CITY OF Savannah
PURCHASING DEPARTMENT

SECTION II
SCOPE OF WORK
Event # 3551 - Revenue Electronic Bill Presentation and Payment RFP
Annual Contract

2.0   Description of Project

The City of Savannah is now accepting proposals for electronic bill presentment and Payment (EBPP) services. The software solution system, processes, and partners must adhere to the requirements of the full Payment Card Industry Data Security Standard (PCI DSS). Electronic submissions will not be accepted.

The goal of this project is to establish a consistent platform for on-line payments and self-service account management for citizens who do business with the City of Savannah. Payment platforms should include web payments for multiple payment options (debit card, credit card, branded pre-paid cards, electronic check (ACH), and electronic funds transfer (EFT)). Payment options should include payments via text message and via the web from either a PC, mobile device.

It is preferred that integrated voice response (IVR) services are also incorporated in the selected solution. This would allow the customer to call a designated number and have an automated attendant present the current balance due and accept electronic payment, which would then be posted in real time to the account.

The selected solution should have a robust customer portal to allow the customer to establish a login to manage on-going payments to single or multiple accounts, store remittance data, and review billing history.

It is the expectation that the selected system will be scalable and will integrate with several existing and planned billing systems, as well as provide a process to accept payments for non-invoiced items such as class registration or facility rentals.

The initial implementation will be with the City's Utility Billing solution, Harris Govern. The selected vendor must have an established partnership with Harris Govern and must be able to reference a successful implementation with a Harris Govern customer using Govern for Windows Utility Billing module.

Subsequent implementations will be with other Harris Govern Revenue modules: Property Tax and Business Tax. A table showing payment transaction volumes for these Revenue applications follows:

Transactions Based on Account Type	2014 Total	2014 In Dollars ($)
Utility Bills	395,741	67,505,179
Property Tax	81,229	57,944,701
Business Tax	10,225	7,640,719
Accounts Receivable	4,009	30,757,742
Utility Deposits & Miscellaneous Billing	14,676	101,011,929

Future integrations may also include:
- Tyler / EnerGov Permitting and Inspections module
- S2 Parking Citations module
- And accepting payments for numerous non-invoiced payments such as:
- Class registration
- Sporting League registration
- Cemetery Lot Purchase / Burials

2.1 Scope of Services: The successful proposer shall provide at a minimum the following services:

2.1.1 System Configuration: The successful proposer will be responsible for all system configuration needed for implementation of the system. The system must provide all functional requirements as defined in Section III.

2.1.2 Data Conversion: There is no data conversion for this project.

2.1.3 Data Integration: The vendor is responsible for all data integration/data interfaces needed to "talk" with the City's billing systems. It is required that this data integration be real time so that customers will always see the most current balance due in a given account and City staff will see payments posted on the account once the transaction has been completed.

2.1.4 Project Management: The City requires that the selected vendor assign a project manager to this project to direct the configuration and implementation of this project. The project manager should have a minimum of three successful implementations of the proposed system for similar sized communities.

2.1.5 Implementation Schedule and Timeline: The City requires that this system must be fully functional in December 2015. A project schedule and implementation timeline to meet this deadline should be provided. The schedule should incorporate all aspects of the project implementation. The final schedule and timeline will be finalized by the City and the selected vendor once the project has been awarded.

2.1.6 Licensing: Licensing must be provided for a minimum of 30 unique user names and passwords for City staff to perform administrative functions within the system. License pricing structure must be included in the Costs section

of the proposal.

2.1.7 Training: The City requires initial on-site or web-based training for the system administrator(s) and City-designated key End Users. Describe what training materials are utilized and what documentation is provided with the system. Itemize all system administrator and end user training recommended to use the system. Describe on-going training opportunities to include follow-up, on-site training, vendor hosted webinars, and online computer based training.

2.1.8 Hosting / Maintenance Fees: Proposers should include a detailed description of annual hosting fees and what is included in these fees. Applicable maintenance options and their related costs should also be presented.

2.1.9 Technical Support: Technical support must be available at an appropriate level to support business functions. The City requires all support calls be fielded by knowledgeable support staff. The proposer should provide a description of technical support levels and functions, including how to access technical support, how calls are logged and tracked, and the escalation process for problem resolution.

2.1.10 Upgrades: The proposer should provide a thorough explanation of system upgrades. This must include detail of annual support costs any additional costs for major upgrades, and the the process of testing and training staff on new system versions features and functionality.

2.1.11 Storage Capabilities: The proposer should describe the storage and retention functionality of the system.

2.1.12 Audit Capabilities: The proposer should describe the audit capabilities of the system. Specifically, to identify internal users of the system by login name, date and time, and to identify their activity within the system. Also, the proposer should demonstrate activities by the customer that are tracked and stored in the system.

2.1.13 References: Proposers shall provide a minimum of three (3) references that are using the proposed system. References should be operating a similar size and type organization. Provide contact names and phone numbers for the person (s) responsible for the operation of the systems.

2.1.14 Qualifications: The proposer shall demonstrate its knowledge and experience in providing the solutions and/or services listed above in the response.

2.1.15 Demonstrations: If requested by the City, the proposer must be available to provide an on-site demonstration of the proposed system.

2.1.16 Costs: In Section IV-Fee Proposal, the proposer must detail all cost items for software, implementation costs, and training. Include line item costs for any required hardware and all software. Define licensing structure and costs. Define banking service fees and vendor transaction fees. The first year's maintenance and support should be included in the initial cost. Also the yearly costs for years two (2) through five (5) that may be required for support, maintenance, and upgrades.

2.2   Proposal Format

Proposals shall be submitted in the following format and include the following information:

- Statement of vendor qualification and list of similar projects performed by each consultant.
- List of project references.
- Response to functional requirements list.
- Fee Proposals per instructions in Section III signed by responsible party
- Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.

2.3   Basis of Award: Proposals will be evaluated according to the following criteria and weight at a minimum:

a) Qualifications and experience in providing systems to similarly sized municipalities *(25 points)*
b) System capabilities; ability to meet functional requirements *(30 points)*
c) Fees, including the cost of implementation, integration, training, maintenance, and support (25 *points)*
d) Convienience/settlement fees. (*5 points)*
e) References. *(10 points*)
f) Local Preference *(5 points)*
(Within the City Limits of Savannah and has a City of Savannah Business License)

Proposals shall be evaluated by a selection committee. The City reserves the right to determine a short list of finalists for further consideration. The City also reserves the right to request an on-site demonstration of any system or interview any proposer if it so desires.

2.4   Copies: One (1) unbound, printed, and signed original and, two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to this RFP. All responses must relate to the specifications as outlined.

2.5   Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this RFP should be submitted in writing and emailed to the person listed on the summary event page.

2.6   Minority/Woman Business Enterprise Goals: The City has not established a M/WBE goal for this project.

2.7   Contract Period: The initial contract period shall be for a period of one (1) year (12 months) and prices shall remain firm through that period. This contract may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree.

2.8   Right of Negotiation: The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. Submission of a proposal, however, constitutes the proposer's waiver of any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the proposer.

3.0   Functional Requirements

3.0.1   The following components represent the system functionality that is required. Respond to each item with a description of how the proposed system provides that functionality. Incorporate screenshots or diagrams as needed to describe the functionality.

3.0.2   A checklist of functional requirements is also presented in Section III for the vendor to further verify system capabilities.

3.0.3   The proposer may be required to provide an on-site demonstration of the functionality of the proposed solution at the City's request.

3.1   Transaction Security

The proposer is responsible for ensuring that appropriate organizational, procedural, and technical controls are in place to safeguard the City's and its customer's information.

3.2   Level-1 Payment Card Industry (PCI) standards: The proposer must provide certification of compliance with these standards.

3.2.1   The proposer must ensure the security, confidentiality, and integrity of electronic personal data and personal information by meeting all PCI Level 1 requirements.

3.2.2　The proposer must demonstrate how it will prevent interception and manipulation of data during transmission to and from any servers.

3.2.3　The proposer must demonstrate how it will prevent unauthorized access to electronic personal data or personal information or any other data from any public or private network.

3.2.4　No customer electronic personal data will be stored within the City's billing systems.

3.3　PABP Compliance: The proposer must provide certification of compliance with all current Payment Application Best Practices (PABP) standards.

3.4　Red Flag Identity Protection: The proposer must demonstrate compliance with this program.

3.5　The Fair Credit Billing Act (FCBA): The proposer must demonstrate compliance with the FCBA.

3.6　Electronic Fund Transfer Act (EFTA): The proposer must demonstrate compliance with the EFTA.

3.7　The Gramm-Leach-Bliley Act (GLBA): The proposer must demonstrate compliance with the GLBA.

3.8　The Sarbanes-Oxley Act (SOA): The proposer must demonstrate compliance with the SOA.

3.9　Health Insurance Portability and Accountability Act (HIPPA): The proposer must demonstrate compliance with the HIPPA.

3.10　Fair and Accurate Credit Transactions Act (FACT ACT): The proposer must demonstrate compliance with the FACT ACT.

3.11　Regulation CC: The proposer must demonstrate compliance with Regulation CC.

3.12　Visa Government and Higher Education regulations: The Proposer must demonstrate compliance with Visa Government and Higher Education regulations.

3.13 Federal E-Signature Act: The proposer must demonstrate compliance with the Federal E-Signature Act for the customer to confirm enrollment in paperless billing and/or auto-pay through online self service.

3.14 Security Report: The proposer must be able to provide an independent test report stating the application is free from known security defects.

3.15 Quality Management and Change Control: The proposed solution must include quality management and change control procedures. Procedures regarding a business continuity plan during unexpected events and other emergencies should be highlighted.

3.16 Data Center Security: Demonstrate that at a minimum, on an annual basis, third party reviews of the data center(s) hosting the solution (SOC 1, SOC II, SSAE 16, etc.) have been conducted.

3.17 Transaction Processing

   3.17.1 Payments: The proposed solution must be capable of supporting smart chip credit card and debit cards, branded prepaid cards, ACH, and EFT.

   3.17.2 Payment Methods: The proposed solution should allow for payments from all the following vendors/platforms: AmEx, Visa, MasterCard, branded prepaid cards, ACH, and EFT. The City will have the capability to choose which of these vendors/platforms to offer to the customers.

   3.17.3 Payment Platforms (required)

   The proposer must be able to demonstrate that payments can be made via the following platforms:

   - Web (PC –based)
   - Mobile Device
   - SMS Text payments

   3.17.4 Payment Platforms (optional)

   The proposer should demonstrate capabilities for also providing payments for the following platforms:

   a. Automated IVR: Ability to provide a fully integrated IVR system wherein residents can hear a current balance and make payments by telephone. Describe the process and timeframe to update greetings/messages

delivered via the IVR solution. Costs for the automated IVR option will be listed separately in the fee proposal section of the RFP.

b. Staffed Call Center: Ability to provide real time, live, professional, US-based, bilingual call center services with dedicated 800(s) number for Recorder's Court, and/or other City departments as defined by the City. This service should be available for use by customers on a 24-hour basis every day of the week including evenings, weekends, and holidays. The call center staff should be able to respond to informational calls and take payments. Costs for the staffed call center option will be listed separately in the Fee Proposal section of the RFP.

c. Kiosks: Ability to provide kiosks that accept checks and credit/debit cards. The kiosk solution should be fully integrated with the proposer's solution and have proof of existing, successful integrations. Costs for the kiosk options will be listed separately in the fee proposal section of the RFP.

3.17.5 Banking Transaction Fees: The proposer must present a schedule of banking transaction fees associated with each vendor payment option listed above. The system should allow the City to decide to either absorb or pass processing fees onto the customer.

3.17.6 Convenience Fees: The Proposer must present a schedule of Convenience fees (flat or percentage) that would be associated with each vendor payment option and payment platform listed above. The system should allow the City to decide to either absorb or pass processing fees onto the customer.

3.17.7 Real Time Processing

a. The proposed solution must be able to authorize credit/debit and prepaid card transactions in real time.

b. The proposed solution must be able to validate ABA routing and transit numbers for ACH payments in real time.

c. The proposed solution must be able to transmit completed payment details back to the City's billing system real time.

3.17.8 Batch processing: The proposed solution must be able to transmit payments details to the bank based on a batch as defined by the City. Batches should close at 5:00pm each business day (Monday – Friday).

3.17.9 Payments Accepted: The proposed solution will allow flexibility when applying payment rules (full payment / partial payment) and minimum requirements dependent on the account type and status.

3.18   Financial Processing and Funds Settlement

3.18.1 Batch processing: Transactions will be processed in real time and all batches including web ACH, web Credit Card payments, EFT, and IVR, will close at 5:00 pm on a given business day (Monday – Friday).

3.18.2 Deposits to Bank: All funds must be settled in the City's bank account(s) as defined by the City.   Financial processing must allow for the bifurcation of funds to different departments or participating agencies and disbursement to the City or to the individual participating agencies at the City's request.

3.18.3 Settlement Fees: Describe the process and any fees associated with NSF payments, refund payments, and chargebacks. The proposer shall state whether these fees will be absorbed by the proposer or be passed to the City.

3.19   Customer Service / Customer Portal

The customer portal must be easy to use, have limited steps in the payment process, and be intuitive to the customer. The customer portal should provide the following customer service functions:

3.19.1 Single Payment Option: The solution should provide the ability to make a one-time payment without having to establish a login account. The proposer and the City will determine what information is appropriate for the customer to present to identify the appropriate account (Account number, invoice number, etc.).

3.19.2 Customer Account Option

The solution should provide the ability for the customer to establish a login account to be able to:

a. Store credit card / bank routing data for recurring future payments.

b. Schedule payments to be made against stored payment method information.

c. When and if multiple City billing systems are incorporated into this solution, the customer should be able to identify multiple bills from

different billing systems and pay in one transaction. The system will track what subsystem should be updated with the correct payment amounts.

      d. View billing and payment history.

      e. Select to opt in to paperless billing status.

3.19.3 Email Notifications: The solution should provide the ability to send email notifications to customers who have established accounts with the online billing system.
Email notifications could be sent for:

- Credit card expiration reminder
- Scheduled payment reminder
- Auto-payment reminder
- Targeted messages from City staff regarding account status

3.19.4 Payment Confirmation: Regardless of payment platform or payment method, the customer will get confirmation from the system that the payment was successfully completed.

3.19.5 Billing History: The solution should provide the capability of presenting up to 24 months of billing and payment history to the customer.

3.19.6 Paperless Billing: The solution should have a process for the customer to elect paperless billing through online self-service.

3.19.7 Bill Presentment: The solution should provide the capability for the customer to view recent bills - either a PDF version of the mailed bill or some other facsimile as defined by the proposer.

3.20 System Integration

3.20.1 The proposer must provide information regarding the integration for the following:

      a. Harris Govern Integration: The proposer must provide a detailed description of the integration solution with Harris Govern. Distinction should be made if the integration is a real time, data exchange or through the Harris Payment Gateway. Real time data exchange, is preferred. The selected vendor must have an established partnership with Harris Govern and must be able to reference a successful implementation with a Harris Govern customer using the Govern for Windows Utility Billing module.

b. Future Billing System Integrations: The proposer must provide an overview description for the methodology that will be used to assess future systems to be integrated with the proposer's solution for on-line payments.

c. Future Integrations (non-invoiced payments): Proposer must provide an overview description for the methodology that will be used to assess how to receive payments for items that are not invoiced from a billing system (Class registrations, sporting league registrations, etc.).

3.21 Administrative Tools and Reporting

3.21.1 The solution will provide a web-based administrative tool that will provide designated City staff with access to review system activity. User authentication level will determine access to activity system-wide or by billing subsystem.

3.21.2 Administrative functions should include inquiry capabilities, on- demand reporting, multi-account set-ups, and, if necessary, password resets.

3.21.3 It is anticipated that the solution will provide a process for the customer to reset a password through a self-serve function.

3.21.4 The system will provide administrative interfaces that support the following payment processing functions such as authorizations, charges, settlement, credits, refunds, and voids, and chargeback and reject notices.

3.21.5 The administrative tool would also have a real-time payment dashboard component with transaction detail for each billing sub-system.

3.21.6 Reporting needs to be established for all transactions made as well as by billing sub-system. Reports should be able to identify payments by the following:
   a. Payment channel (internet, mobile, IVR, call center, cashier/clerk)
   b. Payment type (e.g.: citations, property tax, etc.)
   c. Cashier/clerk accepting the payment
   d. Billing sub-system (Recorder's Court, utility billing, etc.)
   e. Payment method (credit, debit, ACH, EFT)
   f. Day, week, month, year
   g. Summary with drill down capability to individual transaction or groups of transactions
   h. Voids and corrections

3.22 Technical Support

3.22.1 Describe the service level agreements offered by the proposer. The City expects technical support to provide assistance to authorized City staff to respond to batch posting and processing issues as well as assistance in managing customer accounts.

3.22.2 The proposer will provide technical support that includes guaranteed response times and a documented escalation process for unresolved issues.

3.22.3 Describe the vendor's resources to assist the City with promotion of online services to e-payments and promote e-adoption rates.

3.23 Training

3.23.1 Describe what training materials are used and what documentation is provided with the system.

3.23.2 The City requires initial on-site or web based training for the system administrator(s) and City-designated key end users. List all system administrator and end user training recommended to use the system.

3.23.3 Describe on-going training opportunities to include follow-up, on-site training, vendor hosted webinars, and online computer based training.

Functional Requirements Checklist

Place an "X" in the appropriate column to indicate how your solution meets the requirement. Provide comments where necessary. Please mark only one of the appropriate replies.

Legend of Responses
(F) Fully provided / Fully compliant: this function is provided in the proposed solution "Out-of-the-Box", no customizations or modifications are necessary.
(CO) Configuration: this function requires configuration / setting changes by System Administrator (City staff); does not require custom programming by vendor).
(CU) Customization: (requires custom programming by the vendor; changes to source code).
(R) Reporting Tool: this function is accomplished by the reporting functionality / reporting tool provided with the proposed solution.
(TP) Third-Party Software: this function is accomplished by a third-party application provided with the proposed solution.
(FV) Future Version: this function will be included in a future release of the system. Please provide an expected date for this release in the Comment field.
(NA) Not Available: this function is not available in the proposed solution.
Comment: Please use the comment field as needed to explain the response.

3.0	Functional Requirements	F	CO	CU	R	TP	FV	NA	Comment
	Transaction Security								
	Level-1 Payment Card Industry Compliance								
	Payment Application Best Practices Compliance								
	Red Flag Identity Protection								
	Fair Credit Billing Act Compliance								
	Electronic Fund Transfer Act Compliance								
	Gramm-Leach Bliley Act compliance								
	Sarbanes-Oxley Act compliance								
	Health Insurance Portability and Accountability Act compliance								

3.0	Functional Requirements	F	CO	CU	R	TP	FV	NA	Comment
	Fair and Accurate Credit Transactions Act compliance								
	Regulation CC compliance								
	Visa Government & Higher Education regulations								
	Federal e-Signature Act compliance								
	Ability to provide a Security Report								
	Provide quality management and change control								
	Data Center Security								
	Transaction Processing								
	Support payment options:								
	Smart chip debit cards								
	Smart chip credit cards								
	Branded prepaid cards								
	Electronic checks (ACH)								
	Electronic Fund Transfer (ETF)								
	Support payment methods:								
	American Express								
	Visa								
	MasterCard								
	Electronic checks (ACH)								
	Electronic Fund Transfer (ETF)								
	Support payment platforms:								
	Web (PC-based)								
	Mobile device								
	SMS Text payments								
	Support payment platforms (optional)								
	Automated IVR								
	Staffed Call Center								
	Kiosks								

3.0	Functional Requirements	F	CO	CU	R	TP	FV	NA	Comment
	Banking Transaction Fees (provide fee schedule on separate sheet)								
	Convenience Fees (provide fee schedule on separate sheet)								
	Real Time Processing								
	Authorize transactions real-time								
	Validate ABA routing and transit for ACH real-time								
	Transmit payment to City's billing system real-time								
	Batch processing								
	Payment Acceptance Rules (full / partial payments)								
	Financial Processing and Funds Settlement								
	Batch processing								
	Deposits to Bank								
	Settlement Fees (provide fee schedule on separate sheet)								
	Customer Service / Customer Portal								
	Single Payment Option								
	Customer Account Option:								
	Securely store credit card / bank routing data								
	Schedule payments								
	Pay multiple bills in one transaction								
	View billing and payment history								
	Opt-in to paperless billing								
	Email notifications								
	Payment confirmation notification								
	Present billing history								

3.0	Functional Requirements	F	CO	CU	R	TP	FV	NA	Comment
	Paperless billing								
	Bill presentment								
	System Integration								
	Harris Govern Integration								
	Real-time Data Integration								
	Harris Payment Gateway								
	Future Billing System Integrations								
	Future Integrations (non-invoiced)								
	Administrative Tools and Reporting								
	Authentication for City staff								
	Inquiry capabilities								
	On-demand reporting								
	Reporting on all systems or by billing sub-system								
	Multi-account set-up								
	Customer password resets								
	Verify payment processing functions:								
	Authorizations								
	Charges								
	Settlements								
	Credits								
	Refunds								
	Voids								
	Chargebacks								
	Rejections								
	Report / Filter by:								
	Payment platform (web, mobile, text, IVR, etc)								
	Billing sub-system (Utility Billing, Tax, etc)								
	Payment method (credit, debit, ACH, EFT)								

3.0	Functional Requirements	F	CO	CU	R	TP	FV	NA	Comment
	Date (day, week, month, year)								
	Technical Support								
	Staffed Call Center for assistance								
	Assist with batch posting and processing issues								
	Escalation process for unresolved issues								
	Training								
	System Administrator training								
	End User training								
	Scheduled webinars								
	Computer based training								

SECTION IV

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event 3551 and agree to provide the requested system in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the system as outlined including any required communications devices, computer hardware and software, any travel or per diem expenses and any other miscellaneous expense involved. Additional pages may be included to provide detail of costs. Electronic reponses will not be accepted for this RFP.

The fee for providing the solution is:

Site License / Service Agreement (Include in "Total Costs" below)

Item	Cost
Site License / Service Agreement	$
Note: First year maintenance should be included in this cost.	

Licensing for Concurrent Administrative Users/Viewers (Include in "Total Costs" below)

Users	Cost
Licensing costs for 1-30 users	$
Licensing costs for each additional 10 users	$

Integration Costs (Include in "Total Costs" below)

Integration Costs	Cost
Harris Govern Utility Billing	$
Harris Govern Property Tax	$
Harris Govern Business Tax	$
Harris Govern Excise Tax	$
Tyler/EnerGov Permitting	$
S2 Parking Citations	$
Various Non-Invoiced Payments (class registration, sport league registration)	$
Other to-be-determined systems	$

Training (Include in "Total Costs" below)

Training	Cost per 10-student class
Implementation Training	$
On-line Training opportunities	$
Vendor Travel costs (per class)	$

Technical Support (Include in "Total Costs" below)

Technical Support	Cost
Define Service Level (M-F; 8:00 – 5:00) (24x7x365) etc	$
Note if there are any limitations in number of support calls that can be made	

Total Costs   **$_____**

     (Should represent the sum of all costs listed in: Site License/Service Agreement; Licensing for Concurrent Administrative Users; Integration; Training and Technical Support.)

Fee Structure (provide separate table, as appropriate)

Proposer Convenience Fee Structure	Cost per Transaction
Web payment	$
Mobile Payment	$
SMS Text payment	$
IVR payment	$
Kiosk payment	$
Provide additional information if costs vary based on Payment method (debit/credit/ACH/EFT)	

Proposer Settlement Fee Structure	Cost per Transaction
NSF fees	$
Refund fees	$
Chargeback fees	$
List other fees that might apply	

Annual System Maintenance / Hosting Fees

Annual Maintenance (to include all software updates)	Cost
Year 2	$
Year 3	$
Year 4	$
Year 5	$

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ZIP_____

TELEPHONE: (_____)_____
Area Code

FAX: (_____)_____
Area Code

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):
CHECK ONE:
_____ **NON-MINORITY OWNED**   _____ **ASIAN AMERICAN**
_____ **AFRICAN AMERICAN**   _____ **AMERICAN INDIAN**
_____ **HISPANIC**   _____ **OTHER MINORITY**
_____ **WOMAN**

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS PROPOSAL:
     ADDENDUM _____#
     DATE _____

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any proposal submitted to the City of Savannah or the performance of any contract resulting therefrom;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;

(3) In connection herewith, We 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;

(4) 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;

(5) 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;

(6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and 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.

_____   _____

Signature   Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted**. **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____   Event No. 3551

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____   Date _____

Title: _____   Email: _____

Telephone: _____   Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582.
The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.