



THE UNIFIED GOVERNMENT OF  
ATHENS-CLARKE COUNTY(ACCGov)

**DATE:** April 23, 2020  
**TO:** Services  
**SUBJECT:** **INDIGENT SERVICES PROGRAM**

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You are invited to submit a proposal to provide Indigent Services, for the Housing and Community Development Department.

Technical questions should be directed to Santerica Davis, Administrative Assistant at 706-613-3155, fax: 706-613-3158 or email: [santerica.davis@ACCGov.com](mailto:santerica.davis@ACCGov.com) .

**PRIVATE**

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this RFP shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

**DOCUMENTS MUST BE SUBMITTED VIA USB  
FLASH DRIVE AND EMAIL.**

**USB FLASH DRIVES SHOULD BE DROPPED OFF IN  
A LABELED ENVELOPE AT 375 SATULA AVENUE.**

**EMAIL SUBMISSIONS SHOULD BE SENT TO  
[Santerica.Davis@ACCGOV.COM](mailto:Santerica.Davis@ACCGOV.COM) NO LATER THAN  
4:00PM EST 5/8/2020**

**Detailed Submission Instructions:**

**Email:** Submit as a PDF file to Santerica Davis at [santerica.davis@accgov.com](mailto:santerica.davis@accgov.com) by 4:00pm on Friday, May 8, 2020.

**USB Flash Drive:** Drop off in a labeled envelope at the Satula Governmental Building (375 Satula Avenue, Athens, GA 30601). Use the silver mail slot to the left of the door.

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY  
ACC COMMISSIONER'S INDIGENT SERVICES FUNDING PROGRAM  
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT  
ATHENS, GEORGIA**

**SECTION I - OVERVIEW AND PROCEDURES**

**A. INTRODUCTION**

**PURPOSE**

The Unified Government of Athens-Clarke County desires responsible vendors to provide services for the Housing and Community Development Department, Athens, Georgia.

The contractor will provide services per the scope of services as indicated in Section II of this request for proposal (RFP).

**B. RFP TIMETABLE**

The anticipated schedule is as follows:

Documents Available..... **Thursday, April 23, 2020**

Deadline for submission of questions..... **4:00 P.M. ET, Monday, May 4, 2020**

Deadline for receipt of proposal..... **4:00 P.M. ET, Friday, May 8, 2020**

Proposals Valid Until..... **Friday, June 19, 2020**

**C. CONTACT PERSON**

Technical questions may be directed to Santerica Davis, Administrative Assistant at 706-613-3155, fax: 706-613-3158 or email: [santerica.davis@ACCGov.com](mailto:santerica.davis@ACCGov.com).

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

**D. QUALIFICATION OF OFFERORS**

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Offeror should be a registered nonprofit 501(c)(3) in Athens-Clarke County and should already operate an existing qualified service in the area(s) of: Homeless Services, Food Assistance, and/or Resource Distribution.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to the Unified Government will not be accepted.

**E. OPEN RECORDS**

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be

submitted to an agency. **An 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.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;

## SECTION II - SCOPE OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for the **INDIGENT SERVICES PROGRAM** as per the scope of services outlined below.

### A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCGov) is seeking proposals for an Indigent Services Program from qualified organizations. This program will provide services to the indigent population in the areas of:

- Homeless Services,
- Food Assistance, and/or,
- Resource Distribution.

A household is considered indigent if the household earns fifty percent or less of the Area Median Income (AMI) (see chart below).

Athens-Clarke County Indigent Population Income Limits								
Household Size	1	2	3	4	5	6	7	8
Income Limit (\$)	\$23,000	\$26,250	\$29,550	\$32,800	\$35,450	\$38,050	\$40,700	\$43,300
Income guidelines based upon 50% of the AMI for the Athens-Clarke County Metropolitan Statistical Area.								

- i. The allocated funds will be distributed to a qualified organization in three monthly installments from June 2020 through August 2020.
  - ii. The ACCGov Housing and Community Development Department will administer and monitor the program funding.
  - iii. The period of performance will span June 3, 2020 through August 31, 2020. If by chance the pandemic continues past the August 31, 2020 date, ACC will have sole discretion to the option of renewing the services awarded via this RFP on a month-to-month basis if needed.
1. **The applicant organization must have:**
    - a. 501(c) (3) tax exempt status;
    - b. Demonstrated experience, current operation of, and success in administering Homeless Services, Food Assistance, and/or Resource Distribution;
    - c. Experienced personnel;
    - d. Commitment to serving the indigent population;
    - e. Well-established collaborative relationships with other local organizations providing Homeless Services, Food Assistance, and/or Resource Distribution in Athens-Clarke County;
    - f. Administrative ability to verify and document indigent status of program participants.
    - g. Knowledge of and demonstrated commitment to Athens-Clarke County;
  2. **Program Component**  
Applicants are to address each of the following components in their submissions:
    - a. **Strategies** to provide Homeless Services, Food Assistance and/or Resource Distribution services;
    - b. **Collaboration** with other organizations carrying out similar programs to address the COVID-19 crisis;

- c. **Safety Procedures** implemented to safely deliver services to the indigent population;

**Submission to include program description and budget:**

**1. Program Description**

- A detailed description of program components for Homeless Services, Food Assistance, and Resource Distribution program(s);
- Description of target service recipients, eligibility criteria, and outreach methods;
- Description of procedures for verifying and documenting indigent status of program participants;
- Organizational capacity to successfully implement and sustain program, inclusive of financial capacity to administer grant funding, experience of key personnel, and staff roles;
- Detailed description of partner agencies and collaborative relationships

**2. Program Budget**

- Program Budget: staff salaries, consultant costs, materials and supplies costs, Personal Protective Equipment (PPE) costs, transportation costs, and other related costs;
- Budget must include the total program cost, including funding sources and allocation of all other program funding sources, and an itemized budget for the ACCGov funding;
- Program Outputs (proposed number of individuals served, proposed number of meals served, proposed number of resource items distributed, etc.)

**3. Selection Criteria**

Submissions will be evaluated by the Project Selection Committee, consisting of the Housing and Community Development Department (HCD) Director, the ACCGov Inclusion Officer, the Transportation and Public Works Assistant Director and two community designees.

Evaluation criteria to be used in determining the selected firm **in order of importance** are:

- a. **UNDERSTANDING OF THE PROJECT** and proposed technical approach. Assesses whether the contractor has given sufficient evidence of having understood the requirements stated in the scope of work. **Technical Approach.** Assesses whether the contractor has proposed a solution that is technically feasible and achievable within the constraints of the scope of work. 40 points
- b. **PROJECT TEAM Management and Staffing Approach.** Assesses contractor's ability to effectively manage personnel, provide experienced and qualified key personnel and respond rapidly to staffing requirements. **Qualifications of Key Personnel.** Assesses the ability of the contractor to hire, retain and train qualified technical personnel similar to those required for the task. 20 points
- c. **QUALIFICATIONS AND EXPERIENCE** of staff assigned to the projects. **Experience on**

**Similar Projects.** Assesses whether contractor performed satisfactorily on similar projects regarding schedules, turnover rates, meeting costs and success in performing the work. Assess administrative ability to verify and document indigent status of program participants.  
40 points

B. ADDITIONAL REQUIREMENTS

1. INSURANCE.

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.
- b. Before commencing work under the contract, the Contractor shall provide to Athens Clarke County, Attn: Purchasing Administrator, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
  - i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
  - ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
  - iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
  - iv. Fidelity Bond or Commercial Crime Insurance Coverage pursuant to the following requirements:
    - o The amount of coverage must be equal to or greater than the amount of ACCGov awarded funds;
    - o Coverage must extend for the entire contract period;
    - o ACCGov shall listed as additional insured or loss payee
- c. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Purchasing Administrator.
- d. All coverages, including workers' compensation shall include a waiver of subrogation endorsement.
- e. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.
- f. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Unified Government of Athens-

Clarke County property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request."

- g. The following persons or entities are to be listed on the Contractor's general liability policy of insurance as additional insureds:
  - i. Unified Government of Athens-Clarke County, Georgia

Athens-Clarke County intends to evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. Athens-Clarke County reserves the right to conduct discussions if the government later determines them to be necessary.

# SECTION III – PROPOSAL FORMS



## A: PROPOSAL FORM

Proposal of \_\_\_\_\_

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

\_\_\_\_\_, *doing business as* \_\_\_\_\_\*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **ACC COMMISSIONER’S INDIGENT SERVICES FUNDING PROGRAM** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Documents.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

\_\_\_\_\_  
**Authorized Representative/Title**  
*(print or type)*

\_\_\_\_\_  
**Authorized Representative**  
*(Signature)*

\_\_\_\_\_  
**Date**



### **SECTION III – PROPOSAL FORMS**

#### **B: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT**

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

*SEE AFFIDAVIT ON FOLLOWING PAGE*

**SECTION V – PROPOSAL FORMS**



**B: CONTRACTOR AFFIDAVIT & AGREEMENT 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, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, 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 provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned 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:

\_\_\_\_\_ Date of Authorization  
Federal Work Authorization Company Identification Number

Name of Contractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
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 \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**SECTION V – PROPOSAL FORMS**

**C: PRICE PROPOSAL SCHEDULE**

PROGRAM AMOUNT REQUESTED \$ \_\_\_\_\_

ADMINISTRATION COST \$ \_\_\_\_\_

TOTAL FOR ACC PROGRAM \$ \_\_\_\_\_