



**DeKalb County
Department of Purchasing and Contracting**

October 2, 2017

REQUEST FOR PROPOSALS (RFP) NO.: 17-500451

FOR

ONBASE IMPLEMENTATION

Procurement Agent: Vearnetta Rivers, CPPB
Phone: (404) 371-2936
Email: vrivers@dekalbcountyga.gov

Mandatory DeKalb First LSBE Meeting: 10/4/17 & 10/11/17
(Bidders must attend 1 meeting on either of the dates listed.) 4572 Memorial Drive, Decatur, Georgia 30032
Main Conference Room - A
(Meetings are held at 10:00 a.m. and 2:00 p.m.)
Pre-Proposal Conference: October 24, 2017, 10:30 a.m., 1300 Commerce Dr.,
2nd Floor.
Deadline for Submission of Questions: 3:00 P.M. ET, November 3, 2017
Deadline for Receipt of Proposals: 3:00 P.M. ET, November 8, 2017

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, 2nd Floor, Decatur, Georgia 30030

October 2, 2017

REQUEST FOR PROPOSAL (RFP) No. 17-500451

FOR

Onbase Implementation

DEKALB COUNTY, GEORGIA

DeKalb County Government (the County) requests qualified individuals and firms with experience with an Electronic Document Management System (ex. Imaging, Workflow, etc.), including system expansion, troubleshooting, and implementations to submit proposals for Onbase Implementation.

I. INTRODUCTION

A. General Information

Over the last three years, DeKalb County has worked to overhaul its permitting and business license operations to improve customer service and enhance staff efficiency. Technology improvements are a critical component of this overhaul. The County is implementing ProjectDox electronic plan review software while upgrading its Community Development Regulation software from Hansen 7.7 to Hansen 8.4 (now known as Infor Public Sector 8.4). While implementing these systems will bring significant efficiencies and automate manual processes, the County will continue to manage massive quantities of historical and new documents in paper and electronic format. Currently, these documents are manually filed according to various filing standards in file rooms and offices adjacent to staff until they are boxed and archived at the County's central record storage facility. Retrieval of documents can be time consuming and require inter-departmental coordination.

The County owns the Enterprise Content Management (ECM) OnBase and is interested in configuring and implementing it in a manner that integrates with and leverages functionality in Hansen 8.4 and ProjectDox, facilitates "searchability" and usability, promotes document sharing and cross-functional collaboration, and meets evolving business needs, while supporting the various types and formats of content utilized.

The County is interested in identifying Contractors capable of delivering the following:

1. Successfully deploy the OnBase solution across specified DeKalb County business units, and facilitate the migration of manual (current state) document management and archival processes to an automated, accessible, and secure platform
2. Integrate the OnBase solution with Kofax Capture, ProjectDox 8.5, and Hansen 8.4 software systems
3. Propose "Best/Leading Practices" approach for the implementation of the integrated solution
4. Apply industry standards throughout the implementation process

B. Required Experience

1. The vendor must have as a minimum the following qualifications:
 - a. At least three (3) years of experience working with an Electronic Document Management System (ex. Imaging, Workflow, etc.), including system expansion, troubleshooting, and implementations.
 - b. Specific experience with the following:
 - i. OnBase (v14.0 or greater ECM) – Modules including - Document Import Processor (DIP), Application Enabler, Records Management
 - ii. Kofax Capture Enterprise 10.2
 - iii. Document and Data Capture Services
 - c. Imaging Management
 - d. Content Management
 - e. Records Management
2. SQL Server 2008/2012
3. C#.Net (Kofax validation scripting, etc.)
4. Preferred Qualifications
 - a. Experience integrating with Infor Public Sector 8 web services
 - b. Experience integrating with ProjectDox electronic plan review software

C. Contract Terms

It is the intent of the DeKalb County Office of Planning & Sustainability to contract with one (1) Responder for the delivery of OnBase implementation services; however, the County reserves the right to make one (1) award or multiple awards. All contracts resulting from this RFP are contingent upon the actual availability of funds from the Department of Planning & Sustainability.

- D. The following Required Documents Checklist includes a list of attachments which **must** be completed and returned with Responder's technical proposal:

Required Documents	Attachment
Cost Proposal Form (1 copy, separate & sealed)	A
Proposal Cover Sheet	B
Contractor Reference and Release Form	C
Subcontractor Reference and Release Form (make additional copies as needed)	D
LSBE Documents – Exhibits A and B	E
Responder Affidavit	G
First Source Jobs Ordinance (with Exhibits 1 – 4)	H
New Employee Tracking Form	I
Exceptions to the Standard County Contract, if any	

- E. The services shall commence within ten (10) calendar days after acknowledgement of receipt of written notice to proceed and shall be completed within one hundred, eighty (180) business days

II. STATEMENT OF WORK

- A. The Successful Responder (here in after referred to as "Contractor") will be required to configure DeKalb County's Enterprise Content Management system OnBase for the purpose of long-term content storage and retrieval. The following business units (Business Units) have been identified as the functional areas for which this implementation will be delivered:
1. Building Permits
 2. Code Enforcement
 3. Business License
 4. Inspections: Fire Marshal, building, development, and environmental inspections
 5. Land Development
 6. Current Planning
- B. The Contractor will be responsible for configuring OnBase to accept and store content from multiple sources and in several formats identified in this Statement of Work. At a minimum, the Contractor will need to configure the system to recognize, scan, archive, retrieve, and import any common file format, including the following:
1. PDF
 2. PNG
 3. JPG
 4. XPS

- 5. TIFF
- 6. GIF
- 7. XLS
- 7. DOC

- C. Additionally, the system must be configured to store that content according to defined index values provided in Appendix 2, as supplemented by the Contractor's discovery process. The Contractor will configure OnBase to allow the Business Units to retrieve content according to any of the identified key words, document names, and document types, in addition the date when the document was stored.
- D. This Statement of Work pertains only to discovery, software configuration, testing, and other related responsibilities. The Contractor will not be responsible for the scanning of any existing hard copy documents except to the extent required for system testing or user testing.
- E. This Statement of Work can be broken into the following parts:

- 1. Kofax/OnBase configuration for paper and electronic documents
- 2. Integration with ProjectDox
- 3. Integration with Hansen/Infor Public Sector CDR 8.4
- 4. Additional Discovery and Configuration Requirements
- 5. Testing and Go Live
- 6. End User Training
- 7. Miscellaneous Requirements
- 8. Hardware and Software Requirements
- 9. Payment Deliverables

- F. Kofax/OnBase Configuration For Paper and Electronic Documents

The Contractor shall provide professional services to accomplish the following:

- 1. Configure OnBase to accept and file electronic documents according to established document types and index values (building permit application business license application, etc.; application number, parcel id, etc.).
- 2. Configure Kofax and OnBase to accept and store scanned documents into

- G. OnBase shall be implemented according to established document types and index values. The system will need to be capable of the following:

- 1. Recognize document types and file the document according pertinent information scanned from the document itself
- 2. Enable compound document capture capabilities
- 3. Enable bulk import capabilities by creating batch classes functionality required in Kofax for content delivery to OnBase.
- 4. Configure Document Import Processor (DIP) for the purpose of capturing/ delivering outputs from third party applications into OnBase.

5. Develop the necessary software, deploy it in the County's test system, and demonstrate its effectiveness in meeting the desired outcomes.
- H. Ensure that the document retrieval process works successfully from OnBase. At a minimum, Business Units should be capable of searching the system based on date stored or any established index value, as indicated on Appendix 2 and supplemented by the Contractor discovery process.
 - I. The county is currently on Kofax Capture v10.2 and OnBase v14.x. However, the county is anticipating having upgraded to OnBase v16.x by the time notice to proceed (NTP) for this RFP is given (see *Miscellaneous Requirements* below). Therefore, the contractors' proposal should be applicable to the version of Kofax/OnBase in use by the county at the time of NTP.
 - J. The Business Units have a number of documents that are currently stored in paper form. The attached Taxonomy document (Appendix 2) describes the various types of documents for which professional services will be needed for the purpose of ECM enablement. Table 1.0 below provides a categorization of the paper sizes for the documents that are within the scope of this effort. The Document Unit range indicates the number of unique document types for which index values will be required.

Table 1.0

Business Units	Regular Paper Document Size	Plats Sizes	Plans Sizes	Other Documents	Document Unit Range
Building Permits	8½" x 11"		11"x17" or 18"x24"		29-32
Land Development	8½" x 11"	Not less than 8½"x11", or larger than 24"x36"	17"x22" or 24"x36"	8½"x11", 11"x17", 18"x24", 17"x22" or 24"x36"	39-42
Current Planning	8½" x 11"			8.5" x 11" 8.5" x 14" 11" x 17" 18" x 24" 24" x 36" 30" x 42"	50-52
Business License	8½" x 11"				41-45
Code Enforcement	8½" x 11"				15-17
Inspections	8½" x 11"				5-7

K. Integration with Project Dox

1. The County is implementing Avolve ProjectDox version 8.5.2.1 (<http://www.avolvesoftware.com/projectdox/>) for electronic plan review. The county

desires that the “final” approved plan documents including all attachments be stored in OnBase. Once a project is complete, ProjectDox automatically moves all approved plans and documents into Approved Plans, Approved Documents, or other folders. The Contractor will develop an interface that will pull all documents from the Approved Documents folder into OnBase. Documents pulled into OnBase should be filed according to the document type and desired index values as demonstrated in Appendix 2. Because ProjectDox lacks all required data to complete the desired index values for all document types, the integration will need to cross-check against the Infor Public Sector 8.4 database to complete the indexing process. More information on this process is provided in Part 3 of this SOW. This integration should run no less often than once nightly.

2. In their response to this RFP, the contractor shall detail a technical approach by which the contractor shall provide the necessary system integration for enabling this process successfully. ProjectDox is being implemented as a Software as a Service (SaaS) application. An example of a procedure for exporting files from ProjectDox into the OnBase ECM system is attached in **Appendix 3**. This example is derived from discussions with the ProjectDox vendor as to possible mechanisms for integrating with *any* ECM software. The Contractor should in their technical approach detail their recommended mechanism for such integration.
3. The Contractor will be responsible for configuring OnBase and ProjectDox to accomplish the functionality described in this Statement of Work. This may require the Contractor to subcontract with Avolve to make the required configuration changes in ProjectDox to export final approved documents into OnBase.

Note: The types of documents that will be part of this portion will be either the same or a subset of the types of documents that are presented in **Appendix 2**.

L. Integration with Infor Public Sector 8.4 CDR

1. The County is implementing Infor Public Sector 8.4 CDR, formerly known as Hansen, (<http://www.infor.com/product-summary/public-sector/community-development-regulation/>) for processing and issuing building permits, Land Development Permits, and Business Licenses, and for managing code enforcement and planning cases. The County desires that the documents attached to any permit, license, or case be stored in OnBase.
2. In their response to this RFP, the contractor shall detail a technical approach by which the contractor shall provide the necessary system integration for enabling this process successfully. IPS 8.4 is being implemented as a Software as a Service (SaaS) application that is hosted by the vendor. The IPS 8.4 vendor has suggested that one way to integrate the two systems would be using the IPS 8.4 API features and/or web services. This integration should run regularly throughout the day on an interval to be defined by the County in the discovery phase of this Statement of Work. The Contractor should in their technical approach detail their recommended mechanism

for such integration. The proposed mechanism must additionally accomplish the following:

3. When documents are archived from ProjectDox, they will be indexed in OnBase based on values present in IPS 8.4. For example, values like parcel ID and address do not exist in ProjectDox and will need to be pulled from IPS 8.4 to serve as index values in OnBase. These values will be pulled from IPS 8.4 using a common key such as the application number or case number.

Note: The types of documents that will be part of this portion will be either the same or a subset of the types of documents that are presented in **Appendix 2**.

M. Discovery and Configuration Requirements

1. **Discovery**
The Contractor shall conduct discovery sessions with the business units to finalize the document types, index values and other required functional details that will be part of this effort and are included in Appendix 2. Additionally, the Contractor will recommend required hardware to enable scanning, storage, and retrieval of documents using the fully integrated solution, including, but not limited to desktop scanners and large-format scanners. Hardware must meet business needs for scanning speed and quality.
2. **Profile Settings**
The Contractor shall work with the Business Units to establish rights and privileges for different users, restricting access to certain document types by User Group in OnBase. Each User Group will have varying levels of access and permissions according to document type.
3. **Document Change Management**
The Contractor is responsible for configuring OnBase so that any alteration to an existing document will be noted in the system and indicate the user that made the change. Each document should have a version history showing when changes were made and by which user those changes were made.

N. Record Retention Requirements

The Contractor shall work with the Business Units to configure OnBase to remove documents once state and County record retention policies have been satisfied. One or more “Archive Managers” will be established who will receive notifications on a regular basis regarding documents to be deleted. Archive Managers will be assigned to varying numbers of document types. He or she will have the ability to approve or postpone the deletion for a specified amount of time.

M. Records Retention Requirements

State and County record retention requirements vary based on the document type, therefore the Contractor will be required to configure the software to apply different expiration dates for different documents. The system should add documents set to be expired to a queue that requires manual intervention by staff to execute. No documents should expire automatically. However, staff should be capable of bulk expiration of records to avoid extensive effort when multiple records are due to be expired.

O. Flex Hours

The County anticipates that through the course of discovery, configuration, and testing, the Business Units will identify additional configuration needs. Contractor should include in their proposal a bucket of 140 flex hours to be used for additional discovery, development, custom report writing, or other requirements beyond what is anticipated in this Statement of Work.

P. Testing and Go Live

1. Testing

Contractor will be required to perform preliminary system testing in the Test Environment and resolve substantial issues prior to turning the system over to the Business Units for User Acceptance Testing. Substantial issues are defined as any defect or bug that prevents completion of any of the following steps:

- a. Scanning or otherwise saving documents into OnBase via Kofax
- b. Retrieving documents from OnBase via defined index values
- c. Use of interface with Hansen 8 attachments functionality to store documents in, and retrieve documents from OnBase
- d. Use of interface with ProjectDox to archive documents from the Approved Documents folder into OnBase
- e. Contractor will be required to share with the County completed test scripts showing the individual tasks completed to test each of the major milestones listed above. The business requirements will not be considered met until the Business Units have signed off on User Acceptance Testing.

Q. Go-Live

Contractor and the County will agree on a go-live date on which the software will be moved into production. The Contractor will provide the County with a go-live checklist that outlines the responsibilities of the County, the Contractor, Avolve, Infor, and any other third parties with responsibilities to prepare for go-live.

The Contractor will be required to be on-site for go-live and will remain on-site for two days after go-live to help troubleshoot any issues that arise. The Contractor shall be available for 60 days after go-live to assist the County with any bugs, defects, or other problems that arise

as a result of Contractor's configuration or interface development work. The County will not provide the final deliverable payment until 60 days after go-live to ensure all requirements have been met.

R. End User Training

1. Contractor will be responsible for training end users on how to use the software system, once fully configured and tested, before go-live. Contractor will lead four on-site training sessions to last no more than four hours each and will be to no more than 12 staff members in each session. Contractor will need to develop training materials and a training curriculum, to be approved by the County as a minimum, cover the following:
 - a. Archiving of various paper document types and sizes into OnBase through scanning via Kofax Capture
 - b. Archiving of various electronic document types and sizes into OnBase through Kofax Capture
 - c. Retrieval of various document types and sizes through multiple index values

S. Miscellaneous Requirements

1. The County currently uses OnBase v14.x with a SQL Server 2008 database. The County plans to upgrade the software to v16.x with a SQL Server 2012 database. The proposal should be applicable regardless of the OnBase version the County is on at the time of the Notice to Proceed (NTP).
2. Vendor must make available to DeKalb County the final source code, which remains the property of DeKalb County.
3. Professional services vendor(s) must identify and offer recommendation based on best/leading practices, and allow for system integrations from OnBase to/from Hansen (version 8) and ProjectDox.

U. Hardware and Software Requirements

1. Professional services vendor(s) must be able to work with County staff to provide a fully functional solution that will work within the DeKalb County network environment/infrastructure.
2. Vendor(s) must be able to implement a sustainable solution that will help facilitate increased user productivity and satisfaction, while reducing risks and eliminating redundancies. The delivered solution must be able to function holistically across multiple platforms. The solution must also be scalable to support user requirements throughout the content lifecycle and address:
 - a. Records management
 - b. Document management

- c. Image-Processing Applications
- d. Content Workflow
- e. Ease of retrieving stored information

V. Maintenance Agreement

The Contractor will enter into a separate maintenance agreement with the County for the purposes of providing maintenance to the developed software & system. This maintenance will include activities such as providing fixes, patches and upgrades to the vendor provided software in the event of activities such as system, software, application changes, desired improvements, upgrades or other activities that may impact the software. The Contractor will provide a cost proposal for 200 hours of programmatic support per year at a specific hourly rate. Any maintenance hours unused in a given year will roll over to the next year. This maintenance agreement will be for 3 years, with 2 one (1) year extension options for the County. This maintenance agreement will become effective upon completion of post go-live support.

W. General Programmatic Support

The County at its discretion could use the services of the vendor for performing a similar scope of work for other departments. Please provide a cost proposal for 400 hours of work per year at a fixed hourly rate for providing such services. The term of this support request will be the same as the maintenance agreement. Any monies not used in a particular year will be rolled in to subsequent years at the discretion of the county.

X. Payment Deliverables and Desired Timelines

1. Payment for this contract will be broken up according to completion of the following deliverables and desired timelines:
 - a. D1: Create project plan for implementation: 5%, 5 business days
 - b. D2: Complete discovery process and integration strategies: 10%, 30 business days
 - c. Kofax and OnBase Configuration Strategy
 - d. Finalize Document Inventory and Index Values
 - e. ProjectDox Integration Strategy
 - f. Hansen 8 Integration Strategy
 - g. D3: Complete configuration and system testing for Kofax and OnBase, scripts provided to the County: 25%, 50 business days (concurrent with D4)
 - h. D4: Complete interface development and system testing for integrations with Hansen 8 and ProjectDox: 20%, 50 business days (concurrent with D3)
 - i. D5: Complete User Acceptance Testing: 20%, 15 business days
 - j. D6: Complete post go-live support Phase 1 (30 business days after go-live), provide source code: 10%

- k. D7: Complete post go-live support Phase 2 (60 days after go-live): 10% and
2. Maintenance Agreement: 100% of Maintenance Agreement costs will be paid upon completion of post go-live support Phase 2.

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. 17-500451 for OnBase Implementation on the outside of the envelope.
2. The sealed envelope containing the cost proposal is requested to be included in the sealed package containing the technical proposal.
3. **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.
4. Responders are required to submit their costs on Attachment A, *Cost Proposal Form*. **Responder shall not alter the cost proposal form.**

B. Technical Proposal

DO NOT INCLUDE ANY COSTS OF ANY KIND IN THE TECHNICAL PROPOSAL.

1. Technical Proposals must be submitted in a sealed envelope(s) or box(es) with the responder's name and "Request for Proposals No. 17-500451 for OnBase Implementation 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. Technical Approach:
 - a. Responders are required to describe the procedures and methods that will achieve the required outcome of the project as specified herein;
 - b. Include a listing of the County's responsibilities and the Responder's responsibilities required to complete the project; and

- c. Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion.
4. Project Management:
 - a. Describe how the project will be organized and managed;
 - b. Describe progress reporting procedures for the project;
 - c. Include the anticipated use of subcontractors or vendors; and
 - d. Describe the resources necessary to accomplish the purpose of the project.
5. Personnel:
 - a. Identify the individuals who will be part of the project team;
 - b. Include any outside personnel, such as subcontractors; and
 - c. Provide detailed resumes of team members and subcontractors who will be directly working on the project.
6. Organizational Qualifications:
 - a. Describe Responder's experience, capabilities and other qualifications for this project;
 - b. How many years has Responder operated under current company name?
 - c. Has Responder ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government?
7. Responder must provide financial statements for the last three (3) years that evidences the responder's financial capabilities to perform the statement of work. (Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be accepted.) Provide year of incorporation.
8. 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.
 - b. Provide three (3) references for each subcontractor proposed as a part of the project team. The references shall be for the same or similar types of services to be performed by the subcontractor (including LSBE-DeKalb and LSBE-MSA firms) on projects similar in size and scope to the project outlined in this RFP. Use Attachment D, Subcontractor Reference and Release Form. Make additional copies as needed.
9. Provide the following information: Are you a DeKalb County Firm? Yes/No.

C. DeKalb First Ordinance

1. 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. The current DeKalb

County List of Certified Vendors may be found on the County website at <http://www.dekalbcountyga.gov/purchasing/pdf/supplierList.pdf>.

2. It is required that all responding Bidders attend the mandatory LSBE meeting within two-weeks of the solicitation's advertisement, and comply, complete and submit all LSBE forms with the Bidder's response in order to remain responsive.
3. For further details regarding the DeKalb First Local Small Business Enterprise Ordinance, contact the LSBE Program representative at pcadmin-ops@dekalbcountyga.gov or (404) 371-7051.

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 F, *Sample County Contract*. In order for a Proposal to be considered, it is **mandatory** that the *Responder Affidavit*, Attachment G, be completed and submitted with responder's proposal.

IV. CRITERIA FOR EVALUATION (PLEASE EVALUATE YOUR DISTRIBUTION OF POINTS)

The following evaluation criteria and the maximum points stated below will be used as the basis for the evaluation of proposals.

- A. Cost (10 points)
- B. Technical Approach to the Project (20 points)
- C. Project Management (20 points)
- D. Personnel (20 points)
- E. Organizational Qualifications and Financial Responsibility (20 points)
- F. Local Small Business Enterprise Participation (10 points)
- G. Optional Interview (10 points) - bonus

V. CONTRACT ADMINISTRATION

A. Standard County Contract

The attached sample contract is the County's standard contract document (see Attachment F), 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.

B. Submittal Instructions

One (1) original Technical Proposal stamped “Original” and 7 compact discs with each disc containing an identical copy of the Technical Proposal; and one (1) original 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 8, 2017. Do not include the Cost Proposal on the compact discs with the Technical Proposal.

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

Proposals must be clearly identified on the outside of the packaging with the responder’s name and “Request for Proposals No. 17-500451 for OnBase Implementation on the outside of the envelope(s) or box(es).

C. Mandatory Pre-Proposal Conference

A pre-proposal conference will be held at 10:30 a.m. on the 24th day of October, at 1300 Commerce Drive, 2nd Floor, Decatur, GA 30030. Interested responders are strongly encouraged to attend and participate in the pre-proposal conference. For information regarding the pre-proposal conference, please contact Vearnetta Rivers at (404) 371-2936 or vrivers@dekalbcountyga.gov.

D. Questions

All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-proposal conference; however, oral answers are not authoritative. Questions must be submitted to Vearnetta Rivers, via email tovrivers@dekalbcountyga.gov, no later than close of business on November 3, 2017. 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.

E. Acknowledgment of Addenda

Addenda may be issued in response to changes in the RFP. It is the responsibility of the responder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the Department of Purchasing and Contracting as requested. Responder may call Vearnetta Rivers at (404) 371-2936 or send an email to vrivers@dekalbcountyga.gov to verify the number of addenda prior to submission. Addenda

issued for this project may be found on DeKalb County's website, http://www.dekalbcountyga.gov/purchasing/pc_formal_solicitation_current_bids.html.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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. Please complete the First Source Jobs Ordinance Acknowledgement and New Employee Tracking Form included in Attachment H, First Source Jobs Ordinance (with Exhibits 1 – 4) and submit with the responder's proposal.

For more information on the First Source Jobs Ordinance requirement, please contact

WorkSource DeKalb at www.worksourcedekalb.org or 404-687-3400.

K. Business License

Upon award of the contract, successful responder shall submit a copy of its 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 its valid business license issued by its home jurisdiction. If responder holds a professional certification which is licensed by the state of Georgia, then responder shall submit a copy of its valid professional license. Any license submitted in response to this requirement shall be maintained by the responder for the duration of the contract.

L. Ethics Rules

Bidders are subject to the Ethics provision within the DeKalb County Purchasing Policy; the Organizational Act, Section 22A, the Code of DeKalb County; and the rules of Executive Order 2014-4. Any violations will be addressed, pursuant to these policies and rules.

To the extent that the Organizational Act, Section 22A, the Code of DeKalb County, and the rules of Executive Order 2014-4 allow a gift, meal, travel expense, ticket, or anything else of value to be purchased for a CEO employee by a contractor doing business with the County, the contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to the Chief Integrity Officer, if created, or the Finance Director or his/her designee. Every contractor conducting business with the County will receive a copy of these ethical rules at the time of execution of the contract.

M. 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.

N. Cooperative Procurement

The County through P&C may permit piggybacks to this contract from other city, county, local authority, agency, or board of education if the vendor will extend the same prices, terms, and conditions to the city. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following entry, renewal or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

VI. AWARD OF CONTRACT

An evaluation committee will review and rate all proposals and shall determine if interviews are necessary.

If interviews are conducted, 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.

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

Sincerely,

Vearnetta Rivers, CPPB
Procurement Agent Sr.
Department of Purchasing and Contracting

Attachment A:	Cost Proposal
Attachment B:	Proposal Cover Sheet
Attachment C:	Contractor Reference and Release Form
Attachment D:	Subcontractor Reference and Release Form
Attachment E:	LSBE Opportunity Tracking Form
Attachment F:	Sample County Contract – Professional Services
Attachment G:	Sample County Contract - Maintenance
Attachment H:	Responder Affidavit
Attachment I:	First Source Jobs Ordinance Information with Exhibits 1 - 4
Appendix 1:	Overview of Current County OnBase Architecture
Appendix 2:	Taxonomy Document
Appendix 3:	Example of How to Integrate with ECM Systems

ATTACHMENT A

COST PROPOSAL FORM (consisting of 19 thru 21 pages)

ONBASE IMPLEMENTATION

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. 17-500451 OnBase Implementation" 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

ATTACHMENT A
COST PROPOSAL FORM

- I. Responder:** State a FIRM FIXED LUMP SUM for all costs, direct and indirect, administrative costs, and all things necessary for OnBase Implementation.

(State the amount in writing on this line.)

\$ _____

(State amount in figures on this line.)

- II. Responder:** Provide pricing for multiyear maintenance for OnBase Implementation.

Time Period	Number of Hours	Total (\$)
Year 1	200	
Year 2	200	
Year 3	200	
Optional Year 1	200	
Optional Year 2	200	

- III. Responder:** Provide pricing for multiyear programmatic support for OnBase Implementation.

Time Period	Number of Hours	Hourly Rate (\$/Hour)	Total (\$)
Year 1	400		
Year 2	400		
Year 3	400		
Optional Year 1	400		
Optional Year 2	400		

- IV. Responder:** Provide pricing for implementation and multiyear maintenance and programmatic support including optional years. The County reserves the right to award II & III in whole or in part.

(State the amount in writing on this line.)

\$ _____

(State amount in figures on this line.)

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		
<p>Proposals for 17-500451 OnBase Implementation described herein will be received in the Purchasing & Contracting Department, Room 2nd Floor, The Maloof Center, 1300 Commerce Drive, Decatur, Georgia 30030 on November 8, 2017 until <u>3:00 p.m. (EST)</u>. Proposals shall be marked in accordance with the RFP, Section V.B.</p> <p>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.</p>			
<p>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.</p>			
Authorized Representative Signature(s)		Title(s)	
Type or Print Name(s)		Date	

ATTACHMENT C
CONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

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
SUBCONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

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 E
DEKALB FIRST LSBE INFORMATION
WITH EXHIBITS A – B**

**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 DeKalb First Local Small Business Enterprise Ordinance.

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

Percentage of LSBE Participation Required
20% of Total Award

Certification Designation	Request For Proposals (RFP)
LSBE Within DeKalb (LSBE-DeKalb)	Ten (10) Preference Points
LSBE Outside DeKalb (LSBE-MSA)	Five (5) Preference Points
Demonstrated GFE	Two (2) Preference Points

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) points in the initial evaluation of their response to any Request for Proposal. Certified LSBEs located outside of DeKalb County but within the nine (9) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive five (5) points in the initial evaluation of their response to any Request for Proposal. Prime Contractors who demonstrate sufficient good faith efforts in accordance with the requirements of the ordinance shall be granted two (2) points in their initial evaluation of responses to any Request for Proposal. Pro-rated points shall be granted where a mixture of LSBE-DeKalb and LSBE MSA firms are utilized. Utilization of each firm shall be based upon the terms of the qualified sealed solicitation.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) because they are either a certified LSBE-DeKalb or LSBE-MSA firm or has obtained 20% participation of an LSBE-DeKalb or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) and documented good faith efforts, submits a lower bid price than a Prime Contractor that achieved 20%

LSBE participation, or otherwise required benchmark, then the Prime Contractor who actually met the benchmark will be given the opportunity to match the lowest bid price of the Prime Contractor who only made good faith efforts. Prime Contractor(s) who choose **not** to match the lowest bid price, then the Prime Contractor who made the good faith efforts will be deemed the lowest, responsive and responsible bidder.

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 percentage shall be due with the bid or proposal documents and included with "Exhibit A". The certified vendor list establishes the group of Certified LSBE's from which the bidder/proposer must solicit subcontractors for LSBE participation. This list can be found on our website <http://www.dekalbcountyga.gov/purchasing-contracting/about-purchasing-and-contracting> or obtained from the Special Projects LSBE Program team.

Prime 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." The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. Failure to achieve the LSBE benchmark or demonstrate good faith efforts shall result in a bid or proposal being rejected. Prime Contractors that fail to attend the mandatory LSBE meeting in person or via video conference shall mean that the Prime Contractor has not demonstrated sufficient good faith efforts and its bid or proposal if submitted, shall be deemed non-responsive without any further review.

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 shall ensure that all LSBE 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 shall constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies. LSBE sub-contractors must confirm payments received from the Prime(s) for each County contract they participate in.

For eligible bids/proposals valued over \$5,000,000.00, the Mentor-Protégé provision of the Ordinance shall apply. Prime Contractors must agree to become mentors and take on an LSBE protégé in an effort to enhance the potential of future LSBEs. Qualifying projects shall be performed by both Mentor and Protégé through a subcontract between both parties. This requirement is in addition to all other applicable sections of the DeKalb First Ordinance. Please review the ordinance, section 2-214 or contact the LSBE Program Representative for detailed information regarding this initiative.

EXHIBIT A

**SCHEDULE OF DEKALB FIRST 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: **17-500451**

TITLE OF UNIT OF WORK – **OnBase Implementation**

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-DeKalb or MSA, please indicate below the percentage of 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 percentage of participation to be provided by the LSBE-DeKalb or MSA joint venture firm.

4. List the LSBE-DeKalb or MSA subcontractors and/or firms (including suppliers) to be utilized in of this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of the County. 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 percentage of work to be performed. A Letter of Intent form is attached hereto as “Exhibit B”.

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	

Percentage of work to be performed	
------------------------------------	--

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Please attach additional pages, if necessary.

EXHIBIT A, CONT'D

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.			Prime Contractors shall attend a MANDATORY LSBE Meeting in person or via video conference within two-weeks of advertisement of the solicitation.
2.			Provide a contact log showing the company's name, contact person, 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, response date and the percentage of work.
3.			Provide interested LSBEs via email, of any new relevant information, if any, at least 5 business days prior to submission of the bid or proposal.
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 via email or phone with DeKalb First Program Staff seeking assistance in identifying available LSBEs. Provide DeKalb First Program Staff representative name and title, and date of contact.
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 LSBE participation percentage shall be due with the bid or proposal documents.
8.			Other Actions, to include Mentor/Protégé commitment for solicitations \$5M and above (specify):

Please explain all "no" answers above (by number):

This list is a guideline and by no means exhaustive. The County will review these efforts, along with attached supporting 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 - DeKalb First Program, Felton Williams, Procurement Projects Manager at 404-371-6312.

EXHIBIT A, CONT'D

DEKALB FIRST 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 Prime Contractor. 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)**

ITB Number: **17-500451**

Project Name: OnBase Implementation

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/Task Assignment	% of Contract Award

Prime Contractor

Sub-contractor

Signature: _____ **Signature:** _____

Title: _____ **Title:** _____

Date: _____ **Date:** _____

ATTACHMENT B

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

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of DEKALB COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the Contract Term and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with Subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. §13-10-91. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

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 C

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

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 D

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

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 E
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 F
SAMPLE PRFESSIONAL SERVICE AGREEMENT

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 _____, with offices in _____, _____ (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 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 31st, 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 1st, 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 II. 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 _____ (\$_____), 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 _____ page(s) 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: "Planning & Sustainability"

B. Upon award, Prime Contractor(s) with Local Small Business Enterprise (LSBE) Subcontractor(s) shall enter utilization reports electronically at 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

ARTICLE III. SCOPE OF WORK

The Contractor agrees to provide all OnBase Implementation services in accordance with the County's Request for Proposals (RFP) No. 17-500451 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 IV. 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 Indemnatee against claims, actions, or expenses based upon or arising out of the County Indemnatee’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, 2nd 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, 6th Floor
Decatur, GA 30030

and

Executive Assistant
1300 Commerce Drive
Decatur, Georgia 30030

With a copy to: Chief Procurement Officer
1300 Commerce Drive, 2nd 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

Name (Typed or Printed)

Title

Federal Tax I.D. Number

Date

ATTEST:

Signature

Name (Typed or Printed)

Title

APPROVED AS TO SUBSTANCE:

Department Director

_____ by **Dir.** (SEAL)
MICHAEL L. THURMOND
Chief Executive Officer
DeKalb County, Georgia

Date

ATTEST:

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

APPROVED AS TO FORM:

County Attorney Signature

County Attorney Name (Typed or Printed)

ATTACHMENT A

Contractor's Cost Proposal

APPENDIX I

“Excerpts from the Contractor’s
Response to the County’s Request
for Proposals (RFP) No. 17-500451”

APPENDIX II

ATTACHMENT B

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

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of DEKALB COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the Contract Term and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with Subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. §13-10-91. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

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 C

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 D

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 E
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 G
Sample County Maintenance Contract

System Maintenance and Support Agreement for OnBase Maintenance

THIS AGREEMENT made by and between **DEKALB COUNTY** a political subdivision of the State of Georgia (hereinafter referred to as “DeKalb County” or the “County”) and a corporation organized and existing under the laws of the State of (hereinafter referred to as “Contractor”), shall constitute the terms and conditions under which the Contractor shall provide professional software and hardware maintenance and support for (hereinafter referred to as the “Covered Items.”)

WHEREAS, Contractor has agreed to provide professional services, hardware and software licenses, pursuant to a separate agreement between the County and the Contractor dated , DeKalb County Contract No. , (hereinafter referred to as the “Implementation Agreement”).

WHEREAS, the County will from time to time require maintenance and support regarding the use and functionality of the Covered Items.

WHEREAS, the County and Contractor entered into the Implementation Agreement and as result of the execution of the Implementation Agreement, the Contractor installed an system for the DeKalb County . The Contractor is the only vendor that can provide adequate and compatible support and maintenance for this system; thus, the County finds that this contract is a sole source contract for the support and maintenance of this system used daily by of DeKalb County.

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

1. SCOPE OF SERVICES.

- 1.1. Contractor agrees to perform and the County agrees to accept the maintenance and support services specified in this Agreement with respect to the Covered Items.

2. TERM OF AGREEMENT.

- 2.1 The services to be performed under this Agreement shall commence immediately upon the execution date of the Agreement set forth on the signature page of this Agreement (hereinafter referred to as the “date of execution.”) This Agreement shall terminate absolutely and without further obligation on the part of the County on December 31, and on December 31, , as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of Section 9 of this Agreement. This Agreement will be automatically renewed on January 1, and on January 1, , upon the same terms and conditions, as provided for in this Agreement, unless terminated in accordance with the termination provisions of Section 9 of this Agreement. This Agreement will terminate months after the date of execution.

3. SUPPORT AND MAINTENANCE SERVICES.

3.1. During the term of this Agreement, Contractor will maintain the Covered Items by providing software updates, enhancements, bug fixes, and defect support to the County as required (the "Support"). All software updates, enhancements, bug fixes, and defect support provided to the County by the Contractor pursuant to the terms of this Agreement shall be subject to the terms and conditions of the License Agreement as is set forth in the Implementation Agreement. The Support will be provided as set forth below:

3.1.1. Defect Support and Bug Fixes:

3.1.1.1. Contractor shall provide consulting services and/or written support services through telephone, fax, email, or other manner to the County's designated personnel. Such consulting services shall consist of defect support and bug fixes for the Covered Items and any related documentation by providing of assistance regarding suspected defects or errors in the Covered Items or documentation. As to any defect claim, Contractor will analyze the claim of the County and inform the County of the result of its analysis. If a defect in the Covered Items is confirmed by the Contractor, Contractor will exercise commercially reasonable efforts to provide County with the correction as soon as possible and assist the County in installing any patches, additional code, or other defect support to restore or maintain the functionality of the Covered Items.

3.1.1.2. On suspecting a defect with the Covered Items or the related documentation the County will make a telephone call or email to the Contractor's support personnel and will leave a detailed message indicating the exact problem and a description thereof, and a classification in the following priority and error levels:

3.1.1.2.1 "High Priority Issue": An outage has occurred or the system does not work according to specifications.

3.1.1.2.2 "Medium Priority Issue": System works, but problems with specific functions are impacting the production use of the software.

3.1.1.2.3 "Low Priority Issue": Problems with specific functions have been identified, but are not impacting the production use of the software. Basic inquiries about the system are also included as Low Priority Issues.

3.1.1.3. The Contractor represents and warrants that it will respond to the County's report of a defect in the following manner:

3.1.1.3.1 "High Priority Issue": Contractor should respond to the issue within 30 minutes. After a 3 hour period, status updates should be provided to the DeKalb County Information Systems department or its designee (hereinafter referred to as "DeKalb County IS" on an hourly basis. Continuous effort should be applied to resolve the issue until the service level is restored or until an acceptable work-around is implemented.

- 3.1.1.3.2 "Medium Priority Issue": Contractor should respond to the issue within 1 hour. After a 5 hour period, status updates should be provided to DeKalb County IS on an hourly basis. Continuous effort should be applied to resolve the issue until the service level is restored or until an acceptable work-around is implemented.
- 3.1.1.3.3 "Low Priority Issue": Contractor should respond on same or next business day via email or telephone. If a problem is identified, efforts should be made to resolve the problem as quickly as possible.
- 3.1.1.4. For "High Priority Issues" and "Medium Priority Issues", the Contractor represents and warrants that it will use all commercially reasonable efforts to restore the Covered Items to its full functionality as quickly as possible. For "Low Priority Issues" the Contractor represents and warrants that it will address the issue within 1 business day.
- 3.1.2. Necessary enhancements to keep the Covered Items functional and current with the current operating system vendor's releases.
- 3.1.3. Changes in documentation as required.
- 3.1.4. Performance enhancements to the Covered Software as required.
- 3.2. Contractor shall have no obligation to create new functionality for the Covered Software pursuant to its support and maintenance obligations. Any such new functionality must be the subject of a separate written agreement between the parties. The County shall have no obligation to pay for any new functionality created by the Contractor unless work on such new functionality is authorized in writing.
- 3.3. Support services do not include (1) custom programming services; (2) onsite support for software; (3) support of any software which is not a Covered Item; (4) training; and (5) any other activity as is described in Sections 4, 5, and 6 of this Agreement.
- 3.4. During Preventive or Remedial Maintenance, Contractor may install or replace hardware parts as it determines necessary. Such parts may be new, used or refurbished. Contractor will use only parts and components of equal quality. All parts and components replaced become the property of Contractor. Replacement Parts will be provided as part of the Basic Maintenance Service unless excluded in Attachment A. Contractor shall provide on-site support for repair of hardware.
- 3.5. County Responsibilities:
 - a. County has sole responsibility for Product Malfunctions caused directly or indirectly by any of the acts, omissions, events and causes listed below. Any services, repairs or replacements by Contractor in respect of any such Product Malfunction shall be charged to County at Contractor's customary rates. County is responsible to pay Contractor for the time or other resources provided to diagnose or attempt to correct any problem caused by the actions below.

- b. Negligent or willful acts or omissions of County, its employees or agents.
 - c. Damage or destruction due to accident or casualty or other acts of God.
 - d. Events not under the control of Contractor (i.e., modifications made by County, a County employed third party or negligent or willful acts or omissions by any third parties, etc).
 - e. Modification of any Product, as listed in Attachment A, not authorized by Contractor in writing.
 - f. Installation of any equipment or device not manufactured by Contractor or supplied by Contractor, by mechanical or electrical means, to the Product unless such installation has been specifically in each instance authorized by Contractor in writing.
 - g. Repair of damage, replacement of parts or increase in service time caused by neglect, accident or misuse by County, including, without limiting the generality of the foregoing, failure of electrical power or any other failure not attributable to a Product.
 - h. Painting, modifying or refinishing the case or exterior of any hardware device, or furnishing material therefore.
 - i. Changing or performing services connected with relocation of any Product, or adding or removing accessories, attachments or other devices without the advice and written consent of Contractor's technical staff.
 - j. Repair of damage or increase in service time caused by relocation or movement of any Product by County, to include relocation of data, without the prior advice and written consent of Contractor's technical staff.
 - k. Repair of damage or increase in service time caused by the installation of products not listed in Attachment A which cause conflicts or damage to covered products or County data.
 - l. Consumable materials such as ribbons, paper, magnetic tape, scanner rollers and cleaning materials.
 - m. Repair of damage or increase in service time caused by use of any Product for purposes other than that for which it is designed.
 - n. Additional Contractor service time or other costs resulting from failure by County to perform daily back-up of its data. For example, time spent recovering or rebuilding database indices or data.
 - o. County is responsible to pay Contractor for the time or other resources provided to diagnose or attempt to correct any problem caused by the actions in this Section.
- 3.6. Contractor retains the option at all times during the existence of this Agreement to exclude any Product listed in Attachment A from coverage when: 1) the manufacturer or developer notifies Contractor that a covered Product will no longer be supported by the manufacturer or developer due to aging through the upgrade process and there is not a suitable third-party acquiring the support, or 2) the industry can no longer supply the necessary repair

components. Contractor will provide notification to County within five (5) working days of Contractor's receipt of notification from the manufacturer or developer. Contractor may assist County in developing a transition plan to replace Products that will become obsolete by virtue of coverage exclusion at an additional charge. Such assistance does not include the cost of acquiring, installing, implementing, or integrating the replacement Product or service. If the Product to be excluded is software, either the Product or a version of the Product, Contractor will continue to provide technical support to County providing there is technical support from the third party vendor for the obsolete software, for the term of this Agreement. If a third party vendor does not provide support for the excluded Product, and County selects that Contractor continue to provide support for the excluded Product, Contractor will endeavor to fix any reported problems with the subject Product; however, a fix will not be guaranteed by Contractor should a problem arise. Should any Product be excluded from coverage, Contractor will reimburse the unused portion of the coverage. Reimbursement shall be amortized based on the remaining period of this Agreement during which Contractor is no longer providing coverage and shall be limited to the portion of the annual charges applicable to the excluded Product.

- 3.7. The parties agree that time is of the essence as to all time periods specified in this Agreement.

4. ON-SITE SUPPORT FOR THE COVERED ITEMS.

- 4.1. On-site support for the Covered Items by the Contractor to the County is not included in the Support described in Section 3.
- 4.2. As requested by the County by written work order, and upon reasonable notice and approval by Contractor, Contractor shall maintain personnel at the County's facility. On-site Contractor personnel will perform tasks including, but not limited to, ongoing system administration, monitoring, reconfiguration and tuning, problem diagnosis and resolution, installation of new Contractor software, bug fixes, enhancements, or upgrades, and interfacing with County personnel on production system issues, to the extent possible during normal business hours.
- 4.3. On-site personnel will provide training to County personnel on the operation and administration of the Covered Items as time permits during the time on-site.
- 4.4. On-site support shall be billed on a time and material basis at Contractor's then current standard rates, unless otherwise agreed by the parties in writing, plus expenses, at cost. All expenses for travel and travel-related expenses require the prior written approval of the County.

5. ADDITIONAL SERVICES.

- 5.1. Visits by Contractor personnel to the County's facility can be provided for non-Support related activities to supplement the Support provided under this Agreement ("Additional Support").

- 5.2. Tasks performed under this section include, but are not limited to, modifications to the Covered Items which change or augment the functionality of the Covered Items, installation of additional hardware, training, and consulting related to non-Contractor software applications.
- 5.3. The County may request Additional Support at any time. All such requests shall be made by a written work order from the County to the Contractor.
- 5.4. Additional Support shall be billed on a time and material basis at Contractor's then current standard rates, unless otherwise agreed by the parties in writing, plus expenses, at cost. All expenses for travel and travel-related expenses require the prior written approval of the County.

6. ACCESS.

- 6.1. Contractor's obligation to provide the Support is conditioned upon the County providing Contractor with reasonable and appropriate access to the system(s) running the Covered Items, including, but not limited to, passwords, system data, file transfer capabilities, and remote log-in-capabilities.
- 6.2. The Contractor represents and warrants that it will maintain the security of the County's system(s) and will comply with all of the County's then current standard security procedures. Information accessed by the Contractor or its agents or subcontractors as a result of accessing the County's system shall be deemed confidential information pursuant to Section 13 below.
- 6.3. The County shall provide an active internet connection which is available continuously for Support access.

7. FEES.

- 7.1 The Contractor will provide the County with the covered products set forth in Attachment A and incorporated herein by reference. The total monetary obligation of the County for the first twelve months from date of execution shall not exceed . The total monetary obligation of the County for the second twelve months from date of execution shall not exceed . The total amount that will be paid by the County under this Agreement will not exceed . of the County's total monetary obligation shall be for two (2) Years of Enhanced Software Support and maintenance; and of the County's total monetary obligation shall be for two (2) years of enhanced hardware support and maintenance. Except as set forth in Section 3.5, Contractor shall not charge the County for any services provided after normal business hours, 8:00 a.m. until 5:00 p.m., on weekends or on national state or local holidays. Contractor's fees include charges for services after normal business hours, on weekends and on national, state or local holidays.
- 7.2 The County will pay the Contractor for any On-site Support or Additional Services as set forth in Sections 4 and 5.

8. PAYMENT.

8.1. Fees for the Support will be invoiced annually, (30) days in advance of the beginning of the year. Invoices for maintenance fees and fees for on-site support shall be payable net thirty (30) days. The charges for on-site support and additional services provided pursuant to this Agreement will be invoiced each month for the expenses incurred in the previous month and shall be payable net thirty (30) days. Invoice(s) must be submitted as follows:

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

DeKalb County, Georgia
Accounting Services
Annex Building
1300 Commerce Drive
Decatur, Georgia 30030

b. A copy of the invoice(s) must be submitted to:

DeKalb County, Georgia

9. TERMINATION.

9.1.0.9.1.1. Procedure:

9.1.1.9.1.2. This agreement may be terminated:

9.1.1.1.9.1.2.1. By either party immediately with the written consent of the other Party; or

9.1.1.2.9.1.2.2. By the County for its convenience upon thirty (30) days prior written notice to the Contractor; or

9.1.1.3.9.1.2.3. By either party upon thirty (30) days written notice to the other Party in the event the other Party commits a material breach of this Agreement, which breach is not cured to the reasonable satisfaction of the non-defaulting Party within thirty (30) days after written notice from the non-defaulting Party specifying the nature of the breach; provided that, if any default so specified cannot reasonably be remedied within such thirty (30) day period, such default will not be deemed to continue if the defaulting Party proceeds to and promptly and diligently continues to undertake reasonable efforts to rectify the default.

9.2. Effect of Termination:

9.2.1. The foregoing rights of termination are in addition to all other rights and remedies provided in this Agreement or at law, and shall be without prejudice to any right or

obligation of any Party hereto in respect of this Agreement, which has arisen prior to such termination or expiration.

10. LIMITATION OF LIABILITY.

- 10.1. Where this Agreement is terminated by the County for convenience, the Contractor's recovery, if any, shall be exclusively limited to receiving pro-rata payment for the unpaid Support for the then current year, if any, and payment for on-site support and additional services previously authorized and performed. If the Contractor has received full payment in advance for the Support for the then current year, the Contractor shall refund to the County the pro-rata portion of the payment corresponding to the portion of the then current year in which Support will not be provided.
- 10.2. Other than as is provided in section 10.1 of this Agreement, in no event shall the County be liable to the Contractor for any other monetary amount including without limitation damages of any kind or lost profits.

11. INDEMNIFICATION.

- 11.1. As between the County and the Contractor, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatsoever to person or property, including employees and property of the County proximately caused by or resulting from (1) any error, or omission of the Contractor; (2) the negligent act of the Contractor or its subcontractors or any of their officers, agents, servants, or employees, arising from the performance of the services under this Agreement; (3) the Contractor's failure to make payment to its vendors; or (4) the contractor's infringement of any third party's intellectual property rights. The Contractor shall defend, including attorney's fees and expenses, indemnify, and hold harmless the County and all of its officers, agents, servants, or employees from and against any and all claims, loss, damage, charges, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury proximately caused by or resulting from any error, or omission of the Contractor, the negligent act of the Contractor or its subcontractors or any of their officers, agents, servants, or employees, the failure of the Contractor to pay its vendors, or the infringement of any third party's intellectual property rights, arising from the performance of the work under this Agreement. The Contractor expressly agrees to defend the County against any claims brought or actions filed against the County, where such claim or action involves, in whole or in part, the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. The provisions of this section shall survive this Agreement in the event of any termination, expiration, or cancellation of this Agreement.

12. LICENSES.

- 12.1. The Support is provided subject to the terms and conditions of the Software License as is set forth in the Implementation Agreement. The Software License in the Implementation Agreement is incorporated herein in its entirety.

- 12.2. To the extent the Contractor develops any new functionality for the Covered Items, or provides defect support, enhancements, or bug fixes not otherwise covered by the Software License, the Contractor warrants that it will grant the County all necessary licenses to use any such new functionality, defect support, enhancements, or bug fixes.

13. CONFIDENTIAL INFORMATION.

- 13.1. Except as mandated by the provisions of the Georgia Open Records Act, O.C.G.A. §§ 50-18-70 et seq., the County will not knowingly disclose to any third party or make any use of the Contractor's confidential information. The Contractor will not knowingly disclose to any third party or make any use of the County's confidential information. The parties will use at least the same standard of care to maintain the confidentiality of the other party's confidential information that it uses to maintain the confidentiality of its own confidential information of equal importance. Both parties agree not to use the other party's confidential information for any purpose except as contemplated in this Agreement.
- 13.2. The parties agree that their obligations regarding confidential information survive the termination of this Agreement.

14. WARRANTIES AND REPRESENTATIONS.

- 14.1. Contractor represents and warrants that it is highly qualified to perform the Support and other services specified in this Agreement and that it or its employees have all licenses, certifications, or registrations to perform the Support and other services specified in this Agreement.
- 14.2. Contractor represents and warrants that it has the capacity and capability to provide the Support and other services to the County as is contemplated in this Agreement.

15. ASSIGNABILITY.

- 15.1 The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement.
- 15.2 Contractor may transfer or assign any of its rights and obligations under this Agreement to its successors and assigns upon prior written consent of the County, which consent shall not be unreasonably withheld.
- 15.3 The County may transfer or assign any of its rights and obligations under this Agreement to any of its successors or assigns or to any other third party. The County shall provide Contractor with written notice that it intends to transfer or assign any of its rights or obligations under this Agreement.

- 15.4 Nothing herein shall be construed as creating any personal liability on the part of any officers or agent of the County, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the parties to this Agreement.

16. USE OF SUBCONTRACTORS.

- 16.1. Contractor is entitled to use subcontractors or agents for the fulfillment of its obligations under this Agreement upon prior written consent of the County, which shall not be unreasonably withheld.
- 16.2. Any subcontractor used by Contractor shall provide services in accordance with all the terms, conditions, and specifications of this Agreement and the subcontractor's failure to do so shall be deemed failure on the part of the Contractor.

17. COUNTY REPRESENTATIVE.

- 17.1. The County shall designate, by written notice to Contractor, a representative through whom the Contractor will contact the County. Said representative shall be consulted and his or her written recommendation obtained before any request for extra work is authorized by the County.

18. CONTRACTOR'S STATUS.

- 18.1. 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 shall not be entitled to any County employee benefits including, but not limited to, insurance, paid annual leave, sick leave, worker's compensation, free parking or retirement benefits.

19. EVIDENCE OF COMPLIANCE.

- 19.1 County contracts for the physical performance of services within the state of Georgia shall include the following provisions in accordance with O.C.G.A. § 13-10-91, as amended:
- a. the contractor has registered with and is authorized to use the federal work authorization program to verify information on all newly hired employees or subcontractors;
 - b. by affidavit, the contractor must attest to the contractor's name, address, user identification number, date of authorization, and verification of the continual participation throughout the contract period, and
 - c. the affidavit shall become a part of the covered contract and must be attached.
- 19.2 No contractor or subcontractor who enters into a contract with the County or a contractor of the County shall enter into such a contract or subcontract in connection with the

physical performance of services within Georgia unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all newly hired employees. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements of O.C.G.A. § 13-10-91, as amended.

- 19.3 Upon contracting with a new subcontractor, a contractor or subcontractor shall, as a condition of any contract or subcontract entered into pursuant to O.C.G.A. § 13-10-91, as amended, agree to provide the County with notice of the identity of any and all subsequent subcontractors hired or contracted by the contractor or subcontractor. Such notice shall be provided within five (5) business days of entering into a contract or agreement for hire with any subcontractor. Such notice shall include an affidavit from each subsequent contractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program.
- 19.4 An affidavit shall be considered an open public record; provided, however, that any information protected from public disclosure by federal law or by Article 4 of Chapter 18 of Title 50 shall be redacted. Affidavits shall be maintained by the County for five years from the date of receipt.
- 19.5 To verify compliance, the contractor agrees to participate in random audits conducted by the Commissioner of the Georgia Department of Labor. The results of the audits shall be published on the www.open.georgia.gov website, and on the Department of Labor's website no later than December 31 of each year.
- 19.6 Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement in an affidavit submitted pursuant to O.C.G.A. § 13-10-91 shall be guilty of a violation of Code § 16-10-20 and, upon conviction, shall be punished as provided in such section. Contractors and subcontractors convicted for false statements based on a violation of such section shall be prohibited from bidding on or entering into any public contract for twelve (12) months following such conviction.

20. INSURANCE.

- 20.1 The Contractor shall furnish the following along with the Agreement documents sent to the County for execution:
 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;
 - (b) Professional Liability Insurance on the Contractor's services in this Agreement with limit of \$1,000,000;
 - (f) Comprehensive General Liability Insurance covering all operations with combined single limit of \$1,000,000;

- (g) Comprehensive Automobile Liability Insurance with form coverage for all owned, non-owned and hired vehicles with combined single limit of \$500,000.
- (h) Umbrella or Excess Insurance is acceptable to meet the minimum limits whenever there is an insurer licensed to do business in Georgia which is providing at least the first \$100,000 of primary coverage.

2. Certificates of Insurance must be executed in accordance with the following provisions:

- (c) Certificates to contain policy number, policy limits, and policy expiration date of all policies issued in accordance with this Agreement;
- (d) 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, 2nd 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.

20.2 Contractor represents and warrants that it will maintain the required insurance for the duration of this Agreement.

21. **FORCE MAJEURE.**

21.1. Neither Party shall be held responsible for any delay or failure, in whole or in part, in performance of any part of this Agreement caused by the occurrence of any contingency beyond its reasonable control, including: acts of God, fire, flood, storm, earthquake or other casualty or accident; strikes or labour disputes; inability to procure raw materials, power, or supplies; war or other violence; Applicable Laws; or any other act or condition whatsoever beyond the reasonable control of the Parties hereto ("Force Majeure"). Lack of finances shall not constitute an event of Force Majeure. The Party so affected, upon giving notice to the other Party, shall be excused from such performance to the extent of such prevention, restriction, or interference, provided that the Party so affected shall use reasonable commercial efforts to avoid or remove such causes of non-performance and shall continue performance hereunder with the utmost dispatch whenever such causes are

removed.

22. NO WAIVER.

- 22.1. No failure on the part of either Party in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy in law or in equity or by statute or otherwise conferred. A waiver by or on behalf of either Party of any breach of a provision of this Agreement shall not be binding upon the Party unless it is so expressed in writing by the Party, and such waiver shall not operate as a waiver of any future breach, whether of a like or different character except to the extent specifically provided in such waiver. This Agreement may only be amended, modified or supplemented by an instrument in writing dated subsequent to the date hereof duly executed by each Party.

23. SEVERABILITY.

- 23.1. If any provision in these terms shall in whole or in part be held to any extent to be illegal or unenforceable under any enactment or rule of law then such provision shall to that extent be deemed not to form part of this Agreement and the enforceability of the remainder of this Agreement shall not be affected.

24. SOLE AGREEMENT.

- 24.1. This Agreement constitutes the sole Agreement between the parties. No representations oral or written not otherwise incorporated in this Agreement shall be binding on the parties. No amendment or modifications of this Agreement shall be enforceable unless approved by official action of the DeKalb County Board of Commissioners or if allowed by applicable law and policy, official action of the Chief Executive Officer.

25. NOTICES.

- 25.1. All notices required by this Agreement shall be in writing and sent by regular mail, certified mail, overnight courier, personal delivery, or facsimile (if confirmed by regular mail, certified mail, overnight courier, or personal delivery) to the addresses indicated below, or such other address as either party may indicate by at least ten (10) days prior written notice to the other party. Notices to Contractor will be sent to the person and address specified below. Notice will be effective on the date shown on the delivery receipt or facsimile confirmation or, if sent by regular mail or where there is no written evidence of delivery, on actual receipt or refusal receipt.

CONTRACTOR

COUNTY

DeKalb County, Georgia
Attn: Director, Purchasing & Contracting
The Maloof Center, 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030

26. AMENDMENT.

26.1. This Agreement may be changed only with the written consent of both parties.

27. CHOICE OF LAW, VENUE AND CONTROLLING PROVISIONS.

27.1. The parties agree that this agreement shall be construed, governed, and enforced by the laws of the State of Georgia.

27.2. 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.

27.3. In the event of a conflict between this Agreement and any attachment to this Agreement, the provisions of this Agreement shall govern.

28. 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.

29. BUSINESS LICENSE

Bidders shall submit with bid, a copy of their valid company business license. If the Bidder is a Georgia corporation, Bidder shall submit a valid county or city business license. If the Bidder is not a Georgia corporation, Bidder 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 Bidder holds a professional certification which is licensed by the state of Georgia, then Bidder shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the Bidder for the duration of the contract.

(Signatures Continue on Following 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, this of _____, _____, the date of execution of this Agreement.

DEKALB COUNTY, GEORGIA

By: _____(SEAL)

Signature

Name (Typed or Printed)

Title

Federal Tax I.D. Number

ATTEST:

Signature

Name (Typed or Printed)

Title

APPROVED AS TO SUBSTANCE:

Director, DeKalb County User Department

Director, Information Systems

_____by **Dir.**(SEAL)

MICHAEL L. THURMOND

Chief Executive Officer

DeKalb County, Georgia

ATTEST:

BARBARA H. SANDERS, CCC

Clerk of the Chief Executive Officer and

Board of Commissioners of

DeKalb County, Georgia

APPROVED AS TO FORM:

County Attorney Signature

County Attorney Name (Typed or Printed)

Attachment A
Products Covered

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm, or corporation which is contracting with 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]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent
(Contractor Name)

Federal Work Authorization
Enrollment Date

Title of Authorized Officer or Agent of Contractor

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: _____

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of 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]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

BY: Authorized Officer or Agent
(Subcontractor Name)

Federal Work Authorization
Enrollment Date

Title of Authorized Officer or Agent of Subcontractor

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: _____

AFFIDAVIT

STATE OF GEORGIA

COUNTY OF DEKALB

Comes now Affiant _____, _____, who, after being duly sworn deposes and states as follows:

1. I am _____, _____, of _____.
2. I will not use any Subcontractors in the performance of the Contract for (Contract No. _____).
3. In the event that I decide to use Subcontractor(s) in the performance of the above cited Contract, I will furnish to DeKalb County a Subcontractor Affidavit and Agreement in compliance with O.C.G.A. §13-10-91 prior to Subcontractor(s) performing any work.
4. In the event that I decide to use Subcontractor(s) in the performance of the above cited Contract, I will furnish to DeKalb County evidence of protective coverage for any Subcontractor's operations prior to Subcontractor(s) performing any work.

Further affiant saith not.

Signature of Affiant

Sworn to and subscribed before me this

_____ day of _____, 20____.

Notary Public (Seal)

My Commission Expires: _____

ATTACHMENT H

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: _____

FIRST SOURCE JOBS ORDINANCE INFORMATION
(WITH EXHIBITS 1 – 4)

EXHIBIT 1

FIRST SOURCE JOBS ORDINANCE ACKNOWLEDGEMENT

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 WorkSource DeKalb, fax (404) 687-4099 or email to
FirstSourceJobs@dekalbcountyga.gov.**

WorkSource DeKalb 774 Jordan Lane, Building #4, Decatur, GA 30033 (404) 687-3400

www.worksourcedekalb.org

An Equal Opportunity Employer/Program and auxiliary aids and services are available upon request to individuals with disabilities.

FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 2

NEW EMPLOYEE TRACKING FORM

Name of Bidder _____

Address _____

E-Mail _____

Phone Number _____

Fax Number _____

Do you anticipate hiring from the First Source Candidate Registry? Y or N (Circle one)

If so, the approximate number of employees you anticipate hiring: _____

Type of Position (s) you anticipate hiring: (List position title, one position per line) Attach job description per job title:	The number you anticipate hiring:	Timeline

**Please return this form to WorkSource DeKalb, fax (404) 687-4099 or email to
FirstSourceJobs@dekalbcountyga.gov.**

FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3

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 Solutions Unit (First Source)
774 Jordan Lane Bldg. #4
Decatur, Ga. 30033
Phone: (404) 687-3400
FirstSourceJobs@dekalbcountyga.gov

EMPLOYMENT ROSTER

DeKalb County

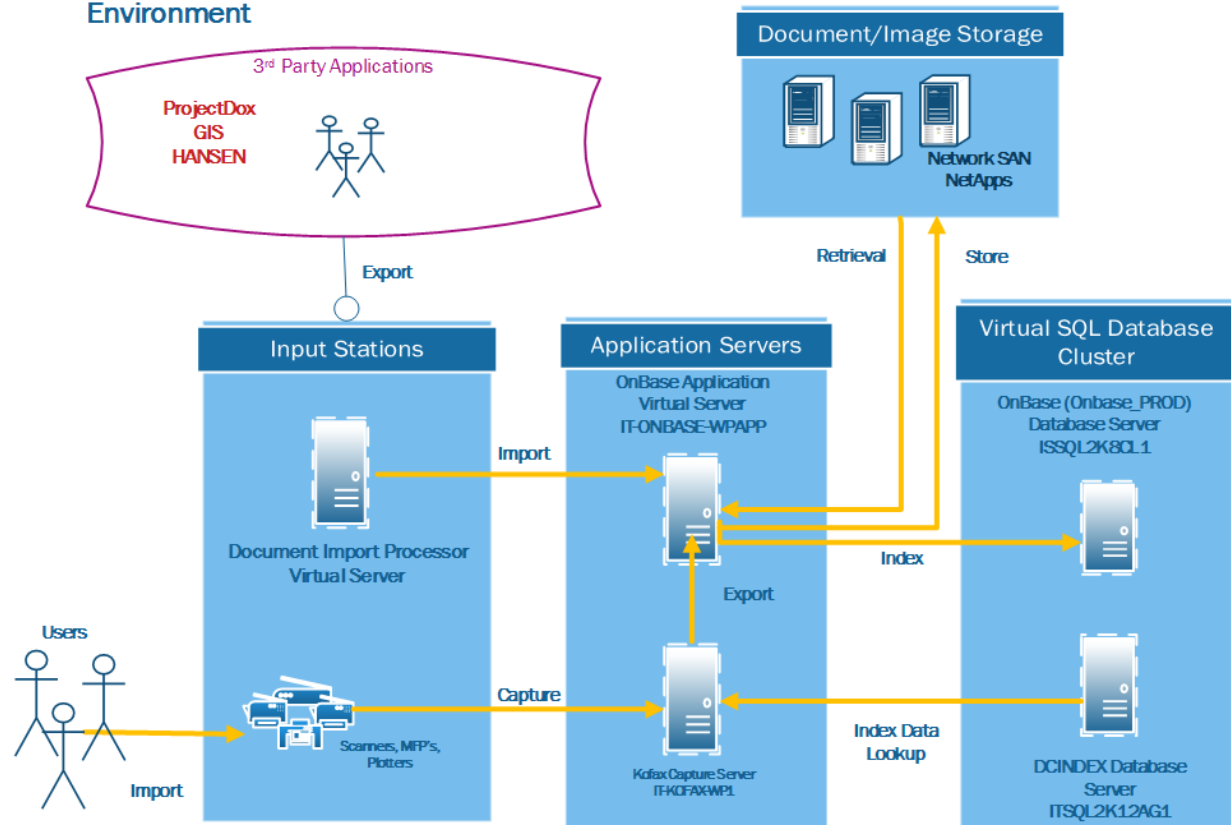
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Appendix 1

Overview of current County OnBase Architecture

Overview of current County OnBase Architecture

DeKalb County Virtual OnBase ECM Production Environment



Appendix 2:
Taxonomy document describing document types of interest for OnBase
Implementation

Taxonomy document describing document types of interest for OnBase Implementation

- A. The purpose of this appendix is to provide the vendor with a list of documents and a system according to which OnBase should be configured by the Contractor. This appendix will be verified and supplemented by the Contractor-led discovery process. One tab has been devoted to each of the Business Units.
- For each business unit, the County has conducted a preliminary discovery process to identify the different documents used in the course of their business that will likely need to be stored in OnBase. The following describes the information contained on each of the Document Inventory tables:
1. Business Unit: The business unit that utilizes the documents outlined
 2. Category: High-level categories of documents. Additional discovery will be needed to determine to what extent, if any, this needs to be captured in OnBase
 3. Sub-Category: Further categorization of documents that may or may not need to be captured in OnBase
 4. Document Names: Name of the document to be saved in OnBase. Duplicate document names within a business unit
 5. Document Type: Categories of documents such as application form, affidavit, permit, license, etc.
 6. Key Words: Critical identifying information that must be saved in OnBase along with the document name and date stored
 7. Size: Indicates the size of any numeric key words
 8. Data type: Whether the key word is numeric or a variable character (varchar)

Table order

- Table 1: Building Permits
- Table 2: Land Development
- Table 3: Current Planning
- Table 4: Business License
- Table 5: Code Enforcement
- Table 6: Inspections

Table 1 (continued)
Business Unit: Building Permits

Categories	Sub-Categories	Document Names	Document Type	Key Words	Size	Data Type
Commercial	New Construction	Scaled Floor Plan	Plans	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Site Plan	Plans	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Department of Agriculture Approval Letter	Letters/Reports	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Water Meter Application	Water Meter Application	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Health Checklist	Checklists	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Letter of Entertainment	Letters/Reports	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Contractor's Credentials, Authorized Agent Form	ID/Proof/Credentials	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Notarized Change of Ownership Certificate	Affidavit	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Moving As-Is Affidavit	Affidavit	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Sign Permit Application	Application	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
Sign Permit	Ground Sign	Electric-Sign Form	Forms	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Notarized Permission from Property Owner	ID/Proof/Credentials	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Contractor's Current Business License	License	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Tenant's Business License	License	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Certificate of Liability	Certificates	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Aggregated Sign Area Form	Forms	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Drawing/Graphic of Sign	Permit	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Photo of Site	License	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR
		Tenant Certificate of Occupancy	ID/Proof/Credentials	Application Number, Parcel ID, Address, Project Name	Last 6 digits, 13	Numeric, Numeric, VARCHAR, VARCHAR

Table 2
Business Unit: Land Development

Categories	Document Names	Document Types	Key Words	Size	Data Type
Residential	Development Permit Application	Application	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Final Plat Documentations: Final Plat Covenants, Conditions & Declaration	Plan, Certificate	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Land Development Permit	Permit	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Storm Water Report	Reports	Application Number, Parcel ID, Address & Project Name		
	Final Plans Including As-Built	Plan	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Final Plat Review Checklist	Plan	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Dept of Army Corp Letter: Certificate of Compliance		Application Number, Parcel ID, Address & Project Name		
	Stream Buffer Application and Approval		Application Number, Parcel ID, Address & Project Name		
	Final Plat Application	Application	Application Number, Parcel ID, Address & Project Name		
	Request for Variance Approval		Application Number, Parcel ID, Address & Project Name		
	Storm Water Agreement		Application Number, Parcel ID, Address & Project Name		
	DOT Permit		Application Number, Parcel ID, Address & Project Name		
	Certificate of Storm Water	Certificate	Application Number, Parcel ID, Address & Project Name		
	Certificate of Retaining Wall	Certificate	Application Number, Parcel ID, Address & Project Name		
	Infrastructure Quantities Form	Forms	Application Number, Parcel ID, Address & Project Name		
	Release/Completion Email/Letter	Supplemental	Application Number, Parcel ID, Address & Project Name		
	Residential Maintenance Bond	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		
Commercial OR Non-Residential	Maintenance Bond Work Sheet	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		
	Residential Performance Bond (Sidewalk)	Bonds	Application Number, Parcel ID, Address & Project Name		
	Permanent Water & Sewer Easement Agreement	Letters	Application Number, Parcel ID, Address & Project Name		
	Development Permit Application		Application Number, Parcel ID, Address & Project Name	5	Numeric
	Documentation which may include Covenants, Conditions & Declaration		Application Number, Parcel ID, Address & Project Name		
	Land Development Permit		Application Number, Parcel ID, Address & Project Name		
	Plans Including As-Built		Application Number, Parcel ID, Address & Project Name		
	Review Checklist		Application Number, Parcel ID, Address & Project Name		
	Storm Water Report		Application Number, Parcel ID, Address & Project Name		
	Stream Buffer Application and Approval	Stream Buffer Application and Approval	Application Number, Parcel ID, Address		Varchar

Table 2 (continued)
Business Unit: Land Development

Categories	Document Names	Document Types	Key Words	Size	Data Type
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Commercial OR Non- Residential (continued)	Water & Sewer As-Built Plans and Profiles (Drawings)	Plan	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Signed Water & Sewer Availability Acknowledgement	Plan	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Maintenance/Performance Bond	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		Varchar
	Signed Infrastructure Quantity Form	Forms	Application Number, Parcel ID, Address & Project Name		Varchar
	Certificate of Paid Labor Bill for Water Main Installation	Certificate	Application Number, Parcel ID, Address & Project Name	?	?
	Completed Residential Subdivision Disclosure Statement Form	Forms	Application Number, Parcel ID, Address & Project Name	5	Varchar
	Commercial Performance Bond: Copies of Surety and Checks Letters of Credit	Bonds	Application Number, Parcel ID, Address & Project Name		Varchar
	Commercial Maintenance Bond	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		Varchar
	Bond Information Request	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		Varchar
	Notarized Maintenance Bond Worksheet	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		Varchar
Land Disturbance	Bond Release Letter	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		Varchar
	Dept of Army Corp Letter: Certificate of Compliance	Certificate	Application Number, Parcel ID, Address & Project Name		
	Storm Water Agreement		Application Number, Parcel ID, Address & Project Name		Varchar
	DOT Permit	Permit	Application Number, Parcel ID, Address & Project Name	?	?
	Certificate of Storm Water	Certificate	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Certificate of Retaining Wall	Certificate	Application Number, Parcel ID, Address & Project Name	5	Numeric
	Infrastructure Quantities Form	Forms	Application Number, Parcel ID, Address & Project Name		Varchar
	Release/Completion Email/Letter	Supplemental	Application Number, Parcel ID, Address & Project Name		Varchar
	Residential Maintenance Bond	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		Varchar
	Maintenance Bond Work Sheet	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		Varchar
	Residential Performance Bond (Sidewalk)	Bonds	Bond Type, Application Number, Parcel ID, Address & Project Name		Varchar
	Permanent Water & Sewer Easement Agreement	Letters	Application Number, Parcel ID, Address & Project Name		Varchar

Table 3
Business Unit: Current Planning

Categories	Document Names	Document Type	Key Words	Size	Data Type
Rezoning	Notarized Application Form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Statement of Intent	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Owner's Authorization	ID/Proof/Credentials	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Boundary Survey	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Legal Description	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Planning Commission Minutes	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Community Council Report	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice Sign	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice: 1) Legal Ad 2) Public Hearing Letter 3) 250s Addressees	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sign-In Sheet for Pre-Community Meeting	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Pre-Application Form	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site Plans (a large and a small one)	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Intake Checklist	Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Building Elevation	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Staff report/analysis	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	DRI (Development Regional Impact)	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	BOC Ratified Condition	BoC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Campaign Disclosure Statement	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Application form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Statement of Intent	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
ZBOA (Zoning Board of Appeal)	Notarized Owner's Authorization	ID/Proof/Credentials	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Boundary Survey	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Legal Description	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice Sign	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR

Table 3 (continued)
Business Unit: Current Planning

Categories	Document Names	Document Type	Key Words	Size	Data Type
ZBOA (continued)	Public Notice: 1) Legal Ad 2) Public Hearing Letter 3) 250s Addressees	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site Plans/GIS (a large and a small one)	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Intake Checklist	Checklists	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Building Elevation	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Staff Report/Analysis	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Application Form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Statement of Intent	Photos; ID/Proof/ Credentials	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Owner's Authorization		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Boundary Survey	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Legal Description	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
SLUP	Planning Commission Minutes		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Community Council Report		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice Sign		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice: 1) Legal Ad 2) Public Hearing Letter 3) 250s Addressees	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sign-In Sheet for Pre-Community Meeting	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Pre-Application Form	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site plans (a large and a small one)	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Intake Checklist		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Building Elevation		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Staff Report/Analysis	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	DRI (Development Regional Impact)	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	BOC Ratified Condition	BoC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Campaign Disclosure Statement	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR

Table 3 (continued)
Business Unit: Current Planning

Categories	Document Names	Document Type	Key Words	Size	Data Type
Land Use Amendment	Notarized Application Form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Statement of Intent	Photos	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Owner's Authorization	ID/Proof/Credentials	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Boundary Survey	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Legal Description	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice: 1) Legal Ad 2) Public Hearing Letter 3) 250s Addressees	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sign-In Sheet for Pre-Community Meeting	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Pre-Application Form	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site Plans (a large and a small one)	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Intake Checklist		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Staff Report/Analysis	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Land Use Map, Aerial Map & Base Map	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice Sign		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Property Description	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Planning Commission Minutes	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Community Council Report	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	BOC Ratified Condition	BoC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
Major Modification	Campaign Disclosure Statement	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Application Form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Statement of Intent	Photos	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Owner's Authorization form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Boundary Survey	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Legal Description	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR

Table 3 (continued)
Business Unit: Current Planning

Categories	Document Names	Document Type	Key Words	Size	Data Type
Major Modification (continued)	Public Notice: 1) Legal Ad 2) Public Hearing Letter 3) 250s Addressees	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice Sign	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sign-In Sheet for Pre-Community Meeting	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Pre-Application form	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Planning Commission Minutes	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Community Council Report	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site plans (a large and a small one)	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Intake Checklist	Checklists	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Staff report/analysis	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	BOC Ratified Condition	BoC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
Minor Modification	Notarized Application form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Statement of Intent	Photos	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Owner's Authorization form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Boundary Survey	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Legal Description	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice Posting	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site plans (a large and small one)	Application, Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Decision Letter	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Application Form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Authorization Application	ID/Proof/Credentials	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
Administrative Variance	Request Letter	Photos; Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site Plan	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	GIS Map	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Posted Sign	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR

Table 3 (continued)
Business Unit: Current Planning

Categories	Document Names	Document Type	Key Words	Size	Data Type
Administrative Variance	Decision Letter	Photos	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Administrative Variance Approval Letter		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Correspondence		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Application Form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Written Petition with Signatures	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
Street Name Change	Street Map	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	BOC Authorization	BOC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Community Council Reports		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice: 1) Legal Ad 2) Public Hearing Letter 3) 250s Addressees	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice Sign		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Planning Commission Minutes		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Staff Report Analysis	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	BOC Ratified Condition/Minute?	BOC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Pre-Community Sign-In Sheet	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Pre-Application Form		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
Historic Preservation	Intake Checklist	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Application Form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Application Authorization Form-when applicant is not the owner	ID/Proof/Credentials	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Photos of Property	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Architectural Drawing	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Design or Landscape Drawings	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site Plan	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Certificate of Appropriateness (May be attached to approved plan)	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR

Table 3 (continued)
Business Unit: Current Planning

Categories	Document Names	Document Type	Key Words	Size	Data Type
Historic Preservation (continued)	Notice of Denial	BOC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Decision Form	BOC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Correspondence	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Checklist	Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Map	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Aerial Photos	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Supplemental Photos	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Staff Reports	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Supplemental Documents	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Historic Preservation Commission Minutes	Reports	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sub-Division Sketch Plat Application Form	Application	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Notarized Application Authorization Form	ID/Proof/Credentials	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Certificate of Conformity	Certificate, BOC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Planning Commission Sketch Plat	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
Sketch Plat	Copy of Application Fee Receipt & Check	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sketch Plat Review Public Hearing minutes	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sketch Plat Review Public Hearing Agenda & Staff Report		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Legal Advertisement	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Planning Commission Minutes	BOC Final Conditions	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Round Table Red-Line Comments	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR

Table 3 (continued)
Business Unit: Current Planning

Categories	Document Names	Document Type	Key Words	Size	Data Type
Sketch Plat (continued)	Correspondence & Exhibits (Supplemental)	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Public Notice Sign	Public Notices	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sketch Plat Decision Letter	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Request for Non-Conformist Status Form		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
Non-Conforming Status	Utility Bills	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sales Receipts	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	State Documents	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Tax Statements	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Repair Bills	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Lease Agreement	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Letter of Entertainment	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Excise Tax Return	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Utility Bills	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Lease Agreement	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Sales Receipt	Supplemental (Memo/Letters), Checklist	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Supply Order Form		Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Plats	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Photos	Photos	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Plats/Site Plans	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Photos	Photos	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR

Table 3 (continued)
Business Unit: Current Planning

Categories	Document Names	Document Type	Key Words	Size	Data Type
Letters Of Non-Conformity	Letter of Request	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Site Plan	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Photos	Photos	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Location Map	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Approval Letter	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
Letters Of Zoning Certification	Letter of Request	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Survey	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Legal Description	Plans	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR
	Zoning Certification Letter	Supplemental (Memo/Letters)	Application; Number; Parcel ID; Address; Project Name	5; 13	Numeric Numeric VARCHAR VARCHAR

Table 4
Business Unit: Business License

Categories	Sub-Categories	Document Names	Document Type	Key Words	Size	Data Type
Any/All Businesses	General	Business License Application	Application	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Applicant's State-Issued ID or USA Issued License, Green Card	IDs/Proof/Credentials	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Affidavit Verifying Status	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Private Employer Affidavit	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
Home Based Business	Non-Profit Disabled Veteran Cottage Foods Daycare Real Estate Personal Care Home Retail Inc, Corp, LLC only	Special Admin Permit (Home Occupation Form)	Permit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		501-(C) 3 Letter		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Disabled Veteran Probate Papers		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Agriculture Certificate		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Bright from the Start Certificate		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Brokerage License		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		State Issued Personal Care Home Permit	Certificates	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Sales and Use Tax Number	Supplemental Documents	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Articles of Incorporation	Certificates	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Certificate of Incorporation	Certificates	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
Commercial Businesses	General	Business License Application	Application	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Certificate of Occupancy	Certificates	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Applicant's State-Issued ID or USA Issued License, Green Card	ID/Proof/Credentials	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Affidavit Verifying Status. (S.A.V.E)	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Private Employer Affidavit. (E-Verify)	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Privilege License Application	Application	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Background Check	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Driver's License	ID/Proof/Credentials	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Personal Statement with Photos	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Registered Agent Form	ID/Proof/Credentials	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Notarized Affidavit of Person having Knowledge of Licensee's Residence	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar

Table 4 (continued)
Business Unit: Business License

Categories	Sub-Categories	Document Names	Document Type	Key Words	Size	Data Type
Commercial Businesses (continued)		Legal Land Survey-Consumption on Premises License	Plans	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Legal Land Survey-Retail Sales in Original Package		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Floor Plan Drawing	Plans	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Menu (Food & Alcohol Beverages)		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Background Investigation Consent with Cashier's check or Money Order	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Birth Certificate	ID/Proof/Credentials	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Registered Agent's Photo	ID/Proof/Credentials	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Articles of Incorporation		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Certificate of Incorporation	Certificates	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Letter of Entertainment	Fees	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Fire Inspection Approval Certificate		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Agricultural Permit	Permit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Sanitation Location Number		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Business License		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Sunday Sales Permit		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Excise Tax Return		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Privilege License Permit		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
	Restaurants	Food Service Permit		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
	Massage Therapy	Business License Application	Application	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Notarized Supplemental Registration Forms	Forms	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Background Investigation Consent Form	Forms	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Background Certification Form-Massage		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Certificate of Incorporation		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Articles of Incorporation		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Health Certificate	Certificates	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		State Massage Therapy License	Application	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar

Table 4 (continued)

Business Unit: Business License

Categories	Sub-Categories	Document Names	Document Type	Key Words	Size	Data Type
Commercial Businesses (continued)		Affidavit of Good Moral Character	Affidavit	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Driver's License		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Registered Agent Form	Forms	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
		Passport Photos	ID/Proof/Credentials	Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
	Auto Trade	Auto Zoning Certificate		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar
	Rental Car	Rental Motor Vehicle Excise Tax Reporting Return		Account/Application Number, address, and parcel ID	6, 13	Numeric, Varchar

Table 5
Business Unit: Code Enforcement

Categories	Document Names	Document Type	Key Words	Size	Data Type
Vacant Registry	Service Request Form	Service Request	SR Number , Address, and Parcel ID	6	Numeric
	Running Action	Inspection Details, Report	Case Number, Address, and Parcel ID	5	Numeric
	Warning Notice	Violations Notices	Case Number, Address, and Parcel ID	5	Numeric
	Notice of Violation Letter	Letters	Address, Parcel ID		VARCHAR
	CD Enforce	Inspection Details	Case Number, Address, and Parcel ID	5	Numeric
General Compliance/Violation/ Complaint	Correspondence	Correspondence	Address, Parcel ID		VARCHAR
	Service Request Form		SR Number , Address, and Parcel ID	6	Numeric
	Picture/Photos		Case Number, Address, and Parcel ID	5	Numeric
	Warning Notice		Case Number, Address, and Parcel ID	5	Numeric
	Running Action (Case Inspection Details)	Inspection Details	Case Number, Address, and Parcel ID	5	Numeric
	Inspection Checklist	Checklist	Case Number, Address, and Parcel ID	5	Numeric
	Citation/ Court Summons/ Court Tickets	Court Documents	Case Number, Address, and Parcel ID	5	Numeric
	Photo ID	ID/proof/Credentials	Case Number, Address, and Parcel ID	5	Numeric
	Court Action Form	Court Documents	Case Number, Address, and Parcel ID	5	Numeric
	License/Permit Application	Application	Address, Parcel ID		VARCHAR
	Placad	Violations Notices	Address, Parcel ID		VARCHAR
	Final N.O.V.	Violations Notices	Address, Parcel ID		VARCHAR
	Site Plan	Plans	Case Number, Address, and Parcel ID	5	Numeric
	Correspondence	Correspondence	Address, Parcel ID		VARCHAR

Table 6
Business Unit: Inspections

Categories	Sub-Categories	Document Names	Document Types	Key Words	Size	Data Type
Inspections	Hotel\Motel Personal Care Homes Daycares Group Homes Schools Mercantile	Hotel Motel Fire Inspection Report	Application	Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
		Fire Inspection Report Form 1	Certificates	Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
		Fire Inspection	Report	Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
		Fire Inspection Approval		Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
				Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
Permit	Blasting	Blasting Insurance		Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
		Liability Insurance		Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
		Explosive Storage Location		Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
		Valid ID: State Driver's License, Blasting Card.		Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
		Direction To and From Location		Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR
		Copy of Issued Blasting Permit		Application Number; Parcel ID; Address; Project Name	Last 6 digits; 13	Numeric; Numeric; VARCHAR; VARCHAR

Appendix 3

Example of a recommendation from ProjectDox vendor for how to integrate with ECM systems.

Example of a recommendation from ProjectDox vendor for how to integrate with ECM systems.

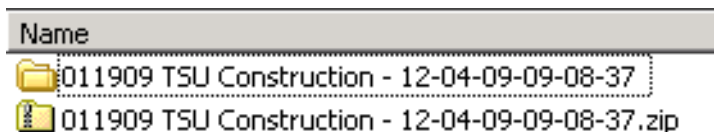
A. Introduction:

The ProjectDox vendor has provided an example of the folder and document structures that are created as part of their electronic plan review process. In the example below, we can see that where the final plan reviews are stored. The vendor has suggested that this be the point of integration from ProjectDox to OnBase.

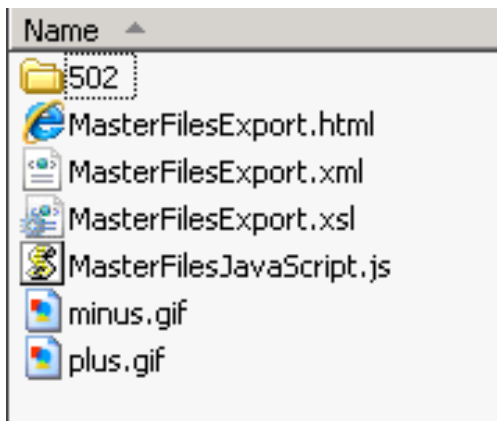
Note: This is an example for illustrative purposes and should not be considered the County's preferred approach. The RFP contractor should provide a technical approach that best meets the expected outcomes described in the SOW.

B. Output Format

The result of the export (from ProjectDox) is dependent on the output format selected. Below of a Direct File System and ZIP File export; the main difference between the two is the size of the exported folder. When using the ZIP file output, the export compresses the folder resulting in a smaller file size (1.86 MB) versus the direct file system size (4.73 MB).

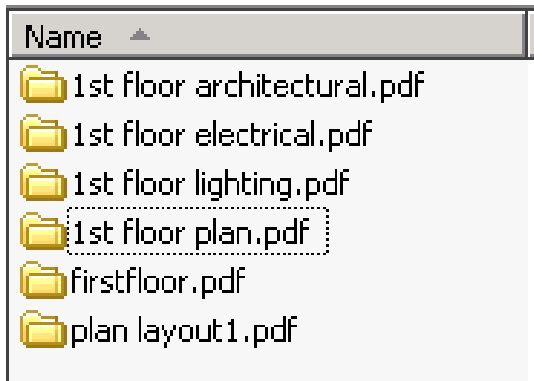


1. Extracting the ZIP or selecting the *011909 TSU Construction – 12-04-09-09-08-37* folder will display the same series of files created during the export.



C. Folders

Folders selected during the export are displayed by folder ID number. In the example above, folder 502 references the “Approved” folder of this project. Selection of the 502 folder (Approved folder displays a series of exported sub-folders:



1. Selecting the *1st floor plan.pdf* folder displays two sub-folders: *publish*, and *source*.



2. *If the exported file was a version, an additional sub-folder layer is present. For instance, *1st floor architectural.pdf*, had two versions when this folder was selected for export, an additional folder labeled, *1st floor architectural.pdf v2*, displays. Selection of *1st floor architectural.pdf v2* folder displays both *publish* and *source* sub-folders.*
3. Selection of the source folder displays the final exported file format. In this example, the format was PDF.

Name	Size	Type
1st floor plan.pdf	304 KB	Adobe Acrobat Document

4. Selecting the *publish* folder displays the proprietary files created when the file was published in ProjectDox.

Name	Size	Type
1st floor plan.pdf.jpg	2 KB	JPEG Image
1st floor plan.xdl	2 KB	XDL File
FontData.fd	4 KB	FD File
page0.txt	2 KB	Text Document
Page0.zdl	131 KB	ZDL File
page1.txt	1 KB	Text Document
Page1.zdl	109 KB	ZDL File
PageSizes.txt	1 KB	Text Document
Text.idx	1 KB	SQL Server Replicat...