



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GEORGIA 30083

www.dekalb.k12.ga.us/administration/purchasing/solicitations/

April 18, 2013

REQUEST FOR PROPOSALS (RFP) 14-460
GPS/AVL VEHICLE TRACKING SYSTEM AND TIME AND ATTENDANCE

MANDATORY PRE-PROPOSAL CONFERENCE – 10:00 AM, May 2, 2013

PROPOSAL SUBMISSION DEADLINE - 2:00 PM, Tuesday, May 21, 2013

PUBLIC PROPOSAL ACKNOWLEDGEMENT - 2:00 PM, Wednesday, May 22, 2013

PROPOSAL RESPONSES MUST BE RECEIVED IN THE CENTRAL PURCHASING OFFICE:

**DeKalb County School District
Purchasing/Finance Department
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083**

PROPOSALS RECEIVED AFTER DEADLINE SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

PROPOSALS TO BE ACKNOWLEDGED PUBLICLY AT THE FOLLOWING TIME/LOCATION:

2:00 PM, Wednesday, May 22, 2013

**DeKalb County School District
Finance Conference Room
1701 Mountain Industrial Blvd
Stone Mountain, Georgia 30083**

RFP Contact Persons are:

Carla L. Smith at carla_l_smith@fc.dekalb.k12.ga.us and 678.676.0120

Phyllis D. Jones at jonesp@fc.dekalb.k12.ga.us and 678.676.0285

THE PERSON SIGNING THIS RFP MUST BE LEGALLY AUTHORIZED TO BIND THE COMPANY.

COMPANY NAME _____

ADDRESS _____

AREA CODE, TELEPHONE NO., AND EXTENSION _____

OFFEROR FAX NUMBER _____

OFFEROR E-MAIL ADDRESS _____

PRINT CERTIFYING/ENGAGING COMPANY OFFICIAL'S NAME _____

SIGNATURE OF CERTIFYING/ENGAGING COMPANY OFFICIAL _____

TITLE OF CERTIFYING/ENGAGING COMPANY OFFICIAL _____

FEDERAL I.D. NUMBER _____

DATE _____

OFFEROR WEB ADDRESS _____

Time is of the essence. Specify your earliest _____ and latest _____ service commencement dates after receipt of award letter.

Compliance With Requirements

Offeror must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, offeror must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

___ Proposal is in complete compliance with proposal requirements.

___ Proposal deviates from stated requirements as follows:

Cancellation

Awards, contracts, and extensions may be canceled for convenience by the DeKalb County School District (DCSD) at any time. In the event of termination of contract by DCSD, the DCSD will be responsible only for those services that have been delivered and accepted according to the RFP requirements.

Funding Provisions

No award or contract will be made if funding is not approved by the DeKalb County Board of Education.

Fiscal Year Funding Implications

The fiscal year for DCSD begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options. This solicitation, any resulting contract(s), and any renewal and extension options shall terminate absolutely without further obligation on the part of DCSD at the end of the fiscal year in which this solicitation was issued and at each June 30 renewal anniversary date thereafter unless the successful offeror is notified otherwise and agrees in writing to the exercise of renewal and extension options.

Rights Reserved

DCSD reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous to DCSD. DCSD reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for DCSD. The decision of DCSD shall be final.

DCSD reserves the right to request and negotiate a "best and final" response from offerors.

Taxes

Purchases made by DCSD are not subject to federal, state, or local sales tax. A Sales Tax Exemption Certificate will be furnished upon request.

F.O.B. Delivery

All prices are to be F.O.B. delivery to various DCSD locations.

Inside Delivery Required

Equipment must be delivered, set in place, and functionality must be demonstrated to DCSD staff.

Estimated Quantities

The quantities shown in this RFP document are estimates, which are provided for your information. However, actual quantities purchased by DCSD may vary.

Exclusions of Trade Usages

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

This RFP contains all of the terms, conditions and obligations to which the parties agree, and shall not be modified, controlled, explained, supplemented or affected in any way by any usage of trade not expressly included in this agreement.

Brand Name or Catalog Number

Any manufacturer name, trade name, brand name or catalogue number used in these specifications are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive or to eliminate competing articles of equal quality. Offerors are at liberty to quote on substitutions so long as the quality or performance of the proposed product meets or exceeds the quality of the specifications listed for any item.

No Obligation/No Award Guaranteed/Cost to Propose

The contract, if any, will be awarded to the offeror whose proposal offers the best value to DCSD in meeting the required scope of work described herein, if the appropriate funds are available and the contract is approved by the DeKalb County Board of Education. No obligation or commitment is incurred by the DeKalb County Board of Education from the receipt of any proposal, marketing materials, or presentations. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror. Expenses incurred by the offeror will not be reimbursed by DCSD or become a reason for contracting with the offeror.

Offeror must sign below acknowledging the above statement:

Signature of Engaging Official: _____ **Date:** _____
(Company Name / Certifying Official Signature)

Conditional Proposals

Proposals that are conditional and/or in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive and disqualified.

Offeror Failure

In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, DCSD reserves the right to reject the services and further reserves the right to terminate the contract.

Failure of the successful offeror to perform contracted services may also result in the removal of that offeror from doing business with DCSD for a period of not less than one year.

Georgia Open Records Act

All proposals submitted in response to DCSD solicitations may be subject to the Georgia Open Records Act, which permits any member of the public to inspect and/or copy documents prepared and maintained or received in the course of the operation of the public office or agency.

No Assignment of Award

The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of DCSD.

The Laws of the State of Georgia

This RFP and subsequent agreement are subject to the laws of the State of Georgia.

Additional Terms

In the event an award is made to an offeror, the resulting contract shall not depart from this document unless agreed to in writing by DCSD and the successful offeror. DCSD shall not be bound by additional terms and conditions and/or extraneous language added to this document by offerors.

ALL SOLICITATIONS ISSUED BY DCSD ARE ADVERTISED IN THE LEGAL SECTION OF THE CHAMPION NEWSPAPER, (404) 373-7779, POSTED ON THE DCSD WEBSITE, AND POSTED IN THE TEAM GEORGIA MARKETPLACE'S GEORGIA PROCUREMENT REGISTRY. Offerors are solely responsible to review and make themselves aware of DCSD solicitations posted on the following website:

<http://www.dekalb.k12.ga.us/administration/purchasing/solicitations/>

Proposal responses will be received in the Purchasing Office between the hours of 8:30 AM and 4:30 PM only, Monday through Friday, excluding DCSD holidays, furlough days, and inclement weather closings.

DCSD is not responsible for misdirected mail, mail not received, and/or mail delivered late by designated carriers.

PROPOSALS RECEIVED IN THE PURCHASING OFFICE AFTER THE STATED DEADLINE DATE AND TIME SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

PROPOSALS DELIVERED TO ANY SCHOOL OR LOCATION OTHER THAN THE DCSD PURCHASING DEPARTMENT SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

PROPOSALS THAT ARE DELIVERED BY EXPRESS CARRIER (e.g., FEDEX, UPS) AND RECEIVED IN THE DCSD MAILROOM WITH VERIFYING SIGNATURE BEFORE THE SCHEDULED PROPOSAL DEADLINE MAY BE CONSIDERED RESPONSIVE AND ENTERED INTO THE PROPOSAL TABULATION.

LABELS WITH THE PROPER IDENTIFICATION INFORMATION ARE PROVIDED IN YOUR REQUEST FOR PROPOSAL PACKAGE FOR YOUR CONVENIENCE AND USE. YOU MAY ALSO DOWNLOAD LABELS FROM THE DCSD WEBSITE BY CHOOSING ATTACHMENT 1 AT:

<http://www.dekalb.k12.ga.us/administration/purchasing/solicitations/>

SEALED PROPOSAL RESPONSES MUST BE CORRECTLY ADDRESSED AS SHOWN ON THE REQUEST FOR PROPOSAL COVER SHEET.

BOXES OR EXPRESS CARRIER PACKAGES CONTAINING SEALED PROPOSALS MUST BE CORRECTLY ADDRESSED AS WELL.

RESPONSES RECEIVED BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.

NOTICE TO OFFERORS

FOR SECURITY REASONS, ALL OFFERORS ATTENDING THE PUBLIC PROPOSAL ACKNOWLEDGEMENT MUST REGISTER AT THE FIRST FLOOR FRONT DESK AT 1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GEORGIA 30083, BEFORE ATTENDING THE PROPOSAL ACKNOWLEDGEMENT.

ALL OFFERORS SUBMITTING SEALED PROPOSALS IN PERSON TO THE PURCHASING DEPARTMENT MUST HAVE THEIR SEALED PROPOSALS STAMPED WITH THE DATE AND TIME BY A PURCHASING DEPARTMENT REPRESENTATIVE AND MUST LEAVE THEIR SEALED PROPOSALS IN THE CARE OF A PURCHASING DEPARTMENT REPRESENTATIVE. PURCHASING DEPARTMENT REPRESENTATIVES WILL ISSUE RECEIPTS FOR SEALED PROPOSALS IF REQUESTED.

SEALED PROPOSALS LEFT RANDOMLY AT THE BUILDING, THE DIVISION OF FINANCE OR THE PURCHASING DEPARTMENT WITHOUT BEING DATE AND TIME STAMPED OR WITHOUT ENSURING A PURCHASING DEPARTMENT REPRESENTATIVE TAKES POSSESSION OF SAME SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.



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REQUEST FOR PROPOSALS

RFP 14-460

GPS/AVL VEHICLE TRACKING SYSTEM AND TIME AND ATTENDANCE

THE SCHOOL CANNOT LIVE APART FROM THE COMMUNITY

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

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PART I BACKGROUND AND INFORMATION

A. OBJECTIVES

The intent and purpose of this Request for Proposal (RFP) and the resulting annual contract is to obtain services and products from a capable, qualified and experienced offeror to provide and implement a real time Global Positioning System (GPS)/Automated Vehicle Locator (AVL) Vehicle Tracking system, Time and Attendance solution, integrated bus routing and field trip scheduling solution with continuing support services for 950 school buses and GPS for 290 maintenance vehicles operating in the DeKalb County School District (DCSD).

The complete system shall include, but not be limited to all hardware and software with proven integration with the current Geographical Information System (GIS) mapping system in use by DCSD, hardware, software, implementation services, system training, continuing support and maintenance and all things and services necessary for a real time Global Positioning System (GPS)/Automated Vehicle Locator (AVL) Vehicle Tracking system, Time and Attendance solution.

The awarded offeror shall provide all professional services, hardware, communication services, software, installation, training, system documentation, implementation, labor, materials, supplies, tools, specialized equipment, insurance permits, licenses, registration fees, and all services and things necessary to provide a real time Global Positioning System (GPS)/Automated Vehicle Locator (AVL) Vehicle Tracking system and Time and Attendance solution for the DCSD fleet in accordance with the requirements of this RFP.

B. GENERAL INFORMATION

DCSD is a metropolitan Atlanta public school system organized and existing under the Constitution and laws of the State of Georgia. DCSD is located in the second largest county in Georgia. DeKalb County is one of the most culturally diverse counties in the nation. DCSD has a student enrollment of approximately 99,000 students in pre-kindergarten through grade 12. With 141 schools and centers, DCSD educates the third largest pre-kindergarten through grade 12 student population in the State of Georgia. DCSD is the second largest employer in DeKalb County with over 15,000 full and part time employees.

DCSD is dedicated to giving every student the best possible education through an intensive core curriculum and specialized, challenging instructional and career programs. DCSD is striving to become the premier K-12 school system of choice and is constantly improving and refining instruction and management to make it as effective, productive, and economical as possible.

DCSD includes approximately:

- 78 Elementary Schools
- 19 Middle Schools
- 24 High Schools

- 11 Specialized Learning Centers
- 4 Administrative Centers
- 5 Athletic Stadiums

Currently, DCSD has 95 Title I schools. DCSD's wide-area network connects instruction and administration sites to deliver technology and learning tools to every child. The main administrative offices are located at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083. DCSD is governed by a nine-member Board of Education.

C. PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. Proposals must be responsive to all aspects of this RFP.

D. ADDENDA

It is the responsibility of offerors to frequently check for any addenda, questions, and answers posted on the Purchasing Bulletin Board on the DCSD website. Failure on the part of offerors to make themselves aware of and comply with addenda requirements will not relieve them of this obligation. All posted addenda must be printed, signed by the offeror, and included in the offeror's RFP submission. Click on the following link to the Purchasing Bulletin Board:

<http://www.dekalb.k12.ga.us/administration/purchasing/solicitations>

E. PROPOSAL DEADLINES

Proposals in response to this RFP must be received by the DCSD Purchasing Department at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083, no later than **2:00 pm, Tuesday, May 21, 2103**. Proposals received after the stated deadline will not be considered.

Proposals will be acknowledged publicly on Wednesday, May 22, 2013 at 2:00 pm.

F. SCHEDULE OF EVENTS

DATE

RFP Advertisement Dates

1st Consecutive Ad in Legal Organ
2nd Consecutive Ad in Legal Organ

Thursday – April 18, 2013
Thursday – April 25, 2013

Mandatory Pre-Proposal Conference

Thursday – May 2, 2013, 10:00 am

Deadline for Offerors to Submit Questions

Tuesday - May 7, 2013, 12:00 noon

Posted Responses to Questions*

Friday – May 10, 2013, 4:30 pm

RFP Submission Deadline

Tuesday – May 21, 2013, 2:00 pm

RFP Public Acknowledgment

Wednesday – May 22, 2013, 2:00 pm

Responses to questions will not be posted on official DCSD holidays or furlough days.

The successful offeror will be formally notified after DeKalb County Board of Education approval.

G. FORMAT AND SUBMISSION OF PROPOSALS

The format requirements for RFP responses are designed to ensure uniformity in the responses, provide the information necessary to understand each offeror’s proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, be signed by the certifying company official, and be presented to the DCSD Purchasing Department according to the detailed instructions stated in this document.

- Proposals must be presented in a three-ring binder with tabs separating the required sections. All attachments must be identified properly for easy recognition and association.

Each page of the response must be numbered, and the offeror’s company name must appear in the lower right-hand corner of each page.

- Each proposal must contain a detailed Table of Contents and must be organized in the same order as the requirements are outlined in this RFP document. Each separate bullet point must be addressed individually. A response that does not adhere to a “point-by-point” format may be disqualified.

- Responses shall be organized simply and economically. Emphasis must be placed on completeness and clarity. Proposals that do not include all required information may be disqualified.

- RFP responses must be submitted in a sealed container plainly addressed as shown below. Containers not properly labeled as shown below will not be opened or considered.

SEE REQUIRED CONTENT / DOCUMENT CHECK LIST – PAGE 33.

Proposals must be sealed and clearly labeled and addressed as shown below:

SEALED PROPOSAL IDENTIFICATION LABEL:

This information must appear in the lower LEFT corner of your sealed proposal container (whether envelope, box, express carrier package, etc.)

<p>(SEALED PROPOSAL RESPONSE) RFP Number: RFP 14-460 RFP Name: GPS/AVL Vehicle Tracking System and Time and Attendance RFP Due Date: May 21, 2013, 2:00 PM Company Name: _____ Company Mailing Address: _____ Contact Person Name: _____ Contact Telephone No.: (____) _____</p>

SEALED PROPOSAL ADDRESS LABEL:

This information must appear in the mailing address area of your sealed proposal container (whether envelope, box, express carrier package.)

<p>(SEALED PROPOSAL RESPONSE) DeKalb County School District Purchasing Department 1701 Mountain Industrial Blvd Stone Mountain, GA 30083 ATTN: Carla L. Smith</p>

 COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

Boxes, express carrier packages and any other containers enclosing sealed proposals must ALSO be clearly labeled as shown above.

Sealed proposals **MUST** be received by the DCSD Purchasing Department by the **DEADLINE** stated in this solicitation. **Offerors submitting proposals in person must have the date and time stamped on their sealed proposals by a Purchasing Department representative.** Sealed proposals must be placed in the care of a Purchasing Department representative.

Failure to follow these sealed proposal label and submission requirements may cause proposals to be declared non-responsive and rejected.

Offerors are required to submit **one (1) original and ten (10) copies of the proposal.**

Ten (10) duplicate copies are required to be submitted with the original in a sealed package. It is recommended that copies be made after the original is complete and fully executed (signed and initialed) by the offeror's authorized representative.

Submit all responses to:

**Carla L. Smith, Assistant Director of Finance/Purchasing
Purchasing Department
DeKalb County School District
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083**

RFP responses will NOT be accepted at any other DCSD location.

H. MANDATORY PRE-PROPOSAL CONFERENCE

All prospective offerors are required to attend a **Mandatory Pre-proposal Conference**. The mandatory pre-proposal conference will be held on **Thursday, May 2, 2013 at 10:00 am, in the DCSD Administrative Instructional Complex – Training Room M201, 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083.**

I. PROPOSAL CONTACT PERSONS

The assigned contact persons for offerors is Carla L. Smith, Assistant Director of Finance/Purchasing and Phyllis Jones, Associate Buyer for the Department of Purchasing. Ms. Smith can be reached at 678.676.0279 or by email to carla_l_smith@fc.dekalb.k12.ga.us. Ms. Jones can be reached at 678.676.0285 or by email to jonesp@fc.dekalb.k12.ga.us.

J. PROHIBITED CONTACTS

Except with the consent of the proposal contact person, all offerors, including any persons affiliated with or in any way related to the offeror, are strictly prohibited from contacting DeKalb County Board of Education members and DCSD employees or consultants on any matter having to do in any aspect with this RFP, other than as provided herein. Any and all contacts with such

persons associated with DCSD shall be in writing, in appropriate circumstances or cases, as directed by the contact person.

K. QUESTIONS AND ANSWERS

It is intended that this RFP be adequate for any offeror to respond to DCSD's requirements. However, should offerors have questions all questions shall be submitted electronically to: Phyllis D. Jones at jonesp@fc.dekalb.k12.ga.us. The deadline to submit questions is **Tuesday, May 7, 2013 at noon**. Questions received after the deadline will not be considered. All questions received by Noon, May 7, 2013, shall be answered in writing and both the questions and answers will be posted to the following website on or before Friday, May 10, 2013, 4:30 PM.

<http://www.dekalb.k12.ga.us/administration/purchasing/solicitations>

PART II GENERAL REQUIREMENTS

A. OFFEROR PERFORMANCE

The successful offeror is required to perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of this RFP document and any negotiated contract(s). Specifications contained herein and in the successful response will become contractual obligations, if an award ensues. Failure of the offeror to fully perform these obligations may result in cancellation of the award and contract.

DCSD will look to the offeror and his/her identified personnel to coordinate and deliver the services described in this RFP. The services shall not be delegated to sub-offerors or assigned to any third party.

B. NEWS RELEASE

Any news release or publicity pertaining to any phase of this project must be cleared through the DCSD Executive Director of Communications.

C. NON-DISCRIMINATION

DCSD does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any of its employment practices, education programs, services or activities.

DCSD supports an open, fair, and impartial free-market system which maximizes competition and seeks to include all responsible businesses and to provide ample opportunities for business growth and development. Minority businesses are encouraged and given the opportunity to bid on various projects; however, all responses will be evaluated on the same criteria. It is not the intention or desire of DCSD to restrict or impede competition, nor to increase the cost of the work.

D. DRUG-FREE WORKPLACE

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.

E. SMOKE-FREE WORKPLACE

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.

F. COSTS INCURRED

DCSD is not liable for any costs incurred by an offeror in preparing and/or submitting a response to this RFP or for any interview if requested. Any and all costs incurred by the offeror in preparing and/or submitting a response to this RFP and interviewing with DCSD (if requested) shall be the sole responsibility of the offeror and shall not be reimbursed by DCSD.

There is no guarantee of any offeror receiving an award as a result of submitting a response to this RFP.

G. INSURANCE

The DCSD Risk Manager sets insurance and indemnification requirements for each solicitation.

Certificate of Insurance / Accord Form is required with solicitation submittal. **Provision of Certificate of Insurance is a mandatory requirement.** Proposals submitted with certificates of insurance will be considered conditionally responsive to the insurance and indemnification requirement. Final award of this RFP will be contingent upon receipt within three (3) business days of request for insurance documentation complete with the following requirements and fully acceptable to the DCSD Risk Manager. No work will commence / no purchases will be made without the written statement of approval of insurance coverage from the DCSD Risk Manager. In the event the awarded offeror cannot produce insurance coverage acceptable to the Risk Manager within the time provided, DCSD reserves the right to award this solicitation to the first runner-up.

(1) The successful Offeror shall procure and maintain throughout the term of this agreement a policy or policies of insurance providing coverage as set forth below that shall protect the offeror and the Indemnitees (as defined in Part II, Section I of this RFP) from any claims for bodily injury, property damage, or personal injury which may arise out of offeror's operations under this agreement.

The foregoing policies shall be obtained from insurance companies approved to do business in the State of Georgia and companies acceptable to DCSD. Offeror shall procure the insurance policy(ies) at the offeror's own expense and shall furnish to DCSD a certificate of insurance containing the following:

- (a) Name and address of authorized agent;
- (b) Name and address of insured;
- (c) Name of insurance company;
- (d) Description of coverage in standard terminology;
- (e) Policy period;
- (f) Policy Number;
- (g) Limits of liability;
- (h) Name and address of certificate holder;
- (i) Acknowledgment to the DCSD of notice of expiration or cancellation;
- (j) Signature of authorized agent;
- (k) Telephone number of authorized agent; and
- (l) Details of policy exclusions applicable to this agreement in comments section of insurance certificate.

All certificates evidencing primary and excess layers shall be renewed and kept current and up to date on an annual basis.

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- (2) Offeror is required to maintain the following insurance coverage during the term of this agreement:
- (a) Workers Compensation Insurance in the amounts of the statutory limits established by the General Assembly of the State of Georgia. Offeror shall have the ability to self-insure its required workers compensation coverage if offeror is an approved self-insurer in the State of Georgia.
 - (b) Comprehensive General Liability Policy, or equivalent coverage, to include contractual liability. The Comprehensive General Liability Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and any excess or Commercial Umbrella Policy described below.
 - (c) Comprehensive Auto Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by offeror or offeror's personnel in the performance of this agreement. The Comprehensive Automobile Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and the excess or Commercial Umbrella Policy required under this agreement.
 - (d) Commercial Umbrella or Excess Liability Policy, which must provide the same or broader coverage than those provided for in the above Comprehensive General Liability and Business Auto Policies. Policy limits for the Commercial Umbrella or Excess Liability Policy shall have an annual aggregate limit not less than \$2,000,000.
 - (e) Under all coverage and certificates required hereunder, policies shall or be endorsed to include the following terms and conditions:
 - (i) All policies and coverage shall be on an "occurrence" not "claims made" basis.
 - (ii) The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed, allowed to lapse for any reason until at least sixty (60) days prior written notice has been given to DCSD.
 - (iii) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.
 - (iv) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
 - (v) Certificates of Insurance showing such coverage to be in force shall be filed with DCSD prior to commencement or continuation of any work under this agreement.
 - (vi) All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.
 - (f) Under coverage and certificates required under Sections 2(b), (c), and (d) above, policies shall be endorsed to include the following terms and conditions:
 - (i) Minimum limits of \$1,000,000 per occurrence \$2,000,000 in the annual aggregate. Primary limits of coverage in the amount of \$1,000,000 per occurrence must be with insurers approved to conduct business in the State of Georgia. Excess or umbrella liability insurance may be placed with any insurer submitted by offeror, including captive or self-insured programs, with the prior written approval of DCSD.
 - (ii) Contractual liability coverage, specifically referencing this agreement and its Indemnity, applies to liability assumed by the named insured.
 - (iii) Shall include Indemnitees as additional insured.
 - (iv) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.
 - (v) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.

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- (vi) Shall be primary and not excess to any other coverage provided by or available to the Indemnitees (as defined in Part II, Section I of this RFP).
- (g) Offeror shall require any and all subofferors performing work under this agreement to carry insurance of the types and with limits of liability as offeror shall deem appropriate and adequate for the work being performed. However, the obligations of the offeror to the Indemnitees assumed in Sections of Indemnification, and Insurance shall not be reduced or diminished by the standards set for the subofferors. Further, offeror agrees that their obligations to indemnify and insure the Indemnitees shall pertain to all losses arising out of the subofferor's acts or negligence in the same manner and to the same extent as if committed by the offeror. Offeror shall obtain and make available for inspection by DCSD, current certificates of insurance evidencing insurance coverage by such subofferors.

H. INDEMNIFICATION

- 1) The successful offeror shall indemnify, defend, and hold harmless the DeKalb County School Board, the DeKalb County School District, DCSD, and their officials, officers, employees, agents, volunteers, and assigns (all of whom may collectively be referred to as "Indemnitees" throughout this RFP), from any and all claims, demands, suits, actions, legal or administrative proceedings, losses, liabilities, costs, interest, and damages of every kind and description, including any attorneys' fees and/or litigation and investigative expenses, for bodily injury, personal injury, (including but not limited to offeror's employees), or loss or destruction of property (including loss of use, damage or destruction of DCSD owned property) to the extent that any such claim or suit was caused by, arose out of, or contributed to, in whole or in part, by reason of any act, omission, professional error, fault, mistake, or negligence whether active, passive or imputed, of the offeror its employees, agents, representatives, or their employees, agents, or representatives in connection with or incidental to offeror's performance of the agreed-upon services regardless of whether such liability, claim, damage, loss, cost or expense is caused in part by an Indemnitee.
- 2) The successful offeror shall be excused from its indemnification obligations above:
 - a) if the claims, demands, suits, actions, proceedings, losses, liabilities arise solely and exclusively out of the negligence of DCSD or one of the Indemnitees; or
 - b) if DCSD fails to (i) provide written notice of the third party claim or suit as soon as practicable, (ii) cooperate with all reasonable requests of the offeror; or (iii) assist offeror with the defense and/or settlement of such claim or suit.
- Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

I. ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DCSD solicitations for services. The Illegal Immigration Reform and Enforcement Act of 2011 does not apply to solicitations for items, commodities and products.

Offerors shall complete and/or have their subcontractors complete the following forms:

- 1) Immigration and Security Certification
- 2) Contractor Affidavit (Contractor Only)
- 3) Subcontractor Affidavit (Subcontractor Only)
- 4) Sub-Subcontractor Affidavit (Sub-Subcontractor Only)

The Immigration and Security Certification, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are found on pages 41-45 of this solicitation document. The Immigration and Security Certification, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit must be completed, notarized and submitted with your bid response.

I acknowledge the Illegal Immigration Reform and Enforcement Act of 2011 requirements for service providers and confirm by my signature below that the Immigration and Security Certification, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are each completed, notarized and made a part of this solicitation response package. I also acknowledge that all items or services furnished to DCSD must comply with applicable federal and state immigration laws, and regulations.

Offeror must sign below acknowledging the above statement.

Signature of Engaging Official: _____ **Date:** _____
(Company Name / Certifying Official Signature)

J. INTERVIEWS

DCSD reserves the right to require offerors to participate in one or more interviews with DCSD board members and/or staff. Offerors must be prepared to discuss the salient points of their proposal within two (2) normal working days of being asked to participate in interviews. There are to be no presentations, individually or collectively, without such invitation.

K. CONTRACT TERMS

In the event DCSD determines that outsourcing these services are in its best interest, with the approval of the DeKalb County Board of Education, the successful offeror will be notified in writing. A contract confirming price and other terms shall be signed by the parties. Services will begin on or about June 13, 2013. The initial contract duration shall be through June 12, 2014. The contract will contain four (4) one-year extension options contingent upon DCSD's offer of such extension, the successful offeror's acceptance and the approval of the DeKalb County Board of Education to extend the contract. The contract is subject to the approval of the DeKalb County Board of Education and to fiscal year funding limitations. The contract price must be held firm for the entire term of the contract. DCSD reserves the right to terminate any resulting contract for convenience. In the event of contract termination by DCSD, the DCSD will be responsible only for those services and deliverables that have been received and accepted. Non-performance of contract terms shall give sufficient cause for DCSD to cancel the contract. Non-performance shall be construed to include, but is not limited to, failure of the offeror to deliver equipment or perform services in the time specified or in the manner required.

L. PERMITS AND APPLICABLE LAWS

Offerors shall at their own expense obtain all necessary permits, certifications, and licenses and shall comply with all applicable local, state, and federal laws, ordinances, rules, and regulations necessary to the full execution of the requirements stated herein. Offerors shall maintain all such permits, licenses, certifications, and compliances in a current status throughout the course of the contract. Offerors shall submit copies of permits, licenses, and certifications evidencing proof of the aforementioned immediately upon request of DCSD. Offerors shall be in compliance with registration with the Georgia Secretary of State's office as applicable.

M. INFRINGEMENT

Offeror shall fully indemnify Indemnitees against any claims of infringement of any patent, copyright, trade secret, trademark, or other intellectual property rights related to the offeror's response to this RFP or services performed upon contract award. Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

N. OWNERSHIP RIGHTS

DCSD shall retain ownership rights to the contents of all documents, supporting literature, and data submitted by offerors to this RFP.

O. NON-COLLUSION

Offerors shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFP. Further, offerors guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

P. CONFLICT OF INTEREST

Offerors shall disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee or DeKalb County Board of Education member. Offerors shall also disclose the name of any DCSD employee or board member who owns, directly or indirectly, an interest in five percent or more in the offeror's company or any of its branches. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest, unfair advantage, or personal benefit to any DCSD official.

Q. FINANCIAL STABILITY

1. Offerors shall provide a copy of their company's audited financial statements for the previous two (2) years – 2011 and 2012. **Provision of financial statements is a mandatory requirement.**
2. Indicate here if your company is publicly traded or not publicly traded:

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

My company is publicly traded. _____/

My company is not publicly traded. _____/

3. If your company is a publicly traded company, provide a copy of your company's annual report for the previous two (2) years – 2011 and 2012.

R. NO OBLIGATION/NO CONTRACT GUARANTEED

This RFP does not commit DCSD to contract with any offeror to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.

S. CONFIDENTIALITY AND NON-DISCLOSURE

Information made available to offerors by DCSD shall be used only for purposes related to responding to this RFP and shall not be used for any other purpose without the express written permission of DCSD.

Offerors to this RFP unequivocally agree to assume responsibility for protecting and safeguarding the confidentiality of DCSD records that are not public information. Such information may include, but is not limited to student and human resource file contents.

T. BUSINESS LICENSE

Offerors shall submit with their proposal, a copy of their valid company business License. If the offeror is a Georgia corporation, offeror shall submit a valid county or city business license. If the offeror is not a Georgia corporation, offeror 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 offeror holds a professional certification which is licensed by the state of Georgia, offeror shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the offeror for the duration of the contract. **Provision of copy of business license is a mandatory requirement.**

PART III SCOPE OF WORK

A. PURPOSE

The intent and purpose of this Request for Proposal (RFP) and the resulting annual contract is to obtain services and products from a capable, qualified and experienced offeror to provide and implement a real time Global Positioning System (GPS)/Automated Vehicle Locator (AVL) Vehicle Tracking system, Time and Attendance solution, integrated bus routing and field trip scheduling solution with continuing support services for 950 school buses and GPS for 290 maintenance vehicles operating in the DeKalb County School District (DCSD).

The complete system shall include, but not be limited to all hardware and software with proven integration with the current Geographical Information System (GIS) mapping system in use by DCSD, hardware, software, implementation services, system training, continuing support and maintenance and all things and services necessary for a real time Global Positioning System (GPS)/Automated Vehicle Locator (AVL) Vehicle Tracking system, Time and Attendance solution.

The awarded offeror shall provide all professional services, hardware, communication services, software, installation, training, system documentation, implementation, labor, materials, supplies, tools, specialized equipment, insurance permits, licenses, registration fees, and all services and things necessary to provide a real time Global Positioning System (GPS)/Automated Vehicle Locator (AVL) Vehicle Tracking system and Time and Attendance solution for the DCSD fleet in accordance with the requirements of this RFP.

The awarded offeror shall be fully responsible for the successful delivery, implementation, continued support and all things and services necessary for the complete project.

The desired date range for installation shall be June 13, 2013 to July 31, 2013.

Offerors shall include a detailed and separate cost analysis for each component to include but not be limited to hardware, software, delivery, installation, setup, implementation, training, licenses, and annual maintenance agreements.

DCSD reserves the right to award to one vendor or to make multiple awards.

B. BACKGROUND

The DCSD Department of Pupil Transportation currently operates a fleet of nine hundred and fifty (950) school buses and two hundred and ninety (290) maintenance vehicles.

The Department of Pupil Transportation has been using Trapeze/Mapnet routing software since 2001.

DCSD is responsible for the maintenance of all vehicles and has two maintenance facilities: Sam A. Moss Service Center, 1780 Montreal Road, Tucker, Georgia 30084 and Mountain Industrial located at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083.

C. SCOPE OF SERVICES

DCSD is seeking a real time GPS/AVL tracking system that will include but not be limited to the provision of the following:

- Accurately track 950 school buses
- Automate payroll with time and attendance
- Allow drivers and monitors to clock in and out on the bus using specific job codes
- Facilitate pre- and post-trip inspections
- Optimize school bus routing
- Record data that will help gain operational efficiencies
- Store historical data for review and reports

DCSD also desires GPS for 290 maintenance vehicles.

DCSD is interested in strengthening the capabilities of its transportation management system. Offeror's response shall include information about the vendor's ability to provide systems that integrate with the proposed GPS/AVL and driver time and attendance tracking system. System shall be in current production and shall include capabilities and functions that include but not be limited to the following capabilities and functions:

- Field trip scheduling
- Fleet maintenance
- Routing and scheduling
- Special needs transportation
- Boundary planning,
- Economic and Social Research Institute (ESRI) Geophysical Information System (GIS) integration
- On-vehicle tablet computing
- Student ridership tracking
- Electronic vehicle inspection
- Cost calculations

All components, both on the bus and on the server, shall be from the same offeror.

DCSD reserves the right during the term of the contract to add or delete school buses and maintenance vehicles from the system as needed. Offeror shall confirm compliance in their response.

D. SYSTEM REQUIREMENTS (GPS/AVL)

1. The awarded offeror shall provide all hardware, software, licenses, permits, programming documentation, training materials, personnel, technical knowledge, project management, skills and all things and services necessary to provide and implement a GPS/AVL system as outlined in the requirements of this Request for Proposal.

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2. The awarded offeror shall identify minimum requirements for the specifications for computers, servers, desktop or network printers, or other equipment requirements necessary to operate the system in their response to this RFP as DCSD will host. The awarded offeror shall ensure that equipment meets or exceeds the minimum specifications included in the RFP and shall provide confirmation and documentation in their response.
 3. Offerors shall provide a proposed Project Implementation Plan with their proposal response. The finalized plan of the awarded offeror shall become part of the contract document.

Offerors shall define all deliverables and proposed date for completion. The project plan shall include, but not be limited to, all tasks necessary for the successful delivery, installation and set up of the hardware units, delivery installation, and set up of the system wide software and database if applicable. Offeror shall include end user training.

The project plan shall include any resources required from and by DCSD for the successful outcome of the project.

4. The awarded Offeror's Software must have the ability integrate with DCSD's current GIS mapping system.
5. The awarded Offeror's GPS/AVL software system shall be able to track in real time vehicle information, to include but not be limited to the following:
 - Speed
 - Location (latitude, longitude)
 - Vehicle Identification (ID)
 - Date
 - Time
 - Collection of the following bus equipment usage information:
 - Ignition
 - Service door
 - Amber/yellow flashers
 - Red flashers
 - Stop arm
 - Rear door
 - Brakes
6. The awarded offeror's system shall be able to provide vehicle position at a minimum of once every 10 seconds while the vehicle is turned on.
7. The GPS positional accuracy shall be 10 meters or less 90% of the time.
8. The awarded offeror's system shall be able to compare real time vehicle information listed above to planned driving/route activities such as but not limited to:
 - Driving paths
 - Stop sequencing

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- Arrival and departure times at user specified locations, contained in the current routing and scheduling databases.
9. The awarded offeror's system shall be able to track vehicles even when the vehicle is out of communication range and save the information until the vehicle is back within communication range. The GPS signal shall be continuous.
 10. System shall be able to retrieve and store data for analysis and reporting vehicle historical data for a minimum period of one year.
 11. Offeror shall provide at least three (3) references for school districts with bus fleets of more than 500 vehicles that are using the offeror's GPS/Time and Attendance tracking system. Refer to Section T, References (page 30) and Attachment C, Offeror's Client Reference Form (page 38).
 12. All system components shall be fully tested and operational by the awarded offeror. Acceptance shall be made by DCSD only after all system components are fully tested and operational.
 13. Offerors shall provide DCSD with a proven solution to meet the requirements of this project. DCSD will not consider unproven, untested solutions.

The awarded offeror shall be fully responsible for all deliverables, components, tasks, services, and all things necessary for the successful implementation of a complete, operational system.

E. SYSTEM MAINTENANCE REQUIREMENTS

1. Technical and maintenance support shall be provided through an annual maintenance agreement between the awarded offeror and DCSD.
2. Offerors shall include a copy of their annual maintenance agreement with their response. The awarded offeror's maintenance agreement shall provide ongoing system support and maintenance, including upgrades, bug fixes and patches, and other technical support necessary to meet DCSD needs for a successful operation of the system. Clarify whether your maintenance agreement is a separate agreement or is it integrated into a license agreement.

Offeror shall include firm fixed annual maintenance pricing for five (5) years. Costs shall be broken down on a yearly basis and any/all costs shall be itemized, if applicable. The first year of the maintenance agreement shall commence after the GPS/AVL system has been accepted by DCSD. Refer to Attachment A, Cost Proposal Form (pages 34-36).

3. Offeror's shall describe and provide the following information in their response:
 - Frequency of software updates, upgrades, and new software releases (i.e. – bug fixes and major revision levels) for the system

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- System security protocols, including your procedure for adding or deleting buses and vehicles, if applicable.
 - Describe your protocol for operating during network outages.
 - The anticipated life cycle of the system being proposed.
4. Offeror shall provide the name, address, and contact information of their local support staff with response. Describe your technical resources and include whether or not technical assistance is required for upgrades.
 5. The awarded offeror shall maintain a current list of local support staff at all times during the term of the contract and provide updated lists to DCSD at all times during the term of the contract.

F. GPS HARDWARE REQUIREMENTS

1. DCSD requires traditional “black box” GPS hardware proven in school bus tracking that can be securely mounted inside vehicles and which allow for at least five inputs.
2. Device shall have the ability to be mounted in a specific area on the vehicle with the option of removing the device and re-installing it.
3. GPS device must be able to interface with the required Radio-frequency identification (RFID) reader or key pad/touch pad data entry for driver time and attendance.
4. Service subscription agreement for the GPS device shall include cellular transmission. Offerors that do not include the cost of cellular communication in their service will not be considered. Offerors requiring a separate cellular contact with a cellular provider will not be considered.
5. The awarded offeror shall deliver and perform the initial installation of all hardware necessary for the operation of the AVL/GPS system for each DCSD vehicle on site.
6. Any hardware that must be mounted inside or outside of the vehicle must meet Georgia Department of Education approval and specifications. Offeror shall confirm compliance in your response.
7. System shall provide capability for DCSD user to control various hardware settings (frequency of GPS location reporting, metrics for excessive speed alerts, any parameter that controls operation of hardware) from within the software user interface.

G. GPS SOFTWARE REQUIREMENTS

1. The awarded offeror’s GPS/AVL software should be available in both a client server and web enabled structure that allows any authorized user access to information through any PC with internet access.

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2. The awarded offeror's software shall be capable of processing the amount of GPS information produced by the entire fleet of vehicles.
 3. The awarded offeror's software shall be able to display data as it is transmitted by the GPS hardware in real time.
 4. The awarded offeror's software shall be able to display vehicle performance (early, late, on-time) in real time and be able to immediately ascertain the status by the color being displayed. Comparisons will be based upon route information contained in the current routing and scheduling database. Exception situations should be user defined and automatically brought to the attention of the user in text table form as well as graphically (colored icons).
 5. GPS data shall be displayed over the same map as used in the current routing and scheduling system. The maintenance of two (2) separate maps is unacceptable.
 6. The awarded offeror's GPS data must be displayed for any group of vehicles defined by the user. In example, buses serving a particular school, in a certain geographic area or any user defined criteria.
 7. For each vehicle, the awarded offeror's software shall allow the user to select the types of events to be reported. Examples of events should include but not limited to
 - Bus stops
 - School stops
 - Entrance door open/close
 - Emergency alert
 - Excessive speed
 - Amber/red light activation
 - Excessive idling
 - Ignition on/off. Each event attribute notification can be customized by the user.
 8. The awarded offeror's software shall be able to collect point-to-point mileage and updated every second as a minimum.
 9. The awarded offeror's software shall allow for full two-way integration to compare
 - Arrival time performance
 - Routing comparison
 - Driver activity tracked by mapped comparisons of routes contained in the current routing and scheduling database
 - Actual routes run by employees.

GPS and Time and Attendance data should have the ability to be reported with a complete travel path of both planned and actual routes for any time interval defined by the user. Graphic attributes of the report such as color and line type can be selected by the user.

10. The awarded offeror's software shall have the ability to display actual planned route data in text format. Bus stops shall be clearly identified as early, late, on-time, missed or unscheduled. According to the current status/location of the vehicle, all future bus stops shall be provided and estimated time of arrival and automatically adjusted according to the most recent GPS data.
11. The awarded offeror's software shall have the ability to display actual versus planned data on the map. Users shall have the ability to display both actual real-time travel paths of buses and planned travel paths according to routes contained in the current routing and scheduling database. Information shall be able to be displayed on the same screen with user defined graphical attributes to separate the two.
12. The awarded offeror's software shall have the ability to generate user-defined reports including but not limited to the following: on-time arrivals, excessive speed, missed stops, unauthorized stops, and idle time.
13. The awarded offeror's software shall have the ability to import GPS data into the current routing and scheduling system in order to correct or improve routes and runs.
14. The awarded offeror's software system shall have the ability to allow for the easy evaluation of bus stops as listed by the current routing and scheduling system and compare with actual GPS data and allow the user the option to correct if needed.
15. The awarded offeror's system shall have the capability to track emergency events by level of severity. Severe alerts will immediately alert the user by sound or visual on the screen and require that the user take a specific action before resuming other activities within the software. Severe alerts may also be set to notify all users on-line whether tracking the vehicle or not. Less severe events may be stored for later review. The level and types of events will be defined by DCSD.
16. The awarded offeror's software shall be easily programmable to allow for the reassignment of a route on a particular GPS for buses taken out of services or placed on other routes. The software will allow for recognition of route and bus number changes on the hardware.
17. The awarded offeror's software system shall report the statuses of all GPS units on a daily basis and notify the system manager of any malfunction of any unit.
18. The awarded offeror's software system shall provide start/stop time, total time, total mileage and idle time and should be available for preparing reports, cost calculations and analysis, and performance reviews.

H. TIME AND ATTENDANCE HARDWARE REQUIREMENTS

Offerors shall provide best solution data entry device required on each bus such as a radio-frequency identification (RFID) reader or key pad/touch pad data entry device for driver time and attendance.

1. The data entry device shall have the capacity for

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- Log in/log out
 - Activity/job code
 - Employee ID
 - Unit ID
 - Messaging and
 - Alerts.

2. The device shall be able to wirelessly transfer all data to a designated server.
3. The device shall be tamper proof.

I. TIME AND ATTENDANCE SOFTWARE REQUIREMENTS

1. Offerors shall provide best solution to wirelessly transfer and manage all time and attendance data transferred to the DCSD server.
2. Offerors shall provide best solution on a time and attendance software that will automate payroll, provide detailed reporting and analyses and enhance the overall payroll process.
3. Software shall provide electronic connectivity and data transfer capability to the district's main payroll system.

J. ROUTING SOFTWARE REQUIREMENTS

The routing and scheduling software shall include but not be limited to the following minimum capabilities:

- Student database management
- Bus stop component
- Bus run component
- Bus route component
- Security system
- Report writer
- Route driving directions
- Multi-bus transfers
- Attendance boundary

1. Offeror agreement shall include the provision of free upgrades and updates as they become available.
2. Complete capacity to integrate.

K. CELLULAR REQUIREMENTS

1. Cellular service shall provide the fastest and most current technology available.
2. The offeror shall provide maps indicating coverage in the state of Georgia and proof that DCSD will have full connectivity at all times.
3. The offeror shall provide an unlimited that includes; but is not limited to, data, internet, communication and roaming.
4. All costs for cellular services must be clearly detailed in Attachment A, Cost Proposal (pages 34-36).

L. FIELD TRIP SOFTWARE REQUIREMENTS

1. Software installed as web-based client for use by schools and centers.
2. Shall have an invoice/billing component.
3. Shall provide multiple options for developing and running reports.

M. WARRANTY REQUIREMENTS

1. Minimum five (5) years parts and labor warranty included on GPS hardware.
2. Proposal shall include all hardware warranty and maintenance agreements.
3. Proposal shall included all software warranty and maintenance agreements.

N. PERSONNEL REQUIREMENTS

The awarded offeror shall list the impact of the GPS/AVL system on existing personnel and list the following:

1. Number of personnel required to monitor and maintain the system.
2. Technical competency level required to monitor and maintain the system.
3. Time commitment per day per employee to monitor and maintain the system.

O. TRAINING REQUIREMENTS

1. The awarded offeror shall develop and submit a comprehensive training plan and strategy for training the DCSD Department of Pupil Transportation staff to the new GPS/AVL system.

Offeror shall include recommended training hours. Identify location of recommended training.

Offeror shall describe any "Introductory" tutorials, electronic and manual training aids and user guides that are developed for the system.

2. Training shall be provided and may include but not be limited to:
 - Clerical staff (5)
 - Routing staff (5)
 - Supervisors (17)
 - Payroll staff (4)
 - Dispatchers (5)
 - Managers (3)
 - Director (1).
3. Training shall be provided for
 - Maintenance staff/mechanic(s) to install/remove, repairs, troubleshooting, etc. (approximately 10 individuals).
4. Offeror shall include all costs associated with training in Attachment A, Cost Proposal Form (pages 34-36).

P. LICENSE REQUIREMENTS

Offeror shall describe in their response, the licensing requirements for all software included in the proposed system. Provide a listing and define if the license is perpetual. Include information regarding allowance(s) for future expansion of the license if needed.

Q. QUESTIONS

Offeror shall provide responses to the following questions with their response:

1. Can your firm provide the requested system in accordance with DCSD's needs and schedule? If not, explain why.
2. Describe your approach to the management of this project to successfully achieve the optimum outcome for DCSD.

R. OPTIONAL PROPOSAL COMPONENT – PUSH TO TALK over Cellular (PoC) or (PTT)

DCSD desires offerors to provide information and pricing regarding an optional Push to Talk over Cellular (PoC) or (PTT) component, as follows:

Push to Talk over Cellular (PoC) or (PTT)

- Provide the latest version of PTT technology
- Provide the most durable hardware with the PPT feature
- Provide grouping PTT capabilities
- Provide detailed equipment, installation, service costs, and all things necessary, including but not limited to support and maintenance costs and fees.
- Provide any information on e-Rate funding for "Voice" communication with the PTT feature

DCSD desires offerors to provide detailed costs for Push to Talk over Cellular (PoC) or (PTT) on Attachment A, Cost Proposal Form (pages 34-36). Firm Fixed Costs shall include *all* equipment, installation, service and all things necessary, and shall include but not be limited to any necessary support and maintenance costs and fees.

DCSD may or may not award the Push to Talk over Cellular (P0C) or (PTT) optional proposal component.

S. COMPANY PROFILE

Offerors to this Request for Proposal are required to demonstrate, and include with their submissions to this RFP, a full and complete company profile, to include, but not be limited to: the date of establishment, mission statement, type and confirmation of company's legal entity form, company's organizational structure/chart, principals' names and titles, company size in relation to industry, number of employees, company history, financial position, and all relevant current and past experience on similar projects, including the company's overall experience in providing GPS/AVL Vehicle Tracking System and Time and Attendance for DCSD.

T. EMPLOYEE IDENTIFICATION REQUIREMENTS

Awarded offeror shall provide each employee with identification with both the name of the awarded offeror and the employee name. This identification must be visibly worn on the outer garment of the employee at all times when on DCSD premises.

Awarded offeror's employees shall pass a background check. Awarded offeror is responsible for costs related to employee background checks.

U. REFERENCES

Offeror must provide the names and contact phone numbers of at least three (3) current clients, preferably clients comparable to DCSD, for whom the offeror is providing or has provided GPS/AVL Vehicle Tracking System and Time and Attendance for DCSD.
(Attachment C – Offeror's Reference Form, [page 38](#))

Offeror must have successfully implemented similar systems for a minimum of three (3) school districts with a minimum of (1) school district's bus and fleet vehicles similar in scope and size to DCSD's fleet within the past five (5) years. A complete school district listing with contact information is required with your response.

Offeror must provide three (3) existing payroll application customers with your application on a cellular handset including company references. One must be a school district in similar scope and size to DCSD.

V. BROCHURES, CATALOGS, MANUALS, WEBSITES, LITERATURE

In addition to the formal response to this RFP, all offerors are encouraged to submit brochures, catalogs, manuals, website materials, industry literature, DVD's and any other marketing and informational media which will support and enhance their submission value.

W. ADDED VALUE

Offerors are encouraged to describe in detail all added value or additional services or benefits available and offered at no cost to DCSD in their RFP responses.
Attach and label as "**ADDED VALUE.**"

X. EVALUATION CRITERIA

DCSD advertises this RFP as an opportunity for interested and qualified companies specializing in GPS/AVL Vehicle Tracking System and Time and Attendance to submit responses consistent with the scope of work stated herein. Offerors to this RFP are encouraged to submit their most comprehensive, innovative, and creative proposals for GPS/AVL Vehicle Tracking System and Time and Attendance for DCSD.

All responsive offers will be carefully reviewed and evaluated for responsibility, capacity, business strength, qualifications, expertise, demonstrated experience in the provision of and

implementation of GPS/AVL Vehicle Tracking System and Time and Attendance for large urban public school districts, and highest and best value to DCSD with consideration to quality, approach, timeliness, dedicated personnel, and value added (if any). Proposal conformance to RFP instructions, terms, conditions, and requirements is critical to offeror responsiveness.

DCSD may, at its sole discretion, select or reject all or portions of the service(s) proposed from responsive offerors. As a part of the evaluation process, DCSD may find it necessary to evaluate the addition or deletion of components of an offeror's proposal in order to make equivalent comparisons to other proposals. DCSD will select the offeror whose proposal DCSD determines best meets the specific and unique needs of DCSD, based on the requirements and evaluation criteria set forth herein.

The determination of the successful proposal will be based upon information supplied by the offeror in the RFP response and upon other information that will be obtained by DCSD as it deems necessary. The lowest-cost proposal submitted may not necessarily be determined to be the most responsive and responsible proposal when all factors have been considered. However, the quoted price is an important factor in the determination of the selected proposal.

As part of the evaluation process, DCSD is requesting presentations/demonstrations based on a offeror's written response. Offerors will be limited to a one hour presentation/demonstration in order to assure the evaluation committee of a full understanding of their responsiveness to the RFP requirements. This presentation/demonstration is limited to a technical perspective not a marketing approach; however, offerors may include any information that shows future capabilities beyond the scope of work of this RFP (some examples; student tracking, parent secured log in, etc.).

Y. TRANSITION PLAN

a. Transition on Commencement of Contract

The awarded offeror shall assume full services in accordance with the award of the RFP. The awarded offeror shall coordinate and cooperate with DCSD's existing provider(s) to ensure a smooth and orderly transition with uninterrupted services.

b. Transition and Continuity of Service upon Expiration of Contract

Continuity of services is necessary to DCSD. The awarded offeror agrees to this philosophy and upon expiration of contract, agrees to:

Exercise best efforts and cooperation for an orderly and efficient transition to another GPS/AVL Vehicle Tracking System and Time and Attendance or to DCSD.

Negotiate a plan in good faith with successor to determine the nature and extent of the phase-in, phase-out services required. The plan shall specify a date for services described in the plan and shall be subject to approval by DCSD. The existing GPS AVL Vehicle Tracking System and Time and Attendance provider shall provide sufficient experienced personnel during the phase-in and phase-out periods to ensure that the imperious services in the contract are maintained at the required level of need and proficiency.

All DCSD property (including but not limited to, students and DCSD records, equipment, facilities, and materials) shall be returned to DCSD upon expiration of contract.

Z. REQUIRED CONTENT / DOCUMENT CHECKLIST

IMPORTANT NOTICE: Failure to provide the information and/or documentation required in this solicitation will cause the submission to be declared non-responsive and rejected.

Refer to Part I, Section G, Page 10, for additional information on the format and submission of proposals. Offerors are required to submit one (1) original and ten (10) copies of their response. Responses must be submitted on 8 ½" x 11" single-sided stock. Offerors must reply in a narrative to each requirement and question. "Understand and comply" responses are not acceptable. All RFP submissions must include the following items and attachments.

- The Request for Proposals document, RFP 14-460, GPS/AVL Vehicle Tracking System and Time and Attendance (MUST BE the first document in the submission); this document consists of Pages 1 – 47 and is located at www.dekalb.k12.ga.us/adminservices/solicitations/purchasing/
- Table of Contents for your submission
- Addenda – Each individual Addendum must be printed, signed and inserted immediately following the Table of Contents (page 10)
- Project Scope of Work (pages 21-30)
- Certificate of Insurance (page 15)
- Brochures, Catalogs, Manuals, Websites, Literature, DVDs and other marketing media (page 31)
- Offeror's Client References (References (page 30, and Attachment C, page 38)
- Business License (page 20)
- Company Profile (page 30)
- Audited Company Financial Statements and Company Annual Reports for 2010 and 2011 (page 19)
- Added Value (page 31)
- Attachment A – Cost Proposal Form (pages 34-36)
- Attachment B - Critical Paragraphs (page 37)
- Attachment C – Offeror's Client References (page 38)
- Attachment D - Statement of Confidentiality and Non-Disclosure (page 39)
- Attachment E – Suspension and Debarment Certification (page 40)
- Attachment F – Immigration & Security Certification (pages 17 and 41-45)
- Attachment G – Signature Page (page 46)
- Remember: Ten (10) copies plus an original, all in three-ring binders with tabs separating the required sections.

Attachment A

RFP 14-460

GPS/AVL Vehicle Tracking System and Time and Attendance

Cost Proposal Form

Offeror shall provide a firm fixed price. Firm fixed price shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel and per diem, direct and indirect administrative costs, overhead, any other charges, and all things and services necessary to provide and implement a real time Global Positioning System (GPS)/Automated Vehicle Locator (AVL) Vehicle Tracking system, Time and Attendance solution, integrated bus routing and field trip scheduling solution with continuing support services for 950 school buses and GPS for 290 maintenance vehicles operating in the DeKalb County School District (DCSD), in accordance with the requirements of this RFP.

All costs associated with meeting the requirements of this RFP shall be the sole responsibility of the offeror.

Include Added Value services at “no cost.”

DCSD reserves the right to request a best and final offer.

Offeror shall format and describe all costs as necessary in accordance with the following outline of costs:

1. **Any and All Costs**

Offeror shall include a firm fixed price for any and all costs associated with meeting the requirements of the RFP in Attachment A, Cost Proposal Form (pages 34-36). Do not include costs outside of Attachment A.

Offeror’s proposal shall include a detailed and separate cost analysis for each component, including but not limited to hardware, software, delivery installation, setup, implementation, licenses, training, annual maintenance agreement, and any and all other costs.

Include Units, Unit Price, Initial Costs and Annual Costs as applicable.

2. **Itemized Breakdown of School Bus and Vehicle Costs**

a. **School Bus Fleet**

Offeror shall provide a complete itemized breakdown of all costs for the school bus fleet. Breakdown shall include

b. **Maintenance Vehicles**

Offeror shall provide a complete itemized breakdown of all costs for the maintenance vehicles. The school bus fleet and the maintenance vehicles shall be itemized separately. Breakdown shall include....

Attachment A

RFP 14-460

GPS/AVL Vehicle Tracking System and Time and Attendance

Cost Proposal Form (continued)

3. **Cellular Costs**

Offeror shall include all costs associated with cellular communication.

4. **Training**

Offeror shall include all costs associated with training.

5. **Licenses**

Offeror shall include an itemized listing of licenses and all costs associated with each license.

6. **Five (5) Years of System Maintenance**

Offeror shall provide an annual cost for each of the requested five (5) years of System Maintenance. Costs shall be broken down on a yearly basis and any/all costs shall be itemized, if applicable.

7. **Other Costs Associated with Proposed System**

DCSD requests a firm fixed cost proposal that includes any and all costs associated with proposed system. Offeror shall include *any and all other costs or charges* associated with proposed system.

Offeror shall provide an itemized breakdown of any an all other costs associated with offeror's proposed system.

DCSD will not accept invoices from awarded offeror for costs that are not included in offeror's response.

8. **Total System Cost**

Offeror shall provide a total firm fixed cost for the proposed system. Total cost shall include any and all costs, and shall be the same amount as the total costs of the itemized breakdowns listed above.

Attachment A

RFP 14-460

GPS/AVL Vehicle Tracking System and Time and Attendance

Cost Proposal Form (continued)

9. **Optional Proposal Component: PUSH TO TALK over Cellular (PoC) or (PTT)**

DCSD desires offerors to provide detailed costs for Push to Talk over Cellular (PoC) or (PTT). Costs shall include all equipment, installation, service and all things necessary, including but not limited to any necessary support and maintenance costs and fees.

Detailed costs for Push to Talk over Cellular (PoC) or (PTT) optional component shall be listed separately and identified as Optional Proposal Component: PUSH TO TALK over Cellular (PoC) or (PTT). Firm Fixed Costs shall include *all* equipment, installation, service and all things necessary, and shall include but not be limited to any necessary support and maintenance costs and fees.

DCSD may or may not award the Push to Talk over Cellular (P0C) or (PTT) optional component.

Complete the following:

Company Name

Authorized Company Representative Name (please print)

Title

Authorized Company Representative Signature

Date

Address

Phone

Fax

Email

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

Attachment B

RFP 14-460 GPS/AVL Vehicle Tracking System and Time and Attendance

Critical Paragraphs

Offerors must put their initials in the space provided in front of each critical paragraph and sign below. Initials signify that the information has been read and the offeror agrees to comply to the requirement, stipulations, terms and conditions. Attach and label "Critical Paragraph."

- 1) _____ This RFP does not commit DCSD to any offeror to this RFP. DCSD is not liable for any costs incurred by an offeror in responding to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.
- 2) _____ Any news release or publicity pertaining to any phase of this RFP will be the responsibility of DCSD and must be cleared through the Chief of Staff of DCSD.
- 3) _____ It is the responsibility of offerors to make themselves aware of and to comply with any addenda, questions and answers posted to the DCSD website in relation to this RFP. All addenda must be printed, signed by the certifying official and included in the RFP submittals. Failure to do so will cause the offeror to be deemed non-responsive to the requirements of this RFP.
- 4) _____ Offerors to the RFP agree to fully indemnify DCSD as stated in the RFP, **Part II, I, page 17.**
- 5) _____ Offerors certify that they have not engaged in collusion and guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced or acted in any manner to result in restriction of trade or unfair advantage.
- 6) _____ The DCSD reserves the right to reject any and/or all responses submitted and to waive any technicalities or minor irregularities in responses received. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous DCSD.

Attachment C

RFP 14-460 GPS/AVL Vehicle Tracking System and Time and Attendance

OFFEROR'S CLIENT REFERENCES

(Please copy this form and use one form per reference.)

Attach and label "Offeror's Client References."

Company Name Providing Reference

Address City/State/Zip

Name of Contact Person

Telephone Number of Contact Person

Email Address of Contact Person

Date/Duration of Service Relationship

Describe in Detail Services Provided (use additional sheets if necessary):

Important! This is a vital part of your RFP submission. DCSD will verify client references. It is advisable that you inform your reference contact person that you have listed them for reference.

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

Attachment D

RFP 14-460 GPS/AVL Vehicle Tracking System and Time and Attendance

Statement of Confidentiality and Non-Disclosure

Any non-public information made available to the offeror by DCSD in relation to this RFP shall be used only for those purposes outlined in the RFP document and shall not be used in any other way without the written permission of the DCSD.

If the offeror is uncertain about the proposed use of information provided in relation to this RFP, the offeror shall consult with the DCSD RFP contact person as identified in the RFP document for clarification.

The offeror agrees to assume full responsibility for protecting the confidentiality of DCSD records that are not public information. Such information may include, but is not limited to student and employee data and other written and oral information of a personal and/or confidential nature, which shall be safeguarded by the offeror to ensure that it is not improperly disclosed.

Offeror Company Name

Company Representative

Date

Attachment E

RFP 14-460

GPS/AVL Vehicle Tracking System and Time and Attendance

SUSPENSION AND DEBARMENT CERTIFICATION

By submitting this RFP, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

Further, by submitting this RFP, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

The certification placed herein is a material representation of fact upon which reliance will be placed as RFP submissions are evaluated and any transaction is entered into. If it is later determined that the prospective offeror has knowingly rendered an erroneous certification, the DCSD may pursue all available remedies, including but not limited to suspension and/or debarment.

The prospective offeror shall provide immediate written notice to the DCSD Purchasing Department if at any time the prospective offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The prospective offeror agrees by submitting this form that, should the proposed transaction be entered into, the prospective offeror shall not knowingly enter into any lower tier transaction with a person or entity that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction.

By signing and submitting this form, the offeror is providing the certification set out above.

Signature of Engaging Official: _____ Date: _____
(Offeror Company Name/Certifying Official Signature)

Further, the DCSD's Purchasing Department will check the EPLS website at <http://epls.gov> to determine if the offeror is listed.

Attachment F

RFP 14-460

GPS/AVL Vehicle Tracking System and Time and Attendance

IMMIGRATION & SECURITY CERTIFICATION

To be completed by all DeKalb County School District Contractors and Subcontractors in connection with the physical performance of services within the State of Georgia.

A. Contractor acknowledges and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this Solicitation.

B. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603 and the Illegal Immigration Reform and Enforcement Act of 2011, O.C.G.A. § 13-10-90 et. seq., Contractor must initial one of the sections below:

Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub.L. 99-603 and the Illegal Immigration Reform and Enforcement Act of 2011 by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et. seq.

Contractor has 100 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub.L. 99-603 and the Illegal Immigration Reform and Enforcement Act of 2011 by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et. seq.

Contractor has 99 or fewer employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603 and the Illegal Immigration Reform and Enforcement Act of 2011 by registering at <https://vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et. seq.

C. Contractor acknowledges and agrees that, in the event the Contractor employs or contracts with any subcontractors in connection with a covered contract under O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, the Contractor will secure from the subcontractor(s) such subcontractor's indication of the employee-number category applicable to the subcontractor.

D. Contractor acknowledges and agrees that Contractor's compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 shall be attested by the execution of the Contractor Affidavit (attached hereto), or a substantially similar affidavit, which shall be provided to the DeKalb County School System.

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

E. Contractor acknowledges and agrees that, in the event the Contractor employs or contracts with any subcontractor(s) in connection with a covered contract under O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, the Contractor will secure from such subcontractor(s) attestation of the subcontractor(s) compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by execution of the Subcontractor Affidavit (attached hereto), or a substantially similar affidavit, and maintain records of such attestation for inspection by the DeKalb County School District at any time.

_____/_____
Signature Printed Name Title

By signing above you are certifying that the representations made herein are true and correct.

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____ / email: _____

Sworn to and subscribed before
me this _____ day of _____

Notary Public

My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual firm or corporation which is engaged in the physical performance of services on behalf of the **DeKalb County School District** has registered with, its 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 period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Name of Contractor: _____

Name of Project: _____

Solicitation Number (if applicable): _____

Name of Public Employer: **DeKalb County School District**

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

Executed on _____, _____, 201__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201__.

Notary Public _____

My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

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 under a contract with _____ on behalf of the **DeKalb County School District** 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(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. 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: _____

Solicitation Number (if applicable): _____

Name of Public Employer: **DeKalb County School District**

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

Executed on _____, _____, 201__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201__.

Notary Public _____

My Commission Expires: _____

DEKALB COUNTY SCHOOL DISTRICT

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

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 _____ and _____ on behalf of the **DeKalb County School District** 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 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 _____.

Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. 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: _____

Solicitation Number (if applicable): _____

Name of Public Employer: **DeKalb County School District**

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

Executed on _____, _____, 201__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201__.

Notary Public _____

My Commission Expires: _____

Attachment G

RFP 14-460 GPS/AVL Vehicle Tracking System and Time and Attendance

SIGNATURE PAGE

I certify that I have read this RFP document in its entirety and agree to conform to and comply with the terms, conditions and requirements of this RFP. I also certify that I am a duly appointed official of the offering company with the authority to authorize and engage this RFP submittal. Further, I certify that the contents of the response to this RFP are true, accurate and complete.

Printed Name/Engaging Authorized
Company Official

Position/Title

Offeror's Company Name

Signature/Engaging Authorized
Company Official

E-mail address

E-Rate Spin Number

Telephone Number

Date

END OF RFP