

# HELPFUL HINTS



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Fulton County

Department of Purchasing & Contract Compliance



# Are you registered as a vendor?

## Benefits:

- Receive email notifications of upcoming bid opportunities
- Quarterly newsletters & email blasts about upcoming events
- Participate in surveys

# Bid Board

- **Download Quotes, Bid/RFP documents**
- **Check Status of Solicitations**
- **View Addenda**
- **View Tab Sheets**
- **View Recommendations and Awards**
- **Vendor Relations**

# E-Verify

- Vendors who respond to RFP/Bids (formal solicitations) for services that are physically performed within the State of Georgia must submit proof of their registration and participation in the E-verify program established by the United States Department of Homeland Security.
- Physical performance of services' means the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to public real property, including the construction, reconstruction, or maintenance of all or part of a public road; or any other performance of labor for a public employer under a contract or other bidding process.

# E-Verify

- Prime contractors are required to submit an Georgia Security & Immigration Contractor Affidavit and when utilizing subcontractors an Georgia Security & Immigration Subcontractor Affidavit must be submitted.
- To find out more information and to enroll in E-Verify, please visit E-Verify website at:  
<https://e-verify.uscis.gov/enroll>

# Financial Requirements

## (5 points)

The Department of Finance evaluates financial responsibility for each proposer using the following criteria:

Points Available	Criteria for Points
1	Submittal of all the required information
1	Acceptable current ratio of 1.5 or better or Acceptable working capital level greater than or equal to the monthly contract value
1	Acceptable audit opinion from firm's external auditor
1	Acceptable low debt ratio of 1.5 or lower
1	Credit rating from a recognized rating agency (D &B, Moody's Best A&M, Fitch, Standard and Poor's of BBB-or better or Providing evidence of access to a line or letter of credit.



# Local Preference Requirements (10 points)

- Businesses having a business location within the geographic boundaries of Fulton County
- Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.
- Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.



## **Disclosure Form & Questionnaire (5 points)**

Offerors and their joint venture partner(s) or team member(s) and first-tier subcontractor(s), must complete a disclosure form and questionnaire, which request disclosure of business and litigation.



# Things to think about when preparing your response

- Make your presentation stand out, we read a lot of proposals, make me want to pick up your proposal and read, Excite me!
- Follow the instructions
- Spell check
- Make sure if you used the response for another RFP, like for a City, make sure you check and make all of the changes referencing the "City". Don't make us feel that we are not important enough and you don't pay attention to detail.

- Do not exaggerate your role in a project that you provide as a reference. We will check those references and will ask what your role was on the project.
- Regarding references, if it has been awhile make sure to contact your references and let them know you have submitted their name and project. We usually send out an e-mail to your reference contact and request that they complete a survey with questions.