



**REQUEST FOR PROPOSALS:  
CONSULTING SERVICES FOR EMERGENCY MANAGEMENT  
RESPONSE PLANS**

Issue Date: October 1, 2018

**Due Date: October 19, 2018**

*In order to be considered, proposals must be signed and returned via email to [oleon@wested.org](mailto:oleon@wested.org).*

Hard copies may be mailed to the WestEd Procurement Department at 4665 Lampson Ave., Los Alamitos, CA 90720 by (October 19, 2018).

**Proposal responses will be considered valid for a period of 120 calendar days after the proposal due date.**



## PROPOSAL FOR

### Consulting Services for Emergency Management Response Plans

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## I. INTRODUCTION

WestEd is soliciting proposals, on behalf of the Atlanta Public Schools (APS) district, from qualified firms and/or individuals with experience working with school districts in developing Emergency Management Response Plans, Hazard Mitigation Plans, and Continuity of Operations plans (EOP/ERP, HMP, COOP) in compliance with the Emergency Management Accreditation Program (EMAP) guidelines.

Specific services, although not all-inclusive, are to be performed as follows:

- Use guidance documents from the Emergency Management Accreditation Program (EMAP), the Scope of Services/Work, and other sources that facilitate the planning.
- Work with the Atlanta Public Schools District's Office of Safety and Security for support and direction, and prepare regular progress reports.
- Engage the APS community in the planning process.

This request for proposal (RFP) contains background information on WestEd and specific information that must be included in the proposals submitted. An electronic version of the proposal must be received no later **October 19, 2018**.

Electronic copies must be delivered via email to [oleon@wested.org](mailto:oleon@wested.org). If necessary, physical copies may be delivered directly to our office at the following address:

WestEd  
4665 Lampson Ave.  
Los Alamitos, CA 90720  
Attn: Oscar Leon, Procurement Manager

## II. BACKGROUND

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 680 employees, located in 13 offices across the United States, and had revenue in excess of \$170 million for Fiscal Year 2017.

WestEd is a Joint Powers Agency ("JPA") formed under the California Joint Exercise of Powers Act, California Government Code section 6500 et seq. and governed by public entities in Arizona, California, Nevada, and Utah. WestEd's Board of Directors is comprised of members representing agencies from these states, as well as other national

education and business leaders. WestEd's income is tax exempt under Section 115 (1) of the Internal Revenue Code.

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women's business enterprises and labor surplus area firms when possible. The selected firm may be required to undertake affirmative steps to utilize such firms in subcontracts if this contract is federally funded. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541618) by having average annual receipts for the last three fiscal years not exceeding \$15 million.

In 2016, The National Institute of Justice awarded a research grant entitled Comprehensive School Safety Initiative (CSSI) to WestEd to develop, implement, and evaluate a comprehensive school safety framework in the Atlanta Public Schools District (APS) in partnership with Georgia State University. A cornerstone of CSSI is to develop a multi-pronged approach to support students to redirect their behavior through Positive Behavior Systems and increase their participation in finding solutions to behavioral issues through the establishment of practices and programs, such as Restorative Justice in schools. Additionally, CSSI aims to improve school-policing (both proactive and reactive) by deploying school resource officers, strengthening emergency preparedness, and adopting new control technologies.

Atlanta Public Schools is one of the largest school districts in the state of Georgia, serving approximately 52,000 students across 89 schools. The district is organized into nine K-12 clusters with 61 neighborhood schools, five partner schools, 18 charter schools, two citywide single-gender academies, three alternative schools, three administrative buildings, three stadiums, six relocation sites, and four alternative programs.

Through this procurement, APS plans to update its existing Emergency Operation Plan (EOP).

### **III. WESTED CONTACT**

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Oscar Leon  
Procurement Manager  
[oleon@wested.org](mailto:oleon@wested.org)

#### IV. SOLICITATION KEY DATES AND TIMELINE

<b>RFP Activity</b>	<b>Dates</b>
RFP Released	October 1, 2018
Questions Due by bidders	October 10, 2018
Response to questions posted	October 14, 2018
Proposal Due Date	October 19, 2018
Interviews	Week of October 29, 2018
Award Notice	Week of November 12, 2018
Meeting with CSSI Leadership Team to commence work	Early December 2018

## V. SOLICITATION FORM

**FAILURE TO SIGN THIS PAGE WILL DISQUALIFY YOUR RESPONSE**

The undersigned offers and agrees to furnish services listed in this document at the prices and terms stated, subject to all of the terms and conditions of this Request for Proposal. The undersigned warrants and represents their authority to bind the firm into an agreement subject to the terms and conditions of this Request for Proposal.

Company Name:

Street Address:

City, State Zip:

Email:

Telephone:

By (Authorized Signature)	Date Signed:
Print name and title of Authorized Signatory	

**ALL SPECIFICATIONS, TERMS, AND CONDITIONS OF THIS REQUEST FOR PROPOSAL WILL BE INCORPORATED INTO ANY RESULTING AGREEMENT.**

## VI. SCOPE OF WORK

WestEd will receive proposals for services in emergency management audit and plan development on behalf of the Atlanta Public Schools district. The successful bidder may be retained for one year as a result of this procurement process.

In collaboration with WestEd, Atlanta Public Schools Office of Safety and Security, City of Atlanta, Atlanta-Fulton County Emergency Management Agency (AFCEMA), Georgia Emergency Management Agency (GEMA) and other Emergency Management Agency (EMA) stakeholders, the contracted consultant will update APS' existing Emergency Management Response Plans, Hazard Mitigation Plans, and Continuity of Operations plans (EOP/ERP, HMP, COOP), to include but not limited to, the following key areas of work:

- Assess current Atlanta Public Schools organizational and emergency operational capacities district-wide. Identify strengths and opportunities for enhancing competencies.
- Advise whether the format should be in an emergency support function format or a comprehensive emergency plan format.
- Collaborate with staff and stakeholders to ensure all relevant data and information are obtained to ensure the annexes of the plan meet the unique needs of each facility and do not exceed current capabilities.
- Update the existing plan to ensure it meets all federal, state, and local mandates. If needed, the update could include replacing the existing plan with a more comprehensive plan tailored to meet the unique needs of the Atlanta Public Schools.
- Facilitate meetings with stakeholders, who are expected to play a role in the responsibilities identified in the EOP annexes.
- Provide technical advisory services and support for strategic planning and coordination of all recovery efforts.
- Develop and implement strategies designated to maximize federal and state assistance.
- Provide expert programmatic and policy advice on federal disaster relief programs.
- Identify potential improvements and maximize public assistance.
- Provide grants management services, including gathering all necessary documentation for assembly into the grant documents and formulate grants to meet the needs of the Atlanta Public Schools.
- Provide grant close-out services to ensure funding is retained.

### Deliverables and Timeline

With oversight and direction from WestEd and Atlanta Public Schools, the contractor will

be required to successfully accomplish the tasks that follow within a twelve (12) month period.

The methods, milestones and timelines associated with completing these tasks should be included in the proposal.

1. Work with Atlanta Public Schools to assess current organizations and operational capabilities.
2. Collaborate with departmental representatives to ensure all relevant information is obtained.
3. Develop and deliver an all-hazards, capabilities-based EOP/ERP, HMP, COOP plans addressing all critical emergency functions.
4. Coordinate with local EMA stakeholders to ensure the newly developed EOP meets their guidelines for approval.

## **VII. PROPOSAL OUTLINE**

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

### **1. Letter of Transmittal**

A letter of transmittal briefly outlining the firm's understanding of the work and general information regarding the firm and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the firm performing the work, the telephone number, and the name of the authorized representative. The letter shall include a clear statement from Proposer that this offer is binding and shall remain open for 120 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd.

### **2. Table of Contents**

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

### **3. Solicitation Form**

The Solicitation Form included in the RFP shall be included here.

#### 4. Profile of Firm Proposing

- a. State whether the firm is a local, national, or international firm and include a brief description of the size of the firm. State whether the proposer is a qualified small or minority-owned business, women's business enterprise or labor surplus area firm.
- b. State whether the firm is in compliance with the registration and permit requirements to do business in Georgia.
- c. Describe the local office from which the work is to be performed.
  1. Location of office.
  2. Current size of the office.
  3. The size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
  4. The credentials and qualifications of professional staff.

#### 5. Qualifications

- a. Describe recent experience with similar engagements to which the proposal relates.
- b. Include resumes of all key professional members who will be assigned to the project. Résumés should be included for all professional members of the team. The résumés should include specific engagements or clients to whom similar services have been provided if possible.
- c. Describe the firm's policy on notification of changes in key personnel.
- d. Briefly describe the firm's system of quality control to ensure the work meets a high quality standard.
- e. Include three client references.
- f. Include one example of a recently completed review similar in scope to the requested project. Redacted examples are acceptable.

#### 6. Scope of Services and Proposed Project Schedule

Describe the firm's understanding of the scope of services to be provided and the activities and milestones it proposes to successfully complete the goals of this solicitation.

- Background and experience of the firm.
- A description of the project team and team's approach/methodology.
- An organizational chart showing the proposed project team.
- Biographies or resumes for each member of the project team.
- Management plan for the project.
- Demonstrated understanding of the project.
- References and contact information for similar completed projects.
- Fee schedule: submit a fee schedule showing hourly rates and an itemized list of all direct and indirect costs associated with the performance of this contract.

## 7. Fees and Compensation

Provide the following information as relevant to the fee proposal:

- a. Estimated total hours.
- b. Estimated out-of-pocket expenses.
- c. The hourly rate by staff classification.
- d. The all-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
- e. The frequency and timing of the firm's billing process.
- f. Cost of additional related services if requested by WestEd.
- g. Appendix 1: Pricing Schedule

If the fee is proposed under a different methodology (e.g., a fixed price for all services) please provide a basis for the proposed fee.

## 8. Exceptions to Contract Requirements

Any exceptions to the requirements of the sample contract shall be noted in the proposal. WestEd shall have no obligation to accept any exceptions and may reject any proposal noting exceptions to its contract requirements.

## 9. Georgia Immigration & Security Affidavit of Compliance

Contractor's full compliance with all applicable federal and state security and immigration laws, including without limitation O.C.G.A. § 13-10-90, *et seq.* as amended and Georgia Department of Labor Rule 300-10-1, *et seq.* is a condition for the contract bid and any contract award. Contractor is required to affirm compliance by completing and returning all three (3) Georgia Security and Immigration Compliance documents (Appendix II) with Contractor's proposal.

**Failure to provide the Georgia Security and Immigration Compliance forms in (Appendix II) with your proposal shall result in your proposal being declared non-responsive.** If a Contractor claims one or more of the documents is inapplicable then the Contractor shall mark the form "Not Applicable" and submit it with their proposal. APS reserves the right to request additional information from the Contractor to substantiate information provided to APS. The failure to respond to such a request may result in the Contractor being determined to be non-responsive.

Pursuant to O.C.G.A. § 13-10-91, no Contractor or subcontractor may propose a contract or enter into a contract with a public employer for the physical performance of services unless the Contractor or subcontractor is registered with and participates in the federal work authorization program to verify information of all newly hired employees, and provides certain required affidavits. Any Contractor, subcontractor,

or sub-subcontractor of such Contractor or subcontractor, shall also be required to satisfy the requirements set forth herein.

## VIII. PROPOSAL SUBMISSION AND SELECTION PROCESS

By use of numerical and narrative scoring techniques, proposals will be evaluated by WestEd against the factors specified below. The relative weights of the criteria—based on a 1000-point scale—are shown below.

<b>Criteria</b>	<b>Points</b>
1. Qualifications, relevant experience comparable entities, references, and ability to carry out the described work	250 points
2. Proposed methodologies, management plan, and processes to accomplish work	250 points
3. Fees / expenses	200 points
4. Understanding of project, compliance with specifications, and expertise in Federal Emergency Management Agency, Department of Homeland Security and Emergency Management operations and regulations.	200 points
5. Other factors, including completeness of proposal, adherence to RFP instructions, other relevant factors not considered elsewhere	100 points
<b>TOTAL</b>	<b>1000 points</b>

## IX. REVIEW PROCESS

WestEd may, at its discretion, request interviews/presentations by or a meeting with any or all firms, to clarify or negotiate modifications to the firm’s proposal. However, WestEd reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. WestEd contemplates award of the contract to the responsive, responsible firm whose proposal is the most advantageous to WestEd, based on the highest total points and its decision is final.

As a federal contractor, it is WestEd’s policy to utilize, whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned firms, and/or woman-owned businesses. Therefore, firms that meet these criteria will be given preference, should they meet all other stated criteria in the RFP.

## **X. NOTICE TO FIRM(S)**

All materials provided to WestEd become the property of WestEd and may be returned only at its sole discretion. WestEd is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the California Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the firm as such, and the firm agrees to indemnify WestEd against any claim or action to compel disclosure of such portion of the proposal. WestEd is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of WestEd, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the firm.

The contract, if any, shall be awarded to the responsible firm whose proposal is most advantageous to WestEd, based on the evaluation criteria set forth in this RFP. WestEd may at its sole discretion select the response that best fits its needs, may choose to cancel the RFP, or to not select any Firm. A selection committee will evaluate the responses based on established criteria, including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful firm will enter into a written agreement with WestEd that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of WestEd.

## **XI. REJECTION OF PROPOSAL(S)**

WestEd reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. WestEd may or may not waive an immaterial deviation or defect in a proposal. WestEd's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a firm from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in WestEd's opinion the information was intended to mislead WestEd regarding a requirement of the RFP.

WestEd may reject a proposal from a firm it finds non-responsible. Any person or entity that has substantially assisted WestEd in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to WestEd shall constitute the firm's certification that the proposal is not collusive.

## **XII. USE OF SEPARATE CONSULTANTS/CONTRACTORS & SUBCONSULTANTS FOR PORTIONS OF SERVICES**

WestEd reserves the right to award all or only a portion of the work/scope of services that is the subject of this RFP to the successful proposer. This includes the right to award one or more portions of the services to a separate contractor if WestEd deems such award to be most advantageous to WestEd in its sole discretion. WestEd further reserves the right to review, approve, and/or reject any proposed subconsultants and/or subcontractors proposed by any proposer if deemed to be in the best interest of WestEd. Proposers acknowledge that if WestEd elects to award any such separate or independent contract the successful proposer shall coordinate its work with such separate contractors as directed by WestEd.

## **XIII. COMPLIANCE WITH LAWS**

Any Firm must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations, including but not limited to the submission of a Georgia Immigration & Security Affidavit of Compliance (O.C.G.A. § 13-10-91), provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.), and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Any Firm must affirmatively agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

## **XIV. WRITTEN QUESTIONS AND ADDENDA**

Written questions or comments regarding this RFP must be in writing and received no later than **October 14, 2018**. Questions should be emailed to the Procurement Manager at [oleon@wested.org](mailto:oleon@wested.org). All questions will be responded to via email. Firm(s) invited to submit proposal understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFP that is unclear or open to more than one interpretation.

WestEd, at its sole discretion, may make questions submitted by Firms and responses to the submitted questions available to all Firms.

WestEd reserves the right in its sole discretion to revise or amend this RFP prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFP. Firms are responsible for verifying they have received, and all proposals shall acknowledge receipt of, all addenda issued by WestEd relating to this RFP. Failure to acknowledge receipt of all such addenda may render a proposal nonresponsive.

## **XV. SUBMISSION**

Electronic copies of responses must be received by **October 19, 2018**. Any response received after this date may be returned or not considered. Responses should be submitted electronically to the Procurement Manager at [oleon@wested.org](mailto:oleon@wested.org). If Firms wish to also submit a hard copy of the proposal, it needs to be postmarked no later than the due date and mailed to 4665 Lampson Ave., Los Alamitos, CA 90720; Attn: Oscar Leon. Submission of a proposal shall constitute the firm's representation that it:

- Has thoroughly examined and become familiar with the scope of work set forth in this RFP;
- Understands the requirements of the scope of work, the nature of the work and all other matters that may affect the work;
- Will honor its proposal for no less than 90 days after the submission date stated in this RFP (or until execution of a final contract with the selected firm, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd;
- Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.

## **XVI. PROTESTS**

Following the selection of the apparent successful firm, WestEd shall notify all firms of its intent to award a contract to such firm. Any protest to the award of the contract to the apparent successful firm shall be submitted to WestEd in writing within no less than five (5) calendar days from the date of such notice. Any protest shall state with specificity the ground on which the protestor alleges the contract may not be awarded to the apparent successful firm. WestEd shall consider any properly submitted protest and may accept or reject such protest as it determines appropriate in its sole discretion.

## **XVII. GENERAL PROVISIONS**

- A. Amendments to RFP. WestEd reserves the right to amend the RFP or issue to all Respondents a Notice of Amendment to answer questions for clarification.
- B. No Commitment to Award. Issuance of this RFP and receipt of proposals does not commit WestEd to award a contract. WestEd expressly reserves the right to

postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Respondent concurrently, or to cancel all or part of this RFP, to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors outside of the scope of this RFP.

- C. Amendments to Proposals. No amendment, addendum or modification will be accepted after the deadline stated herein for receiving Proposals. Respondent may modify or amend its Proposal only if WestEd receives the amendment prior to the deadline stated herein for receiving Proposals.
- D. Non-Responsive Proposals. A Proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the Proposal.
- E. Late Proposals. WestEd will not be responsible for Proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for or acknowledged by WestEd.
- F. Costs for Preparing. WestEd will not compensate any Respondent for the cost of preparing any Proposal, including any requests for additional information, interviews or negotiations. All materials submitted with a Proposal shall become the property of WestEd. WestEd will retain all Proposals submitted and may use any idea in a Proposal regardless of whether that Proposal is selected.
- G. Alternative Proposals. Only one final proposal is to be submitted by each Firm. Multiple proposals will result in rejection of all proposals submitted by the Respondent.
- H. Public Documents. All Proposals and all evaluation and/or scoring sheets shall be available for public inspection at the conclusion of the selection process.

## XVIII. APPENDIX 1: PRICING SCHEDULE

### PRICING SCHEDULE

Item No.	Description	Cost
1.	(1) Single building plan (may be separated by school size e.g., fewer than 500 students, 500-100 students, over 1000 students).	\$
2.	2 – 5 building plan	\$
3.	5 – 20 building plan	\$
4.	20+ building plan	\$

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**BIDDER'S NAME**

**XIX. APPENDIX 2: GEORGIA IMMIGRATION & SECURITY AFFIDAVIT OF COMPLIANCE**

**Contractor Affidavit of Compliance under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Atlanta Public Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

Atlanta Public Schools  
\_\_\_\_\_  
Name of Public Entity

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_

in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This The \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public My Commission Expires

**Subcontractor Affidavit of Compliance under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of contractor) on behalf of Atlanta Public Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

Atlanta Public Schools  
\_\_\_\_\_  
Name of Public Entity

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_  
in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This The \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public My Commission Expires

**Sub-subcontractor Affidavit of Compliance under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and \_\_\_\_\_ (name of contractor) on behalf of Atlanta Public Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

Atlanta Public Schools  
\_\_\_\_\_  
Name of Public Entity

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_

in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This The \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public My Commission Expires

**Affidavit of Exception**

I attest that I am exempt from providing an Affidavit of Compliance to Atlanta Public Schools pursuant to O.C.G.A. § 13-10-91, as amended, for one of the following reasons:

\_\_\_\_\_ I am a sole proprietor with no employees, subcontractors or sub-subcontractors and I will not use employees, subcontractors or sub-contractors for any work performed for Atlanta Public Schools.

**\*In order to be exempt from compliance under the above exception, in addition to this affidavit you must provide a copy of your State of Georgia driver's license.**

(Please see [http://www.georgia.gov/vgn/images/portal/cit\\_1210/50/35/173461453Lists\\_of\\_states\\_that\\_verify\\_immigration\\_status\\_7\\_26\\_11.pdf](http://www.georgia.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigration_status_7_26_11.pdf) for a list of driver's licenses from alternative states that can be submitted in lieu of a Georgia driver's license.)

\_\_\_\_\_ My company/firm will render services to Atlanta Public Schools; however, the services will not be rendered in the State of Georgia.

\_\_\_\_\_ My company/firm will only provide goods to Atlanta Public Schools and will not render any physical services to Atlanta Public Schools.

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

Name of Project: \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_

in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This The \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

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

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