

BOARD OF COMMISSIONERS

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Tuwanya C. Smith, Commissioner Post I
Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

JAVOID MAJID, CFO
TELEPHONE: 770-278-7555
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Addendum No. 3

**RFP No. 25-33
INDIRECT COST ALLOCATION PLAN SERVICES**

March 2, 2026

RFP #25-33 is hereby amended as follows:

1. Below are questions received and corresponding answers:

A. Question: For what fiscal year was the most recent cost allocation plan completed?

Answer: An allocation plan has not been completed.

B. Question: Generally, the full cost allocation plan is used internally to charge proprietary funding sources for general fund administrative costs. The federal cost allocation plan is primarily used to recover general fund administrative costs from grant programs via an indirect cost rate. Is the County requesting preparation of a Full Cost Allocation Plan only? A federal cost allocation only? Or both?

Answer: Both

C. Question: Could you please provide a copy of the most recent cost allocation plan?

Answer: NA

D. Question: What is the annual fee paid to the vendor that prepared the most recent cost allocation plans?

Answer: NA

E. Question: What is the County's annual budgeted amount for the scope of services identified in the solicitation?

Answer: Unknown at this time.

F. Question: May all the services outlined in the scope be provided remotely?

Answer: Does not matter

G. Question: Will the County confirm that there is no "Contractor's Qualification Statement and

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Questionnaire” included within the RFP?

Answer: Correct, the questionnaire is not applicable to this RFP.

H. Question: Do we need to provide a business license to conduct business in Georgia or just a general business license for our company?

Answer: A current business license from your home-based jurisdiction is required.

I. Question: Page 3: “Proposers must have a current business license from their home-based jurisdiction and provide a copy of that license with the submittal of their proposal response.” Question: We are responding as a Joint Venture (JV). The two companies that have formed the JV have their independent business license, but the JV does not have the business license. Would it be acceptable to provide the business licenses of the companies that have formed the JV?

Answer: You may submit individual business licenses.

J. Question: Page 3: “Local Vendor Preference Policy”. If an organization is certified in the state of Georgia as a small business (SBE), disadvantaged business (DBE), or minority business enterprise (MBE), would this satisfy the local vendor preference if employees reside in Rockdale County area?

Answer: No, the Local Vendor Preference Policy applies only to vendors with “a valid business license and a principal office, or a satellite office with at least one full-time employee, located in the County”. The business must be in Rockdale County. The Local Vendor Policy is attached for review.

K. Question: Has the County determined a budget or budget ceiling for this requirement?

Answer: Not at this time.

2. All other conditions remain in full force and effect.
3. If a proposal has been submitted and anything in this Addendum causes the contractor to change the item offered or to increase or decrease the proposal price, the new price and/or changes will be inserted below:

4. All contractors under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on the Proposal Form, page 10 of this RFP.

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Tina Malone

Tina Malone, CPPB CPPO

Purchasing & Procurement Manager

Department of Finance, Purchasing Division

Local Vendor Preference Policy

Section 1. Purpose

The Rockdale County Board of Commissioners hereby establishes a Local Vendor Preference Policy in recognition of the vital contribution made by local businesses by providing employment, and contributing to the local tax base.

Section 2. Definitions

County - Shall mean Rockdale County, Georgia

Out of Jurisdiction Vendor – (out of county)- a vendor that does not have a physical presence within the geographic boundaries of Rockdale County, Georgia. Physical presence shall mean a business which owns, operates, or occupies office space, warehouse, or other physical business structure. A business that only maintains a post office box as its address does not qualify.

Local Vendor - shall mean a business which maintains a valid business license and a principal business office, or a satellite office with at least one full-time employee, located in the County.

Responsible bidder - a bidder who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

Responsive bidder – a bidder who has submitted a bid which conforms in all material respects to the requirements stated in the Invitation to Bid.

Section 3. Invitation to Bid

- a. If the local vendor is responsible, responsive, and within five (5) percent of the lowest responsible, responsive bid submitted by any out-of-county vendor, the local vendor will be provided notice by the County and given the opportunity to reduce its bid to match the bid offered by the out-of-county vendor. The local vendor shall have three (3) business days after the date of such notice to match the lowest bid in writing. If such local vendor agrees to match the bid received from the out-of-county vendor within the time specified by the County, it will be deemed the lowest responsible bidder and receive the award.
- b. Should the lowest responsible local vendor decline to match the lowest bid in writing, the County shall provide the next lowest responsible local bidder who is within five (5) percent of the lowest responsible bidder with the same notice an opportunity to match the bid of the lowest responsible bidder as outlined in Section 4.a. above. This process shall continue as necessary until an award is made either to a responsible local vendor bidder who is within five (5) percent of the lowest responsible bidder, or the lowest responsible bidder itself.

- c. Preference shall be given to the local vendor in an instance where a local vendor and Out of Jurisdiction Vendor submit equivalent lowest responsible bids.
- d. Local vendor awarded any bid shall not assign or sub-contract more than (50%) of the dollar value of the contract to be performed by any entity that is not a local vendor as defined by this Policy.
- e. In the event the only bidders are local vendors, the bid shall be awarded to the lowest responsible bidder.
- f. In the event there are two or more local vendors within five (5%) percent of the lowest bid and/or whose bid is tied, the County shall determine first by the length of time the local vendor has been located within Rockdale County, Georgia, and then, if necessary, the previous experience with said local vendor.

Section 4. Request for Proposal (RFP) or Request for Qualifications (RFQ).

Where there is evaluation criteria established, local vendors will receive an additional five (5) points for proximity. Out of Jurisdiction vendors shall not receive the additional five (5) points.

Section 5. Eligibility Requirements

A local vendor shall only be eligible to receive the benefit of this preference if it meets each of the following requirements prior to any award of a contract or purchase:

- a. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Rockdale County, Georgia; and
- b. The local vendor must have a current Rockdale County Occupational License (Business License) and shall have been licensed in Rockdale County, Georgia for a minimum of one (1) year prior to the date of submittal of any bid or proposal; and
- c. Any and all taxes, and/or fees owed to the County shall be paid in full and shall not be delinquent; and
- d. The business or supplier must certify its compliance with the Georgia Security and Immigration Act; and
- e. Vendors claiming local vendor preference for any Invitation to Bid, Request for Proposal, or Request for Qualifications shall submit an Affidavit of Eligibility provided by the County with their bid, proposal or statement of qualifications response.

Section 6. Disqualification

Any vendor falsely claiming to be local vendor as defined in this Policy shall be ineligible to receive the preference outlined in this Policy.

Section 7. Exceptions

This policy is not applicable to construction contracts required by state or federal statutes or regulations to be awarded to the lowest responsible responsive bidder.

This policy shall not apply to any bid or proposal for material, equipment or services less than \$15,000.00 or in excess of \$100,000.00. In such cases, the bid award shall be subject to the competitive bidding as otherwise provided herein or general law.

This policy may not apply to Sole Source Purchases, Purchases from State and Federal Contracts, Cooperative Purchasing Agreements or "Piggy Back" contracting.

Section 8. Amendments.

The Board of Commissioners reserves the right to delete, modify, amend or terminate this Policy at any time without any prior notice. Future additions, rescissions, and amendments to this Policy shall also have the force and effect of law, upon approval by the Board of Commissioners. This Policy does not establish a contract between the County and any local vendor.

Approved this 26 day of march, 20 13.

Rockdale County, Georgia
Board of Commissioners

By: _____

Richard A. Oden, Chairman

By: _____

Oz Nesbitt, Sr.

Attest:

By: _____

Jennifer Rutledge, County Clerk

By: _____

JaNice Van Ness