

REQUEST FOR QUALIFICATIONS

**SOQ/PS/DOA/2604-1260169/Security Access
Control System Operations & Maintenance**



**Ricky Smith
Airport General Manager
Department of Aviation**

SOQ/PS/DOA/2604-1260169, Security 6/16/26 4:57 PM
Access Control System Operation &
Maintenance

**Chandra Houston
Chief Procurement Officer
Department of Procurement**

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1 Requirements

**Response is required*

0.1 Section 1. Solicitation Requirements

1.

Pursuant to Section §2-1188(l) and other relevant sections of the Procurement and Real Estate Code of the City of Atlanta Code of Ordinances ("City Code"), the City of Atlanta ("City") issues this Multi-Step Competitive Sealed Bidding seeking qualified and experienced Offerors (as defined below) to perform full Operations and Maintenance (O&M) services for the Airport's Security Access Control System (SACS), including preventative and corrective maintenance, hardware replacement, system upgrades, biometric integration, database administration, and 24/7 system monitoring in compliance with TSA CFR 1542 requirements. The system supports over 103,000 active cardholders, 1,434 secured doors, and more than 2,600 controllers across H-JAIA, requiring certified LENEL expertise and high-availability service delivery. on behalf of the Department of Aviation (the "Project").

About this Solicitation

This solicitation process involves two phases:

- Phase I - Statement of Qualifications (SOQ): focuses on qualifications and technical capability.
- Phase II - Invitation for Bid (IFB): focuses on pricing and responsiveness.

ØStandard Definitions

Please note that the following key terms are used in this solicitation:

- **Award:** An award is made when legislation authorizing the award of the contract has been adopted by the council and approved by the Mayor, provided, however, that the contract will not become binding upon the City and the City will incur no liability under it until it has been duly executed by the contractor, returned to the City with all required submittals, including insurance and bonding, if applicable, executed by the Mayor, attested to by the municipal clerk, approved by the City attorney as to form and delivered to the contractor.

- **Bid Security:** A Bid Security shall be a bond provided by a surety company authorized to do business in the state by the Georgia Insurance Commissioner or the equivalent in cash, cashier's check or certified check.
- **Contract:** A Contract means all types of city agreements, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction, professional or consultant services and for the transfer of interests in real property.
- **Contractor:** Any person having a contract with the City.
- **Discussions:** An exchange of information or other means of negotiation during which the offeror and the city may alter or otherwise change the conditions, terms and price of the proposed contract. Discussions may be conducted in connection with competitive sealed proposals, sole source and emergency procurement. Discussions are not permissible in competitive sealed bidding, except to the extent permissible in the first phase of multi-step sealed bidding, when all competitive bids exceed available funds but the responsive bid does not exceed such funds by more than five percent; or as otherwise permitted by applicable law.
- **Offeror:** Any firm that has submitted a bid or proposal in response to the particular solicitation in question.

ØPhase I – Statement of Qualifications

Phase I of this solicitation evaluates Offerors' qualifications, experience, and responsiveness without considering pricing. Offerors must submit comprehensive documentation, including qualification narratives, financial capability attestations, references, and compliance acknowledgments. Successful Offerors are shortlisted for the next phase based on their technical expertise, capacity, and qualifications.

ØPhase II – Invitation for Bid(s)

In Phase II, shortlisted Offerors are required to submit pricing and meet all IFB requirements. This phase also includes compliance with the Office of Contract Compliance (OCC) goals. Evaluation is based on responsiveness and pricing, and only Offerors meeting all requirements are eligible for Award consideration.

*2.

Project Information

Ø Project Background

The Department of Aviation requires a qualified provider to perform full Operations and Maintenance (O&M) services for the Airport's Security Access Control System (SACS), including preventative and corrective maintenance, hardware replacement, system upgrades, biometric integration, database administration, and 24/7 system monitoring in compliance with TSA CFR 1542 requirements. The system supports over 103,000 active cardholders, 1,434 secured doors, and more than 2,600 controllers across H-JAIA, requiring certified LENEL expertise and high-availability service delivery.

Ø Project Scope

City of Atlanta ("COA") Department of Aviation ("DOA") Public Safety and Security (PSS) is soliciting a proposal to provide Security Access Control System Services at Hartsfield-Jackson Atlanta International Airport ("ATL"). The contract will support CFR 1542 compliance requirements and provide enhancements throughout the airport from sterile to secure areas and will deliver integrated capabilities for access control, alarm monitoring, and identification badging.

PLEASE SEE ATTACHED STATEMENT OF WORK AND PSC QUESTIONS AND ANSWERS

Attachments:

File Name or URL	Type	Description
Scope of Work	File	
PSC Questions and Answers 1260	File	

Select one of the following:

a. I have reviewed the attached project documents.

*3.

Ø Project Contract

i. *Pro Forma of City's Contract.* If the City makes an Award under this solicitation, it will prepare and forward a Contract for execution. The Contract will include terms and conditions substantially in the form attached as Contract Terms in Oracle Cloud Application.

ii. *Exceptions to the City's Terms and Conditions.* Execution of the City's Contract within five (5) business days after notification of Eligibility for Award is required. The City does not intend to modify its standard terms, which are mandated by law and align with City practices. Any proposed revisions must be submitted in writing with the Offeror's response

and clearly labeled "PROPOSED EXCEPTIONS TO CITY'S TERMS AND CONDITIONS." If no exceptions are submitted, the Offeror will be deemed to accept all terms. Significant exceptions may render the Offeror ineligible for Award.

iii. *Additions to the City's Terms and Conditions.* If the Project Scope involves technology services, the City may accept reasonable product-specific terms (e.g., EULA) that do not conflict with City terms. Offerors must submit these terms with their response, clearly labeled "POTENTIAL ADDITIONAL TECHNOLOGY PRODUCT-SPECIFIC TERMS AND CONDITIONS FOR USE."

If, in the City's sole discretion, Discussions are necessary to determine responsiveness, the Department of Law will initiate them. Discussions will be limited to the product-specific terms and will not alter the City's standard Contract language. The Discussion period will not exceed five (5) business days from initial contact. Failure to reach agreement within this timeframe may render the Offeror ineligible for Award.

iv. *Expansion and Extension of Rights.* The City of Atlanta reserves the right, at its sole discretion and without the need for a formal amendment to this Scope of Work, to increase or modify the size, scale, volume, type, or quantity of goods or services required under this solicitation. This includes but is not limited to the extension of existing goods or services to additional City departments or using agencies. Any such increase or expansion shall be made with the expectation that the City will receive improved pricing or other favorable terms as a result of increased volume or consolidated procurement.

**PLEASE SEE ATTACHED PROJECT
CONTRACT**

Attachments:

File Name or URL	Type	Description
IFB-1260169 Security Access Co	File	

Select one of the following:

a. I have reviewed the attached Project Contract

*4.

Standards for Prequalification in Phase I

i. Statement of Qualifications. Offerors must submit a comprehensive Statement of Qualifications that clearly demonstrates their technical expertise, organizational capacity, relevant experience, and ability to meet all requirements outlined in this solicitation. Submissions must include all requested documentation, narrative responses, certifications, and supporting materials necessary for the City to assess the Offerors qualifications as outlined below:

Ø Firm Experience and Technical Capability

- **Minimum Qualification Requirement** - Offeror must demonstrate a minimum of [10] years of experience providing services and/or supplies of similar type, size, and complexity as described in this solicitation. Offeror must have successfully completed at least [3] comparable contracts or projects within the past [10] years.
- Proponents must provide the City with their proposed strategy regarding the following items:
 - **Transition Plan:** Describe how the Proponent will manage the transition from the existing company to the new company if applicable.
 - staffing plan to monitor and provide maintenance of all applicable systems.
 - response to emergency situations as needed by the City of Atlanta.
 - accounts receivables/billing processes and;
 - Problems/resolution processes
- **Quality Assurance Plan:** What industry standard quality measures will be used to ensure that acceptable levels of quality are maintained during the maintenance and support of the systems identified in the Exhibits.
- **Configuration and Management Plan:** Approach and plan for configuring and managing the equipment identified in the Exhibits. This includes the plans for equipment installation, configuration, and support.
- **Disaster/Emergency Response Plan:** Describes how the proponent will respond to disasters and emergencies related to the contract. The disaster plan should include the following:
 - plan to respond to failed equipment outages.
 - plan to perform Disaster Emergency/Recovery tests on a quarterly basis
 - documentation plan to present the results of the disaster Emergency/Recovery plan via email within five (5) business days following the test
- Corrective and Preventive Maintenance Plan. Approach and plan for implementing corrective and preventive maintenance for the equipment identified in the Exhibits.
- Secure or Sensitive Data Management. Describe how the Proponent will manage and protect secure and sensitive data.

Hint: Please provide details in the narrative space and upload evidence that demonstrates technical expertise,

organizational capacity, relevant experience, and ability to meet this minimum qualification requirement
Response attachments are required.

*5.

Ø Ability to Meet Schedule and Deliver Services on Time

- **Minimum Qualification Requirement** - Offeror must demonstrate a proven history of performing projects within required timeframes without material delays or service interruptions. Offeror must provide evidence of at least [3] projects completed on schedule within the past [10] years.
- References on company's letter head with detailed explanation of what the project was, the start time and expected final completion time frame and actual completion time

*Hint: Please provide details in narrative space and upload evidence that demonstrate a proven history of performing projects within required timeframes without material delays or service interruptions.
Response attachments are required.*

*6.

Ø Company Background and Management Capacity

- **Minimum Qualification Requirement** - Offeror must demonstrate a minimum of [10] years in business providing services or supplies similar in scope and complexity. Offeror must identify key management and operational personnel with relevant experience supporting the proposed services.
- **Organizational Structure** both graphically and in narrative format should provide a description of the Proponent's views on how it will organizationally provide the Services, as well as depict the relationship of its key personnel roles to that of the Principal-in Charge and other key members of the management team and Providing the

names of proposed candidates for each function on the chart.

- Organizational structure should depict how it intends to facilitate managing the Services requested and how an efficient flow of information will be realized from the organizational structure.
- The Provider shall have at least Seven (7) personnel that have been factory trained and certified on a LENEL OnGuard & Two (2) technician certified as a Database Administrator with 3-5 years of experience working in a large, robust environment similar to the airport.
- The provider should have enough staff on site 24/7 to ensure Service Level Requirements are met.
- The Provider shall also have personnel on staff that have certification and/or expertise in the following:
 -
 - Microsoft SQL database (3-5 years minimum experience)
 - CCTV (3 - 5 years minimum experience)
 - Staff Supervision (3-5 years minimum experience)
 - Database Administrator (3-5 years minimum experience)
 - Database Analyst (3-5 years minimum experience)
 - Service Manager(3-5 years minimum experience)
 - Quality Control Manager (3-5 years minimum experience)
 - System Administrator (3-5 years minimum experience)
 - CAD Operator (3-5 years minimum experience)
 - Design Engineer (3-5 years minimum experience)
 - Lead Technician (3-5 years minimum experience & must be Lenel Certified)
 - Technician (3-5 years minimum experience & must be Lenel Certified)
 - Financial Manager (3-5 years minimum experience)
 - Secondary System Administrator (3 - 5 years minimum experience)
 - Program Manager (3 - 5 years minimum experience & must be PMP Certified)

- The Provider must provide resumes for all staff members that will be working on this contract that demonstrates the minimum years stated above.
- Resumes should be organized as follows:
 -
 - Name and Title;
 - Professional Background;
 - Current and Past Relevant Employment;
 - Education; Certifications;
 - List of Two (2) Relevant Projects, including:
 - Client Name; Project

- Description;
- Role of the Individual;
- Project actual or expected completion date;
- Client List/Reference Contact.

*Hint: Please provide details in narrative space and upload evidence that demonstrate providing services or supplies similar in scope and complexity.
Response attachments are required.*

*7.

Ø Past Performance on Similar Contracts

- **Minimum Qualification Requirement** - Offeror must demonstrate satisfactory performance on at least [3] prior projects of similar scope and complexity within the past [10] years. Offeror must provide references or performance documentation verifying successful project completion.
- Reference letter, description of scope, number of devices, amount of man-power, initial schedule and if there were adjustments, cost of project.

*Hint: Please provide details in narrative space and upload evidence that demonstrate satisfactory performance on prior projects of similar scope and complexity.
Response attachments are required.*

*8.

Ø References from Prior Projects

- Each Offeror is required to provide the information below for at least three (3) references from prior projects of similar scope and complexity to this project. Offerors that qualify as a **Newly Established Business** and do not have prior project references must submit a formal statement on company letterhead confirming this.
- Please provide the following information for each reference:
 - Project (Name and brief description):
 - Project Budget:
 - Contact Person for Reference:
 - Contact Person Title:
 - Contact Phone/Ext:
 - Contact Email:
 - Was your firm performance satisfactory (Yes/No)
 - Did your firm's stay within budget? (Yes/No)
 - Did your firm follow the scope and bid requirements (Yes/No)
 - Were deliverables provided as agreed? (Yes/No)
 - Additional Details:

Select all that apply:

- a. Newly Established Business - please attach formal statement on company letterhead. *(Response attachments are required)*
- b. Establish Business - please attach all three (3) references. *(Response attachments are required)*

*9.

ii. Indication of Insurability. Offerors are not required to submit certificates of insurance in Phase I. Instead, Offerors must upload a signed and dated letter from their insurance broker confirming the qualification for, and the financial capacity to obtain the required insurance coverages provided.

APPENDIX B INSURANCE & BONDING REQUIREMENTS IFB/PS/DOA/2604-1260169, Security Access Control Systems

A.Preamble

The following requirements apply to all work under the agreement. Compliance is required by all Contractors/Consultants. **To the extent permitted by applicable law, the City of Atlanta ("City") reserves the right to adjust or waive any insurance or bonding requirements contained in this Appendix B and applicable to the agreement.**

1.Evidence of Insurance Required Before Work Begins

No work under the agreement may be commenced until all insurance and bonding requirements contained in this Appendix B, or required by applicable law, have been complied with and evidence of such compliance satisfactory to City as to form and content has been filed with City. Contractor/Consultant must provide City with a Certificate of Insurance that clearly and unconditionally indicates that Contractor/Consultant has complied with all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement. If the Contractor/Consultant is a joint venture, the insurance certificate should name the joint venture, rather than the joint venture partners individually, as the primary insured. In accordance with the solicitation documents applicable to the agreement at the time Contractor/Consultant submits to City its executed agreement, Contractor/Consultant must satisfy all insurance and bonding requirements required by this Appendix B and applicable by law, and provide the required written documentation to City evidencing such compliance. In the event that Contractor/Consultant does not comply with such submittal requirements within the time period established by the solicitation documents applicable to the agreement, City may, in addition to any other rights City may have under the solicitation documents applicable to the agreement or under applicable law, make a claim against any bid security provided by Contractor/Consultant.

2. Higher Limits to Apply

If the contractor maintains broader coverage and/or higher limits than the minimums requested in this document, the City of Atlanta requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Atlanta.

3. Minimum Financial Security Requirements

All companies providing insurance required by this Appendix B must meet certain minimum financial security requirements. These requirements must conform to the ratings published by A.M. Best & Co. in the current Best's Key Rating Guide - Property-Casualty. The ratings for each company must be indicated on the documentation provided by Contractor/Consultant to City certifying that all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement have been unconditionally satisfied.

For all agreements, regardless of size, companies providing insurance or bonds under the agreement must meet the following requirements:

- j) Best's rating not less than A-,
- ii) Best's Financial Size Category not less than Class VII,
and
- i. Companies must be authorized to conduct and transact

insurance contracts by the Insurance Commissioner, State of Georgia.

- i. All bid, performance and payment bonds must be underwritten by a U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason is or becomes unsatisfactory to City, City will notify Contractor/Consultant in writing. Contractor/Consultant must promptly obtain a new policy or bond issued by an insurer acceptable to City and submits to City evidence of its compliance with these conditions.

Contractor/Consultant's failure to comply with all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement will not relieve Contractor/Consultant from any liability under the agreement. Contractor/Consultant's obligations to comply with all insurance and bonding requirements set forth in Appendix B and applicable to the agreement will not be construed to conflict with or limit Contractor/Consultant's/Consultant's indemnification obligations under the agreement.

4. Insurance Required for Duration of Contract

All insurance and bonds required by this Appendix B must be maintained during the entire term of the agreement, including any renewal or extension terms, and until all work has been completed to the satisfaction of City.

5. Notices of Cancellation & Renewal

Contractor/Consultant must, notify the City of Atlanta in writing at the address listed below by mail, hand-delivery or facsimile transmission, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Agreement and Appendix B that concern the proposed cancellation, or termination of coverage.

Enterprise Risk Management
68 Mitchell St. Suite 9100
Atlanta, GA 30303

Confirmation of any mailed notices must be evidenced by return receipts of registered or certified mail.

Contractor/Consultant shall provide the City with evidence of required insurance prior to the commencement of this agreement, and, thereafter, with a certificate evidencing renewals or changes to required policies of insurance at least fifteen (15) days prior to the expiration of previously provided certificates.

6. Agent Acting as Authorized Representative

Each and every agent acting as Authorized Representative on behalf of a company affording coverage under this contract shall warrant when signing the Accord Certificate of Insurance that specific authorization has been granted by the Companies for the Agent to bind coverage as required and to execute the Accord Certificates of Insurance as evidence of such coverage. City of Atlanta coverage requirements may be broader than the original policies; these requirements have been conveyed to the Companies for these terms and conditions.

In addition, each and every agent shall warrant when signing the Accord Certificate of Insurance that the Agent is licensed to do business in the State of Georgia and that the Company or Companies are currently in good standing in the State of Georgia.

7. Certificate Holder

The **City of Atlanta** must be named as certificate holder. All notices must be mailed to the attention of **Enterprise Risk Management at 68 Mitchell Street, Suite 9100, Atlanta, Georgia 30303.**

8. Project Number & Name

The project number and name must be referenced in the description section of the insurance certificate.

9. Additional Insured Endorsements Form CG 20 26 07 04 or equivalent

The City must be covered as Additional Insured under all insurance (except worker's compensation and professional liability) required by this Appendix B and such insurance must be primary with respect to the Additional Insured. **Contractor/Consultant must submit to City an Additional Insured Endorsement evidencing City's rights as an Additional Insured for each policy of insurance under which it is required to be an additional insured pursuant to this Appendix B. Endorsement must not exclude the Additional Insured from Products - Completed Operations coverage. The City shall not have liability for any premiums charged for such coverage.**

10. Mandatory Sub-Contractor/Consultant Compliance

Contractor/Consultant must require and ensure that all subContractor/Consultants/subconsultants at all tiers to be sufficiently insured/bonded based on the scope of work performed under this agreement.

11. Self Insured Retentions, Deductibles or Similar Obligations

Any self-insured retention, deductible or similar obligation will be the sole

responsibility of the contractor.

B. Workers' Compensation and Employer's Liability Insurance

Contractor/Consultant must procure and maintain Workers' Compensation and Employer's Liability Insurance in the following limits to cover each employee who is or may be engaged in work under the agreement.

Workers' Compensation. **Statutory**

Employer's Liability:

Bodily Injury by Accident/Disease **\$1,000,000 each accident**

Bodily Injury by Accident/Disease **\$1,000,000 each employee**

Bodily Injury by Accident/Disease **\$1,000,000 policy limit**

C. Commercial General Liability Insurance

Contractor/Consultant must procure and maintain Commercial General Liability Insurance on form (CG 00 00 01 or equivalent) in an amount not less than **\$1,000,000 per occurrence subject to a \$2,000,000 aggregate**. The following indicated extensions of coverage must be provided:

- Contractual Liability
- Broad Form Property Damage
- Premises Operations
- Personal Injury
- Advertising Injury
- Fire Legal Liability
- Medical Expense
- Independent Contractor/Consultants/SubContractor/Consultants
- Products – Completed Operations
 - Additional Insured Endorsement* (primary & non-contributing in favor of the City of Atlanta)
- Waiver of Subrogation in favor of the City of Atlanta

D. Commercial Automobile Liability Insurance

Contractor/Consultant must procure and maintain Automobile Liability Insurance in an amount not less than **\$1,000,000** Bodily Injury and Property Damage combined single limit. The following indicated extensions of coverage must be provided:

- Owned, Non-owned & Hired Vehicles
- Waiver of Subrogation in favor of the City of Atlanta

If Contractor/Consultant does not own any automobiles in the corporate name, non-owned vehicle coverage will apply and must be endorsed on either Contractor/Consultant's

personal automobile policy or the Commercial General Liability coverage required under this Appendix B.

Additionally, in accordance with Section 22-181(b) of Chapter 22, Code of Ordinances of the City of Atlanta, all vehicles requiring access to the restricted areas of the airport must be covered by an automobile liability policy in the minimum amount of **Ten Million Dollars (\$10,000,000)** combined single limit for personal injury and property damage. The \$10,000,000 limit of liability will also be imposed on any parties transporting workers, materials and/or equipment to the Airport site from parking lots or similar facilities.

E. Excess or Umbrella Liability Insurance

Contractor/Consultant shall procure and maintain a policy providing Excess or Umbrella Liability Insurance which is at least as broad as the underlying policy. This insurance, which shall be maintained throughout the life of the contract, shall be in an amount of not less than **\$5,000,000 per occurrence**.

Coverage must follow form with primary policy

May be used to achieve minimum liability limits

Coverage must be as broad as primary policy

F. Technology Errors and Omissions Insurance

Contractor/Consultant shall procure and maintain during the life of this contract Technology Errors and Omissions Insurance in an amount of **\$2,000,000.00** per occurrence and annual aggregate. The policy will fully address any negligent acts in the performance of the Contractor/Consultant's technology and professional services associated with the scope of work contained in this document. The policy will include at least a three-year Extended Reporting Provision.

G. Cyber Liability

Insurance, with limits not less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

H. Primary and Non-Contributory

Contractor/Consultant coverage shall be Primary and Non-Contributory where permissible.

I. Higher Limits to Apply

If the contractor maintains broader coverage and/or higher limits than the minimums requested in this document, the City of Atlanta requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Atlanta.

END OF DOCUMENT

Select one of the following:

- a. Please upload a signed and dated letter from the insurance broker confirming the required insurance coverages
(*Response attachments are required*)

*10.

- Attestation of Financial Capability - Offeror is required to review and sign the Attestation of Financial Capability to do business with the City, and failure to do so will result in the Offeror being deemed non-responsive.

ACKNOWLEDGMENT OF ATTESTATION

The Offeror hereby acknowledges and certifies that its financial records have been examined by the undersigned, that the undersigned is familiar with the Offeror's financial condition, and that the Offeror is in sound financial condition. The Offeror further certifies that it has no outstanding judgments, liens, or litigation risks that would compromise its ability to fulfill its obligations to the City of Atlanta; that it is current with all federal and state tax payments and required employment withholding obligations; and that it is fully willing and financially capable of meeting all obligations required under the solicitation in accordance with the specifications and timeframes established by the City of Atlanta.

The Offeror further acknowledges and certifies that all information provided and all statements made in connection with this attestation are true, accurate, and correct as of the date of execution of this acknowledgment. This acknowledgment constitutes a continuing attestation, and the Offeror agrees to notify the City of Atlanta within fifteen (15) days of any material change to any of the representations made herein.

The Offeror acknowledges that any false or fictitious statement or representation made in connection with this Acknowledgment of Attestation may be subject to fines and penalties as provided under O.C.G.A. § 16-10-20.

Hint: Please enter your name to acknowledge.

*11.

iv. Office of Contract Compliance (OCC). OCC requirements apply to any Offerors susceptible for award. While Offerors are not required to meet OCC participation goals at the SOQ stage, any Offerors advancing beyond Phase I will be required to meet established goals or demonstrate acceptable Good Faith Efforts as referenced.

Attachments:

File Name or URL	Type	Description
OCC Requirements	File	

Select one of the following:

a. I have reviewed the attached OCC requirements.

12.

Phase I Evaluation Criteria

QUALIFICATIONS CRITERIA	PASS/FAIL RATING
Firm Experience and Technical Capability	Pass/Fail
Ability to Meet Schedule and Deliver Services on Time	Pass/Fail
Company Background and Management Capacity	Pass/Fail
Past Performance on Similar Contracts	Pass/Fail

13.

Requirements for Phase II

Ø Demonstration of Ability to Meet OCC Requirements

Compliance with OCC goals is mandatory in Phase II. The City promotes equal business opportunities through its diversity programs, including Small Business Enterprises (SBE).

Office of Contract Compliance Requirements (IFB)

It is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City. The City must ensure that firms seeking to participate in contracting and procurement activities with the City are not prevented from doing so on the basis size as it relates to revenue and number of employees. The City is committed to ensuring that it is not a passive participant in any private scheme of discrimination. To ensure that businesses are not discriminated against with regard to prime contracting, subcontracting or other partnering opportunities with the City, the City has developed its' various diversity inclusion programs. The purpose of the Small Business Opportunity Program is to ensure that the City of Atlanta has a robust race-neutral approach to promoting full and equal business opportunity for all persons doing business with the City of Atlanta, to promote commerce by assisting Small Business Enterprises (SBEs) to actively participate in the City's procurement process and ensure that the City of Atlanta utilizes programs that provide it with the best possible resources.

The City of Atlanta has established a 25.0% Minority Business Enterprise ("MBE") and a 10.0% Female Business Enterprise ("FBE") participation goals for this solicitation. This goal is not a fixed quota, set-aside, or preference, but rather a participation target that may be met through prime contracting, subcontracting, joint ventures, or other approved partnerships in accordance with the City's OCC requirements. The City of Atlanta will monitor and evaluate each Respondent's submission for EBO participation and/or demonstrated Good Faith Efforts to promote equitable contracting opportunities consistent with the City's EBO Program and applicable provisions of the City Code.

To assist prime contractors in this effort, the OCC has set forth in this solicitation document the M/FBE goals within the relevant NAICS Codes for this Project.

- ~~City~~ **Diversity Program - EBO**
- ~~City~~ **Diversity Program Goal - 25.0% MBE, 10.0% FBE**
- ~~Code~~ **Domestic NAICS Code:**
541513 Computer Systems Management; 541311 Computer Software Maintenance;
541312 Computer Hardware Maintenance

No Offeror shall be awarded a contract on an Eligible Project unless the OCC determines that the Offeror has satisfied the non-discrimination requirements of City EBO Code of Ordinances Section 2-1448 on such Eligible Project. Accordingly, each Offeror shall submit the following:

Good Faith Outreach Efforts Documentation: written documentation demonstrating its outreach efforts to identify, contact, contract with, or utilize businesses including certified Minority/Female Business Enterprises (M/FBEs) and Small Business Enterprises (SBEs) —as subcontractors or suppliers for the contract. This documentation must include: a list of all subcontractors or suppliers categorized in accordance with the applicable diversity program (i.e., M/FBE or SBE)

Ø Cost or Price Submission

Qualified Offerors will be asked to provide costs or prices for items being procured in such format provided in an

IFB to be posted on the date set forth in the Schedule of Events below.

Ø Bid Security

If applicable, qualified Offerors will need to obtain a bid bond as shall be set forth in the IFB.

Ø Eligibility of Award

After evaluations of Phase II, Offerors eligible for Award must provide the following documentation within five (5) business days following notice:

- Supplier Signed Contract
- Notarized IIREA affidavit or exemption
- Proof of active registration on SAM.gov or exemption
- Bid bond if applicable
- Certificate of Insurance

Ø Award

Award shall be made to the most responsible and responsive Offeror who met the eligibility of Award requirements.

14.

Schedule of Events

<u>Event</u>	<u>Date</u>	
Pre-Advertisement Notice Posted	3/9/2026	
Pre-Solicitation Conference Held	3/9/2026	

<u>Phase I</u>		
Deadline for Submission of Statement of Qualifications	6/29/2026	
Evaluation	7/6/2026	
<u>Phase II</u>		
Invitation for Bid Posted to Qualified Offerors	7/13/2026	
IFB Close Date	7/21/2026	

15.

Additional Information

ØSubmission Due Dates

Submissions are due at the time and date specified via ATLCLOUD. Late submissions will not be accepted. All questions must be submitted through ATLCLOUD within five (5) calendar days from the date of advertisement. Unauthorized communication may result in disqualification.

ØBlackout Period and Anti-Lobbying

The Blackout Period begins with the advertisement of the synopsis and shall remain in effect until execution of the contract, or the solicitation is cancelled and will not be resolicited, whichever comes first. During the blackout period, all questions, comments or discussions pertaining to this solicitation must be directed to the Department of Procurement's assigned Procurement Professional or the appropriate Supervisor. Offeror or any representative,

agent or other person acting on behalf of Offeror is prohibited from contacting any other City agency, employee, representative, or elected or appointed official regarding questions about this solicitation. Violations of this section will result in Offeror's disqualification.

The City's Anti-Lobbying policies also prohibit any direct or indirect attempts to influence the selection process, including through the involvement of City employees or elected or appointed officials. Violations may result in Offeror's disqualification, suspension, or debarment in accordance with the City Code.

ØDisqualification

The City reserves the right to disqualify any Offeror failing to provide required documents.

ØRequest for Debrief

Non-Awarded Offerors may request a debrief within thirty business days of the Award posting. Requests must be submitted in writing.

ØGeorgia Open Records Act

Information provided is subject to disclosure under the Georgia Open Records Act. Confidential portions should be marked, but disclosure cannot be guaranteed.

ØNon-Discrimination and Socio-Economic Program Compliance

Offerors must comply with the City's EBO and EEO programs, prohibiting discrimination based on various factors. Non-compliance may result in penalties.

ØCancellation of Solicitation

The City may cancel the solicitation or reject submissions in whole or part in accordance with the City Code.

16.

Certification and Acknowledgements

A. Certification Against Collusion and Other Anti-Competitive Practices

Collusion and other anti-competitive practices among Offerors are prohibited by city, state, and federal laws. All Offerors shall identify a person who has authority to sign for the Offeror who, by execution of this RFP, certifies, in writing, as follows:

"I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials, or equipment to be furnished or professional or consultant services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. By signing this document, I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Offeror."

Acknowledged By:

- *17. By signing in the designated area below, the undersigned certifies (i) that the undersigned is authorized to make this submission on behalf of the Offeror, (ii) that the undersigned is an authorized representative of the Offeror responsible to have read and fully understand the requirements of this solicitation, and (iii) that its submission hereto is binding on the Offeror in respect to all terms and conditions of this solicitation and applicable law.

Hint: Please enter your initials.

- *18. **Printed Name**

19.

B. Agreement to Comply with ALL Identified Requirements of this Solicitation Costs

By submitting a response, the Offeror is certifying its agreement to comply with all of the identified requirements of this solicitation and that all costs for complying with these general business requirements are included in the Offeror's submitted pricing. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The City is not obligated to any party to reimburse such expenses. All submissions upon receipt become the property of the City.

Acknowledged By

*20. By signing in the designated area below, the undersigned certifies (i) that the undersigned is authorized to make this submission on behalf of the Offeror, (ii) that the undersigned is an authorized representative of the Offeror responsible to have read and fully understand the requirements of this solicitation, and (iii) that its submission hereto is binding on the Offeror in respect to all terms and conditions of this solicitation and applicable law.

Hint: Please enter your initials.

*21. **Printed Name**
