



**DeKalb County  
Department of Purchasing and Contracting**

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**REQUEST FOR PROPOSAL (RFP)  
NO. 16-500417**

**FOR**

**PROFESSIONAL SERVICES FOR IMPLEMENTATION OF  
ORACLE HYPERION PLANNING AND BUDGETING CLOUD  
SERVICES  
FOR PUBLIC SECTOR**

Procurement Agent: Karlene N. Jessie  
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Email: [kjessie@dekalbcountyga.gov](mailto:kjessie@dekalbcountyga.gov)

Pre-Proposal Conference: N/A  
Deadline for Receipt of Questions: October 21, 2016 @ 5:00 p.m.  
Deadline for Submission of Proposals: November 3, 2016 @ 3:00 p.m.

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDER.

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**DeKalb County**  
**Department of Purchasing and Contracting**

Maloof Administration Building, 1300 Commerce Drive, 2<sup>nd</sup> Floor, Decatur, Georgia 30030

September 19, 2016

**REQUEST FOR PROPOSAL (RFP) No. 16-500417**

**FOR**

Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector

**DEKALB COUNTY, GEORGIA**

DeKalb County Government (the County) requests qualified individuals and firms with experience in providing a similar scope of service to government entities of a comparable size to submit proposals for Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector.

**I. INTRODUCTION:**

**A. Intention**

It is the intention of the DeKalb County Government to solicit proposals for Professional Services for implementation of Oracle Hyperion Planning and Budgeting Cloud Services from qualified firms that have experience in providing a similar scope of service to government entities of a comparable size. Representation from County staff will include but not be limited to staff from HR, IT, Budget and Finance

**B. Background**

DeKalb County is Georgia's third largest county with more than 700,000 residents calling it home. The County consists of a portion of Atlanta, Avondale Estates, Chamblee, Brookhaven, Clarkston, Decatur, Doraville, Dunwoody, Lithonia, Pine Lake, Stone Mountain and Tucker and several unincorporated areas.

The Board of Commissioners serves as the legislative branch of the DeKalb County government. The Board is comprised of seven part-time commissioners, all elected to a four-year term. DeKalb County is divided into five districts with one commissioner serving each district. There are also two "super districts," one on the east end of the county and the other on the west end, each making up about half of the county population. Each super district is served by one commissioner. Therefore, every citizen of DeKalb County is served by two commissioners, one with the district and one with the super district.

### C. Current Business Environment

DeKalb County operates on a January 1 – December 31 fiscal year, and has an annual general fund operating budget of approximately \$1.1 billion. Budget development work begins in September and ends when the budget is finalized in mid to late February. Additionally, the County goes through a significant mid-year adjustment every July. The County’s current business information systems are Oracle E-Business Suite V12.1.3 and PeopleSoft Human Capital Management V9.1.

Budget development is currently completed by using a combination of internally-developed Excel templates and Oracle Public Sector Budgeting module. Positions are managed in PeopleSoft, but position budgeting is essentially a manual process. The overall County budget is approved by the Board of Commissioners for DeKalb County Government.

Revenue is budgeted centrally on a County wide basis in Microsoft Excel using over 300 Function Account combinations. It is also assigned to Departments in some cases.

Expenses are budgeted by Cost Center, Fund, and Object; this does not include Capital and Grant Projects. The County budgets for approximately 550 Expense Accounts, 506 Cost Centers and 80 Funds. Non-staff expense is budgeted by chart field string in Excel and then uploaded to either Public Sector Budgeting (PSB) or directly to Oracle General Ledger (OGL) to create the budget. Estimated percentage increases are calculated by formula in Excel for some non-staff items. Staff expenses (salaries and benefits) are budgeted by chart field string and position number from PeopleSoft reports and uploaded to PSB or OGL, using Excel as an intermediate process.

Staff expense is budgeted at the same level as the operating budget by both employee and position for approximately 6,100 employees. Vacancies are budgeted using either average or starting salary depending on position type. Budgets for employee benefits and salary increases are driven by parameter set definitions set up in PSB. Position information is reported by headcount (FTE), chart field string, job code, location, job family, and position category (new, reduced, shifted between funds, etc.).

Currently only budget staff (eight users) have access to budget data and reports in the Public Sector Budget Module. All County budget owners have access to Budget Overview.

Budget templates and reports will have the following information:

**FUND/DEPT/CC/OBJECT  
CLASS/OBJECT CODE**

- PY Adopted Budget
- PY Expenditures
- CY Adopted Budget
- CY Expenditures
- CY Encumbrances
- Proposed Budget

**DEPT LEVEL**

- CY Adopted Budget
- Changes to Budget in Decision Package
- Proposed Budget

Typically three or more years of data are presented in budget reports (prior year actuals, year in progress, upcoming budget year). For examples of budget documents please refer to the Budget page of the County's website at:

<http://www.dekalbcountyga.gov/finance/pdf/DeKalbCounty2015BudgetDocument.pdf>

The County develops quarterly and monthly budget to actual comparisons and projections for presentation to the Board of Commissioners. These reports are currently created in excel and the data is exported from Oracle. The County also creates a five-year financial forecast using Excel.

- D. The services shall commence within ten (10) calendar days after acknowledgement of receipt of written notice to proceed.

## **II. SCOPE OF SERVICES:**

The County is planning to implement the latest version of Oracle Hyperion Planning and Budgeting Cloud Software Package. The primary objective of this project is to streamline the budget preparation process and to enhance the County's ability to track and manage budgets in real-time through the implementation of Hyperion Planning and Budgeting as well as integration with Oracle E-Business Suite (EBS) V12.1.3. As part of the implementation, the County plans to pursue efficiencies in the current budget process through the ability to create and maintain multiple versions, leverage pre-built forms and workflows, better forecast personnel costs, improve budget to actual reporting and analysis and expand five-year forecasting capabilities.

The County is seeking a qualified consulting firm to provide Oracle Hyperion Planning and Budgeting Cloud implementation services as described below. Any aspects of the service not addressed in the Scope of Services are left for the Proposer to address. The Proposer should specifically state key estimating assumptions, technology infrastructure services assumptions, responsibilities of Proposer, responsibilities of the County, and related tasks deemed out of the scope of the proposal.

The contract will be awarded to the highest scoring Proposer as determined by the County. It is appropriate to emphasize that the lowest cost Proposer may not be the best. In order to adequately measure the capabilities of the Proposer, the County will evaluate and score each proposal in accordance with the criteria presented in the Evaluation Criteria section.

### **A. Project Scope**

1. The software to be installed consists of the following components:
  - a. Oracle Hyperion Public Sector Planning and Budgeting Suite
  - b. Oracle Hyperion Financial Data Quality Management Enterprise Edition

- c. Oracle Hyperion Financial Data Quality management Enterprise Edition Adapter Suite
2. Configure integration with Active Directory for authentication based on security user list.
3. Configure integration with up to at least two (2) data sources (PeopleSoft HCM & Oracle EBS) using the Financial Data Quality Management application. Other interfaces will be considered at the requirements gathering phase of the project
4. Build dimensions, web input forms for departmental budget requests, financial reports as stated in “Deliverables” section and calculations to meet the County’s design specifications.
5. Load ten (10) years of history into Planning and Budget (2014-15 Budget & Actuals & YTD Actuals) Provide the County with instructions (including screen shots) on how to add additional years into the application.
6. Create proposed Budget Book, Adopted Budget Book, Budget Status Reports and Budget to Actual comparison reports. Example documents can be viewed in Attachment A and at [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov). Document budget book creation process in detail with step-by-step guide, including screen shots.
7. Conduct meetings as necessary to validate development, refine requirements, and incorporate changes into the application.
8. Conduct end-to-end user acceptance testing to validate the completed application solution.
9. Complete migration of the applications across environments during implementation.
10. Assist and guide the County in the development of both end user training plan and materials.
11. Provide knowledge transfer documentation and training sessions.
12. Support end-user training including, but not limited to, on-site hands-on training for 10 analysts, train the trainer sessions and review of presentations that our staff will be giving.

## **B. Deliverables**

1. Provide a project plan and schedule, including estimated number of County staff needed and staff time needed to ensure success of the project.
2. List the number of training session you will offer and length of each session. Prepare all materials for and lead on-site hands-on training of the County’s Personnel end users in fundamentals of Oracle Hyperion Planning and Budgeting, including but not limited to:
  - a. General Hyperion Concepts
  - b. Reporting Tools and Techniques
  - c. Formulas, Calculations, and Forecasting
  - d. Security Capabilities

3. Training should include both presentation of material and interactive components for staff to perform functions and tasks.
4. Documentation of all business rules or calculations needed for applications, including an explanation of the purpose of each.
5. Application Design Document for Oracle Planning and Budgeting.
6. Plan type set up for Applications
7. Dimensions built based upon chart of accounts structure.
8. Web input forms, tasks lists, calculation scripts, business rules, integration automation scripts built.
9. Hyperion Financial Reports to include, but not limited to, Proposed Budget Book, Adopted Budget Book, Budget Status Report, Personnel Service Report and Budget to Actual comparisons. See [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov) and Attachment A for examples.
10. End-user acceptance script templates and define the number of UAT testers you will need
11. Security matrix template and guide
12. Deployment checklist
13. End-user detailed training documentation with screen shots included for all major business processes.
14. Detailed Administrator's guide with screen shots included for all administrator roles and tasks.
15. Redesigned business process for the County's budget formulation which integrates Hyperion and eliminates current Public Sector Module and Excel. Presentation should include both workflow diagrams and process narratives and detailed estimated timelines for completion.
16. Reporting analysis will be conducted during the design process, with approximately 20 Financial Reports anticipated to be built within the Hyperion EPM environment using either Financial Reports or Smartview. One to two books will be completed, along with one to two batches.

### **C. Proposer Responsibilities**

1. The selected proposer agrees to supply only persons who are trained and certified to perform the assigned requested contracted services. If the person(s) supplied by the Proposer is deemed by the County, at its sole discretion, to be unqualified to perform the required tasks, the County may request removal and replacement of that person. If the selected Proposer continues to supply unqualified personnel, the County may determine that the Proposer has breached its obligations under the Agreement and such Agreement may be canceled.
2. The Proposer shall adhere to all County Information Technology standards and confidentiality agreements.
3. If the person assigned by the Proposer has any questions regarding County standards policies or procedures while performing assigned tasks, the assignee should discuss the issue with designated County personnel.
4. The Proposer will be expected to use the County's information management system for all changes made to hardware, software, application software, or any components of the County's

network.

#### **D. County Responsibilities**

1. The County may provide a work area with a work surface, chair(s), telephone and personal computer or laptop computer capable of accessing the County's network, servers, and internet for all services requiring this capability.
2. The County will provide an ID card to each person supplied by the Proposer. This ID card must be displayed by each person, as per the County rules, at all times.
3. The County will address questions regarding work product requirements and determine security needs, software structures, system functionality, calculation necessities, workflows, dimensions, archiving needs, statistical data, etc., during the requirements gathering phase of the project.

### **III. PROPOSAL FORMAT**

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

#### **A. Cost Proposal**

1. The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No.16-500417 for "Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector" on the outside of the envelope.
2. **DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL.** Including fees in any area outside of the Cost Proposal in its separate, sealed envelope may result in Responder's proposal being deemed non-responsive.
3. Responders are required to submit their costs on Attachment G, *Cost Proposal Form*. Responder **shall not** alter the cost proposal form.

#### **B. TECHNICAL PROPOSAL (NOTE: DO NOT INCLUDE ANY COSTS OF ANY KIND IN THIS SECTION)**

1. Technical Proposals must be submitted in a sealed envelope(s) or box(s) with the responder's name and "Request for Proposals No.16-500417 for "Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector" on the outside of each envelope or box.
2. Responder shall complete Attachment B, *Proposal Cover Sheet*, and include this as the first page of the technical proposal.
3. Timeliness:

- a. Provide a performance timeline work schedule based on the information presented in the scope of work that includes all segments of your proposed work.
4. Approach/Implementation:
  - a. Describe the methods and processes that you would use to complete the tasks and objectives outlined in the scope of work.
5. Experience/Personnel:
  - a. Indicate the experience the respondent has in the areas identified in the scope of work. Describe any additional experience that would substantiate and enhance the qualifications of the respondent in regard to the performance of a contract resulting from this solicitation.
  - b. State the name, title or position, and telephone number of the individuals who would have primary responsibilities for the project resulting from this RFP. Disclose who within the firm will have primary responsibility and final authority for the work under this contract. Attach a current resume for each individual.
6. Company Profile:
  - a. Describe the proposing organization including size, areas of specialization and expertise, client base and any other pertinent information in such a manner that the evaluation committee may reasonably formulate a determination about the stability and strengths of the proposing organization.
7. References:
  - a. Responder shall provide three (3) references for projects similar in size and scope to the project specified herein using the *Reference and Release Form* attached hereto as Attachment C.
8. Fee/Cost (Separate Sealed Envelope):
  - a. Identify all costs to be charged for performing the tasks necessary to accomplish the objectives of the contract as stated herein.
9. Financial:
  - a. Responder must provide financial statements (audited statements preferred; if not, a minimum of balance sheet, income statement and cash flow statement) for the last three (3) years that evidences that the responder has the financial capacity to perform the scope of work. In addition, please provide year of incorporation.
10. Provide the following information: Are you a DeKalb County Firm? Yes/No.

### **C. Local Small Business Enterprise Ordinance**

It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts, including Local Small Business Enterprises (LSBE). See Attachment E of this RFP. The County's *Schedule of Local Small Business Enterprise Participation, Opportunity Tracking Form* (Exhibit A) and *Letter of Intent to Perform as a Subcontractor or Provide Materials or Services* (Exhibit B) are included in the Request for Proposal (RFP), along with sample report forms (Exhibit C). The current DeKalb County List of Certified Vendors may be found on the DeKalb County website.

For details relative to DeKalb County's Local Small Business Enterprise Ordinance, contact the Contract Compliance Division at [contract@dekalbcountyga.gov](mailto:contract@dekalbcountyga.gov) or 404.371.4795.

In order for a Proposal to be considered, it is **mandatory** that the *Schedule of Local Small Business Enterprise Participation Opportunity Tracking Form* (Exhibit A) and *Letter of Intent to Perform as a Subcontractor or Provide Materials or Services* (Exhibit B) be completed and submitted with responder’s proposal.

Failure to meet the County’s LSBE participation benchmark or demonstrate “good faith efforts” shall deem your proposal non-responsive.

**D. Federal Work Authorization Program Contractor and Subcontractor Evidence of Compliance**

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. Successful responder(s) shall be required to register and participate in the federal work authorization program which is a part of Attachment L, *Sample County Contract*. In order for a Proposal to be considered, it is **mandatory** that the *Responder Affidavit*, Attachment F, be completed and submitted with responder’s proposal.

**IV. EVALUATION CRITERIA:**

The County will review the proposals and select Proposer on the basis of the evaluation criteria listed. The County reserves the right to reject and/or to negotiate any and all proposals submitted, to request additional information from all Proposers and to negotiate with one or more of the finalists regarding the terms of the engagement. The County intends to select the firm that, in its opinion, best meets the County’s needs, not necessarily the firm whose fees are the lowest.

Evaluation Criteria and the maximum possible points to be awarded for each criterion will be as follows:

No	Criteria	Maximum Points
1	Timeliness	20
2	Approach/Implementation	15
3	Experience/Qualifications	25
4	Company Profile	5
5	References	5
6	LSBE Participation	10
7	Fee/Cost	15
8	Financial	5
<b>Total</b>		<b>100</b>
Optional Interview for Shortlisted Firms		20 – bonus points

The County reserves the right to consider all relevant and reasonable information relating to the

evaluation criteria listed, which may or may not be explicitly stated in the Scope of Services description, when selecting the successful Proposer.

## **V. CONTRACT ADMINISTRATION:**

### **Standard County Contract**

The attached sample contract is the County's standard contract document (see Attachment L), which specifically outlines the contractual responsibilities. All responders should thoroughly review the document prior to submitting a proposal. Any proposed revisions to the terms or language of this document must be submitted in writing with the responder's response to the request for proposals. Since proposed revisions may result in a proposal being rejected if the revisions are unacceptable to the County, responders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made in the contract after award by the Board of Commissioners.

#### **A. Submittal Instructions**

**One (1) original Technical Proposal stamped "Original" and five (5) identical copies of the Technical Proposal; and one (1) copy of the Cost Proposal (see Section III.A. for additional instructions regarding submittal of Cost Proposal) must be submitted to the following address no later than 3:00 p.m. on November 3, 2016.**

DeKalb County Department of Purchasing and Contracting  
The Maloof Center, 2<sup>nd</sup> Floor  
1300 Commerce Drive  
Decatur, Georgia 30030

Proposals must be clearly identified on the outside of the envelope with the responder's name and "Request for Proposals No. 16-500417 for "Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector" on the outside of the envelope(s) or box(s).

#### **B. Questions**

Questions must be submitted to the Department of Purchasing and Contracting in writing by the following method: via email to [kjessie@dekalbcountyga.gov](mailto:kjessie@dekalbcountyga.gov), no later than 5:00 p.m. on October 21, 2016. Questions and requests for interpretation received by the Department of Purchasing and Contracting after this date will not receive a response or be the subject of addenda.

#### **C. Acknowledgment of Addenda**

Addenda may be issued in response to changes in the Request for Proposals. Addenda must be acknowledged either in a cover letter or by signing and returning the Addendum form. Acknowledgments must be received no later than the proposal due date. If Acknowledgments are returned with the proposal, they must be submitted with the technical proposal only. Failure to properly acknowledge any Addendum may result in a declaration of non-responsiveness by the

County Administration. All addendums issued for this project may be found on DeKalb County's website, <http://www.dekalbcountyga.gov/purchasing/pc-formal-bids-&-rfps.html>.

#### **D. Proposal Duration**

Proposals submitted in response to this RFP must be valid for a period of One Hundred Twenty (120) days from proposal submission deadline and must be so marked.

#### **E. Project Director/Contract Manager**

The County will designate a Project Director/Contract Manager to coordinate this project for the County. The successful responder will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Director/Contract Manager. All issues including, payment issues, shall be submitted to the Project Director/Contract Manager for resolution.

#### **F. Expenses of Preparing Responses to this RFP**

The County accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders.

#### **G. Georgia Open Records Act**

Without regard to any designation made by the person or entity making a submission, DeKalb County considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

#### **H. First Source Jobs Ordinance**

The DeKalb County First Source Jobs Ordinance requires contractors or beneficiaries entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more make a good faith effort to hire DeKalb County residents for at least 50% of jobs using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. For more information on this Ordinance requirement, please contact DeKalb Workforce Development at 404-687-3400.

#### **I. Preferred Employees**

Contractors, subcontractors, and independent contractors bidding on this contract will be **encouraged** by DeKalb County to have 25% or more of their labor force consisting of

Preferred Entry Level Employees selected from the First Source Registry and trained by a U.S. Department of Labor registered apprenticeship program.

For information on Preferred Employees, please contact DeKalb County Workforce Development by telephone at 404-687-3417 or 404-687-7171.

Contractor shall complete the Preferred Employee Tracking Form attached to this RFP as Attachment I.

**J. Business License**

Responders shall submit with their proposal, a copy of their valid company business license. If the Responder is a Georgia corporation, Responder shall submit a valid county or city business license. If the Responder is not a Georgia corporation, Responder shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. If Responder holds a professional certification which is licensed by the state of Georgia, then Responder shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the Responder for the duration of the contract.

**L. Right to Audit**

The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

**VI. AWARD OF CONTRACT:**

An evaluation committee will review and rate all proposals and may determine an interview list of the firms whose proposals are highest rated based on qualifications and information requested herein and Section III, Proposal Format.

Interview listed firms may be scheduled for an oral presentation to the evaluation committee, not to exceed one hour's duration, in order to respond to questions from the evaluation committee relevant to the firm's proposal.

The evaluation committee will make its recommendation for award to the DeKalb County Board of Commissioners, who will make the final decision as to award of contract.

**VII. TIMELINE:**

The timeline set herein represents the County’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to dates up to the closing date of the RFP will be sent out as an official, written addendum prior to the closing date of the RFP. After the close of the RFP, the County reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, contract award and the contract term on an as-needed basis with or without notice.

The anticipated schedule is as follows:

<b>Tasks</b>	<b>Date</b>
Advertise RFP	Sept 19, 2016
Final Date for Submission Questions	October 21, 2016
Addendum Issued by Purchasing (if necessary)	October 26, 2016
Proposal Submission Deadline	Nov 3, 2016
RFP Evaluation Begin	Nov 7, 2016
Interviews will be scheduled if deemed necessary	TBD
Award Recommendation	TBD
Expected Award Date	TBD
Expected Contract Start Date	TBD

**VIII. NEGOTIATE CHANGES:**

In the event negotiation of changes occur after the award of the contract the same pricing policies called for in the original contract will remain in effect.

**IX. QUALIFICATION OF PROPOSER:**

Each Proposer shall demonstrate its qualification by providing the County with a proposal that includes the following information, which the County will use as criteria for evaluating the Proposer’s response:

- a. Experience and Qualification with Public Sector Planning & Budgeting
  - b. Successful Implementation and Project Management experience with Hyperion Budgeting and Planning
  - c. References
  - d. Staffing and Support
1. Provide a detailed description of modules that the Proposer has experience within each of the following categories. Specifically, the Proposer shall describe demonstrated experience with the following products and/or technical skill sets.
    - a. Oracle Hyperion version 11.1.2.1 or higher

- b. Oracle Essbase version 1.1.2.1 or higher
  - c. Financial Data Quality Management
2. Describe up to three successful engagements that include implementation of Oracle Hyperion Planning and Budgeting for a public sector municipal government. Document the scope of each engagement and pertinent outcomes.
  3. List three (3) customers for whom the Proposer has provided professional consulting services. State when the work was done and level of participation in the implementation. Identify any municipal governments that are comparable in size to the County for which your firm currently has done business with similar to that outlined in this request for proposal. Include names and contact information from the referral customers that the County may contact.
  4. Identify the number of consultants currently employed by the firm and the number of years' experience at your firm with Oracle Hyperion Planning and Budgeting implementations. Describe your approach and methods for retaining a stable consulting staff, and provide a detailed description of the placement process. For example, describe how an assignment for a contractor is initiated, how long it would take to fill a given position and how a productive fit would be achieved between the County and the Proposer. If your office is not in the metro Atlanta area, describe how your firm's personnel assigned to the County's engagement would be available throughout the year for consultation or meetings.
  5. Discuss the history of the firm, including any predecessor firms and the current parent/subsidiary relationship with any other firm(s). Indicate how long the current firm has been in continuous operation and how long it has been providing professional consulting services. Provide any significant information about the firm relevant to demonstrating its experience and how it is uniquely qualified to provide professional consulting services. Indicate whether your firm has been the subject of any professional disciplinary action by federal, state government or by a professional association. If yes explain the disciplinary action.

**X. PROPOSED APPROACH:**

1. Describe in narrative form, your proposed approach to this engagement, including time deadlines by which you would want information from the County, method of transmission of data from the County to your firm, turn-around time in preparing reports, quality controls within your company, and the format of any standard report. Include examples or sample information of reports or other data you have developed (i.e. sample reports of other jurisdictions you have worked with.)
2. A description of the services you intend to provide and your proposed approach to providing the requested services.

**XI. FEE:**

1. The cost proposal must be submitted in a separate, sealed envelope with the responder's

name and “Cost Proposal for Request for Proposal No.16-500417 for Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector” on the outside of the envelope.

2. **DO NOT INCLUDE FEES OR COST OF ANY KIND IN THE TECHNICAL OR ON ANY AREA OUTSIDE THIS COST PROPOSAL.** Including fees in any area outside of the Cost Proposal in its separate, sealed envelope may result in Responder’s proposal being deemed non-responsive.
3. Responders are required to submit their costs on Attachment G, Cost Proposal Form. Responder **shall not** alter the cost proposal form.
4. Submit a fee proposal to provide the professional consulting services outlined in the above Scope of Services. The fee proposal must be an all-inclusive amount for the services proposed, including staff travel. Payment for services will be based on measured deliverables that both parties have agreed upon which will reflect the value of the work performed.
5. The County is suggesting the following milestone deliverables. However, proposer may submit an alternate milestone payment plan.

Milestone	Weight/Percentage of Total Cost	Actual Milestone Payment
Requirements/Analysis	12.5%	
Conference Room Pilot Workshops	12.5%	
Solution Design & Build	12.5%	
System Integration Testing	12.5%	
Training	12.5%	
User Acceptance Testing	12.5%	
Cutover/Go-Live	12.5%	
30 Days Post Production support	12.5%	
<b>Total Firm Fixed Cost</b>	<b>100%</b>	

6. Also, indicate an hourly fee for any additional services that are not included in the original Scope of Services, as required. No minimum or maximum amounts of additional hours are guaranteed.
7. Indicate how (if at all) these rates may be adjusted during the term of the engagement.
8. In the case of an error in the extension of prices in the proposal, unit prices will govern.

**XII. OTHER INFORMATION:**

Provide any other information that you believe will assist the County in making its selection. Such information may be in this last section of your proposal or may be presented in one or more

appendices.

**XIII. CHANGES TO KEY PERSONNEL:**

The personnel and commitments identified on any Proposer's proposal will be considered essential to the work to be performed under this RFP. Prior to diverting any of the specified individuals to other projects or changing the level of effort of the specified individuals, the Proposer must notify the County fourteen (14) days in advance and will be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact on the project. The Proposer will make no deviation without the prior written consent of the County. Replacement of personnel will be with personnel of equal ability and qualifications.

The County shall have the right to reject any of the staff provided by the Proposer, who in the sole opinion of the County are unacceptable, with 24-hour notice, and the Proposer shall be able to provide an immediate, temporary replacement and within 14 days, provide a permanent replacement with acceptable technical experience and skills.

**THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO RE-ADVERTISE.**

Sincerely,

---

Karlene N. Jessie  
Procurement Agent  
Department of Purchasing and Contracting

Attachment A: Sample Reports  
Attachment B: Proposal Cover Sheet  
Attachment C: Reference and Release Form (Prime)  
Attachment D: Reference and Release Form (Subcontractor)  
Attachment E: LSBE Opportunity Tracking Form  
Attachment F: Responder Affidavit  
Attachment G: Cost Proposal Forms  
Attachment H: First Source Jobs Ordinance Acknowledgement  
Attachment I: New Employee Tracking Form  
Attachment J: Business Service Request Form  
Attachment K: Employment Roster  
Attachment L: Sub-Contractor Respondent Affidavit  
Attachment M: Sub-Sub-Contractor Respondent Affidavit (if necessary)  
Attachment N: Certificate of Corporate Resolution  
Attachment O: Sample Standard County Contract

## REQUIRED DOCUMENTS CHECKLIST

Responder shall complete and submit the following documents with Responder's proposal. Attachment G, *Cost Proposal Form*, shall be submitted in a separate sealed envelope in accordance with the RFP, Section III.A. All other documents are to be submitted in Responder's Technical Proposal.

Title	Proposal Page No.
Cost Proposal	
Proposal Cover Sheet	
Reference and Release Form (Prime)	
Reference and Release Form (Subcontractor)	
LSBE Schedule of Participation Opportunity Tracking Form	
Responder Affidavit	
First Source Jobs Ordinance Acknowledgement	
New Employee Tracking Form	
Business License	
Acknowledgements for all addenda issued to this RFP	
Exceptions to Contract (in any)	

**ATTACHEMENT A**  
**SAMPLE REPORTS**

General Ledger Detail

Fund: 100 - GENERAL FUND  
 Dept: 00200 - BOARD OF COMMISSIONERS 0  
 Cost Ctr: 00211 - BOARD OF COMMISSIONERS - CLERK  
 Object: 523701 - TRAINING & CONFERENCE FEES - E  
 Month: Aug-15

Period	FUND	COSTCENTER	OBJECT	PO_NUM	DOC_CLS	DOC_NUM	SUPPLIER	DESC	ACCT_AMT
Jan-15	100	00211	523701					Budget Jou	\$1,000.00
Dec-11	100	00202	523701	838090					525.00
Jan-15	100	00211	523701	NA	Invoice	01142015-11E	GMA	TRVL-BOC-APR 09 10 2015-REG-DORIS BLACKMON	\$235.00
Jan-15	100	00211	523701	NA	Invoice	01142015-11E	GMA	TRVL-BOC-APR 09 10 2015-LOD-TRANS-MEALS-DORIS BL	\$265.59
Jan-15	100	00211	523701	NA	Invoice	01232015-1E	UNIVERSITY OF GEORGIA CARL VINSON INSTUTUTE	TRVL-BOC-FEB 15 17 2015-REG-CHENAY BROWN	\$325.00
Jan-15	100	00211	523701	NA	Invoice	01232015-1E	UNIVERSITY OF GEORGIA CARL VINSON INSTUTUTE	TRVL-BOC-FEB 15 17 2015-LOD-CHENAY BROWN	\$246.06
Jan-15	100	00211	523701	NA	Invoice	01232015-1E	UNIVERSITY OF GEORGIA CARL VINSON INSTUTUTE	TRVL-BOC-FEB 15 17 2015-TRANS/MEALS/OTH-CHENAY B	\$154.05
Jan-15	100	00211	523701	NA	Invoice	01232015-2E	NATASHA K KENNEDY-024855	TRVL-BOC-FEB 15 17 2015-REG-NATASHA BROWN	\$162.00
Jan-15	100	00211	523701	NA	Invoice	01232015-2E	NATASHA K KENNEDY-024855	TRVL-BOC-FEB 15 17 2015-TRANS/MEALS/OTH-NATASHA	\$138.00
Jan-15	100	00211	523701	NA	Invoice	01232015-2E	NATASHA K KENNEDY-024855	TRVL-BOC-FEB 15 17 2015-LOD-NATASHA BROWN	\$123.09
Jan-15	100	00211	523701	NA	Invoice	01232015-3E	UNIVERSITY OF GEORGIA CARL VINSON INSTUTUTE	TRVL-BOC-FEB 15 17 2015-REG-DORIS AVANT	\$325.00
Jan-15	100	00211	523701	NA	Invoice	01232015-3E	UNIVERSITY OF GEORGIA CARL VINSON INSTUTUTE	TRVL-BOC-FEB 15 17 2015-TRANS/MEALS-DORIS AVANT	\$159.00
Jan-15	100	00211	523701	NA	Invoice	01232015-3E	UNIVERSITY OF GEORGIA CARL VINSON INSTUTUTE	TRVL-BOC-FEB 15 17 2015-LOD-DORIS AVANT	\$196.00
Jan-15	100	00211	523701	NA	Invoice	SANDERS-KENNEDY\NA		Advisory Board and Committee Effectiveness Webinar	(\$50.00)
Jan-15	100	00211	523701	NA	Invoice	SANDERS-KENNEDY\NA		Advisory Board and Committee Effectiveness Webinar	\$150.00
Jan-15	100	00211	523701	NA	Invoice	SANDERS-KENNEDY\NA		Advisory Board and Committee Effectiveness Webinar	(\$100.00)
Feb-15	100	00211	523701	954772	Invoice	2015 BHS	FLORIDA ASSOCIATION OF CITY CLERKS	Advisory Board and Committee Effectiveness Webinar	\$100.00
Feb-15	100	00211	523701	954772	Invoice	2015 BHS	FLORIDA ASSOCIATION OF CITY CLERKS	Advisory Board and Committee Effectiveness Webinar	(\$50.00)
Feb-15	100	00211	523701	954772	Invoice	2015 NKK	FLORIDA ASSOCIATION OF CITY CLERKS	Advisory Board and Committee Effectiveness Webinar	\$50.00
Mar-15	100	00211	523701	NA	Invoice	03202015-15E	HAMPTON INN & SUITES SAVANNAH	TRVL-BOC-APR 16 19 2015-LOD-NATASHA KENNEDY	\$202.00
Mar-15	100	00211	523701	NA	Invoice	03232014-1J	NATASHA K KENNEDY-024855	TRAVEL-BOC 05/15-21/15-TRANS	\$589.79
Mar-15	100	00211	523701	NA	Invoice	03232014-1J	NATASHA K KENNEDY-024855	TRAVEL-BOC 05/15-21/15-LOD N KENNEDY	\$400.20
Mar-15	100	00211	523701	NA	Invoice	03232014-1J	NATASHA K KENNEDY-024855	TRAVEL-BOC 05/15-21/15-LOD N KENNEDY	\$383.64
Mar-15	100	00211	523701	NA	Invoice	03232014-1J	NATASHA K KENNEDY-024855	TRAVEL-BOC 05/15-21/15-REG N KENNEDY	\$1,026.00
Mar-15	100	00211	523701	NA	Invoice	03232014-1JJ	NATASHA K KENNEDY-024855	TRAVEL-BOC 05/15-21/15-TRANS	\$324.00
Aug-15	100	00211	523701	NA	Invoice	08132015-5E	UNIVERSITY OF GEORGIA CARL VINSON INSTUTUTE	TRVL-BOC-SEPT 13 15 2015-TRANS/MEALS/OTH-NATASHA	\$187.00
Aug-15	100	00211	523701	NA	Invoice	08132015-6E	HILTON GARDEN INN ATHENS DOWNTOWN	TRVL-BOC-SEPT 13 15 2015-TRANS/MEALS/OTH-CHENAY	\$179.60
Aug-15	100	00211	523701	NA	Invoice	08132015-6E	HILTON GARDEN INN ATHENS DOWNTOWN	TRVL-BOC-SEPT 13 16 2015-REG-CHENAY BROWN	\$325.00
Aug-15	100	00211	523701	NA	Invoice	08132015-6E	HILTON GARDEN INN ATHENS DOWNTOWN	TRVL-BOC-SEPT 13 15 2015-LOD-CHENAY BROWN	\$273.20
Aug-15	100	00211	523701	NA	Invoice	IEX178581	NA	TRVL-BOC-FEB 15 17 2015-TRANS/MEALS/OTH-NATASHA	(\$138.00)
Aug-15	100	00211	523701	NA	Invoice	IEX179538	NA	TRVL-BOC-JAN 23 24 2014-NO MEALS/OTH-BARBARA SAN	(\$19.00)

Fund (All)  
 Dept 00300 - LAW DEPARTMENT

Updated 10/6/2015

ObjCls	Object	Budget \$	Encumbrance \$	Actual \$	Funds Avail Bal	Exp/Enc%
51 -	511101 - SALARIES	\$ 2,382,111.00	\$ -	\$ 1,736,448.62	\$ 645,662.38	72.9%
	511200 - SALARIES - TEMPORARY	\$ -	\$ -	\$ 0.33	\$ (0.33)	0.0%
	512100 - COUNTY MATCH - GROUP INSURANCE	\$ 182,211.00	\$ -	\$ 152,789.14	\$ 29,421.86	83.9%
	512200 - COUNTY MATCH - FICA	\$ 174,394.00	\$ -	\$ 127,216.49	\$ 47,177.51	72.9%
	512400 - COUNTY MATCH - PENSION	\$ 417,108.00	\$ -	\$ 300,647.84	\$ 116,460.16	72.1%
	512904 - ALLOWANCE - AUTOMOBILE	\$ 12,000.00	\$ -	\$ 10,000.00	\$ 2,000.00	83.3%
51 -	Personal Services and Employee Benefits Total	\$ 3,167,824.00	\$ -	\$ 2,327,102.42	\$ 840,721.58	73.5%
52 -	521106 - COURT REPORTER SERVICES	\$ 35,000.00	\$ 1,040.05	\$ 16,136.28	\$ 17,823.67	49.1%
	521205 - LEGAL FEES	\$ 7,000.00	\$ 629.16	\$ 2,082.74	\$ 4,288.10	38.7%
	521209 - OTHER PROFESSIONAL SERVICES	\$ 1,626,620.00	\$ 57,269.35	\$ 630,876.95	\$ 938,473.70	42.3%
	522201 - MAINTENANCE & REPAIR SERVICES	\$ 8,500.00	\$ -	\$ 4,392.30	\$ 4,107.70	51.7%
	522321 - RENTAL OF EQUIPMENT	\$ 7,500.00	\$ 159.25	\$ 5,922.45	\$ 1,418.30	81.1%
	523201 - POSTAGE	\$ 10,000.00	\$ -	\$ 3,294.75	\$ 6,705.25	32.9%
	523202 - POSTAGE - CENTRAL SERVICES	\$ -	\$ -	\$ 0.87	\$ (0.87)	0.0%
	523203 - TELEPHONE SERVICE	\$ 3,600.00	\$ -	\$ 3,281.22	\$ 318.78	91.1%
	523204 - TELEPHONE - LONG DISTANCE	\$ 350.00	\$ -	\$ 175.36	\$ 174.64	50.1%
	523206 - INTERNET SERVICES	\$ 2,500.00	\$ -	\$ 2,200.00	\$ 300.00	88.0%
	523207 - TELEPHONE - WIRELESS	\$ 7,000.00	\$ -	\$ 8,023.35	\$ (1,023.35)	114.6%
	523301 - ADVERTISING SERVICES	\$ 10,900.00	\$ -	\$ -	\$ 10,900.00	0.0%
	523501 - MILEAGE - PERSONAL VEHICLE	\$ 2,500.00	\$ 211.60	\$ 1,352.20	\$ 936.20	62.6%
	523504 - TRAVEL - ACCOMMODATIONS / HOTE	\$ -	\$ 284.00	\$ 511.02	\$ (795.02)	0.0%
	523505 - TRAVEL - PER DIEM	\$ -	\$ 208.00	\$ 784.00	\$ (992.00)	0.0%
	523701 - TRAINING & CONFERENCE FEES - E	\$ 17,000.00	\$ 155.00	\$ 12,403.93	\$ 4,441.07	73.9%
	523904 - WITNESS FEES	\$ 1,500.00	\$ -	\$ 1,733.06	\$ (233.06)	115.5%
	523909 - OTHER MISCELLANEOUS CHARGES	\$ 13,300.00	\$ 9,055.22	\$ (0.22)	\$ 4,245.00	68.1%
52 -	Purchased / Contracted Services Total	\$ 1,753,270.00	\$ 69,011.63	\$ 693,170.26	\$ 991,088.11	43.5%
53 -	531101 - OPERATING SUPPLIES	\$ 20,500.00	\$ 2,558.59	\$ 13,315.60	\$ 4,625.81	77.4%
	531199 - FREIGHT	\$ -	\$ -	\$ 388.89	\$ (388.89)	0.0%
	531401 - BOOKS & SUBSCRIPTIONS	\$ 60,375.00	\$ 2,839.34	\$ 32,595.27	\$ 24,940.39	58.7%
53 -	Supplies Total	\$ 80,875.00	\$ 5,397.93	\$ 46,299.76	\$ 29,177.31	63.9%
54 -	542201 - COMPUTER EQUIPMENT	\$ 2,600.00	\$ 856.89	\$ 1,702.00	\$ 41.11	98.4%
	542202 - COMPUTER SOFTWARE	\$ -	\$ -	\$ 1,377.00	\$ (1,377.00)	0.0%
	542309 - OTHER EQUIPMENT > \$5,000	\$ 2,600.00	\$ -	\$ 1,697.24	\$ 902.76	65.3%
54 -	Capital Outlays Total	\$ 5,200.00	\$ 856.89	\$ 4,776.24	\$ (433.13)	108.3%
<b>Grand Total</b>		<b>\$ 5,007,169.00</b>	<b>\$ 75,266.45</b>	<b>\$ 3,071,348.68</b>	<b>\$ 1,860,553.87</b>	<b>62.8%</b>

FY 2015 Budget Process  
 Fire Fund (270)  
 DeKalb County, Georgia

2014 Mid-Year 'roposed Chang Proposed 2015 Change

Starting Fund Balance (Jan 1st)	6,303,289		2,248,334	
Taxes	42,131,100	2,912,825	45,043,925	6.9%
HOST Sales Tax	12,243,489	51,788	12,295,277	0.4%
Charges for Services	670,296	(39,674)	630,622	-5.9%
Miscellaneous	21,302	18,959	40,261	89.0%
<b>Total Revenue</b>	<b>55,066,187</b>	<b>2,943,898</b>	<b>58,010,085</b>	<b>5.3%</b>
Fire	50,294,464	(1,530,104)	48,764,360	-3.0%
Non-Departmental (less reserves	8,877,171	(1,588,501)	7,288,670	-17.9%
<b>Total Expenses</b>	<b>59,171,635</b>	<b>(3,118,605)</b>	<b>56,053,030</b>	<b>-5.3%</b>
Ending Fund Balance (Dec 31st)	2,197,841		4,205,389	
Months Reserved>>	0.45		0.90	
Gain/(Use) of Fund Balance>>>	(4,105,448)		1,957,055	
Resolution Revenue Number	61,369,476		60,258,419	
Resolution Expenses Number	61,369,476		60,258,419	

Note: Ending 2014 fund balance is "budgeted," starting 2015 fund balance is current "projection."



## DeKalb County, Georgia - 2015 Control Sheet

Fund/Department	FY14 Budget (Mid-Year)	FY15 Dec 12 Version	Change	FY 15 Approved	%14-Prop
<b>Enterprise Funds</b>					
<b>Water &amp; Sewer Operating Fund (511)</b>					
02100 - Finance	7,418,759	8,245,778	(21,723)	8,224,055	10.9%
08000 - Water & Sewer (less transfers/reserves)	125,997,920	133,139,112	1,934,492	135,073,604	7.2%
08000 - Transfer R & E	80,186,680	70,532,936	9,457,278	79,990,214	-0.2%
08000 - Transfer Sinking Fund	67,789,150	66,763,556	(541,498)	66,222,058	-2.3%
<b>Total Water &amp; Sewer Operating Fund (511) less reserves</b>	<b>281,392,509</b>	<b>278,681,382</b>	<b>10,828,549</b>	<b>289,509,931</b>	<b>2.9%</b>
Projected Ending Fund Balance	6,087,211	7,085,579	454,114	7,539,693	23.9%
<b>Water &amp; Sewer Operating Fund (511) Total Bottom Line</b>	<b>287,479,720</b>	<b>285,766,961</b>	<b>11,282,663</b>	<b>297,049,624</b>	<b>3.3%</b>
<b>Watershed Sinking Fund (514)</b>					
08000 - Watershed (less reserves)	67,564,996	66,763,556	-	66,763,556	-1.2%
<b>Total Watershed Sinking Fund (514) less reserves</b>	<b>67,564,996</b>	<b>66,763,556</b>	<b>-</b>	<b>66,763,556</b>	<b>-1.2%</b>
Projected Ending Fund Balance	583,114	-	-	-	-100.0%
<b>Watershed Sinking Fund (514) Total Bottom Line</b>	<b>68,148,110</b>	<b>66,763,556</b>	<b>-</b>	<b>66,763,556</b>	<b>-2.0%</b>
<b>Sanitation Operating Fund (541)</b>					
02100 - Finance	249,634	223,722	-	223,722	-10.4%
08100 - Sanitation (less transfers/reserves)	68,179,455	65,821,461	6,067,025	71,888,486	5.4%
08100 - Sanitation (Transfer to CIP)	1,783,398	225,177	1,000,000	1,225,177	-31.3%
<b>Total Sanitation Operating Fund (541) less reserves</b>	<b>70,212,487</b>	<b>66,270,360</b>	<b>7,067,025</b>	<b>73,337,385</b>	<b>4.5%</b>
Projected Ending Fund Balance	-	-	-	-	#DIV/0!
<b>Sanitation Operating Fund (541) Total Bottom Line</b>	<b>70,212,487</b>	<b>66,270,360</b>	<b>7,067,025</b>	<b>73,337,385</b>	<b>4.5%</b>
<b>Airport Operating Fund (551)</b>					
08200 - Airport (Operations)	3,035,151	2,923,146	(3,884)	2,919,262	-3.8%
08200 - Airport (Transfer to CIP)	2,000,000	4,000,000	-	4,000,000	100.0%
<b>Total Airport Operating Fund (551) less reserves</b>	<b>5,035,151</b>	<b>6,923,146</b>	<b>(3,884)</b>	<b>6,919,262</b>	<b>37.4%</b>
Projected Ending Fund Balance	8,126,267	6,084,063	(9,494)	6,074,569	-25.2%
<b>Airport Operating Fund (551) Total Bottom Line</b>	<b>13,161,418</b>	<b>13,007,209</b>	<b>(13,378)</b>	<b>12,993,831</b>	<b>-1.3%</b>
<b>Stormwater Operating Fund (581)</b>					
06700 - Stormwater (Operations)	23,202,295	20,314,353	(41,417)	20,272,936	-12.6%
<b>Total Stormwater Operating Fund (581) less reserves</b>	<b>23,202,295</b>	<b>20,314,353</b>	<b>(41,417)</b>	<b>20,272,936</b>	<b>-12.6%</b>
Projected Ending Fund Balance	7,700,179	9,071,313	120,062	9,191,375	19.4%
<b>Stormwater Operating Fund (581) Total Bottom Line</b>	<b>30,902,474</b>	<b>29,385,666</b>	<b>78,645</b>	<b>29,464,311</b>	<b>-4.7%</b>
<b>Enterprise Funds Grand Total</b>					
Operations	447,407,438	438,952,797	17,850,273	456,803,070	2.1%
Projected Ending Fund Balance	22,496,771	22,240,955	564,682	22,805,637	1.4%
<b>Enterprise Funds Total Bottom Line</b>	<b>469,904,209</b>	<b>461,193,752</b>	<b>18,414,955</b>	<b>479,608,707</b>	<b>2.1%</b>

DeKalb County

# Vacs Proj Filled: 1 out of 1 total vacs 0

2015 Expenditure Projection by Department

Current Month: August, 2015

0 8  
 Num Pay Pds 2 4  
 PPDs Passed 17 All Vacancies \$ 11,274  
 PPDs Remaining 9 Best Estimate \$ 11,274

August, 2015 Results	St-Line Projection	2015 Best Estimate
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Cls	ObjectCode	Current Appropriation	YTD Encumbrance	YTD Expenditures	Balance	Current Month Expenditures	Net Straight-Line Projection	% St-Line Enc/Exp to Appr	Adj Aug-15 Proj for One Time Item(s)	Other Adjustments	Best Estimate	% Best Est. Enc/Exp to Appr	Best Estimate Balance
51	511101 - SALARIES	164,074	-	90,984	73,090	9,300	144,108	87.8%	-	-	144,108	87.8%	19,966
51	511199 - SALARIES - ADJUSTMENTS	-	-	-	-	-	-	0.0%	-	-	-	0.0%	-
51	512100 - COUNTY MATCH - GROUP INSURANCE	26,944	-	17,007	9,937	1,950	26,836	99.6%	-	-	26,836	99.6%	108
51	512200 - COUNTY MATCH - FICA	12,551	-	6,371	6,180	631	11,024	87.8%	-	-	11,024	87.8%	1,527
51	512400 - COUNTY MATCH - PENSION	28,730	-	15,283	13,447	1,628	25,248	87.9%	-	-	25,248	87.9%	3,482
	<b>Personal Services and Employee Benefits</b>	<b>232,299</b>	<b>-</b>	<b>129,646</b>	<b>102,653</b>	<b>13,509</b>	<b>207,216</b>	<b>89.2%</b>	<b>-</b>	<b>-</b>	<b>207,216</b>	<b>89.2%</b>	<b>25,083</b>
52	521209 - OTHER PROFESSIONAL SERVICES	45,000	17,756	-	27,244	-	26,634	59.2%	-	-	26,634	59.2%	18,366
52	523601 - MILEAGE - PERSONAL VEHICLE	400	-	-	400	-	-	0.0%	-	-	-	0.0%	400
52	523701 - TRAINING & CONFERENCE FEES - E	500	-	-	500	-	-	0.0%	-	-	-	0.0%	500
	<b>Purchased / Contracted Services</b>	<b>45,900</b>	<b>17,756</b>	<b>-</b>	<b>28,144</b>	<b>-</b>	<b>26,634</b>	<b>58.0%</b>	<b>-</b>	<b>-</b>	<b>26,634</b>	<b>58.0%</b>	<b>19,266</b>
53	531101 - OPERATING SUPPLIES	71,073	-	-	71,073	-	-	0.0%	-	-	-	0.0%	71,073
53	531112 - MAINTENANCE & REPAIR MATERIALS	30,000	23,143	960	5,897	960	36,154	120.5%	-	-	36,154	120.5%	(6,154)
53	531199 - FREIGHT	-	-	106	(106)	106	159	0.0%	-	-	159	0.0%	(159)
	<b>Supplies</b>	<b>101,073</b>	<b>23,143</b>	<b>1,066</b>	<b>76,864</b>	<b>1,066</b>	<b>36,313</b>	<b>35.9%</b>	<b>-</b>	<b>-</b>	<b>36,313</b>	<b>35.9%</b>	<b>64,760</b>
54	542309 - OTHER EQUIPMENT > \$5,000	-	39,195	-	(39,195)	-	58,793	0.0%	-	-	58,793	0.0%	(58,793)
	<b>Capital Outlays</b>	<b>-</b>	<b>39,195</b>	<b>-</b>	<b>(39,195)</b>	<b>-</b>	<b>58,793</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>58,793</b>	<b>0.0%</b>	<b>(58,793)</b>
55	551104 - VEHICLE MAINTENANCE CHARGE	-	-	-	-	-	-	0.0%	-	-	-	0.0%	-
55	551105 - VEHICLE REPLACEMENT CHARGE	-	-	-	-	-	-	0.0%	-	-	-	0.0%	-
55	551107 - VEHICLE INSURANCE CHARGE	-	-	-	-	-	-	0.0%	-	-	-	0.0%	-
	<b>Interfund / Interdepartmental Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
57	579002 - RESERVE FOR APPROPRIATION	-	(32,467)	-	32,467	-	(48,701)	0.0%	-	-	(48,701)	0.0%	48,701
	<b>Other Costs</b>	<b>-</b>	<b>(32,467)</b>	<b>-</b>	<b>32,467</b>	<b>-</b>	<b>(48,701)</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>(48,701)</b>	<b>0.0%</b>	<b>48,701</b>
	<b>Grand Total</b>	<b>379,272</b>	<b>47,626</b>	<b>130,712</b>	<b>200,934</b>	<b>14,575</b>	<b>280,255</b>	<b>73.9%</b>	<b>-</b>	<b>-</b>	<b>280,255</b>	<b>73.9%</b>	<b>99,017</b>

Bal\_Typ Act  
Fund 100 - GENERAL FUND  
Dept 00300 - LAW DEPARTMENT

Obj Cls	Object	Year				
		2010	2011	2012	2013	2014
51 - Personal	511101 - SALARIES	\$ 2,017,000.13	\$ 1,844,470.79	\$ 1,879,517.43	\$ 1,981,273.49	\$ 2,155,521.73
	511200 - SALARIES - TEMPORARY			\$ 4,657.08		\$ 10,306.30
	511300 - SALARIES - OVERTIME		\$ 1,110.05			\$ 127.96
	512100 - COUNTY MATCH - GROUP INSURANCE	\$ 134,344.38	\$ 124,894.20	\$ 179,504.84	\$ 156,295.34	\$ 153,565.54
	512200 - COUNTY MATCH - FICA	\$ 143,436.93	\$ 131,988.25	\$ 134,727.99	\$ 142,087.53	\$ 154,527.77
	512400 - COUNTY MATCH - PENSION	\$ 191,186.13	\$ 324,548.59	\$ 240,748.40	\$ 252,310.35	\$ 310,551.25
	512904 - ALLOWANCE - AUTOMOBILE	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 10,550.00	\$ 12,000.00
51 - Personal	Services and Employee Benefits Total	\$ 2,497,367.57	\$ 2,438,411.88	\$ 2,450,555.74	\$ 2,542,516.71	\$ 2,796,600.55
52 - Purchas	521106 - COURT REPORTER SERVICES	\$ 44,893.61	\$ 37,535.18	\$ 34,377.25	\$ 34,325.43	\$ 44,936.63
	521205 - LEGAL FEES	\$ 2,956.21	\$ 2,968.53	\$ 2,964.50	\$ 4,838.05	\$ 88,049.28
	521209 - OTHER PROFESSIONAL SERVICES	\$ 1,821,568.55	\$ 401,666.04	\$ 351,557.41	\$ 345,835.33	\$ 761,911.22
	522201 - MAINTENANCE & REPAIR SERVICES	\$ 4,586.10	\$ 4,448.38	\$ 3,501.80	\$ 4,346.58	\$ 6,786.25
	522321 - RENTAL OF EQUIPMENT	\$ 16,925.11	\$ 14,045.79	\$ 11,632.03	\$ 8,684.77	\$ 8,566.70
	523201 - POSTAGE	\$ 3,086.97	\$ 3,592.20	\$ 3,170.97	\$ 3,127.97	\$ 8,922.57
	523202 - POSTAGE - CENTRAL SERVICES		\$ 81.10			\$ 6.30
	523203 - TELEPHONE SERVICE	\$ 2,905.95	\$ 2,782.82	\$ 2,449.64	\$ 4,101.10	\$ 4,637.40
	523204 - TELEPHONE - LONG DISTANCE	\$ 269.59	\$ 264.59	\$ 246.44	\$ 252.80	\$ 215.23
	523206 - INTERNET SERVICES	\$ 2,880.00	\$ 2,720.00	\$ 2,580.00	\$ 2,520.00	\$ 2,580.00
	523207 - TELEPHONE - WIRELESS	\$ 234.48				\$ 12,329.29
	523301 - ADVERTISING SERVICES	\$ 1,439.00	\$ 80.00	\$ 2,085.00	\$ 345.00	\$ 1,280.00
	523501 - MILEAGE - PERSONAL VEHICLE	\$ 1,280.30	\$ 1,195.50	\$ 1,038.48	\$ 2,151.90	\$ 2,185.20
	523502 - TRAVEL - AIRFARE				\$ 837.60	
	523504 - TRAVEL - ACCOMMODATIONS / HOTE	\$ 29.50	\$ 124.26	\$ 320.97	\$ 2,174.54	\$ 304.11
	523505 - TRAVEL - PER DIEM	\$ 148.00		\$ 72.00	\$ 788.00	\$ 624.00
	523506 - TRAVEL - MISCELLANEOUS				\$ 136.40	
	523510 - TRAVEL ADVANCES			\$ (119.66)		
	523701 - TRAINING & CONFERENCE FEES - E	\$ 1,342.15	\$ 4,703.75	\$ 4,407.07	\$ 4,415.00	\$ 10,781.70
	523702 - TRAINING & CONFERENCE FEES - I			\$ 400.00	\$ 60.00	\$ 60.00
	523904 - WITNESS FEES	\$ 2,354.92	\$ 38.42	\$ 3,220.25	\$ 873.10	\$ 148.37
	523909 - OTHER MISCELLANEOUS CHARGES	\$ 939.53	\$ 492.36	\$ 662.57	\$ 756.34	\$ 962.93
52 - Purchas	ed / Contracted Services Total	\$ 1,907,839.97	\$ 476,738.92	\$ 424,566.72	\$ 420,569.91	\$ 955,287.18
53 - Supplie	531101 - OPERATING SUPPLIES	\$ 7,815.11	\$ 10,478.00	\$ 9,143.40	\$ 28,080.89	\$ 19,349.33
	531199 - FREIGHT		\$ 17.50		\$ 518.10	\$ 615.98
	531401 - BOOKS & SUBSCRIPTIONS	\$ 50,282.33	\$ 46,273.79	\$ 52,098.66	\$ 57,232.70	\$ 44,909.77
53 - Supplie	s Total	\$ 58,097.44	\$ 56,769.29	\$ 61,242.06	\$ 85,831.69	\$ 64,875.08
54 - Capital	542201 - COMPUTER EQUIPMENT					\$ 1,714.89
	542202 - COMPUTER SOFTWARE					\$ 7,116.82
54 - Capital	Outlays Total					\$ 8,831.71
<b>Grand Total</b>		<b>\$ 4,463,304.98</b>	<b>\$ 2,971,920.09</b>	<b>\$ 2,936,364.52</b>	<b>\$ 3,048,918.31</b>	<b>\$ 3,825,594.52</b>

Position #	FundClass	Fund	Dept	CostCtr
15008	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04601 - POLICE - DIRECTORS OFFICE
00258	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00272	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
05572	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00904	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
03702	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
06343	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
07311	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
01187	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
08475	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
01281	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
05820	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
02060	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
11035	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
01283	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00056	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00134	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00194	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00811	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00970	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
06291	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00788	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
00026	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
01104	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES
03015	TAX FUNDS	100 - GENERAL FUND	04600 - POLICE	04602 - POLICE - ADMINSTRATIVE SERVICES

Code-Title	Emp ID	Name	Grade	Step	Base Sal/Per	Longevity
9152 - Deputy COO Public Safety	038111	Alexander,Cedric L	AN	1	6,538.46	-
0920 - Requisition Technician	052136	Ratliff,Heather L	21	27	1,326.46	-
0920 - Requisition Technician		---VACANT---			1,352.30	-
0920 - Requisition Technician	024898	Sims,Clarinda D	21	32	1,392.46	38.29
3068 - Planning and Research Manager	034145	Williams,Antoinette L	31	51	3,000.92	-
3071 - Grants Coordinator	003743	El Amin,Angela D	26	25	1,740.46	87.02
3100 - Police Officer, Master	004054	Spradling,Barton A	28	51	2,519.54	149.17
3100 - Police Officer, Master	024706	Vullo,Luca Emilio	28	24	1,936.62	74.77
3110 - Police Sergeant		---VACANT---			2,155.30	-
3110 - Police Sergeant	003704	Williams,Darry S	29	44	2,495.08	89.94
3260 - Supply Coordinator	033929	Ryans Jr,Morris E	21	33	1,406.31	-
3260 - Supply Coordinator	030030	Jennings,Brenda B	21	14	1,168.15	-
3270 - Supply Supervisor		---VACANT---			1,610.70	-
3275 - Print Shop Coordinator	012614	Davis,Jonathan F	21	26	1,313.08	55.81
3280 - Fiscal Management Officer	022547	Anderson,Janet A	30	56	2,965.85	-
3565 - Payroll Personnel Tech Sr	016440	Badjie,Sena L	21	39	1,490.77	52.18
3565 - Payroll Personnel Tech Sr		---VACANT---			1,352.30	-
3565 - Payroll Personnel Tech Sr	036139	Miller III,James A	21	24	1,287.69	-
3565 - Payroll Personnel Tech Sr	051682	Brown,Dawn A	21	39	1,490.77	-
3565 - Payroll Personnel Tech Sr	002902	Smith,Pamela S	21	39	1,490.77	70.81
3565 - Payroll Personnel Tech Sr	026313	Lee,Roberta W	21	39	1,490.77	33.54
3580 - Payroll Personnel Supervisor	026147	Grayson,Shelia R	24	38	1,758.46	39.57
5080 - Custodian Senior	024838	Thomas,Lynette	18	21	1,050.00	28.88
5080 - Custodian Senior	008028	Jones,Derrick W	18	37	1,227.23	55.23
5090 - Custodian Supervisor		---VACANT---			1,352.30	-

Total Sal/Per	Empl Date	2016 Salary	2016 Ins	2016 FICA	2016 Pens	2016 Total
6,538.46	3/28/2013	170,000	11,000	10,426	31,552	222,978
1,326.46	12/22/2014	34,488	11,000	2,638	6,401	54,527
1,352.30		34,968	-	2,675	6,490	44,133
1,430.75	4/19/2005	37,260	11,000	2,850	6,915	58,025
3,000.92	1/25/2010	78,024	11,000	5,969	14,481	109,474
1,827.48	1/27/1997	47,616	11,000	3,643	8,837	71,096
2,668.71	6/17/1991	69,275	11,000	5,300	12,857	98,432
2,011.39	2/14/2005	51,843	11,000	3,966	9,622	76,431
2,155.30		55,734	-	4,264	10,344	70,342
2,585.02	3/2/2002	67,272	11,000	5,146	12,486	95,904
1,406.31	9/28/2009	36,564	11,000	2,797	6,786	57,147
1,168.15	4/14/2008	30,784	11,000	2,355	5,714	49,853
1,610.70		41,651	-	3,186	7,730	52,567
1,368.89	4/17/2000	35,648	11,000	2,727	6,616	55,991
2,965.85	11/17/2008	77,239	11,000	5,909	14,336	108,484
1,542.95	8/18/2001	40,213	11,000	3,076	7,464	61,753
1,352.30		34,968	-	2,675	6,490	44,133
1,287.69	1/31/2011	33,480	11,000	2,561	6,214	53,255
1,490.77	9/15/2014	38,760	11,000	2,965	7,194	59,919
1,561.58	12/1/1997	40,610	11,000	3,107	7,537	62,254
1,524.31	3/27/2006	39,773	11,000	3,043	7,382	61,198
1,798.03	2/6/2006	46,947	11,000	3,591	8,713	70,251
1,078.88	3/28/2005	28,100	11,000	2,150	5,215	46,465
1,282.46	7/26/1999	33,375	11,000	2,553	6,194	53,122
1,352.30		34,968	-	2,675	6,490	44,133

**ATTACHMENT B**

**PROPOSAL COVER SHEET**

**NOTE:** Read all instructions, conditions and specifications in detail before completing this Request for Proposal.

Please complete and include this cover sheet with your technical proposal.

Company Name		Federal Tax ID#	
Complete Primary Address	County	City	Zip Code
Mailing Address (if different)	City	State	Zip Code
Contact Person Name and Title	Telephone Number (include area code)		
Email Address	Fax Number (include area code)		
Company Website Address	Type of Organization (check one) <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government		

Proposals for **RFP #16-500417, Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector** described herein will be received in the Purchasing & Contracting Department, Room 2<sup>nd</sup> Floor, The Maloof Center, 1300 Commerce Drive, Decatur, Georgia 30030 on November 3, 2016 until 3:00 p.m. (EST). Proposals shall be marked in accordance with the RFP, Section III.B.

**CAUTION:** The Decatur Postmaster will not deliver certified or Special Delivery Mail to specific addresses within DeKalb County Government. When sending bids or time sensitive documents, you may want to consider a courier that will deliver to specific addresses.

Proposal Cover Sheet should be signed by a representative of Proposer with the authority to bind Proposer to all terms, conditions, services, and financial responsibilities in the submitted Proposal.

Authorized Representative Signature(s)	Title(s)
Type or Print Name(s)	Date

**ATTACHMENT C  
REFERENCE AND RELEASE FORM (PRIME)**

“You must submit three (3) viable references with information who can verify your experience and ability to perform the type of service listed in the solicitation. References must include company name, contact name, address, email address, telephone numbers and contract period. Failure to submit references with direct contact information may deem your bid non-responsive.”

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

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

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

**REFERENCE CHECK RELEASE STATEMENT**

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

Signed \_\_\_\_\_ Title \_\_\_\_\_  
 \_\_\_\_\_ (Authorized Signature of Proposer)

Company Name \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT D  
REFERENCE AND RELEASE FORM (SUBCONTRACTOR)**

“You must submit three (3) viable references with information who can verify your experience and ability to perform the type of service listed in the solicitation. References must include company name, contact name, address, email address, telephone numbers and contract period. Failure to submit references with direct contact information may deem your bid non-responsive.”

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

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

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

**REFERENCE CHECK RELEASE STATEMENT**

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

Signed \_\_\_\_\_ Title \_\_\_\_\_

(Authorized Signature of Responder)

Company Name \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT E**

**(Consisting of 8 pages)**

**SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION  
OPPORTUNITY TRACKING FORM**

The Chief Executive Officer and the Board of Commissioners of DeKalb County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County’s economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by implementing the Local Small Business Enterprise Ordinance.

**PROVISIONS OF LOCAL SMALL BUSINESS ENTERPRISE (LSBE) ORDINANCE**

Amount of LSBE Participation Required
20% of Total Award

	Request For Proposals (RFP)	Invitations To Bid (ITB)
LSBE Within DeKalb (LSBE-DeKalb)	Ten (10) Percentage Points	Ten (10) Percent Preference
LSBE Outside DeKalb (LSBE-MSA)	Five (5) Percentage Points	Five (5) Percent Preference

Certified Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive ten (10) percentage points in the initial evaluation of their response to any Request for Proposal and a ten (10) percent preference on all responses to any Invitation to Bid. Certified LSBEs located outside of DeKalb County but within the ten (10) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive five (5) percentage points in the initial evaluation of their response to any Request for Proposal and a five (5) percent preference on all responses to any Invitation to Bid.

For all qualified sealed solicitations, the Director of Purchasing and Contracting, DeKalb County Government, shall determine if the bidder/proposer has included written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a certified LSBE. This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as Exhibit “A”.) For all contracts, a signed letter of intent from all certified LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon dollar value shall be due with the bid or proposal documents and included with Exhibit “A”. The certified vendor list compiled

by the Contract Compliance Division, Purchasing and Contracting Department, DeKalb County Government establishes the group of Certified LSBE's from which the bidder/proposer must solicit subcontractors for LSBE participation.

Contractors failing to meet the LSBE benchmark must document and demonstrate Good Faith Efforts in accordance with the attached "Checklist for Good Faith Efforts" portion of "Exhibit A." Failure to achieve the LSBE benchmark or demonstrate good faith efforts may result in a bid or proposal being rejected. The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. Failure to complete and submit the notarized Schedule of LSBE Participation will result in a bid or proposal being rejected.

Upon award, Prime Contractors are required to submit a report detailing LSBE/Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors are also required to certify that all sub-contractors have been paid within seven (7) days of the Prime's receipt of payment from the County. Failure to provide requested reports/documentation may constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies.

For eligible bids over \$5,000,000.00, The Director of Purchasing and Contracting or designee will determine if the Mentor-Protégé provision of the Ordinance will apply.

It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts, including Local Small Business Enterprises (LSBE). To achieve this purpose, the County would like to track and record information about participating vendors. The attached "Exhibit A," also records who performs work and renders services to the County. Contractors are requested to indicate whether they are a LSBE DeKalb or MSA and list the level of participation by subcontractors designated as such on each solicitation.

**“EXHIBIT A”**

**SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION  
OPPORTUNITY TRACKING FORM**

As specified, Bidders and Proposers are to present the details of LSBE participation below:

PRIME BIDDER/PROPOSER \_\_\_\_\_ SOLICITATION NUMBER: RFP No. 16-500417

TITLE OF UNIT OF WORK – Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector

1. My firm, as the prime bidder/proposer on this unit of work, is a certified (check all that apply):  
\_\_\_\_ LSBE-DeKalb \_\_\_\_\_ LSBE-MSA.
2. If you are a Certified LSBE please indicate below the portion of work (including the percentage of the amount bid/proposal) that your firm will carry out directly: \_\_\_\_.
3. If the prime bidder/proposer is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LSBE joint venture firm.  
\_\_\_\_\_  
\_\_\_\_\_
4. List the LSBE subcontractors and/or firms (including suppliers) to be utilized in this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of the County. Copy the following page and list additional subcontractors, if necessary. Please attach a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed and/or provided and the agreed upon dollar value. A Letter of Intent form is attached hereto as Exhibit “B”.

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate all that apply and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work or estimated contract award amount to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate all that apply and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work or estimated contract award amount to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate all that apply and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work or estimated contract award amount to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate all that apply and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work or estimated contract award amount to be performed	

**DEKALB COUNTY**

**CHECKLIST FOR GOOD FAITH EFFORTS**

A bidder/proposer that does not meet the County’s LSBE participation benchmark is required to submit documentation to support all “Yes” responses as proof of “good faith efforts.” Please indicate whether or not any of these actions were taken:

	Yes	No	Description of Actions
1.			Advertisement for solicitation of LSBEs in general circulation media and trade association publications at least seven (7) calendar days prior to bid or proposal opening any and all sub-contractor opportunities. Proof of advertisement must be submitted with the bid or proposal.
2.			Provided written notice to LSBEs that their interest in sub-contracting opportunities or furnishing supplies is solicited. Provide a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed certified subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort and the amount of the quoted price if one was obtained.
3.			Provided interested LSBEs with timely, adequate information about the plans, specification, and other such requirements of the contract to facilitate their quotation and conducted follow up to initial solicitations.
4.			Efforts made to divide the work for LSBE subcontracting areas likely to be successful and to identify portions of work available to LSBEs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a bidder/proposer to perform the contract work with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.
5.			Efforts were made to assist potential LSBE subcontractors meet bonding, insurance, or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that the LSBE could not readily and economically obtain them in the marketplace.
6.			Communication with Contract Compliance seeking assistance in identifying available LSBEs. Provide Contract Compliance representative name and title.
7.			For all contracts, a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed or provided by the LSBE(s) and the agreed upon dollar value shall be due with the bid or proposal documents. Provide subcontractor information as requested by forms provided by Contract Compliance.
8.			Other Actions (specify):

Please explain all “no” answers above (by number):

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This list is a guideline and by no means exhaustive. The County will review these efforts, along with other documents, to assess the bidder/proposer’s efforts to meet the County’s LSBE Participation benchmark. If you require assistance in identifying certified, bona fide LSBEs, please contact the Purchasing and Contracting Department, Felton Williams, Special Projects Manager at 404-371-6312. A copy of the list of LSBEs certified by the DeKalb County Government, Purchasing and Contracting Department is available on our website at <http://www.dekalbcountyga.gov/>.

**DEKALB COUNTY LOCAL SMALL BUSINESS ENTERPRISE  
SCHEDULE OF PARTICIPATION  
OPPORTUNITY TRACKING FORM**

**Bidder/Proposer Statement of Compliance**

Bidder(s)/Proposer(s) hereby state that they have read and understand the requirements and conditions as set forth in the objectives and that reasonable effort were made to support the County in providing the maximum practicable opportunity for the utilization of LSBEs consistent with the efficient and economical performance of this contract. The Bidder and any subcontractors shall file compliance reports at reasonable times and intervals with the County in the form and to the extent prescribed by the Director of DeKalb County Purchasing and Contracting Department. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of Contractors and their subcontractors.

**1. Non-Discrimination Policy**

- a. During the performance of this agreement, Contractor agrees to conform to the following Non-Discrimination Policy adopted by the County.
- b. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor will take action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following:
  - (1) Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth provisions of this non-discrimination clause.
  - (2) Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.
- c. Without limiting the foregoing, Contractor shall not discriminate on the basis of disability in the admission or access to, or treatment or employment in, the programs and activities, which form the subject of the contract. The Contractor will take action to ensure that applicants for participation in such programs and activities are considered without regard to disability. Such action shall include, but not be limited to, the following:
  - (1) Contractor agrees to post in conspicuous places available to participants in its programs and activities notices to be provided setting forth the provisions of this non-discrimination clause.

- (2) Contractor shall, in all solicitations or advertisements for programs or activities, which are the subject of the contract, state that all qualified applicants will receive consideration for participation without regard to disability.

2. **Commitment**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the bid specifications, including the accompanying Exhibits and other terms and conditions of the Invitation to Bid and/or Request for Proposal regarding LSBE utilization. The undersigned further certifies that he/she is legally authorized by the bidder or responder to make the statements and representations in Exhibit A and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreement(s) with the LSBE(s) listed in this Exhibit A, which are deemed by the owner to be legitimate and responsible LSBEs. Said agreement(s) shall be for the work and contract with the County. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the successful Bidder (i.e., Contractor) to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the County, then in any such events the contractor's act or failure to act, as the case may be, shall constitute a material breach of contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the County may have for other defaults under the Contract. Additionally, the Contractor will be subject to the loss of any future contract awards by the County for a period of one year.

Firm Name (Please Print):

\_\_\_\_\_

Firm's Officer:

\_\_\_\_\_  
(Authorized Signature and Title Required) Date

Sworn to and subscribed to before me this \_\_\_ day of \_\_\_\_\_, 201 .

\_\_\_\_\_  
Notary Public

My Commission

Expires: \_\_\_\_\_

**“EXHIBIT B”  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR  
PROVIDING MATERIALS OR SERVICES**

Instructions:

1. Complete the form in its entirety and submit with bid documents.
2. Attach a copy of the LSBE’s current valid Certification Letter.

**To:** \_\_\_\_\_  
(Name of Prime Contractor Firm)

**From:** \_\_\_\_\_  LSBE –DeKalb  LSBE –MSA  
(Name of Subcontractor Firm) (Check all that apply)

**RFP Number:** 16-500417

**Project Name: Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector**

The undersigned subcontractor is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided).

Description of Materials or Services	Project Commence Date	% of Contract Award	Estimated Dollar Amount

**Prime Contractor**

**Sub-contractor**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

**ATTACHMENT F**

**RESPONDER AFFIDAVIT**

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the responder submitting a bid to DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended].

\_\_\_\_\_  
Responder's Name

\_\_\_\_\_  
Federal Work Authorization  
Enrollment Date

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Bidder

\_\_\_\_\_  
Identification Number

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Address (\*do not include a post office box)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

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

**ATTACHMENT G**

**COST PROPOSAL FORM**

(Consisting of 2 pages)

**PROFESSIONAL SERVICES FOR IMPLEMENTATION OF ORACLE HYPERION  
PLANNING AND BUDGETING COULDSERVICES FOR PUBLIC SECTOR**

**Responder: Please complete the attached pages of the Cost Proposal Form, and return them with this cover page. The cost proposal MUST be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 16-500417 for Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector" clearly identified on the outside of the envelope.**

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with DeKalb County according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person Submitting Proposal: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Title of Contact Person

**COST PROPOSAL FORM**  
(Consisting of 2 pages)

**I. Responder:** State a FIRM FIXED LUMP SUM for all costs, direct and indirect, administrative costs, and all things necessary for Professional Services for Implementation of Oracle Hyperion Planning and Budgeting Cloud Services for Public Sector. Total should be in accordance with milestone and deliverables.

\$ \_\_\_\_\_  
(State the amount in writing on this line.)

\$ \_\_\_\_\_  
(State amount in figures on this line.)

**II. Milestone Deliverables:**

MILESTONE	WEIGHT/PERCENTAGE OF TOTAL COST	ACTUAL MILESTONE PAYMENT
Requirements/Analysis		
Conference Room Pilot Workshops		
Solution Design & Build		
System Integration Testing		
Training		
User Acceptance Testing		
Cutover/Go-Live		
30 Days Post Production support		
<b>Total Firm Fixed Cost</b>	<b>100%</b>	

**III. Additional Services:**

	ADDITIONAL SERVICE	HOURLY RATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

## ATTACHMENT H

### First Source Jobs Ordinance Acknowledgement

Contract No. \_\_\_\_\_

The DeKalb County First Source Ordinance requires contractors or beneficiaries of eligible projects entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more to make a good faith effort to hire DeKalb County residents for at least 50% of jobs created using the First Source Registry (candidate database) within one hundred twenty (120) days of contract execution. The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. All contractors will be asked to submit an **Employment Roster** and/or copies of active payroll registers on a monthly basis to verify compliance. The undersigned acknowledges and agrees to comply with the provisions of the DeKalb County First Source Jobs Ordinance.

#### CONTRACTOR OR BENEFICIARY INFORMATION:

\_\_\_\_\_  
Contractor or Beneficiary Name (Signature)

\_\_\_\_\_  
Contractor or Beneficiary Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name of Business

Please answer the following questions:

1. How many job openings do you anticipate filling related to this contract? \_\_\_\_\_
2. How many incumbents/existing employees will retain jobs due to this contract?  
DeKalb Residents: \_\_\_\_\_ Non-DeKalb Residents: \_\_\_\_\_
3. How many work hours per week constitutes Full Time employment? \_\_\_\_\_

**Please return this form to DeKalb Workforce Development, fax (404) 687-4099 or email to [FirstSourceJobs@dekalbcountyga.gov](mailto:FirstSourceJobs@dekalbcountyga.gov).**



## ATTACHMENT J

### BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

DATE:

FEDERAL TAX ID:

COMPANY NAME:

WEBSITE:

ADDRESS:

(WORKSITE ADDRESS IF DIFFERENT):

CONTACT NAME:

CONTACT PHONE:

CONTACT FAX:

CONTACT E-MAIL ADDRESS:

Are you a private employment agency or staffing agency?  YES  NO

---

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE:

NUMBER OF POSITIONS AVAILABLE: \_\_\_\_\_ TARGET START DATE: \_\_\_\_\_

WEEKLY WORK HOURS: 20-30 hours  30-40 hours  Other

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM  TEMP  TEMP-TO-PERM  SEASONAL

PUBLIC TRANSPORTATION ACCESSIBILITY YES  NO

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

CREDIT  DRUG  MVR  BACKGROUND  OTHER \_\_\_\_\_

Please return form to: Business Relations Unit (First Source)  
774 Jordan Lane Bldg. #4  
Decatur, Ga. 30033  
Phone: (404) 687-3400  
[FirstSourceJobs@dekalbcountyga.gov](mailto:FirstSourceJobs@dekalbcountyga.gov)



**ATTACHMENT L**

**Subcontractor Affidavit under O.C.G.A. § 13-10-91**

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_(insert name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the Subcontractor with the information required by O.C.G.A. § 13-10-91. Additionally, the undersigned Subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the Contractor within five business days of receipt. If the undersigned Subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned Subcontractor must forward, within five business days of receipt, a copy of the notice to the Contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

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

DeKalb County Georgia Government  
\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

By: \_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

# ATTACHMENT M

## Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and \_\_\_\_\_ (name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to \_\_\_\_\_ (name of Subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to \_\_\_\_\_ (name of Subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-subcontractor

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

DeKalb County Georgia Government \_\_\_\_\_

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

By: \_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**ATTACHMENT N  
CERTIFICATE OF CORPORATE RESOLUTION**

I, \_\_\_\_\_, certify the following:

That I am the duly elected and authorized Secretary of \_\_\_\_\_ (hereinafter referred to as the “\_\_\_\_\_”), an \_\_\_\_\_ organized and incorporated to do business under the laws of the State of \_\_\_\_\_;

That said corporation has, through lawful resolution of the Board of Directors of the corporation, duly authorized and directed \_\_\_\_\_, in his official capacity as \_\_\_\_\_ of the corporation, to enter into and execute the following described agreement with DeKalb County, a political subdivision of the State of Georgia:

\_\_\_\_\_;

That the foregoing Resolution of the Board of Directors has not been rescinded, modified, amended, or otherwise changed in any way since the adoption thereof, and is in full force and effect on the date hereof.

IN WITNESS WHEREOF, I have set my hand and corporate seal;

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(CORPORATE  
SEAL)

\_\_\_\_\_  
(Secretary)

**ATTACHMENT O**  
**SAMPLE STANDARD COUNTY**  
**CONTRACT**  
**AGREEMENT FOR PROFESSIONAL SERVICES**  
**DEKALB COUNTY, GEORGIA**

THIS AGREEMENT made as of this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_, (hereinafter called the “execution date”) by and between DEKALB COUNTY, a political subdivision of the State of Georgia (hereinafter referred to as the “County”), and \_\_\_\_\_, a corporation organized and existing under the laws of the State of Georgia, with offices in DeKalb County, Georgia (hereinafter referred to as “Contractor”), shall constitute the terms and conditions under which the Contractor shall provide \_\_\_\_\_ in DeKalb County, Georgia.

WITNESSETH: That for and in consideration of the mutual covenants and agreements herein set forth, the County and the Contractor hereby agree as follows:

**ARTICLE I. CONTRACT TIME**

The Contractor shall commence the Work under this Agreement within ten (10) days from the acknowledgement of receipt of the Notice to Proceed. Contractor shall fully complete the Work within five (5) years from and including the acknowledgement of receipt of the Notice to Proceed. The Contract Time may be extended only by Change Order approved and executed by the DeKalb County Chief Executive Officer or his/her designee and the Contractor in accordance with the terms of this Contract.

**ARTICLE II. CONTRACT TERM**

The Contractor shall commence the Work under this Contract within ten (10) days from the acknowledgement of receipt of the Notice to Proceed. As required by O.C.G.A §36-60-13, this Contract shall (i) terminate without further obligation on the part of the County each and every December 31<sup>st</sup>, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract; (ii) automatically renew on each January 1<sup>st</sup>, unless terminated in accordance with the termination provisions of this Contract; and (iii) terminate absolutely, with no further renewals, on December 31, 20XX, unless extended by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract.

**ARTICLE III. PAYMENT**

As full payment for the faithful performance of this Contract, the County shall pay the Contractor, the Contract Price, which is an amount not to exceed XXX (\$XX.00), unless changed by written Change Order in accordance with the terms of this Contract. The term “Change Order” includes the term “amendment” and shall mean a written order authorizing a change in the Work, and an adjustment in Contract Price to Contractor or the Contract Term, as adopted and approved by the Contractor and the DeKalb County Governing Authority, or the Chief Executive Officer, if exempted from Governing Authority adoption and approval in accordance with the express terms of this Contract. The Chief Executive Officer or his/her designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price, provided that the total amount of the increase authorized by such Change Order is less than \$100,000.00. If the original Contract or Purchase Order Price does not exceed \$100,000.00, but the Change Order will make the total Contract Price exceed \$100,000.00, then the Change Order will require approval by official action of the Governing Authority. Any other increase of the Contract Price shall be by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract. Amounts paid to the Contractor shall comply with and not exceed Attachment A, the Contractor’s Cost Proposal, consisting of five (5) pages attached hereto and incorporated herein by reference. Payment is to be made no later than thirty (30) days after submittal of undisputed invoice.

Invoice(s) must be submitted as follows:

A. Original invoice(s) must be submitted to:

DeKalb County, Georgia  
Attention: “Finance Department”

\_\_\_\_\_  
\_\_\_\_\_

B. Upon award, Prime Contractor(s) with Local Small Business Enterprise (LSBE) Subcontractor(s) shall enter utilization reports electronically at [www.dekalblsbe.info](http://www.dekalblsbe.info). Proof of payment to the LSBE Subcontractor must be uploaded and submitted. LSBE Subcontractors shall confirm receipt of payment from the Prime, electronically also, at [www.dekalblsbe.info](http://www.dekalblsbe.info)

**ARTICLE IV. SCOPE OF WORK**

The Contractor agrees to provide all police body cameras services in accordance with the County’s Request for Proposals (RFP) No. 16-500417 for \_\_\_\_\_, attached

hereto as Appendix I and incorporated herein by reference, and the Contractor's response thereto, attached hereto as Appendix II and incorporated herein by reference.

The Contractor's services shall include all things, personnel, and materials necessary to accomplish specific projects authorized by the County. Specific Work Authorizations will have precedence over any interpretation within the Contract.

#### **ARTICLE V. GENERAL CONDITIONS**

**A. Accuracy of Work** The Contractor shall be responsible for the accuracy of the Work and any error and/or omission made by the Contractor in any phase of the Work under this Agreement.

**B. Additional Work** The County shall in no way be held liable for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract. The County may at any time order changes within the scope of the Work without invalidating the Contract upon seven (7) days written notice to the Contractor. The Contractor shall proceed with the performance of any changes in the Work so ordered by the County unless such change entitles the Contractor to a change in Contract Price, and/or Contract Term, in which event the Contractor shall give the County written notice thereof within fifteen (15) days after the receipt of the ordered change, and the Contractor shall not execute such changes until it receives an executed Change Order from the County. No extra cost or extension of time shall be allowed unless approved by the County and authorized by execution of a Change Order. The parties' execution of any Change Order constitutes a final settlement of all matters relating to the change in the Work which is the subject of the Change Order. The County shall not be liable for payment for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract.

**C. Ownership of Documents** All documents, including drawings, estimates, specifications, and data are and remain the property of the County. The Contractor agrees that the County may reuse any and all plans, specifications, drawings, estimates, or any other data or documents described herein in its sole discretion without first obtaining permission of the Contractor and without any payment of any monies to the Contractor therefore. However, any reuse of the documents by the County on a different site shall be at its risk and the Contractor shall have no liability where such documents are reused.

**D. Right to Audit** The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part

with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

**E. Successors and Assigns** The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the County. If the County consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract. Nothing contained in this Contract shall create, nor be interpreted to create privity, or any other relationship whatsoever, between the County and any person, or entity or than Contractor.

**F. Reviews and Acceptance** Work performed by the Contractor shall be subject to review and acceptance in stages as required by the County. Acceptance shall not relieve the Contractor of its professional obligation to correct, at his own expense, any errors in the Work.

**G. Termination of Agreement** The Contractor understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract. The County may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of County, elect to terminate the Contract by delivering to the Contractor, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to Contractor at least thirty (30) days prior to the effective date of termination. If Contractor's services are terminated by the County, the termination will not affect any rights or remedies of the County then existing or which may thereafter accrue against Contractor or its surety. In case of termination of this Contract before completion of the Work, Contractor will be paid only for the portion of the Work satisfactorily performed through the effective date of termination as determined by the County. Neither party shall be entitled to recover lost profits, special, consequential or punitive damages,

attorney's fees or costs from the other party to this Contract for any reason whatsoever. This Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

**H. Indemnification Agreement** The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work, to persons or property, including employees and property of the County. The Contractor shall exonerate, indemnify, and save harmless the County, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this Section as "the County Indemnitees," from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the County Indemnitees, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Contractor shall not be required to indemnify any County Indemnitee against claims, actions, or expenses based upon or arising out of the County Indemnitee's sole negligence. As between the County Indemnitees and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor's employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the County Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the County Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The County has the sole discretion to choose the counsel who will provide the defense. No provision of

this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the County, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

I. **Insurance** Prior to commencing work, Contractor shall, at its sole expense, procure and maintain insurance of the types and in the amounts described below from insurer(s) authorized to transact business in the state where the work or operations will be performed by Contractor. Such insurance shall be placed with admitted insurers that maintain an A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better with coverage forms acceptable to Contractor. The insurance described below shall be maintained uninterrupted for the duration of the project, including any warranty periods, and shall protect Contractor, and others as required by contract, for liabilities in connection with work performed by or on behalf of Contractor, its agents, representatives, employees or Contractors.

1. Certificates of Insurance in companies doing business in Georgia and acceptable to the County covering:
  - (a) Statutory Workers' Compensation Insurance, or proof that Contractor is not required to provide such coverage under State law;
    - (1) Employer's liability insurance by accident, each accident \$1,000,000
    - (2) Employer's liability insurance by disease, policy limit \$1,000,000
    - (3) Employer's liability insurance by disease, each employee \$1,000,000
  - (b) Professional Liability Insurance on the Contractor's services in this Agreement with limit of \$1,000,000;
  - (c) Commercial General Liability Insurance covering all operations with combined single limit of \$1,000,000;
  - (d) Comprehensive Automobile Liability Insurance with form coverage for all owned, non-owned and hired vehicles with combined single limit of \$1,000,000.
  - (e) Umbrella or Excess Insurance. Umbrella or excess insurance is to be provided with General Liability, Auto Liability and Employers Liability scheduled as underlying policies with limits not less than the following:  
\$5,000,000 per occurrence

- \$5,000,000 aggregate
2. Additional Insured Requirement:
- (a) The County, its elected officials, officers, employees and agents, hereinafter referred to in this article and in the article entitled “Certificates of Insurance” as “the County and its officers” are to be named as additional insured on all policies of insurance except worker’s compensation insurance with no cross suits exclusion. The County and its officers shall be included as additional insureds under commercial general liability and commercial umbrella insurance, for liabilities arising out of both the ongoing and completed operations of Contractor. Such additional insured coverage shall be endorsed to Contractor’s policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-completed operations), or form(s) providing equivalent coverage.
  - (b) All coverages required of the Contractor will be primary over any insurance or self-insurance program carried by the County.
  - (c) If the Contractor is a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverages specified here or the joint venture will be a named insured under each respective policy specified.
3. Fidelity Bond coverage shall be provided. Coverage limits shall not be less than the amount scheduled in the contract.
4. Certificates of Insurance must be executed in accordance with the following provisions:
- (a) Certificates to contain policy number, policy limits, and policy expiration date of all policies issued in accordance with this Agreement;
  - (b) Certificates to contain the location and operations to which the insurance applies;
  - (c) Certificates to contain Contractor’s protective coverage for any subcontractor’s operations;
  - (d) Certificates to contain Contractor’s contractual liability insurance coverage;
  - (e) Certificates are to be **issued** to:

**DeKalb County, Georgia  
Director of Purchasing & Contracting  
The Maloof Center, 2<sup>nd</sup> Floor  
1300 Commerce Drive  
Decatur, Georgia 30030**

3. The Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.
4. The Contractor agrees to carry statutory Workers' Compensation Insurance and to have all subcontractors likewise carry statutory Workers' Compensation Insurance.
5. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its officers and shall cause each Subcontractor to waive all rights of subrogation for all coverage, excluding Professional E&O.
6. Failure of the County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such coverage. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
7. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County. Policies and Certificates of Insurance listing the County and its officers as additional insureds (except for workers' compensation insurance) shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in this Contract.
8. If the County shall so request, the Contractor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies. Contractor shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.

J. **Georgia Laws Govern** The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In

interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

K. **Venue** This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of DeKalb County, Georgia.

L. **Contractor and Subcontractor Evidence of Compliance; Federal Work Authorization** Pursuant to O.C.G.A. §13-10-91, the County cannot enter into a contract for the physical performance of services unless the Contractor, its Subcontractor(s) and sub-subcontractor(s), as that term is defined by state law, register and participate in the Federal Work Authorization Program to verify specific information on all new employees. Contractor certifies that it has complied and will continue to comply throughout the Contract Term with O.C.G.A. §13-10-91 and any related and applicable Georgia Department of Labor Rule. Contractor agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91. The signed affidavit is attached to this Contract as Attachment B. Contractor agrees that in the event it employs or contracts with any Subcontractor(s) in connection with this Contract, Contractor will secure from each Subcontractor an affidavit that certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed Subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Attachment C. Each Subcontractor agrees that in the event it employs or contracts with any sub-subcontractor(s), each Subcontractor will secure from each sub-subcontractor an affidavit that certifies the sub-subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed sub-subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Attachment D.

M. **County Representative** The County may designate a representative through whom the Contractor will contact the County. In the event of such designation, said representative shall be consulted and his written recommendation obtained before any request for extra work is presented to the County. Payments to the Contractor shall be made only upon itemized bill submitted to and approved by said representative.

N. **Contractor's Status** The Contractor will supervise and direct the Work, including the Work of all Subcontractors. Only persons skilled in the type of work which they are to perform shall be employed. The Contractor shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him. The relationship between the County and the Contractor shall be that of owner and

independent contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any County employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking or retirement benefits. All services provided by Contractor shall be by employees of Contractor or its Subcontractors and subject to supervision by Contractor. No officer or employee of Contractor or any Subcontractor shall be deemed an officer or employee of the County. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the County.

O. **Georgia Open Records Act** Contractor shall comply with the applicable provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 *et seq.*

P. **First Source Jobs Ordinance and Preferred Employees** The Contractor is required to comply with the DeKalb County First Source Jobs Ordinance, Code of DeKalb County as Revised 1988, section 2-231 *et seq.*, and among other things, is required to make a good faith effort to hire DeKalb County residents for at least fifty percent 50% of all jobs created by an Eligible Project, as that term is defined in the First Source Ordinance, using the First Source Registry. Contractors, subcontractors, and independent contractors bidding on this contract will be encouraged by DeKalb County to have 25% or more of their labor forces for this project consist of Preferred Employees selected from the First Source Registry. The First Source Registry has Preferred Employees trained by U.S. Department of Labor registered apprenticeship programs and other partners. For information on Preferred Employees, please contact the DeKalb County Workforce Development by telephone at 404-687-3417 or 404-687-7171 or in person at 320 Church Street, Decatur, GA 30030.

Q. **Business License** Contractor shall submit a copy of its current, valid business license with this Contract. If the Contractor is a Georgia corporation, Contractor shall submit a valid county or city business license. If Contractor is a joint venture, Contractor shall submit valid business licenses for each member of the joint venture. If the Contractor is not a Georgia corporation, Contractor shall submit a certificate of authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction. If Contractor holds a professional license, then Contractor shall submit a copy of the valid professional license. Failure to provide the business license, certificate of authority, or professional license required by this section, may result in the Contract being terminated. Contractor shall ensure that any insurance, license, permit or certificate submitted in response to the County's RFP or as part of the Contract shall be current and valid when submitted, and shall remain valid, current and maintained in good standing for the Contract Term.

R. **Sole Agreement** This Contract constitutes the sole contract between the County and the Contractor. The terms, conditions, and requirements of this Contract may not be modified, except by Change Order. No verbal agreement or conversation with any officer, agent, or employee of the County, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein. No Change Order shall be enforceable unless approved by official action of the County as provided by law or in this Contract.

S. **Attachments and Appendices** This Contract includes the following Attachments and Appendices all of which are incorporated herein by reference: Attachment A, Contractor's Cost Proposal; Appendix I, County's RFP; Appendix II, Contractor's Response; Attachment B, Contractor's Affidavit; Attachment C, Subcontractor's Affidavit(s); Attachment D, Sub-subcontractor's Affidavit(s); and Attachment E, Certificate of Corporate Authority or Joint Venture Certificate.

T. **Severability** If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

U. **Notices** Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the County's Chief Executive Officer and the Executive Assistant or to the Contractor or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to the County's Executive Assistant or by the County to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed as follows:

**If to the County:**

Chief Executive Officer  
1300 Commerce Drive, 6<sup>th</sup> Floor  
Decatur, GA 30030

and

Executive Assistant  
1300 Commerce Drive  
Decatur, Georgia 30030

With a copy to: Acting Chief Procurement Officer  
1300 Commerce Drive, 2<sup>nd</sup> Floor  
Decatur, Georgia 30030

With a copy to: Director of the Finance Department  
1300 Commerce Drive  
Decatur, Georgia 30030

**If to the Contractor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. **Counterparts** This Contract may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same Contract.

W. **Controlling Provisions** The Contract for this Project shall govern the Work. If any portion of the Contract shall be in conflict with any other portion, the various documents comprising the Contract shall govern in the following order of precedence: Contract, Change Orders or modifications issued after execution of the Contract; the provisions of the County’s RFP; and the Contractor’s Response thereto.

**[SIGNATURES CONTINUE ON NEXT PAGE]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three counterparts, each to be considered as an original by their authorized representative.

**DEKALB COUNTY, GEORGIA**

By: \_\_\_\_\_(SEAL)  
Signature

\_\_\_\_\_ **by Dir.**(SEAL)  
LEE MAY  
Interim Chief Executive Officer  
DeKalb County, Georgia

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax I.D. Number

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
BARBARA H. SANDERS, CCC  
Clerk of the Chief Executive Officer  
and Board of Commissioners of  
DeKalb County, Georgia

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

**APPROVED AS TO SUBSTANCE:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
County Attorney Signature

\_\_\_\_\_  
County Attorney Name (Typed or Printed)

