



# COBB COUNTY SCHOOL DISTRICT

*One Team, One Goal: Student Success*

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**Request for Proposal (RFP) P4222**

## **Visitor/Volunteer Management System**

**RFP ISSUANCE DATE: April 11, 2022**

**PURCHASING CONTACT: Debbie Mosher, 770-590-4522**

[debbie.mosher@cobbk12.org](mailto:debbie.mosher@cobbk12.org)

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### **IMPORTANT DATES**

<b>EVENT</b>	<b>DATE (dates are tentative)</b>
RFP issued and posted to Procurement Services website <a href="https://www.cobbk12.org/page/24250/current-solicitations">https://www.cobbk12.org/page/24250/current-solicitations</a>	<b>April 11, 2022</b>
Deadline for written questions	<b>April 21, 2022 @ 10:00 AM ET</b>
Responses to questions posted on the Procurement Services website	<b>April 25, 2022</b>
Proposals due to Procurement Services – 6975 Cobb International Blvd. Kennesaw, GA 30152	<b>May 3, 2022 @3:00 PM ET</b>
Evaluation	<b>May, 2022</b>
Award	<b>May, 2022</b>

**NOTICE as to all Cobb County School District premises: Any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises. (O.C.G.A. § 51-16-3).**



514 Glover Street  
Marietta, GA 30060  
Telephone: (770) 426-3300  
[www.cobbk12.org](http://www.cobbk12.org)

*One Team, One Goal: Student Success*  
**Procurement Services Department**

**April 11, 2022**

TO ALL VENDORS:

Cobb County School District (CCSD) invites proposals for furnishing goods and/or services required for **“Request For Proposal (RFP) P4222, Visitor/Volunteer Management System”** as described in this document.

The CCSD Procurement Services Department General Terms and Conditions are hereby acknowledged, understood, and agreed to by the parties and are hereby fully incorporated into the solicitation document and the resulting contract. Refer to the CCSD Procurement Services website for the complete General Terms and Conditions. Go to [www.cobbk12.org](http://www.cobbk12.org). From this screen, select **“Menu”**, select **“Departments”**, choose **“Procurement Services”** and find the link to **“General Terms and Conditions”** located in the center of the page.

Vendors are instructed to read carefully all terms, conditions, specifications, and requirements in this RFP. Vendors are required to complete and return all forms in their entirety. Questions regarding the proposal should be directed in writing to Debbie Mosher at [debbie.mosher@cobbk12.org](mailto:debbie.mosher@cobbk12.org). Only questions received prior to **10:00 AM, April 21, 2022** shall be considered. Answers will be posted to the CCSD Current Solicitations website by **April 25, 2022**.

All proposals submitted must be in a sealed envelope marked with your company name and **“RFP P4222 & Visitor/Volunteer Management System”**. Please deliver your proposal to Cobb County School District, Procurement Services Department, Suite D, 6975 Cobb International Blvd., Kennesaw, Georgia 30152. **Attn: Debbie Mosher, 770-590-4522.**

The proposal acceptance period will close on **May 3, 2022 at 3:00 PM Eastern Time.** Please allow ample time for delivery. Proposals submitted after the due date/time will not be accepted, however, proposals can be submitted before the due date/time.

CCSD reserves the right to accept or reject any or all proposals and to waive any technicalities or informalities.

Your interest and participation in the CCSD solicitation process is appreciated.

Sincerely,

Barbara Bates, CPPB, NIGP-CPP  
Director of Procurement Services

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**BOARD OF EDUCATION**

David Chastain, *Chair* • David Banks, *Vice Chair*  
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**SUPERINTENDENT**

Chris Ragsdale

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MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

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SUBMISSION REQUIREMENTS

**1.0 COMMUNICATIONS WITH CCSD STAFF**

- 1.1** All communications concerning this RFP must be submitted in writing by email to the CCSD Procurement Services Department. Email to [debbie.mosher@cobbk12.org](mailto:debbie.mosher@cobbk12.org) is the preferred method of communication. Only written questions submitted via email will be accepted. Only written responses distributed by the Procurement Services Department will be binding upon the CCSD. The Procurement Services Department, in its discretion, may call upon user departments for clarification in their area of expertise.
- 1.2** From the issue date of this RFP until completion of the entire solicitation process and announcement of award notification, all vendor communication must be authorized by the Procurement Services Department including but not limited to communications with school system employees and/or contracted agents related to this RFP. Violation of this provision may result in rejection of the vendor's response.
- 1.3** It is the vendor's responsibility to check the CCSD Current Solicitations website for any addenda, responses to vendor questions, or other communications that may be issued or released during the solicitation period. Following receipt of vendor responses to a solicitation, it is the vendor's responsibility to be available via email and phone during the review process in the event clarification or additional information is required. If clarification or additional information is requested, the responsibility rests on the vendor to ensure that CCSD receives requested information before the deadline(s) indicated.

**2.0 SUBMISSION OF PROPOSALS**

- 2.1** Responses must be on the forms furnished within this RFP and completed in their entirety. Proposals must be submitted in a sealed envelope marked with your company name and "**RFP P4222, Visitor/Volunteer Management System**" clearly marked on the outside of the envelope. **Additionally, CCSD requests that all responses be submitted in electronic form via USB flash drive or CD. PDF format is acceptable unless otherwise stated.**
- 2.2** Vendors are instructed to read all terms, conditions, and specifications as outlined in the RFP carefully. Responses must be either typed or written in ink. Any correction made within the RFP submission (white-out or strikethrough) must be initialed by an authorized representative of the company submitting the proposal or the proposal may be rejected by CCSD.
- 2.3** All responses submitted become the property of the CCSD and are subject to applicable open records policies and laws.

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- 2.4** Responses are to be delivered no later than the date and time **(determined by the date/time stamp of the CCSD Procurement Services Department)** set forth in this RFP. Vendors are advised to consider that hand delivery assures timely receipt. Proposals and supporting documentation must be submitted to:

Cobb County School District  
Procurement Services Department  
**RFP P4222, Visitor/Volunteer Management System**  
**Attn: Debbie Mosher**  
6975 Cobb International Boulevard, Suite D  
Kennesaw, GA 30152  
Fax number: (770) 426-3371

Proposals must be submitted in sealed envelopes.

Both the cost and non-cost responses must be submitted by the due date stated in this solicitation.

Any proposal received after the designated time will be deemed late and will not be considered by the CCSD. Proposals may also be emailed to [debbie.mosher@cobbk12.org](mailto:debbie.mosher@cobbk12.org). **If proposals are emailed, an original hard copy of your response must be received by the Procurement Services Department no later than 3:00 PM Eastern Time the next business day after the proposal due date. The hard copy will serve as the legal document; it must match the email copy.** Use of emailed responses is at the sole risk of the vendor, and CCSD is not responsible for the failure of any computer hardware, software, or other devices. If the hard copy does not match the email copy, CCSD reserves the right to declare the response non-responsive and to take such remedial action as it deems necessary or appropriate. Such remedial action includes, but is not limited to, suspending vendor from participating in future CCSD solicitations.

The Cost Proposal Form (**Page 30**) must be submitted separately from the rest of your response. One original of the cost section of the proposal must be submitted in a sealed envelope labeled:

**RFP P4222, Visitor/Volunteer Management System**  
Vendor Name  
Cost Proposal

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One original and **four (4)** copies of the non-cost sections of your proposal response (including supporting documentation) must be submitted in sealed packaging and labeled:

**RFP P4222, Visitor/Volunteer Management System**

Vendor Name

Non-Cost Proposal

**2.5 In addition to the paper submission, CCSD requests that all responses be submitted in electronic format via USB flash drive or CD. PDF format is acceptable unless otherwise stated. Electronic files should be named and submitted as follows:**

**2.5.1** Non-Cost Proposal, saved as: Proposal, Company Name

**2.5.2** Cost, saved as: Cost, Company Name

**2.5.3** Required documents, saved as: Required Documents, Company Name

**2.6 Non-Cost Proposal Submission Requirements are located in Section 6.** Each section should be clearly labeled with the corresponding RFP section name and number.

**3.0 EVALUATION**

**3.1 Organization and Completeness of Proposal** - Vendor's proposal must provide straightforward, concise proof of the capabilities to satisfy RFP requirements. For ease of review, responses must be organized in the exact same order as the RFP or as stipulated in the RFP. Each section should be clearly labeled with the corresponding RFP section name and number. Any additional documents provided by the vendor must also be clearly labeled with the corresponding RFP section name and number. All requested information must be included and all forms completed in entirety. (All spaces must be completed on all requested documentation.) Any proposals that do not include all required information may be considered non-responsive and disqualified.

**3.2 Evaluation Procedures – Review of Proposals** - A committee comprised of representatives from Technology, Human Resources, and Procurement Services will evaluate the proposal responses on the basis of qualifications, relevant experience, responsiveness of proposers, as well as cost. Cost will not be the sole determining factor in the award.

Each proposal will be reviewed for completeness to ensure that all mandatory requirements are addressed satisfactorily. The committee may request additional clarification/information from the responding vendor(s).

The committee will evaluate the quality and completeness of each response as it addresses each requirement of the RFP. All non-cost related areas of the response are

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evaluated during this phase. A list of areas being reviewed for this specific RFP, along with the associated point values is included in the Evaluation Criteria below. The committee may in its sole discretion and in the course of the evaluation request presentation(s)/demonstration(s) with one or more selected vendors. Responses must satisfactorily meet non-cost requirements before cost is evaluated.

- 3.3** A determination of competitive range may be made during the evaluation process. Vendors not in the competitive range of being selected for award shall be eliminated from further discussion.
- 3.4** During the evaluation phase, discussions may be conducted with vendors who submit proposals determined to be reasonably likely to be selected for award. These discussions are for the purpose of negotiations, clarification, and to assure full understanding of and responsiveness to the solicitation requirements. Vendors will be accorded fair and equal treatment with respect to an opportunity for discussion and revision of proposals. Procurement Services may permit revisions, after submission and prior to award, for the purpose of obtaining best and final offers. In all events, CCSD reserves the right to re-solicit the item(s)/services(s) involved.
- 3.5 Evaluation Criteria** – The selection of a vendor to provide a Visitor/Volunteer Management System will be based on the review of several key elements in the proposals submitted. They include, but are not limited to the following criteria:

#	Description	Points Possible
1.	Company Information/Expérience (Section 6.1)	15
2.	System Technical Capabilities (Section 6.2)	30
3.	Project Approach and Implementation (Section 6.3)	15
	<b>Non-Cost Subtotal</b>	60
4.	Product Demo (Section 6.4)	10
5.	Cost (Section Page 30)	30
	<b>TOTAL</b>	100

Cost Evaluation Formula: (Lowest Price/R-where “R” represents the cost of proposal currently being ranked) x Points = Score.

The non-cost portion of proposals (total of items 1 – 3) can receive a maximum of **60** points out of **100** points possible. Only non-cost proposals that receive **42** points (70% of total non-cost score) or more will have the accompanying cost evaluated.

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**The Special Terms and Conditions are customized specifically to this solicitation. Taking exception to these terms and conditions or submitting conflicting language may be cause for rejection of vendor's response.**

Should these Special Terms and Conditions be in conflict with the General Terms and Conditions, the Special Terms and Conditions will control.

**1.0 PURPOSE**

Cobb County School District (CCSD) is seeking proposals from qualified vendors for an on-site Visitor/Volunteer Management System that provides screening at sign-in for each school in the District. The system will be utilized to properly identify visitors/volunteers through an instant criminal background and sex-offender registry. Initial estimated expenditures for this contract will be approximately \$100,000.

**1.1 OWNER'S REPRESENTATIVE.** Supervision of and monitoring performance of the contract will be performed by CCSD's representative Michael Murray, Director Field Services or his designee.

**2.0 BACKGROUND**

The CCSD is the second largest school system in Georgia and the 25<sup>th</sup> largest in the nation. It serves 109,829 students with 111 schools/centers plus multiple administration facilities.

**3.0 SCOPE OF WORK**

**3.1** The Visitor/Volunteer Management System shall be a complete platform solution that provides visitor/volunteer screening at sign-in. The system shall be an all-in-one self-contained device comprised of a monitor, camera, ID scanner, barcode reader, and surge protection with a corresponding printer for the purpose of printing badges.

**3.2** Vendor shall provide warranty repair service for all devices purchased and installed resulting from this RFP during the manufacturer's warranty period from date of installation. Warranty repair service includes, but is not limited to all maintenance, technical support, warranty service, repair and replacement services.

**4.0 GENERAL REQUIREMENTS**

**4.1** The vendor acknowledges and agrees that any business license and registration shall remain current for the duration of any resulting contract and such documents are a material term to any resulting contract.

**4.2** The requirement to maintain all licenses, bonds, permits give all required notices, pay all license fees and taxes, etc. related to work.



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**5.0 MINIMUM REQUIREMENTS**

Only systems that meet the following minimum requirements will be considered:

**5.1** Vendor shall provide and install new software and required equipment provide all maintenance and service inclusive of parts and software and firmware updates through the life of each contract term.

**5.2** Manufacturer's warranties must be provided for each component of the system.

**5.3 System Requirements**

**5.3.1** Fully customizable and minimally include visitor/volunteer type, reason for visit, location of visitor/volunteer and name of staff/teacher/student. The system shall have the ability to customize input fields for different types of visitors/volunteers and have standardized features applicable for elementary, middle, high, and special schools.

**5.3.2** System should be self-contained in a kiosk fashion.

**5.3.3** If system includes a touchscreen monitor, it must be compliant with ADA and Section 508 rules/standards.

**5.3.4** Scanner for driver's license or federal, state, or local government-issued ID for each individual using the system.

**5.3.5** A printer for printing visitor/volunteer badges, with 10 initial rolls of badges provided.

**5.3.6** A digital camera with a feature to acquire facial images as needed for visitor/volunteer badge production and or evidentiary purposes.

**5.3.7** Generate visitor/volunteer badges with a date, time, photo, barcode, destination and purpose that is unique to each school/site.

**5.3.8** A barcode reader; the visitor/volunteer badge should also contain a barcode for scanning to expedite the visitor/volunteer checkout process.

**5.3.9** The visitor/volunteer badge should self-expire no more than twelve hours after issuance.

**5.3.10** Accommodate a diverse community population with multi-language capabilities.

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- 5.3.11** Provide unlimited registered sex offender background checks through all 50 United States that is updated on a daily basis.
- 5.3.12** Provide False Positive Logic to eliminate false positive sex offender matches so that non-sex offender visitors/volunteers do not get flagged on future visits.
- 5.3.13** Integrate with screening service to provide criminal background checks for visitors/volunteers.
- 5.3.14** Allow front office staff to view and monitor kiosk activity from their computer monitors.
- 5.3.15** Discreetly alert designated front office staff and school administrators upon a positive match via email, telephone and text messaging.
- 5.3.16** Provide up-to-date information regarding who is currently on site, the area of the facility where they should be located, and the time that they entered.
- 5.3.17** Provide standard reports and custom reporting capabilities.
- 5.3.18** Include remote system support and software updates.

**5.4** **Contractor Personnel**

- 5.4.1** **Non-Performance of Personnel**: In the event that CCSD is dissatisfied with vendor employees abilities, expertise, or professionalism, the CCSD may request the employee be removed from CCSD premises and be prohibited to continue working under any resulting contract.

**5.5** **Training Requirements**

- 5.5.1** On-Site and/or online-training must be provided to CCSD staff on the use and functions to locally manage and administer the visitor/volunteer management system, including but not limited to use, menu, functions, trouble shooting and customizable features throughout the term of the contract.
- 5.5.2** Training must be adequate for CCSD users to have the ability to understand the functionality and effectively use the system.

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**5.6 Support and Service Requirements**

- 5.6.1** In addition to the initial setup and training on the new system, the vendor shall provide a high-quality level of support including maintenance, upgrade, information, telephone support, on-line support and when necessary, on-site support.
- 5.6.2** The vendor will be responsible for all support of this product through implementation and long-term use including user support, updates, patches, annual maintenance, etc.
- 5.6.3** All associated costs shall be included in the cost proposal. The first year of maintenance and support should be included in the initial cost.
- 5.6.4** Live customer support shall be provided at no extra cost.
- 5.6.5** Provide on-site and off-site repair services on an on-call basis for system equipment purchased from vendor. Service shall minimally include repair service, testing, parts, and equipment replacement.
- 5.6.6** Vendor shall provide the services of certified technicians to provide installation, maintenance and repair service.
- 5.6.7** All diagnostics and service by the vendor shall be provided at no additional cost including time, material, travel, and delivery charges through the contract term.
- 5.6.8** Vendors shall coordinate the repair or replacement with a designated school personnel.
- 5.6.9** Service/Repair initial response is required within four (4) hours of receipt of the service request. At a minimum, the Contractor's initial response shall consist of making personal contact with the CCSD designated staff to coordinate repair or replacement service.
- 5.6.10** Repairs or replacements shall be within three (3) business days of receipt of the initial response. The vendor shall either replace or repair malfunctioning equipment as needed. The vendor shall provide replacement parts-devices at no additional cost through the contract term.

**5.7 Installation/Delivery Requirements**

- 5.7.1** Equipment shall be shipped per instructions on the purchase order. Shipping includes unloading equipment from truck and moving to the designated area inside the building.

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- 5.7.2 Installation includes unboxing, setting up, testing and, removing all packaging materials from CCSD site. CCSD dumpsters or General Contractor dumpsters may not be used for disposal.
- 5.7.3 Vendor is responsible for notifying the contact person listed on the purchase order to schedule delivery and installation. Vendor must give the contact person two (2) business days' notice for delivery.
- 5.7.4 All components must be tested by the installer to ensure proper working order at the time of installation. If any components are found to be defective, it will be the installer's responsibility to obtain replacement parts at no additional cost to the District. A warranty call should not be required.

**6.0 NON-COST PROPOSAL SUBMISSION REQUIREMENTS**

**6.1 Company Information/Experience**

- 6.1.1 Provide background information about your company and list the experience your company has with providing the services listed in this RFP. References supporting experience must be provided as well as contact names, phone numbers, and email addresses on **page 20, Section 12, References**.
- 6.1.2 Describe three (3) completed projects similar in scope and size to the CCSD project.
- 6.1.3 Provide resume outlining the qualifications and experience of a dedicated account manager, including complete contact information.
- 6.1.4 Provide a narrative to elaborate on any special/unique qualifications, expertise, and/or experiences which make your company uniquely capable to provide a solution to CCSD.

**6.2 System Technical Capabilities**

- 6.2.1 Fully describe Visitor/Volunteer Management System and all available features as described in **Section 5.3**.
- 6.2.2 Provide information detailing the functionality and platform used for the sex offender registry and background check.
- 6.2.3 Provide language capabilities and functionality for users to select language settings.

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- 6.2.4 Provide a description and functionality of Management Administrator for system, if available.
- 6.2.5 Provide technical requirements necessary for the kiosk device specs.
- 6.2.6 Provide network requirements to utilize the system.
- 6.2.7 Provide sample reports.
- 6.2.8 Provide manufacturer warranty information for each component of the system.

**6.3 Project Approach and Implementation**

- 6.3.1 Describe implementation process including installation, equipment and software.
- 6.3.2 Provide a proposed timeline for implementation of system.
- 6.3.3 Describe the initial training provided to CCSD staff, including available training methods, length of training and timeline.
- 6.3.4 Describe ongoing training options available.
- 6.3.5 Describe the training methods available such as on-site, online instructor-led, online self-help, documentation, etc. Provide an example of any written documentation, if available.
- 6.3.6 Describe your training best practices and what you would recommend for a successful implementation of this product.
- 6.3.7 Describe the in-person and live on-line support available for the term of the contract.
- 6.3.8 Provide hours of availability for live on-line support.
- 6.3.9 Describe available training options for Management Administrator, if available.
- 6.3.10 Describe hardware/software maintenance and support. Include hardware warranty information (attach warranty policies).

**6.4 Demonstration**

During the evaluation process, the CCSD may request all vendors meeting the competitive range to present their product in a demonstration either in person or

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online. CCSD is not required to conduct product demonstrations; therefore, all proposals should be complete.

**7.0 COST**

- 7.1** Unless specifically consented to in writing by CCSD, prices must remain firm for a period of one year from the award date, or for any renewal period, under the same terms and conditions as the RFP. The CCSD reserves the option to renew any contract award at its sole discretion.
- 7.2** Quantities/amounts shown in the RFP are estimates. Vendors are advised that the actual number purchased/required may vary from those in the RFP, depending upon the needs of the CCSD and the availability of funds.
- 7.3** Responses that contain minimum order amounts will not be accepted unless called for in the solicitation document.
- 7.4** Pricing must be submitted on the Cost Proposal Form(s) as requested without conditions unless called for in the solicitation document.
- 7.5** For Goods: Proposals must include any and all delivery and/or installation charges. Delivery and/or installation requirements will be as specified in the solicitation document.
- 7.6** Prompt payment discounts will be considered for the purposes of evaluation and award.
- 7.7** The CCSD does not pay late payment fees, interest, or attorneys' fee.
- 7.8 FEE STRUCTURE FOR ADDITIONAL ITEMS**

Within this document, CCSD has attempted to anticipate and identify all items that may be needed under this contract throughout the length of the award period. In the event CCSD has failed to include an item(s), responding vendors are asked to provide a fee structure for additional, related items that may be purchased during the award period. Vendors are to identify the pricing source and the associated fee structure in the space provided on the attached Cost Proposal Form. Some example responses are: X% discount below MSRP; X% discount below published catalog pricing; Cost plus X% mark-up. Upon request, awarded vendor must be able to provide documentation verifying appropriate discounts are granted throughout the contract. CCSD reserves the right to conduct periodic random audits of fair market value, etc. to ensure price granted is reasonable and accurate.

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**7.9 HOURLY RATE FOR ADDITIONAL SERVICES**

Within this document, CCSD has attempted to anticipate and identify all services that may be needed under this contract throughout the length of the award period. In the event CCSD has failed to anticipate all service needs, responding vendors are asked to provide a fee structure for additional, related services that may be needed during the award period. Vendors are to provide an hourly rate in the space provided on the attached Cost Proposal Form. If awarded the contract, this fee would then apply to service needs that may be identified at a later date. If there are different rates, please provide any/all rate information.

**8.0 INSURANCE REQUIREMENTS**

- 8.1** Commercial General Liability with limits of at least \$1 million. Coverage must include products and completed operations with reporting of claims on occurrence basis.
- 8.2** Commercial Auto Liability with limits of at least \$1 million (if utilizing company vehicles)
- 8.3** Cyber Liability with limits of at least \$300,000
- 8.4** Umbrella Coverage in excess of GL and Auto of at least \$1 million
- 8.5** Statutory Workers' Compensation
- 8.6** Employer's Liability of at least \$100,000
- 8.7** Vendor's insurance carrier must have financial size category of at least V

Cobb County School District must be named as an additional insured on all applicable policies. The insurance carriers should be licensed to do business in the state of Georgia. The carriers must have an AM Best rating of A- or higher.

**Please Note:**

- Signing of Acknowledgement and Agreement signifies that vendor complies with insurance requirements as specified.
- Proof of Insurance is not required with submission of proposal but must be available upon request (including during the evaluation process) CCSD will require proof of insurance before issuance of Award Letter/Contract.
- Vendor may choose to include proof of insurance with submission of proposal in order to expedite the evaluation process and issuance of award to the successful vendor.
- Alternate coverage may be evaluated and accepted prior to award.

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- After notification of pending award, a vendor not including proof of insurance with their proposal will be given not more than five (5) business days (including day of notification) to provide proof or the proposal will be deemed non-responsive.

**9.0 ESCALATION/DE-ESCALATION CLAUSE**

All prices offered shall be firm against any increase for one (1) year from the effective date of the contract. CCSD may entertain a request for escalation during the contract period if the current market conditions and prices at the time of the request have changed significantly. Documentation may be requested by CCSD that provides detailed information about the change in market conditions and prices. CCSD reserves the right to accept or reject the request for a price increase and, if appropriate, to utilize other resources in evaluating escalation requests. If the price change is approved, the price will remain firm for 365 days from the date of the increase unless otherwise stated in the renewal award letter. This clause also enables CCSD to seek de-escalation based on the same cited index, terms, and other resources and other resources.

**10.0 AWARD**

- 10.1** The CCSD reserves the right to accept or reject any part of a submitted proposal, to accept the entire proposal from one vendor, to accept portions of the proposal from several vendors, or to reject all proposals submitted or waive any minor irregularity. The CCSD reserves the right to award the proposal under the most beneficial economic terms for the CCSD.
- 10.2** Award will be made to the responsive and responsible vendor based on price, availability, lead time, past vendor experience, references, and compliance with the RFP specifications and requirements as outlined in the evaluation criteria included in this solicitation.
- 10.3** All purchases and services under this contract are on an as needed basis. No quantities or vendor purchases are guaranteed.



RFP P4222, Visitor/Volunteer Management System

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
SPECIAL TERMS AND CONDITIONS

**11.0 VENDOR QUESTIONNAIRE**

Company Name: \_\_\_\_\_

- 1. I have carefully reviewed Special Terms and Conditions Section 5.0, Minimum Requirements, and, by my signature, confirm that the proposed solution meets all of the minimum requirements as stated.**

\_\_\_\_\_  
Company Representative's Signature (must be signed in ink)      Date

\_\_\_\_\_  
Representative's Name (print or typed)      Representative's Title

- 2. How long has your company been in the business of providing Visitor/Volunteer Management Systems?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Have you done business with other school systems? Yes  No**

If yes, name system and volume of business \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Is the vendor willing to extend all pricing, terms and conditions quoted to any Cobb County governmental entity under the Intergovernmental Cooperative Purchasing Program? This includes the Cobb County Government, the Cities of Acworth, Austell, Kennesaw, Marietta, Powder Springs, Smyrna, the Devereux Foundation School, and Cobb County Charter Schools. (While these schools are not a part of Cobb County School District, they do provide services to students and receive pass-through funds from the State when appropriate.) Yes  No**

- 5. Are any goods, excluding instructional materials or beverages for immediate consumption, purchased under this solicitation made in the State of Georgia?**

Yes  No  NA

If yes, please identify by product name and provide written verification as required by School District.

RFP P4222, Visitor/Volunteer Management System

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
SPECIAL TERMS AND CONDITIONS

6. Provide complete contact information for a point of contact DURING EVALUATION period. This person must be available to answer any questions pertaining to your response that may arise prior to award. If no information is provided below, the information on the Acknowledgement and Agreement form will be used.

Company Name:			
Contact Name:			
Phone Number:		Fax Number:	
Email Address:			

7. Provide complete contact information for each of the following. If no information is provided below, the information on the Acknowledgement and Agreement Form will be used. **NOTE: An IRS W-9 form should be submitted with response.**

<b>Service Representative</b>	This person will be responsible for answering CCSD questions related to products, billing issues, etc. during term of contract.				
Company Name:					
Address:					
City:		State:		Zip:	
Contact Name:					
Telephone:		Fax:			
Contact Email:					
<b>Purchase Order Address</b>					
Address:					
City:		State:		Zip:	
Contact Name:					
Telephone:		Fax:			
Contact Email:					
Indicate whether purchase orders are to be sent via fax or email.		<input type="checkbox"/> Fax or <input type="checkbox"/> Email (preferred)			
PO Fax:		PO Email Address:			

RFP P4222, Visitor/Volunteer Management System

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
SPECIAL TERMS AND CONDITIONS

<b>Payment (Remit) Address</b>					
Address:					
City:		State:		Zip:	
Contact Name:					
Telephone:			Fax:		
Contact Email:					
Checks should be made payable to:					

RFP P4222, Visitor/Volunteer Management System  
 COBB COUNTY SCHOOL DISTRICT  
 MARIETTA, GEORGIA  
 PROCUREMENT SERVICES DEPARTMENT  
 SPECIAL TERMS AND CONDITIONS

**12.0 REFERENCES (Provide your company references):** \_\_\_\_\_

*Insert Your Company Name*

ALL responding vendors must provide references for your company below. It is the vendor's responsibility to provide complete and accurate reference information on the form below; completing ALL fields. Failure to do so can result in CCSD being unable to verify vendor's past work, which may affect CCSD's determination that the vendor is responsive and responsible. Preference may be given to references of similar size and scope. Do not list CCSD as a reference. CCSD reserves the right to consider past experience with vendor.

Company/Entity:			
Address:			
Telephone:		Fax:	
Contact:		Contact Email:	
Provide a brief description of services/goods provided including dates.			

Company/Entity:			
Address:			
Telephone:		Fax:	
Contact:		Contact Email:	
Provide a brief description of services/goods provided including dates.			

Company/Entity:			
Address:			
Telephone:		Fax:	
Contact:		Contact Email:	
Provide a brief description of services/goods provided including dates.			

RFP P4222, Visitor/Volunteer Management System  
COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
CONFLICT OF INTEREST

ALL PROSPECTIVE VENDORS PLEASE READ CAREFULLY

Please refer to Board Policy BHA, Conflict of Interest, located on the Cobb County School District website at [www.cobbk12.org](http://www.cobbk12.org) select **Menu**, then select **About**, then select **Board**, then select **Policies and Rules**, then select **Section B** and choose **BHA**.

Any conflict with Board policy and/or administrative rules must be disclosed at the time of proposal submission.

BOARD MEMBERS:

David Chastain, Chairman  
David Banks, Vice Chairman  
Charisse Davis  
Dr. Jaha Howard  
Leroy Tre' Hutchins  
Randy Scamihorn  
Brad Wheeler

EXECUTIVE CABINET MEMBERS:

Chris Ragsdale, Superintendent  
Dr. Kevin Daniel  
John Floresta  
Sherri Hill  
Brad Johnson  
Jennifer Lawson  
Marc Smith  
Keeli Bowen

COBB COUNTY SCHOOL DISTRICT

MARIETTA, GEORGIA

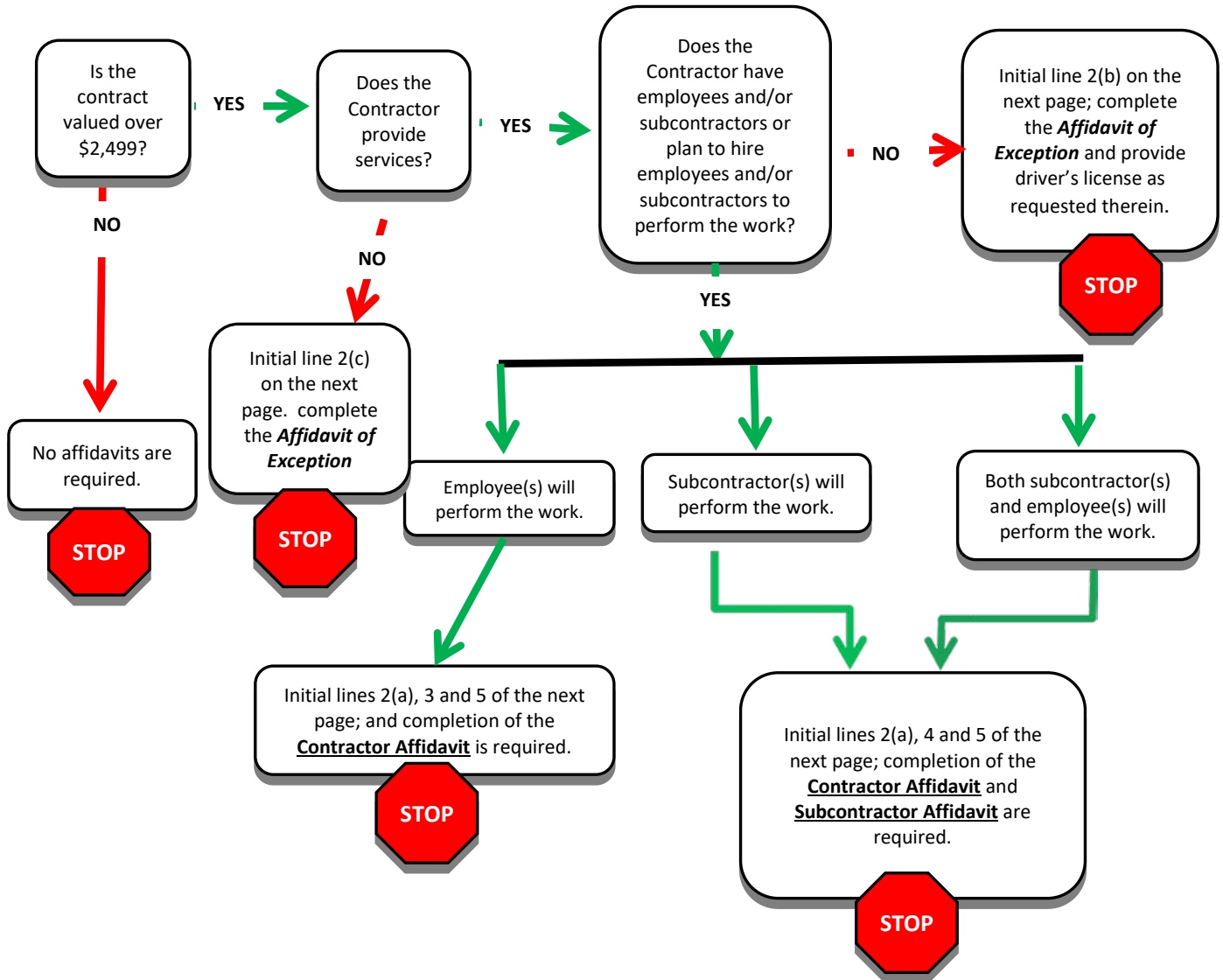
PROCUREMENT SERVICES DEPARTMENT

GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

**Determine how to comply with the GA Security & Immigration Compliance Act**

This section of the Agreement is related to the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-90 *et seq.* The chart below may assist the Contractor in determining which affidavit(s) must be provided as a provision of entering into this Agreement. If in doubt as to whether a document should be completed and submitted, it is recommended that the Contractor submit the

Information.



COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS  
**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006, AS AMENDED BY  
THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, OCGA 13-10-90, ET SEQ.**

**TO ALL PROSPECTIVE CONTRACTORS:**

**If you are providing services to the Cobb County School District, this completed document, as well as the applicable Georgia Security and Immigration Compliance forms and affidavits referenced herein must be completed, signed, notarized, and submitted with your bid, proposal, or contract.**

- 1) The Cobb County School District shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 *et seq.*
- 2) In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603 and the Georgia Security and Immigration Compliance Act of 2006, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 *et seq.* (collectively the “Act”) the contractor (“Contractor”) **MUST INITIAL** the statement applicable to Contractor below:
  - (a) \_\_\_\_\_ **(Initial here)** Contractor represents and warrants that Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; and will continue to use the authorization program throughout the contract period. Contractor further represents, warrants and agrees that it shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq. in accordance with the terms thereof*; **(Complete and submit the Contractor Affidavit and Agreement)**; OR
  - (b) \_\_\_\_\_ **(Initial here)** The Contractor is a sole proprietor with no employees, subcontractors, or sub-subcontractors, and it will not use or hire employees, subcontractors, or sub-subcontractors for any work performed for the District under the contract. **This requires submission of a Georgia driver’s license or a license from an approved state. (Complete and submit the Affidavit of Exception)**; OR
  - (c) \_\_\_\_\_ **(Initial here)** The Contractor will provide **goods only** to the District and will not render any services to the District. If your company provides goods along with ancillary services, such as maintenance, repairs, help desk support, customer support, technological support, or any other ancillary services, your company cannot file an Affidavit of Exception and must register with E-Verify. **(Complete and submit the Affidavit of Exception)**; OR
  - (d) \_\_\_\_\_ **(Initial here)** The Contractor is a foreign company and the work performed under the contract will be done in a foreign country by residents of that country. Contractor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa. **(Complete and submit the Affidavit of Exception)**; OR
  - (e) \_\_\_\_\_ **(Initial here)** The Contractor is an individual who is licensed pursuant to Official Code of Georgia Title 26 or Title 43, or by the State Bar of Georgia; whose license is in good standing, and the Contractor is the individual who will be performing the services under the contract. **(Complete and submit the Affidavit of Exception)**
- 3) \_\_\_\_\_ **(Initial here) Contractor will not employ or contract with any subcontractor** in connection with a covered contract unless the subcontractor is registered, is authorized to use, and uses the federal work authorization program and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq.*
- 4) \_\_\_\_\_ **(Initial here)** Contractor covenants and agrees that, ***if Contractor employs or contracts with any subcontractor*** in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, then in such event Contractor will secure from each subcontractor at the time of the subcontract, the subcontractor’s name and address, the employer identification number/taxpayer identification number applicable to the subcontractor; the date the authorization to use the federal work authorization program was granted to subcontractor; the subcontractor’s attestation of the subcontractor’s compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor’s agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq.* **(Complete and submit the Subcontractor Affidavit and Agreement)**
- 5) \_\_\_\_\_ **(Initial here)** Contractor agrees to provide the Cobb County School District with all affidavits of compliance as required by the Act and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of its receipt of any such documents.

**Company Name:** \_\_\_\_\_

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

**CONTRACTOR AFFIDAVIT PROVIDED PURSUANT TO O.C.G.A. § 13-10-91(b)(1)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify public employer Cobb County School District in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of contract;
- e) The Contractor will contract for the 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(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to public employer Cobb County School District within five (5) business days of receipt.

**Federal Work Authorization  
User Identification Number**  
*(4 to 7 Digit Number)*

\_\_\_\_\_

**Date of Authorization**

\_\_\_\_\_

**Contractor/Company Name**

\_\_\_\_\_

**Email Address**

\_\_\_\_\_

**Telephone Number**

\_\_\_\_\_

**Name of Public Employer**

Cobb County School District

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 of Authorized Officer or Agent

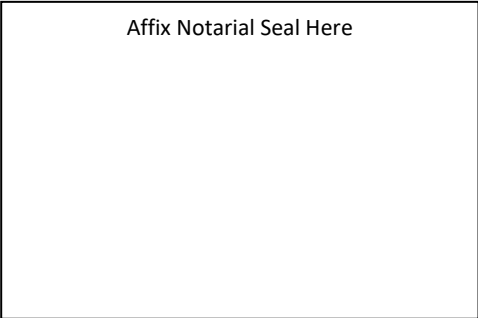
\_\_\_\_\_  
Title of Authorized Officer or Agent

**NOTARY INFORMATION**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

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





COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS  
**SUBCONTRACTOR AFFIDAVIT PURSUANT TO 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 public employer Cobb County School District, 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 covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned subcontractor will contract for the physical performance of services in the performance 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), and that the subcontractor shall forward notice of receipt of any sub-subcontractor's affidavit to the contractor and School District, together with a copy of such affidavit, within five (5) business days of its receipt of the same. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice, together with copies of such affidavits, 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**  
*(4 to 7 Digit Number)*

\_\_\_\_\_

**Date of Authorization**

\_\_\_\_\_

**Name of Subcontractor**

\_\_\_\_\_

**Email Address**

\_\_\_\_\_

**Telephone Number**

\_\_\_\_\_

**Name of Public Employer**

Cobb County School District

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 of Authorized Officer or Agent

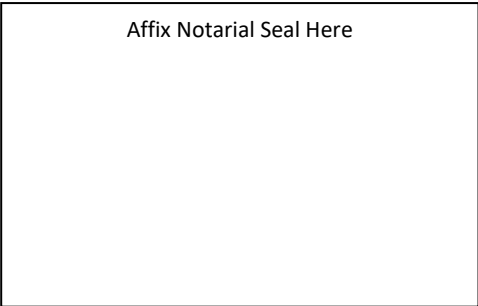
\_\_\_\_\_  
Title of Authorized Officer or Agent

**NOTARY INFORMATION**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

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



RFP P4222, Visitor/Volunteer Management System

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

**AFFIDAVIT OF EXCEPTION PURSUANT TO O.C.G.A. § 13-10-91(b)(5)**

The undersigned, in connection with a proposed contract or subcontract with the Cobb County School District (the "School District") for the physical performance of service in the State of Georgia (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor.
- (b) I do not employ any other persons.
- (c) I do not intend to hire any employees to perform the Contract.
- (d) A true, correct and complete copy of my state issued driver's license or state issued identification card is attached hereto.
- (e) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract, then before hiring any employees, I will:
  - (i.) Immediately notify the School District and all higher tier contractors (if any) in writing; and
  - (ii.) Register with, participate in and use, a federal work authorization program operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986, P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-90; and
  - (iii.) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.01 *et seq.*; OR
- (f) The Contractor will provide **goods only** to the District and will not render any services to the District. If your company provides goods along with ancillary services, such as maintenance, repairs, help desk support, customer support, technological support, or any other ancillary services, your company cannot file an Affidavit of Exception and must register with E-Verify; OR
- (g) The Contractor is a foreign company, and the work performed under the contract will be done in a foreign country by residents of that country; OR
- (h) The Contractor is an individual who is licensed pursuant to Official Code of Georgia Title 26 or Title 43, or by the State Bar of Georgia; whose license is in good standing, and the Contractor is the individual who will be performing the services under the contract.

\_\_\_\_\_  
Print Company Name / Name of Sole Proprietor

\_\_\_\_\_  
BY: Signature of Authorized Officer/Agent of Company/Sole Proprietor

\_\_\_\_\_  
Date

**NOTARY INFORMATION**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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



RFP P4222, Visitor/Volunteer Management System

**COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
DISCLOSURE OF LOBBYING ACTIVITIES**

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "subawardee", then enter the full name, addressee, city, state and zip code of the prime federal recipient. Include congressional district, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grant, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial.
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or member(s) of Congress that were contacted.
15. Check whether or not a Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

FORM (Rev. 5/17)



RFP P4222, Visitor/Volunteer Management System  
COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

**ACKNOWLEDGEMENT AND AGREEMENT**

**Request for Proposal P4222, Visitor/Volunteer Management System**

**This acknowledgement and agreement must be properly signed and submitted with your proposal. The acknowledgement becomes a part of your proposal and without it your proposal is not complete and will be subject to rejection.**

I, the undersigned, have carefully examined and fully understand both the CCSD General Terms and Conditions and this solicitation in their entirety and agree to conform with every requirement. I certify that I am authorized to sign this proposal for the vendor. I further acknowledge that failure to prepare, submit, or execute this proposal in the exact manner requested will be just cause to reject any or all of my proposal submission.

Withdrawals, cancellations, etc., will not be accepted unless authorization is given by the Director of Procurement Services. In the event my company fails to comply, my company may be removed from the vendors' list.

Failure to respond using the most recent forms/information posted to the CCSD Current Solicitations website may be cause for rejection. It is my company's responsibility to check the CCSD Current Solicitations website for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation period. I acknowledge and incorporate each applicable Addendum number listed below in my company's response:

Check all that apply: Addendum No. 1 \_\_\_\_\_, Addendum No. 2 \_\_\_\_\_, Addendum No. 3 \_\_\_\_\_  
Addendum No. 4 \_\_\_\_\_, No Addenda\_\_\_\_\_

**Prices must remain firm as specified on the award notification letter.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative's Name (type or print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Representative's Signature (must be signed in ink)

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number and Extension

\_\_\_\_\_  
Terms (Net 30 days unless early payment discount is submitted and accepted by the CCSD.)

\_\_\_\_\_  
Fax Number

**Signing the Acknowledgement and Agreement affirms that the original Request for Proposal document has not been altered in any way.**

RFP P4222, Visitor/Volunteer Management System  
 COBB COUNTY SCHOOL DISTRICT  
 MARIETTA, GEORGIA  
 PROCUREMENT SERVICES DEPARTMENT

**COST PROPOSAL FORM**  
**(Submit in separate, sealed envelope.)**

Pricing must be submitted on the form(s) below.

Company Name: \_\_\_\_\_

Item #	Description	Estimated Quantity	Unit Price	Extended Price
1	Visitor/Volunteer Management System Software Solution	112		
2	Laptop and related peripherals (i.e., printer, scanner, monitor, barcode reader)	112		
3	Annual Maintenance and Support (billed after first initial year)	112		
<b>Additional Related Services</b>			<b>Fee Structure</b>	
4	Per <b>Section 7.8</b> of the Special Terms and Conditions, in the event CCSD has failed to include an item(s), responding vendors are asked to provide a fee structure for additional, related items that may be purchased during the award period. Vendors are to identify the pricing source and the associated fee structure. Some example responses are: X% discount below MSRP, X% discount below published catalog pricing; Cost plus X% mark-up.			
5	Per <b>Section 7.9</b> of the Special Terms and Conditions, in the event CCSD has failed to anticipate all service needs, responding vendors are asked to provide a fee structure for additional, related services that may be needed during the award period. Vendors are to provide an hourly rate. If awarded the contract, this fee would then apply to service needs that may be identified at a later date. If there are different rates, please provide any/all rate information.			

RFP P4222, Visitor/Volunteer Management System  
 COBB COUNTY SCHOOL DISTRICT  
 MARIETTA, GEORGIA  
 PROCUREMENT SERVICES DEPARTMENT

**“NO RESPONSE” REPLY FORM**

It is CCSD’s desire to notify all potential vendors; however, we do not want to send notifications to those vendors who may no longer be interested in participating in the CCSD solicitation process.

If you choose not to respond to this RFP, please complete this form and return via email to [debbie.mosher@cobbk12.org](mailto:debbie.mosher@cobbk12.org).

Thank you for your cooperation.

**"NO RESPONSE" REPLY FORM: RFP P4222, Visitor/Volunteer Management System**

I hereby submit a “NO RESPONSE” to this RFP for the reason(s) checked below:

	1. Specifications were unclear or restrictive.		7. Do not offer the goods or services requested.
	2. Could not meet bonding requirements.		8. Cannot supply at this time.
	3. Our schedule will not permit us to respond.		9. Cannot meet delivery schedule.
	4. Terms & Conditions were unclear or restrictive.		10. Other/Remarks:
	5. Could not meet specifications.		
	6. Could not meet insurance requirements.		

I wish to remain on CCSD’s vendor list for these goods/services: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Company Representative Name

RFP P4222, Visitor/Volunteer Management System  
COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

**RFP CHECKLIST**

**RFP P4222, Visitor/Volunteer Management System**

**We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response.**

This checklist is intended to aid in preparation and submission of vendor's response. It may not be all-inclusive. Responsibility rests upon the vendor to ensure all information requested within this document is provided.

- Submitted required number of copies plus an original of the Non-Cost Proposal Information
- Submitted response in electronic format via USB flash drive or CD.**
- Submitted Vendor Questionnaire
- IRS W-9 Form (**October 2018 Rev.**)
- Submitted Vendor Reference Form
- Submitted Applicable Georgia Security and Immigration Compliance Act OCGA 13-10-90 documents -- signed by an authorized company representative
- Submitted Disclosure of Lobbying Activities: - signed by an authorized company representative. **Mark N/A on Form if it does not apply**
- Submitted Acknowledgement and Agreement – signed by an authorized company representative
- Submitted Cost Proposal Form, Page 30**
- Special Terms and Conditions:
  - o **Submitted Non-Cost Proposal Requirements (Section 6.0)**



RFP P4222, Visitor/Volunteer Management System  
COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

**Label**

**PLEASE CUT LABEL AND SECURELY TAPE TO THE FRONT OF SEALED PROPOSAL PACKAGE.**

**Cobb County School District  
Procurement Services Department  
6975 Cobb International Blvd.  
Kennesaw, GA 30152**

**Company Name:** \_\_\_\_\_  
**RFP Number:**           P4222            
**RFP Name:**           Visitor/Volunteer Management System            
**Due Date & Time:**           May 3, 2022 @ 3:00 PM ET            
**Procurement Officer:**           Debbie Mosher          

**\*\*\*Please tape this return label on your sealed proposal\*\*\***

RFP P4222, Visitor/Volunteer Management System  
**COBB COUNTY SCHOOL DISTRICT**  
**MARIETTA, GEORGIA**  
**PROCUREMENT SERVICES DEPARTMENT**  
**School List**

**ELEMENTARY SCHOOLS**

School Name	Phone	Address	City, Zip
Acworth	770.975.6600	4220 Cantrell Road	Acworth, 30101
Addison	770.578.2700	3055 Ebenezer Road	Marietta, 30066
Argyle	678.842.6800	2420 Spring Road	Smyrna, 30080
Austell	770.819.5804	5600 Mulberry Street	Austell, 30106
Baker	770.975.6629	2361 Baker Road, NW	Acworth, 30101
Bells Ferry	678.594.8950	2600 Bells Ferry Road	Marietta, 30066
Belmont Hills	678.842.6810	605 Glendale Place	Smyrna, 30080
Big Shanty	678.594.8023	1575 Ben King Road	Kennesaw, 30144
Birney	678.842.6824	775 Smyrna-Pwdr Sprgs St.	Marietta, 30060
Blackwell	678.494.7600	3470 Canton Road	Marietta, 30066
Brumby	770.916.7070	815 Terrell Mill Rd. SE	Marietta, 30067
Bryant	770.819.2402	6800 Factory Shoals Road	Mableton, 30126
Bullard	678.594.8720	3656 Old Stilesboro Road	Kennesaw, 30152
Chalker	678.494.7621	325 North Booth Road	Kennesaw, 30144
Cheatham Hill	678.594.8034	1350 John Ward Road SW	Marietta, 30064
City View	770-819-2553	285 South Gordon Road	Mableton, 30126
Clarkdale	770.819.2422	4725 Ewing Road	Austell, 30106
Clay – Harmony Leland	770.819.0736	6326 Factory Shoals Rd	Mableton, 30126
Compton	770.222.3700	3450 New Macland Road	Pwdr Sprgs, 30127
Davis	678.494.7636	2433 Jamerson Road	Marietta, 30066
Dowell	678.594.8059	2121 West Sandtown Road	Marietta, 30064
Due West	678.594.8071	3900 Due West Road	Marietta, 30064
East Side	770.578.7200	3850 Roswell Road	Marietta, 30062
Eastvalley	770.578.7214	2570 Lower Roswell Road	Marietta, 30067
Fair Oaks	678.594.8080	407 Barber Road	Marietta, 30060
Ford	678.594.8092	1345 Mars Hill Road	Acworth, 30101
Frey	770.975.6655	2865 Mars Hill Road	Acworth, 30101
Garrison Mill	770.642.5600	4111 Wesley Chapel Road	Marietta, 30062
Green Acres	678.842.6905	2000 Gober Avenue	Smyrna, 30080
Hayes	678.594.8127	1501 Kennesaw-Due W. Rd.	Kennesaw, 30152
Hendricks	770.819.2387	5243 Meadows Road	Pwdr Spgs, 30127
Hollydale	678.594.8143	2901 Bay Berry Drive	Marietta, 30008
Keheley	678.494.7836	1985 Kemp Road	Marietta, 30066
Kemp	678.594.8158	865 Corner Road	Pwdr Sprgs, 30127
Kennesaw (K-2)	678.594.8172	3155 Jiles Road	Kennesaw, 30144
Kincaid	770.578.7238	1410 Kincaid Road	Marietta, 30066
King Springs	678.842.6944	1041 Reed Road	Smyrna, 30082
LaBelle	678.842.6955	230 Cresson Drive	Marietta, 30060
Lewis	770.975.6673	4179 Jim Owens Road	Kennesaw, 30152
Mableton	770.819.2513	5220 Church Street	Mableton, 30126
McCall (K-1)	770 975-6775	4496 Dixie Avenue	Acworth, 30101
Milford	678.842.6966	2390 Austell Road	Marietta, 30008
Mount Bethel	770.578.7248	1210 Johnson Ferry Road	Marietta, 30068
Mountain View	770.578.7265	3151 Sandy Plains Road	Marietta, 30066
Murdock	770.509.5071	2320 Murdock Road	Marietta, 30062
Nicholson	770.928.5573	1599 Shallowford Road	Marietta, 30066
Nickajack	678.842.5814	4555 Mavell Road SE	Smyrna, 30082

RFP P4222, Visitor/Volunteer Management System  
**COBB COUNTY SCHOOL DISTRICT**  
**MARIETTA, GEORGIA**  
**PROCUREMENT SERVICES DEPARTMENT**  
**School List**

**ELEMENTARY SCHOOLS cont.**

School Name	Phone	Address	City, Zip
Norton Park	678.842.5833	3041 Gray Road	Smyrna, 30082
Pickett's Mill	770-975.7172	6400 Old Stilesboro Road	Acworth, 30101
Pitner	678.594.8320	4575 Wade Green Road	Acworth, 30101
Powder Springs	770.222.3746	4570 Grady Grier Drive	Pwdr Sprgs, 30127
Powers Ferry	770.578.7936	403 Powers Ferry Road	Marietta, 30067
Riverside	770.819.5851	461 South Gordon Road	Mableton, 30126
Rocky Mount	770.591.5050	2400 Rocky Mountain Road	Marietta, 30066
Russell	770.437.5937	3920 South Hurt Road	Smyrna, 30082
Sanders	770.819.2568	1550 Anderson Mill Road SW	Austell, 30106
Sedalia Park	770.509.5162	2230 Lower Roswell Road	Marietta, 30068
Shallowford Falls	770.642.5610	3529 Lassiter Road	Marietta, 30062
Smyrna	678.842.6741	1099 Fleming Street	Smyrna, 30080
Sope Creek	770.916.7085	3320 Paper Mill Road	Marietta, 30067
Still	678.594.8287	870 Casteel Road	Pwdr Sprgs, 30127
Teasley	770.437.5945	3640 Spring Hill Parkway	Smyrna, 30080
Timber Ridge	770.642.5621	5000 Timber Ridge Road	Marietta, 30068
Tritt	770.642.5630	4435 Post Oak Tritt Road	Marietta, 30062
Varner	770.222.3775	4761 Gaydon Road	Pwdr Sprgs, 30127
Vaughan	678.594.8298	5950 Nichols Road	Pwdr Sprgs, 30127

**MIDDLE SCHOOLS**

School Name	Phone	Address	City, Zip
Awtrey	770.975.6615	3601 Nowlin Road	Kennesaw, 30144
Barber	770.975.6764	4222 Cantrell Road	Acworth, 30101
Campbell	678.842.6873	3295 S. Atlanta Road	Smyrna, 30080
Cooper	770.819.2438	4605 Ewing Road	Austell, 30106
Daniell	678.594.8048	2900 Scott Road	Marietta, 30066
Dickerson	770.578.2710	855 Woodlawn Drive	Marietta, 30068
Dodgen	770.578.2726	1725 Bill Murdock Road	Marietta, 30062
Durham	770.975.6641	2891 Mars Hill Road NW	Acworth, 30101
East Cobb	770.578.2740	825 Terrell Mill Rd. SE	Marietta, 30067
Floyd	770.819.2453	4803 Floyd Road	Mableton, 30126
Garrett	770.819.2466	5235 Austell-Pwdr Sprgs Rd.	Austell, 30106
Griffin	678.842.6917	4010 King Springs Rd.	Smyrna, 30082
Hightower Trail	770.578.7225	3905 Post Oak Tritt Road	Marietta, 30062
Lindley - 6th Grade	770.819.2414	1550 Pebblebrook Circle	Mableton, 30126
Lindley - 7th & 8th	770.819.2496	50 Veterans Mem. Highway	Mableton, 30126
Lost Mountain	678.594.8224	700 Old Mountain Road	Kennesaw, 30152
Lovinggood	678.331.3015	3825 Luther Ward Road	Pwdr Sprgs, 30127
Mabry	770.928.5546	2700 Jims Road	Marietta, 30066
McCleskey	770.928.5560	4080 Maybreeze Road	Marietta, 30066
McClure	678.331.8131	3660 Old Stilesboro Road	Kennesaw, 30152
Palmer	770.591.5020	690 North Booth Road	Kennesaw, 30144
Pearson	770.429.6012	240 Barber Rd. SE	Marietta, 30060
Pine Mountain	678.594.8252	2720 Pine Mountain Circle	Kennesaw, 30152
Simpson	770.971.4711	3340 Trickum Road	Marietta, 30066
Smitha	678.594.8267	2025 Powder Springs Road	Marietta, 30064
Tapp	770.222.3758	3900 Macedonia Road	Pwdr Sprgs, 30127

RFP P4222, Visitor/Volunteer Management System  
**COBB COUNTY SCHOOL DISTRICT**  
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**PROCUREMENT SERVICES DEPARTMENT**

**School List**

**HIGH SCHOOLS**

School Name	Phone	Address	City, Zip
Allatoona	770.975.6503	3300 Dallas-Acworth Hwy NW	Acworth, 30101
Campbell	678.842.6850	5265 Ward Street	Smyrna, 30080
Cobb Horizon	678.594.8240	1765 The Exchange SE	Atlanta, 30339
Cobb Innovation and Technology Academy	678.594.8240	114 Windy Hill Rd	Marietta, 30060
Harrison	678.594.8104	4500 Due West Road	Kennesaw, 30152
Hillgrove	678.331.3961	4165 Luther Ward Road	Pwdr Sprgs, 30127
Kell	678.494.7844	4770 Lee Waters Road	Marietta, 30066
Kennesaw Mountain	678.594.8190	1898 Kennesaw-Due W. Road	Kennesaw, 30152
Lassiter	678.494.7863	2601 Shallowford Road	Marietta, 30066
McEachern	770.222.3710	2400 New Macland Road	Pwdr Sprgs, 30127
North Cobb	770.975.6685	3400 Old 41 Highway, North	Kennesaw, 30144
Osborne	770.437.5900	2451 Favor Road	Marietta, 30060
Pebblebrook	770.819.2521	991 Old Alabama Road	Mableton, 30126
Pope	770.578.7900	3001 Hembree Road	Marietta, 30062
South Cobb	770.819.2611	1920 Clay Road	Austell, 30106
Sprayberry	770.578.3200	2525 Sandy Plains Road	Marietta, 30066
Walton	770.578.3225	1590 Bill Murdock Road	Marietta, 30062
Wheeler	770.578.3266	375 Holt Road	Marietta, 30068

**SPECIAL SCHOOLS AND PROGRAMS**

School Name	Phone	Address	City, Zip
Adult Education Center	678.594.8011	1595 Hawthorne Ave.	Smyrna, 30080
Brown Professional Lrng. Ctr.	678-842-6930	3265 Brown Road	Smyrna, 30080
Cobb Mentoring Matters	678.581.6811	514 Glover St., Ste. 180 E	Marietta, 30060
Cobb Virtual Academy	678.581.6791	1595 Hawthorne Ave	Smyrna, 30080
Corporate Classroom	770.590.4506	514 Glover Street	Marietta, 30060
Devereaux Ackerman Academy	770.427.0147	1291 Stanley Road	Kennesaw, 30152
Early Learning Center	770-819-2483	5891 Dodgen Rd SW	Mableton, 30126
ESOL	770.426.3410	514 Glover St., Ste. B105	Marietta, 30060
H.A.V.E.N. at Sky View	770.819.2584	5805 Dunn Road	Mableton, 30126
Homeless Ed.	678.503.0173	514 Glover Street	Smyrna, 30080
International Welcome Center	678.331.3086	1870 Teasley Drive	Smyrna, 30080
Title I	770.437.5933	514 Glover Street	Marietta, 30060

**OTHER CCSD FACILITIES**

School Name	Phone	Address	City, Zip
514 Glover St. (Central Office)	770.426.3300	514 Glover St.	Marietta, 30060
560 Glover St. (Maintenance)	770.426.3355	560 Glover St.	Marietta, 30060
Argo Maintenance	770.803.2100	4885 Argo Road	Smyrna, 30082
Baker Bus Shop	770.975.6714	2351 Baker Road	Acworth, 30101
Campus PD & Warehouse	770.426.3355	650 South Cobb Drive	Marietta, 30060
Concert Hall at Lassiter HS	770.514.2515	2601 Shallowford Road	Marietta, 30066
Events Office	678.594.8120	4500 Due West Road (Suite 240)	Kennesaw, 30152
Hawthorne Center	678.842.6930	1595 Hawthorne Avenue	Smyrna, 30080
Human Resources – Glover St.	770.514.3894	580 Glover St.	Marietta, 30060
Kennesaw Warehouse	770.590.4523	6975 Cobb International Blvd.	Kennesaw, 30152
Mars Hill Bus Shop	770.975.6719	2891 Mars Hill Road	Acworth, 30101
Rose Garden	678.503.0180	1870 Teasley Drive	Smyrna, 30080
Sanders Bus Shop	770.222.6291	3826 Sanders Road	Pwdr Sprgs, 30127
South Cobb Bus Shop/Transportation	770.429.5860	620 South Cobb Dr.	Marietta, 30060