



SECTION II

EVENT #5411 - POLYGRAPH TESTING SERVICES ANNUAL CONTRACT

SCOPE OF WORK

- 2.0 Broad Description of Project:** The purpose of the specifications is to procure polygraph testing services for the Savannah-Chatham Metropolitan Police Department (SCMPD). The SCMPD expects to hire approximately 150 police personnel every year by conducting approximately 300 polygraph examinations.

Electronic submissions will not be accepted for this proposal.

2.1 Scope of Services

The successful proposer shall provide the following services requiring at a minimum that:

- Polygraph instruments used must be of commercial manufacture and functioning properly. Polygraph instrumentation shall be maintained and calibrated according to the manufacturer's specifications.
- Examiners should record a chart semi-annually demonstrating correct functioning of the instrument and maintain that chart for at least one year or as determined by law or regulation. The instrument should meet the specific guidelines of the American Polygraph Association and local licensing.
- The instrument should continuously record during testing, at a minimum, with the following components:
 - respiratory activity
 - galvanic skin resistance or conductance
 - cardiovascular activity
 - A motion sensor is recommended
- All examinations should be administered in an environment that is free from distractions that would interfere with the applicant's ability to focus. All or any portions of an examination may be monitored. The examination should start with a pre-test interview to include the following:
 - Written consent to administer the examination as all polygraph examinations are voluntary and may be terminated at any time;
 - Verification of the identity of the examinee;
 - Ensure the applicant is mentally and physically suitable for testing;
 - An explanation of polygraph testing principles.

- Only standardized and generally accepted testing techniques shall be utilized during the course of the examination.
- After all the data is suitable for analysis and has been analyzed, the polygraph examiner may render an opinion as well as provide document results of the examination. The provider must have access to a translation service provider.

2.2 The proposer shall submit with the proposal package proof of the following:

- a) Certificate of graduation from a polygraph school accredited by the American Polygraph Association
- b) Certificate of membership in the American Polygraph Association
- c) Certificate of advanced and specialized polygraph training accredited by the American Polygraph Association
- d) Proof that examiner(s) has a minimum of one (1) year experience in law enforcement polygraph testing by providing a reference page verifying such.

2.3 Special Conditions

- a) The proposer shall administer the actual polygraph tests and state number of polygraphs able to perform daily. Recognizing the possible detrimental effects of examiner fatigue upon accuracy, no more than four pre-employment polygraphs shall be routinely conducted by one examiner in a 12-hour duty day.
- b) The successful proposer must provide to SCMPD a report of each test within 48 hours of test administration. A report will be prepared for each examination and will be disseminated to the SCMPD Recruiting Unit. No other dissemination will be made except as required by law. The result of a pre-employment polygraph examination, or specific information obtained during an examination, is confidential and may not be provided to anyone who is not involved in the applicant screening process.
- c) Each report provided to the SCMPD must reflect, at a minimum, questioning in the following areas:
 1. Falsification of work history including terminations, workplace theft, hidden agenda for law enforcement employment, and disciplinary actions.
 2. Withholding of information about serious crimes or arrests.
 3. Withholding information about illegal drugs.
 4. Intentional falsification of any information in the pre-employment booklet.

Note: These questions cover all the areas of concern listed. It is recommended the applicant fill out a pre-test booklet, answering directly, the areas of concern of the SCMPD. The pre-test booklet process will be administered by the recruiting unit.

- d) Each report provided to the SCMPD must indicate one of the following four (4) results:
 1. Deception indicated

2. No deception indicated
3. Inconclusive
4. No opinion or No test

2.4 References: Each proposer must provide contact names and phone numbers as references for three (3) completed projects of similar size and scope.

2.5 Qualifications

Each proposer shall submit experience and qualifications described below:

- a) The size of the agency, how many staff it employs and location of the office from which the agency conducts business.
- b) List of clients and contact names and phone numbers who receive similar services from the agency.
- c) Resumes and licensing/certifications of principal and key personnel who will be providing services.
- d) Information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.6 Service Availability: Please indicate in the proposal response, the typical response time of testing results and hours of availability. Please indicate method of submitting test results to the SCMPD.

2.7 Test Results: Test results will be released only to the recruiting office of the SCMPD or designee. All information will be kept confidential with any written documents being filed with the Employee Assistance Program (EAP) Coordinator.

2.8 Fees: Proposer shall submit fees based on the detailed listing in Section III of the RFP. Proposer shall provide a fee per person listing for services which may arise during the testing assessment that are not specifically shown in the Scope of Services.

2.9 Proposal Format

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the agencies seeking to provide polygraph testing services in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the agency and of the particular staff to be assigned to this undertaking. It should also specify an approach that will meet the requirements of the RFP. The proposal should address all the points outlined in the RFP. The proposal should be prepared efficiently providing a straightforward and concise description of the proposer's capabilities to satisfy the requirements of the RFP. Proposals shall be submitted in the following format and include the following information:

- a) Title page including the proposer's contact information, such as contact name, agency name, address, email, and phone number
- b) Table of contents
- c) A cover letter including:

- Brief statement as to the proposer's understanding of the work to be performed
 - Commitment to perform the work
 - Statement as to why the agency believes it to be the best qualified to perform the engagement
- d) Detailed description of qualifications and testing abilities as requested
- e) Proposed methodology for performing these services
- f) Fee proposals per instructions in Section III signed by responsible party

2.10 Basis of Award

Proposals will be evaluated according to the following weighted criteria:

- a) Proposer's qualifications and experience (*30 points*)
- b) Proposer's methodology in accordance with guidelines (*30 points*)
- c) Fees (*25 points*)
- d) References (*10 points*)
- e) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (*5 points*)

Proposals shall be evaluated and scored by a selection committee. The selection committee may, at its option, request interviews with any and all proposers to gather additional information to be used in the evaluation process. At the discretion of the selection committee, these interviews may or may not be held on the premises of the City of Savannah. Any costs such as travel or preparation associated with the interview process will be borne solely by the proposers. The City 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.

2.11 Expenses

Proposers shall follow these guidelines regarding reimbursement of expenses:

- a) Overnight hotel fees should not exceed the government rate of \$109.00 per night
- b) Proposer will pay for hotel coverage and be reimbursed by the City of Savannah;
- c) Proposer will be reimbursed for standard business mileage rate according to IRS Guidelines

2.12 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.

2.13 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.

2.14 Term of Contract: This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2018. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

2.15 Invoices: Original invoices should be sent to:

City of Savannah
P.O. Box 1027
Savannah, GA 31402

A duplicate copy of invoices should be submitted to:

City of Savannah
Human Resources Department
PO Box 1027
Savannah, GA 31402

2.16 To be awarded an event, proposers must be registered as a supplier on the City of Savannah's website at www.savannahga.gov.

2.17 Insurance and Certificate of Insurance Requirements

2.17.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Advertising Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

2.17.2 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

2.17.3 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

2.17.4 Professional Liability: \$1,000,000

2.17.5 General: Any modifications to specifications must be approved by the City.

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

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

Date

*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

I have read and understand the requirements of this request for proposal RFP Event #5411 Polygraph Services and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
Polygraph Testing Services	300 Ea.		
TOTAL FEE			

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

I certify this bid 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. 5411

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.