

REQUEST FOR  
QUALIFICATIONS: 2018-  
001

The Stonecrest Municipal Court is soliciting competitive sealed proposals from qualified professional service providers to provide professional probation services for the Municipal Court of the City of Stonecrest on an Annual Contract with four options for renewal.

Proposals must be returned in a sealed container marked on the outside with the RFQ professional probation services and Company Name. Proposals will be received until Noon local time on Friday, February 16, 2018, at Stonecrest City Hall, 3120 Stonecrest Blvd., Stonecrest, Georgia 30038. Any proposal received after this date and time will not be accepted.

Questions about the proposals should be directed to Michael Harris, City Manager at [mharris@Stonecrest.gov](mailto:mharris@Stonecrest.gov) Proposals are legal and binding upon the bidder when submitted. One (1) unbound original, designated as "Original," three (3) copies and one (1) electronic copy should be submitted. All copies of the proposal must be identical and should not exceed fifteen (15) pages.

The City of Stonecrest does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Stonecrest should be directed to Leah Rodriguez, Deputy City Clerk, 770-224-0200 or [lrodriguez@Stonecrest.gov](mailto:lrodriguez@Stonecrest.gov)

The written proposal documents supersede any verbal or written prior communications between the parties.

Selection criteria are outlined in the request for qualifications documents. The City of Stonecrest reserves the right to reject any or all proposals to waive technicalities and to make an award deemed in its best interest.

All companies submitting a proposal will be notified in writing of award.

We look forward to your proposal and appreciate your interest in the City of Stonecrest.

SECTION 1

GENERAL REQUIREMENTS 1 INFORMATION

The Stonecrest Municipal Court is soliciting competitive sealed proposals from qualified Professional Service Providers to Provide Probation Services for the Municipal Court of Stonecrest on an Annual Contract with four options for renewal.

1.0 No organization is to discuss any aspects of this Request for Qualifications with any Stonecrest employee other than the City Manager.. This is to insure that all prospective respondents have the same level of knowledge relative to the project as well as insuring the additional data is made available to all proposers.

1.1 Key Contact Persons:

If you require additional information concerning the proposal, make your inquiries to the following person.

Michael Harris, City Manager  
3120 Stonecrest Blvd.,  
Stonecrest, Georgia 30038  
Phone: 770-224-0201

Email: [mharris@Stonecrestga.gov](mailto:mharris@Stonecrestga.gov)

1.2 Inquiries from Proposers:

Submit written questions to Michael Harris, City Manager, at the above address/e-mail address. The deadline for receiving questions will be 4:00 p.m. local time on Monday, February 12, 2018.

1.3 RFQ Addenda

If required, one or more numbered Addenda may be issued to all firms receiving this solicitation. All Addenda should be signed and returned with the proposal documents. Failure to return the Addenda does not relieve the vendor from the responsibility of the information contained therein.

Although the City of Stonecrest will make every effort to send any addendum to known proposers, it is the proposer's ultimate responsibility to ensure that they have all applicable addenda prior to proposal submittal. This may be accomplished via contact with the Stonecrest City Manager prior to proposal submittal.

1.4 Proposal Submittal

One (1) unbound original (designated as the original), three (3) copies and one (1) electronic copy of your proposal should be submitted. All copies of the proposal must be identical and should not exceed fifteen (15) pages. The full cost of the proposal preparation is to be borne by the proposing firm. Proposals must be signed in ink by a company official who has authorization to commit company resources.

1.4.1 Proposals shall be submitted in a sealed envelope/package. Envelope/package shall be addressed to Stonecrest City Hall, 3120 Stonecrest Blvd., Stonecrest, Georgia 30038 and shall be identified with the RFQ professional probation services and

company name on the outside. No proposal may be withdrawn for a period of ninety (90) days after the time scheduled for proposal opening, or as otherwise stated in the RFQ.

1.42 Proposals submitted are not publicly available until after award by the Stonecrest City Council. Proprietary information must be identified. Entire proposals may not be deemed proprietary. All meetings of the City's Council are duly noticed public meetings and all documents submitted to the City as a part of or in connection with a proposal may constitute public records under Georgia law regardless of any person's claim that proprietary or trade secret information is contained therein. Unless otherwise provided herein, by submission to the City, proposers waive any claim to the proprietary nature of submitted information. The proposer may designate in the smallest increments possible, that part of the qualifications which is deemed to be proprietary, which, subject to the City's reasonable determination, shall be redacted for purposes of the public agenda. Proposals and all related correspondence are governed by the Georgia Open Records Act and shall be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in vendor proposals unless provided for under the open records law and clearly marked as proprietary by the proposer. In the event the proposer deems certain information to be exempt from the disclosure requirements, the proposal must specify what content is considered exempt and cite the applicable provision of the law to support that assessment. In the event such information is requested under the open records law, the Proposer's assessment will be examined by the City Attorney who will make a determination. The decision to withhold or release the information will be at the City Attorney's sole discretion.

1.4.3 The City of Stonecrest reserves the right to reject any or all proposals; in whole or in part, to negotiate changes in the scope of services and to waive any technicalities as deemed in its best interest.

1.4.4 Unsigned proposals will not be considered except in cases where proposal is enclosed with other documents that have been signed. 1.4.5 All vendors are required to provide Georgia Security and Immigration Compliance Act documents along with the RFQ submittal.

1.4.6 Successful vendor is required within ten (10) days of the Notice of Award to provide the following:

- a. Certificate of Insurance as specified in the proposal document.
- b. Two (2) properly executed contract documents.

1.5 Americans with Disabilities Act

All contractors for the City of Stonecrest are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), the City of Stonecrest provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Stonecrest should be directed to the City Manager.

SECTION 2

STATEMENT OF WORK

2.0 BACKGROUND INFORMATION

The Stonecrest Municipal Court has established a form of case supervision due to amendments to O.C.G.A. § 17-10-3.

Under the provisions of O.C.G.A. § 42-8-101(a)(1), the judge of the municipal court of any municipality or consolidated government of a municipality and county of this state, with the approval of the governing authority of that municipality or consolidated government, is authorized to enter into written contracts with private corporations, enterprises, or agencies to provide probation supervision, counseling, collection services for all moneys to be paid by a defendant according to the terms of the sentence imposed and any moneys which by operation of law are to be paid by the defendant in consequence of the conviction, and other probation services for persons convicted in such court and placed on probation. The final contract negotiated by the judge with the private probation entity shall be attached to the approval by the governing authority of the municipality or consolidated government to privatize probation services as an exhibit thereto.

The City of Stonecrest and the Municipal Court Judge is seeking to establish a contracted private probation support program with professional services that will be enumerated below.

2.1 SCOPE OF WORK: SERVICES TO THE COURT

The services under this contract shall include, but not necessarily be limited to, the following:

- 2.1.1 Provide staff available during all sessions of court to perform intake on sentenced misdemeanants and City ordinance violators, including digital images.

- a. Provide a system of case supervision to sentenced misdemeanants and City ordinance violators with no cost to the Court.
  - b. Provide a system of case supervision for defendants who are not sentenced to probation but cannot pay their fine; thus require being handled through administrative procedures.
  - c. Provide a system of case supervision for defendants who are not sentenced to probation but are attending a pre-trial diversion.
- 2.1.2 Provide conferencing with court staff on cases.
- 2.1.3 Provide conferencing with solicitors on cases.
- 2.1.4 Provide conferencing with judges.
- 2.1.5 Coordinate case scheduling with court staff.
- 2.1.6 Maintain computerized, online, records for everyone sentenced to probation.
- 2.1.7 Prepare and serve approved paperwork on probationers.
- 2.1.8 Prepare delinquency reports, notice of subsequent offenses, and submit to judges.
- 2.1.9 Prepare warrants when appropriate.
- 2.1.10 File revocation petitions and orders and coordinate scheduling for hearings.
- 2.1.11 Provide testimony at delinquency or revocation hearings.
- 2.1.12 Collect fines and fees due the court from probationers.
- 2.1.13 Collect for disbursement, monies ordered by the court for restitution.
- 2.1.14 Establish and maintain computerized, integrated case record management and case financial management systems with ability to interface with court software system (COURTWARE).
- 2.1.15 Provide printer/copier for Probation Officer use at Municipal Court.
- 2.1.16 Provide laptop w/camera per Probation Officer for access to company software files for questions and verification of balance for use at Municipal Court.
- 2.1.17 Employ professional probation officers who meet or exceed the education, training and experience levels required by state law, but with a minimum

- a) Shall be at least 21 years of age at the time of appointment to the position of private probation officer;
- b) Must have completed a standard two-year college course, a 4-year degree is preferred.
- c) Shall have no felony convictions.

2.1.18 Employ a professional staff with a minimum of:

- a) High School diploma or GED;
- b) No felony convictions.

2.1.19 Maintain accurate records for work completed using forms and formats approved by the court and reporting techniques that will better assist in determining accountability for services. The court reserves the right to change reporting requirements / formats from time to time and to increase or diminish the amount of any other class of work as may be deemed necessary by actual demand of service.

2.1.20 Remit to the court, Court's Fines and Fees, on a weekly basis, all court fines and fees collected during the previous week.

2.1.21 Provide the court, on a weekly basis, a payment report showing all monies collected, by whom and for what purpose, showing all fees collected from defendants by the provider for services rendered on behalf of defendants.

2.1.22 Provide programs ("Programs") to Probationers when ordered by the Court. Provide random drug testing as ordered by the court, with the expense to be borne by the Probationer.

2.1.23 Supervise community service, to be served in City of Stonecrest unless the judge allows otherwise due to extenuating circumstances.

2.1.24 Provide a monthly report to the Court's judges that include the following information:

- a) Probationer's name and address;
- b) Court case number;
- c) Charge description;
- d) Statute code;
- e) Sentence date;
- f) Duration of ordered probation;
- g) Fines + costs imposed, paid, due;
- h) Total probation fee (monthly rate x months sentenced to probation)

- l) Total probation fee collected;
- j) Total probation fee balance;

- k) Last date of contact;
- l) Sentencing judge;
- m) Statutes;
- n) Probation officer

NOTE: Provider may be asked to sort reports by any of the above-mentioned data elements and must be prepared to configure reports as specified by Stonecrest Municipal Court.

## 2.2 SCOPE OF WORK: SERVICES TO THE PERSON ON PROBATION (even if indigent):

- 2.2.1 Provide professional, courteous service and assistance in successfully completing sentence requirements.
- 2.2.2 Provide counseling and access to programs to reduce recidivism through cognitive behavior modification techniques.
- 2.2.3 Provide access to community service work programs for offenders on probation and not on probation.
- 2.2.4 Provide regular monthly contacts and reporting same to appropriate Court officials.
- 2.2.5 Provide counseling, referrals for treatment and employment assistance as appropriate.
- 2.2.6 Coordinating and monitoring services for attendance in special treatment programs as required by the court, such as DUI School, mental health counseling, substance abuse treatment, etc.
- 2.2.7 Provide electronic monitoring for certain offenders designated by the court [NOTE: The court recognizes the important contributions technology provides to its daily functioning and generally supports the use of electronic monitoring (EM) for offenders to assist probation officers in achieving their prescribed goal of community protection. The use of technology with offenders shall not be a substitute for staff. It shall only be viewed as a tool to support and enhance the supervision process. In establishing a

program, however, the successful entity will meet the following critical elements: the initiative must be consistent with laws of Georgia and the court's policy; the court's and the City's needs must be paramount in identifying the offenders targeted for this type . of intervention; scheduling for offenders must be flexible in order to achieve the objectives of individualized supervision plans; priority consideration should be given to program staff requests for the use of agency resources for enforcement purposes; and vendor selection should be largely based upon strictly defined performance standards. Final approval of EM vendors by the successful entity is reserved for the court.]

## 2.3 SCOPE OF WORK: SERVICES TO THE COMMUNITY

- 2.3.1 Provide locations and coordination activities for community service work, for probation and non-probation offenders.
- 2.3.2 Provide strategies to reduce the incident of recidivism among misdemeanor offenders.

## SECTION 3

### PROPOSAL SUBMISSION REQUIREMENTS

#### 3.0 QUALIFICATIONS OF THE PROPOSER

- 3.0.1 The proposer must clearly demonstrate that they are capable of performing the services outlined in this RFQ. The proposer must have a minimum of 2 years of experience in successfully performing the services of similar scope and size as the City of Stonecrest's requirements.
- 3.02 A proposer's overall capability, specialized experience, reputation, past performance for similar services, technical competence, financial stability, ability to meet program goals, performance under contract terms and fee schedule will be considered in the award decision.

3.0.3 Please include the following information in your proposal:

3.0.3.1 A statement as to whether the entity operates as a sole proprietorship, individual, partnership, or corporation and the state in which the entity is incorporated or licensed to operate. Identification of each individual owning a 5% or greater share in the entity (i.e., each shareholder, member partner, etc.).

3.0.3.2 A resume' for each key staff person who will participate in the program that highlights key and relevant experience and states the percentage of the total program effort that each person is anticipated to perform.

3.0.3.3 The name of the central contact person, along with their phone' number(s), and any cellular phone number, Email, fax number and/or pager.

3.0.3.4 A minimum of three (3) references for services performed of similar size, scope, and complexity to the requirements listed in this RFQ, including the following information:

- a. Name and location of program(s);
- b. Brief description;
- c. Name of program manager and telephone number;
- d. Date of completion if not still an active contract;
- e. A description of other, relevant programs completed.
- f. Provide a list of programs provided by Program Title, Target Population, Description of Program and Cost.

### 3.1 PROPOSER'S METHODOLOGY IN PROVIDING SERVICE

- 3.1.1 Include a narrative that demonstrates the proposer's understanding of the scope of work and the program goals.
- 3.1.2 Include a complete and concise written executive summary that clearly states the proposer's approach to rendering the required services. Any special techniques, strategies and capabilities should be discussed here.
- 3.1.3 Include a description or outline that includes how the proposer will approach the program in the City of Stonecrest and its working relationship with others.
- 3.1.4 Specify about how the proposer's concept will translate the methodology proposed to meet the program goals, to include interaction with others outside of the program team who are involved in the program and relevance of approach to court's intent and needs.
- 3.1.5 Specify about how the entity will work with the court.
- 3.1.6 Specify on special services and techniques that the entity will offer that will differentiate the entity's proposal from any other.
- 3.1.7 Specify on who will be responsible for the receipt of funds and how and who maintains an internal controls check and balance system of accountability of the associated funds.

### 3.2 EXPLANATION OF FINANCIAL SUPPORT

- 3.2.1 Proposal shall include a detailed explanation of how the program will be funded.
- 3.2.2 The proposed funding structure will be included in the proposal evaluation under the "Benefits to the Court" criteria.

## SECTION 4

### SPECIAL TERMS AND CONDITIONS

#### 4.0 INFORMATION DISCLOSURE

4.0.1 The Contractor or Contractor's employees shall not, without the prior written consent of Stonecrest Municipal Court, disclose to any unauthorized person not privy to the contract, any information acquired by the Contractor in the course of providing the Services; or deal with, or make use of, any such information except in the course of and for the purpose of providing the Services.

#### 4.1 CONTRACT TERM

The City of Stonecrest shall have the option to renew the contract for four (4) additional one (1) year periods, provided: 1) Service is satisfactory, 2) Both parties are willing to renew, and 3) The action is approved by the Stonecrest City Council.

#### 4.2 SAMPLE CONTRACT

A sample contract has been included in the Proposal documents for your review. Please have your legal counsel review the contract prior to submittal of proposal.

#### 4.3 INSURANCE

Prior to execution of the contract, and at all times that this Contract is in force, the Contractor shall obtain, maintain and furnish the City with Certificates of Insurance from licensed companies doing business in the State of Georgia and acceptable to the City covering:

##### PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

##### 1. Statutory Workers' Compensation Insurance

###### (a) Employers Liability:

Bodily Injury by Accident - \$100, 000 each  
accident

Bodily Injury by Disease - \$500, 000 policy limit

Bodily Injury by Disease - \$100, 000 each  
employee

##### 2. Comprehensive General Liability Insurance

- a) \$1, 000, 000 limit of liability per occurrence for bodily injury and property damage

The following additional coverages must apply:

1986 (or later) ISO Commercial General Liability

Form

Dedicated Limits per Project Site or Location (CG 25 03 or CG 25 04)

Additional Insured Endorsement (Form B CG 20 10 with a modification for completed operations)

Blanket Contractual Liability (included in 1986 or later forms)

Broad Form Property Damage (included in 1986 or later forms)

Severability of Interest (included in 1986 or later forms)

Underground, explosion, and collapse coverage (included in 1986 or later forms)

Personal Injury (deleting both contractual and employee . exclusions)

Hostile Fire Pollution •Wording

### 3. Auto Liability Insurance

- a) \$500, 000 limit of liability per occurrence for bodily injury and property damage Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles

- b) Additional Insured Endorsement

- c) Contractual Liability

### 4. Professional Liability Insurance - \$1, 000, 000 (project specific for the City of Stonecrest) limit of liability per claim/aggregate

\*Insurance company must be authorized to do business in the State of Georgia.

\*\*Dedicated Limits per Project Site or Location (CG 25 03 or CG 25 04 or some other form) or \$1,000, 000 per occurrence and \$2, 000, 000 aggregate.

- 5. The City of Stonecrest (and any applicable Authority) should be shown as an additional insured on General Liability and Auto Liability policies.

6. The cancellation should provide 10 days notice for nonpayment and 30 days notice of cancellation
7. Certificate Holder should read:  
City of Stonecrest  
3120 Stonecrest Blvd.  
Stonecrest, Georgia 30038
8. Insurance Company, except Worker' Compensation carrier, must have an A.M. Best Rating of A-6 or higher. Certain Workers' Comp funds may be acceptable by the approval of the Risk Management Division. European markets including those based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement Provided that the contractor's broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A-6 or better.
9. Insurance Company must be licensed to do business by the Georgia Department of Insurance. \*See above note regarding Professional Liability
10. Certificates of Insurance, and any subsequent renewals, must reference Specific bid/contract by project name and project/bid number.
11. The Contractor shall agree to provide complete certified copies of current insurance policy(ies) if requested by the City to verify the compliance with these insurance requirements. .
12. All insurance coverages required to be provided by the Contractor will be primary over any insurance program carried by the City.
13. Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor

fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.

14. No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to the City of Stonecrest as to form and content has been filed with City of Stonecrest. The Acord Certificate of Insurance or a preapproved substitute is the required form in all cases where reference is made to a Certificate of Insurance or an approved substitute.
15. The Contractor shall agree to waive all rights of subrogation against the City, Mayor and Council, its officers, officials, employees, and volunteers from losses arising from work performed by the contractor for the City.
16. All Risk Contractors' Equipment and Contents Insurance covering owned, used, and leased equipment, tools, supplies, and contents required to perform the services called forin the Contract. The coverage must be for full replacement cost. The City will be included as a Loss Payee in this coverage for City owned equipment, tools, supplies, and contents.
17. The Contractor shall make available to the City, through its records or . records of their insurer, information regarding a specific claim. Any loss run information available from the contractor or their insurer will be made available to the City upon their request.
18. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
19. The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.

20. The Contractor and all Subcontractors are to comply with the Georgia Security and Immigration Compliance Act.
21. The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

#### 4.4 CONTRACT AWARD

4.4.1 The awarded Contractor is required to provide the following within ten (10) days of the Notice of Award:

Return to the City of Stonecrest contract documents signed and executed by the authorized representative, and attested by the corporate secretary with the corporate seal.

Provide Insurance certificates, as specified in the bid document.

4.4.2 If the selected Proposer refuses or fails to enter into contract negotiations within ten (10) days after receipt of the notice of award, at that time the City of Stonecrest may award the contract to the next responsive proposal.

4.4.3 The City of Stonecrest reserves the right to negotiate with the Proposer that it deems to best meet the needs of the City of Stonecrest.

4.4.4 All companies submitting proposals will be notified in writing of award.

### SECTION 5

#### PROPOSAL EVALUATION PROCESS

##### 5.0 PROPOSAL EVALUATION PROCESS

- 5.0.1 The Municipal Court of the City of Stonecrest and the City Council intends to accept the offer that is most advantageous to itself from the standpoint of price, experience, qualifications, and capability of the contractor to perform the contract. It reserves the right to reject any and all proposals received by reason of this request or to negotiate separately with any source whatsoever, in any manner deemed to be in the best

interests of the Stonecrest Municipal Court and the Stonecrest City Council.

- 5.0.2 During the course of the evaluation and selection process, the Court may request the highest scoring proposers to give a brief presentation onsite. The purpose of the presentation would be to offer a brief explanation of the proposer's services and how the proposer plans to provide the services outlined in the RFQ, and to answer any questions that the evaluation team may have. The evaluation team may award 0-10 additional points for the presentation. Any costs associated with the preparation or presentation will be at the expense of the proposing firm.
- 5.0.3 The City also reserves the right to conduct a pre-award survey or to require other evidence of managerial, financial, or other abilities prior to award of the contract.

## 5.1 REJECTION OF PROPOSAL

Failure to observe any of the instruction or conditions in this request for proposal shall constitute grounds for rejection of proposal.

## 5.2 Gratuities, Rebates or Kickbacks

1. Gratuities. It shall be unethical for any person to offer, give, or agree to give any Employee or Official or for any Employee or Official to solicit, demand, accept, or agree to accept from another person, a gratuity, rebate, loan an offer of employment or other services or property of value in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or subcontract, or to any solicitation or proposal therefore in any manner inconsistent with the State of Georgia's Department of Administrative Services Gratuity Policy. Rebates normally or routinely offered to customers in the

ordinary course of business of such Vendor for the purchase of their Goods and Services are acceptable and are the property of the City.

Nothing in this section shall preclude an Employee or Official of the City from attending seminars, courses, lectures, briefings, or similar functions at any Vendor's facility or at any other place if any such seminar, course, lecture, briefing, or similar function is for the purpose of furnishing the Official, Employee, or Agent with knowledge and information relative to the Vendor's products or services and is one which the City Manager determines would be of benefit to the City.

In connection with any such seminar, course, lecture, briefing, or similar function, nothing shall preclude the Employee or Official from receiving meals or educational materials and business related items of not more than nominal value from a Vendor.

Nothing contained in this section shall permit the Employee or Official to accept travel or lodging for less than the value thereof from any Vendor.

2. Kickbacks and Rebates. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a Contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract or order.
3. Contract Clause. The prohibition against gratuities, rebates and kickbacks prescribed in this Section shall be conspicuously set forth in every Contract.

### 5.3 PROPOSAL EVALUATION CRITERIA

Evaluation of Proposals will be based on the following criteria:

	<u>Criteria</u>	<u>Points</u>
1.	Firm's proposed services to be provided to the City; understanding of Scope; responsiveness to the needs of the City.	30
2.	Firm's proposed staffing and experience of staff	25
3.	Proximity to Stonecrest.	15
4.	Firm's references, including experience(s), if any with Stonecrest.	15
5.	Completeness and quality of proposal package	15
	Total Points:	100
6.	Presentation (if requested)                      Maximum Points:	10

Total Possible Points: 110

\*\*\*The City of Stonecrest requires that all agreements between parties be entered into via the following documents. If any exceptions are taken to any part of this document, each must be stated in detail and submitted as part of your proposal/bid document. If no exceptions are noted it is assumed that the party fully agrees to the contract in its entirety. Exceptions to the sample contract provided in this request for proposal will be considered in terms of responsiveness when making award.\*\*\*

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"SAMPLE"  
ANNUAL  
SERVICE PROVIDER CONTRACT

