required to submit responses to solicitations electronically online at: <https://www.bidnetdirect.com/georgia/claytoncounty>. The County will not consider any proposal that does not include completed Illegal Immigration Reform and Enforcement Act Affidavit Form(s).
5. The Financials must be submitted and uploaded as a separate attachment. Do not upload the Financials with the Technical Proposal.

REQUIRED DOCUMENTATION

INITIAL IF INCLUDED

- | | |
|--|-------|
| 1. PROPOSAL SOLICITATION FORM | _____ |
| 2. SUBMITTAL CHECKLIST (THIS FORM) | _____ |
| 3. ADDENDA (IF APPLICABLE) | _____ |
| 4. ENTIRE PROPOSAL | _____ |
| 5. COST PROPOSAL (ATTACHMENT B) | _____ |
| 6. REQUIRED FORM SUBMITTALS (APPENDIX C) | |
| F6.1 W-9 FORM | _____ |
| F6.2 NON-CONFLICT OF INTEREST | _____ |
| F6.3 NON-COLLUSION AFFIDAVIT | _____ |
| F6.4 BUSINESS ENTITY CERTIFICATE | _____ |
| F6.5 CERTIFICATE OF AUTHORITY – JOINT VENTURE | _____ |
| F6.6 ILLEGAL IMMIGRATION REFORM AND
ENFORCEMENT ACT - CONTRACTOR AFFIDAVIT | _____ |
| F6.7 ILLEGAL IMMIGRATION REFORM AND
ENFORCEMENT ACT - SUBCONTRACTOR AFFIDAVIT | _____ |
| F6.8 SUBCONTRACTOR INFORMATION FORM | _____ |
| F6.9 ACKNOWLEDGEMENT OF PROPONENT | _____ |
| F6.10 REFERENCE AND RELEASE FORM | _____ |
| F6.11 ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS | _____ |
| F6.12 EXCEPTIONS FORM | _____ |
| F6.13 CERTIFICATION OF ABSENCE OF CONFLICT OF INTEREST FOR
DEVELOPMENT OF SPECIFICATIONS OF SCOPE OF WORK | _____ |
| F6.14 DEBARMENT FORM | _____ |
| 7. BUSINESS LICENSE | _____ |
| 8. PROFESSIONAL LICENSE (IF APPLICABLE) | _____ |
| 9. SLBE FORMS | _____ |

Printed Name Title Date

Signature Firm Name

Email Address Phone Number

RFP #26-24 INTEGRATED JUSTICE INFORMATION AND MANAGEMENT SYSTEM MODERNIZATION CONTRACT FOR CLAYTON COUNTY, GEORGIA

1. INTRODUCTION

The County is soliciting proposals from interested, and qualified firms that are experienced in providing an integrated justice information and management system for Clayton County, Georgia. The County has partnered with Gartner, Inc. to develop this Request for Proposal.

1.1 OBJECTIVE

1.1.1 Clayton County, Georgia (the County), partnering with multiple Justice Partner Agencies, including the Sheriff's Office, Magistrate Court, State Court, Superior Court, District Attorney, and Solicitor General, collectively the County, will select a market-leading COTS solution(s) for a Jail Management System (JMS) and a future Court Case Management System (CCMS), unified by a Data Integration Hub (DIH) to support the retirement of their legacy mainframe system, referred to as CPU8.

1.1.1.1 The new JMS solution must be flexible, scalable platforms that support future operational growth and business transformation. Under this modernization program, the County is pursuing a phased implementation, starting with a JMS Minimum Viable Product (MVP), eventually followed by the full CCMS implementation across all three courts, and finally, implementing the remaining JMS functionality.

1.1.1.2 The result will be a modernized JMS and CCMS solution using one or more Commercial Off-the-Shelf (COTS) software products and services that are fully integrated to meet the County's business needs. The responder(s) should propose a solution strategy considered optimally effective and in the best interest of the County.

1.1.1.3 This entire effort is centrally supported by the DIH ensuring a seamless data exchange between the justice partners, as well as external entities. The data hub Proponent will work with the County, their partners and JMS/CCMS Proponents to support data governance, and the implementation of various integration and data analytics information products and services in a modern, cloud enabled, secure environment. The County will look to implement a DIH immediately to support legacy system data exchange needs and extend through the implementation of the JMS and future CCMS products.

1.1.2 The County is seeking Proponent partners who have the necessary resources, know-how, and capabilities to support the design, development, and implementation of these solutions in a modern, cloud-enabled, and secure environment, and in compliance with CJIS. The procurement also involves securing all necessary products and services, including software licensing, Software as a Service (SaaS), Platform as a Service (PaaS), and contracted services.

1.1.2.1 The contracted services for the JMS and DIH shall include, but not be limited to, project management, business requirements analysis, process reengineering, system design and architecture, quality assurance, implementation, deployment, and ongoing technical support.

- 1.1.2.2** The County will select the best solution for each initiative (JMS & DIH). A Proponent may respond to the whole RFP or one aspect of this RFP, but each response will be evaluated separately. If the Proponent can provide benefit for considering their bids together, the County will consider that option.

1.2 BACKGROUND

Clayton County's core operational platform for judicial and corrections processes is the CPU8. This system manages a wide range of functions, including court processes (affidavits, case initiation, hearings, documents, dispositions) and jail functions (bookings, inmate case files, sentencing, transfers, and arrest records), as well as functionality for the Solicitor General and other departments.

CPU8 is an outdated technology with limited capacity to support the expanding needs of Clayton County and will be phased out as functionality is replaced, starting with a new Jail Management System (JMS). Furthermore, the Judicial Courts and Clerks will also need to transition from CPU8 to a new Court Case Management System (CCMS) as well. It is expected that a modernized CCMS, featuring enhanced oversight of judicial processes, will contribute to reducing jail overcrowding.

- 1.2.1** The foundational Data Integration Hub (DIH) is also a crucial activity for ensuring the seamless exchange, integration, and management of data across all justice partners (Jail, Courts, DA, SG, Probation, and law enforcement). The County seeks a solution that aggregates data from multiple system-of-record sources into a low-latency, high-performance data management layer with an enterprise data repository which is in the middle of all integrations which execute over Clayton County's future enterprise integration platform with no point-to-point integrations. Specifically, there are two DIH goals:

- 1.2.1.1** First Phase, replace the exchange of data internally between CPU8 modules and externally with justice partner solutions. Laying the foundation for data governance oversight and standards to establish the patterns for data sharing, flow and quality. The patterns and governance will be leveraged as the JMS and CCMS solutions are implemented and integrations developed.

- 1.2.1.2** Second Phase, create a connected repository, aggregate data across the Justice partners and develop dashboards, reporting, and data mining to provide insights and predictive modeling that will aid the direction of the County resources as it continues to grow.

- 1.2.2** The DIH, will allow for the standardization of integrations and tools of monitoring and managing the flow of data. This ensures that once information is captured, it can be shared seamlessly, as well as providing timely, complete data views to enhance tactical and strategic decision-making.

1.2.3 Key Drivers for Change

- 1.2.3.1** Significant County growth.

- 1.2.3.2** Jail overcrowding.

- 1.2.3.3** Reliance on aging, legacy technology has created critical organizational and financial risks.

- 1.2.3.4** Insufficient modern functionality and staffing have led to operational instability and technical debt.
- 1.2.3.5** Dependence on antiquated systems directly compromises health, safety, and legal standing.
- 1.2.3.6** Data and process silos prevent efficient justice process and delay adjudication.
- 1.2.3.7** Inability to meet demand for data-driven decision-making and process improvement.

1.2.4 Technology Environment

- 1.2.4.1** The core of Clayton County's current operational infrastructure is CPU8, a central legacy system residing on an AS/400 system that supports a wide range of judicial and corrections processes, including core court and jail functions. CPU8 is an aging technology that has limited growth potential to match Clayton County's growing needs. Additionally, the technology environment supporting the Criminal Justice components of Clayton County is currently operating with a mix of legacy systems and third-party applications. There are no overarching technology standards. The County is seeking to consolidate managed technologies through the retirement of CPU8 and other applications that support jail and court operations.
- 1.2.4.2** The objective of the System Modernization Program aims to support the retirement of CPU8 through the implementation of new Jail Management System (JMS) and a future Case Management System (CCMS). Beyond replacing the functionality currently provided by CPU8, additional applications are also targeted for retirement. The new Commercial Off the Shelf (COTS) solutions are also expected to expand capabilities, ensuring alignment with configured requirements (See Appendix F - JMS Functional Requirements).
- 1.2.4.3** The successful responder(s) for the JMS solutions will be expected to provide and utilize open standard industry aligned Application Program Interfaces (APIs) to support enhanced interoperability and seamless integration with existing internal and external complementary systems.
- 1.2.4.4** To ensure a cohesive justice system and avoid the perpetuation of existing silos, the County will look to manage data exchange and interfacing with third-party products via the Data Integration Hub (DIH), which serves as a centralized point for gathering, transforming, and distributing data. A DIH architecture pattern provides several benefits that can better enable Clayton County's information sharing needs across applications and data analytics.
 - 1.2.4.4.1** Enables multiple information sharing workflows including application, event, and data / analytics related integrations (e.g., self-service analytics tools, sending data to other apps such as the future pure play JMS/CCMS, notifications, etc.).
 - 1.2.4.4.2** Streamlines consumption experience via a consolidated view of scattered data across multiple systems of record with common and coherent capabilities (e.g., provides a standard data model and schema, manage data transformation rules, data cleansing and enrichment, etc.) alongside governance.

- 1.2.4.4.3** Decouples data sources from consumers to improve consumption workloads performance (e.g., latency, throughput, scalability, etc.), availability / uptime and reliability (e.g., even in situations where the system-of-record source application must be put offline for maintenance or upgrade).
- 1.2.4.4.4** Improves business agility including supporting incremental transformation of systems-of-record by making it possible to replace some system-of-record applications with minimal impact on the Sheriff's Office enterprise data repository model and API services layers.
- 1.2.4.4.5** Provides holistic business insight, by analyzing the enterprise integrated data to detect business events that require timely actions and offer additional services to the business.
- 1.2.4.5** There will be exceptions in the jail and court environment for solutions that extend CCMS and JMS functionality (i.e., Keefe currently used for Commissary transactions within the jail).

1.3 INTENT TO AWARD

The County intends to award to a responsive and responsible Proponent whose proposal is determined to be the most advantageous to the County based upon the evaluation factors set forth in the RFP. The County reserves the right to make one (1) award, multiple awards or no award for RFP #26-24 Integrated Justice Information and Management System Modernization Contract for Clayton County, Georgia.

1.3.1 Responsiveness check- Each proposal shall be evaluated to determine whether it is responsive to the specifications and other terms and conditions contained in the RFP.

1.4 TERM OF CONTRACT

- 1.4.1** The Contract shall commence within ten (10) calendar days after receipt of written Notice to Proceed.
- 1.4.2** The initial term of this Annual Contract and any renewal terms are collectively referred to as the "Term". The initial term of this Contract shall be for one (1) year and may be automatically renewed for four (4) successive one (1) year terms upon the same terms and conditions. The services to be performed under this Contract shall commence on the effective date of the Contract and terminate absolutely and without further obligation on the part of the County on December 31st of the year in which it was executed and on December 31st of each succeeding and renewed year, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract. If needed, the Annual Contract will be extended ninety (90) days or for such period beyond the Contract expiration date as it may be necessary to afford the County a continuous supply of the item(s) and/or services.

1.5 CONFLICT OF INTEREST NOTICE TO PROPONENTS

- 1.5.1** All firms, Subcontractors and their employees are notified and advised to avoid potential conflicts of interests. Full and prompt disclosure of involvement in any project or services to other clients that may be in conflict with the County's projects shall be made to the County in the technical response of the Proponent's proposal and in advancement of assignment so that real or potential conflicts of interest can be avoided;
- 1.5.2** In any circumstance where Proponent, including any joint venture partners, parent or subsidiary companies, or affiliates under common control, is providing services or work under another contract with the County and a dispute, claim or conflict of interest arises between the County and such Proponent under the Contract for this project or another contract, the County may in its sole determination and discretion, suspend all existing work under this Contract and may or may not issue any further work to the Proponent under this Contract unless and until such dispute, claim or conflict of interest is resolved to the County's satisfaction. Should the County take such action, Proponent shall not be entitled to any additional costs of any kind resulting from such action except that Proponent may be paid for any authorized services provided to the County under this Contract prior to the effective date of the suspension of the work. This provision shall not be deemed exclusive and shall be supplemental to any rights and remedies available to the County under this Contract, its ordinances, any other agreement or as may be available under applicable law.

1.6 SUB CONSULTANTS AND SUBCONTRACTORS

- 1.6.1** Proponent must ensure the responsibility standards for each of its Subconsultants, and Subcontractors as listed below and in each and every part of this RFP. Verification must include documentation that each Subconsultant or Subcontractor meets the responsibility criteria required to perform the work including any professional license, certification, insurance requirements of this RFP, any governmental agency having jurisdiction over the matter, or any law or regulation pertaining to the work, or requirements. Proponent must not furnish any statement, representation, or certification in connection with Subconsultants or Subcontractors that is materially false, deceptive, incorrect, or incomplete. Failure of the Proponent to provide information concerning the responsibility of any Subconsultant or Subcontractor may result in a finding that the Proponent is not responsible.
- 1.6.2** All proposed Subconsultants and Subcontractors must be listed in the Proponent's response. Proponent must ensure that all proposed Subcontractors have adequate personnel, past experience, adequate facilities, finances, and business systems to perform the scope of services. The County reserves the right to approve all Subcontractors and Subconsultants.

- 1.6.3** Proponent must have the responsibility of verifying the existence, authenticity, and dates of expiration of all licenses required by all Subconsultants and Subcontractors engaged in the work of this RFP. The lack of a valid license from Proponent or any Subconsultant or Subcontractor shall be grounds for default, and for immediate termination for cause with prejudice as it relates to the Proponent, and the removal of any unlicensed entity from the project. In the event Proponent, a Subconsultant or Subcontractor is required to be licensed or certified as a condition precedent to providing goods or services under this RFP, the revocation or loss of such license or certification may result in immediate termination of the Proponent's contract effective as of the date on which the license or certification is no longer in effect.
- 1.6.4** All Subconsultants and Subcontractors must be approved by the County prior to performing. Proponent must receive written permission to add Subconsultants or Subcontractors not initially submitted with Proponent's response. Failure of the Proponent to obtain from the County prior approval of each Subconsultant or Subcontractor performing work on the project may result in suspension of work by that subcontractor, removal of work performed by unapproved subcontractor(s) and all permissible sanctions against the Proponent.

2. SCOPE OF SERVICES

The County is seeking integrated justice information and management system modernization for Clayton County, Georgia as specified in this RFP and Attachment A, Scope of Services (SOS), attached hereto and incorporated herein by reference.

3. MINIMUM REQUIREMENTS

- 3.1** Proponent shall have a minimum of five (7) years of experience in providing jail management system and data integration services, as specified in this RFP and Attachment A, Scope of Services attached hereto and incorporated herein by reference. Please be sure to include the necessary references to support this requirement in Appendix C, Required Form Submittals, F6.10 – Reference and Release Form.
- 3.2** Proponent shall complete the questionnaire below. By completing the questionnaire, the proponent is attesting to the truthfulness of the responses and acknowledges that the proponent understands the assurance of response and completion is subject to the County's authority and sole discretion to determine responsiveness.

If answering YES to any of the questions, attach the requested support documentation to this form. The YES response will require support documentation. Check the Attached box indicating that the support documentation has been attached. The support documentation attachments shall be organized in the order in which the questions are listed and must clearly reference each associated question number.

If answering No to any of the questions below, Proponent may be deemed non-responsible.

Question	YES	NO	Attached
All Respondents			
Has the Proponent completed a minimum of two (2) implementations of large-scale projects that included data conversion, system integration, and interfaces? If answered YES, the Proponent shall provide a listing of information to support the minimum qualification met. The summary shall include information such as project start and end dates, implementation summary statements, objectives, business outcomes and deliverables.			
Does the Proponent have a minimum of five (5) years' experience providing products and services associated with this solicitation? If YES, the Proponent shall submit F6.10 in accordance with 3.1 of the Minimum Requirements and attach a document that includes a brief list of the solutions and services provided through the years listed.			
Solution Specific (Please respond to relevant section for proposal)			
Has the Proponent within the past seven (7) years, implemented in production, at least two (2) DIH solutions with at least one (1) solution in a Criminal Justice Information setting at the county level. This can include Law enforcement, Courts and Judicial, and Jail. Corrections environment within the United States? If answered YES, the Proponent shall provide a summary of the situational example including size and scope of the projects involved.			
Has the Proponent within the past seven (7) years, implemented in production, at least two (2) JMS solutions in a jail that includes general jurisdiction matters or cases within the United States? If answered YES, the Proponent shall provide a summary of the situational example including size and scope of the projects involved.			

4. EVALUATION PROCESS

The County desires to select the Proponent whose proposal is determined to be the most advantageous to the County considering the technical and price evaluation criteria listed below. All Proposals will be evaluated by an Evaluation Committee in accordance with the County's Code of Ordinances and the criteria specified in this RFP as follows:

Relative Weight	ITEM FOR EVALUATION	Scoring Value Maximum Points
30%	Understanding the Scope of Services	30
20%	Organizational Qualifications	20
20%	Project Management and Personnel	20
10%	Financial Capability	10
20%	Cost Proposal	20
100%	TOTAL SCORE	100

Optional Oral Presentation and Product Demonstration Oral presentations/interviews and product demonstrations may be required before the final selection and award. Additional points for oral presentations/interviews and product demonstrations will be added to the proponent's total score.	Scoring Value Maximum Points
Oral Presentation/Interview (If Applicable)	5
Solution Demonstrations	10
Total Points for Interview and Demonstration	15

5. PROPOSAL PREPARATION AND GUIDELINES

5.1 PROPOSAL FORMAT

Proponents are required to submit their proposals in the following format:

5.1.1 Technical Proposal. Proponents are asked to submit evidence of their experience and qualifications to perform the Services as required by the RFP. The technical proposal shall include responses to all of the information requested in the RFP and shall be tabbed to identify the specific components. All forms required by the County or provided by Proponent should be included. Please **do not include any cost of any kind in this section;** and

5.1.2 Cost Proposal. The Cost Proposal Form affixed hereto as Attachment B, must be completed in its entirety and uploaded separately in Bidnet with Proponent's proposal. The Cost Proposal Form will become a part of the Contract attached to this RFP following negotiations, if any, pursuant to any award. The County may solicit Best and Final Offers, and discussions may be conducted with responsible proponents who submit proposals determined reasonably susceptible to being selected for award.

Please do not include the Cost Proposal with your Technical Proposal.

5.2 CONTENTS OF TECHNICAL PROPOSAL

5.2.1 Executive Summary. The purpose of the Executive Summary is to provide an overview of the Proponent's qualifications to accomplish the project. At a minimum, the Executive Summary must contain the following information:

- 5.2.1.1** Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the state where each entity comprising it is organized, including entity name, brief history of the entity, how long in business, hours of operation, storefront or home based, one (1) individual contact person to whom all future correspondence and/or communications should be directed by the County concerning this solicitation. As well as the legal structure of the entity and a listing of major satellite offices. A statement declaring the type of business relationship the Proponent will use (i.e., a single company, joint venture, etc.);
- 5.2.1.2** Description of the size, resources and relevant capabilities of the firm;
- 5.2.1.3** The general and specific capabilities and experience of the Proponent's team. Each Proponent must identify examples where team members have worked together to complete a project and discuss how the team was formed and how the team will function as an integrated unit in providing services to the County;
- 5.2.1.4** A declarative statement as to whether:
- 5.2.1.4.1** Proponent, or any member of the Proponent's team, has an open dispute with the County or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years;
 - 5.2.1.4.2** Proponent has within the past ten (10) years filed (or had filed against it) any bankruptcy or insolvency proceedings, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee or assignee for the benefit of creditors. If so, please provide an explanation;
 - 5.2.1.4.3** Proponent has failed to complete work or a contract awarded to proponent. If so, please provide an explanation; and
 - 5.2.1.4.4** Proponent or any of the Proponent's employees, agents, independent contractors or subcontractors have been convicted of, or pled guilty or nolo contendere to any felony. If so, please provide an explanation and details.
 - 5.2.1.4.5** Has the Proponent had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract? If answered YES, the Proponent shall provide a listing of information that (at a minimum) includes project start and end dates, objectives, business outcomes, number of charges processed per year, number of users, number of system interfaces, and identified case types.

- 5.2.1.5** Provide a summary of the other sections of the Proposal. All Sections should fit together into a well-organized highlight of the significant points of the Proposal.

The Proposal shall include responses to all of the information requested in this RFP. Brevity and specificity are encouraged. Concise presentation of pertinent information and organization of the submittal will be part of the evaluation. The County prefers a well-planned, straightforward business presentation with brief explanations. Proposals with verbose or disorganized responses will be judged accordingly. The Proposal format described herein may not fully capture the particulars of all the information requested by the RFP. Should there be any doubt as to where to place any information, use your best judgment.

The following is a more detailed description of the requirements of certain portions of the Technical Proposal. The Technical Proposal shall be tabbed and organized as follows, with a suggested total page limit of One-Hundred (100) pages (excluding the Required Form Submittals).

5.2.2 Understanding the Scope of Services. The County wishes to contract with an Integrated Justice Information and Management Systems Modernization team with a strong understanding of the scope of services described in Attachment A of this RFP. Please discuss the following criteria, and demonstrate how your firm meets the scope of services requirements:

5.2.2.1 JMS Product(s) Overview (Recommended length up to 12 pages)
Responder proposing the JMS solution should give an overview of the product that will be configured and implemented in support of this RFP.

5.2.2.1.1 County assumptions:

5.2.2.1.1.1 The project will be implemented using the latest version of the JMS Contractor Hosted environment.

5.2.2.1.1.2 Any features automatically available via updates without significant additional configuration will be available to the JMS project.

5.2.2.1.1.3 Any new features requiring significant additional configuration are not included in this RFP and would need to be considered on a case-by-case basis, potentially necessitating a contract amendment to the extent the Proponent is aware of new features they would propose, these costs should be captured in Attachment B – JMS Proposal Cost Form in Tab 01 – Optional Recommended Software of the cost proposal.

5.2.2.1.2 Product(s) Overview - Provide an overview of the proposed product including descriptions of the key modules and

capabilities included in the product and any relevant features that enhance the overall usability and functionality of the product. Consider the core applications that the County uses today (**see Exhibit B – JMS Technical Requirements**) and is seeking to replace with a modern configurable COTS JMS product.

5.2.2.1.3 Technical Overview - Provide an overview of the proposed technical solution including descriptions of the key data and application architecture. Include an overview of the proposed environments necessary to support the overall project approach (e.g. Test, Training, Prod etc.). Include an overview of the products data integration (API) architecture. Include an outline of the cloud hosted services and tools available to support management and administration of the product and supporting infrastructure environment. Consider the need for integration with existing agency services and applications as well as any specific tools or services required for data conversion, training, and other implementation specific activities.

5.2.2.1.4 Supporting materials – Provide representative evidence, samples of work, and/or deliverables supporting technical architecture and hosted environment approach.

5.2.2.2 JMS Data and Infrastructure (Recommended length up to 20 pages)

Data and Infrastructure describes the County's approach and methodology in this area, specifically around migration, data governance, data access and sharing, and data mining and reporting. Responders should provide representative evidence, samples of work, and/or deliverables supporting proposed approach. Responder should also describe their approach to data migration in detail. The migration process should provide documentation identifying records that could not be converted with appropriate reasons for its failure to convert for the purpose of rectifying data issues and performing additional conversion. Responder should describe how their approach and methodology differs from the County's expectations in **Exhibit A – Data and Infrastructure**.

5.2.2.3 JMS On-Going Support and Training (Recommended length up to 18 pages)

On-Going Support and Training describes the County's approach and methodology in this area. Responder should provide representative evidence, samples of work, and/or deliverables supporting proposed approach and methodology. Responder should also provide their Product Roadmap plans, features, and capabilities. Indicate expected timeline, where applicable. Describe the approach to identifying roadmap needs and communication of future roadmap activities. Provide representative evidence, samples of previous 2 years of roadmap development work, release schedule and availability of proposed features. Responder

should describe how their approach and methodology differs from the County's expectations in **Exhibit C – JMS On-Going and Training**.

Responder should include additional information on an existing product roadmap and/or additional information pertaining to a new solution/module or capability, if applicable. Response should include information surrounding their future product roadmaps, innovation highlights, and strategic direction of products as it related to the County's solution needs, highlighting their company's roadmap process and what can be expected in a future partnership with the County.

5.2.2.4 JMS Functional Requirements

JMS responders should complete **Exhibit D – JMS Functional Requirements**. A detailed list of the functional requirements, with space for responses is provided in **Exhibit D – JMS Functional Requirements** for each of the JMS Functional Requirement to describe how your solution would address that JMS requirements. All sections should be completed and included as part of the proposal.

5.2.2.5 JMS Technical Requirements

Responder should complete **Exhibit B – JMS Technical Requirements**. A detailed list of the technical requirements with space for responses has been provided. All parts should be completed and included as part of the proposal.

5.2.2.6 DIH Product Overview

The DIH will be implemented in phases aligned with the JMS and CMS implementation timelines. The scope of this engagement is limited exclusively to Phase 1.

5.2.2.7 DIH Proposed Technical Architecture

Proponents must provide a breakdown of the supporting tools, technology and software components proposed to support the County's overall Data Integration Hub (**See Exhibit E - Data Integration Hub Requirements**). The County is seeking a Cloud-based solution. The County currently does not have a cloud preference and will be looking to any future solutions to be CJIS compliant and in alignment with County Cloud and Security standards.

5.2.2.7.1 Illustrate where the technology(s) have been previously used.

5.2.2.7.2 Illustrate how the technology(s) have been used and relevance for County application.

5.2.2.7.3 Illustrate the training and technology deployment requirements that will be necessary.

5.2.2.7.4 Provide detailed examples of deliverables Proponent has implemented in the past that aligns with the County's requirements.

5.2.2.8 DIH Alignment with Clayton County's Vision

Proponent is required to describe how their overall services, architecture and program approach will support the maturity of the Data Integration Hub Product Capabilities (**See Exhibit E - Data Integration Hub Requirements**).

5.2.2.9 DIH Cloud Operations, Support and Maintenance

Proponent will be required to design, configure, and deploy the proposed Data Integration Hub technology in a Cloud environment.

5.2.2.9.1 Proponent must demonstrate experience with proposed technology in a cloud environment.

5.2.2.9.2 Proponent should describe how they will support Clayton County with knowledge transfer and ongoing operational support of the environment through the life of the project.

5.2.2.9.3 Describe the on-going software maintenance and support services required to sustain the proposed solution.

5.2.2.9.4 The Proponent shall describe its local on-site, remote maintenance and other support programs as might be applicable to the County's case.

5.2.2.10 Data Integration Hub Requirements

DIH responders should complete the appropriate section in **See Exhibit E - Data Integration Hub Requirements**. A detailed list of the requirements, with space for responses is provided in **Exhibit E - Data Integration Hub**: Requirement to describe how your solution would address that DIH requirements. All sections should be completed and included as part of the proposal.

5.2.3 Organizational Qualifications. Proponent shall provide the organization's experience and ability to provide the scope of services described in Attachment A.

5.2.3.1 Professional Qualifications and Specialized Experience of Proponent and its Team on projects of similar scope and magnitude (e.g., specifically with respect to large organizations, and government agencies).

5.2.3.2 Professional Qualifications and Specialized Experience of Proponent's Key Personnel (and Team Members) and Local Availability of Key Personnel committed to Clayton County.

Resumes shall be limited to three (3) pages and presented in such a way as to particularly highlight the experience on projects or assignments of a similar nature. Resumes shall demonstrate that the individuals proposed have the appropriate licenses or qualifications for the relevant roles. The resumes must include summary chronologies of employment history including dates and title at each firm. Include the names of

projects, client, city, and state. Resumes of administrative and support staff should not be included.

5.2.3.3 References of past and current Performance of the Proponent (and Team members) on other contracts in terms of quality of services, operating within budget and compliance with performance schedules. The Committee may solicit from current and/or previous clients including the County, other government agencies, or any available sources, relevant information concerning the Proponent's record of performance.

5.2.3.4 DIH Proponent (Specific Qualifications)

Demonstrated experience delivering both data-sharing solutions and data warehouse/ analytics reporting capabilities, with evidence of understanding how the two work together in an integrated environment.

Proven experience supporting county or similarly sized government entities, including projects involving central IT organizations (architecture standards, enterprise governance, contracting authority) and independent elected or appointed data-owning stakeholder.

Demonstrated experience working with legacy data environments, including both structured and unstructured data, and with Proponent-supported enterprise products, including data integration and modernization efforts.

5.2.4 Project Management and Personnel. Proponent shall describe how they will organize and manage the project for the scope of services described in Attachment A.

5.2.4.1 Separately list any projects or contracts that the proposed team has worked on together in the last three (3) years.

5.2.4.2 An organizational chart of the proposed team indicating the role each team member will fulfill (11" x 17" paper allowed);

5.2.4.3 Submission of the names for Key Staff constitutes a commitment to use these individuals if the Proponent is selected, and changes may be made only with the prior written consent of the County. In the event there is a need to replace Key Staff or Team Members during the course of the project, Proponent must describe its backup personnel plan.

5.2.4.4 The Proponent shall identify any outside specialized Proponents it intends to use as a Sub-contractor for the work, or major portion thereof. The Proponent shall submit information on the Sub-contractor, which shall include: specialized Sub-contractor's resume, company history, address, details of experience with similar type of municipal or county projects during the last three (3) years, and copy of licenses and certificates required for all services to be provided under the Scope of Services. Proponent must provide a reference and release form for each

proposed sub-contractor identifying work on projects similar to that to be performed under this RFP; and

- 5.2.4.5 Proximity to Clayton County:** Describe the Proponent's current ability to effectively and conveniently perform the Scope of Services and to coordinate its efforts with the County and its other contractors. List office addresses and total number of employees, and the number of both professional and support employees located at those offices. Also, list the geographical location of the office that will be primarily responsible for assigned projects, and where the work will be accomplished.

5.2.4.6 JMS Project Management Plan

5.2.4.6.1 Project Management (Recommended length up to 20 pages) Project Management provides the County expectations related to project management approach and methodology in this area. Responder should provide a high-level overview of their JMS implementation approach and methodology including estimated timeline to complete. Response should also include a sample Project Planning Deliverable. Include a list of clients where implementation approach has been utilized. Describe anticipated key project risks/issues encountered and mitigation approach recommended, indicate examples where approach has been previously adopted to mitigate key risks. Responder should describe how the responder's approach and methodology differs from the County's approach identified in **Exhibit F – JMS Project Management**.

5.2.4.6.2 Project Gates and Deliverable Acceptance (Recommended length up to 20 Pages) Project Gates and Deliverable Acceptance describes the County's approach and methodology in this area. Responder should identify all quality stage gates and completion criteria required to successfully complete the project. Responder should provide their approach and methodology to manage the project schedule over the implementation project lifecycle. Responder should also provide an initial Project Schedule identifying major tasks and deliverables to be performed, durations for each task, task interdependencies, major schedule milestones, and overall time of completion. Schedule should be submitted in the form of a Gantt Chart. Responder should describe how their approach and methodology differs from the County's approach identified in **Exhibit G – JMS Project Gates and Deliverable Acceptance** identifying any additional proposed project reporting recommendation for consideration.

5.2.4.7 DIH Project Management Plan

The Proponent must implement project management methodology practices and implementation methodology practices that will enable the Proponent to deliver within established project management parameters (cost, budget, scope, schedule), to established quality expectations and delivering the County's intended benefits /outcomes associated with the Data Integration Hub.

A detailed Project Management Plan will be developed in conjunction with the successful Proponent and will be prepared at a level of detail sufficient to serve as a baseline for measuring performance in terms of schedule, quality and cost.

The County requests that the Project Management Plan provides detailed descriptions of the deliverables as described in the Deliverables section 6.0 Scope of Services (Attachment B), including:

5.2.4.7.1 Provide a description of the overall project approach, proposed project team, reporting processes and status, risk and change management processes.

5.2.4.7.2 Provide a breakdown of the Project Tasks, the Project Approach and resulting Deliverables/ Work Products

5.2.4.7.3 Provide an Overall Project Schedule and articulate how the required deliverables for each task will be planned with estimated Due Dates

5.2.5 Small Local Business Enterprise (SLBE): Submit information on SLBE participation at the Contractor, Subconsultant, and Subcontractor levels on the Contract Compliance forms provided in Appendix "A" of the RFP. In the case of a JV only the Joint Venture team is to submit SLBE forms. Each Proponent may submit the estimated percentage amount of participation instead of the dollar amount for each SLBE Subcontractor or Subcontractor.

5.2.6 Financial Information Forms.

To facilitate the County's efforts to evaluate, verify, and understand the Proponent's financial capacity, capability, and stability to undertake and perform the Services contemplated in this RFP, Proponent must provide accurate and legible financial disclosures to the County as requested below. By definition, a "Proponent" is an individual, entity, or partnership submitting a proposal or Proposal in response to this RFP.

- 5.2.6.1 Instructions.** If the Proponent is an individual, financial disclosures for that individual must be provided. If the Proponent is an entity or partnership, financial disclosures for that entity or partnership must be provided. If the Proponent is a newly formed entity or partnership (formed within the last three years), financial disclosures for that entity or partnership must be provided together with full financial disclosure from the entity's or partnership's owners. Financial Disclosure includes a full response to all questions and requests for documentation listed below. The Proponent (and its owners, if applicable) must submit copies of all financial disclosures with its proposal. The Financials must be submitted and uploaded as a separate attachment. Do not upload the Financials with the Technical Proposal.
- 5.2.6.2 Financial Information:** The Proponent, and its owners, if applicable, should demonstrate its financial capability and stability by selecting and providing documentation from one of the following three groups of requests below with the Proposal:
- 5.2.6.3** Financial statements for the three (3) most recent consecutive fiscal years, audited by a Certified Public Accountant (CPA), including: Income Statement; Balance Sheet; and Statement of Cash Flows.
- 5.2.6.4** Financial statements for the three (3) most recent consecutive fiscal years, either reviewed or compiled by a Certified Public Accountant (CPA), including: Income Statement; Balance Sheet; and Satisfactory proof of Proponent's ability to obtain a Performance Bond for the amount described in Appendix B, if applicable.
- 5.2.6.5** Unaudited, self-prepared financial statements for the three (3) most recent consecutive fiscal years, including: Income Statement; Balance Sheet; Satisfactory proof of Proponent's ability to obtain a Performance Bond for the amount described in Appendix B, if applicable; Letters of Reference form; and Dunn and Bradstreet reports for the last two (2) years.

6. STANDARD COUNTY CONTRACT

The Draft Contract, Attachment C, attached hereto and incorporated herein by reference is a standard County document, which should be thoroughly reviewed by all Proponents prior to submitting a proposal. Refer to Information and Instructions to Proponents, Award, and Execution of Contract in this RFP. Any proposed modifications or additions to the County's Standard Contract should be included in the Proposal.

APPENDIX A CONTRACT COMPLIANCE REQUIREMENTS

SMALL LOCAL BUSINESS ENTERPRISE (SLBE) PROGRAM

Clayton County has implemented a Small Local Business Program to promote full and open competition in all government procurement and purchasing. Clayton County has set a standard goal for contracts (subject to a contract-by-contract review under §2-145 of the Clayton County Small Local Business and Procurement Ordinance).

This project has a **fifteen (15%) percent** SLBE subcontracting goal, which means the *Bidder must utilize or make a good faith effort to utilize, SLBE's certified with Clayton County.* **The County will use the information contained on the forms to determine the responsiveness and for recordkeeping purposes to track the utilization of SLBE's.** Clayton County encourages firms to utilize small businesses whenever possible.

SLBE means a locally-based small business operating inside or outside of Clayton County, which meets the following criteria:

1. Demonstrates that the firm's gross revenues or number of employees averaged over the past three years, inclusive of any affiliates as defined by 13 C.F.R. § 121.103 et al., does not exceed the size standards as defined pursuant to 13 C.F.R. §121.201 et al. which can be found at:

http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf;

2. Demonstrates that the net worth of each owner does not exceed \$2,047,000.00 exclusive of principal residence and the value of the SLBE;
3. Provides information regarding the ethnicity and gender of its original owners; and
4. Demonstrates that the firm is located or has an office in **Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale, or Spalding**

Sub-contractor participation is required to be submitted as part of the proposal submission by each Bidder. Award of the contract is conditioned upon satisfaction of the SLBE requirements. If the SLBE participation does not meet the goals, the Bidder will be required to submit evidence demonstrating that “good faith efforts” were made to meet the goal. An SLBE Prime Contractor may self-perform up to ½ of the required SLBE percentage. (Example: 30% SLBE goal, SLBE Prime perform up to 15%)

SLBE's must perform a commercially useful function, which means performance or provision of real and actual services under a contract or subcontract with Clayton County. Factors such as the nature and amount of work subcontracted; whether the SLBE has the skill and expertise to perform the work for which it has been certified; whether the SLBE actually performs, manages or supervises the work; and whether the SLBE intends to

purchase commodities and/or services from a non-SLBE and simply resell them will be considered in determining if the SLBE is performing a commercially useful function.

This package contains the following forms that are required to submit along with their bid: DO NOT OMIT OR LEAVE BLANK

1. **Statement of Successful Sub-contractors – A1**
2. **Statement of Interested Sub-contractors/Proponents – A2**
3. **Statement of Bid Proposals/Price Quotations – A3**
4. **Good Faith Efforts – A4:** Submitted evidence demonstrating that good faith efforts were made to meet the goal.
5. **Good Faith Efforts Checklist – A5:** A checklist demonstrating the necessary documentation needed that is evidence that good faith effort was indeed made.
6. **Letter of Intent to Perform as a Sub-contractor – A6** Submitted for each subcontractor. Any changes to the subcontractors listed in the bid must be approved by the Contract Compliance Division.
7. **Subcontractor Substitution Request Post Award – A7 (THIS FORM IS NOT REQUIRED TO BE SUBMITTED WITH RESPONSE)**
8. **SLBE Compliance Affidavit -A8** This form should be notarized and submitted affirming adherence to SLBE goal and the use of subcontractors on the project.

Addition/Removal or substitution of subcontractors MUST be approved by the Contract Compliance Division PRIOR to the sub performing work.

Monthly Utilization Reports are submitted on a monthly basis after the project has begun. ALL Monthly payment reports are to be submitted via online submission at

<https://claytoncounty.gob2g.com/>

Primes are required to report payments as well as NON ACTIVITY on a MONTHLY basis. Proof of sub payments documentation MUST also be uploaded into the reporting system at the time of payment reports. Tracking will take place on ALL subs, not just the certified firms, Letter of intent must be provided for EACH intended subcontractor on the project regardless of certification status.

Quarterly Subcontractor Performance Evaluations are required to be submitted for all subcontractors with sub agreements valued as \$25,000 and above.

A Compliance Kickoff will be scheduled to be held with the awarded bidder directly after the project kickoff meeting. This is a mandatory meeting to discuss compliance requirements on Clayton County projects for all contracts with certified SLBEs and/or sub agreements valued as \$25,000 and above.

Contact CCD at CentralServices.ContractCompliance@claytoncountyga.gov for any compliance related questions.

By signing the bid, the Bidder is certifying that it has complied with the requirements of this Program. Please contact the Contract Compliance Division for a list of certified SLBE's.

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Bidder: _____ Vendor Number: _____ Bid Date Submittal: _____

[illegible]

Signature: _____ Date: _____

26-24

Bid Number:

JMS and DIH System Modernization

Project Name:

Bidder: _____ Vendor Number: _____ Bid Date Submittal: _____

Bid Date Submittal:

Vendor Number:

Bidder:

Please list all individuals and/or entities that you contacted or who contacted you regarding this project. All fields must be completed for the form to be accepted. If any item does not apply to an entity, please indicate N/A (Not Applicable).

[illegible]

*If no Subcontractors will be utilized on this project, listed N/A (Not Applicable) on the document

Signature: _____ Date: _____

26-24

Bid Number:

Bidder:

Vendor Number: _____

Bid Date Submittal:

Please provide the information requested for each potential subcontractor who submitted a price quote. JMS and DIH System Modernization All fields must be completed for the form to be accepted. If any item does not apply to an entity, please indicate N/A (Not Applicable).

[illegible]

*If no Subcontractors will be utilized on this project, listed N/A (Not Applicable) on the document

Signature: _____ Date: _____



Carol J. Rogers
Chief Procurement Officer

Administration, Contracts,
Contract Compliance,
Purchasing and Risk
Management

Warehouse

7994 N. McDonough Street, Jonesboro, GA 30236
Main #: 770-477-3587 / Fax #: 770-477-3335

1330 Government Circle, Jonesboro, GA 30236
Main #: 770-477-3561 / Fax #: 770-477-3616

Description of Good Faith Efforts

If you cannot meet the Small Local Business Enterprises (SLBE) goal set forth in the ITB, in addition to the information included on the Statement of Interested Subcontractors and Statement of Bid Proposals/Price Quotations submitted with your bid/proposal, please provide a narrative explanation of why you cannot meet the SLBE goal and the steps taken to include SLBEs in your proposal/bid. Describe specific actions (i.e. phone calls, etc.). Please provide copies of any solicitation notices sent, whether by email, fax or mail, and the amount of time given for response. Describe efforts to follow up initial communications. Identify the individuals from your organization who performed these activities. Attach additional pages as needed.

I hereby attest that I have exercised good faith efforts to meet the Small Local Business Enterprise goals for this bid. Despite such good faith efforts, I have not been able to meet the SLBE goal for this bid.

Signature

Name and Title (typed or printed)

Name of Firm

CERTIFICATION OF GOOD FAITH EFFORTS

PART 1 (Required with every goal based bid/proposal response)

A Bidder/Proponent that does not meet the County's SLBE participation benchmark is required to demonstrate that the business made "Good Faith Efforts" (GFE). Please indicate whether any of the following actions were taken.

✓ YES	✓ NO	DESCRIPTION
		Attendance at a Pre-Bid meeting, if any, scheduled by the County to inform SLBE's of subcontracting opportunities under a given solicitation; Advertisement for solicitation of SLBE's in general circulation media, trade association publications, and minority-focus media, to provide notice of subcontracting opportunities.
		Advertisement in general circulation media at least seven (7) days prior to Bid or Proposal opening all Subcontractor opportunities. Proof of advertisement must be submitted with the Bid or Proposal.
		Provide interested SLBE's with timely and adequate information about the plans, specifications, and other such requirements of the Contract to facilitate their quotes and their follow up to the initial solicitation.
		Provide written notice to SLBE's that their interest in the subcontracting opportunities or furnishing supplies is solicited. Provide a contact log showing the name, address, email and contact number (office or cell) used to contact the proposed certified subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort and the amount of the quoted price if one was obtained.
		Provide efforts that were made to divide the work for SLBE Subcontractors in areas likely to be successful and identify portions of work available to SLBE's consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of the Bidder or Proposer to perform the work of a contract with its own organization and does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.
		Provide efforts made to assist potential SLBE Subcontractors to meet bonding, insurance or any other governmental contracting requirements. Where it is feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature and that an SLBE could not readily and economically obtain them in the marketplace.
		Utilization of services of available minority community organizations, minority contractor groups and other organizations that provide assistance in the recruitment and placement of SLBE's.
		Communication with the Contract Compliance Division, seeking assistance in identifying available SLBE's
		Exploration of Joint Venture opportunities with SLBE's.
		Other actions (Specify:

Please explain all "NO" answers listed above by Number.

This list is a guideline and by no means exhaustive. The County will review these efforts and other documents to assess the Bidder/Proponents efforts to meet the County's SLBE benchmark. If you require assistance identifying certified SLBE's please contact Clayton County Central Services Department, Contract Compliance Division at

CentralServices.ContractCompliance@claytoncountygga.gov or call **770-477-3587**. A current list of SLBEs certified by Central Services is available on our website at <https://www.claytoncountygga.gov/government/central-services/>

CERTIFICATION OF GOOD FAITH EFFORTS

Part 2 (To be used if less than stated goal will be achieved or when required SLBE subcontractors will not be utilized.)

General

Complete all sections of the form and include all backup documentation. Incomplete forms will be returned unprocessed. Central Services Contract Compliance Division (CCD) reserves the right to request further documentation from the Contractor/Subcontractor(s) to support and validate actions undertaken to secure SLBE participation and meet the SLBE goal for this contract/task order.

Attestation

I, (Name) _____, do hereby acknowledge that I am the (Title) _____
of (Name of Firm) _____ and the Contractor selected for the Clayton County
project listed below:

Contract No.	Task O r d e r No.	Project Name	Project Amount	SLBE Percentage	
				SLBE Goal	Proposed

Provide a summary of why you believe your firm is unable to meet the SLBE participation goals on this project. Attach additional pages if necessary.

I hereby certify I demonstrated comprehensive good faith efforts to solicit and utilize SLBE firms to meet the SLBE participation requirements of this contract/task order by my responses to the following:

GFE Activities

1. Contacting CCD For Assistance

Date contacted: _____ CCD Staff contacted: Prime Contact _____

Name: _____ Phone Number: _____ Brief summary of discussion and resolution:

2. Negotiate in Good Faith with Interested SLBEs – When a non-SLBE is selected over an SLBE, attach copies of the SLBE and non-SLBE firms’ quotes.

A. Identify SLBE firms in which negotiations were considered but were unsuccessful.

SLBE Firm Name & Contact Person	Address	Phone Number

B. Explain why the negotiations above were unsuccessful.

SLBE Firm Name	Explanation

This is not intended to be an exclusive or exhaustive list of good-faith efforts. Other factors or types of efforts may be relevant on a case-by-case basis as determined by Central Services CCD.

3. Other comments or information you want Central Services CCD to consider as part of your good faith effort.

Affidavit

The undersigned, (Name) _____, attests that the information provided on this document is true, accurate, and complete to the best of my knowledge and belief. I understand that any falsification, omission, or concealment of material fact may subject me to penalty of perjury in the second degree along with any other applicable violations of state or federal law.

Signature: _____
Contractor/Authorized Representative

Date: _____

Note: The GFE form must be signed by an authorized signatory for the Contractor as stated on form F6.9 Acknowledgement of Bidder/Proponent

CENTRAL SERVICES CCD INTERNAL USE ONLY	
Date Received _____ Approved / Denied: (<i>Circle one</i>)	Received by: _____ Signature: _____ Reviewed and approved by CCD Manager: Signature: _____ Date: _____
Comments: 	

**LETTER OF INTENT TO PERFORM AS A
SUBCONTRACTOR/SUPPLIER BETWEEN PRIME AND SUBCONTRACTOR/JOINT
VENTURER**

In the event that a Bidder proposes to use subcontractors/suppliers or joint ventures if awarded a contract for this project with Clayton County, the Prime Bidder is required to submit this signed Letter of Intent (LOI) from each subcontractor/joint venture partner that will be utilized on this project. A separate letter must be submitted for each proposed subcontractor. The amount and scope of work indicated on each LOI shall be the actual amount indicated on the Statement of Successful Subcontractors (A1 Form) that was submitted with the bid. **This letter shall be completed and submitted with the bid to be deemed responsive. Final confirmation of subcontractors and amounts will be required from the successful bidder prior to award.**

Project Name_____ **Bid Number**_____

Name of Prime Proponent_____

Address: _____
Street City State Zip Code

Telephone: () Fax: () Email: _____

Name of Subcontractor/Supplier_____

Address: _____
Street City State Zip Code

Telephone: () Fax: () Email: _____

Tax ID/FDIN # (DO NOT LEAVE BLANK) _____

Type of Agreement: ☐ Services ☐ Supplies ☐ Both Services & Supplies

Payment Type: ☐ Lump Sum _____ ☐ Hourly Rate _____ ☐ Unit Price _____

Estimated Subcontract Amount \$_____ **Estimated % of Contract**_____

Description of Work to be Performed or Supplies Provided _____

List the government or private organization with whom the subcontractor/Proponent is certified as a small business enterprise: _____

The prime bidder and subcontractor/Proponent listed above agree that upon execution of a contract for the above-named project between Clayton County and the prime bidder, that the subcontractor will perform the scope of work for the price as listed above. **The parties acknowledge that this letter of intent is only valid if a contract is awarded to and executed with the prime bidder.**

Prime Contractor

Subcontractor/Supplier

Company Name

Company Name

Signature Date

Signature Date

Printed Name/Title

Printed Name/Title



SUBCONTRACTOR SUBSTITUTION & ADDITION /POST- AWARD REQUEST

Bid/Proposal/Contract Reference No. _____

THIS FORM IS NOT REQUIRED TO BE SUBMITTED WITH BID

Central Services

This form must be approved by the Clayton County Central Services Department Director before terminating a contract with an SLBE subcontractor or NON-certified subcontractor once the bid has been opened or the proposals have been submitted. Please complete and submit this form to

CentralServices.ContractCompliance@claytoncountyga.gov

Prime Contractor Information:

Prime Contractor Name: _____ Contract/Project Title: _____

Name of Authorized Representative for Prime Contractor: _____

Email: _____ Phone: _____

Signature of Authorized Representative: _____ Date: _____

For Subcontractor Substitution Requests:

	Subcontractor Name	Work Description	Total Subcontract Amount	SLBE or NON
Current Subcontractor				
Proposed Substitution				

Explanation of the reason for the Substitution Request: _____

Name of Authorized Representative for **Proposed Substitution**: _____

Signature of Authorized Representative: _____ Date: _____

Request to Add Subcontractor

This form must be approved by the Clayton County Central Services Department Director before adding contract with an SLBE subcontractor or NON-certified subcontractor once the bid has been opened or the proposals have been submitted.

Prime Contractor Information:

Prime Contractor Name: _____ Contract/Project Title: _____

Name of Authorized Representative for Prime Contractor: _____

Email: _____ Phone: _____

Signature of Authorized Representative: _____ Date: _____

For Subcontractor Additional Requests:

	Subcontractor Name	Work Description	Total Subcontract Amount	SLBE or NON
Added Subcontractor				
Added Subcontractor				
Added Subcontractor				

Signature of Authorized Representative: _____ Date: _____

FOR CLAYTON COUNTY GOVERNMENT OFFICE USE ONLY	
Request reviewed and processed: Approved Declined Comments:	
Contract Compliance Approver Signature:	Date:
Printed Name/Title:	
Central Services Chief Procurement Officer/Assistant Approver Signature:	Date:
Printed Name/Title:	
SPLOST PM or USER Department Approval Signature:	Date:
Printed Name/Title:	

For Post Award Reduction Requests:

Goal set for this Contract: _____% Reduced Goal Requested: _____%

You must attach documentation of your good faith efforts to achieve the goal including:

1. Did you attempt to meet the original subcontractor utilization commitment with the subcontractors listed on the subcontractor utilization plan included with the contractor's bid or proposal?
(Yes/No) _____
 - a. If "Yes", please attach a summary of why you were unable to use the subcontractor(s) listed on the subcontractor utilization plan included with your bid or proposal.
2. Did you make efforts to find a substitute to meet the original contract goal including written solicitations or correspondences made to attempt to find certified firms to replace the subcontractors listed on the subcontractor utilization plan included with the contractor's bid or proposal? (Yes/No) _____
 - a. If "Yes", please attach a sheet summarizing these efforts and include copies of any written solicitations or correspondences.
3. Did you make efforts to select portions of the contract scope to be performed by certified firms? (Yes/No) _____
 - a. If "Yes", attach a sheet detailing the scopes of work that you chose to seek subcontractors for and the scopes of work that you chose to self-perform.
4. Did you receive any bids from certified firms that you considered to be unacceptable?
(Yes/No) _____
 - a. If "Yes", attach a sheet detailing each unacceptable subcontractor bid received including the names and contact information for each subcontractor, the basis of that conclusion that each bid was unacceptable, and whether the plans and specifications for the subcontractor scope of work were provided to the subcontractor.

FOR CLAYTON COUNTY GOVERNMENT OFFICE USE ONLY	
Request reviewed and processed: Approved Declined Comments:	
Contract Compliance Approver Signature:	Date:
Printed Name/Title:	
Central Services Chief Procurement Officer /Assistant Approver Signature:	Date:
Printed Name/Title:	
SPLOST PM or USER Department Approval Signature:	Date:
Printed Name/Title:	

EXHIBIT A8

SLBE PARTICIPATION GOAL SMALL LOCAL BUSINESS PARTICIPATION COMPLIANCE AFFIDAVIT

The SLBE participation goal for this Project as stated in Appendix A of this document. Bidder/Proponent hereby agrees that if it shall be successful in the award of the contract for this bid/proposal, it will fully adhere to all the requirements set forth in this Contract with regard to utilizing SLBEs as subcontractors. If bidder/proposer shall fail to adhere to such goals as herein stated, the County may take such action as it deems appropriate, including but not limited to enforcement of the goals, cancelling, or modifying the bidder/proposer's contract, requiring bidder/proposer to forfeit some or all of the retainage, and/or suspending it from future contracts, or otherwise penalizing the proposer/bidder.

Bidder/Proponent hereby agrees to comply with the SLBE participation goal for this Project

Proposer: _____

EEV *User ID _____

Authorized Signature: _____

Date: _____

Title: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF

_____. 2023 _____ (Seal)

Notary Public

My Commission Expires: _____

APPENDIX B BONDING AND INSURANCE REQUIREMENTS

A. Bonding Requirements

There are no Bonding Requirements for this RFP.

B. Insurance Requirements

Preamble

The following requirements shall apply to all work under the Contract. Compliance is required by all Contractors/Consultants. To the extent permitted by applicable law, Clayton County ("County") reserves the right to adjust or waive any insurance requirements contained in this Appendix B and applicable to the Contract.

1. Evidence of Insurance Required Before Work Begins

No work under the Contract may be commenced until all insurance requirements contained in this Appendix B, or required by applicable law, have been complied with and evidence of such is compliance satisfactory to County as to form and content and has been filed with County. Contractor/Consultant must provide County with a Certificate of Insurance and Endorsements that clearly and unconditionally indicate that Contractor/Consultant has complied with all insurance requirements set forth in this Appendix B and applicable to the Contract. If the Contractor/Consultant is a joint venture, the insurance certificate shall name the joint venture, rather than the joint venture partners individually, as the primary insured. In accordance with the solicitation documents applicable to the Contract at the time Contractor/Consultant submits to County its executed Contract, Contractor/Consultant must satisfy all insurance requirements required by this Appendix B and applicable by law and provide the required written documentation to County evidencing such compliance. In the event that Contractor/Consultant does not comply with such submittal requirements within the time period established by the solicitation documents or the transmittal correspondence, County may, in addition to any other rights it may have under the solicitation documents, the Contract or under applicable law, make a claim against any bid security provided by Contractor/Consultant, if any, or decline to enter into a contract with Contractor.

2. Minimum Financial Security Requirements

All companies providing insurance required by this Appendix B must meet certain minimum financial security requirements. These requirements must conform to the ratings published by A.M. Best & Co. in the current Best's Key Rating Guide - Property-Casualty. The ratings for each company must be indicated on the documentation provided by Contractor/Consultant to County certifying that all insurance requirements set forth in this Appendix B and applicable to the Contract have been unconditionally satisfied.

For all contracts, regardless of size, companies providing insurance or bonds under the contract must meet the following requirements:

- i) Best's Rating not less than A-VII,
- ii) Best's Financial Size Category not less than Class VII, and
- iii) Companies must be authorized to conduct and transact insurance contracts by the Insurance Commissioner, State of Georgia.
- iv) All bid, performance and payment bonds must be underwritten by a U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason is or becomes unsatisfactory to County, County will notify Contractor/Consultant in writing. Contractor/Consultant must promptly obtain a new policy or bond issued by an insurer acceptable to County and submit to County evidence of its compliance with these conditions.

Contractor/Consultant's failure to comply with all insurance minimum requirements set forth in this Appendix B and applicable to the Contract will not relieve Contractor/Consultant from any liability under the Contract. Contractor/Consultant's obligations to comply with all insurance requirements set forth in Appendix B and applicable to the Contract will not be construed to conflict with or limit Contractor/Consultant's indemnification obligations under the Contract.

3. Insurance Required for Duration of Contract

All insurance required by this Appendix B must be maintained during the entire term of the Contract, including any renewal or extension terms, and until all work has been completed to the satisfaction of the County. If Clayton County shall so request, the Contractor/Consultant will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

4. Notices of Cancellation & Renewal

Contractor/Consultant must, notify Clayton County in writing at the address listed below by mail, hand-delivery or facsimile transmission, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Contract and Appendix B that concern the proposed cancellation, or termination of coverage.

Risk Management Division
Central Services Dept.
7994 N. McDonough St.
Jonesboro, GA 30236
Fax No. (770) 473-5907

Confirmation of any mailed notices must be evidenced by return receipts of registered or certified mail.

Contractor/Consultant shall provide the County with evidence of required insurance prior to the commencement of this Contract, and, thereafter, with a certificate and required endorsements evidencing renewals, replacements, or changes to required policies of

insurance at least fifteen (15) days prior to the expiration of previously provided certificates.

5. Agent Acting as Authorized Representative

Each and every agent acting as Authorized Representative on behalf of a company affording coverage under this contract shall warrant when signing the Certificate of Insurance that specific authorization has been granted by the Companies for the Agent to bind coverage as required and to execute the Certificates of Insurance as evidence of such coverage. Clayton County coverage requirements may be broader than the original policies; these requirements have been conveyed to the Companies for these terms and conditions.

In addition, each and every agent shall warrant when signing the Accord Certificate of Insurance that the Agent is licensed to do business in the State of Georgia and that the Company or Companies are currently in good standing in the State of Georgia.

6. Certificate Holder

Clayton County, GA, 7994 N. McDonough St., Jonesboro, GA 30236, must be named as certificate holder. All notices must be mailed to the attention of **Risk Management at 7994 N. McDonough St., Jonesboro, GA 30236**.

7. Project Number & Name

The project number and name may be referenced in the description section of the insurance certificate.

8. Additional Insured Endorsements

The County must be covered as Additional Insured under all insurance (except Worker's Compensation, Automobile Liability and Professional Liability) required by this Appendix B and such insurance must be primary with respect to the Additional Insured. Contractor/Consultant must submit to County an Additional Insured Endorsement Evidencing County's rights as an Additional Insured for each policy of insurance under which it is required to be an additional insured pursuant to this Appendix B. Endorsement must not exclude the Additional Insured from Products - Completed Operations coverage. The County shall not have liability for any premiums charged for such coverage. The Endorsement must include the following verbiage: "Clayton County, GA, its appointed and elected Officials, departments, agencies, boards, commissions, officers, agents, employees and volunteers as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor/Consultant."

9. Waiver of Subrogation Endorsement

The Workers' Compensation policy must contain a Waiver of Subrogation Endorsement in favor of Clayton County including the following verbiage, "Clayton County, GA, its appointed and elected Officials, departments, agencies, boards, commissions, officers, agents, employees and volunteers for losses arising from work performed by or on behalf of the Contractor/Consultant."

10. Mandatory Sub-Contractor/Consultant Compliance

It is the sole responsibility of the general Contractor/Consultant to ensure all sub-Contractors/Consultants working under it have separately procured any and all types and limits of insurance that is required under any and all pertinent local, state, federal, ordinances or resolutions that are suitable for the particular trade that the sub-Contractor/Consultant is performing. It is also the sole responsibility of the general and/or prime Contractor/Consultant to ensure any and all sub-Contractors/Consultants or Proponents carry types and limits of insurance not less than those listed herein and that the sub-Contractors/Consultants and/or Proponents carry and/or procure endorsements to waive all subrogation rights against and name "Clayton County, GA, its appointed and elected Officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers" as additional insureds per this Appendix B.

11. Self- Insured Retentions, Deductibles or Similar Obligations

Any self-insured retention, deductible or similar obligation will be the sole responsibility of the Contractor/Consultant.

12. Task Order

Evidence of compliance with insurance requirements must be provided on a Task Order basis prior to the issuance of any Notice to Proceed. Additional Insurance Requirements may be mandatory for particular Task Orders as required.

13. Coverage Limits

Coverage provided by the Contractor/Consultant shall not be limited to the liability assumed under the indemnification provisions of the Contract.

14. Non-limitation on the Contractor's/Consultants Liability

The obligations for the Contractor/Consultant to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor/Consultant whether or not same is covered by insurance.

15. Use of Premises

The Contractor/Consultant shall confine its apparatus, material and the operations of its workers to limits/requirements indicted by law, ordinances, permits, codes and any restriction of Contractor/Consultant and shall not unreasonably encumber the premises with its materials or supplies.

C. Coverage Types and Limits

1. Workers' Compensation and Employer's Liability Insurance

Contractor/Consultant must procure and maintain Workers' Compensation and Employer's Liability Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes in the following limits to cover each employee who is or may be engaged in work under the Contract:

Workers' Compensation. **Statutory**

Employer's Liability:

Bodily Injury by Accident/Disease **\$1,000,000 each accident**

Bodily Injury by Accident/Disease **\$1,000,000 each employee**

Bodily Injury by Accident/Disease **\$1,000,000 policy limit**

2. Commercial General Liability Insurance

Contractor/Consultant must procure and maintain Commercial General Liability Insurance in an amount not less than **\$1,000,000** per occurrence subject to a **\$2,000,000** aggregate. The following is the minimum insurance and limits that the Contractor/Consultant must maintain. If the Contractor/Consultant maintains higher limits than the minimums shown below, County requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to County. The following indicated extensions of coverage must be provided:

- Products – Completed Operations Aggregate
- Personal and Advertising Injury
- Premises Operations
- Independent Contractor/Consultants/Sub-Contractor/Consultants
- Additional Insured Endorsement* (primary& non-contributing in favor of Clayton County)
- Any other type of liability for which this Contract applies

3. Commercial Automobile Liability Insurance

Automobile Liability Insurance with limits of liability of not less than **\$1,000,000** per accident for bodily injury and property damage. Insurance shall include all owned, non-owned and hired vehicle liability.

If Contractor/Consultant does not own any automobiles in the corporate name, non-owned vehicle coverage will apply and must be endorsed on either Contractor/Consultant's personal automobile policy or the Commercial General Liability coverage required under this Appendix B.

4. Excess Liability:

\$5,000,000

- a. Policy must follow form of General Liability Policy and all insurance together for general liability must total at least a minimum of five million dollars (**\$5,000,000**). Any form of underlying and excess policies may satisfy such requirement.
- b. The policy shall be endorsed to include "Clayton County, GA, its appointed and elected Officials, departments, agencies, boards, commissions, officers, agents, employees and volunteers shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor."

5. Professional (Errors and Omissions) Liability Insurance

For professional services with limits of liability of not less than **\$5,000,000** per occurrence or claim/ **\$5,000,000** policy aggregate. Such coverage shall insure damage, injury and loss caused by error, omission or negligent acts, including all prior acts without limitations, related to professional services to be provided under this contract. The policy shall be amended to include independent contractors/ consultants providing professional services on behalf of or at the direction of the provider. The definition of Contractual Liability shall be amended to state that liability under a contract of professional Services is covered. Further, coverage shall be afforded for personal injury, regulatory actions, wrongful act, and contractual liability. The provider shall insure that coverage under this policy continues for a period of thirty-six (36) months after completion of services.

6. Cyber Liability Insurance

With limits not less than **\$5,000,000** per occurrence or claim, **\$5,000,000** aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor/Consultant in this Contract and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

7. Crime:

Crime Insurance in the sum of not less than: **\$1,000,000**

- Policy shall cover loss of money or other property from claims alleging employee dishonesty, embezzling, forgery, robbery, credit card fraud and other criminal acts.

APPENDIX C

REQUIRED FORM SUBMITTALS

F6.1 W-9 FORM

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐		
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
- -
or
Employer identification number
-

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

F6.2 NON-CONFLICT OF INTEREST

By submitting a proposal in response to this solicitation, Proponent represents that in the preparation and submission of this proposal, said Proponent did not either directly or indirectly, enter into any combination or arrangement with any person, Proponent, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in bid or proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Proponent certifies that to the best of its knowledge, no circumstances exist which shall cause a conflict of interest in performing services for Clayton County, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this Request for Proposals.

Signature: _____

Type Name: _____

Title: _____

Firm: _____

F6.3 NON-COLLUSION AFFIDAVIT

I, _____ of the City of _____, in the County of _____, and the State of _____, of full age, being duly sworn according to law on my oath depose and say that: I am _____ of the firm of _____.

The Proponent making the Proposal for the above named Contract, and that I executed the said Proposal with full authority so to do; that said Proponent has not, directly or indirectly, entered into any agreement, participate in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Contract; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the County of Clayton relied upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the Contract for the said Proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by:

(Printed Name)

(Signature)

Subscribed and sworn to before me

This _____ day of _____, 20_____.

(Signature of Notary Public)

Notary Public of _____

My Commission expires _____, 20_____

F6.4 BUSINESS ENTITY CERTIFICATE

(a) CORPORATE CERTIFICATE

I, _____, certify that I am the
_____ of the Corporation named as Proponent herein, same
(title)
being organized and incorporated to do business under the laws of the State of
_____; that _____ who executed this Proposal on
behalf of the Proponent was, then and there, _____ and
(title)
that said Proposal was duly signed by said officer for and on behalf of said corporation, pursuant
to the authority of its governing body and within the scope of its corporate powers.
This ____ day of _____, 20 ____.

(Printed Name)

(Signature)

(Corporate Seal must be affixed above)

(b) PARTNERSHIP, LLC AND OTHER ENTITIES

I, _____, certify that I am authorized to sign to
commit _____ named a Proponent in the foregoing Proposal.
That said company is formed under the laws of the State of _____.

This ____ day of _____, 20____.

(Printed Name)

(Signature)

F6.5 CERTIFICATE OF AUTHORITY – JOINT VENTURE

(Separate Certificate to be submitted by each joint venture partner)

I, _____, and (1) certify that:

1. I am the _____ (2) of _____, (3) (hereinafter “Venturer”);
2. Venturer is a partner and participation in the joint venture having submitted the Request for Proposal No. _____ for _____
(Insert Project Name)
3. Venturer is organized and incorporated to do business under the laws of the State of _____; and
4. Said Request for Proposal No. _____ was duly signed by said officer for and on behalf of said Venturer and the Proponent pursuant to the authority of the governing body of each and within the scope of its corporate powers.

I further certify that the names and addresses of the owners of all the outstanding stock or ownership interest in Venturer as of this date are as follows:

This _____ day of _____, 20_____.

By: _____
Signature of Person Executing Certification

INSTRUCTIONS FOR COMPLETION OF THIS CERTIFICATE

1. Name of secretary (if Venturer is a corporation), or Manager or CEO (if Venturer is a LLP of Venturer).
2. Title of person executing Certification.
3. Name of joint venture partner.

COPY THIS FORM AND SUBMIT SEPARATE CERTIFICATES FOR EACH JOINT VENTURE PARTNER WITH THE PROPOSAL.

F6.6 ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT

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

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 engaged in the physical performance for services on behalf of **Clayton County Board of Commissioners** (name of public employer), 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 contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor 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 Contractor

RFP #26-24 Integrated Justice Information and Management System Modernization for Clayton County, Georgia
Name of Project

Clayton County Board of Commissioners
Name of Public Employer

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

Executed on _____, 20__ 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 ____ . 20__.

NOTARY PUBLIC

My Commission Expires:

F6.7 ILLEGAL IMMIGRATION AND ENFORCEMENT ACT
SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b) (3)

By executing this affidavit, the undersigned Subcontractor 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 under a contract with _____ (name of contractor) on behalf of the Clayton County Board of Commissioners 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 Subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned Subcontractor will contract for the physical performance of services in satisfaction of such contract only with Sub-Subcontractors who present an affidavit to the Subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned Subcontractor will forward notice of the receipt of an affidavit from a Sub-Subcontractor to the Contractor within five business days of receipt. If the undersigned Subcontractor receives notice of receipt of an affidavit from any Sub-Subcontractor that has contracted with a Sub-Subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor 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 Subcontractor

RFP #26-24 Integrated Justice Information and Management System Modernization for Clayton County, Georgia
Name of Project

Clayton County Board of Commissioners
Name of Public Employer

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

Executed on _____, _____, 20__ 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 _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____

F6.8 SUB-CONTRACTOR INFORMATION FORM

The Proponent shall identify all proposed Subcontractors who shall be performing work under the proposed Contract. The Proponent certifies that the following individuals, firms, or businesses must be hired or awarded subcontracts for the indicated portions of the work in the event that the Proponent is awarded a Contract.

Please list all proposed Subcontractors below:

1. TYPE OF WORK: _____

Name

_____, _____, _____, _____
Street Address City State Zip

2. TYPE OF WORK: _____

Name

_____, _____, _____, _____
Street Address City State Zip

3. TYPE OF WORK: _____

Name

_____, _____, _____, _____
Street Address City State Zip

4. TYPE OF WORK: _____

Name

_____, _____, _____, _____
Street Address City State Zip

(Make additional copies as necessary)

F6.9 ACKNOWLEDGEMENT OF PROPONENT

STATE OF GEORGIA
COUNTY OF CLAYTON

BEFORE ME, the undersigned authority a Notary Public in and for the State of _____, on this day personally appeared _____ who, after having first been duly sworn, upon oath did depose and say; that the forgoing proposal submitted by _____ hereafter called "Proponent" is duly authorized agent of said company and that the person signing sad proposal has been duly authorized to execute the same. Proponent affirms that it is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared its proposal in collusion with any other Proponent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

The undersigned certifies that the prices contained in this proposal have been carefully checked and are submitted as correct and final and if proposal is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Proposal.

Proponent Information:

(Company)

(Signature)

(Address)

(Printed Name)

(City, State, Zip)

(Title)

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public in and for the State of _____
(Seal)

(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY PROPONENT'S RESPONSE FROM FURTHER CONSIDERATION)

F6.10 REFERENCE AND RELEASE FORM

List at least four (4) references for the Prime proponent and each proposed subcontractor using a separate Reference and Release Form for each. Provide the information requested in the form below for the contact person who will verify the Proponent's experience and ability to perform the type of services listed in the RFP.

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address			
Project Name			

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address			
Project Name			

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address			
Project Name			

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address			
Project Name			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of the RFP.

Company Name _____ ☐ Proponent ☐ Subcontractor

Authorized Signature _____

Title _____

Date _____

F6.11 ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

I _____, as an authorized agent of _____ shall comply completely and promptly with all insurance requirements contained in the County's RFP #26-24 Integrated Justice Information and Management System Modernization for Clayton County, Georgia pertaining to insurance and/or bonding.

Proponent understands that it is required to share the County's insurance and/or bonding requirements with the appropriate surety company(s) and/or insurance brokers, agents, underwriters, etc. prior to any award of a contract and to take all necessary steps to ensure compliance with the applicable bonding, insurance and endorsement requirements without delay. **Proponent understands, acknowledges and agrees that its failure to fully comply with these requirements within five (5) days and no more than ten (10) days of the date proponent receives a final contract from the County may result in the forfeiture of the proposal guarantee submitted with its proposal and/or the disqualification of Proponent from further consideration for the contract.**

By executing this Acknowledgement of Insurance Requirements, I represent that I am authorized to make the representations contained herein on behalf of _____. Further, by signing below, I represent that _____ understands and agrees to unconditionally comply with all requirements related to insurance and/or bonding contained in the County's contract.

Date: _____, 20____.

Corporate Bidder

Non-Corporate Bidder

(Signature)

(Signature)

Name: _____

Name: _____

Title: _____

Title: _____

(Signature)

(Signature)

Notary Public (Seal)

My Commission Expires: _____

Notary Public (Seal)

My Commission Expires: _____

F6.12 EXCEPTIONS FORM

If there are, any exception(s) or clarification(s) taken to the RFP use this form to list description and page number to which you are taking an exception. ANY exception(s) to the RFP shall be explained in full. No exceptions shall be taken to the County's insurance or indemnification provisions. Clayton County will determine the Proponent's compliance with the Proposal requirements based on the information submitted and its exceptions to the RFP. Attach additional pages if more space is needed.

[illegible]

F6.13 CERTIFICATION OF ABSENCE OF CONFLICT OF INTEREST FOR DEVELOPMENT OF SPECIFICATIONS OF SCOPE OF WORK

Certification of Absence of Conflict of Interest
For Development of Specifications or Scope of Work

*Required for each contract or arrangement to prepare or develop specifications or requirements
(O.C.G.A. § 36-80-28)*

The undersigned Consultant, who is entering into a contract or arrangement with Clayton County, Georgia to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said Clayton County, Georgia certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of Clayton County, Georgia as may be related to the project.
2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant's employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):

3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.
4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the Clayton County, Georgia entitling Clayton County, Georgia to seek injunctive relief in addition to all other legal remedies.

Signature of Contractor's Authorized Official

Printed Name & Title of Authorized Official

Date

F6.14 CERTIFICATION OF DISQUALIFICATION OR REMOVAL

The undersigned Bidder/Proponent declares that the applying organization has not been debarred, disqualified, removed, or otherwise prevented from bidding on or completing a federal, state, or local government project because of violations of law or safety regulation.

I, _____, authorized agent of _____
(Name of Organization)

Hereby certify, under penalty of perjury under the laws of the State of Georgia, that the organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation.

Bidder/Proponent Information:

(Company) (Signature)

(Address) (Printed Name)

(City, State, Zip) (Title)

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public in and for the State of _____
(Seal)

APPENDIX D

CONTRACT COMPLIANCE REQUIREMENTS LOCAL PROPONENT PREFERENCE (LVP) PROGRAM

APPENDIX D: CONTRACT COMPLIANCE REQUIREMENTS

LOCAL PROPONENT PREFERENCE (LVP) PROGRAM

Clayton County Local Proponent Preference Program

Local Preference is given to applicants that have a business location within the geographic boundaries of Clayton County and submit a responsive and responsible bid or proposal within five (5) percent of the low bid submitted by any out-of-county bidder. **THIS PROJECT HAS NO LOCAL PREFERENCE.** The term business location means that the business or supplier must operate and maintain a staffed, fixed, physical place of business within Clayton County, and must have a valid business license from Clayton County or a city located within Clayton County for at least one (1) year prior to the date of submission of its proposal or bid, as applicable.

In order to receive the Local Preference of five (5) percent the Proponent must meet the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference points.

The Proponent must meet EACH of the following criteria in order to receive local preference:

1. The business or supplier must operate and maintain a staffed, fixed, physical place of business within Clay County, and must have held a valid business license from Clay County or a city located within Clayton County for at least one (1) year prior to the date of submission of its proposal or bid, as applicable; and
2. The business or supplier must provide a copy of a current business license and/or occupational tax certificate; and
3. The business or supplier must have paid all real and personal taxes owed to Clayton County; and
4. The business or supplier must certify its compliance with the Georgia Security and Immigration Act; and
5. The business or supplier must certify its compliance with the Georgia Secretary of State's registration requirements.

APPENDIX E

REQUIRED CONTENT OF PROPOSAL

APPENDIX E REQUIRED CONTENT OF PROPOSAL

This appendix will identify what information should be submitted within your proposal in response to this RFP and the order in which it should appear. More information regarding your process to follow when submitting your proposal is described within the RFP (Information and Instructions to Proponents).

Proponent should indicate the required documents are included within the proposal and the location of those documents by placing the word “Yes” by each requirement and specifying the page or reference number where that document is located. Failure to play “yes” by each requirement may cause the Department to reject the proposal.

The checklist is provided for the convenience of the Proponent, but it is the Proponent’s responsibility to review the entire RFP and ensure a response is made to all requirements. Unless otherwise indicated, Proponents must meet all of the following requirements to be considered for evaluation under this RFP.

Yes/No	Page/Ref. No.	
		1. <u>Executive Summary</u> The proposal should contain a cover letter and introduction including: the company name, address, and the name, telephone number and email address of the person or persons authorized to represent the company regarding all matters related to the proposal.
		2. <u>Proposal Form</u> The proposal must contain a signed proposal solicitation page.
		2. <u>Agreement to Project Requirements</u> The Proponent must indicate its agreement to all of the requirements for this project with the signing of the contract and submittal of your technical proposal.
		2. <u>Contract Exceptions</u> The contract that the County intends to use is identified as Attachment C. Any exceptions to the contract must be identified in Appendix C.
		2. <u>Summary of Understanding the Scope of Services</u> The Proponent should indicate their understanding of the requested services and describe how it proposes to provide those services to the County as listed under section 5.2, Item 5.2.2.

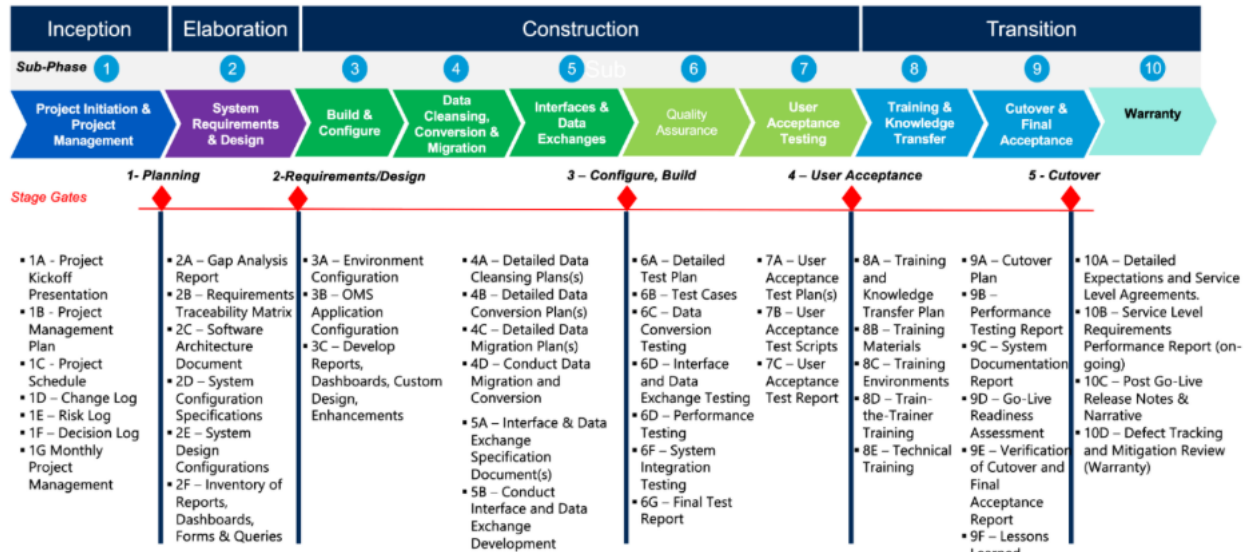
		<u>2. Company Background</u> a. The Proponent must include the following information:
		b. A description of your firm's background and history as requested in section 5.2, Item 5.2.1.1.
		c. A list of all corporate offices and indicate which office will service this account.
		d. A broad overview of your firm, including any parent affiliated or subsidiary company, and any business partners. Provide an organization chart of your firm and describe the relationship between each component of your firm.
		e. Disclose in detail anything that may create a conflict or appearance of a conflict of interest.
		f. Disclose whether, within the last five (5) years, your organization or an officer or principal has been involved in any business litigation or other legal proceedings. If so, please provide an explanation and indicate the current status or disposition.
		g. Include the signed and notarized Form 6.11, Acknowledgement of Insurance Requirements under Appendix C, Required Form Submittals. Proponent will have no more than ten (10) days to obtain ALL required insurance and submit to Central Services upon an award to your firm.
		h. Resumes for each employee that will be assigned to this account.
		i. A list of current clients as requested in section 5.2, Item 5.2.3.3.
		j. A description of your firm's/consultant's experience with other government organizations as requested in section 5.2, Item 5.2.3.1.
		<u>2. Requirements</u> Please address each item in Section 5.2, Item 5.2.2, focusing on your ability to perform each required service for the County.

		2. <u>References</u> a. A list of the names and address of at least four (4) clients who have hired your firm for similar services as detailed in this RFP, including the name, title, telephone number of the contact person and length of the contract. The County may, at their discretion, contact references. b. A list of names and addresses of all clients who have terminated your relationship for performing similar services as detailed in this RFP during the past three (3) years and their reason for doing so. Please include the name, title and telephone number of the contact person. (If no terminations have occurred, please N/A in the Page/Ref. No. blank). This includes normal contract expiration.
		2. <u>Financial Information</u> a. The Proponent shall provide accurate and legible financial disclosures to the County as requested in section 5.2.6.1.

ATTACHMENT A SCOPE OF SERVICES

SECTION A – JAIL MANAGEMENT SYSTEM (JMS)

1. System Requirements & Design Deliverable Descriptions



Deliverable Name	Type	Project Stage	Deliverable Requirement (Proponent)
1A - Project Kickoff Presentation	Written, Presentation	Planning	1. <u>Conduct a formal onsite Kickoff meeting.</u> The objective of this meeting is to communicate the objectives of the project, gain commitment from the team and explain the roles and responsibilities of each stakeholder. During the meeting the Proponent will discuss the project scope, roles and responsibilities, deliverables, and timeline, including but not limited to the following: - The overall project objectives, project plan, management of project schedule, risks, change, quality, communication, resources, and the various deliverables associated with the complete System Development Life Cycle (SDLC) of the Project. - The key stakeholders required to review and validate information relative to all steps of the project throughout the SDLC. - The process to provide input to the strategic and tactical reports on a regular basis. - Project performance measurements and critical success factors. 2. <u>Proponent will create, collaborate, and review the Project Initiation presentation</u> content with Key Project Stakeholders as directed by the County. The presentation will be reviewed

			by the County prior to presenting it and will include, at minimum, the following topics: - Project Overview. - Project Schedule (high level). - Objectives and Definitions. - Phases and Quality Stage Gates - Artifacts - Roles and Responsibilities. - Keys to Success. - Next Steps. - Questions and Answers (Q&A). - Resources. 3. <u>Proponent will capture any decisions or agreements</u> from the kickoff meeting and submit the documentation to the County for review and acceptance.
1B - Project Management Plan	Written	Planning	<u>Project Management Plan:</u> Proponent will develop and continuously update as needed, but no less than every three months, a Project Management Plan that includes the following sub-plans (as defined by PMBOK): <u>Scope and Requirements Management Plan</u> – Project Scope Management includes the processes required to ensure the project completes all the work required, and only the work required, to complete the project successfully. Managing the scope is primarily concerned with what is in and out of the scope of the project and the traceability of scope items throughout the project. The Scope and Requirements Management Plan will include the following elements: - Define the scope of the project (scope statement) and the product (specified features, functions, etc.) - Product - Deliverables - Services - Scope Exclusions - Define the project approach and methodology - Define the requirements management approach - How requirements will be planned, tracked, and reported - Configuration management activities such as how changes will be initiated; how impacts will be analyzed; how they will be traced, tracked, and reported; as well as the authorization levels required to approve these changes - Requirements prioritization process - Metrics that will be used and the rationale for using them - Traceability structure that reflects the requirements attributes captured in the Requirements Traceability Matrix (see 3B – Requirements Traceability Matrix)

			d. Define the work breakdown structure (WBS) i. Work to be completed by project team to accomplish the project objectives and create the required deliverables, decomposed into work packages used to group the activities, work products and deliverables. (WBS is an input to the Project Schedule) e. Define scope validation and acceptance process for project deliverables. Define the entrance and exit criteria for each Quality Stage Gate. 2. <u>Schedule Management Plan</u> – This plan establishes the policies, procedures, and documentation for planning, developing and managing the project schedule. The Schedule Management Plan will: a. Define the scheduling method (e.g., critical path, agile/iterative, Kanban) b. Process for baselining the schedule and schedule updates c. Provide a milestone list 3. <u>Cost Management Plan</u> – This plan aligns the project budget with the WBS to track progress and financial performance. The Cost Management Plan will be used on an ongoing basis to do the following: a. Define standard thresholds and criteria for escalation. b. Continually monitor and analyze project financial performance for risk, negative trends, or early indicators of unfavorable performance. c. Provide performance reports based on the County and Proponent’s developed criteria. 4. <u>Quality Management Plan</u> – The Quality Management Plan addresses the management of the project and the deliverables of the project. Quality measures and techniques are specific to the type of deliverables being produced and will be specified in the Deliverable Expectations Document for project deliverables. The Quality Management Plan will include the following elements. a. Defined quality assurance responsibilities. b. Detailed definition of all deliverables by phase and associated acceptance criteria. c. Project deliverable review and acceptance process. d. Regularly scheduled reviews of key project phases, stage gate exit criteria and milestones. 5. <u>Resource Management Plan</u> – The Resource Management Plan includes the
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			processes to identify, acquire, and manage the resources required to successfully complete the project successfully (both human resources and physical resources). The Resource Management Plan will include at a minimum: a. Identification of resource requirements (Proponent and County), activities, roles and responsibilities, skill requirements, expertise, required level of engagement and duration b. Define training requirements for project resources (if needed) c. Define organizational structure for resources (reporting and coordination of project tasks) d. Defined process to replace resources who have left the project e. Office Space, equipment, background checks, access requirements, meeting room requirements, etc. 6. <u>Risk Management Plan</u> – The purpose of the Risk Management Plan is to identify and manage risks that can have a positive or negative effect on the project objectives if they occur. The object of Risk Management is to exploit or enhance positive risks (opportunities) while avoiding or mitigating negative risks (threats). THE Proponent will develop a Risk Management Plan which will be used on an ongoing basis to do the following: a. Create and update the Risk Assessment Log. b. Anticipate and identify risks. c. Identify the severity and quantify the potential impact of each identified risk. d. Quantify the probability of each identified risk. e. Support the development of risk mitigation plans for each identified risk. f. Provide guidance for assessing the efficacy of risk mitigation actions. g. Describe work products and processes for assessing and managing risks. h. Detail the escalation and remediation mechanisms for risks. i. Detail how risks and issues will be tracked and reported and the format of risk and issues reports (depth, detail, and content). 7. <u>Communications Management Plan</u> – The Communication Management Plan defines the communication activities for the project, including method, cadence and artifacts for both internal (project team) and external stakeholders. The Communication Management Plan includes:
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			a. Types of meetings and frequency including, status meetings, stakeholder meetings, project scrum meetings b. Communication methods (email, reports, presentations, etc.) c. Distribution methods d. Approach for documenting and distributing meeting minutes e. Collaboration tools 8. <u>Stakeholder Management Plan</u> – The Stakeholder Management Plan provides a structured approach to the identification, prioritization, and engagement of all stakeholders. The Stakeholder Management Plan includes: a. Identification of all project Stakeholders (both internal and external and expectations and level of interest/support/influence in the project) b. Stakeholder register (position, location, contact details) c. Engagement plan for each stakeholder (communication / engagement strategy) 9. <u>Change Management Plan</u> – This plan covers both technical and non-technical changes and will be jointly developed by the Proponent and County. The Change Management Plan will be used on an ongoing basis to do the following: a. Track all Change Requests, including providing a status. It will contain at a minimum the following: - i.Tracking Number and date of the request. - ii.Priority Rating of the request. - iii.Category of the Request (Technical or Non-Technical), as long as the non-Technical changes do not include Organizational Change Management (OCM) changes. - iv.Scope Determination (In Scope or Out of Scope). - v.Requestor Information (name, title, department, contact information). - vi.Impact of Requested Change (budget, schedule, staffing, etc.). - vii.Benefit of the Requested Change. - viii.Urgency of the Requested Change (e.g., routine, urgent, immediate, critical). - ix.Assessment of contract language and alterations necessary. - ix.Authorization or Denial of the Change Request. - x.Status of the Change (in work, not started, on hold). - xi.Required Completion Date.
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			xii. Point of Contact for follow-on action(s) required. xiii. Due date for next action. b. Analyze the impact of Change Requests. The impact of the proposed Change Request will be documented in the Change Request Form. c. Authorize or Deny the Request. The authorization or denial will be in writing using the Change Request Form. d. Change Orders will be signed by the Proponent Project Manager and County Contract Authorized Representative and any contract amendments required signed by all original parties prior to execution of any work related to the change. The Proponent Responsibilities 1. Shall facilitate and lead the discussions to finalize the various sub-plans within the Project Control document. 2. Shall incorporate related decisions made during the project planning and kickoff meetings into the plan. 3. Maintain complete and up-to-date team organization charts as well as contact lists that provide names, titles, phone/pager/cell phone numbers, and email information for all personnel assigned to the project. 4. Shall create, in conjunction with the County, project performance metrics.
1C – Project Schedule	Written	Planning	<u>Project Schedule:</u> The Proponent will provide a Project Schedule including Work Breakdown Structure, Resource Allocation, Gantt charts and a project calendar in a tool agreed upon by the parties and developed and maintained in accordance with the best practices outlined in the Project Management Body of Knowledge (PMBOK). The Work Breakdown Structure (WBS) will define the project's overall objectives by describing the project tasks, deliverables, milestones, and resourcing. 1. The WBS will include: a. A consolidated view of the activities, activity descriptions, and activity durations assigned to the County and the Proponent. b. Resources (County, Proponent, and third-party Proponents) assigned to each activity and their required level of effort. c. A list of all required project deliverables tied to the appropriate project milestones. d. Identification of all key Project Milestones. e. Deliverable approval periods in concert with County's DED process as described in the

			Project Management Plan Deliverable Development and Acceptance Process. f. A critical path analysis and reporting process. The Proponent Responsibilities 1. Shall develop the Project Schedule with input from the County PM and others designated by the County. 2. Shall baseline the Project Schedule 3. Shall maintain the Project Schedule on an on-going basis throughout the life of the project and update it, in collaboration with the County's PM as necessary, but no less than weekly to reflect the accurate status of the project. 4. Shall ensure the availability of the Project Schedule in a central location.
1D – Change Log	Written	Planning	<u>Change Log:</u> The Proponent Project Manager will maintain a project Change Log that tracks all proposed change orders and will include at a minimum the following: a. Tracking Number and date of the request b. Priority Rating of the request c. Category of the Request (Technical or Non-Technical), as long as the non-technical changes do not include Organizational Change Management (OCM) changes d. Scope Determination (In Scope or Out of Scope) e. Requestor Information (name, title, department, contact information) f. Impact of Requested Change (budget, schedule, staffing, etc.) g. Benefit of the Requested Change h. Urgency of the Requested Change (e.g., routine, urgent, immediate, critical) i. Authorization or Denial of the Change Request j. Contract Amendment Status k. Status of the Change (in work, not started, on hold) k. Required Completion Date l. Point of Contact for follow-on action(s) required m. Due date for next action Proponent Responsibilities 1. Shall maintain the Change Log on an on-going basis throughout the life of the project and update it, in collaboration with the County's PM as necessary, but no less than weekly to reflect the accurate status of the project. 2. Shall ensure the availability of the Project Change Log in a central location. 3. Shall update the Requirements Traceability Log based on Change Order decisions

1E – Risk Log	Written	Planning	Risk Log: The Proponent Project Manager will maintain a project Risk Log that tracks all Risks and Issues and will include at a minimum the following: - Date Risk was Identified - Description of Risk - Impact Description (budget, schedule, staffing, etc.) - Severity of the Risk - Probability of the Risk - Risk Mitigation Strategy - Action Items and Assignment - Status of the Risk (Open, Closed) Proponent Responsibilities - Shall maintain the Risk Log on an on-going basis throughout the life of the project and update it, in collaboration with the County's PM as necessary, but no less than weekly to reflect the accurate status of the project. - Shall ensure the availability of the Project Risk Log in a central location. - Shall provide an update on key risks and issues on Weekly Status Reports
1F - Decision Log	Written	Planning	Decision Log: The Proponent Project Manager will maintain a Decision Log that will track all major project decisions. The decision log will include at a minimum the following: - Issue/ Decision No - Status (open, closed) - Description of Issue - Decision Description - Priority (L/M/H) - Raised by - Owner Decision Maker Proponent Responsibilities - Shall maintain the Decision Log on an on-going basis throughout the life of the project and update it, in collaboration with the County's PM as necessary, but no less than weekly to reflect the accurate status of the project. - Shall ensure the availability of the Decision Risk Log in a central location. - Shall provide an update on key issues and decisions on Weekly Status Reports
1G – Monthly Project Management	Written	Planning	Write County specific requirements for Monthly Project Management
2A – Gap Analysis Report	Written, Presentation	Requirements/Design	Gap Analysis Report. The purpose of the Gap Analysis Report is to provide a detailed description of how each functional and non-functional requirement will be met within the software solution. Where the solution does not adequately address a requirement, detailed remediation recommendations will be proposed to the County for decision. The content of the report will include at a minimum:

			a. Introduction b. Purpose c. Scope d. References & Related Documentation e. Glossary of Terms f. Classification Approach (e.g., Standard Feature, Configuration, Gap, etc.) g. Requirements Analysis (Functional & Technical) – per functional/technical group i. Analysis Approach ii. Client Objectives (per functional/technical group) iii. Scope of Analysis iv. Client Business Overview (capabilities, systems in use, processes, reports, v. Analysis vi. Recommendations h. List of Gaps with Proposed Remediation Options i. Proposed Gap Remediation Proponent Responsibilities Identify how all requirements will be addressed within the solution, identify gaps, identify options to resolve gaps, document gap resolution decisions in the Project Decision Log. Resolutions can include modifications to business processes, solution enhancements, removal from scope, etc.
2B – Requirements Traceability Matrix	Written	Requirements/Design	Requirements Traceability Matrix. The purpose of the Requirements Traceability Matrix (RTM) is to document and trace the requirements identified by the County to the system being implemented. The RTM is used to track each project requirement from its origin through the various Phases of the project. It provides a means to track requirements throughout the project life cycle helping to ensure that requirements approved in the requirements documentation are delivered at the end of the project. It also provides a structure for managing changes to project scope. Elements of an RTM should include at a minimum: a. Requirements ID b. Source of Requirement (SOW, Gap Analysis, Stakeholder Request, etc.) c. Create Date d. Description of Requirement e. Technical / Functional Grouping f. Status of Requirement (proposed, approved, rejected, gap, etc.) g. Classification (e.g., Critical, Important, Useful) h. Configuration status i. Design status j. Development status k. Test Case ID l. Test Status <u>Proponent Responsibilities:</u> Maintain Requirements Traceability Matrix (real-time), provide the County access to

			RTM, publish reports derived from Traceability items, identify change items, and generate change orders.
2C – Software Architecture Document	Written	Requirements/Design	<u>Software Architecture Document:</u> The Software Architecture Document (SAD) provides a comprehensive overview of the technology infrastructure and all its components. A software architecture document is a map of the software used to see, at a glance, how the software is structured. It helps to understand the software’s modules and components without reviewing the code. It is a tool to communicate with others—developers and non-developers—about the software. The document is intended to communicate the overall System Architecture – including hardware and software – so the County may proceed with the implementation of the necessary resources, and to address architectural compliance with County standards and best practices. Elements of a SAD should contain at a minimum: a. Solution Architecture Overview b. Architecture Components c. Architecture Diagrams d. Applications e. Infrastructure f. Sites g. Middleware h. Integration i. Interfaces j. Processes k. Environments l. Hosting Service Specifications m. Licenses / Agreements n. Security (end-user authentication, access control configuration) o. Software/Hardware requirements p. Auditing q. Configuration Management Plan r. Help Content Development & Maintenance <u>Proponent Responsibilities:</u> Tailor SAD to County context (hosting, user authentication, environments, licensing, etc.).
2D – System Configuration Specifications	Written	Requirements/Design	<u>System Configuration Specifications:</u> The purpose of the System Configuration Specifications (SCS) is to identify the System Configuration Baseline addressing the software components and interfaces and the system parameters, focusing on the configuration items which may affect the functionalities. The SCS describes how the system will be configured to match its functions to the business processes. The actual configuration process usually occurs on-site after system installation and will be performed by the system Proponent. Elements of a SCS should contain at a minimum: a. Hardware Configuration b. Operating System Configuration c. Software Configuration d. Interface Configuration e. Data Configuration

			<u>Proponent Responsibilities:</u> Work with County Subject Matter Experts to tailor the configuration based on gap analysis review / decisions. Provide spreadsheets to the County to document configuration values. Update Requirements Traceability Matrix.
2E – System Design Specifications	Written	Requirements/Design	<u>System Design Specifications:</u> The purpose of the System Design Specifications (SDS) is to describe in detail how the solution will be enhanced to support requirements that will not be met through configuration. Elements of an SDS should contain at a minimum: a. Navigation b. User Interface (screen / report mock-ups) c. Inputs/Outputs d. Db Tables/Columns e. Field Edits/Validation Rules f. Error Handling & Messages g. Access Roles h. Report Parameters, Sort, Groups, etc. i. Business Rules j. Logical Data Model k. Audit Logging l. References and Standards m. Requirements Traceability <u>Proponent Responsibilities:</u> Work with County Subject Matter Experts to elaborate the design based on gap analysis review / decisions. Update the Requirements traceability Matrix.
2F – Inventory of Reports, Dashboards, Forms & Queries	Written	Requirements/Design	<u>Inventory and specifications of Reports, Dashboards, Forms & Queries:</u> The Inventory of Reports, Dashboards, Forms, & User Queries is required to provide the County a consolidated list of the scope of the Reports, Dashboards, Forms, & User Queries that will be provided within the solution. Elements of the inventory should contain at a minimum: a. Report Listing a. Name of Report b. Description c. Fields d. Parameters e. Calculations f. Sort Order g. Filtering b. Dashboard Listing a. Name of Dashboard b. Description c. Columns d. Parameters e. Sort & Filter Options c. Forms Listing a. Name of Form b. Description c. Fields d. Parameters e. Calculations d. Queries Listing (supported by analytics tools)

			a. Name of Query b. Description c. Data d. Calculations <u>Proponent Responsibilities:</u> Work with County Subject Matter Experts to compile the inventory based on gap analysis review / decisions. Update Requirements Traceability Matrix
3A – Environment Configuration	Software	Configure/Build	<u>Environment Configuration:</u> The objective of this task is to initialize and deploy the Cloud or Hybrid environment configuration components to County specifications. The Environment Configuration shall include: a. Cloud or Hybrid Infrastructure Deployment mapped to County Design Requirements b. Infrastructure Security Components Deployment mapped to County Specifications c. Backup(s), Snapshot(s) and Replication(s) Deployment mapped to County Specifications d. Environment Performance, Security, Audit Logging and Alerting Deployment mapped to County Specifications <u>Proponent Responsibilities:</u> Deploy the Infrastructure Environment Configured to County provided specifications. Facilitate workshops to validate County specific configurations. Deploy and Publish the Infrastructure Environment for County review and approval. Provide a transmittal release document to County with Environment release number, release notes that outline progress and changes from the previous build.
3B – Application Configuration	Software	Configure/Build	<u>Application Configuration.</u> The objective of this task is to deploy the application configuration variables and solution options to County selected configuration specifications. The Application Configuration shall include: a. System Configuration to Design Specifications b. Configure Parameters by Type (e.g., Structural, Validate Values, Set Read-only and System Overrides) c. Configure Data Types d. Set Name and Label Configurations e. Set User and User Role Configurations f. Set System Administration Configurations <u>Proponent Responsibilities:</u> Configure the Application Build(s) to County provided specifications. Facilitate workshops to validate County specific configurations. Build and Publish the Application for County review and approval. Provide a transmittal release document to the County with build number, release notes that outline progress and changes from the previous build.
3C – Develop Reports, Dashboards, Custom Design & Enhancements	Software	Configure/Build	<u>Develop Reports, Dashboards, Custom Design & Enhancements:</u> The objective of this task is to deploy the application reporting environment, reports, dashboards, and custom developed components to County requirements. The reports, dashboards and custom components shall include but are not limited to: a. Reporting Infrastructure

			b. Self-Service, User and Administrator reports and dashboards c. Custom components developed to specifications mapped to County requirements d. Third-party Software e. Administrative Tools <u>Proponent Responsibilities:</u> Deploy the Reporting Infrastructure, Reports, Dashboards, and Custom Components to the County provided specifications. Facilitate workshops to validate County requirements. Build and Publish the Reporting Infrastructure, Self-Service, User & Administrator Reports and Dashboards for County review and approval. Provide a transmittal release document to the County with build numbers and release notes that outline progress and changes from the previous build.
4A – Detailed Data Cleansing Plan(s)	Software	Configure/Build	<u>Detailed Data Cleansing Plan(s):</u> The objective of this task is to identify County data sources required for migration and develop a thorough understanding of data to be cleaned. The plan(s) will also include the strategy for manual and automated approaches. The Detailed Data Cleansing Plans shall include: a. Approach a. Clearly stated data cleansing objectives b. Identified Proponent and County Assumptions c. Identified Constraints d. Risks b. Data Cleansing Strategy a. Cleansing Scope b. Cleansing Approach c. Roles & Responsibilities d. Cleansing Schedule e. Cleansing Quality Assurance and Validation c. Data Cleansing Preparation a. Prerequisites (e.g., Sandbox Environments & Tools) b. Backup / Snapshot Strategy c. Backout and Restore Process d. Data Cleansing Specifications <u>Proponent Responsibilities:</u> Develop the Detailed Data Cleansing Plan(s) with County provided input. Facilitate workshops to identify County specific requirements. Publish the Detailed Data Cleansing Plans for County review and approval.
4B: Detailed Data Conversion Plan(s)	Written	Configure/Build	<u>Detailed Data Conversion Plan(s):</u> The objective of this task is to identify the areas and rules to convert County data sources to the Proponent data model. The plan(s) will also include the strategy for manual and automated approaches. The Detailed Data Conversion Plans shall include: a. Approach a. Clearly stated data conversion objectives b. Identified Proponent and County Assumptions c. Identified Constraints

			d. Risks b. Data Conversion Strategy a. Conversion Scope b. Conversion Approach c. Roles & Responsibilities d. Conversion Schedule e. Conversion Quality Assurance and Validation c. Data Conversion Preparation a. Prerequisites (e.g., Sandbox Environments & Tools) b. Backup / Snapshot Strategy c. Backout and Restore Process d. Data Conversion Specifications <u>Proponent Responsibilities:</u> Develop the Detailed Data Conversion Plan(s) with County provided input. Facilitate workshops to identify County specific requirements. Publish the Detailed Data Conversion Plans for County review and approval.
4C: Detailed Data Migration Plan(s)	Written	Configure/Build	<u>Detailed Data Migration Plan(s):</u> The objective of this task is to identify the data source dependencies, order, and priority of the migration efforts to load County cleansed and converted data sources to the Proponent data repositories. The plan(s) will also include the strategy for manual and automated approaches. The Detailed Data Migration Plans shall include: a. Approach a. Clearly stated data migration objectives b. Identified Proponent and County Assumptions c. Identified Constraints d. Risks b. Data Migration Strategy a. Migration Scope b. Migration Approach c. Roles & Responsibilities d. Migration Schedule e. Migration Quality Assurance and Validation c. Data Conversion Preparation a. Prerequisites (e.g., Sandbox Environments & Tools) b. Backup / Snapshot Strategy c. Backout and Restore Process d. Data Migration Specifications <u>Proponent Responsibilities:</u> Develop the Detailed Data Migration Plan(s) with County provided input. Facilitate workshops to identify County specific requirements. Publish the Detailed Data Migration Plans for County review and approval.
4D: Conduct Data Conversion(s) and Migration(s)	Software	Configure/Build	<u>Conduct Data Conversion(s) and Migration(s):</u> The objective of this task is to conduct the Data Conversion(s) and Migration(s) to County specifications. The Data Conversion(s) and Migration(s) deployment shall include but not limited to: a. Data Extraction and Staging

			b. Data Transformation and Loading c. Data Synchronization d. Migration Reversal e. Migration per Data Source to Schedule <u>Proponent Responsibilities:</u> Conduct the Data Conversion(s) and Migration(s). Facilitate workshops to identify County specific requirements. Publish the Data Conversion(s) and Migration(s) builds for County review and approval to schedule.
5A – Interface & Data Exchange Specification Document(s)	Written	Configure/Build	<u>Interface & Data Exchange Specification Document(s):</u> The objective of this task is to identify and validate required County interfaces and data exchanges and develop a clear specifications document. The Interface and Data Exchange Specification Document shall include: a. Design Guidelines & Approach a. Glossary of Terms b. Design Considerations c. Assumptions, Constraints & Risks d. Alignment with County Architecture b. Design Considerations a. Development Methods & Contingencies b. Architecture Strategies for County Alignment c. Data Exchange Performance Requirements c. System Architecture & Architecture Design a. Logical View b. Hardware Architecture c. Software / Tools Architecture d. Information Architecture e. Security Architecture f. Performance g. Full Integration Architecture Diagram d. Interface & Data Exchange Design a. Interface & Data Exchange Requirements b. Database Impacts c. Security Requirements e. Internal Interface Requirements f. External Interface Requirements <u>Proponent Responsibilities:</u> Develop the Interface & Data Exchange Specification Document(s) with County provided input. Facilitate workshops to identify County specific requirements. Publish the Interface & Data Exchange Specification Document(s) for County review and approval.
5B - Conduct Interface and Data Exchange Development	Software	Configure/Build	<u>Conduct Interface and Data Exchange Development:</u> The objective of this task is to develop and deploy the Interface & Data Exchange environment and exchanges to County specifications. The Interface and Data Exchange development and deployment shall include: a. Develop, configure and deploy the Interface engine to County requirements b. Configure Interface security to County requirements

			c. Develop and deploy interfaces and data exchanges to County requirements d. Initialize and deploy interface and data exchange monitoring, auditing, and alerting to County requirements <u>Proponent Responsibilities:</u> Develop and Deploy the Interface Environment Configured to County provided specifications. Deploy internal and external data exchanges from specifications. Facilitate workshops to validate County specific requirements. Deploy and Publish the Interface Environment and Data Exchanges for County review and approval. Provide a transmittal release document to County with Interface Environment and Data Exchange release numbers and release notes that outline progress and changes from the previous build.
6A – Detailed Test Plan(s)	Written	Configure/Build	<u>Detailed Test Plan(s):</u> The objective of this task is to identify and document the test strategies, process, workflow, tools and methodologies to validate the Proponent build against County requirements. The Detailed Test Plan(s) shall include: a. Scope i. In scope definition for the test cases ii. Roles & Responsibilities iii. Quality Objective b. Test Methodology i. Test Levels ii. Issue Triage & Reporting iii. Suspension & Resumption Requirements iv. Test Completeness c. Test Deliverables d. Resource & Environment Needs i. Testing Tools ii. Test Environments <u>Proponent Responsibilities:</u> Develop the Detailed Test Plan(s) with County provided input. Facilitate workshops to identify County specific requirements, use cases, process flows, and procedures required to define a successful test that proves the requirements have been met as expected. Publish the Detailed Test Plan(s) for County review and approval.
6B – Develop Test Cases	Written	Configure/Build	<u>Develop Test Case:</u> The objective of this task is to identify and document the test cases to validate the Proponent build against County requirements. The Test Cases shall include: a. Test Case enumeration per iteration b. Test Case description c. Test Case input data d. Pass Criteria and Expected Result e. Actual Result f. Test Case Pass / Fail <u>Proponent Responsibilities:</u> Develop the Test Cases with County provided input. Facilitate workshops to identify County specific requirements, use cases, process flows, and procedures required to define a successful test case that proves the requirements have been met as

			expected. Publish the Test Cases for County review and approval.
6C – Data Conversion Testing	Written	Configure/Build	<u>Data Conversion Testing:</u> The objective of this task is to test the validity of the data cleansing and conversion tasks as identified in their respective plans. Data Conversion Testing shall include: a. Test Case enumeration per iteration b. Test Case description c. Validation of data types, formats, and lengths d. Pass Criteria and Expected Result e. Actual Result f. Test Case Pass / Fail <u>Proponent Responsibilities:</u> Perform the Data Conversion Testing with County provided resources and input. Facilitate testing workshops to perform validation testing that proves the requirements have been met as expected. Publish the test results for County review and approval.
6D – Interface and Data Exchange Testing	Written	Configure/Build	<u>Interface & Data Exchange Testing:</u> The objective of this task is to test the validity of the internal and external system interfaces and data exchanges. Interface & Data Exchange Testing shall include: a. Test Case enumeration per iteration b. Test Case description c. Test Case input data d. Pass Criteria and Expected Result e. Actual Result f. Test Case Pass / Fail <u>Proponent Responsibilities:</u> Perform the Interface & Data Exchange Testing with County provided resources and input. Facilitate testing workshops to perform validation testing that proves the requirements have been met as expected. Publish the test results for County review and approval.
6E – Performance Testing	Written	Configure/Build	<u>Performance Testing:</u> The objective of this task is to test and measure the Proponents system performance. Performance Testing shall include: a. Test Case enumeration per iteration b. Test Case description c. Test Case input data d. Pass Criteria and Expected Result e. Actual Result f. Test Case Pass / Fail <u>Proponent Responsibilities:</u> Execute the Performance Testing with County provided resources and input. Facilitate testing workshops to perform validation testing that proves the requirements have been met as expected. Publish the test results for County review and approval.
6F – System Integration Testing	Written	Configure/Build	<u>System Integration Testing:</u> The objective of this task is to test and validate the Proponents integrated hardware and software environment(s) to verify the behavior of the integrated solution. System Integration Testing shall include: a. Validate all completed unit testing b. Validate all completed integration & data exchange testing

			c. Develop sandbox environment to mirror or simulate production specifications d. Test Case enumeration per iteration e. Test Case description f. Test Case input data g. Pass Criteria and Expected Result h. Actual Result i. Test Case Pass / Fail <u>Proponent Responsibilities:</u> Execute the System Integration Testing with County provided resources and input on pre-production sandbox environment(s). Facilitate testing workshops to perform validation testing that proves the requirements have been met as expected. Publish the test results for County review and approval.
6G – Final Test Report	Written	Configure/Build	<u>Final Test Report:</u> The objective of this task is to aggregate the previous test reports and validate the readiness for User Acceptance Testing. The Final Test Report shall include: a. Index of County approved test results b. Dashboard Summary of Previous Test Metrics c. Test Summaries by Testing Type <u>Proponent Responsibilities:</u> Develop and compile the Final Test Report. Confirm the aggregation of all previous test summaries and reports. Summarize previous test metrics and validate recommendation for User Acceptance Testing to the County. Publish the Final Test Report for County review and approval.
7A – User Acceptance Test Plan	Written	User Acceptance	<u>User Acceptance Test Plan:</u> The purpose of the User Acceptance Test (UAT) plan, also known as end-user testing, is to document the approach to testing the software by County end users to determine whether it can be accepted or not. This is the final testing performed once the functional, system and regression testing are completed. Developers and functional testers are technical people who validate the software against the functional specifications. They interpret the requirements according to their knowledge and develop/test the software. Software is developed according to the functional specifications but there are some business requirements and processes that are known only to the end-users are either missed to communicate or misinterpreted. This testing plays an important role in validating if all the business requirements are fulfilled or not before releasing the software for market use. The use of live data and real use cases make this testing an important part of the release cycle. The User Acceptance Testing Plan shall include: a. UAT Scope b. UAT Approach c. UAT Testers d. UAT Communication e. UAT Inputs f. UAT Tracking g. Defect Management Approach i. Defect Lifecycle ii. Defect Severity and Priority iii. Defect Remediation and Retesting

			h. UAT Reports i. Software acceptance <u>Proponent Responsibilities:</u> Work with County UAT Test Lead to develop the UAT Plan
7B – User Acceptance Test Scripts	Written	User Acceptance	<u>User Acceptance Test Scripts:</u> The purpose of the User Acceptance Test scripts is to document business requirements and processes that are known only to the end-users that can easily be missed during functional and system testing. UAT scrips should include real-world scenarios using converted data. The User Acceptance scripts shall include: a. UAT Test Script ID b. Function / Module c. Test Title d. Description e. Pre-conditions f. Dependencies g. Test Steps h. Test Data i. Expected Results j. Post Conditions k. Actual Results l. Status (pass, fail) <u>Proponent Responsibilities:</u> a. Provide System and Integration tests as foundation for testing b. Add any additional UAT scripts previously identified c. Support UAT d. Manage UAT environment
7C – User Acceptance Test Report	Written	User Acceptance	<u>User Acceptance Test Report:</u> The objective of this task is to document the Final UAT test results that prove the readiness for production go-live. The UAT Acceptance Test Report shall include: a. Testing Scope b. Testing Metrics c. Test Summaries by Testing Type d. Test Summaries of Environments and Tools e. Defect Summary by Classification (Critical, High Priority, etc.) <u>Proponent Responsibilities:</u> a. Develop and compile the Final UAT Test results. b. Publish the Final Test Report for County review and approval.
8A – Training and Knowledge Transfer Plan	Written	User Acceptance	<u>Training and Knowledge Transfer Plan(s):</u> The objective of the training and knowledge transfer plan is to define and document the training and knowledge transfer requirements to operate, support and maintain the Proponent solution. The Training Plan defines the training objectives, scope, needs, approach, deliverables, resource requirements, scheduling, and critical success factors. It describes in detail what the training requirements for the solution are and how the training will be delivered, as well as any risks or constraints inherent in the training delivery. This document is the first training deliverable, and

			it describes the form and content of all other training deliverables. At a minimum this document will contain the following: a. Training Objectives b. Training Scope c. Training Requirements d. Training Approach (e.g., Train-the-Trainer) e. Training Deliverables (training materials, environments, etc.) f. Resource Requirements (trainers, training or, equipment, etc.) g. Training Schedule h. Training Evaluation i. Critical Success Factors <u>Proponent Responsibilities:</u> a. Tailor Training and Knowledge Transfer Plan b. Confirm training approach with the County c. Confirm training schedule with the County
8B – Training Materials	Written	User Acceptance	<u>Training Materials:</u> The Proponent will supply and develop as needed training materials to be provided to end-user trainers including online help content, job aids and training guides (electronically) to assist them in training delivery. <u>Proponent Responsibilities:</u> a. Develop training materials b. Configure online help content c. Provide training materials to trainers (electronically)
8C – Training Environment	Software	User Acceptance	<u>Training Environment:</u> The Proponent will manage the training environment including the data deployment, refresh schedule and code updates in accordance with the training plan. <u>Proponent Responsibilities:</u> a. Manage access permissions to training environment b. Deploy code and data to training environment c. Refresh data in accordance with training plan
8D – Train the Trainer	Milestone	User Acceptance	<u>Train the Trainer:</u> The Proponent will deliver training to trainers onsite for up to X days as per Training Plan to prepare trainers to deliver end user training. <u>Proponent Responsibilities:</u> a. Deliver training on Solution b. Configure training environment c. Set refresh schedule for training environment d. Deliver training to trainers on how to deliver training on the solution e. Provide training materials to trainers (electronically)
8E – Administrator & Technical Training	Milestone	User Acceptance	<u>Administrator & Technical Training:</u> The Proponent will deliver Administrator & Technical Training to technical and

			support resources onsite for up to X days as per Training and Knowledge Transfer Plan to prepare County Technical Staff to support end users following cutover. <u>Proponent Responsibilities:</u> a. Review project documentation with Technical Resources b. Review solution architecture and configuration c. Review deployment and configuration specifications d. Review system administration functions and features e. Provide training materials to trainers (electronically)
9A – Cutover Plan	Written	Cutover	<u>Cutover Plan:</u> The objective of this task is to identify all consolidated tasks related to the solution cutover to the production environment. The Cutover Plan shall include but not be limited to: a. Cutover Prerequisites & Criteria b. Deployment Approach & Procedures c. Contingency / Rollback Strategy d. Communications Procedures e. Go/No-Go Checklist <u>Proponent Responsibilities:</u> Develop the Cutover Plan framework. Facilitate workshops to validate County specific requirements, identify risks and develop mitigation paths. Publish the Cutover Plan for County review and approval.
9B – Performance Testing Report	Written	Cutover	<u>Performance Testing Report:</u> This task aims to document the final performance test results that prove the readiness for production go-live. The Performance Test Report shall include: a. Testing Scope b. Testing Metrics c. Test Summaries by Testing Type d. Defect Summary by Classification (Critical, High Priority, etc.) e. Corrective actions taken f. Recommendations, and any outstanding risks <u>Proponent Responsibilities:</u> a. Develop and compile the Final Performance Testing results. b. Publish the Final Test Report for AGENCY review and approval.
9C – System Documentation	Written	Cutover	<u>System Documentation:</u> System Documentation required to operate, configure, maintain, and administer all aspects of the solution. The System Documentation shall include but not be limited to: a. End User Documentation b. System Administration Documentation & Guide c. Environment, Data Management and Maintenance Documentation d. Interface and Data Exchange Documentation

			Proponent Responsibilities: Develop and deliver all solution documentation maintained to the current component versions identified as production release candidates. Publish the System Documentation for County review and approval.
9D – Go-Live Readiness Assessment	Written	Cutover	Go-Live Readiness Assessment: Assesses the degree to which the project is ready to go live in production. It involves capturing a series of data points through interviews, review of various documentation, and industry best practices – then, based on thresholds and the successful completion of required go-live action list/task list, the system can be assessed as ready or not ready to go live. At a minimum, the assessment should consider: a. Technology & Infrastructure/environment readiness (including third-party integrations, reporting, site-specific networks, and device connectivity) b. Data readiness (including configuration data, user profiles, converted real-time production & historical data) c. Internal & external users (including end-user training and updated policies) d. Supporting Organization(s) Proponent Responsibilities: Consider the readiness for the solution to go-live from a system and organization perspective while involving all sources of gathering data and considering leading practices.
9E – Verification of Cutover and Final Acceptance Report	Written	Cutover	Verification of Cutover and Final Acceptance Report: The final consolidated review, verification, and validation of all stated and documented requirements, including signed acceptance of all quality stage gates. Proponent Responsibilities: Collect and deliver all solution stage gate approvals and deliver the Cutover and Final Acceptance report. Publish the Verification of Cutover and Final Acceptance Report for County review and approval.
9F – Lessons Learned	Written	Cutover	Lessons Learned: Lessons Learned are the knowledge gained during a project that shows how project events were addressed or should be addressed in the future for the purpose of improving future performance. Lessons Learned should contain at a minimum: a. Repository of information that has been collected throughout the project b. Data collected during facilitated project reflections c. Recommended improvements, tools, techniques that can benefit future projects. Proponent Responsibilities: Facilitate reviews with County to contribute to project reflections, identify and present best practices for County operation of the solution.
10A – Detailed Expectations and Service Level Agreements.	Written	Cutover	Detailed Expectations and Service Level Agreements: The objective of this task is to provide documented, detailed expectations and service level definitions for post go-live support. The Detailed Expectations and Service Level Agreements shall include but not be limited to: a. Contractual Parameters b. KPI's and Metrics

			c. Service Levels, Rankings & Priority d. Service Response e. Exceptions and Limitations f. Responses and Responsibilities g. Service Management <u>Proponent Responsibilities:</u> Develop the Detailed Expectations and Service Level Agreement document framework. Facilitate workshops to validate County specific SLA requirements. Publish the Detailed Expectations and Service Level Agreements for County review and approval.
10B – Service Level Requirements Performance Report	Written	Cutover	<u>Service Level Requirements Performance Report:</u> The objective of this task is to provide documented and detailed reporting against the approved Detailed Expectations and Service Level Agreements. The Service Level Requirements Performance Report shall include but not be limited to: a. Contractual Parameters met for the reporting operational period b. KPI's and Metrics by SLA Objective a. Availability b. Uptime c. Service Requests by Category, Severity and Priority d. Server Request Response Time <u>Proponent Responsibilities:</u> Develop and deliver the Service Level Requirements Performance Report for each operating period. Publish the Service Level Requirements Performance Report for County review.
10C – Post Go-Live Release Notes & Narrative	Written	Cutover	<u>Post Go-Live Release Notes & Narrative:</u> An on-going deliverable to accompany every Proponent release to the County environment as a candidate for production implementation. <u>Proponent Responsibilities:</u> Develop and deliver Release Notes & Narratives for post initial Go-Live solution versions for any release or update candidates prior to maintenance and upgrade.
10D – Defect Tracking and Mitigation Review (Warranty)	Written	Cutover	<u>Defect Tracking and mitigation Review(s):</u> Is an on-going activity whereby a detailed review is undertaken to review defects and issues identified as Warranty issues (application not working as per agreed upon design). Support team accept or reject issue under warranty and propose mitigation for review and inclusion in subsequent release as per agreed upon SLA's. <u>Proponent Responsibilities:</u> Provide post-go live support activities consistent with the executed SLA's. Provide defect tracking, status, and reporting transparency to the County. Provide solutions and mitigations to reported defects within SLA operational requirements.

SECTION B – DATA INTEGRATION HUB (DIH)

The DIH will be implemented in phases aligned with the JMS and CMS implementation timelines. The scope of this engagement is limited exclusively to Phase 1.

1. Project Description

Clayton County IT, partnering with the Sheriff's Office (CCSO) and the Judiciary (Magistrate, State, and Superior Courts), collectively the County, is undertaking a comprehensive technology modernization to retire its antiquated CPU8 mainframe. A major foundation of this modernization is the move toward a Data Integration Hub (DIH) to establish true integrated justice capabilities. Under this scope of work, the County is seeking a Proponent to support the design, development, and implementation of the target state DIH architecture.

The data hub Proponent will work with the County, its partners, and other Proponents across the overall program to support data governance, data migration, and the implementation of various integration and data analytics information products. This will be executed in a modern, cloud-enabled (e.g., Microsoft Azure-based), and secure, CJIS-compliant environment. This project, known as the DIH initiative, is one of three critical workstreams—alongside the new Jail Management System (JMS) and Court Case Management System (CCMS)—that make up the overall System Modernization Program.

The Proponent will design, implement and support a solution containing three environments (bronze, silver, and gold) for **ingestion, integration, and consumption**, allowing the data integration hub to mirror legacy systems safely, standardize data centrally, and provide scalable access to downstream systems.

1.1 The bronze layer will be a **direct synchronization layer** that mirrors the legacy system as closely as possible and acts as a **raw landing zone**

1.1.1 Characteristics

- 1.1.1.1 Near-real-time or scheduled sync from the legacy system (CPU8)
- 1.1.1.2 Minimal or no transformation
- 1.1.1.3 Schema closely matches the legacy source

1.2 The silver layer will be used to transform the raw synchronized data into **canonical, standardized, and integrated datasets**.

1.2.1 Silver Layer Functions

- 1.2.1.1 Data cleansing
- 1.2.1.2 Schema normalization
- 1.2.1.3 Business rule application

- 1.2.1.4 Data enrichment
- 1.2.1.5 Entity matching and deduplication
- 1.2.1.6 Creation of canonical data models

1.3 **The gold layer** environment will be used to expose the data to **applications, analytics platforms, and services**

1.3.1 **Gold Layer Capabilities**

- 1.3.1.1 Data APIs
- 1.3.1.2 Event streams
- 1.3.1.3 Data marts
- 1.3.1.4 Reporting layers
- 1.3.1.5 Reverse ETL to operational systems (if necessary)

The Proponent will be required to collaborate with a broad range of stakeholders, including COTS product providers specializing in the jail and court space, specialist integrators, and consultants to support the overall realization of the County's vision. The ultimate goal is to overcome existing departmental silos and manual point-to-point integrations, ensuring data is captured once and shared seamlessly to improve operational efficiency and public safety.

2. Background

The implementation of a Data Integration Hub (DIH) in Clayton County is the programmatic foundation required to move the County away from its antiquated CPU8 mainframe and toward a modern, interconnected justice system.

Delivery of integrated justice services in Clayton County demands an emphasis on the connections among systems, people, and agencies as a means of sharing data for operational insights, public safety, and recidivism reduction. Currently, Clayton County meets its information needs through a mixture of aging, disparate platforms and significant manual, paper-based sharing. These traditional "one-off point-to-point" integrations are often limited, resulting in siloed operations and a lack of real-time visibility into the progression of cases.

2.1 The Role of the Data Integration Hub (DIH): The DIH is the architecture that will enable data sharing and access by connecting data producers (such as the Sheriff's Office and Law Enforcement Agencies) with data consumers (such as the Magistrate, State, and Superior Courts, and the District Attorney). By establishing a Data Foundation, the DIH layers governance and stewardship requirements atop sharing demands to create standardized patterns for data flow across the County.

2.2 Technical Architecture and Data Flow: Clayton County's DIH architecture will aggregate data from multiple systems-of-record into a low-latency, high-performance data management layer. A centralized enterprise data repository will sit in the middle of

all integrations, which will execute over the County's future enterprise integration platform, effectively retiring the reliance on manual point-to-point interfaces.

This data management layer—aligned with the County's cloud-based approach—is intended to synchronize with systems-of-record via event-driven integration patterns whenever possible. This ensures that critical messages, such as daily bookings, releases, and court dispositions, are updated in near real-time. The resulting data will be accessible to consumers (including self-service analytics tools and pure-play JMS and CMS applications) through a mature API-based integration framework, events, or batch processing, ensuring information is captured once and shared seamlessly.

3. Project Benefits

The implementation of a Data Integration Hub (DIH) in Clayton County is the programmatic foundation required to move the County away from its antiquated CPU8 mainframe and toward a modern, interconnected justice system. By adopting this pattern, the County can realize several critical benefits tailored to its unique criminal justice environment.

3.1 Multi-Workflow Information Sharing

The DIH enables multiple information sharing workflows, including application, event, and analytics-related integrations. In Clayton County, this means the new Jail Management System (JMS) and Court Case Management System (CCMS) can seamlessly share data with self-service analytics tools, automated notifications for justice partners, and complementary systems like VINES or Electronic Health Records (EHR).

3.2 Streamlined Consumption and Data Standardization

Currently, Clayton County's data is scattered across siloed applications and manual, paper-based processes. The DIH streamlines the consumption experience via a consolidated view of this information, providing a standard data model and schema. This architecture manages data transformation rules and cleansing, ensuring that data from the Sheriff's Office and the Magistrate, State, and Superior Courts is coherent and governed centrally.

3.3 Decoupling for Performing and Reliability

The DIH decouples data sources from consumers, which is vital for the County's 24/7 jail operations. This separation improves performance (latency and throughput) and ensures availability and uptime, even if a system-of-record application—such as the CMS or a legacy module of CPU8—must be taken offline for maintenance or upgrades.

3.4 Incremental Transformation and Business Agility

Clayton County is pursuing a phased implementation to modernize its systems. The DIH improves business agility by supporting this incremental transformation, making it possible to replace legacy system-of-record applications (like specific CPU8 modules) with minimal impact on the County's enterprise data repository or API service layers.

3.5 Holistic Business Insight

The DIH provides holistic business insight by analyzing integrated data across the entire justice spectrum. This allows the County to detect critical business events that require timely action, such as identifying repeat offenders for recidivism reduction programs or generating real-time metrics to manage the ongoing jail population crisis.

4. Phased Timeline & Implementation

The DIH will be implemented in phases that will align with the timelines of the JMS and CMS implementations.

4.1 Phase 1: Implementation and Configuration of the DIH tool, DIH Roadmap development

As part of this phase, the DIH Proponent will build the structure and business rules to house data from the legacy JMS and CMS modules through the bronze layer. The DIH Proponent will work with the County to migrate active and historical data from CPU8 for both the jail and the courts. The DIH Proponent will lead the County in transforming the data into the silver layer and the jail data into the gold layer in preparation for data migration to the new JMS in Phase 2. Additionally, the Proponent will work with the County to migrate and manage legacy data exchanges as defined in the interfaces section of Exhibit E – Data Integration Hub Requirements, including developing at least one legacy data exchange as part of phase 1. Finally, the DIH Proponent will facilitate the development of use case scenarios for data mining, dashboards and reporting from the DIH for the various Justice partners.

The DIH Proponent will also develop the roadmap for the DIH, including confirming the scope of the subsequent phases and confirming/developing/modifying/implementing standards and structure for data governance. This will include identification of additional candidates for housing data in the DIH for business intelligence.

4.2 Phase 2: Support JMS integration messages

The Proponent will continue to refine the data being ingested into the DIH, through the Silver and Gold layers in preparation for the JMS implementation, as well as the CCMS implementation in Phase 3.

The JMS Proponent and the DIH Proponent will develop the messages between the DIH and the new JMS to replace and retire any messages that have been developed between the legacy JMS and the DIH that were developed in phase 1, as well as any messages that are still in place between the legacy JMS and its justice partners (as defined in Exhibit E - Data Integration Hub Requirements). The County and the DIH Proponent will develop the messaging between the JMS Proponent and will develop the necessary messages and APIs to the various companion applications (such as Keefe). The JMS Proponent will expose the data elements to the DIH in a standard (preferably NIEM) format for consumption by subscribing systems. The DIH Proponent will support the ingesting of the data from the JMS and legacy systems that support jail operations. The current JMS data to be pushed to the DIH will, at a minimum, include:

- 4.2.1.1** Bookings and Releases
- 4.2.1.2** Custody Status
- 4.2.1.3** Housing Location
- 4.2.1.4** Current Location
- 4.2.1.5** Sentencing/Release Date

The JMS will also receive data from legacy IJIS applications, directly or through the DIH. These will include, at a minimum:

- 4.2.1.6** Warrant data
- 4.2.1.7** Bond information
- 4.2.1.8** Adjudication and sentencing information
- 4.2.1.9** Court Settings
- 4.2.1.10** Prosecutor charging decisions

4.3 Phase 3: Support CCMS Integration Messages

The CCMS Proponent and the DIH Proponent will develop the messages between the DIH and the new CCMS to replace and retire any messages that have been developed between the legacy CCMS and the DIH that were developed in phase 1 or phase 2, as well as any messages that are still in place between the legacy CCMS and its justice partners (as defined in Exhibit E - Data Integration Hub Requirements).

The current CCMS data to be pushed to the DIH will, at a minimum, include:

- 4.3.1.1** New Cases
- 4.3.1.2** Court Settings
- 4.3.1.3** Adjudications
- 4.3.1.4** Orders

The CCMS will also receive data from the new JMS and legacy IJIS applications, directly or through the DIH. These will include, at a minimum:

- 4.3.1.5** Court Filings
- 4.3.1.6** Custody Status

4.3.2 Phase 3 Outcomes:

CPU8 CCMS functionality retired and data migrated to new JMS solution (from DIH or CPU8)

- 4.3.2.1** Interface identified in Exhibit E – Data Integration Hub Requirements as Phase 3 are full migrated to and supported through the DIH

4.4 Phase 4: Support Additional JMS Integration Messages, New Integration Messages, Data Sources and Data Mining

As part of the second implementation phase of the JMS, additional integration messages may be identified and developed. An example would be Arrest records from Law Enforcement Agencies to support pre-booking activities. Refer to Exhibit E - Data Integration Hub Requirements Interfaces for an outline of identified County interfaces. Any additional interfaces identified as part of Phases 1, 2 or 3 will also be developed. Any additional data sources identified as part of Phase 1 will be incorporated into the DIH.

The DIH Proponent will develop dashboards and reports to support use cases identified in Phase 1.

5. Proponent Responsibilities

5.1 The Role of the JMS & CCMS Proponent in Migration

The successful Proponent for both the Jail Management System (JMS) and the Court Case Management System (CCMS) modernization in Clayton County will have significant responsibilities related to data conversion and migration from the legacy CPU8 mainframe and other systems.

A detailed data conversion plan will be required as part of the JMS/CMS implementation. The successful JMS & CCMS responder will need to convert all legacy records into the DIH solution. The County must be able to validate successful conversion/migration of their existing JMS/CMS data to the new DIH solution. The successful JMS & CCMS responder will work with the County to successfully convert the active and historical data defined as in scope.

The JMD & CCMS responder will be expected to actively lead and participate in identification of source data, data mapping, data quality assessment and performance of multiple mock migrations. The responder will advise the County on quality issues that negatively impact the completeness of the conversion of data, providing reports of what records are not converting and why. The responder will provide guidance on data cleansing activities that the County would need to perform.

The DIH Proponent will be charged with creating a repository of the legacy JMS/CCMS data and in the course of ingesting and syncing that data with the legacy CPU8 mainframe, will be applying data governance and cleansing rules to that data.

The DIH will be evaluated as part of the migration as a source for the legacy data for the JMS and CMS projects.

The JMS & CCMS Proponent selected for the system integration role is expected to manage and execute the process of converting existing data into the DIH solution and outline their approach to data conversion.

Key responsibilities include:

- 5.1.1 Defining the Methodology and Tools:** The Proponent must define and support the migration of data, providing detail on the methodology and tools that will be leveraged for migration, along with the responsibilities of the County and the Proponent.

- 5.1.2 Conversion Planning:** The procurement documents require the submission of a Detailed Data Conversion Plan(s) and a Detailed Data Migration Plan(s) during the **Configure/Build** phase of the project (see Exhibit G – Project Gates and Deliverable Acceptance).
- 5.1.3 Data Cleansing:** Prior to conversion, a **Detailed Data Cleansing Plan(s)** must be developed by the Proponent, focusing on identifying data sources required for migration and thoroughly understanding the data to be cleaned.
- 5.1.4 Execution of Conversion and Migration:** The Proponent is responsible for conducting the Data Conversion(s) and Migration(s) to the County's specifications.
- 5.1.5 Quality Assurance and Validation:** The County expects the Proponent to provide documentation identifying records that could not be converted, including appropriate reasons for the failure, to allow the County to rectify data issues and perform additional conversion. The successful conversion/migration must be validated by the County.

5.2 The Role of the Data Integration Hub (DIH) in Migration

In the Clayton County program, the Data Integration Hub (DIH) will run in parallel with the JMS and CCMS implementations and plays a central role in managing data as it is shared among justice partners, and also to create a repository of justice data for data mining and business intelligence activities (including but not limited to booking and release, court filings judgements and sentences). The repository will be evaluated as a potential source for migration for each implementation.

The strategic intent related to data migration and the DIH includes:

- 5.2.1 Data Preparation:** Conduct a Data Quality Assessment and Data Prep for populating the repository and Future Migration, which feeds into the requirements gathering for the DIH initiative.
- 5.2.2 Replicated and Synced Data from the Legacy Systems:** Starting with CPU8, the DIH will be a direct reflection of the active and historical records for the Jail and the Courts, with ongoing integration messages keeping that data in sync. Additional data sources may be identified and their data migrated into the repository.
- 5.2.3 DIH as a Potential Source for Migration:** The DIH initiative includes a Data Foundation component that aims to begin addressing data quality, cleanliness, and completeness. This foundational work can contribute to and shorten data migration efforts for CMS and JMS implementation, potentially being the source for migration.
- 5.2.4 Data Exchange Capabilities:** The goal of modernizing data sharing is to overcome limitations of the legacy system, where integrations were often manual or "one-off point to point". The JMS and CMS solutions must integrate with the

DIH for seamless data flow, including custody status, housing location, and current location, in near real-time.

Therefore, while the Proponents for the JMS and CCMS are ultimately accountable for migrating the necessary historical and transactional data into the new solution, the DIH is intended to manage data governance, cleanse source data (from CPU8), and act as the centralized platform for sharing that data, which assists in the migration process for the system integrators.

5.3 Go-Live Criteria for Data Readiness

Final acceptance of the CCMS and JMS solutions and readiness for "Go-Live" is contingent on meeting specific data requirements.

A critical criterion is **Data Readiness**, which mandates that data migrated from source systems (like CPU8) to the new Proponent solution must have **completed Quality Assurance (QA)** and satisfy four essential requirements regarding data severity issues:

- 5.3.1** No Severity 1 issues (showstopper/major system errors).
- 5.3.2** No Severity 2 issues (significant loss of feature functionality).
- 5.3.3** All Severity 3 issues must have identified workarounds agreed upon with the County and communicated to users.
- 5.3.4** All Severity 4 issues must be identified, agreed, and documented.

Below is a RCI that provides the high level responsibilities for each party during the project:

Task/Responsibility	DIH Proponent	JMS Proponent	CCMS Proponent	Clayton County IT	Clayton County Business
Illustrate where the technology(s) have been previously used	R	C	C	I	I
Illustrate how the technology(s) have been used and relevance for County application	R	C	C	I	I
Illustrate training and technology deployment requirements	R	C	C	C	I
Provide examples of deliverables implemented in	R	C	C	I	I

Task/Responsibility	DIH Proponent	JMS Proponent	CCMS Proponent	Clayton County IT	Clayton County Business
the past aligning with requirements					
Describe alignment with Clayton County's Vision	R	C	C	C	A
Design, configure, and deploy DIH in Cloud environment	R	C	C	C	I
Demonstrate experience with proposed technology in cloud environment	R	C	C	C	I
Support Clayton County with knowledge transfer and operational support	R	C	C	C	I
Describe ongoing software maintenance and support services	R	C	C	C	I
Describe local on-site, remote maintenance, and other support programs	R	C	C	C	I
Lead and participate in source data identification, mapping, and quality assessment	C	R	R	C	I
Define methodology and tools for data migration	C	R	R	C	I
Develop Data Conversion and Migration Plans	C	R	R	C	I
Develop Data Cleansing Plans	C	R	R	C	I
Execute conversion and migration	C	R	R	C	I
Develop integration messages to/from DIH (Phases 2-4)	R	R	R	C	I

Task/Responsibility	DIH Proponent	JMS Proponent	CCMS Proponent	Clayton County IT	Clayton County Business
Validate data migration and integration messages	C	R	R	C	I
Establish operational monitoring and error handling for integration messages	R	C	C	C	I
Update data catalog and dictionary for integration flows	R	C	C	C	I
Conduct data quality assessments and exception reporting	R	C	C	C	I
Support County during migration validation	R	C	C	C	I
Ensure compliance with data governance and security standards	R	C	C	C	I

Legend:

- R = Responsible (performs the work)
- A = Accountable (ultimately answerable)
- C = Consulted (provides input)
- I = Informed (kept updated)

6. DIH Tasks and Deliverables

The DIH will be implemented in phases aligned with the JMS and CMS implementation timelines. The scope of this engagement is limited exclusively to Phase 1. While only *Phase 1 Costs will be evaluated in Attachment B: DIH Cost Proposal Form (C:5 – Professional Services)*, please complete pricing for Phase 2-4 as well.

6.1 Phase 1: Implementation and Configuration of the DIH tool.

The DIH Proponent will conduct a comprehensive discovery of Clayton County's existing data integration capabilities and systems—specifically CPU8—and produce the architecture plan and governance framework that will guide the full DIH implementation over two-plus years.

The ultimate goal of the project is to migrate and manage legacy data exchanges as defined in the interfaces section of Exhibit E - Data Integration Hub Requirements as well as building the structure and business rules to house data from the legacy JMS and CMS modules. The DIH Proponent will work with the County to migrate active and historical data from CPU8 for both the jail and the courts.

6.1.1 Phase Outcomes

- 6.1.1.1** DIH stood up and configured for Clayton County (3 layers; bronze, silver and gold)
- 6.1.1.2** Data migrated from CPU8 for Court and Jail to the bronze layer
- 6.1.1.3** Daily Sync of data from CPU8 to DIH executed
- 6.1.1.4** Replace 1 legacy point to point integration at the bronze layer
- 6.1.1.5** Initial data quality assessment completed
- 6.1.1.6** Silver layer established with transformation rules implemented
- 6.1.1.7** Gold layer established for JMS data with transformation and cleansing based on business rules collected during workshops.
- 6.1.1.8** Scope and develop 2-3 subscriber patterns for a IJIS partner for common data elements (i.e. custody status or court setting)
- 6.1.1.9** Roadmap for phases 2-4 with confirmed costing, including all integration messages in Exhibit E - Data Integration Hub Requirements, additional data sources, and business intelligence use cases.
- 6.1.1.10** DIH stood up and configured for Clayton County (3 layers; bronze, silver and gold)

6.1.2 Task 1: Discovery and Detailed Solution Planning

The DIH Proponent will perform a detailed discovery assessment of Clayton County's existing data integration capabilities, interfaces, tools, and information sources, specifically CPU8. This includes evaluating current integrations and data exchanges, identifying strengths and weaknesses, and supporting project management activities such as planning, scheduling, and reporting. Based on these findings, the Proponent will develop an implementation and architecture plan for the Data Integration Hub (DIH), outlining future capabilities, information products, and data governance strategies. Additionally, a pilot implementation plan will be created to integrate select datasets, establish a data warehouse, and support information sharing and governance through an integration platform.

6.1.2.1 Discovery Assessment and Project Management

- 6.1.2.1.1** Conduct discovery assessments to evaluate existing capabilities, tools, and information sources, specifically CPU8—identifying strengths, weaknesses, and integration readiness.
- 6.1.2.1.2** Establish project management infrastructure: project plan, MS Project schedule, weekly status reports, change management controls, and project kick-off.
- 6.1.2.1.3** Define key program management artifacts and reporting cadence; validate discovery findings with the County prior to proceeding. At a minimum the Proponent will provide:
 - 6.1.2.1.3.1** Project Plan, Project Schedule (MS Project)
 - 6.1.2.1.3.2** Weekly status reports
 - 6.1.2.1.3.3** Change Management Controls
 - 6.1.2.1.3.4** Project Kick-Off

6.1.2.2 Implementation Plan and Architecture Design for Full DIH

- 6.1.2.2.1** Develop a two-plus year Implementation Plan covering: build-out of all DIH capabilities per Exhibit E - Data Integration Hub Requirements, inventory of target information products (dashboards, reports, integrations), and a data governance maturity roadmap aligned to County goals.
- 6.1.2.2.2** Produce a Design/Deployment Architecture Plan specifying how DIH product capabilities will operate across the bronze, silver, and gold layers.
- 6.1.2.2.3** Present the target architecture to County security and architecture representatives for compliance review; confirm tool/platform adoption decisions with the County before proceeding to build.

6.1.2.3 Initial Data Governance Framework

- 6.1.2.3.1** Collaborate with the County to define and document initial data governance policies, including data ownership, stewardship roles, data quality standards, and access control rules.
- 6.1.2.3.2** Establish mechanisms for data quality assurance, including validation rules, exception reporting processes, and escalation procedures.

- 6.1.2.3.3** Review and incorporate any existing County data governance materials provided post-award; produce a governance framework document as a Phase 1 deliverable.

6.1.3 Task 2: Data Mapping Assessment

The Proponent will produce a complete, production-quality inventory of Clayton County's data assets—anchored to CPU8—including a data dictionary, data catalog, and prioritized data categorization to support bronze-layer ingestion planning and subsequent migration efforts.

6.1.3.1 Data Source Inventory and Data Dictionary

- 6.1.3.1.1** Identify all primary data sources, with CPU8 as the primary focus, and document each source's technical structure, field-level descriptions, table relationships, data volumes, usage frequency, and ownership.
- 6.1.3.1.2** Produce a finalized Data Dictionary that provides technical descriptions, usage context, and field-level detail for CPU8 jail and court data entities.
- 6.1.3.1.3** Work with County subject matter experts to validate data definitions, resolve ambiguities, and ensure the dictionary reflects actual operational use.

6.1.3.2 Data Catalog

- 6.1.3.2.1** Develop a comprehensive Data Catalog inventorying all identified County data sources, capturing data lineage, classification, location, and ownership in a single, accessible repository.
- 6.1.3.2.2** Structure the catalog to support transparent data analysis, enabling data consumers to discover, understand, and consume data without reliance on tribal knowledge.

6.1.3.3 Data Categorization and Pilot Candidate Selection

- 6.1.3.3.1** Assess the readiness, stability, and data quality of each identified source; document findings and flag data quality risks.
- 6.1.3.3.2** Work with the County to prioritize data sets for Phase 1 bronze-layer ingestion based on operational criticality, data quality, and alignment with Phase 1 outcomes.
- 6.1.3.3.3** Identify and formally recommend initial data sets for bronze-layer ingestion with documented rationale, approved by the County before build activities begin.

6.1.4 Task 3: DIH Production Build

Identify and formally recommend initial data sets for bronze-layer ingestion with documented rationale, approved by the County before build activities begin.

6.1.4.1 Production Environment Deployment

6.1.4.1.1 Deploy the DIH production environment in a County-approved cloud environment (Azure-based or equivalent), configured for CJIS compliance, PII/HIPAA protections, and County security standards.

6.1.4.1.2 Establish all three data layers: bronze (raw landing zone mirroring CPU8), silver (transformation and canonical model), and gold (API, event stream, and reporting exposure).

6.1.4.1.3 Validate the environment with County security and architecture representatives prior to loading production data.

6.1.4.2 CPU8 Bronze Layer Ingestion and Daily Sync

6.1.4.2.1 Configure bronze-layer ingestion connectors for CPU8 jail and court data, including near-real-time or scheduled sync for active and historical records.

6.1.4.2.2 Establish and validate the daily sync of CPU8 data to the DIH, confirming data completeness and record counts against CPU8 source volumes.

6.1.4.2.3 Conduct an initial data quality assessment on ingested CPU8 data; produce an exception report identifying data quality issues and provide remediation recommendations to the County.

6.1.4.3 Silver Layer Transformation Rules

6.1.4.3.1 Develop and implement the silver-layer canonical data model for jail and court data, applying data cleansing, schema normalization, business rule validation, and entity matching logic.

6.1.4.3.2 Document all transformation rules, data mappings, and business logic applied in the silver layer; validate outputs with County subject matter experts.

6.1.4.4 Gold Layer Transformation Rules

6.1.4.4.1 Gather and Document Business Rules. Conduct workshops with Clayton County Business and IT stakeholders to identify, define, and document business rules for data transformation, validation, and integration relevant to legacy JMS data.

6.1.4.4.2 Perform detailed data profiling and quality assessment of CPU8 and other legacy sources to identify inconsistencies and cleansing needs.

- 6.1.4.4.3** Execute data cleansing activities to resolve identified issues, ensuring data accuracy and completeness before migration to the DIH.
- 6.1.4.4.4** Design and implement transformation logic to populate the gold layer with cleansed, business-ready data.
- 6.1.4.4.5** Validate the gold layer data with business users to confirm it meets migration and reporting needs.
- 6.1.4.4.6** Maintain detailed documentation of business rules, data cleansing procedures, and gold layer population logic to support future audits and facilitate Phase 2 migration activities.

6.1.5 Task 4 DIH Initial Integration

The Proponent will replace the first legacy interface and deliver initial IJIS subscriber patterns.

6.1.5.1 First Legacy Interface Replacement

- 6.1.5.1.1** In coordination with the County, select one legacy point-to-point integration from Exhibit E - Data Integration Hub Requirements for replacement in Phase 1.
- 6.1.5.1.2** Design, build, test, and deploy the replacement integration through the DIH bronze layer, retiring the legacy point-to-point connection upon go-live.
- 6.1.5.1.3** Design, build, test, and deploy the replacement integration through the DIH bronze layer, retiring the legacy point-to-point connection upon go-live.

6.1.5.2 IJIS Subscriber Patterns

- 6.1.5.2.1** Scope and develop 2–3 gold-layer subscriber patterns for an IJIS justice partner (e.g., custody status or court setting), enabling near-real-time or event-driven data consumption from the DIH.
- 6.1.5.2.2** Validate subscriber patterns with the County and the target IJIS partner; document the pattern for reuse in subsequent phases.

6.1.6 Task 5: DIH Roadmap Development

The Proponent will produce a confirmed, costed roadmap for Phases 2–4 that provides the County with a clear plan for the full DIH build-out, covering all integration messages, additional data sources, and business intelligence use cases.

6.1.6.1 Phase 2–4 Roadmap with Confirmed Costing

- 6.1.6.1.1** Produce a detailed Phase 2–4 Roadmap that confirms scope, sequence, and estimated effort for each subsequent phase, aligned to the JMS and CMS implementation timelines.
- 6.1.6.1.2** Inventory all integration messages in Exhibit E - Data Integration Hub Requirements, confirming phase assignment, interface type, data elements, and complexity for each.
- 6.1.6.1.3** Identify additional data sources (beyond CPU8) that are candidates for ingestion into the DIH, with prioritization and phasing recommendations.
- 6.1.6.1.4** Document business intelligence use cases identified with County stakeholders, including priority, data requirements, and proposed phase for delivery.
- 6.1.6.1.5** Present the roadmap to County leadership for review and sign-off before Phase 2 activities commence.

6.2 Phase 2: Support JMS integration messages

CPU8 JMS retirement | New JMS sync | Aligned with JMS implementation go-live

Phase 2 focuses on the seamless transition and integration of JMS functionality within Clayton County's data ecosystem. This phase encompasses the retirement of the legacy CPU8 JMS system, the migration of relevant data to the new JMS solution, and the establishment of robust synchronization between the new JMS and the Data Integration Hub (DIH). All interfaces designated for Phase 2 in Exhibit E - Data Integration Hub Requirements will be fully migrated and operational through the DIH, ensuring continuous data flow and system reliability. Additionally, active monitoring and error handling will be implemented to support the integrity and performance of JMS integration messages as the new solution goes live.

As a precursor to these activities, the DIH may also be used as the main data source for data migration into the new JMS, from either the bronze, silver or gold layer. This will depend greatly on the readiness of the data in each of these layers in alignment with the timelines of the JMS implementation. Additionally, as part of this phase, preparation will be undertaken to support migration of the court data to the new CCMS in phase 3.

6.2.1 Phase Outcomes

- 6.2.1.1** CPU8 JMS functionality retired and data migrated to new JMS solution (from DIH or CPU8).
- 6.2.1.2** New JMS synced with the DIH across all three layers.

- 6.2.1.3** All Exhibit E - Data Integration Hub Requirements Phase 2 interfaces fully migrated to and supported through the DIH.
- 6.2.1.4** Active monitoring and error handling for all Phase 2 messages in place.
- 6.2.1.5** Gold layer established for CCMS data with transformation and cleansing based on business rules collected during workshops.

6.2.2 Task 1: JMS Bronze Layer Integration and CPU8 JMS Retirement

The Proponent will configure the bronze layer to ingest data from the new JMS in near-real-time, retiring all CPU8 JMS feeds as the new system goes live. Companion application feeds will also be onboarded per Exhibit E - Data Integration Hub Requirements Phase 2.

6.2.2.1 Bronze Layer Configuration and Cutover

- 6.2.2.1.1** Configure bronze-layer ingestion connectors for the new JMS, supporting near-real-time event streams for: bookings and releases, custody status changes, housing location, current location, and sentencing/release dates.
- 6.2.2.1.2** Retire and replace Phase 1 CPU8 JMS bronze feeds upon JMS go-live, coordinating cutover timing with the County and JMS Proponent to ensure no data gaps.
- 6.2.2.1.3** Configure ingestion for Phase 2 companion application feeds (e.g., Keefe commissary, ICS, Eagle Biometrics, Jagware probation) per Exhibit E - Data Integration Hub Requirements, replacing legacy CPU8 point-to-point connections.
- 6.2.2.1.4** Validate data synchronization by reconciling JMS record volumes and key data elements against CPU8 historical baselines during parallel operation.

6.2.2.2 Inbound Data from IJIS Applications to JMS

- 6.2.2.2.1** Configure the DIH to receive and route inbound data from legacy IJIS applications to the JMS, including: warrant data, bond information, adjudication and sentencing, court settings, and prosecutor charging decisions.
- 6.2.2.2.2** Implement message acknowledgment and delivery confirmation for all inbound IJIS-to-JMS flows, with automated retry and error escalation.

6.2.3 Task 2 JMS Silver and Gold Layer Development

The Proponent will implement silver-layer transformation logic and gold-layer exposure for all JMS data, enabling downstream justice partners to consume standardized JMS data through the DIH.

6.2.3.1 Silver Layer Transformation

- 6.2.3.1.1** Develop and validate transformation rules to normalize JMS data to the County's canonical data model, resolving schema differences between the new JMS and CPU8 legacy structures.
- 6.2.3.1.2** Implement entity matching and deduplication for inmate records, enabling cross-system person resolution between JMS, IJIS applications, and DIH master records.
- 6.2.3.1.3** Apply NIEM data mapping for JMS data elements as provided by the JMS Proponent to enable standardized downstream consumption.
- 6.2.3.1.4** Implement business rule validation for JMS data flows (e.g., custody lifecycle integrity, booking-to-release sequencing) with automated exception handling and reporting.

6.2.3.2 Gold Layer Exposure

- 6.2.3.2.1** Expose JMS data through gold-layer APIs, event streams, and data marts for subscribing systems identified in Exhibit E - Data Integration Hub Requirements Phase 2.
- 6.2.3.2.2** Implement and validate IJIS subscriber patterns for justice partners consuming JMS custody data (custody status, housing location, bookings/releases, warrant data).
- 6.2.3.2.3** Enable reverse ETL or outbound API flows where IJIS applications must receive JMS-sourced data through the DIH, including message acknowledgment.

6.2.3.3 Gold Layer Transformation Rules for Court Data

- 6.2.3.3.1** Gather and Document Business Rules. Conduct workshops with Clayton County Business and IT stakeholders to identify, define, and document business rules for data transformation, validation, and integration relevant to legacy CCMS data.
- 6.2.3.3.2** Perform detailed data profiling and quality assessment of CPU8 and other legacy sources to identify inconsistencies and cleansing needs.
- 6.2.3.3.3** Execute data cleansing activities to resolve identified issues, ensuring data accuracy and completeness before migration to the DIH.

- 6.2.3.3.4** Design and implement transformation logic to populate the gold layer with cleansed, business-ready data.
- 6.2.3.3.5** Validate the gold layer data with business users to confirm it meets migration and reporting needs.
- 6.2.3.3.6** Maintain detailed documentation of business rules, data cleansing procedures, and gold layer population logic to support future audits and facilitate Phase 3 migration activities.

6.2.4 Task 3: Monitoring, Error Handling, and Data Governance

The Proponent will establish operational monitoring and data governance controls for all Phase 2 integration messages, ensuring reliability and auditability of JMS data flows through the DIH.

- 6.2.4.1** Deploy active monitoring, alerting, and automated error handling for all Phase 2 JMS messages, establishing SLA thresholds with the County.
- 6.2.4.2** Update the data catalog and data dictionary to reflect all JMS entities, data elements, and integration flows added in Phase 2.
- 6.2.4.3** Conduct data quality assessments on JMS data following initial sync; produce exception reports and collaborate with the County and JMS Proponent on remediation.
- 6.2.4.4** Support the County and JMS Proponent during JMS data migration validation, providing DIH-sourced CPU8 historical records as a migration reference as needed.
- 6.2.4.5** Ensure all Phase 2 data flows comply with County data governance policies, CJIS requirements, and applicable security standards.

6.3 Phase 3: Support CMS Integration Messages

CPU8 CMS retirement | New CMS sync | Cross-domain JMS–CMS integration | Aligned with CMS go-live

Phase 3 focuses on the seamless transition and integration of CCMS functionality within Clayton County's data ecosystem. This phase encompasses the retirement of the legacy CPU8 Court Case Management system, the migration of relevant data to the new CCMS solution, and the establishment of robust synchronization between the new CCMS and the Data Integration Hub (DIH). All interfaces designated for Phase 3 in Exhibit E - Data Integration Hub Requirements will be fully migrated and operational through the DIH, ensuring continuous data flow and system reliability. Additionally, active monitoring and error handling will be implemented to support the integrity and performance of CCMS integration messages as the new solution goes live.

As a precursor to these activities, the DIH may also be used as the main data source for data migration into the new CCMS, from either the bronze, silver or gold layer. This will depend greatly on the readiness of the data in each of these layers in alignment with the timelines of the CCMS implementation.

6.3.1 Phase Outcomes

- 6.3.1.1** CPU8 CMS functionality retired and data migrated to new CMS solution (from DIH or CPU8)
- 6.3.1.2** New CMS synced with the DIH across all three layers
- 6.3.1.3** All Exhibit E - Data Integration Hub Requirements Phase 3 interfaces fully migrated to and supported through the DIH
- 6.3.1.4** Cross-domain JMS–CMS data flows operational through the DIH (no direct point-to-point connections)

6.3.2 Task 1: CMS Bronze Layer Integration and CPU8 CMS Retirement

The Proponent will configure the bronze layer to ingest data from the new CMS, retiring all CPU8 court data feeds as the new system goes live. Companion court application feeds will also be onboarded per Exhibit E - Data Integration Hub Requirements Phase 3.

6.3.2.1 Bronze Layer Configuration and Cutover

- 6.3.2.1.1** Configure bronze-layer ingestion connectors for the new CMS, supporting near-real-time and batch feeds for: new cases, court settings, adjudications, court orders, and case status changes.
- 6.3.2.1.2** Retire and replace Phase 1 and Phase 2 CPU8 CMS bronze feeds upon CMS go-live, coordinating cutover with the County and CMS Proponent to ensure data continuity.
- 6.3.2.1.3** Configure ingestion for Phase 3 companion application feeds (e.g., Tyler eFile Georgia, Tracker, JCATS, In Court Catalyst) per Exhibit E - Data Integration Hub Requirements, retiring legacy direct connections.
- 6.3.2.1.4** Validate CMS data synchronization by reconciling record volumes and case data elements against CPU8 historical baselines during parallel operation.

6.3.2.2 Inbound Data Routing to CMS

- 6.3.2.2.1** Configure DIH to route inbound data from the new JMS to the CMS, replacing any direct JMS–CMS point-to-point connections: custody status updates and booking/release notifications.

6.3.2.2.2 Configure DIH to route court filings from Tyler eFile Georgia to the CMS, retiring the legacy direct eFiling integration.

6.3.2.2.3 Implement message acknowledgment, delivery confirmation, and automated error handling for all inbound CMS data flows.

6.3.3 Task 2: CMS Silver and Gold Layer Development

The Proponent will implement silver-layer transformation and gold-layer exposure for CMS data, enabling a unified cross-domain view of persons, cases, and custody records, and exposing court data to downstream justice partners through the DIH.

6.3.3.1 Silver Layer Transformation

6.3.3.1.1 Develop and validate transformation rules to normalize CMS data to the County's canonical data model, resolving schema differences between the new CMS and CPU8 legacy court data structures.

6.3.3.1.2 Implement entity matching and record linking to connect CMS case and party records to existing DIH master records from JMS (Phase 2) and CPU8 (Phase 1), enabling a unified person and case view across the justice continuum.

6.3.3.1.3 Apply NIEM data mapping for CMS data elements as provided by the CMS Proponent.

6.3.3.1.4 Implement business rule validation for CMS data flows (e.g., case lifecycle integrity, adjudication sequencing, court order validity) with exception handling and automated reporting.

6.3.3.2 Gold Layer Exposure and Cross-Domain Integration

6.3.3.2.1 Expose CMS data through gold-layer APIs, event streams, and data marts for subscribing systems in Exhibit E - Data Integration Hub Requirements Phase 3, including law enforcement (warrant execution, arrest disposition) and justice partners (DA, Public Defender, Probation).

6.3.3.2.2 Enable gold-layer event streams for court-driven events (dispositions, orders, sentencing) consumed by downstream operational systems including VINES victim notification and Jagware probation.

6.3.3.2.3 Configure the CourtView public portal data feed from the DIH gold layer, providing read-only public access to court case information.

6.3.4 Task 3: Monitoring, Error Handling, and Data Governance

The Proponent will establish operational monitoring and governance controls for all Phase 3 integration messages, ensuring reliability of CMS data flows and the new cross-domain JMS–CMS integration through the DIH.

- 6.3.4.1** Deploy active monitoring, alerting, and automated error handling for all Phase 3 CMS messages, including cross-domain JMS–CMS flows.
- 6.3.4.2** Update the data catalog, data dictionary, and canonical data model to reflect all new CMS entities and court data flows.
- 6.3.4.3** Conduct data quality assessments on CMS data after initial sync; produce exception reports and work with the County and CMS Proponent on remediation prior to go-live.
- 6.3.4.4** Support the County and CMS Proponent during CMS data migration validation, providing DIH-sourced CPU8 historical court records as a migration reference as needed.
- 6.3.4.5** Ensure all Phase 3 data flows comply with County data governance policies, CJIS requirements, and applicable court records confidentiality rules.

6.4 Phase 4: Support Additional JMS Integration Messages, New Integration Messages, Data Sources and Data Mining

Remaining interfaces | BI delivery | Operational handoff to County staff

Phase 4 marks the final stage of the integration initiative, expanding support to additional JMS integration messages, new data sources, and enhanced data mining capabilities. This phase ensures that all remaining interfaces are fully migrated and operational within the Data Integration Hub (DIH), facilitating comprehensive business intelligence (BI) delivery and reporting. The focus also shifts to empowering Clayton County staff through operational handoff, providing them with the tools and knowledge needed to manage ongoing integrations and data mining activities independently. This transition solidifies the County’s ability to leverage integrated data for informed decision-making and sustained operational excellence.

6.4.1 Phase Outcomes

- 6.4.1.1** All Exhibit E - Data Integration Hub Requirements Phase 4 interfaces fully migrated to and supported through the DIH
- 6.4.1.2** Any additional data sources identified in Phase 1 roadmap onboarded into the DIH
- 6.4.1.3** Production business intelligence dashboards and reports delivered for all Phase 1 roadmap use cases
- 6.4.1.4** County staff enabled for self-service analytics through DIH gold layer

- 6.4.1.5** Transition Plan developed and executed; DIH operations fully handed off to Clayton County staff
- 6.4.1.6** Post-implementation support period completed; final program closeout delivered

6.4.2 Task 1: Additional Integration Messages and Extended Data Sources

The Proponent will implement all remaining Exhibit E - Data Integration Hub Requirements Phase 4 integration messages and onboard any additional data sources approved in the Phase 1 roadmap, completing the full DIH integration ecosystem.

6.4.3 Phase 4 Interface Development

- 6.4.3.1** Implement all Exhibit E - Data Integration Hub Requirements Phase 4 interfaces, including pre-booking arrest record feeds from law enforcement agencies (e.g., RMS – Central Square, Brazos mobile) to support jail intake pre-processing workflows.
- 6.4.3.2** Implement any interfaces identified and deferred during Phases 1–3, including companion application integrations not previously covered (e.g., Kronos time-and-attendance to Munis, Axon body camera evidence linkage to case records).
- 6.4.3.3** Configure and validate remaining outbound and reverse ETL feeds for operational systems that depend on DIH-sourced data (e.g., GCIC reporting, inter-agency billing systems).
- 6.4.3.4** Conduct end-to-end regression testing across all Phase 1–4 integration messages to confirm the stability and correctness of the full integration ecosystem before final handoff.

6.4.4 Additional Data Source Onboarding

- 6.4.4.1** Onboard any additional data sources identified and approved in the Phase 1 roadmap (estimated one additional source), following established DIH ingestion, transformation, and exposure patterns.
- 6.4.4.2** Conduct data quality assessment and catalog updates for the newly onboarded source, integrating it into the master data model with entity matching and lineage tracking.

6.4.5 Task 2: Business Intelligence and Analytics Delivery

The Proponent will deliver the production business intelligence use cases and information products identified and prioritized during the Phase 1 roadmap process, enabling the County and justice partners to make data-driven operational decisions.

6.4.6 Dashboard and Report Development

- 6.4.6.1** Develop and deploy production operational dashboards for priority use cases from the Phase 1 roadmap, including at minimum: jail population management and booking/release trends, custody status and inmate movement tracking, court case disposition and backlog monitoring, and recidivism and reentry program outcomes.
- 6.4.6.2** Develop statutory and regulatory reports required by the County, including state population reporting, federal statistical submissions (NIC, BJS), and accreditation reporting (ACA, NCCHC).
- 6.4.6.3** Configure role-based access controls for all dashboards and reports, ensuring each justice partner accesses only data appropriate to their function and jurisdiction.
- 6.4.6.4** Conduct user acceptance testing (UAT) for all information products with County and justice partner stakeholders; incorporate feedback prior to final production deployment.

6.4.7 Self-Service Analytics Enablement

- 6.4.7.1** Configure and document gold-layer query interfaces (SQL, REST API, ODBC/JDBC) to connect County analytics tools (e.g., Power BI, Tableau) to the DIH for self-service reporting.
- 6.4.7.2** Deliver a library of reusable semantic data models, pre-built query templates, and a self-service data catalog to accelerate County-driven analytics beyond the scope of this program.
- 6.4.7.3** Deliver end-user training on accessing DIH data for self-service analytics, including documentation of available data assets, the data dictionary, and data lineage.

6.4.8 Task 3: Transition, Knowledge Transfer, and Operational Handoff

The DIH Proponent is expected to document every phase of the project, informing and training Clayton County personnel as each phase is completed. During phase 4 and specifically Task 3, the DIH Proponent will formally handoff management of the DIH. The Proponent will execute a structured operational transition of the DIH to Clayton County staff, ensuring the County is fully self-sufficient at the conclusion of the implementation engagement.

6.4.8.1 Transition Planning and Staff Readiness

- 6.4.8.1.1** Develop a Transition Plan defining roles, responsibilities, timelines, training requirements, and success criteria for the operational handoff of the DIH.

- 6.4.8.1.2** Conduct a staff readiness assessment to identify capability gaps and training needs required to sustain the DIH environment; develop a plan to close identified gaps before handoff.

6.4.8.2 Knowledge Transfer

- 6.4.8.2.1** Deliver structured knowledge transfer sessions covering: DIH architecture, platform operations (monitoring, alerting, error resolution), data governance processes, integration management, and security and compliance procedures.
- 6.4.8.2.2** Produce and deliver complete operational documentation including: system architecture diagrams, platform runbooks, incident response procedures, data governance process guides, and integration change management procedures.
- 6.4.8.2.3** Provide hands-on co-management of the DIH with County staff during a defined transition period, enabling staff to build operational confidence before full handoff.

6.4.8.3 Operational Handoff and Program Closeout

- 6.4.8.3.1** Transfer all platform administrative access, credentials, and operational responsibilities to County staff per the Transition Plan.
- 6.4.8.3.2** Conduct formal program closeout, including a final status report summarizing all delivered work products, open items, known risks, and recommendations for ongoing DIH maturation.
- 6.4.8.3.3** Execute a defined post-implementation support period during which the Proponent remains available to resolve critical operational issues and answer County staff questions.
- 6.4.8.3.4** Deliver a DIH Roadmap Update documenting recommended future enhancements, additional data source candidates, and analytics use cases for the County to pursue beyond the scope of this program.

ATTACHMENT B PROPOSAL COST FORM

(PLEASE PROVIDE PRICING IN EXCEL SPREADSHEETS IN BIDNET)

SECTION A – JMS Proposal Cost Form

The Proponent must provide a firm-fixed price in the excel spreadsheet including all costs and all things necessary as specified in Attachment A, Scope of Services.

SECTION B – DIH Proposal Cost Form

The Proponent must provide firm-fixed price in the excel spreadsheet including all cost and all things necessary as specified in Attachment A, Scope of Services.

The data integration hub will be implemented in phases aligned with the JMS and CMS implementation timelines. Proponent must provide prices for all Phases. Phase 1 will be used for evaluation purposes. Phase 2 – 4 is for information purposes only and may be used for negotiation purposes.



**ATTACHMENT C - DRAFT COUNTY CONTRACT
RFP #26-24 INTEGRATED JUSTICE INFORMATION AND MANAGEMENT
SYSTEM MODERNIZATION FOR CLAYTON COUNTY, GEORGIA**

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RFP #26-24 INTEGRATED JUSTICE INFORMATION AND MANAGEMENT SYSTEM MODERNIZATION CONTRACT FOR CLAYTON COUNTY, GEORGIA

THIS ANNUAL CONTRACT for Integrated Justice Information and Management System Modernization Contract for Clayton County, Georgia is made as of this _____ day of _____, 20____, and entered into by and between Clayton County, Georgia, a political and legal subdivision of the State of Georgia (hereinafter referred to as "County") and _____ (hereinafter referred to as "Supplier"), a state of _____, authorized to conduct business in the State of Georgia, whose principal place of business is located at _____.

W I T N E S S E T H:

WHEREAS, the County is in need of Integrated Justice Information and Management System Modernization services on an as-needed basis for Various Clayton County Departments; and

WHEREAS, the County issued Invitation to Proposal (RFP) #26-24 Integrated Justice Information and Management System Modernization for Clayton County, Georgia and requested Proposals from qualified Suppliers to provide the required services; and

WHEREAS, the Supplier responded to the RFP and represented that it is qualified, possesses the expertise, knowledge, and skills necessary to provide the Integrated Justice Information and Management System Modernization ; and

WHEREAS, the County desires to enter into a Contract with the Supplier at the compensation and terms provided herein.

NOW THEREFORE, the County and the Supplier in consideration of the promises and the mutual covenants contained in this Contract, the sufficiency and receipt of which is hereby acknowledged, agree as follows:

ARTICLE 1 TERM

- 1.1** The Annual Contract shall commence within ten (10) calendar days after receipt of written notice to proceed.
- 1.2** The initial term of this Annual Contract and any renewal terms are collectively referred to as the "Term". The initial term of this Contract shall be for one (1) year, and may be automatically renewed for four (4) successive one (1) year terms upon the same terms and conditions. The services to be performed under this Contract shall commence on the effective date of the Contract and terminate absolutely and without further obligation on the part of the County on December 31st of the year in which it was executed and on December 31st of each succeeding and renewed year, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract. If needed, the Annual Contract will be extended ninety (90) days or for such period beyond the Contract expiration date as it may be necessary to afford the County a continuous supply of the item(s) or services.

- 1.3** Upon executing its option to renew, the County will notify the Supplier of such renewal, at which time the Supplier shall be bound to provide Services during such renewal Term, without the need for the Parties to execute any further documents evidencing such renewal, it being acknowledged by Supplier that its initial execution of this Contract is deemed its Contract to continue to provide Services during any renewal Term.
- 1.4 Amendments.** If there are any proposed price changes during any renewal of this Contract, they must be submitted in writing to the Director of Central Services ninety (90) days prior to Contract renewal. Any such requested price changes shall be based on industry price changes which must be within the parameters of the Consumer Price Indexes (CPI) program data on changes in the prices paid by urban consumers for a representation of the same or similar services and supported by documentation. Any requested price changes/increases must be reviewed by the Director of Central Services prior to submission to the Board of Commissioners for review and possible approval. If the proposed price change(s) is not acceptable to both Parties, the Contract will not be renewed or the particular service may be deleted from the scope of the Contract.

ARTICLE 2

SCOPE OF SERVICES

- 2.1** The Supplier shall provide Integrated Justice Information and Management System Modernization on an as-needed basis for Clayton County, Georgia as specified in this Contract and Attachment A, Scope of Services, attached hereto and incorporated herein by reference.
- 2.2** This Annual Contract shall allow any County department to order Integrated Justice Information and Management System Modernization services. Should the Supplier be unable to provide the contracted services by the requested delivery date or should the terms of the Contract cause unreasonable financial constraints on the County, the Integrated Justice Information and Management System Modernization services may be obtained in the open market through a competitive process.
- 2.3** The County shall order Integrated Justice Information and Management System Modernization services on an as-needed basis and does not guarantee Supplier that it will order any minimum or set amount of services.

ARTICLE 3

COMPENSATION AND INVOICING

- 3.1 Compensation.** The Supplier shall be compensated as set forth in Attachment B, Proposal Cost Form, attached hereto, and incorporated herein by reference.
- 3.2** A Contract Number will be generated by Clayton County Central Services to the Supplier for the acquisition of services specified, after all the Supplier required documents have been received in the Central Services office. Any documents for the Project must reference the Contract Number and Proposal number.

3.3 Invoices

- 3.3.1** Invoices and/or statements may be emailed to: Accountspayable@claytoncountyga.gov or signed originals mailed directly to the address listed below. Please note: only PDF format will be accepted as an original invoice. No faxed copies will be accepted.

Clayton County Board of Commissioners
Finance Department
P.O. Box 999
Jonesboro, GA 30237

- 3.3.2** The following information must appear on all invoices submitted:

- 3.3.2.1** Name and address of the Supplier;
- 3.3.2.2** Detailed breakdown of all charges for the services provided stating the applicable period of time;
- 3.3.2.3** Clayton County's Contract Number, Purchase Order Number, and Proposal Number; and
- 3.3.2.4** Statement from the Supplier that all invoices reflect a true and correct representation of the work completed for the billing period. The statement shall be signed by an authorized representative of the Supplier.
- 3.3.2.5** Invoices shall be based upon actual services rendered, actual work performance and/or products delivered in conjunction with the services.

- 3.4 Payments.** Payment shall be tendered to the Supplier upon acceptance and approval by the County for satisfactory compliance with the general terms, conditions, and specifications of the Contract by completed services; completion of services ordered, verification of completion of work; assurance that the work is completed as specified and warranted; and receipt of a valid invoice.

- 3.5 County's Tax Exemption.** The County is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services. Exemption certificates will be furnished to Supplier upon request.

- 3.6** Supplier's prices shall include any and all travel expenses to the County.

ARTICLE 4

WARRANTIES AND CONTRACT PERFORMANCE

- 4.1** The Supplier's Statement of Warranty should include all applicable manufacturers' warranties and the Supplier's warranty in regards to products, equipment, materials, and workmanship. This statement shall include the terms, conditions, and the period of warranty coverage.
- 4.2** The Supplier shall promptly correct all work rejected by the County as faulty, defective, or failing to conform to the Scope of Services attached as Attachment A. The Supplier shall bear all costs of correcting such services.

- 4.3** The Supplier warrants that all Integrated Justice Information and Management System Modernization services shall be of the quality required by the County and in conformance with the manufacturer's requirements, warranty, and standards. The Supplier shall provide Integrated Justice Information and Management System Modernization services that conform to the highest standards of the industry's practices and/or services.
- 4.4** All services performed shall comply with any applicable federal, state, or local laws, rules or regulations governing these types of services.
- 4.5 Representations of Supplier.** The Supplier represents and warrants to the County that:
- 4.5.1** The Supplier is a _____, duly organized, validly existing and in good standing under the laws of the State of _____, is qualified to transact business in the State of Georgia, and has the full and complete right, power and authority to enter into this Contract and shall perform the Supplier's duties and obligations under this Contract in accordance with the terms and conditions of this Contract; and
- 4.5.2** The Supplier has obtained or will obtain all necessary licenses and permits that are required for the Supplier to provide the Integrated Justice Information and Management System Modernization services pursuant to this Contract.
- 4.6** The Supplier warrants to the County that:
- 4.6.1** It possesses the skill and knowledge ordinarily possessed by well-informed members of its trade or profession and the Supplier will use its reasonable efforts to ensure that the services provided under this Contract will be provided and delivered in accordance with industry standards;
- 4.6.2** The Supplier is fully experienced and properly qualified to provide the Integrated Justice Information and Management System Modernization services requested, and that it is properly equipped, organized and financed to provide such services; and
- 4.6.3** Following the date of acceptance of this Contract, all Integrated Justice Information and Management System Modernization services provided by the Supplier to the County will conform to the representations contained in this Contract.
- 4.7** The Supplier is responsible to the County for acts and omissions of its employees, subcontractors and agents.
- 4.8 Sufficient Staffing and Supplies.** The Supplier shall maintain adequate supplies of Integrated Justice Information and Management System Modernization and sufficient and properly trained staff and personnel to provide the requested Integrated Justice Information and Management System Modernization services in a skilled and satisfactory manner so as not to delay the completion of the same. The Supplier covenants with the County to utilize its best skill, efforts and judgment in furthering the interests of the County; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials so as to provide the required Integrated Justice Information and Management System Modernization services in the best way and most expeditious and economical manner consistent with the best interest of the County.

4.9 Neither payment nor any provision in this Contract shall relieve the Supplier of responsibility for Integrated Justice Information and Management System Modernization services not in accordance with this Contract and it shall remedy the same. The County shall give notice of defects or omissions with reasonable promptness. The Supplier shall within ten (10) days and without expense to the County, correct, remedy, or supply the omitted services. If the Supplier does not make good the deficiency or correct any deficiencies within the time designated in notice from County, the County may consider the failure to be an event of default and may terminate this Contract.

4.10 The County reserves the right to enforce the Supplier's delivery of services provided in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of Contract. It is understood that time is of the essence in the Supplier's performance and delivery of services.

ARTICLE 5
BONDING AND INSURANCE REQUIREMENTS

The Supplier shall comply with all bonding and insurance requirements set forth in Appendix B, Bonding and Insurance Requirements, attached hereto and incorporated herein by reference.

ARTICLE 6
INDEPENDENT CONTRACTOR

In conducting its business hereunder, the Supplier shall act as an Independent Contractor and not as an employee or agent of the County. The selection, retention, assignment, direction, and payment of the Supplier's employees shall be the sole responsibility of the Supplier.

ARTICLE 7
CONTROLLING LAW AND VENUE

7.1 This Contract shall be governed by and construed in accordance with the substantive laws of the State of Georgia without regard to its choice of law principles.

7.2 Jurisdiction and Venue. The Parties hereby submit and consent to the exclusive jurisdiction of the State Courts of Clayton County, Georgia or in the United States District Court for the Northern District of Georgia and irrevocably agree that all actions or proceedings relating to this Contract will be litigated in such courts, and each of the Parties waive any objection it may have based on improper venue or forum non convenience to the conduct of any such action or proceeding in such court.

ARTICLE 8
ASSIGNMENT

8.1 Except as otherwise provided herein, this Contract shall not be sold, assigned or transferred by the Supplier by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of the Supplier, or with a business entity which is merged or consolidated with the Supplier or which

purchases a majority or controlling interest in the ownership or assets of the Supplier without the prior written consent of the County.

- 8.2** The Supplier may subcontract to an Affiliate or a third-party work to be performed under this Contract or otherwise assign the rights and obligations hereunder to such Affiliate, but will remain financially responsible for the performance of such obligations.

ARTICLE 9

NON-DISCRIMINATION

Notwithstanding any other provision of the Contract, during its performance the Supplier, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Contract does hereby covenant and agree, that:

- 9.1** No person on the grounds of age, race, color, religion, sex, sexual orientation, marital status or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and
- 9.2** In the furnishing of services or materials therein or thereon, no person on the grounds of age, race, color, religion, sex, sexual orientation, marital status or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

ARTICLE 10

DEFAULT AND TERMINATION

- 10.1 Termination by County for Cause.** County may at its option, by giving written notice to Supplier, terminate this Contract:
- 10.1.1** For a breach of the Contract by Supplier that is not cured by Supplier within ten (10) days of the date on which County provides written notice of such breach or such other date in the written notice;
- 10.1.2** Immediately for a material breach of the Contract documents;
- 10.1.3** Immediately for engaging in behavior that is dishonest, fraudulent or constitutes a conflict of interest with Supplier's obligations under this Contract is in violation of any County Ethics Ordinances;
- 10.1.4** The Supplier fails to deliver or has delivered nonconforming goods or services or fails to perform to the County's satisfaction, any material requirement of the Contract or is in violation of a material provision of the Contract, including, but not limited to, the express warranties made by the Supplier;
- 10.1.5** The County determines that satisfactory performance is substantially endangered or that a default is likely to occur;
- 10.1.6** The Supplier fails to make substantial and timely progress toward performance of the Contract; and/or

10.1.7 The Supplier has engaged in conduct that has or may expose the County to liability as determined in the County's sole discretion.

10.2 Re-procurement Costs. In addition to all other rights and remedies County may have, if this Contract is terminated by County pursuant to the above subsection entitled "Termination by County for Cause", Supplier will be liable for all costs in excess of the Charges for all terminated Services reasonably and necessarily incurred by County in the completion of the Services, including the cost of administration of any Contract awarded to other Persons for completion. If County improperly terminates this Contract for cause, the termination for cause will be considered a termination for convenience in accordance with the provisions of Section 10.4 of this Contract, entitled "Termination by County for Convenience".

10.3. Termination by County for Insolvency. County may terminate this Contract immediately by delivering written notice of such termination to Supplier if Supplier:

10.3.1. Becomes insolvent, as that term may be defined under Applicable Law, or is unable to meet its debts as they mature;

10.3.2. Files a voluntary petition in bankruptcy or seeks reorganization or to effect a plan or other arrangement with creditors;

10.3.3. Is adjudicated bankrupt or makes an assignment for the benefit of its creditors generally;

10.3.4. Fails to deny or contest the material allegations of an involuntary petition filed against it pursuant to any applicable law relating to bankruptcy, arrangement or reorganization, which is not dismissed within sixty (60) days; or

10.3.5. Applies for or consents to the appointment of any receiver for all or any portion of its property.

10.4. Termination by County for Convenience. At any time during the Term of this Contract or any issued Task Order, County may terminate this Contract for convenience upon thirty (30) days written notice of such termination. Upon a termination for convenience, Supplier waives any claims for damages, including loss of anticipated profits. As Supplier's sole remedy and County's sole liability, County will pay costs for the Work properly performed prior to the notice of termination, plus all reasonable costs for Work performed after the termination, as specified in such notice, and reasonable administrative costs of settling and paying claims arising out of the termination of services under purchase orders or subcontracts except to the extent any products under such purchase orders or subcontracts can be used by Supplier in its business within the thirty (30) days following termination. If requested, Supplier shall substantiate such costs with proof satisfactory to County.

10.5. Effect of Termination. Unless otherwise provided herein, termination of this Contract, in whole or in part and for any reason, shall not affect:

10.5.1. Any liabilities or obligations of either Party arising before such termination or out of the events causing such termination; or

10.5.2. Any remedies to which a Party may be entitled under this Contract, at law or in equity.

10.5.3. Upon termination of this Contract, Supplier shall immediately:

10.5.3.1. Discontinue Services on the date and to the extent specified in the notice and place no further purchase orders or subcontracts to the extent that they relate to the performance of the terminated Services;

10.5.3.2. Inventory, maintain and turn over to County all Work Product, licenses, equipment, materials, plants, tools, and property furnished by Contractor or provided by County for performance of the terminated Services;

10.5.3.3. Promptly obtain cancellation, upon terms satisfactory to County, of all purchase orders, subcontracts, rentals or any other agreements existing for performance of the terminated Services, or assign those agreements, as directed by County;

10.5.3.4 Take all necessary or appropriate steps to limit disbursements and minimize costs;

10.5.3.5 Furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting therefrom, and any other matters the County may require;

10.5.3.6 Cooperate in good faith with the County during the transition period between the notification of termination and the substitution of any replacement Supplier;

10.5.3.7 Immediately return to the County any payments made by the County for goods and services that were not delivered or rendered by the Supplier;

10.5.3.8 Comply with all other reasonable requests from County regarding the terminated Services; and

10.5.3.9 Continue to perform in accordance with all of the terms and conditions of this Contract any portion of the Services that are not terminated.

10.6 Pursuant to O.C.G.A. §36-60-13(b) (1), if funding for this Contract is terminated, County will not be obligated to continue purchasing the commodities. County shall terminate this Contract upon ten (10) days' written notice to the Contractor.

10.7 In the event the Supplier is required to be certified or licensed as a condition precedent to providing goods and/or services, the revocation or loss of such license or certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect.

ARTICLE 11

NOTICE

Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent by:

- 11.1** Registered or Certified United States mail, return receipt requested, postage prepaid;
- 11.2** Personal delivery to the County;
- 11.3** Overnight courier service; and/or
- 11.4** Delivered in person to the Supplier or his authorized representative on the work site.
- 11.5** All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than two (2) weeks before such notice is sent. Future changes in address shall be effective upon written notice being given by the Supplier to the County or by the County to the Supplier's authorized representative via Certified First Class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to County, addressed to:
Clayton County Central Services Department
7994 N. McDonough Street
Jonesboro, GA 30236
Attn: Chief Procurement Officer

With a copy to:
Clayton County Office of the County Attorney
102 Smith Street
Jonesboro, GA 30236
Attn: County Attorney

If to the Supplier, addressed to:

ARTICLE 12

FEDERAL WORK AUTHORIZATION

- 12.1** Pursuant to O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, the County cannot enter a contract for the physical performance of services unless the Supplier and its subcontractors certify specific information on all new employees.
- 12.2** The Supplier certifies that it has complied and will continue to comply with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.
- 12.3** The Supplier agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. The signed affidavit is attached to this

Contract as Appendix C, Required Form Submittals, and incorporated herein by reference.

- 12.4** The Supplier agrees that in the event that it employs or contracts with any subcontractor(s) in connection with this Contract, the Supplier will secure from each subcontractor an affidavit that indicates the employee-number category applicable to that subcontractor and certifies the subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. Any signed subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Appendix C, Required Form Submittals.

ARTICLE 13

CORPORATE AUTHORITY

- 13.1** The Supplier has executed the Certificate of Corporate Authority attached hereto as Appendix C, Required Forms Submittal. The officials of the Supplier executing this Contract are duly and properly in office and are fully authorized and empowered to execute the same for and on behalf of the Supplier. The Supplier has all requisite power and authority to enter into and perform its obligations under this Contract. The execution and delivery by the Supplier of this Contract and the compliance by the Supplier with all of the provisions of this Contract:
- 13.2** Is within the purposes, powers, and authority of the Supplier;
- 13.3** Has been done in full compliance with applicable law, has been approved by the governing body of the Supplier, is legal and will not conflict with or constitute on the part of the Supplier a violation of, a breach of or a default under any indenture, mortgage, security deed, pledge, note, lease, loan, or installment sale agreement, contract, or other agreement or instrument to which the Supplier is a party or by which the Supplier is otherwise subject or bound, or any license, judgment, decree, law, statute, order, writ, injunction, demand, rule, or regulation of any court or governmental agency or body having jurisdiction over the Supplier; and
- 13.4** Has been duly authorized by all necessary action on the part of the Supplier. This Contract is a valid, legal, binding and enforceable obligation of the Supplier.

ARTICLE 14

INDEMNIFICATION

Supplier shall indemnify and hold the County, its elected and appointed officials, departments, agencies, boards, authorities, directors, officers, employees, agents, successors and permitted assigns, harmless from any losses, liabilities, damages, demands and claims, and all related costs (including reasonable legal fees and costs of investigation, litigation, settlement, judgment, interest and penalties) arising from claims or actions based upon:

- 14.1** Supplier's or Supplier's Personnel's performance, nonperformance, negligence, intentional act or breach of this Contract;

- 14.2** Compensation or benefits of any kind, by or on behalf of Supplier's Personnel, or any subcontractor, claiming an employment or other relationship with Supplier or such subcontractor (or claiming that this Contract creates an inherent, statutory or implied employment relationship with County or arising in any other manner out of this Contract or the provision of services by such Supplier's Personnel or subcontractor);
- 14.3** Any actual, alleged, threatened or potential violation of any applicable laws by Supplier or Supplier's Personnel, to the extent such claim is based on the act or omission of Supplier or Supplier's Personnel, excluding acts or omissions by or at the direction of County;
- 14.4** Death of or injury to any individual caused, in whole or in part, by the tortious conduct of Supplier or any Person acting for, in the name of, at the direction or supervision of or on behalf of Supplier; and
- 14.5** Damage to, or loss or destruction of, any real or tangible personal property caused, in whole or in part, by the tortious conduct of Supplier or any Person acting for, in the name of, at the direction or supervision of, or on behalf of Supplier.
- 14.6** This indemnification provision shall include activities required for compliance with all applicable environmental laws, ordinances and regulations in effect during the term of this Contract and continue for a period of two (2) years after termination thereof.
- 14.7** The Supplier shall protect Clayton County from claims involving infringements of patents and/or copyrights. The unauthorized use of patented articles is done at the risk of the Supplier.
- 14.8** This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation laws of the State of Georgia or arising out of the failure of such Proponent to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree.
- 14.9** Supplier shall be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable.
- 14.10** Supplier shall agree to waive all rights of subrogation and/or financial recovery of any kind in favor of Clayton County, Georgia, its departments, all elected and appointed officials, to include, but not limited to, its Commissioners, directors, officers, agents, boards, volunteers and employees for losses arising or alleged to have arisen out of any work performed in relation to the Contract.

ARTICLE 15

SLBE

- 15.1** Supplier shall comply with the County's Small Local Business and Procurement Nondiscrimination Program and Contract Compliance Requirements set forth below and in Appendix A, Contract Compliance Requirements, attached hereto and incorporated herein by reference. The SLBE goal for this Project is 15 %.
- 15.2** Supplier has a dual reporting requirement. Supplier shall provide subcontractor agreements to the Contract Compliance Division of Central Services. Additionally, Supplier will be required to enter all payments and invoice information associated with the Contract into the County's PRISM monitoring system (canceled checks and invoices must also be scanned and attached to the file). All subcontractors are required to register in the system and acknowledge the payments reported.

- 15.3** If the Supplier's SLBE participation does not meet the goals established for the Contract, it will be required to submit evidence demonstrating that good faith efforts were made to meet the goal during the Contract term.
- 15.4** All SLBEs must perform a commercially useful function, which means performance or provision of real and actual services under the Contract or subcontract. The County shall consider factors such as the nature and amount of work subcontracted, whether the SLBE has the skill and expertise to perform the work for which it has been certified, whether the SLBE actually performs, manages or supervises the work and whether the SLBE intends to purchase commodities and/or services from a non-SLBE and simply resell them in determining if the SLBE is performing a commercially useful function.
- 15.5** If the Supplier fails to meet the SLBE participation percentages set forth in this Contract and fails to demonstrate good faith efforts to meet goals, the Supplier may be subject to any and all penalties listed in this Contract and the County's ordinances including the withholding of payments, being placed on the County's ineligible source list and termination of the Contract.

ARTICLE 16

UNAUTHORIZED GOODS OR SERVICES

Supplier acknowledges that this Contract and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the County's Board of Commissioners. Under Georgia law, Supplier is deemed to possess knowledge concerning the County's ability to assume contractual obligations and the consequences of Supplier's provision of goods or services to the County under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility that the Supplier may be precluded from recovering payment for such unauthorized goods or services. Accordingly, Supplier agrees that if it provides goods or services to the County under a Contract that has not received proper legislative authorization or if Supplier provides goods or services to the County in excess of the contractually authorized goods or services, as required by the County's Code of Ordinance, the County may withhold payment for any unauthorized goods or services provided by Supplier. Supplier assumes all risk of non-payment for the provision of any unauthorized goods or services to the County, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to the County, however characterized, including, without limitation, all remedies at law or equity.

ARTICLE 17

AUDIT AND INSPECTION RIGHTS

- 17.1** General. Supplier will provide to County, and any Person designated by County, access to Supplier's Personnel and to Supplier owned Facilities for the purpose of performing audits and inspections of Supplier, Supplier's Personnel and/or any of the relevant information relating to the Services and this Agreement. Such audits, inspections, and access may be conducted to: verify the accuracy of Charges and invoices; examine Consultant's performance of the Services; monitor compliance with the terms of this Agreement; and any other matters reasonably requested by County. Supplier shall provide full cooperation to County and its designated Persons in connection with audit functions and examinations by regulatory authorities.

- 17.2** All audits and inspections will be conducted during business hours (except with respect to Services that are performed during off-hours). Supplier shall promptly respond to, rectify the deficiencies identified in, and implement changes suggested by any audit or inspection report. If any audit or inspection of Charges or Services reveals that County has overpaid any amounts to Supplier, Supplier shall promptly refund such overpayment and Supplier shall also pay to County interest on the overpayment amount at the rate of one-half percent (0.5%) per month (or such maximum rate permissible by applicable law, if lower) from the date the overpayment was made until the date the overpayment is refunded to County by Supplier.
- 17.3** Records Retention. Until the later of: six (6) years after expiration or termination of this Agreement; the date that all pending matters relating to this Agreement (e.g., disputes) are closed or resolved by the Parties; or the date such retention is no longer required to meet County's records retention policy or any record retention policy imposed by applicable law. If more stringent than the County's policy, Supplier will maintain and provide access upon request to the records, data, documents and other information required to fully and completely enable the County to enforce its audit rights under this Agreement.

ARTICLE 18

MISCELLANEOUS PROVISIONS

- 18.1 Entire Agreement.** This Contract constitutes the entire agreement between the parties, and as of its effective date supersedes all prior or independent agreements between the parties covering the subject matter hereof and all representations, warranties, inducements, promises or contracts, oral or otherwise, between the parties not embodied in this Contract shall be of no force or effect.
- 18.2** County hereby engages the Supplier and the Supplier hereby agrees to provide the services and/or products set forth herein in accordance with this Contract, consisting of the following documents, attached hereto and incorporated by reference:
- 18.2.1** Amendments or Change Orders as mutually agreed and signed by both parties;
 - 18.2.2** The Supplier's insurance certificates;
 - 18.2.3** The Supplier's licenses; and
 - 18.2.4** Appendices A – C; and Attachments A and B.
- 18.3 Change Orders.** County and the Supplier hereby agree, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing, conforms to the County's policies and procedures governing change orders, is signed by County's and the Supplier's duly authorized representatives in the same manner as this Contract is executed.
- 18.4 Severability.** If a provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Contract shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.

- 18.5 Headings.** The headings used in this Contract are intended for convenience and reference only and do not define or limit the scope or meaning of any provision of this Contract.
- 18.6 Force Majeure.** Neither party shall be held to be in breach of this Contract because of any failure to perform any of its obligations hereunder if said failure is due to any natural disaster, act of God, act of terrorism, fire, flood, accident, strike, riot, insurrection, war, labor disputes or stoppages, government acts or orders, epidemics, pandemics or outbreak of communicable disease, quarantines, national, regional or local emergencies or any other cause whether similar in kind to the foregoing or otherwise, over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch. The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates, as soon as practicable after the force majeure condition ceases to exist or at such time the party or parties can reasonably continue such performance.
- 18.7 Waiver.** The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver of any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.
- 18.8 Clayton County Holidays.** Clayton County Board of Commissioners ("BOC") is open Monday through Friday, 8:00 AM to 5:00 PM, excluding County holidays approved by the BOC, closings due to inclement weather, and such other times as determined by the Chief Operating Officer or BOC. The BOC's designated County Holidays are updated every fiscal year on July 1 and extend until June 30 of the following year. Please refer to <https://www.claytoncountyga.gov/government/board-of-commissioners/holidays> for the current County Holidays.
- 18.9 TITLE VI SOLICITATION NOTICE** - Clayton County, GA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations (28 CFR Part 42), hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded a full and fair opportunity to submit bids in response to this invitation and will not be, on the grounds of race, color, or national origin, excluded from participation in, denied the benefits of, or subject to discrimination in consideration for an award for any program or activity that receives Federal funds or other Federal financial assistance.
- 18.10 Product Shipment and Delivery.** All products shall be shipped F.O.B. Destination, freight prepaid and allowed. Destination shall be the location(s) specified in the Proposals and Quotations (attached hereto as Exhibit B). All items shall be at the Supplier's risk until they have been delivered and accepted by the County. All items shall be subject to inspection on delivery. Hidden damage will remain the responsibility of the Supplier to remedy without cost to the County, regardless of when the hidden damage is discovered.

- 18.11 Cumulative Remedies.** Except as otherwise provided herein, all rights and remedies under this Contract are cumulative and are in addition to and not in lieu of any other remedies available under Applicable Law, in equity or otherwise.
- 18.12 No Drafting Presumption.** No presumption of any Applicable Law relating to the interpretation of contracts against the drafter shall apply to this Contract.
- 18.13 Survival.** Any provision of this Contract which contemplates performance or observance subsequent to any termination or expiration of this Contract or which must survive in order to give effect to its meaning, shall survive the expiration or termination of this Contract.
- 18.14 PUBLICITY.** Supplier shall not make any public announcement, communication to the media, take any photographs or release any information concerning County, the Services of this Contract or any information relating to this Contract without the prior written consent

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IN WITNESS WHEREOF, the parties have caused this Contract to be executed on the date first written above.

CLAYTON COUNTY, GEORGIA

BY: _____
Dr. Alieka Anderson-Henry, Chairman
Clayton County Board of Commissioners

Attest:

Clerk

Seal

COMPANY NAME OR SERVICE SUPPLIER

BY: _____
Signature

Name: _____

Title: _____

BY: _____(Corporate Seal)
Signature (Corporate Secretary)

Signed, sealed and delivered
in the presence of:

_____, Notary Public

This ____ day of _____, 20__

EXHIBIT A
DATA AND INFRASTRUCTURE
(SEE SEPARATE ATTACHMENT)

EXHIBIT B
JMS TECHNICAL REQUIREMENTS
(SEE SEPARATE EXCEL SPREADSHEET)

EXHIBIT C
JMS ON-GOING SUPPORT AND TRAINING
(SEE SEPARATE ATTACHMENT)

EXHIBIT D
JMS FUNCTIONAL REQUIREMENTS
(SEE SEPARATE EXCEL SPREADSHEET)

EXHIBIT E
DATA INTEGRATION HUB REQUIREMENTS

(SEE SEPARATE EXCEL SPREADSHEET)

EXHIBIT F
JMS PROJECT MANAGEMENT

(SEE SEPARATE ATTACHMENT)

EXHIBIT G
JMS PROJECT GATES AND DELIVERABLE ACCEPTANCE

(SEE SEPARATE ATTACHMENT)