PURCHASING DEPARTMENT

EVENT MANAGEMENT SOFTWARE
EVENT NO. 5383

SECTION II
SCOPE OF WORK

2.0 Broad Description of Project: The purpose of this event is to receive proposals from qualified contractors for services for event management software for the Savannah Civic Center. Electronic submissions will not be accepted for this proposal.

The City is looking to improve operations through the use of an event management system that will significantly lower the total cost of operation, and provide management with a clear and precise software system. The company shall be qualified and experienced in the industry and propose best practices currently used by government agencies. The goal of this project is to provide a solution that will create an efficient and configurable workflow, allow customers to retrieve information from the website and allow management to manage operations and create meaningful and accurate reports.

Proposals are being requested for services as described and specified within this document. Any omissions from these specifications and supplemental specifications of any details or descriptions concerning any point, product, or service shall be regarded as meaning that only the best commercial practices are to prevail, and only services of the highest standards are required. Interpretations of these specifications shall be made upon the basis of the preceding statement during award consideration.

The City of Savannah is dedicated to incorporating the best available, most effective, and efficient practices necessary to achieve the optimum use of resources. Notwithstanding the requirements and expectations for the systems and services included in this RFP, the City of Savannah is interested in reviewing progressive ideas. Therefore, respondents are encouraged to suggest alternatives, which will be given full consideration by the City. The respondent must fully document all costs and thoroughly explain the anticipated benefits of the suggested alternatives to the City in their RFP response. The City shall consider hosted solutions that are owned and operated by a service provider but will not consider proposals for outsourcing.

The City's current technology environment and standards include the following:

- Server Operating Systems: Microsoft Windows Server 2008/2012:
  - Note: The City employs VMware 5.5 for virtual servers
- Client Operating Systems: Microsoft Windows 2007
- Database Software: Microsoft SQL Server 2008/2012,
- Web Server Software: Microsoft IIS V 6 / V 7.5.7600.16385
- Web Browser: Microsoft Internet Explorer 8.0 /9.0/10/11
- Mail Server Software: Microsoft Exchange Version 14.03.0224.002
- GIS Software: ESRI ArcGIS 10.x

- Office Applications: Microsoft Office 2010
- PC configuration:
- HP ProDesk 600 G1
- i5 4590 processor
- 4GB RAM;
- 500GB hard drive;
- 512MB video card

Background: The Savannah Civic Center is a first-class, multi-purpose facility which hosts over 500 annual offerings, including a wide spectrum of entertainment, sports, and cultural events. From large-scale concerts, conventions, exhibits, and trade shows to theater, ballet, comedy, and all genres of music, the experienced Savannah Civic Center staff works hard to ensure events are a success. The wide variety of rooms and spaces make the Savannah Civic Center ideal for corporate and social events, regional galas, parties, wedding receptions, reunions, and other special gatherings.

Available spaces include: The Martin Luther King Arena with seating arrangements ranging from 3,500 to 7,200; the Johnny Mercer Theatre which seats 2,566, one of the largest prosceniums in the Southeast; the Civic Center Grand Ballroom; East and West Promenades; and various meeting rooms in the building's second floor wings, and the porch is available for seasonal outdoor events.

2.1 Scope of Services

The successful proposer shall provide the following services:

2.1.1 General Requirements

Responses to this RFP must include a thorough description of all management functions. Functions listed in this section pertain to all the modules in the event management system. All bids should include a database focused software application appropriate hardware devices. Proposals shall also include onsite installation of all components, onsite training for all components, and offer optional web-based training for all components, technical support and future software/upgrades, as well as appropriate deployment assistance to ensure the system is properly implemented.

2.1.2 Database Architecture

Proposals shall describe in detail the following sections:

- Database architecture.
- Describe the system architecture.
- Please describe the overall scalability of the solution.
- How does the system archive historical data? What utilities are in place to prevent historical data from being changed?
- Does the system have data volume limitations?
- Is the system's run-time performance affected by the volume of data?
- Indicate what database vendors are supported by the proposed system, and what methods are employed to access/connect to these data sources.
- Describe how the application is scalable in terms of growth in the number of users, amount of data, performance, and number of transactions.

- Indicate the maximum through-put of transactions the system can handle per hour and per day.

2.1.3 System Requirements

- Please provide the minimum hardware requirements for your proposed solution for both the hosting server(s) and clients.
- Please provide recommended server hardware requirements for 100 concurrent users for your proposed solution.
- Please provide recommended hardware requirements for end-user workstations.
- Can mobile devices be utilized to access the system? Explain. If yes, please provide a listing of supported mobile operating systems.
- Please provide any requisite software which must be installed on end user workstations in support of your proposed solution.
- Please provide details of a hosted solution if available. Please include the data center specifications and which third parties, if any, are involved in the hosting of the application.

2.1.4 Customer Support and Service Levels

- Describe in detail the service level for support.
- What is the average response time for technical and end-user support questions?
- What is the average resolution time for technical and end-user issues?
- What hours are the support personnel available? Are they available 24/7/365?
- How many members make up the support team?
- What is the average number of years of experience for current personnel providing technical and end-user support for the proposed application?
- What processes are in place to monitor response time during peak usage? How are response issues resolved?

2.1.5 Application Security

Describe the proposed approach to system and application security. Make specific reference to:

- Methods for identification and authentication.
- User access to data.
- Audit trails.
- Define the security architecture of the application and system?
- Describe the process to identify and address system vulnerabilities.
- Concerning hardware and software security, define the process for identifying and addressing such vulnerabilities.
- Define what network services will be utilized by the solution. How will access be controlled?
- What network protocols will be used?
- Provide samples and process maps of the transmission file format, definitions and procedures.
- Provide specific examples of previous projects in which you successfully

supported customers who had a high level of potential liability for the protection of highly sensitive data.

2.1.6 User Accounts and Authentication

- Define the process to support identification and authentication.
- Define how the solution assigns user accounts. Does the system allow for shared accounts?
- Are users validated prior to being granted access to the application, data, or functions?
- Define the authentication methods used by the solution.
- Please explain the supported password validation metrics and the rules that can be applied. Does the solution provide:
    - Password complexity rules.
    - Passwords stored as an encrypted file.
    - Password expiration rules (e.g., user must change password at pre-defined intervals.
    - Expiration of user accounts after a defined period of inactivity.
- Please explain the types of user Ids you can support (alphanumeric, number of supported characters, etc.).

2.1.7 Access Control

- Does the solution support different user roles?
- Does the solution log-off a user after a predefined period of inactivity? Is this a system-wide, user group, or user parameter?
- Define who creates/assigns user roles/profiles, and how are they maintained. How are user types (profiles) created and managed?
- Does the solution support multiple user roles (i.e., user, external user, supervisor, and training)? Describe any system limitations.
- Define how the system will handle varied access and approval levels.
- Describe how the system reacts to several users accessing the same record at the same time.

2.1.8 Auditing Capabilities

- Describe the systems audit capabilities. What level of audit information is provided?
- Describe the solution's capability to enact additional auditing for especially sensitive files and transactions.
- Does the system allow for customized audit rules that can be defined by the system administrator?
- What is the process for viewing audit logs?
- Can audit logs be downloaded? What file types/formats are available?
- Does the solution archive historical audit log data?
- Are audit logs encrypted or masked to protect sensitive data?
- Please describe how the system tracks changes as part of the audit process.
- What methods are used to monitor customer sessions? What metrics are tracked?

- Describe how the solution monitors system usage.
- Does the solution include time stamp and user ID as part of the audit log information?
- How does the system track session times and actions?

2.1.9 System Administration

Does the solution provide a separate administration function to perform the following administrative security maintenance?

- Access control maintenance (add/modify/delete user permissions).
- Monitor/maintain audit logs.
- Does the system provide security to prevent non- administrators from completing administration tasks?
- Does the solution require client software to accomplish administration tasks?
- Does the system provide a single level of administrative control, or does it allow for separation of duties? Please describe.
- Describe the system's search capabilities to find users or accounts. What are the key search criteria elements supported?
- Does the system audit changes to user privileges? Please explain.

2.1.10 Data Integrity

- Describe how the solution identifies and logs data change for audit purposes.
- Define the solutions change control process. Explain the process for testing patches and new releases of applications.

2.1.11 Sales and Marketing

Please describe in detail how your proposed solution meets each of the following requirements:

- Ability to create, track, and maintain client database.
- Ability to search client events using a variety of different criteria.
- Ability to project potential event revenue and create a pipeline of potential events.
- Ability to enter call notes and set up follow-up reminders.
- Ability to store electronic documents (e.g., emails, client RFPs, Word documents, Excel spreadsheets) as a permanent part of the client record.
- Ability to audit changes to a client record.
- Ability to import/export or share data with the ACVB's customer relationship management software.
- Ability to create and track sales goals per salesperson.
- Ability to generate sales reports on goal vs. actual.
- Please explain the process, and permission level required to make changes to the Sales and Marketing parameters/database values (e.g., how would an individual add a new market segment to the system?)

2.1.12 Event Scheduling

- Ability to create and maintain a database of master locations.
- Ability to create and maintain multiple rental rate schedules.

- Ability to create and maintain multiple rate schedules for various authority locations.
- Ability to book new events and re-book events from existing events.
- Ability to assign a booking commitment level to each event.
- Ability to search for the best fit for an event by date, days of the week, square footage, etc.
- Ability to record a variety of event-related statistics.
- Ability to generate a report detailing which locations are in use by date range.
- Ability to store electronic documents (e.g., emails, client specifications, PDF documents, Word documents, Excel spreadsheets) as a permanent part of the event record.
- Ability to audit changes to an event.
- Please explain the process and permission level required to make changes to the sales and marketing parameters/database values.

2.1.13 Contract Administration

- Ability to create and modify contracts based on locations booked and event-specific rate schedule.
- Ability to track status of all outstanding contracts based on a facility-defined contract status.
- Ability to send contracts to clients via email.
- Ability to create, modify, and send addendums to clients via email.
- Ability to create event-specific payment plans and auto-generate an invoice in accounts receivable when payment dates become due.
- Ability to audit changes/revisions to contracts and contract status.
- Ability to store electronic contracts and other electronic files (e.g., emails, PDF documents, Word documents, Excel spreadsheets) as a permanent part of the event/client record.

2.1.14 Event Management

- Ability to assign events to event services staff and keep a master calendar of assignments.
- Ability to generate event outlines which detail event-specific location activity for a given date and time and detail department-specific instructions.
- Ability to generate reports detailing department instructions for a given time period, location schedule, special notes.
- Ability to generate a two-week schedule of any and all event-related activity for specific locations.
- Ability to generate an event-specific report detailing the activity within each location for each date/time entry in the event outline.
- Ability to create and store narratives of event history for future use.
- Ability to create and maintain an equipment master for items used by event organizers.
- Ability to create and maintain multiple equipment rate schedules.
- Ability to create an event settlement document detailing all event-related client charges (e.g., rent, utility charges, equipment rental charges).

- Ability to store electronic documents (e.g., emails, client specifications, PDF documents, Word documents, Excel spreadsheets) as a permanent part of the event record.

2.1.15 Exhibitor Orders

- Ability to create an equipment master for equipment and services offered to exhibitors.
- Ability to assign equipment/service to a specific department and financial category (categories will determine debit and credit accounts, applicable taxes, etc.).
- Ability to maintain exhibitor information, collect, and process all order and payment information for each exhibitor.
- Ability to produce daily reports of a list of all exhibitor payments and services ordered.
- Ability to produce a list of all exhibitor payments that are still in reserve account.
- Ability to produce a summary view of an exhibitor including, but not limited to, booth information, payment information, and work order completion information.
- Ability to generate and email an exhibitor invoice.
- Ability to process all exhibitor information and seamlessly pass the data to the accounting system.
- Ability to process exhibitor orders and payments online.
- Ability to store electronic documents (e.g., emails, client specifications, PDF documents, Word documents, Excel spreadsheets) as a permanent part of the exhibitor record.
- Ability to audit any and all changes to an exhibitor record.

2.1.16 Accounting

- Ability to define, maintain, and list the accounting funds, years, and chart of accounts for the Savannah Civic Center unique set of financial data but share a common set of locations and calendars.
- Ability to define structure and characteristics of the accounts to be used.
- Ability to perform account lookup to determine current balance.
- Ability to generate different accounting reports like ledger reports, accounts monthly totals, over/under reports, balance sheets, etc.
- Ability to perform general ledger functions like journal entries, automatic periodic entries, post journal to general ledger, and adjust actuals.
- Ability to create ledger entries into the accounting system by defining data input formats.
- Ability to create and track fiscal year budgets.
- Ability to perform accounts receivable functions to track invoices that have been sent to clients, exhibitors that owe money, statements, aging reports, etc.
- Ability to link detail lines of an invoice to a specific event, fixed asset, project, or other facility-defined reference field.

- Ability to generate recurring invoices for tenants of the authority.
- Ability to create and maintain an inventory of warehouse supplies, issue receipts for supplies, generate purchase orders for supplies, etc.
- Ability to generate purchase orders for non-inventory supplies; must include a multi-level approval process.
- Ability to link detail lines of a purchase order to a specific event, fixed asset, project, or other facility-defined reference field.
- Ability to disseminate purchase orders via email.
- Ability to create various reports based on status of purchase order.
- Ability to generate check requests for purchase orders.
- Ability to generate check requests for payment requests.
- Ability to approve any and all check requests through a multi-level approval process.
- Ability to create data file for third-party check-printing application.

2.1.17 Maintenance Work Orders

- Ability to create and issue work orders for tasks to be accomplished and track them for timely completion, assign labor, and maintain their schedules.
- Ability to view and maintain existing work orders.
- Ability to print the work order for any work order or group of work orders to issue them.
- Ability to perform inventory tracking management and view all activity for a particular item.
- Ability to generate and set up recurring automatic work order templates for preventive maintenance.
- Ability to schedule automatic work order into real work orders and reset for future run.
- Ability to generate dashboard information on all work orders at a given point of time which can be used for future projections.
- Able to define forms and data files that will be used within operations.
- Have an internal operations administration feature to set parameters, access within operations.
- Ability to track all consumable inventory items for the facility and generate inventory reports.
- Ability to review and maintain all equipment and services currently assigned to that location and make necessary updates as required.

2.1.18 Reporting

- Reports to identify and display events and/or calendar data in various formats.
- Ability to generate a chart or spreadsheet may of all booked locations over a particular period of time.
- Ability to generate a location availability report.
- Food and beverage report may be generated to identify all food and beverage needs/functions that are being utilized within a specified date range.

- Event status change reports may be generated to produce a list of events within a specified period of time that are published and have had an event schedule or department instruction change in the last 24 hours.
- Reports to identify and display events and/or calendar data in various formats.
- Event bulletin report may be generated to view the overall scope of events selected for a given time period.
- Event schedule report may be generated to provide an overall view of the parameters of upcoming events. Also the booking status information may be retrieved.
- Event attendance report may be generated to get a quick view of the number of people to expect for the events selected.
- Calendar of events may be a comprehensive report to be generated to get a dashboard view of the booked rooms and event times on any given actual event day.
- Event services schedule may be a report to generate listing of all staff assigned for upcoming events.

2.1.19 Food and Beverage Sales

- Ability to create and maintain various menu items and rate schedules.
- Ability to generate event-specific, location-specific function sheets.
- Ability to generate inventory and forecasting reports on specific menu items.
- Ability to generate event-specific contracts for food and beverage sales.
- Ability to generate non-posting event invoices for food and beverage sales.
- Ability to generate ad-hoc reports on food and beverage events, menu items, food salespersons, etc.

2.1.20 Development

The Savannah Civic Center wishes to understand the development methodology of your organization. Please respond to the following:

- Please describe the process for enhancements to the system. Can customers influence product direction?
- Please describe your development organization and composition. Identify the key development personnel and supply their biographies and/or resumes.
- Please describe your development methodology. State what software life cycle methodology(s) are used in product development.
- Please provide documentation of any certifications your organization, or members of your development organization currently hold (e.g., SEI certification, ISO 9000 certifications, Six Sigma, etc.)
- Does your organization have a current SAS70 for service organizations? If not, does your organization plan to obtain a SAS70 in the future? If so, when will it commence the process?
- Please explain your process for change management.
- Please describe the process for the testing and implementation of new releases and a history of application modifications.
- Describe the long range vision for the product.

- Please provide a high level roadmap for future development, new features, and application revisions for the next 24 months.

2.1.21 Implementation

- Has your organization implemented the proposed solution in a multi-facility environment? If yes, please explain.
- Has your organization migrated data from other venue management software applications? If yes, please provide the name of the application, an explanation of the process and references from the venues where this migration occurred.
- Please provide a high-level project plan for implementation. Please describe the roles and responsibilities during the implementation process.
- Please provide an estimate of the time required to implement, from good requirements to running in production. Feel free to qualify time estimates.
- Please provide an overview of the training provided during the implementation phase. How many hours will be provided? Will the training be conducted onsite or remotely?
- Please elaborate on the number of full time employees required to administer and maintain your proposed solution.

2.1.22 Licensing

The Savannah Civic Center wishes to understand licensing model of your proposed solution and the costs involved in implementation and conversion of our existing data.

- Please provide a detailed explanation of the licensing model for your proposed solution. Please explain any differences in pricing of users (e.g., a user who needs read only access to an application vs. a user who creates and modifies data within an application.)
- Are discounts offered based on the volume of users?
- Please provide an explanation of how you accommodate incremental growth in or organization. (e.g., we find the need to add additional users at some point in the future.)
- Please explain your annual maintenance fees, how they are calculated, and what is included in the annual maintenance fees.
- From time-to-time, the Authority desires onsite training is conducted to explain new features, train new employees, and discuss challenges we may encounter with such a proposed system. Please discuss training options available and associated costs.
- The Authority may select the option to migrate data from our existing venue management software system, ConCentRICs.net. Please provide an estimate of the costs to migrate approximately fifteen (15) years of accounting and scheduling data. This should be included in data conversion section, with approximate number of records.
- Please provide a proposal to license your application based on the following number of users for each application:

Application	User
Sales/CRM	20
Event Scheduling	50
Contract Administration	20
Event Management	20
Exhibitor Orders	25
Accounting	50
Maintenance Work Orders	50
Reporting	50
Food & Beverage Sales	25

2.1.23 Support and Upgrades

Responses must include a clear and precise description of support/maintenance after the warranty or system acceptance period. Please include practices for upgrades, minor or major, during the next five (5) years. Please address all software components application and third party) with respect to support and upgrades. The proposal should include costs for two years of software and hardware warranty, maintenance and support, as well as an annual maintenance agreement that will cover all system hardware and software support, for an additional term of three (3) years for a total of five (5) years.

2.1.24 Installation

The contractor shall install a complete and functional system including hardware, software, network installation, all necessary cabling, all data conversion from the existing computerized system, and all future updates to the system. Provide all required technical support for customization of received validations, management reports, file formats, and conversion of existing data saved on the current system.

2.1.25 Testing

The system shall be tested thoroughly by the City's representative before final acceptance. A minimum of four (4) weeks of testing shall be conducted.

2.1.26 Conversion Requirements

It is the City of Savannah's intent to migrate most, if not all, existing data into the new system. The City of Savannah recognizes that field and code formats might be different. The vendor will be responsible for importing this data into the new database. The vendor must develop a reliable check method to ensure that all data from these export files is passed to the new system. Assistance may be required from the vendor to help export data from the previous system. A reference file of the old system's account numbers with a link to the new account numbers must be available in the new system.

2.1.27 Training

The contractor shall provide a minimum of five (5) days of onsite training after system installation. The City will schedule the training days and hours. The contractor shall provide training as needed. Describe what training materials are utilized and what documentation is provided with the system.

2.1.28 Submittals

A. **Costs:** Please include and itemize all costs for hardware, software, installation, training, maintenance, support, upgrades and recurring service. Detail third through fifth year costs that may be required for maintenance/support and upgrades following expiration of.

B. **Qualifications:** The proposer shall submit their qualifications, experiences and references in a narrative format which will become part of the proposal. Proposers must list their education and experience in providing the solutions and/or services listed. Relevant and recent projects will be weighted higher in the evaluation of responses to this RFP.

C. **References:** The proposer shall furnish references from accounts, worked within the past two (2) years of similar size and magnitude for the same type of service proposed. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal.

D. **Statement of Work and Schedule:** The proposer shall furnish a Statement of Work (SOW) outlining tasks to be performed by the proposed and the City of Savannah. This SOW will be refined during the selection process leading to a "contract" between the parties. The SOW should include a preliminary implementation schedule and a method for functional testing. The implementation schedule should also include the method of purchasing, delivery and installation of any hardware and software. The final contract will include penalties if the final implementation schedule is not met. A user manual and documentation will be required during the vendor short listing process.

2.2 Proposal Format

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

a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
b) Detailed description of system capabilities as requested
c) Fee Proposals per instructions in Section III signed by responsible party
d) 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:

a) Proposer's qualifications and experience, including support capabilities *(10 points)*
b) Completeness of Proposed Solution *(20 points)*
c) Fees *(20 points)*
d) Product Functionality *(40 points*)
e) References (*5 points*)
f) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (5 *points*)

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.4 **Copies:** One (1) unbound, printed and signed original, five (5) identical, printed copies, and one (1) electronic copy on a flash drive of the proposal and supporting documents must be submitted in response to the 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 request for proposal should be submitted in writing and emailed to the person listed on the summary event page

2.6 **Qualifications:** Each proposer shall submit a summary of their qualifications and experience as requested herein. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.7 **Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.

2.8 **Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Event Management Software, RFP Event # 5383 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.2 of this RFP.

Event Management System

Hardware		**$_____**
Software		**$_____**
Installation		**$_____**
Training		**$_____**
Annual Maintenance/Support and Upgrades		
	Years 1 & 2	**$_____**
	Year 3	**$_____**
	Year 4	**$_____**
	Year 5	**$_____**
	Total	**$_____**

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____**ZIP**_____

TELEPHONE: (_____**)**_____

Area Code

FAX: **(_____)_____**
Area Code

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

_____ _____ _____
Please Print Name **Authorization Signature** **Date**

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):
CHECK ONE:

_____ **NON-MINORITY OWNED**
_____ **AFRICAN AMERICAN**
_____ **HISPANIC**
_____ **WOMAN** (non-minority)
_____ **ASIAN AMERICAN**
_____ **AMERICAN INDIAN**
_____ **OTHER MINORITY Describe**_____

NON-DISCRIMINATION STATEMENT

The bidder 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 bid 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. _____

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.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either **minority**-owned and controlled or **woman**-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved **prior** to the due date of this bid. A firm that has submitted an application for certification but has **not** been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a **"commercially useful function"** which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) 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." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.