



## **Request for Proposals**

**RFP Item #25-903**

**HCD Grant Compliance Audit**

*For*

Augusta, Georgia – Finance Department

**RFP Due: Wednesday, April 30, 2025 @ 11:00 a.m.**

**Until further notice**

**All RFP openings, conferences, and evaluation meetings  
will be conducted by electronic teleconferencing via ZOOM.**

**Instructions are enclosed.**

***Sec. 1-10-50. Sealed bids selection method:***

***Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.***

***It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal  
Is Received By The Time Specified Above.***

***One Original and Seven (7) Copies of RFP shall be submitted***

***Thanks for doing business with us . . .  
Darrell White, Interim Procurement Director  
535 Telfair Street, Room 605  
Augusta, Georgia 30901***



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**Required to be returned with your submittal. Both documents must be notarized**

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## Request for Proposals

Request for Proposals will be received at this office until **Wednesday, April 30, 2025 @ 11:00 a.m. via ZOOM Meeting ID: 880 0654 7738, Passcode: 25903** for furnishing:

**RFP Item # 25-903                      HCD Grant Compliance Audit for Augusta, GA – Finance Department**

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Darrell White, Interim Procurement Director  
Augusta Procurement Department  
535 Telfair Street - Room 605  
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARcbid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

**All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, April 18, 2025 @ 5:00 P.M. No RFP will be accepted by fax or email, all must be received by mail or hand delivered. To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

No RFP may be withdrawn for a period of **90** days after bids have been opened, pending the execution of contract with the successful bidder(s).

***Request for proposals (RFP) and specifications.*** An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Interim Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Interim Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

**GEORGIA E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

**Correspondence must be submitted via mail, fax or email as follows:**

**Augusta Procurement Department  
Attn: Darrell White, Interim Procurement Director  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Fax: 706-821-2811 or Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)**

DARRELL WHITE, Interim Procurement Director

Publish:

Augusta Chronicle                      April 7, 10, 14, 17, 2025  
Metro Courier                              April 7, 2025

cc            Tameka Allen            Administrator  
                 Tim Schroer            Finance Department

Revised: 10/02/24

**PROCUREMENT DEPARTMENT**

**ELECTRONIC ZOOM INFORMATION**

The Augusta, Georgia Procurement Department conducts Public RFP Pre-Proposal Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public RFP Pre-Proposal Conferences and Openings via webcast or teleconference by following the instructions outlined below:

**ELECTRONIC RFP INSTRUCTIONS**

*Join from a PC, Mac, iPad, iPhone, or Android device*

***RFP Opening - RFP Item # 25-903 HCD Grant Compliance Audit  
For Augusta Finance Department***

***Wednesday, April 30, 2025 @ 11:00 a.m.***

**ZOOM RFP Opening:**

1. Click this URL to start or join Zoom:
2. Or go to <https://zoom.us/join> and enter **meeting ID: 880 0654 7738**
3. **Passcode: 25903**

**OFFICIAL RFP RESULTS will Post within 5 Days**

**For Assistance: Please Contact the Bid and Contract Team at (706) 821-2422**

## INSTRUCTIONS TO SUBMIT

### INSTRUCTIONS TO SUBMIT

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.

1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at [www.augustaga.gov](http://www.augustaga.gov) or <http://www.augustaga.gov/index.aspx?NI D=685> **Guidelines & Procedures.**

1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.

1.4 **Proposal's For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.

1.5 **All protests shall be made in writing to:**

**Attn: Darrell White**  
**Interim Procurement Director**  
**535 Telfair Street, Room 605**  
**Augusta, GA 30901**  
**Fax: 706-821-2811 or**  
**Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)**

1.6 **Minority/Women Business Enterprise (MWBE) Policy: *Court Order Enjoining Race-Based Portion of DBE Program Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)***

***Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011, Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.***

***A copy of this Order can be reviewed at [www.augustaga.gov](http://www.augustaga.gov) home page.***

1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

**General Contractors License Number:** If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

**Utility Contractor License Number:** If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

1.8 **Terms of Contract:** (Check where applicable)  
 (A) Annual Contract  
 (B) One time Purchase.  
 (C) Other



**NOTICE TO ALL VENDORS**

**ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS**

**PLEASE READ CAREFULLY:**

**Attachment B** is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

**Attachment B Must be Notarized & Two (2) Pages Must be returned with your submittal - No Exceptions.**

**Business License Requirement:** Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

**Acknowledgement of Addenda:** You Must acknowledge all Addenda. See Page 1 of Attachment B.

**E-Verify \* User Identification Number (Company I.D.)** The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU). **Contractors, Bids, RFPs, RFQs - Any** contractors performing the physical performance of services" for your city, including those that respond to bids or requests for proposals, must submit an E-Verify affidavit. Your city cannot consider any contractors, even as part of a bidding or RFP process, unless they have given you the appropriate E-Verify contractor affidavits.

Contractors are defined as those who provide any "physical performance of services," which means any performance of labor or services for a public employer using a bidding process or by contract that costs over \$2,499.99 in value between December 1 and November 30 of any given year. Typically, eligible contracts may include: New construction or the demolition of structures/roads Routine operation, repair, and maintenance of existing structures. Any contracts for labor and service that exceed \$2,499.99. Contracts for the purchase of goods without any services provided are not subject to these E-Verify requirements.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

**Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)**

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. **PLEASE NOTE GEORGIA LAW CHANGE: E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

**WARNING:** Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements.

Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a proposal.

Rev. 4/09/21



**Attachment B**

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**

Augusta, Georgia Augusta Procurement Department  
ATTN: Procurement Director  
535 Telfair Street, Suite 605  
Augusta, Georgia 30901

Name of Proponent: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Do You Have A Business License? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Augusta, GA Business License # for your Company (**Must Provide**): \_\_\_\_\_

And/or Your State/Local Business License # for your Company (**Must Provide**): \_\_\_\_\_

Utility Contractors License # (**Must Provide if applicable**): \_\_\_\_\_ **MUST BE LISTED ON FRONT OF ENVELOPE**

General Contractor License # (**Must Provide if applicable**): \_\_\_\_\_

Additional Specialty License # (**Must Provide if applicable**): \_\_\_\_\_

**NOTE:** Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a BID. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

**List the State, City & County that issued your license:** \_\_\_\_\_

**Acknowledgement of Addenda:** (#1) \_\_\_\_: (#2) \_\_\_\_: (#3) \_\_\_\_: (#4) \_\_\_\_: (#5) \_\_\_\_: (#6) \_\_\_\_: (#7) \_\_\_\_: (#8) \_\_\_\_:

**NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE**

**Statement of Non-Discrimination**

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

**Non-Collusion of Prime Proponent**

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**

**Conflict of Interest**

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

- 1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
- 2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:
  - (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
  - (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
  - (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

**Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)**

**GEORGIA E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services **over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the 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(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

**Georgia Law requires your company to have an E-Verify\*User Identification Number (Company I.D.) on or after July 1, 2009.**

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf)

**Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00**

Date of Authorization

**\*\* (E-Verify Number)** \_\_\_\_\_

\_\_\_\_\_

Name of Contractor

Name of Project / Bid Number

AUGUSTA, GEORGIA – RICHMOND COUNTY CONSOLIDATED 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).

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:

NOTARY SEAL

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. I further understand that my submittal will be deemed non-compliant if any part of this process is violated.

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**



**You Must Complete and Return with Your Submittal. Document Must Be Notarized**

**Systematic Alien Verification for Entitlements (SAVE) Program**

**Affidavit Verifying Status for Augusta, Georgia Benefit Application** By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract, or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for an Augusta, Georgia contract for

\_\_\_\_\_ *[RFP Project Number and Project Name]*

\_\_\_\_\_ *[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]*

\_\_\_\_\_ *[Print/Type: Name of business, corporation, partnership, or other private entity]*

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States. \*

***In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
\*Alien Registration Number for Non-Citizens

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

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

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

**NOTARY SEAL**

**Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**

REV. 2/17/2016



**TRADE SECRET STATUS AFFIDAVIT  
Augusta, Georgia**

All documents, data, letters and generated information received by Augusta, Georgia constitutes a “public record” and is subject to disclosure under the Georgia Open Records Act (“GORA”). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), “[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*].”

O.C.G.A. § 10-1-761(4) defines “Trade secret” as “...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

Therefore, the records listed below and attached hereto, that were submitted with \_\_\_\_\_ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor \_\_\_\_\_ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act (“GORA”).

Signature:

\_\_\_\_\_  
[Signatory Name in Print] [Signatory’s Title] [Company Name]

\_\_\_\_\_  
[Signatory’s Title] Date: \_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE  
ME ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 202\_.**

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

**Return form only if applicable. If form is not returned with your submittal, it will be deemed there are no trade secrets in your package submittal.**

**Minority and Women Owned Business Enterprise Program Ordinance Requirements**

**Notice To All Bidders (PLEASE READ CAREFULLY)**

**Shall apply to ALL Bids regardless of the dollar amount**

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at [www.augustaga.gov](http://www.augustaga.gov). In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at [www.augustaga.gov](http://www.augustaga.gov). If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

**SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000**

**Minority and Women Owned Business Enterprise Program (Continued)**

**Sec. 1-10-138. Race and Gender-Conscious Efforts**

**Contract-by-Contract Subcontractor Goals** The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are

available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

**Good Faith Efforts (GFE) Requirements and Guidance**

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

**Bid Documents**

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder will not meet the MBE and WBE goals*).

**Failure to submit the above documentation shall result in the bid being declared non-responsive.**

**Sec. 1-10-154. Exceptions**

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

**NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bud number**

**For questions and or additional information, please contact:**

Minority-Owned and Women-Owned Business Enterprise Program  
535 Telfair Street, Suite 530  
Augusta, Georgia 30901  
(706) 821-2406  
[mwbe@augustaga.gov](mailto:mwbe@augustaga.gov)

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

REV. 9/6/24

## SECTION 1 INSTRUCTION TO PROPOSERS

Augusta, Georgia (hereinafter referred to as the Owner) is requesting proposals from qualified certified public accounting firms licensed in the State of Georgia to perform internal audit services. Your submittal should respond to, and be based on, the information included in this Request for Proposal.

Responses will be received in the office of the Interim Procurement Director at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Wednesday, April 30, 2025 @ 11:00 a.m.** The RFP must be submitted in a sealed package and labeled with firm's name and the name of the project - **RFP 25-903 HCD Grant Compliance Audit**. No RFP will be accepted by fax or email, all must be received by mail or hand delivered. **Vendors are required to submit one (1) marked unbound original and seven (7) copies of the RFP.**

**Opening will be via ZOOM – Meeting ID: 880 0654 7738 Passcode: 25903**

All firms responding are cautioned to read this Request for Proposals (RFP) carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFP. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFPs have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

**To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

**All questions must be submitted to the Procurement Department in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) by Friday, April 18, 2025 @ 5:00 P.M.** Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations. Failure to provide all of the requested information may cause the submittal to be rejected as non-responsive.

Darrell White, Interim Procurement Director  
Augusta Procurement Department  
535 Telfair Street - Room 605  
Augusta, Georgia 30901

RFP Packages may be obtained at the Augusta, Georgia Procurement Department, at the address listed above.

Failure to provide all of the requested information may cause the RFP to be rejected as non-responsive. An official authorized to bind the firm to the terms and provisions of the RFP must sign. The Proposer's response must include a service proposal and fee proposal as well as all other information requested in this RFP. The fees must be the full cost to Augusta. Augusta, Georgia will consider the degree to which each Proposer has submitted a complete Service and Fee Proposal without irregularities, excisions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.

The contract will be awarded, if awarded, to the most responsive and responsible Proposer. If an award of contract is made as a result of this solicitation, contract will be made on the basis of the response which best satisfies the intent of this Request for Proposals and other factors considered in the best interest of the Owner. Negotiations may be undertaken with those firms whose proposal shows them to be qualified, responsible, and capable of performing the work. The Owner will consider professional qualifications and related experience to determine which proposal would be in Owner's best interest if a contract were made. The Owner reserves the

right to consider proposals or modification thereof received at any time before the award is made if such action is in the interest of the Owner.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed.

The Owner reserves the right to reject any or all statements received as the result of this request. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.

An official authorized to bind the firm to the terms and provisions of the proposal must sign the proposal. For a proposal to be considered it must remain valid for at least 90 days from the time that the Owner receives it. The information contained in this RFP defines and describes the services requested.

**The proposal shall be no more than forty (40) pages in length, excluding cover letter, required forms, tabs, and appendices. All documents will be typewritten on standard 8 x 11 white paper.** Exceptions to the minimum page limit would be schematics, exhibits, photographs or other information necessary to facilitate Augusta's ability to accurately evaluate the proposal.

The Proposer must package and seal its proposals so that they will not be damaged in mailing. Proposers are reminded that under Georgia law, all opened documents fall under the Open Records Act and are subject to inspection by the public. Accordingly, proprietary information and/or data cannot be withheld from public inspection. All proposals and supporting documents will be submitted in accordance with the specifications.

It is Augusta's intent to evaluate the proposals based on service merit and price and to choose the Proposer whose proposal provides the highest value to Augusta. Augusta reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in Augusta's opinion, such rejection is in the best interests of Augusta.

The Owner will evaluate all statements received from firms with respect to evidence that the goals and objectives of the project are fully understood. The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed. The Owner will then make their recommendation to the Augusta Commission for their consideration and final approval.

**No RFP may be withdrawn for a period of 90 days after bids have been opened,** pending the execution of contract with the successful bidder(s).

**NOTE:** Augusta reserves the right to accept a proposal, as submitted, and upon Commission approval enter into a contractual agreement with that selected Proposer. Consequently, it is imperative that all Proposers submit the best service and cost offer in the initial submission.

## SECTION 2 BACKGROUND AND INTRODUCTION

### I. BACKGROUND INFORMATION

Augusta serves an area of 329 square miles with a population of more than 200,000. Augusta's fiscal year begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup>.

Augusta provides the normal range of governmental services including police and fire protection, low and moderate income housing, recreational services, planning, zoning and code enforcement to its citizens. In addition, Augusta includes a variety of enterprise activities including a regional airport, water and sewer, sanitation services, a port, and a public transit system.

The City of Augusta's total budget for fiscal year 2025 is approximately \$1.35 Billion covering roughly 2,800 employees.

More detailed information on the government and its finances can be found in the Annual Budget and the Annual Financial Report. These Documents can be found on Augusta, Georgia website. [WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV).

### II. INTRODUCTION

#### General Information

The Augusta Georgia Board of Commissioners is requesting proposals from qualified certified public accounting firms licensed in the State of Georgia to perform compliance audit services for Augusta, Georgia. These services should identify opportunities for improving controls and operating procedures and shall be performed in accordance with internal audit programs approved by the Board of Commissioners.

The firm will work with Augusta, Georgia personnel to identify opportunities for improved controls and operations in each area audited. Recommendations identified by the internal audit staff should be designed to support and improve the government's goals, organizational structure, operating environment and management style.

## SECTION 3 SCOPE OF SERVICES

It is the desire of the Commission for a compliance audit of all Housing and Community Development (HCD) Grant Programs. **The audit will cover the years ending 12/31/2023 and 12/31/2024.** HCD currently receives the following grants:

- CDBG
- HOME
- HOPWA
- ESG
- SHP
- Neighborhood Stabilization
- GADPH Lead Grant
- Treasury ERA 2
- HUD GALHB

## OVERVIEW

Each firm responding to this RFP should demonstrate its experience in performing internal audits of local governments. Consideration will be given to firms with the following:

- Experience with Governmental Accounting
- Experience with consolidated governments
- Experience of local engagement team
- Experience with local governments
- Experience in Internal Auditing

## SCOPE OF SERVICES

### 1. Objectives:

**The following is a list of objectives the firm will be required to audit.**

- a. To determine whether internal controls over financial and operating data are adequate and effective to provide reasonable assurance that the financial and operating information is accurate and reliable.
- b. To determine whether internal controls over compliance with federal and state grants, are adequate and effective to provide reasonable assurance that compliance with grant requirements occurs.
- c. To determine whether controls over government operations provide reasonable assurance that resources are used effectively and efficiently.
- d. To determine whether controls over operations and programs are adequate and effective to provide reasonable assurance that the operations and programs are being carried out as planned and that the results of operations are consistent with goals and objectives.
- e. To determine recipients of grant and program income funding.
- f. To determine the amount of the award (grant and program income) to each recipient.
- g. To determine compliance of award amount and usage of grant funding by recipient.

### 2. Deliverables:

- a. Perform operational reviews of key business processes to identify deficiencies and weaknesses and make appropriate recommendations for improvements.
- b. Perform compliance reviews to determine if established policies and procedures are being adhered to for purposes of maintaining an effective internal control environment.
- c. Provide recommendations based upon existing "best practice" in instances where policies, procedures and processes do not exist and/or could be improved upon.
- d. Assist the Board of County Commissioners as directed, to identify risks and appropriate internal controls to address those risks.

### 3. Auditing Standards to be Followed:

The selected firm shall provide services in accordance with generally accepted auditing standards (GAAS) as set forth by the American Institute of Certified Public Accountants (AICPA) and the International Standards for the Professional Practice of Internal Audits (IIA). The services performed will include but are not limited to operational, financial, and internal control reviews of systems, functions and programs as directed by the Augusta Richmond County Pension and Audit Committee and Board of Commissioners.

### 4. Working Paper Retention and Access to Working Papers;

All working papers and reports shall be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor shall make working papers available, upon request, and with the prior authorization of the City. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing account significance.

## **SECTION 4 PROPOSAL REQUIREMENTS**

Augusta, Georgia requires proposals to be easy to understand. Do not include unnecessary or extraneous information. Include all information requested. Response to the following requirements should be concise and all reasonable care should be taken to limit responses to pertinent information. **All additional company/marketing information is welcome and should be presented as attachments to the core response and will not be included in the 40 page limit.** Firms are encouraged to utilize the following format in preparing their proposal (Tabs, required documents and appendix pages are not included in the 40-page limit). **Original copy is to be unbound. The seven (7) copies of the proposal should be bound in a single volume, including any documentation. Original copy is to be single side.**

### **Section I – Procurement Documents:**

All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required. The notary seal shall be visible on the original AND all copies. (Required documents will not count toward the minimum page limit)

### **Section II – Executive Summary**

This section should include a brief overview of the key elements of your proposal. Highlight any features or areas that differentiate your services from competitors.

### **Section III – Corporate Profile**

This section should include a brief overview and history of your company. Provide information that best illustrates your company's qualifications for completing the work and the experience and qualifications of the key personnel who would be involved, in relation to the tasks that are proposed to be undertaken.

### **Section IV – Qualifications and Experience**

1. Provide a brief description of your firm's governmental auditing experience.
2. Supply Client references. Provide the names, titles and contact information for the LAST five (5) engagements, specifically for partners and other senior audit team members who would serve Augusta, Georgia. Please provide the entity name, address, telephone number, and email address.
3. Describe the specific audit techniques to be applied, particularly as to their appropriateness and quality. Explain how you will comply with the applicable specifications required in this proposal.
4.
  - A. Explain your firm's professional development program. Express the approximate number of days of continuing professional education provided to members of your firm annually.
  - B. Describe the number of days of specialized training in governmental auditing and accounting received during the last three (3) years by the personnel who will be assigned to the audit and specifically training involving internal auditing.
5. Specify the experience, responsibility and level of commitment for each proposed engagement team member.
6. Describe the capability that your firm has in regard to providing management advisory services. List experience with counties similar to Augusta, Georgia.
7. Describe and enumerate your proposed capability and experience in providing additional services that may be required.
8. Supply at least one (1) sample report of an internal audit performed.

9. Provide a list of your firm's open litigation describing the nature and amount of each lawsuit for which your firm is a named defendant.
10. Include any innovative / creative service or approach ideas that may reduce Augusta, Georgia's overall costs.
11. Estimated number of hours to complete annual audit requirements by staff level.

## Section V - Scope of Services

Firm's ability to provide all services addressed in **Section 3 – Scope of Services to include the following:**

- a. Include a detailed approach to completing all objectives listed. in Section 3
- b. Firms Experience specifically in reference to Internal audits, compliance audits and operational performance reviews.
- c. Relevant Project Experience and Performance on Past Similar Projects
- d. Demonstrated knowledge and familiarity with local government and consolidated government operations.

## Section VI - Schedule of Work

This project is time sensitive. Firms shall provide a proposed project schedule for preliminary investigation and report preparation. **This project is time sensitive. The audit will cover years ending in 12/31/2023 and 12/31/2024.**

- a. Available staff resources to be assigned to project Indicate staffing availability to work on this proposed project. Available staff resources to be assigned to project Indicate staffing availability to work on this proposed project.
- b. Capacity to perform work in the allotted time based upon previous experiences with similar projects.
- c. Provide a timeline detailing the points at which deliverables reports will be provided. The detailed timeline should complement the scope of work, showing the expected sequence of tasks and the resource requirements for the consultant per assigned task.
- d. The schedule serves as a project/service timeline, stating all major milestones and required submittals for project/service management and applicable law compliance.
- e. The schedule addresses all knowledgeable phases of the project/service, in accordance with the general requirements of this RFP.

## Section VII – Reference

Contact name, agency name, and telephone number of at least **three (3) past or current (preferably current)** clients of the primary firm located, preferably, within Georgia or adjacent states.

## Section VIII – Financial Stability

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and letter, on the financial institution's letterhead, stating financial stability.
- c. Provide the amount of any judgments, settlements or liens outstanding against your organization.

- d. Has your organization, or any officer or partner thereof, ever been partly to any criminal or civil litigation because of architectural, engineering or planning services methods, costs, etc.? If yes, state case number, case name, and provide pertinent details, including any judgment.
- e. Provide the amount of any judgments, settlements or liens outstanding against your organization.
- f. Has your organization been disqualified, disbarred or suspended by any federal agency or public agency in the State of Georgia, within the past five (5) years? If so, please explain.

**NOTE: Will NOT be disclosed in any part of the RFP. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.**

**Section IX – Cost Information (Fee Proposal must be submitted in a separately sealed envelope)**

The proposer should provide a not-to-exceed fee and expense amount for the audit scope identified in this RFP. Total hours and a weighted average rate per hour should be provided to support the fees. Fees will be based upon the actual total hours. Fee Schedule should include the following information:

	Standard Hourly Rate	Client Discount	Hourly Rate	# of Hours
Partner	\$xxx	xx%	\$xxx	x hours
Manager	\$xxx	xx%	\$xxx	x hours
Staff	\$xxx	xx%	\$xxx	x hours

**Fee Proposal must be in a separate, sealed envelope labeled “Fee Proposal” on the outside of the package to clearly indicate that it is in response to RFP #25-903 HCD Grant Compliance Audit**

**SECTION 5  
TERMS AND CONDITIONS**

**General Requirements**

1. Augusta, Georgia reserves the right to accept or reject any Proposal, to decide not to award a contract, or to negotiate changes in the proposal submitted by the selected firm.
2. Augusta, Georgia reserves the right to award the contract to the next qualified firm if the successful firm does not begin contracted services within the prescribed days stated in the contract.
3. There is no expressed or implied obligation for Augusta, Georgia to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Nor, does this solicitation commit Augusta, Georgia to award a contract or to procure any services that may be offered by means of a submission to this request.
4. The contracted firm will correct any and all errors and omissions that they make, at their own expense.
5. Any exceptions to terms, conditions, or other requirements in any part of this RFP must be clearly pointed out in the offeror's proposal. Otherwise, Augusta, Georgia will consider that all items offered are in strict compliance with this RFP, and the successful proposer will be responsible for compliance.
6. The selected firm shall take all steps necessary to safeguard any data, files, reports, or other information from loss, destruction or erasure. Any costs or expenses of replacing, or damages

resulting from the loss of such data shall be borne by the contractor when such loss or damage occurred through its negligence.

7. The selected firm shall be required, before awarding of contract, to demonstrate to the complete satisfaction of Augusta, Georgia that they have the necessary resources to execute the work in a satisfactory manner and within the time specified; that they have had experience of a same or similar nature; that they have a past history and references which will assure the owner of the firms qualifications for executing the work.
8. Upon receipt of this RFP by potential proposers, contact with any elected or appointed official, authority or board member, or employee of Augusta Georgia, other than the contact listed, initiated by a firm representative to promote the firm's selection may result in disqualification. Timely information to all interested parties with regard to progress in the selection process and its results will be provided.
9. Provide all equipment required in the performance of this contract as set forth.
10. The selected firm will not discriminate against any person in accordance with Federal laws and regulations.
11. Subcontracting of awarded contract will not be permitted in part or whole, under any circumstances.
12. All working papers and reports must be retained at the auditor's expense for a minimum of five (5) years, unless the firm is notified in writing by the Board of Commissioners of the need to extend the retention period. The auditor will be required to make working papers available, upon request, at no charge. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.
13. In case of default by the firm, the Augusta Georgia Board of Commissioners reserves the right to purchase the services in default in the open market, charging the firm with any additional costs.
14. Augusta Georgia reserves the right to terminate the contract at any time, with 30 days prior written notice, if not satisfied with the quality of service provided or if the Proposer fails to fulfill any of the conditions of this RFP.
15. Following award of contract, firm must coordinate all activities with the Administrator and the Director of Finance.
16. In the event that proposer does not provide the minimum number of hours as addressed in this RFP, a reduction in the fee shall be made by multiplying the hours short by the average rate per hour. The Commission must approve any hours in excess of the minimum in writing. Any approved excess hours would thus be paid based on the average rate per hour as well. Travel will be reimbursed in accordance with Augusta Georgia's travel and training policies
17. All firm(s) are hereby placed on formal notice that neither the Commissioners, nor candidates for Commission, nor any employees from Augusta Georgia Government, nor any members of the Qualifications Review Committee are to be lobbied either individually or collectively concerning this project. Firms and their agents who intend to, or have submitted qualifications for this project are hereby placed on formal notice that they are not to contact members of the Commission, candidates for Commission, nor staff members outside regular Commission meetings relating to the selection process, outside of those specifically scheduled by the government for negotiations. Dinners,

lunches, or any other actions that may be interpreted as complying with this requirement may result in an immediate disqualification of such firm from further consideration for this project.

18. Indemnity and Insurance: To the extent permitted by law, the Contractor shall indemnify and save Augusta, Georgia, its officers, agents, employees from and against all loss, cost, damages, expense and liability caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); or damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors or employees.
19. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the **Georgia Open Record Act**. All materials submitted in response to this RFP will become the property of Augusta and will be managed in accordance with the Georgia Open Record Act. **Respondents are requested to complete the trade secret affidavit and include a redacted copy of their proposal for potential open records request.**

## SECTION 6 EVALUATION AND PREPARATION OF PROPOSAL

All proposals should be complete and carefully worded and must convey all information requested by Augusta.

- The firms are required to **submit one (1) marked unbound original and seven (7) copies of their RFP.**
- Proposals should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content to include all items listed under **Section 3 - Scope of Services**.
- **RFP Submittals shall be no more than 40 pages max. Original copy is to be unbound. The seven (7) copies of the proposal should be bound in a single volume, including any documentation. Original copy is to be single side.**
- If the proposal includes any information in addition to the specific information requested in the RFP, it should be included as an appendix to the proposal and will not count toward the 40 page max.
- **Fee Proposal must be in a separate, sealed envelope labeled "Fee Proposal" on the outside of the package to clearly indicate that it is in response to RFP #25-903 HCD GRANT COMPLIANCE AUDIT**
- The firms shall provide a proposal that includes all request fields of the FEE PROPOSAL that are required to provide the services requested. No additional expenses will be paid by the Augusta in association with the execution of this project outside of the agreed upon fee proposal.
- The Evaluation Committee which is comprised of representatives from various departments within Augusta, Georgia will evaluate all qualifying proposals. All requirements in this RFQ should be satisfied to ensure that the proposal would qualify for consideration. Augusta, Georgia desires to receive proposals only from firms who can demonstrate the specified qualifications mentioned in this RFP.
- References - Current and previous clients of each firm that submits a proposal may be approached with specific questions regarding performance. Responses to these questions will be used as part of the evaluation process
- **Each of the proposers who have satisfied the mandatory elements will be evaluated on the following criteria.**



**SECTION 7  
CRITERIA FOR EVALUATION**

RFP – Evaluation/Scoring Guidelines

**Evaluation Process**

All proposals will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer. The Committee will evaluate each proposal meeting the proposal requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia’s requirements as set forth in this RFP. If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted. Cumulative Scores will include the total from Phase 1 and Phase 2. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. **The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.**

**Evaluation Criteria**

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement, this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

**1. Completeness of Response (Pass/Fail)**

- A. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria, and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

**Conflict of Interest Statement (Pass/Fail)**

- B. Discloses any financial, business, or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- C. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- D. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

**2. Qualifications & Experience (20 points)**

- A. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFP and adhering to all required license requirement for federal, state, and local services.

**3. Organization & Approach (20 points)**

- A. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward.
- B. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project/service team.
  - ii. Some or all of team members have previously worked together on similar project/service(s).
  - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- C. Project and Management Approach
  - i. Team is managed by an individual with appropriate experience in similar projects/services. This person's time is appropriately committed to the project/service.
  - ii. Team successfully addresses all requirements of this RFP.
  - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- D. Roles of Key Individuals on the Team
  - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
  - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- E. Working Relationship with Augusta, Georgia
  - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
  - ii. Team leadership understands the nature of public sector work and its decision-making process.
  - iii. Proposal responds to need to assist Augusta, Georgia during the /service.

#### 4. Scope of Services (15 points)

Firm's understanding of the **Scope of Services** and task requirements to be performed included in **Section 3**. Firm's method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project to include the following:

- A. Firms Experience specifically in reference to internal audits, compliance audits and operational performance reviews.
- B. Relevant Project Experience and Performance on Past Similar Projects.
- C. Demonstrated knowledge and familiarity with local government and consolidated government operations.

#### 5. Schedule of Work (10 points)

This project is time sensitive. Firms shall provide a proposed project schedule for preliminary investigation and report preparation. **This project is time sensitive. The audit will cover years ending 12/31/2023 and 12/31/2024.**

- A. Availability of staff resources to be assigned to project Indicate staffing availability to work on this proposed project. (Include a staffing chart).
- B. **Capacity to perform work in the allotted time based upon previous experiences with similar projects.**
- C. **Provide a timeline/schedule detailing the points at which deliverables reports will be provided. The detailed timeline should complement the scope of work, showing the expected sequence of tasks and the resource requirements for the consultant per assigned task.**
- D. The schedule serves as a project/service timeline, stating all major milestones and required submittals for project/service management and applicable law compliance.
- E. The schedule addresses all knowledgeable phases of the project/service, in accordance with the general requirements of this RFP.

#### 6. References (5 points)

Contact name, agency name, and telephone number of at least **three (3) past or current (preferably current)** clients of the primary firm located, preferably, within Georgia or adjacent states.

#### 7. Financial Stability (5 points)

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- A. If a public company, include a recap of the most recent audited financial report.
- B. If a private company, provide a recap of the most recent internal financial statement; and letter, on the financial institution's letterhead, stating financial stability.
- C. Provide the amount of any judgments, settlements or liens outstanding against your organization.
- D. Has your organization, or any officer or partner thereof, ever been partly to any criminal or civil litigation because of architectural, engineering or planning services methods, costs, etc.? If yes, state case number, case name, and provide pertinent details, including any judgment.
- E. Provide the amount of any judgments, settlements or liens outstanding against your organization.
- F. Has your organization been disqualified, disbarred or suspended by any federal agency or public agency in the State of Georgia, within the past five (5) years? If so, please explain..

**NOTE: Will NOT be disclosed in any part of the RFP. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.**

**8. Presentation by Team (10 points) (Optional)**

Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues, and solutions.

**9. Q&A Response to Panel Questions (5 points) (Optional)**

Proposer provides responses to various interview panel questions.

**10. Cost/Fee Proposal (10 points \* Weighted value 5) Enclosed in a separate sealed envelope.**

A.	Lowest Fee	10
B.	Second	6
C.	Third	4
D.	Fourth	2
E.	Fifth	1

**NO FEE Proposal is to be included in your response to this RFQ**

**Fee Proposal must be in a separate, sealed envelope labeled “Fee Proposal” on the outside of the package to clearly indicate that it is in response to RFP #25-903 HCD GRANT COMPLIANCE AUDIT**

Weighted scores for each Proposal will be assigned utilizing the table below:

<b>Phase 1</b>				
<b>No.</b>	<b>Evaluation Criteria</b>	<b>Rating (0-5)</b>	<b>Weight</b>	<b>Score (Rating * Weight)</b>
<b>1</b>	Completeness of Response <ul style="list-style-type: none"> <li>• Package submitted by the deadline</li> <li>• Package is complete (includes requested information as required per this solicitation)</li> <li>• Attachment B is complete, signed and notarized</li> </ul>	<b>N/A</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
<b>2</b>	Overall Qualifications & Experience		<b>20</b>	
<b>3</b>	Organization & Approach		<b>20</b>	
<b>4</b>	<b>Scope of Services -</b> Firm’s understanding of the <b>Scope of Services</b> and task requirements to be performed included in <b>Section 3</b> . Firm’s method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project to include the following: <b>A.</b> Firms Experience specifically in reference to internal audits, compliance audits and operational performance reviews. <b>B.</b> Relevant Project Experience and Performance on Past Similar Projects. <b>C.</b> Demonstrated knowledge and familiarity with local government and consolidated government operations.		<b>15</b>	
<b>5</b>	Schedule of Work		<b>10</b>	
<b>6</b>	References		<b>5</b>	
<b>7</b>	Financial Stability		<b>5</b>	
	<b>(Optional – Numbers 9 and 10) Any Vendors that Receive Less Than a 3 Ranking in Any Category will not be considered for Phase II)</b>	<b>Rating (0-5)</b>	<b>Weight</b>	<b>Score (Rating * Weight)</b>
<b>8</b>	Presentation by Team		<b>10</b>	
<b>9</b>	Q&A Response to Panel Questions		<b>5</b>	
<b>10</b>	<b>Cost/Fee Proposal Consideration</b> A. Lowest Fee            10 B. Second                    6 C. Third                        4 D. Fourth                      2 E. Fifth                         1		<b>10</b>	
<b>Total:</b>			<b>100</b>	

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

## **SECTION 8**

### **SELECTION PROCESS**

#### **SELECTION PROCESS**

Using the proposal information presented by the firms in their proposal, the selection committee will first rank the firms based upon qualifications. Fee proposals will then be opened and evaluated as part of the complete evaluation process. Some firms may then be requested to make presentations to the Selection Committee and field any questions they might have.

The Procurement Department will examine your proposal to ascertain that all required documents are included, properly executed and in the correct quantity. Failure to meet these criteria **WILL** result in your proposal being declared non-compliant and thus ineligible for further consideration.

A Selection Committee will review all proposals submitted in response to this RFP. Based upon the background information reported in the response, the Committee will determine whether the proposer is qualified or unqualified.

Using the proposals and the selection criteria, the Committee will rank the firms based upon the quality and content included in their proposal as well as a demonstrated understanding of the project and Augusta's requirements. Depending upon the number of responses received, Augusta may request select firms to make presentations to the Selection Committee and field any questions they might have to clarify their proposal and provide additional information.

#### **EVALUATION PROCESS**

A Selection Committee will review all proposals submitted in response to this RFP. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal.

Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an evaluation committee. A description of the factors which will be analyzed, and the relative weight accorded is included in the specifications. Augusta will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Services requested.

#### **Phase One Criteria (Identify short listed offerors only)**

The Interim Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors (the "short-listed offerors") deemed to be the most responsible and responsive. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Interim Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria.

Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your proposal in a concise written tabulated format indexed and organized. Each submittal must respond to the requested information for each section.

## **Phase Two Criteria**

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's proposal and to develop a comprehensive assessment of the proposal. Offerors will present their proposals and demonstrate their offered products to the Evaluation Committee. This process will result in the selection of the successful vendor who, through contractual agreements, will undertake the scope of work.

## **PRICE PROPOSALS**

**The firms shall provide a proposal that includes all request fields of the FEE PROPOSAL that are required to provide the services requested. No additional expenses will be paid by Augusta in association with the execution of this project outside of the agreed upon fee proposal.**

Price is not the driving factor of this award and shall be considered as follows: In making this decision, the Using Agency and the Interim Procurement Director shall take into account the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Interim Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price for the Using Agency and the Interim Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Interim Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated, and the Using Agency and the Interim Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Interim Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Interim Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Interim Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked. The names of the respondents will be identified at the proposal opening; however, no proposal will be handled so as to permit disclosure of the detailed contents of the responses until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

While cost is not the driving factor, the committee will also review qualifications and past performance.

**Final negotiations and letting the contract.** The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

## **FINAL SELECTION**

The Evaluation Committee will present their recommendation to the Pension and Audit committee for review and recommendation. The recommended firm and contract will be presented to the Augusta Commission for final approval.

When in the best interest of the Augusta, Georgia, Augusta reserves the right to request additional information and to request a “Best and Final” offer.

**Fee Proposal must be in a separate, sealed envelope labeled “Fee Proposal” on the outside of the package to clearly indicate that it is in response to RFP #25-903 HCD GRANT COMPLIANCE AUDIT**

**FEE PROPOSAL**

The proposer should provide a not-to-exceed fee and expense amount for the audit scope identified in this RFP. Total hours and a weighted average rate per hour should be provided to support the fees. Fees will be based upon the actual total hours. Fee Schedule should include the following information:

Total not to exceed Fee for the services requested: \$ \_\_\_\_\_

	Standard Hourly Rate	Client Discount	Hourly Rate	Number of hours
Partner	\$ _____	____%	\$ _____	_____ hours
Manager	\$ _____	____%	\$ _____	_____ hours
Staff	\$ _____	____%	\$ _____	_____ hours
<b>Total</b>	\$ _____	____%	\$ _____	_____ hours

**Fee Proposal must be in a separate, sealed envelope labeled "Fee Proposal" on the outside of the package to clearly indicate that it is in response to RFP #25-903 HCD GRANT COMPLIANCE AUDIT**

# **Local Small Business Program Preference**

The Local Small Business Program provides for Local Small Business Program Preference on all applicable Augusta, Georgia procurements between \$101,000 and \$300,000 in value.

The Local Small Business Program Preferences for this procurement is:

**Waived**

There must be a minimum of three (3) certified firms in the Local Small Business Program that can provide the service or product, as specified by the user department, for the LSBP Preference to be considered. As a result of not meeting the minimum service/product requirement, the LSBP Preference is waived for this solicitation.

**NO RESPONSE LETTER**

**Please Submit by Response Due Date**

<b>RFP Item #25-903</b>	<b>HCD Grant Compliance Audit</b>	<b>Due: Wednesday, April 30, 2025 @ 11:00 a.m.</b>
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To: **Augusta, Georgia - Procurement Department**

This is to certify that \_\_\_\_\_, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

Unavailability of required resources

Prior commitments

Inadequate anticipated funding Level

Project Duration

Potential conflict of interest

Duplication of ongoing effort

Other (please explain)

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**Authorized Representative:**

Name: \_\_\_\_\_

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

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

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_