



**Douglas County Board of Commissioners
Procurement Department
8700 Hospital Drive
Douglasville, GA 30134
REQUEST FOR PROPOSAL
(RFP)
COVER SHEET**

SOLICITATION NUMBER: 26-028

SOLICITATION TITLE: FINANCIAL ADVISOR SERVICES

ISSUE DATE: SEPTEMBER 28, 2026

PRE-SOLICITATION MEETING N/A

QUESTION DEADLINE: OCTOBER 13, 2026 AT 4:00 PM
<https://www.bidnetdirect.com/georgia/douglascounty>
Please only enter one question per line #

PROPOSAL CLOSING DATE: OCTOBER 28, 2026 AT 2:00 PM E.S.T.

The County reserves the right to modify or alter the following procurement schedule as needed.

Goods or services to be delivered to or
performed at: Douglasville, Georgia 30134

SINGLE POINT OF CONTACT (SPC) Anthony Q. Choice
Director of Procurement

EMAIL ADDRESS: dcpurchasing@douglascountyga.gov

DOCUMENTS INCLUDED IN THIS PACKAGE: REQUEST FOR PROPOSAL

Douglas County Board of Commissioners promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

Douglas County reserves the right to cancel this RFP at any time and for any reason prior to the award of a contract by the Board of Commissioners.

OFFEROR'S RFP CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to an RFP for the Douglas County Board of Commissioners

1. _____ Read the entire document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ Note the procurement officer's name, address, phone numbers and e-mail address. This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information for any questions you may have.
3. _____ Attend the pre-proposal, proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the County of any ambiguities, inconsistencies, or errors in the RFP.
4. _____ Take advantage of the "question and answer" period. Submit your questions online in Bidnet by the advertised due date and view the answers given in the formal "addenda" issued for the RFP. All addenda issued for an RFP are available online in Bidnet and will include all questions asked and answered concerning the RFP.
5. _____ Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ Provide complete answers/descriptions. Read and answer all questions and requirements. Don't assume the County or evaluation committee will know what your company's capabilities are or what items/services you can provide, even if you have previously contracted with the County. The Proposals are evaluated based solely on the information and materials provided in your response.
7. _____ Check for RFP addenda. Before submitting your response, check online in Bidnet for any addenda the County has issued. Submission of Proposal acknowledges receipt of addendums however, recommended to include with proposal submission signed copies.
8. _____ Review and read the RFP document again to make sure that you have addressed all requirements.
9. _____ Submit your response on time. Note all the dates and times listed in the RFP and be sure to submit all required items on time.
10. Late proposals responses are never accepted. Don't wait till last minute to upload electronically in Bidnet

This checklist is provided for assistance only and should NOT be submitted with Offeror's Response

SECTION I – GENERAL OVERVIEW

A. PURPOSE

The **Douglas County Board of Commissioners (DCBOC)** is seeking sealed proposals from qualified and experienced **Financial Advisor** to provide **Financial Advisor Services** for Douglas County Board of Commissioners. The selected firm will provide seeking proposals from firms qualified and interested in functioning as its Municipal Advisor / Financial Advisor.

The County has two main purposes in selecting an Advisor. First, the Advisor will assist the County in reviewing and developing financial policies, programs and plans that enhance the County's financial strength and sustainability to include development of maintenance/replacement funds with related financing plans. The Advisor's second role will be to assist in the structuring and issuance of bonds or private placement debt for funding of significant capital needs. The County retains the option to select more than one firm as its Advisor.

The response to this request, together with the related costs, data, and supporting documentation will be used to make the final vendor selection. The proposal will be included as part of the contract between the Douglas County Board of Commissioners and the selected firm. The County reserves the right to reject any and all proposals and the right to its option to waive or refuse to waive any defect or informality in any proposal. The County Administrator and/or other qualified Douglas County personnel for the purpose of selecting proposals with whom negotiations may be conducted, will subject all responsive proposals received to an evaluation.

Offeror(s) are cautioned to initially submit sufficient information to enable the evaluation personnel to fully ascertain each offeror(s) capability to perform all the requirements contemplated by this solicitation. All commitments made in the proposal shall become a part of any resultant contract.

Negotiations may be conducted with all offeror(s) considered to be in the competitive range, if it is determined that negotiations are required.

B. BACKGROUND

Douglas County is the only comprehensive government in Douglas County, providing all services to its citizens, including fire and emergency services, libraries, jail facilities, E-911, transportation planning, roadway signalization, signage and marking, vanpool and express bus service, informative and interactive website, a government access cable television channel, landfill and recycling programs, direct sponsorship and planning of events to bring our community together, and other traditional government services.

Located due west and 20 miles from Atlanta on Interstate 20, Douglas County is 200 square miles of gently rolling foothills of the Appalachian Piedmont bordered on the south by the Chattahoochee River, east by Cobb County, north by Paulding County, and west by Carroll County. The Dog River in the western portion of the County is the County's potable water source (managed by the Douglasville-Douglas County Water and Sewer Authority, State-chartered). Other waterways include Sweetwater Creek, Anneewakee Creek, and Gothard's Creek.

Douglas County's strategic location as the western gateway to Atlanta, and its proximity and ease of access to Atlanta's Hartsfield-Jackson International Airport, make it the enviable place to live, work and play.

The County is managed by a five-member Board of Commissioners: A Chairman (full-time, four-year term) elected at large, and four District Commissioners (part-time, four-year terms).

C. RESTRICTIONS ON COMMUNICATION WITH STAFF

From the issue date of the solicitation and until a supplier is selected for contract award and the selection is made public, bidders are not allowed to communicate for any reason with members of the Board of Commissioners, Douglas County employees and/or contracted agents related to the solicitation except through the issuing officer (or his/her designee) named in the solicitation. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. Exceptions to this restriction on communication include the following:

- Communication during pre-proposal conference/meeting provided the issuing officer is present, or
- As necessary to perform under any existing contracts with the County, or
- With Douglas County pursuant to the protest process

A proposalr's violation of the restriction on communication can lead to disqualification of the supplier's response from consideration for contract award and/or other disciplinary action such as suspension or debarment.

D. QUESTIONS

Prospective Proposers must submit any questions regarding this solicitation Electronically in [Bidnet](#) by the due date and time specified in the solicitation. Only questions submitted via [Bidnet](#) will be accepted and addressed.

Responses to questions received during the solicitation time period are posted on the website at <https://www.bidnetdirect.com/georgia/douglascounty> in an addendum. Proposers who fail to report a known or suspected problem with this solicitation or who fail to seek clarification or correction of this solicitation do so at their own risk.

E. ADDENDUM

The Procurement Department may have to release written changes to a solicitation electronically in Bidnet. These formal written changes are called addendum or if multiple, Addenda. The Addendum will become part of the solicitation. It is the bidder's responsibility to review Bidnet periodically to determine if addenda have been prepared and posted. **It is also the responsibility of the Proposer to ensure that they have all applicable addenda prior to the proposal submission.** All addenda forms must be signed and submitted with the proposal. Failure to respond and acknowledge any addenda, shall result in a non-responsive proposal.

Failure to acknowledge any addenda shall not relieve Bidders of compliance with the terms thereof. The County assumes no responsibility for oral instructions.

The successful firm's proposal and all the addenda will become a part of the agreement resulting from this document.

F. CONTRACT TERMS

The firm selected for this project will be required to enter into a contract containing all provisions required by Georgia law. This includes all those requirements identified for multi-year contracts that are contained in O.C.G.A. 36-60-13.

The initial contract term shall be one (1) year from the date of execution. The contract may be renewed for additional periods. Renewal of the contract, if applicable, into the additional periods will be made sixty (60) days prior to the expiration date. If needed, the annual contract will be extended 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). Should the proposer or the County not desire to renew the contract, new proposals will be solicited for the purpose of establishing a new contract.

G. TAXES

The County is exempt from all state sales tax and Federal Excise Tax. However, in the event taxes are required by state or federal law for the services or products outlined in this proposal, such taxes shall be the sole responsibility of the Contractor unless otherwise stated in writing and agreed to by the County.

H. PROTESTS

The protester shall furnish a written protest to the Purchasing Department no later than five (5) working days after award of the Purchase Order or contract listing the articles of the Purchasing Policy Procedure Manual that have been violated. Failure to comply with this requirement may result in dismissal of the protest.

If the protester files a request for documents with a protest, Purchasing shall furnish copies of the requested documents consistent with the Georgia Open Records Act.

I. PURCHASING POLICY

The Douglas County Purchasing Policy Procedure Manual is incorporated into this solicitation (and, therefore, any contract awarded as the result of this solicitation) by reference. By participation in this solicitation an Offeror, potential Offeror, or Contractor agrees to be bound by the Douglas County Purchasing Policy, Purchasing Procedures, Operating Guidelines and Regulations on any issue or action related to this solicitation or subsequent contract resulting from this solicitation.

J. PRIME CONTRACTOR/SUBCONTRACTORS

Offeror(s) proposals selected as most advantageous to the County based on evaluation factors set forth in the RFP shall be the prime contractor if a contract is awarded and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. The County reserves the right to approve all subcontractors. The Contractor shall be responsible to the County for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract awards derived from this RFP shall create any contractual relationships between any subcontractor and the County.

K. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Contractor's full compliance with all applicable federal and state security and immigration laws, including without limitation O.C.G.A. § 13-10-90, et seq. as amended and Georgia Department of Labor Rule 300-10-1, et seq. is a condition for the contract proposal and any contract award. Contractor is required to affirm compliance by completing and returning the two (2) Georgia Security and Immigration Compliance documents with Contractor's proposal.

Pursuant to O.C.G.A. § 13-10-91 no Contractor or subcontractor may propose a contract or enter into a contract with a public employer for the physical performance of services unless the Contractor or subcontractor is registered with and participates in the federal work authorization program to verify information of all newly hired employees and provides certain required affidavits. Any Contractor, subcontractor, or sub-subcontractor of such Contractor or subcontractor, shall also be required to satisfy the requirements set forth herein.

L. CONTRACT AWARD

A contract will be awarded to the responsible Offeror whose proposal is determined to be the most advantageous, is of best value to the County and with whom an acceptable contract can be negotiated and agreed upon. It is within the County's sole discretion to determine whether the Contractor is responsible or responsive under the terms and conditions of this solicitation. Further, it is within the County's sole and absolute discretion to determine Contractor's responsibility or responsiveness after a contract is entered into. Finally, it is within the County's sole and absolute discretion to terminate this agreement, to not renew a Contractor or to not make an award to a Contractor who is determined to be not responsible or not responsive.

M. BONDS

For all projects with Proposals over \$100,000 Respondents shall provide proposal bonds using the form attached to this RFP. The penal sum of the proposal bond shall be five percent (5%) of the estimated cost of the project. Further, the winning Respondent agrees to obtain payment and performance bonds for itself and each subcontractor with a contract in excess of \$50,000. The payment and performance bonds shall be procured in the manner provided in the Agreement.

N. PROPOSAL/PRESENTATION COSTS

The costs for development of the Proposal are the sole responsibility of the Respondent. Douglas County is not liable for any costs incurred by the respondent in preparation and/or presentation of proposals in response to this RFP or for travel and other costs related to this RFP.

O. INSURANCE REQUIREMENTS

During the Term and for two (2) years thereafter, Contractor must maintain insurance of a nature and amount adequate to protect, and must in fact protect, Contractor, the County, and the State of Georgia from any claims of bodily injury, property damage, or personal injury and other damages which arise out of operations under this Contract. At a minimum,

Contractor shall maintain in force workers' compensation coverage in the amount required by statute, employers liability of at least \$500,000 each accident and each employee, auto liability coverage of at least \$1,000,000, comprehensive general liability insurance with coverage of at least \$1,000,000, professional errors and omissions insurance with coverage of at least \$1,000,000, and if Contractor is processing personally identifiable information for County, cyber liability insurance with limits of at least \$3 million. Cyber liability insurance shall cover network security and privacy risks, including unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection or other negligence in the handling of personally identifiable information, privacy perils, and coverage for related regulatory defense and penalties, data breach expenses, computer financial and compliance investigation, public relations and crisis management firm fees, credit file or identity monitoring or remediation services.

All such coverage shall be provided by insurers reasonably acceptable to Company and must be issued by an insurance company licensed to do business in Georgia (professional liability insurance through the London Market is acceptable) with a minimum AM Best rating of A- and signed by an authorized agent. Insurance coverage is at Contractor's own expense. The County shall be listed as an additional insured under all policies, and all such insurance shall provide primary coverage. Within ten (10) days after execution of this Contract, Contractor shall submit a certificate of insurance evidencing the requirements of this Section. Thereafter, at County's request, Contractor shall forward a certificate of insurance verifying such insurance. Such certificates will indicate that such insurance policies may not be canceled before the expiration of a thirty (30) day notification period and that the County will be immediately notified in writing of any such notice of termination. Such insurance policies are not intended to limit Contractor's liability for damages under this Contract.

P. DISQUALIFICATION OF PROPOSALS

Proposals may be disqualified before the awarding of the contract for any of the following:

- Failure to include all requested information or other details of the proposal.
- Excessive errors in calculating prices or totals.
- Failure to include proposal bond, if applicable.
- Failure to submit Contractor Qualifications and/or required licenses and permits with proposal response.

Q. TRADE SECRETS – CONFIDENTIALITY

If any person or entity submits a proposal or proposal that contains trade secrets, an affidavit shall be included with the proposal or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2)

at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).

R. ETHICS – DISCLOSURE OF RELATIONSHIPS

Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business.

If such a relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any proposal, proposal, or price proposal you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the proposal or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

S. ABILITY TO PERFORM

The offeror may be required, upon request, to provide to the satisfaction of the Owner that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the Owner, the Owner may reject the offer.

T. PAYMENT TERMS

The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the awarded contract, and both parties must agree on such a deviation.

U. PROPOSAL PROCESS

These instructions will bind proposers to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual proposal. These instructions are to be considered an integral part of the proposal. Proposals must be

submitted in t and shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.

1. Proposals received after the date and time will not be considered. It is the Offeror's responsibility to ensure that its proposal is submitted in a timely manner.
2. The County reserves the right to accept or reject any or all proposals and to waive minor irregularities and technicalities. The judgment of the County on such matters shall be final.
3. The terms Bidder, Vendor, Contractor and/or Offeror are synonymous in this document and refer to the person, entity or firm that submits a proposal.
4. At the date and time specified for the opening of the proposal, the proposal shall be publicly opened and read aloud for the information of proposers and others present.
5. Each proposal submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this Proposal request. The failure or omission of any proposer to examine any form, instrument or document shall in no way relieve any proposer from obligations in respect to the proposal submittal or the compliance of the terms, conditions and requirements of the proposal.
6. The authorized representative whose signature will appear on the proposal submitted certifies that the Proposer has carefully examined the instructions of this proposal and the terms and specifications applicable to and made a part of this proposal. The Proposer further certifies that the prices shown on the Proposal Price Submittal Form are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the proposal.
7. Any documentation submitted with or in support of a proposal or proposal shall become subject to public inspection under the Georgia Open Records Act. Labeling such information "Confidential", "Proprietary", or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

V. PREPARATION OF PROPOSALS

1. This proposal contract consists of the attached instructions, specifications, and request for proposal forms. All bidders must use our form(s) for submitting their proposal if applicable. No faxed responses will be accepted.
2. By submitting a proposal, the Contractor warrants that any services provided to the County meet or exceed specifications set forth in this solicitation.

3. The Purchasing Department will be the sole judge in making the determination as to the quality and the appropriateness of the services proposed as well as the responsiveness and responsibility of the Contractor.
4. Only an authorized officer of the company shall sign the proposal and/or submit proposals electronically.
5. Successful bidders shall obtain, if applicable, all necessary licenses and/or permits required by local and state law prior to issuance of purchase order for and performance of said items/services.
6. By submitting a proposal, the bidder certifies that he/she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition with this proposal submitted to Douglas County Board of Commissioners. The bidder also agrees to meet all the Conditions and Specifications outlined in this document.
7. Douglas County reserves the right to waive informalities, to reject any and all proposals, to evaluate proposals, to accept portions of any proposal, and to accept any proposal, which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded.
8. Negligence on the part of the proposer in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
9. All products, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
10. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing.
11. Full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the proposer is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. If any equivalent version is proposed, prospective proposers are

herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration. Final determination of equivalency will be determined by Douglas County.

W. SUBMITTAL GUIDELINES FOR BIDNET DIRECT

1. RFQ Released

The release of the RFP is formally communicated through the posting of this RFP as an event in Bidnet Direct and/or by a public announcement posted to the Georgia Procurement Registry.

This RFP is being conducted through Bidnet Direct, an online, electronic tool, which allows a supplier to register, log on, select answers and type text in response to questions, and upload any necessary documents. **Each supplier interested in competing to win a contract award must complete and submit a response to this RFP using Bidnet Direct.**

2. RFP Review

The RFP consists of any and all documents or links applicable to the solicitation, as posted online on Bidnet Direct.

Please carefully review all information contained in the solicitation, including all documents available as attachments or available through links. Any difficulty accessing the solicitation or documents should be reported immediately to the Issuing Officer and/or the Bidnet Help Desk.

3. Uploading Forms

Once the supplier is ready to upload electronic files (completed forms or worksheets, product sheets, etc.), please follow the directions within the RFP to upload these documents in the proper location.

4. Reviewing the Response Prior to Submission

Each supplier is responsible for ensuring all questions have been answered appropriately and that all necessary documents have been uploaded where applicable. Prior to final submission of your response, please review the following checklist:

- a. Please review and confirm that the supplier has answered all questions appropriately (if applicable).
- b. Please confirm that all necessary files have been uploaded.

5. Help Desk Support

For technical questions related to the use of Bidnet Direct, suppliers have access to phone support at 800-835-4603, Monday through Friday 8:00 AM to 8:00 PM EST excluding Holidays or closings in response to inclement weather. Suppliers can also email questions to: support@bidnet.com

X. EXCEPTIONS AND OMISSIONS

Any exceptions to the specifications and/or terms and conditions must be addressed during the question/clarification and addendum phases.

Y. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas but may not materially alter any document language.

Z. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the Douglas County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

AA. CODES, PERMITS, FEES, LICENSES AND LAW

All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. 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 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.

State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the County must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manners, and such are conditions of the contract. By submitting a proposal to the County contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-

number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance. Such attestation(s) shall be maintained and may be inspected by the County at any time. An affidavit of such compliance included with the proposal must be signed by the contractor and will become part of the contract.

BB. SAFETY

All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

CC. NON-COLLUSION

By submitting a proposal in response to this solicitation, the proposer represents that in the preparation and submission of this proposal, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive proposalding 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 proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

DD. NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

1. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
2. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

EE. DRUG FREE WORKPLACE CERTIFICATION

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

1. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and
2. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.
3. Contractor may be suspended, terminated, or debarred if it is determined that:
 - a. The Contractor has made false certification hereinabove; or
 - b. The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

FF. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between Douglas County and the successful Contractor.

GG. SUPPLIER INCLUSION PROGRAM

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. Please see the Supplier Inclusion Program form for a description of each of these types of businesses.

HH. DELIVERY AND F.O.B. DESTINATION

1. All prices shall include shipping and delivery cost to our destination, F.O.B., Douglas County, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The County will grant no

allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.

2. The County desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

II. AWARD OF CONTRACT

1. Douglas County desires to complete the award process in a timely manner. Douglas County reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the County with price and other factors considered. Douglas County may elect to waive any technicalities. The proposal will be awarded to highest score proposer(s), if awarded. The proposal specifications and results will be available on the County's website: [Douglas County - Proposal Opportunities and RFPs | Bidnet Direct](#)
2. Douglas County reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the County that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their proposal, an award may be made to the next low responsive and responsible proposer.

Responsibility - The determination of the proposer's responsibility will be made by the County based on whether the proposer meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of the proposer to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors appear to be pertinent to either the proposal or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the County based on a consideration of whether the proposer has submitted complete proposal documents meeting proposal requirements without irregularities,

excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

3. Douglas County is subject to making records available for disclosure after the Board of Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of Douglas County. No claim shall be made by the selected Proposer for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

JJ. LOCAL VENDOR PRIVILEGE

1. There is established in Douglas County, a local vendor privilege. Proposals or proposals awarded to local vendors contribute to the local tax base and will therefore be given special consideration when proposaling against out-of-jurisdiction (out-of-county) vendors. Proposals or proposals received from local vendors will be given preference if such proposal or proposal is responsive and within five (5) percent of the low proposal submitted by any out-of-county bidder. In such an instance, the local vendor will be given the opportunity to match the low proposal offered by the out-of-county vendor. If such a local vendor agrees to match the low proposal received from the out-of-county vendor within the time specified by the county; the proposal shall be awarded to the local vendor.
2. A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements prior to any award of a contract or purchase:
 - A. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Douglas County; and
 - B. The business or supplier must have a current occupational tax certificate; and
 - C. The business or supplier must have paid all real and personal taxes owed the county; and
 - D. The business or supplier must certify its compliance with the Georgia Security and Immigration Act.
3. This policy shall not apply to any proposal or proposal for material, equipment or services in excess of one hundred thousand dollars (\$100,000.00). In such cases, the proposal award shall be subject to the competitive bidding requirements as otherwise provided herein or general law.

KK. INDEMNIFICATION

1. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Douglas County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Douglas County and

its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.

2. The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

LL. CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Douglas County, Georgia. This Agreement shall be governed by the applicable laws of the County of Douglas and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the County of Douglas Judicial Courts.

CONTRACTOR AS INDEPENDENT CONTRACTOR

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

MM. ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of Douglas County.

NN. PERFORMANCE OF CONTRACT

1. Douglas County reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.

2. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
3. The Contractor accepts the relationship of trust and confidence established by the award of this proposal solicitation. The Contractor covenants with the County to utilize the Contractor's best skill, efforts and judgment in furthering the interest 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; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the County,
4. All purchases for goods or services are subject to the availability of funds for this particular purpose.

00. INVOICES

Invoices shall be emailed to each department representative and a copy emailed to Finance Department at accountspayable@douglascountyga.gov.

Invoices shall be based upon actual services rendered, actual work performance and/or products delivered and include the following:

1. Name and address of successful proposer;
2. Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
3. Douglas County's Purchase Order Number;

SPECIFIC CONDITIONS

3.1 PURPOSE AND OBJECTIVES

The County seeks an independent Financial Advisor capable of supporting sound financial management and responsible capital financing.

Objectives include:

1. Long-range financial planning;
2. Debt affordability;
3. Capital financing;
4. Debt management;
5. Credit management;
6. Refinancing analysis;
7. Financial policy development;
8. Capital improvement planning;
9. Investment analysis where authorized;
10. Financing strategy;
11. Market analysis; and
12. Special financial projects.

3.2 SCOPE OF ENGAGEMENT

The engagement may include routine advisory services and transaction-specific services.

3.3 REQUIRED PROPOSAL ORGANIZATION

Each proposal shall contain the following sections in order:

1. Cover Letter;
2. Executive Summary;
3. Firm Qualifications;
4. Governmental Experience;
5. Georgia Experience;
6. Key Personnel;
7. Organizational Structure;

8. Understanding of County Needs;
9. Proposed Methodology;
10. Municipal Debt Experience;
11. Credit Rating Experience;
12. Capital Planning Experience;
13. References;
14. Regulatory Disclosure;
15. Litigation Disclosure;
16. Conflict Disclosure;
17. Technology and Financial Modeling;
18. Fee Proposal;
19. Mandatory Forms; and
20. Additional Information.

3.4 COVER LETTER

The cover letter shall not exceed three (3) pages and shall identify:

- Legal firm name;
- Principal office;
- Primary contact;
- Telephone;
- Email;
- Authorized representative;
- Proposed contract term;
- Exceptions;
- Subcontractors; and
- Confirmation of proposal validity.

3.5 EXECUTIVE SUMMARY

Provide a maximum five-page summary of the firm's proposed approach.

3.6 FIRM QUALIFICATIONS

Provide:

- Firm history;
- Ownership;
- Years in business;
- Governmental clients;
- County clients;
- Municipal finance experience;
- Debt experience;
- Refunding experience;
- Capital planning experience;
- Credit rating experience;
- Investment experience;
- Financial modeling capability; and
- Relevant Georgia experience.

3.7 KEY PERSONNEL

For each key person:

- Name;
- Position;
- Years with firm;
- Years of experience;
- Education;
- Credentials;
- Relevant transactions;
- Governmental experience;
- Georgia experience;
- Proposed role; and
- Expected availability.

3.8 ORGANIZATIONAL STRUCTURE

Include an organizational chart.

3.9 GOVERNMENTAL EXPERIENCE

Identify at least five comparable governmental clients.

3.10 GEORGIA EXPERIENCE

Describe experience advising Georgia counties, cities, authorities or other public entities.

3.11 REFERENCES

Provide at least five references.

3.12 REGULATORY DISCLOSURE

Disclose material regulatory matters during the previous five years.

3.13 LITIGATION DISCLOSURE

Disclose material litigation that could affect performance.

3.14 CONFLICTS

Describe all actual, potential and perceived conflicts.

3.15 TECHNOLOGY AND FINANCIAL MODELING

Describe:

- Financial models;
- Forecasting tools;
- Debt models;
- Scenario analysis;
- Data sources;
- Reporting systems; and
- Security controls.

3.16 RESPONSIVENESS

State expected response times for:

Request	Maximum Response Time
Routine inquiry	[]

Request	Maximum Response Time
Market inquiry	[]
Financing analysis	[]
Emergency matter	[]
Board presentation request	[]

3.17 OTHER INFORMATION

Provide any additional information that demonstrates qualifications.

SECTION 4-SPECIAL CONDITIONS

4.1 INDEPENDENCE

The Financial Advisor shall act independently of underwriters, lenders and investment providers.

4.2 STANDARD OF CARE

The Financial Advisor shall perform services with the professional skill and care ordinarily exercised by similarly qualified professionals performing comparable services.

4.3 COMPENSATION

Compensation shall be limited to amounts established in the Contract.

4.4 FEE DISCLOSURE

All direct and indirect compensation shall be disclosed.

4.5 EXPENSES

No expense shall be reimbursed unless authorized under the Contract.

4.6 CONTRACT TERM

Initial term:

[INSERT TERM]

4.7 RENEWAL

Renewal options:

[INSERT OPTIONS]

All renewals remain subject to applicable procurement requirements and Board approval where required.

4.8 TERMINATION

The County may terminate for convenience or cause pursuant to the Contract.

4.9 BOARD PRESENTATIONS

The Financial Advisor shall attend Board or committee meetings when requested.

4.10 NON-EXCLUSIVITY

The County may retain other financial, legal or professional advisors.

4.11 LOCAL AND SMALL BUSINESS PARTICIPATION

The proposer shall identify lawful opportunities for local and small business participation.

4.12 CHANGES IN KEY PERSONNEL

Substitution of key personnel requires prior County approval.

4.13 RECORDS AND AUDIT

The Financial Advisor shall maintain records necessary to substantiate fees and services and shall provide access as required by law and the Contract.

4.14 CONFIDENTIALITY

The Financial Advisor shall protect confidential information and use it only for authorized County purposes.

4.15 ETHICS AND CONFLICTS

The Financial Advisor shall comply with applicable ethics requirements and disclose conflicts promptly.

4.16 NO GUARANTEE OF FINANCING

No financing transaction is guaranteed by the County.

SECTION 5-TECHNICAL SPECIFICATIONS AND SCOPE OF SERVICES

5.1 COUNTY FINANCIAL ADVISORY NEEDS

The Financial Advisor shall support the County's financial objectives through independent professional analysis.

5.2 GENERAL FINANCIAL ADVISORY SERVICES

Services may include:

- Financial policy;
- Budgetary analysis;
- Long-range planning;
- Debt management;
- Capital planning;
- Financing alternatives;
- Credit analysis;
- Cash management;
- Investment analysis;
- Refinancing;
- Market analysis;
- Financial modeling; and
- Special projects.

5.3 FINANCIAL POLICY

The Advisor shall review and recommend improvements to:

- Debt policy;
- Investment policy;
- Reserve policy;
- Fund balance policy;
- Capital financing policy;
- Liquidity policy; and
- Related financial policies.

5.4 LONG-TERM FINANCIAL PLANNING

Assist the County in analyzing:

- Revenue trends;
- Expenditure trends;
- Capital requirements;
- Debt requirements;
- Reserves;
- Liquidity;
- Economic assumptions; and
- Long-term affordability.

5.5 DEBT AFFORDABILITY

Perform debt capacity and affordability analysis considering:

- Existing debt;
- Proposed debt;
- Debt service;
- Revenues;
- Legal limitations;
- Policy limitations;
- Credit considerations; and
- Long-term financial impact.

5.6 CAPITAL IMPROVEMENT PLANNING

Assist with:

- Project prioritization;
- Project timing;
- Cost estimates;
- Funding sources;
- Debt capacity;
- Pay-as-you-go financing;

- Grant opportunities; and
- Long-term financing strategy.

5.7 FINANCING ALTERNATIVES

Analyze, as appropriate:

- General obligation bonds;
- Revenue bonds;
- Bank financing;
- Private placements;
- Direct purchases;
- Lease financing;
- Refunding;
- Short-term obligations;
- Intergovernmental financing;
- Pay-as-you-go funding; and
- Other lawful alternatives.

5.8 DEBT ISSUANCE

The Advisor shall, when requested:

1. Recommend financing size;
2. Recommend timing;
3. Analyze structure;
4. Recommend maturities;
5. Analyze interest rates;
6. Analyze redemption provisions;
7. Coordinate with bond counsel;
8. Assist with transaction schedules;
9. Review financial provisions;
10. Assist with offering documents;
11. Analyze bids/proposals;

12. Assist with pricing;
13. Review transaction costs;
14. Assist with closing; and
15. Provide final debt schedules.

5.9 CREDIT RATING SERVICES

Assist with:

- Rating agency communications;
- Credit presentations;
- Financial trend analysis;
- Peer comparisons;
- Rating agency questions;
- Credit strategy; and
- Recommendations for maintaining or improving credit quality.

No particular credit rating shall be guaranteed.

5.10 REFUNDING ANALYSIS

Review outstanding debt periodically for potential refinancing.

5.11 PRIVATE PLACEMENT FINANCING

Evaluate:

- Pricing;
- Covenants;
- Security;
- Maturity;
- Call provisions;
- Fees;
- Prepayment;
- Other terms.

5.12 SHORT-TERM FINANCING

Advise concerning temporary financing and liquidity requirements.

5.13 INVESTMENT AND CASH MANAGEMENT

Where authorized and within the Advisor's regulatory scope, assist with:

- Cash-flow forecasting;
- Investment strategy;
- Liquidity;
- Maturity structure;
- Market analysis;
- Policy compliance; and
- Portfolio review.

5.14 FINANCIAL MODELING

Develop and maintain financial models needed for County decision-making.

5.15 MARKET ANALYSIS

Provide timely analysis of:

- Municipal markets;
- Interest rates;
- Credit markets;
- Investor conditions;
- Relevant federal developments;
- Relevant Georgia developments; and
- Other conditions affecting County financing.

5.16 FINANCIAL ADVISORY TEAM

Coordinate, as requested, with:

- Bond counsel;
- Disclosure counsel;
- Underwriters;
- Banks;
- Trustees;
- Paying agents;

- Rating agencies;
- Verification agents;
- Investment providers; and
- Other professionals.

The Advisor shall not perform legal services reserved to counsel.

5.17 DEBT CLOSING

Assist with:

- Closing schedules;
- Closing statements;
- Debt service;
- Proceeds investment;
- Reconciliation;
- Delivery; and
- Post-closing records.

5.18 POST-ISSUANCE SERVICES

Assist with:

- Debt compliance;
- Continuing disclosure coordination;
- Debt portfolio review;
- Refunding opportunities;
- Covenant monitoring; and
- Annual debt analysis.

5.19 SPECIAL PROJECTS

Provide research and analysis concerning projects designated by the County.

5.20 ANNUAL FINANCIAL REVIEW

At least annually, when requested, review:

- Financial condition;

- Debt;
- Reserves;
- Capital plan;
- Liquidity;
- Credit;
- Policies; and
- Financing opportunities.

5.21 MEETINGS AND PRESENTATIONS

Attend meetings as requested.

5.22 MINIMUM QUALIFICATIONS

The proposer shall demonstrate:

1. Relevant governmental financial advisory experience;
2. County or comparable governmental experience;
3. Municipal debt experience;
4. Financing transaction experience;
5. Credit rating experience;
6. Qualified personnel;
7. Applicable regulatory registration;
8. At least two comparable governmental clients;
9. Georgia governmental experience; and
10. Organizational capacity.

SECTION 6-EVALUATION AND AWARD

6.1 EVALUATION PROCESS

The County shall use a two-stage evaluation process.

STAGE ONE

Written proposal evaluation — **100 points**

STAGE TWO

Interviews/presentations — **optional**

If interviews are conducted, the County may establish an additional scoring procedure and notify finalists accordingly.

6.2 MANDATORY REQUIREMENTS

The following may be treated as pass/fail requirements:

- Timely submission;
- Authorized signature;
- Required forms;
- Applicable addenda acknowledgment;
- Required regulatory eligibility;
- Required E-Verify documentation;
- Conflict disclosure;
- Debarment certification; and
- Fee submission.

Failure to satisfy a material mandatory requirement may result in rejection.

6.3 EVALUATION COMMITTEE

The County shall designate an evaluation committee.

Committee members shall evaluate proposals independently or as otherwise directed by the County.

6.4 EVALUATION CRITERIA

Category	Points
Firm Qualifications and Relevant Experience	20
Understanding of County Needs / Methodology	20
Key Personnel and Organizational Capacity	15
Municipal Debt / Financing Experience	15
Georgia Governmental Experience and References	10
Credit, Regulatory Compliance and Independence	10
Fee Proposal / Overall Value	10
TOTAL	100

ATTACHMENT B

NON-DISCRIMINATION CERTIFICATION

The undersigned certifies that the proposer shall comply with applicable federal and state nondiscrimination and equal employment opportunity laws.

The proposer shall not unlawfully discriminate in employment or performance of the Contract.

FIRM NAME: _____

AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT C

DISCLOSURE OF RESPONSIBILITY

The proposer shall disclose all material matters concerning:

1. Public contract convictions;
2. Fraud, theft, embezzlement or similar offenses;
3. Antitrust violations;
4. Material contract defaults;
5. Suspensions or debarments;
6. Material late contracts;
7. Material penalties;
8. Material regulatory violations;
9. Material professional disciplinary actions; and
10. Other matters affecting responsibility.

DISCLOSURE:

If none:

[] NONE

CERTIFICATION

I certify that the foregoing information is true and correct.

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

NOTARY: _____

ATTACHMENT D

CONTRACTOR AFFIDAVIT / GEORGIA SECURITY AND IMMIGRATION COMPLIANCE

The undersigned contractor verifies compliance with applicable Georgia Security and Immigration Compliance requirements and certifies that it participates in the federal work authorization program commonly known as E-Verify, or an applicable successor program, as required by law.

Douglas County states that, subject to listed statutory exceptions, it requires a signed and notarized E-Verify Contractor Affidavit before entering into covered service contracts or transactions of \$2,500 or greater.

FEDERAL WORK AUTHORIZATION USER IDENTIFICATION NUMBER:

CITY / STATE / ZIP:

AUTHORIZED REPRESENTATIVE:

TITLE:

SIGNATURE:

TELEPHONE:

EMAIL:

DATE:

ATTACHMENT E
BIDDER'S CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, Douglas County Board of Commissioners. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification - the above information is true and complete to the best of my knowledge and belief.

(PRINTED OR TYPED NAME OF SIGNATORY)

SIGNATURE

DATE

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

ATTACHMENT F-
FEE PROPOSAL FORM (Must be uploaded separately)
REQUEST FOR PROPOSAL RFP # 26-028 FINANCIAL ADVISOR SERVICES

I have read and understand the requirements of this proposal, RFP #26-028 and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. As stated in Section 4.5.5, proposer shall disclose rates for any other financial advisory services provided as well as disclosing whether travel, travel expense and any other reimbursements will be expected.

MONTHLY RATE FOR FINANCIAL ADVISORY SERVICES \$ _____
(as expressed in Section 4.5.5 i)

TRANSACTION FEE FOR SERVICES PROVIDED \$ _____
IN THE CONSTRUCT AND DELIVERY OF
FINANCING PLANS FOR MAINTENANCE AND
REPLACEMENT ITEMS
(as expressed in Section 4.5.5 ii)

TRANSACTION FEE FOR SERVICES PROVIDED \$ _____
IN THE STRUCTURING AND ISSUANCE OF BONDS
OR PRIVATE PLACEMENT DEPT FOR FUNDING OF
SIGNIFICANT CAPITAL NEEDS
(as expressed in Section 4.5.5 iii)

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL: _____

ATTACHMENT H

ADDENDUM ACKNOWLEDGMENT

Addendum Date	Initials
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No. ____	_____
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No. ____	_____
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No. ____	_____
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No. ____	_____
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No. ____	_____
----------	-------

FIRM: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

PROPOSAL CHECKLIST

REQUIRED TECHNICAL RESPONSE

- ☐ Cover Letter
- ☐ Executive Summary
- ☐ Firm Qualifications
- ☐ Governmental Experience
- ☐ Georgia Experience
- ☐ Key Personnel
- ☐ Organizational Chart
- ☐ Methodology
- ☐ Debt Experience
- ☐ Credit Rating Experience
- ☐ Capital Planning Experience
- ☐ References
- ☐ Regulatory Disclosure
- ☐ Litigation Disclosure
- ☐ Conflict Disclosure
- ☐ Technology / Modeling
- ☐ Other Relevant Information

REQUIRED FORMS

- ☐ Attachment A — Drug-Free Workplace
- ☐ Attachment B — Non-Discrimination
- ☐ Attachment C — Responsibility Disclosure
- ☐ Attachment D — E-Verify Affidavit
- ☐ Attachment E — Debarment Certification
- ☐ Attachment F — Fee Proposal
- ☐ Attachment G — Proposer Certification
- ☐ Attachment H — Addendum Acknowledgment

FINAL SUBMISSION

- ☐ All addenda acknowledged
- ☐ All signatures completed
- ☐ Fee proposal completed
- ☐ Required electronic files included
- ☐ Required copies included
- ☐ Proposal properly identified
- ☐ Proposal submitted through authorized procurement method
- ☐ Proposal submitted before deadline