# REQUEST FOR PROPOSALS

## GDEcD International Representation In Canada

## 42900-eRFP-001952-2027

## INTRODUCTION

**Purpose of Procurement**
This Request for Proposals is being issued to establish a contract with a qualified supplier who will meet the State Entity's needs as described in this Sourcing Event.

The Georgia Department of Economic Development is seeking to obtain service from a qualified firm or consultant, in market, to represent the State of Georgia's economic development interests with a specific emphasis on Georgia's foreign direct investment initiatives in Canada.

International Representatives must achieve a measurable increase in business recruitment opportunities as a result of the work performed on behalf of the State of Georgia.

Contractors must be based in Canada, have a minimum of three (3) years of applicable experience, and have significant ties to the business community in market.

Please refer to the Offeror responsibilities, qualifications and requirements section on the next page for all mandatories identified for this contract scope of work.

## About GDEcD

**Agency Overview**
GDEcD is the state's sales and marketing arm and lead agency for job creation for Georgians. GDEcD plans, manages and mobilizes state resources to attract new business investment to Georgia, drive the expansion of existing industry and small business, locate new markets for Georgia products, inspire tourists to visit Georgia and promote the state as a top destination for arts events and film, music and digital entertainment projects. In 2025, Georgia was recognized for the twelfth consecutive year as the number one state in the U.S. in which to do business.

Additional information on GDEcD can be found at [www.Georgia.org](http://www.Georgia.org).

**Global Commerce/Foreign Direct Investment Team**
GDEcD works closely with international firms looking to establish or expand business operations in the United States, through its network of International Representatives located in global markets.

GDEcD' Global Commerce Division features an experienced project team which helps companies to establish, relocate or expand business operations in Georgia. The Georgia team has extensive experience living and working abroad. Project managers are familiar with the cultural nuances of doing business in many countries and regions.

The project managers specifically assist executives with an interest in locating in the U.S. by coordinating a variety of services that include: customized site searches for available buildings or sites; information on operating costs, taxes, potential suppliers, industry sectors, etc.; information on Georgia business and financial incentives; and access to programs for workforce recruiting and training.

## OFFEROR RESPONSIBILITIES, QUALIFICATIONS AND REQUIREMENTS

### Scope of Service – Foreign Direct Investment Representation

The primary goals for business recruitment and foreign direct investment activities encompassed within this RFP are as follows:

- Further develop and maintain relationships with Canadian companies that currently have an established presence in Georgia by contacting and meeting with those companies in Canada. Relationships with these existing industries are critical to GDEcD' mission and goal to support existing industry expansions. We ask the Contractor to have meetings with a minimum of 32 existing Canadian companies that have a Georgia presence, annually.
- Achieve a measurable increase in the business recruitment opportunities and provide ongoing business retention services to existing business from Canada as a result of the work delineated in this RFP. These activities should lead to new jobs and investment from Canadian businesses in Georgia. Qualified business recruitment clients (leads) considering the State of Georgia will be assigned a project manager from GDEcD to provide information and assistance to support a location decision for Georgia. Qualified business recruitment leads have a defined timeline, a defined scope of business expansion (jobs, investment, and list of requirements) and a defined business need to expand in the North American market. Qualified business recruitment leads include technology development companies, manufacturers, distributors, U.S. headquarters, sales support and service centers.
- Initiate contact with no less than 50 of the top Canadian prospect companies annually.
- Meet with no less than 12 of the companies contacted, and promote Georgia to these companies as a North America business location.
- Establish and maintain relationships with 4-6 of the top local site selection companies, as well as accelerators, service providers or multipliers.
- Generate leads through contacts to the companies and the site consultants that can be developed into active projects for Georgia.
- A measurable objective will be for the contractor to develop 20 qualified business recruitment leads per year, and 10 active projects that will be assigned to GDEcD project

managers. A further objective is for these active projects to result in 5 individual company site visits, and 3 of these prospective businesses to locate in Georgia, and for all of the clients assigned to have received the specific information they are seeking.

- The Department expects, as the results of the award of this contract, to have the Contractor perform ongoing support and follow up assistance for GDEcD' existing prospective Canadian companies and to coordinate efforts with the assigned GDEcD project manager. Evidence of prospect visits to Georgia, information requests and requests for proposals from Canadian companies will be important criteria for evaluating these activities.
- As part of the monthly invoicing, the Department asks for a report, outlining the activities of the previous month.

### Transition of Projects to Georgia-based Project Manager(s)

Once the prospect decides to begin a site search, the Contractor will notify the Director of International Strategy and Operations, who in coordination with the Division Director, will assign the project to a GDEcD Project Manager who is based in Georgia. In these cases, the Contractor will communicate critical information to the assigned Project Manager(s) and will continue to support the project on an as-needed basis.

### Desired Responsibilities

Contractor should have the capability for remote access throughout the business day especially when away from the office via mobile devices such as iPhone or similar.

### Mandatory Responsibilities

- Contractor will be responsible for the coordination and implementation of the above services with or without the assistance or presence of GDEcD staff.
- Primary representative will be based in Canada with flexibility to travel throughout the market as needed for business development purposes.
- Contractor shall perform the services in a professional manner and to the satisfaction of GDEcD.
- Contractor will be expected to acknowledge requests from GDEcD and from client companies within one (1) business day and provide specific timeline regarding when the request will be handled.
- Contractor shall advise GDEcD regarding changes in the host country market which may impact imports into and/or foreign direct investment from that country.
- All measurement, client interaction, and in-country contacts generated on behalf of GDEcD must be accurately entered into the database(s) designated by GDEcD within five (5) business days of initial communication or completion of work. The Contractor's performance is measured on the information that is recorded in this database.
- On an annual basis, Contractor will provide a suggested work plan for activities and events planned for the following fiscal year. Estimated cost of participation in event must be included.
- Contractor will be required to attend an annual meeting (in Georgia) with GDEcD staff, Georgia clients and stakeholders. The annual meeting will last up to five (5) business days. Contractor is required to cover the expense of one (1) trip to Georgia annually.
- Contractor may be asked to review/edit country-specific information created by GDEcD Georgia office.
- If Contractor is contacted directly by a Georgia company or community that has not been previously forwarded by GDEcD, Contractor must refer the company to the Georgia office for qualification prior to providing assistance.

- Contractor may be asked to coordinate high-level business missions led by the Governor and/or other State VIPs. Contractor will arrange all the necessary appointments and logistics and work closely with the Georgia office before, during and after the event to ensure flawless execution of the mission. While up to two high-level missions per year may be required, typically a Contractor will coordinate one such mission every year.
- Contractor will be asked to represent GDEcD at events, association meetings, embassy meetings and other events involving U.S. states. The International Representative will be the official representative of the State of Georgia, and is expected to represent and promote the State as a great place in which to live, work, play and do business. Additional economic development tasks may be requested.
- Contractor should post on LinkedIn once per month with approved language and images to generate awareness in their market and network for Georgia
- Special Projects – The Commissioner may, at any time, request plans for projects that go beyond the scope of Foreign Direct Investment. Contractor will gather information, prepare and present plans and budget estimates for these projects.
- During the term of the contract, when required by GDEcD, Contractor must be available to be contacted as needed during the Department's working day (8:00 a.m. – 5:00 p.m. EST/EDT). Additionally, Contractor must have the capability for remote access throughout the business day especially when away from the office via mobile devices such as iPhone or similar.
- The successful Contractor will report project status and submit invoices to: Hillary
  Maddox, Director of International Strategy and Operations
  Georgia Department of Economic Development
  75 Fifth Street, NW, Suite 1200
  Atlanta, GA 30308 USA
  Tel: 001-404-859-7642
  Email: HMaddox@Georgia.org
- As part of the monthly invoicing, the Department asks for a report, outlining the activities of the previous month.
- Contractor agrees to abide by all policies, procedures, and guidelines of the Department of Economic Development and the State of Georgia, including but not limited to abiding by ethics policies and procedures as well as keeping client information confidential.
- Contractor is required to advise GDEcD if Contractor currently represents or proposes to represent any other US state or international economic development agency. GDEcD reserves the right to terminate its contract with Contractor if GDEcD determines that the representation of an additional economic development agency is a conflict of interest for Georgia.

## Technical Qualifications (Mandatory Scored)

To demonstrate the ability to perform the requirements while delivering quality services within specified timeframes, Contractor **shall provide** the following information:

A. **Company Background, Proposed Organization, and Staffing for the Contract**

1. Brief description of Offeror's firm's background and history, including a broad overview of Offeror's firm, any parent, affiliated or subsidiary company, and any business partners.

Offeror’s response must detail, at minimum, 3 years’ experience applicable to the Scope of Services outlined for Foreign Direct Investment Representation.

2. Organization chart of Contractor’s firm, including ownership structure, list of all corporate officers with indication which officer will service this account(s).
3. Concise biographies and work history of all of the firm’s principals and each employee assigned to this account. Indicate their proposed responsibilities in relation to this account and the approximate number of hours each week/month that they will dedicate exclusively to the Georgia Foreign Direct Investment activities. Additionally, identify the city and country where each employee is located.
4. Identify any contract or relationship that may create a conflict or appearance of a conflict of interest. Identify any other U.S. states, regions, countries, or private-sector clients currently represented by the Offeror or proposed staff, and describe how Georgia’s interests will be prioritized.
5. Information about whether, within the last five years, Offeror’s organization or an officer or principal has been involved in any business litigation or other legal proceedings. If so, please provide an explanation and indicate the current status or disposition.

B. **Investment Experience and Market Knowledge**

1. Indicate the number of years Offeror’s organization has been located in the target market(s). and explain why the city of their operation as well as the office location(s) within the city of each market is beneficial to GDEcD and Georgia companies.
2. Paragraph describing Contractor’s knowledge and understanding of Georgia, its location advantages, business climate and assets.
3. List and describe major Canadian industries and market sectors that align with Georgia target industries.
4. Evidence of an established network of in-country contacts. Offeror must include a list of contacts with, and include a brief explanation for each as to how they will benefit FDI efforts on behalf of Georgia. This list should include organizations such as:
    - Major trade and industry associations
    - National and local government agencies
    - U.S. government agencies
    - Relevant chambers of commerce
    - Key leaders in the business community

5. List any business associations Contractor possessed memberships for, and additionally identify if Contractor holds a position, for example as a board or committee member, within these organizations.
6. Description of experience coordinating missions, trade shows, inbound business delegations and other related events during the past 24 months. In particular, briefly describe two (2) major events or missions coordinated, number of staff and responsibilities of staff member in accomplishing the project, and goals achieved.
7. Description of experience engaging with companies at different stages of growth with relevance to U.S. market entry or expansion.
8. Describe two (2) recent examples of successful foreign direct investment-related deliverables. Client names and confidential information does not need to be included.
9. Describe two proactive FDI initiatives the Contractor would undertake during the first twelve (12) months of the contract to generate new investment opportunities for Georgia from Canada. Initiatives should demonstrate a strategic understanding of the Canadian market

and should extend beyond routine business development activities. For each initiative, include:

   A. The target industry sector(s) and geographic market(s) within Canada;
   B. The rationale for selecting those industries or regions;
   C. The type of companies to be targeted;
   D. Key partners or organizations that would support the initiative;
   E. Expected outcomes, including projected qualified leads, active projects, and company visits to Georgia; and
   F. How the initiative aligns with Georgia's strategic industry priorities and competitive advantages.

10. Describe the Contractor's approach to maintaining and expanding relationships with Canadian companies that currently have operations in Georgia. Responses should address:
    A. Methods for identifying potential reinvestment or expansion opportunities among Georgia companies;
    B. Strategies for maintaining long-term executive relationships and regular engagement with key accounts;
    C. Coordination with GDEcD staff to support existing industry retention and expansion efforts; and
    D. How relationship management activities will be documented, tracked, and measured over the course of the contract.
11. Provide contact information for at least three (3) business contacts that GDEcD may contact as a reference. For each reference, provide contact name and title, company name, phone number and email, description of relationship, and length of relationship.
12. List of the five (5) most recent public speaking engagements. Indicate the audience and topic.

C. **Results Measurement and CRM Utilization**

1. Describe the process used to qualify, track, and manage foreign direct investment leads from initial contact through project completion or disqualification. Responses must include:
   A. Criteria used to define a "qualified" FDI lead
   B. Procedures for follow-up and pipeline management
   C. Experience using Salesforce or comparable CRM systems
   D. Methods for ensuring timely and accurate data entry
   E. Detailed description of the process currently used and the proposed process to be used to follow up with clients and track results.
2. Describe experience with Salesforce or comparable CRM systems for tracking FDI lead generation and recruitment.

D. **Additional Requirements (Additional Scored)**

1. Offeror must demonstrate a strong command of spoken and written English.
2. List of the databases/resources used for research. Indicate if these databases/resources are owned

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## RFP Certification and Process Overview

Pursuant to the provisions of the Official Code of Georgia Annotated §50-5-67(a), GDEcD certifies the use of competitive sealed bidding will not be practicable or advantageous to the State of

Georgia in completing the acquisition described in this Sourcing Event. Thus, competitive sealed proposals will be submitted in response to this Sourcing Event. This Sourcing Event is being conducted through an electronic sourcing tool approved by the Department of Administrative Services (DOAS) and all suppliers' responses must be submitted electronically in accordance with the instructions provided. Electronic competitive sealed proposals will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed proposals meet the sealed proposal requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

The objective of the Sourcing Event is to select a qualified supplier to provide the goods and/or services outlined in this Sourcing Event to the State Entity. This process will be conducted to gather and evaluate responses from suppliers for potential award. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the closing date of this Sourcing Event and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the Sourcing Event process will be publicly announced, including the names of all participating suppliers and the evaluation results. Subject to the protest process, final contract award(s) will be publicly announced thereafter.

NOTE TO SUPPLIERS: The general instructions and provisions of this document have been drafted with the expectation that the State Entity will make a single award; however, please refer to Section 6 Selection and Award of this Sourcing Event for information concerning the State Entity's actual award strategy (single, multiple, split awards, etc.).

## Schedule of Events

The schedule of events set out herein represents GDEcD' best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be publicly posted prior to the closing date of this RFP. After the close of the RFP, the State Entity reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

| Description | Date | Time |
|---|---|---|
| Release of RFP | 08/25/2026 | 17:00 p.m. ET |
| Deadline for written questions sent via email to the Issuing Officer | 09/14/2026 | 17:00 p.m. ET |
| Responses to Written Questions | 09/23/2026 | 17:00 p.m. ET |
| Proposals Due/Close Date and Time | 10/13/2026 | 13:00 p.m. ET |

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|---|---|---|
| Proposal Evaluation Completed (on or about) | 11/13/2026 | |
| Interviews with top scoring Offers | 11/30/2026 | |
| Review of Cost Proposals | 12/03/2026 | |
| Final Evaluation (on or about) | 12/07/2026 | |
| Notice of Award [NOA] (on or about) | 12/14/2026 | |
| First Day of Contract | 01/01/2027 | |

*Since the estimated value of the contract is less than $100,000, the GDEcD reserves the right to proceed directly to contract award without posting a Notice of Intent to Award.

**Official Issuing Officer (Buyer)**
Melisa Wilson, Procurement and Services Officer, mwilson@georgia.org

**Definition of Terms**
Any special terms or words which are not identified in this State Entity RFP Document may be identified separately in one or more *attachments to the RFP.*

- **GDEcD** – Georgia Department of Economic Development
- **Offeror** – Firm(s) or Consultant(s) responding to RFP
- **State Entity** or **Agency** – Georgia Department of Economic Development
- **GA@WORK Marketplace for Suppliers** is the State of Georgia's approved portal for bidder registration, bidding on solicitations and access to awarded contracts
- The **Georgia Procurement Registry** is the State of Georgia's official site to view all state bid opportunities.
- **Sourcing Event** refers to the electronic sourcing event available for bidding in GA@WORK Marketplace for Suppliers. The Sourcing Event type is defined in Section 1.1 Key Information.
- **Sourcing Tool** refers to the GA@WORK Marketplace Sourcing module, which is DOAS' approved platform for conducting solicitations.
- **Suppliers** are companies or organizations interested in doing business with the State of Georgia.
- **International Representative** – Offeror(s) awarded contract by GDEcD after submitting winning RFP

**Available Funds**
GDEcD will fund this contract to a possible USD amount of $75,000.
The budget for this RFP and all administrative and overhead payments shall be made in U.S. Dollars. The RFP shall not be adjusted for the rate of currency exchange.

**Contract Term**
The initial term of the contract(s) shall be one (1) year from the date of the award. GDEcD shall possess four (4) one (1) year option(s) to renew, which options shall be exercisable at the sole discretion of GDEcD. Renewal will be accomplished through the issuance of Notice of Award Amendment. In the event that the contract(s), if any, resulting from the award of this RFP shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified products and/or services, GDEcD may, with the written consent of the Awarded Offeror(s), extend the contract(s) for such period of time as may be necessary to permit GDEcD'

continued supply of the identified products and/or services. The contract(s) may be amended in writing from time to time by mutual consent of the parties. Unless this RFP states otherwise, the resulting award of the contract(s) does not guarantee volume or a commitment of funds.

**Evaluation Process and Negotiation Process**

GDEcD is looking to make a 'best value' decision during this process. Although cost is a significant consideration, we consider the quality of service, strength of business contacts, professionalism, and project management capabilities to be important factors in determining the successful Offeror for the identified services. The department's requirements are business driven, and decisions will be based on the perceived ability to fulfill these requirements.

GDEcD will form a committee to evaluate written proposals. The criteria for scoring proposals is identified within this document. The committee may at any time during the evaluation process seek clarification from Offerors regarding any information contained within their proposal. Final scores for each Offeror will reflect a consensus of the evaluation committee.

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## INSTRUCTIONS FOR SUPPLIERS

1. **Supplier Acknowledgement**: By submitting a response to the Sourcing Event, the supplier is acknowledging that the supplier has read the information and instructions and agrees to comply with the information and instructions contained herein.

2. **Supplier Registration**: Must register in the State's web-based registration system, GA@WORK Marketplace for Suppliers. Registration is free and enables the registering company to gain access to certain information, services, and resources maintained in GA@WORK Marketplace for Suppliers at no charge to the registering company. All registering suppliers must agree to be bound by the applicable terms and conditions governing use of the system. Companies may register at GA@WORK Marketplace for Suppliers.

3. **Restrictions on Communicating with Staff**: From the issue date of this Sourcing Event until the Notice of Award is posted, suppliers are not allowed to communicate for any reason related to this solicitation with any State staff except through the Issuing Officer named herein, as allowed by the Issuing Officer during the Bidders'/Offerors' conference (if any), or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment or otherwise. GDEcD reserves the right to reject the response of any supplier violating this provision.

4. **Submitting Questions**: All questions concerning this Event must be submitted in writing via the Sourcing Event using the Q&A Board. All questions must be submitted prior to the identified question submission deadline. Answers will be posted by the Issuing Officer on the Q&A Board or as a file attachment that all suppliers can view prior to the closing date.

5. **Supplier Responsibility and Security Concerns**: To be eligible to receive a state contract award, a supplier must be determined to be a responsible supplier. "Responsible" means the supplier, whether a company or an individual, has appropriate legal authority to do business with the State of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any.

   Prior to award, the State Entity must be assured that the selected supplier(s) has all the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the ongoing needs of the state, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the State Entity or the state's evaluation team is unable to assure itself of the supplier's ability to perform, if awarded, the State Entity has the option of requesting from the supplier any information deemed necessary to determine the supplier's responsibility. If such information is required, the supplier will be notified and will be permitted sufficient time, as determined by the State Entity, to submit the information requested.

   Further, to be eligible for contract award, (1) the supplier must not be debarred, suspended, banned or identified as a security threat or concern by federal or state government, (2) the supplier must not offer products, equipment or services from another supplier that has been suspended, banned or identified as a security threat or concern by federal or state government, and (3) the supplier must not, pursuant to this awarded contract, offer products, equipment or services that have been identified as security threat, security concern or banned from purchase by a U.S. federal government entity or state government entity. Products and services provided under this contract may not be provided by or include prohibited equipment or components from prohibited companies specified in or pursuant to a National Defense Authorization Act.

6. **Failing to Comply with Submission Instructions**: Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the Sourcing Event will not be considered. Suppliers' responses must be complete in all respects.

7. **Rejection of Proposals; State's Right to Waive Immaterial Deviation**: GDEcD reserves the right to reject any or all supplier responses, to waive any irregularity or informality in a supplier's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State. It is also within the rights of GDEcD to reject responses that do not contain all elements and information requested in this Sourcing Event. A supplier's response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the requirements, which determination will be made by the State Entity on a case-by-case basis. A minor informality or irregularity is one which is a matter of form or an immaterial variation from the exact requirements of the solicitation that a trivial or negligible effect on a supplier's total price, quality, quantity, or delivery of the supplies or performance of the contract, and the correction or waiver of which would not be prejudicial to other suppliers. The State Entity maintains discretion to provide a supplier with an opportunity to cure any deficiency resulting from a minor informality or

irregularity or to waive any such deficiency when it is to the advantage of the State of Georgia. Examples of minor informalities or irregularities may include, but are not limited to:

- Failure of a supplier to furnish the required information concerning the number of the supplier's employees or failure to make a representation concerning its size.
- Failure of a supplier to furnish financial statements.
- Failure of a supplier to furnish references.
- Failure of a supplier to provide cost information that is a de minimis or immaterial amount.

8. **State's Right to Amend or Cancel the Sourcing Event**: GDEcD reserves the right to amend this Sourcing Event. Any revision must be made in writing prior to the Sourcing Event closing date and time. By submitting a response, the supplier shall be deemed to have accepted all terms and agreed to all requirements of the Sourcing Event unless expressly stated otherwise in the supplier's response. Each supplier is individually responsible for reviewing the revised Sourcing Event and making any necessary and appropriate changes to the supplier's response prior to the Sourcing Event closing date and time. Suppliers are encouraged to frequently check the Sourcing Event for additional information. Finally, GDEcD reserves the right to cancel this Sourcing Event at any time.

9. **Protest Process**: Suppliers should familiarize themselves with the procedures attached to this solicitation.

10. **Costs for Preparing Proposals**: Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the Offeror. The State will not provide reimbursement for such costs.

11. **Public Access to Procurement Records**: If Offeror considers any portion of its bid/proposal to the solicitation to be trade secret or otherwise not subject to public disclosure under Georgia Open Records Act, Offeror must, in addition to the required original documents, provide a separate redacted electronic copy of its bid/proposal, preferably in PDF format, and briefly describe in a separate writing, as to each item redacted, the grounds for claiming exemption from the public records law, including citation to the appropriate exemption form disclosure requirements provided under Georgia law. This redacted copy should be clearly marked "Redacted Copy-Available for Public Review." In addition, the electronic file name should include the words **"<u>Redacted Copy</u>"** at the **<u>beginning of the file name</u>**. The redacted copy shall be submitted at the same time Offeror submits its bid/proposal and must only exclude or redact those specific portions that are claimed not subject to disclosure. The redacted copy should reflect the same pagination as the original and show the location from which information was redacted. Except for the redacted information, the redacted electronic copy must be identical to the original bid/proposal. The redacted copy will be open to public inspection under the Georgia Open Records Act without further notice to the Offeror. If Offeror fails to submit a redacted copy with its bid/proposal, the State is authorized to produce the Offeror's bid/proposal with the exception of audited financial statements in answer to any public records request under the Georgia Open Records Act.

    **Please Note:** Even though information submitted by a Offeror may be marked as "confidential", "proprietary", "trade secret" etc., the State will make its own determination regarding what information may or may not be withheld from disclosure. If the State of Georgia deems redacted information to be subject to disclosure under the Georgia Open Records Act, the Supplier will be contacted prior to the release of this information. Please note that the redacted version will be utilized for purposes of responding to requests for records pursuant to the Open Records Act. GDEcD will provide access to copies of original bids and proposals in response to requests made pursuant to the State Purchasing Act. The State does not consider pricing information to be confidential or proprietary.

12. **Supplier Debriefing Process**: For all solicitations that result in a contract award of $250,000 or more, unsuccessful suppliers may request a supplier debriefing from the State Entity. The purpose of a supplier debriefing is to share information about the evaluation and award process. Unsuccessful suppliers can benefit from supplier debriefings by enhancing their understanding of the procurement process and gaining insights to improve the competitiveness of their responses to future solicitations. The supplier debriefing is not an adversarial proceeding and may not be used to challenge the state entity's selection.

13. **Public Notice and GA@WORK Marketplace for Suppliers**: The release of the Sourcing Event is formally communicated through the posting of a Sourcing Event in GA@WORK Marketplace for Suppliers and by a public announcement posted to the Georgia Procurement Registry.

    GA@WORK Marketplace for Suppliers is an online, electronic tool, which allows an individual to register, logon, select answers and type text in response to questions, and upload any necessary documents. GA@WORK Marketplace for Suppliers permits an individual to build and save a response over time until the registered user is ready to submit the completed response. Each supplier must carefully review the instructions and training information: https://doas.ga.gov/state-purchasing/supplier-training

14. **Sourcing Event Review**: The solicitation consists of all information included in the Sourcing Event, as posted online on the GPR, including all documents provided by the State Entity as attachments to the Sourcing Event or links contained within the Sourcing Event or its attached documents. Please carefully review all information contained in the Sourcing Event, including all documents available as attachments or available through links.

15. **Preparing Response**: When preparing files to be a part of the supplier's electronic response, the supplier must comply with all instructions within the Sourcing Event. In addition, please review the following recommended guidelines:
    - Use the provided forms and worksheets (if any) to prepare your response. Enter your responses directly into the worksheet. Unless otherwise directed, do not insert "see attached file" (or similar statements) in the worksheet to reference separate documents.
    - Answer each question in sufficient detail for evaluation while using judgment with regards to the length of response.
    - Proofread your response and make sure it is accurate and readily understandable.
    - Label all uploaded files using the corresponding section numbers of the Sourcing Event or any other logical name so that the State Entity can easily organize and navigate the supplier's response.
    - Use caution in creating electronic files to be uploaded. If the State Entity is unable to open an electronic file due to a virus or because the file has become corrupted, the supplier's response may be considered incomplete and be disqualified from further consideration.

- Use commonly accepted software programs to create electronic files. The State Entity has the capability of viewing documents submitted in the following formats: Microsoft Word or WordPad, Microsoft Excel, portable document format file (PDF), and plain text files with the file extension noted in parentheses (txt). Unless the Sourcing Event specifically requests the use of another type of software or file format than those listed above, please contact the Issuing Officer prior to utilizing another type of software and/or file format. In the event the State Entity is unable to open an electronic file because the State Entity does not have ready access to the software utilized by the supplier, the supplier's response may be considered incomplete and be disqualified from further consideration.

16. **Uploading Forms**: The Sourcing Tool provides several options for uploading file attachments, including the Supplier Attachments section. Once the supplier is ready to upload electronic files (completed forms or worksheets, product sheets, etc.), please follow the directions within the Sourcing Event to upload these documents in the proper location.
    **CAUTION: Do not login to multiple concurrent sessions utilizing the same Supplier ID, as this may cause a system error and may result in the loss of some or all the work completed during the concurrent sessions.**

17. **Reviewing the Response Prior to Submission**: Each supplier is responsible for ensuring all questions have been answered appropriately and all necessary documents have been uploaded. Prior to final submission, please review the following checklist:
    - Please review and confirm that the supplier has answered all questions appropriately. Many questions require a "Yes" or "No" response. Please ensure that the correct response has been selected.
    - Please review and confirm that the most competitive response has been provided.
    - Please confirm that all necessary files have been uploaded.
    - Please note that submission is not instantaneous; therefore, each supplier must **allow ample time for the response to be submitted prior to the submission deadline.**

    Although a supplier's response has been submitted within the Sourcing Tool, the response will not be released to the State Entity until the closing date and time of the Sourcing Event expires. As a result, the State Entity cannot know whether the supplier's response is correct or complete until after the Sourcing Event has closed. Therefore, please ensure you review your response carefully prior to submission to ensure it is correct and complete.

18. **Submitting the Completed Response/Bid**: Once the completed response has been reviewed by the supplier, submit the bid following the prompts within the Sourcing Tool. Any information entered by a supplier into the Sourcing Tool but not submitted prior to the submission deadline will not be released to the State Entity and will not be considered for award. Only after the supplier submits the bid will the response to the Sourcing Event be sent electronically, time-stamping the supplier's response and sending a confirmation email to the email address of the supplier. Please note that submission is not instantaneous and may be impacted by unpredictable factors such as a supplier temporarily losing a connection to the Internet or increased system traffic; therefore, each supplier must allow ample time for its response to be submitted prior to the deadline. Please be aware that submission of multiple attachments may involve a substantial amount of time. Each Supplier is strongly encouraged to save attachments as they are uploaded and to submit its response/bid at least eight hours prior to close of a solicitation to allow ample time for appropriate technical support should the need

arise. Each Supplier is responsible in all respects for timely delivery of its response and completeness in the Sourcing Tool.

19. **Reviewing, Revising or Canceling a Submitted Response**: After the response has been submitted, the supplier may view and/or revise its response by logging into the Sourcing Tool any time prior to the closing date and time of the Sourcing Event. AS EACH SUPPLIER IS SOLELY RESPONSIBLE FOR RESUBMITTING ITS RESPONSE PRIOR TO THE SOURCING EVENT END DATE AND TIME TO ENSURE THE RESPONSE MAY BE CONSIDERED BY THE STATE ENTITY, PLEASE USE CAUTION IN DECIDING WHETHER OR NOT TO MAKE REVISIONS. The State will assume no responsibility for a supplier's inability to correct errors or otherwise revising the submitted response or the supplier's inability to resubmit a response prior to the Sourcing Event end date and time.

20. **Supplier Certification**: By responding to this Sourcing Event, the supplier understands and agrees to the following:
    - That this electronically submitted response constitutes an offer, which when accepted in writing by the State Entity and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the State Entity; and
    - That the supplier guarantees and certifies that supplier's proposed solution, including but not limited to all goods, services, and technology proposed by supplier, meets or exceeds all the solicitation's identified specifications and requirements except as expressly stated otherwise in the supplier's response; and
    - That the response submitted by the supplier shall be valid and held open for a period of one hundred and twenty (120) days from the final solicitation closing date and that the response may be held open for a lengthier period subject to the supplier's consent; and
    - That this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. Supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
    - That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

21. **Help Desk Support**: For technical questions related to registering as a bidder or responding to the Sourcing Event in GA@WORK Marketplace for Suppliers, suppliers have access to phone support through the DOAS Customer Service Help Desk at 404-657-6000, Monday through Friday 8:00 AM to 5:00 PM excluding State Holidays or any other day state offices are closed such as furlough days or closings in response to inclement weather. Suppliers can also email questions to ProcurementHelp@doas.ga.gov.

## GENERAL BUSINESS REQUIREMENTS

**Instructions for Suppliers**: This section contains general business requirements. By submitting a response, the supplier is certifying its agreement to comply with all identified requirements of this section and all costs for complying with these general business requirements are included in the supplier's submitted pricing.

1. **Insurance Requirements – As noted in the attached Contract**
   Within ten (10) business days of award, the awarded supplier must procure the required insurance and provide the State Entity with two (2) Certificates of Insurance. Certificates must reference the contract number. The supplier's submitted pricing must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.

2. **Certification Regarding Status as a "Scrutinized Company"**
   Any Offeror that currently and/or previously, within the last three years, has had business activities or other operations outside of the United States, must certify that it is not a "scrutinized company." A "scrutinized company" is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the following exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination, ineligibility to bid on state contractors for three or more years, and/or any other available remedy. If the Offeror is a "scrutinized company", the Offeror shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless DOAS makes a determination in accordance with O.C.G.A. Section 50-5-84 that it is in the best interests of the State to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring DOAS to make such a determination should contact both DOAS and the Issuing Officer immediately. Each Offeror must respond to this section in one of the following ways as appropriate: (1) include a written certification with its submitted response that the Offeror is not a "scrutinized company" or (2) include a written statement with its submitted response that the Offeror is a "scrutinized company" but that the Offeror has contacted both DOAS and the Issuing Officer with a request to be considered for an award, which request must include a written statement indicating why it is in the best interests of the State to permit the scrutinized company to participate.

## SOURCING EVENT FACTORS/TECHNICAL REQUIREMENTS

1. **Instructions for Suppliers**: For the needed services, this section identifies the types of technical requirements and questions included in the Sourcing Event and how each will be evaluated. By submitting a response, the supplier is certifying its agreement to comply with all the identified requirements of this section and that all costs for complying with these requirements are included in the supplier's submitted pricing. Unless requested otherwise, all responses should be provided within the Sourcing Tool and not as a separately attached document.

   GDEcD has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. GDEcD will not tailor these needs to fit a particular solution a supplier may have available; rather, the suppliers shall propose to meet GDEcD' needs as defined in this Sourcing Event. All claims shall be subject to demonstration. Suppliers are cautioned that conditional responses/bids, based upon assumptions, may be deemed non-responsive.

   All the items described in the Sourcing Event are service levels and terms and conditions that GDEcD expects to be satisfied by the selected supplier. Each supplier must indicate its willingness and ability to satisfy these requirements in the supplier's submitted response.

Unless requested otherwise, all responses must be provided within the identified data fields within the Sourcing Tool and any forms or worksheets provided with this Sourcing Event. Except as otherwise indicated, all requested forms and documents must be submitted electronically via the Sourcing Tool as an uploaded document to the supplier's response. These completed forms and worksheets together with all other documents and information submitted by the supplier will be considered the supplier's technical proposal.

2. **Supplier General Information**: Each supplier must complete all requested information in the Sourcing Event, which may include contact information, corporate composition and demographics, and scrutinized company status.

3. **Mandatory Requirements**: This Sourcing Event contains mandatory requirements (included in a **Mandatory Requirements Worksheet or designated as Mandatory Questions**) which must be met by the supplier for the supplier to be considered "responsive" and, therefore, eligible for contract award. These mandatory requirements will be defined in one or more of the following ways: (a) requirements in this Sourcing Event (b) requirements contained in any attachment to the Sourcing Event, such as a Mandatory Requirements Worksheet and the cost worksheet.

   A Pass/Fail evaluation will be utilized for all mandatory requirements. Please review the Sourcing Event and its attachments carefully and respond as directed. Some requirements may require a "Yes" or "No" response. Ordinarily, to be considered responsive, responsible and eligible for award, all requirements identified as mandatory must be marked "Yes" to pass. There may be rare instances in which a response of "No" is the correct and logical response to meet the mandatory requirement (e.g., responding "No" that the supplier does not possess any conflicts of interest). Otherwise, any mandatory questions marked "No" will fail the technical requirements and will result in disqualification of the supplier's response, except as otherwise provided in this Sourcing Event.

   **DO NOT INCLUDE ANY COST/PRICING INFORMATION IN YOUR RESPONSE TO MANDATORY REQUIREMENTS.**

4. **Mandatory Scored Response**: As specified with each requirement listed in the **Mandatory Scored Questions** (which may be included in a **Mandatory Scored Response Worksheet file attachment or directly within the souring tool within Event Questions Group**), the supplier must indicate whether it will meet the individual requirement (if any) and provide a supporting narrative in the space provided. To be considered responsive, responsible and eligible for award, all requirements identified in the Mandatory Scored Questions must be met. There may be rare instances in which an item within the Mandatory Scored Questions does not create an individual requirement which must be met, but, instead, merely requires a response. All requirements labeled "Mandatory Scored" must be met by the supplier. Failure to meet any mandatory scored requirements may result in disqualification of the proposals. The narrative description, along with any required supporting materials, will be evaluated and awarded points in accordance with Section 6 Proposal Evaluation, Negotiations and Award.

   **DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO MANDATORY SCORED QUESTIONS.**

5. **Additional Scored Responses**: All items labeled "**Additional Scored Responses**" represent information that is requested by GDEcD. Suppliers are encouraged to provide a thorough narrative description in the space provided in the **Additional Scored Response Worksheet (or Event Questions Group)**. Answers along with any requested supporting materials will be evaluated and awarded points in accordance with Section 6 Proposal Evaluation, Negotiations and Award instructions.

   **DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO ADDITIONAL SCORED QUESTIONS.**

## COST PROPOSAL

1. **Cost Proposal and General Pricing Rules:** Each supplier is required to submit a cost proposal as part of its response. The cost proposal will be evaluated and scored in accordance with the Proposal Evaluation, Negotiations and Award Section (below). By submitting a response, the supplier agrees that it has read, understood, and will abide by the following instructions/rules:
   - The submitted cost proposal must include all costs of performing pursuant to the resulting contract; and
   - In the event there is discrepancy between the supplier's unit price and extended price, the unit price shall govern; and
   - In the event there is a discrepancy between (1) the supplier's pricing as quoted on the Sourcing Event's provided cost worksheet and (2) the supplier's pricing as quoted by the supplier in one or more additional documents, the former shall govern; and
   - The prices quoted and listed in the cost proposal shall be firm throughout the term of the resulting contract, unless otherwise noted in the Sourcing Event or contract; and
   - Unless expressly permitted by the Sourcing Event, responses containing provisions for late or interest charges cannot be awarded a contract. Suppliers must "strike through" any such provisions in printed forms and initial such revisions prior to submitting a response; and
   - Responses containing prepayment and/or progress payment requirements may be determined non-responsive unless otherwise permitted by the Sourcing Event; and

2. **Cost Structure and Additional Instructions:** GDEcD' intent is to structure the cost format to facilitate comparison among all suppliers and foster competition to obtain the best market pricing. Additional alternative cost structures will not be considered. Each supplier is cautioned that failure to comply with the instructions listed below, submission of an incomplete offer, or submission of an offer in a different format than the one requested may result in the rejection of the supplier's proposal.

   The Sourcing Tool permits GDEcD to structure the Sourcing Event to allow the supplier to enter pricing directly into the line items of the Sourcing Event.

## PROPOSAL EVALUATION, NEGOTIATIONS AND AWARD

All timely proposals will be evaluated in accordance with the following steps. The objective of the evaluation process is to identify the proposal which represents the best value to the State based on a combination of technical and cost factors. Based on the results of the initial evaluation, GDEcD may or may not elect to negotiate technical and/or cost factors as further described in the Sourcing Event. In the event negotiations of the technical and/or cost factors occur, the revised proposals will be reevaluated in accordance with the provisions of Section 4 Scoring Criteria. Once the evaluation process has been completed (and any negotiations GDEcD desires to conduct have occurred), the apparent successful supplier(s) will be required to enter discussions with GDEcD to resolve any exceptions to GDEcD' contract. GDEcD will announce the results of the Sourcing Event as described further in Section 8. Public Award Announcement.

1. **Administrative/Preliminary Review:** First, the proposals will be reviewed by the Issuing Officer to validate the proposal was submitted in the Sourcing Tool by the closing date in accordance with the Sourcing Event instructions and is materially complete.

2. **Evaluating Proposal Factors (Section 4)**: If the supplier's proposal passes the Administrative/Preliminary Review, the supplier's responses to Sourcing Event Factors/Technical Requirements will be submitted to the Evaluation Team for evaluation.

   A. **Review of Mandatory and Mandatory Scored Questions**: The Evaluation Team will review each supplier's response in detail to determine its compliance with mandatory requirements. Responses to both "Mandatory" and "Mandatory Scored" Questions will be evaluated on a pass/fail basis. If a supplier's response fails to meet a mandatory and/or mandatory scored requirement, GDEcD will determine if the deviation is material. A material deviation will be cause for rejection of the supplier's response. An immaterial deviation may be waived or cured and will be processed as if no deviation had occurred. All responses which meet the requirements of the "Mandatory" and "Mandatory Scored" Questions are considered "Responsive Proposals" at this point in time and will be scored in accordance with the point allocation in Section 4 Scoring Criteria.

   B. **Review of Additional Scored Information Questions**: For all responses determined to be "Responsive Proposals", the Evaluation Team will review and score the responses to the Additional Scored Information (if any) in accordance with the point allocation in Section 4 Scoring Criteria.

   The supplier will receive a total technical score at the conclusion of the evaluation of the Sourcing Event Factors/Technical Requirements.

3. **Evaluating Cost Proposal and Total Combined Score**: The cost proposals will be reviewed and scored in accordance with Section 4 Scoring Criteria. To expedite the evaluation process, GDEcD reserves the right to analyze the cost proposals independently, but at the same time the Evaluation Team is analyzing the technical proposals, provided neither the cost proposals nor the cost analysis is disclosed to the Evaluation Team until the Evaluation Team completes its initial evaluation and scoring of the Proposal Factors.

   **Total Score**: The supplier's cost score will be combined with the supplier's technical score to determine the supplier's overall score (or "total combined score").

4. **Scoring Criteria**: The evaluation comprises the following:

| Category | Criteria | Points |
| --- | --- | --- |
| Cost | 1. Cost of proposed products and/or services | 100 points |

| | | |
|---|---|---|
| Technical/Proposal Factors | 2. "Mandatory Responsibilities" | Pass/Fail |
| Technical/Proposal Factors | 3. "Mandatory Scored" and/or "Additional Scored" Responses to the "Technical Qualifications" | 300 points |
| Interview/Site Visit | 4. "Mandatory Scored" | 600 points |
| Total | | 1000 points |

5. **Negotiations of Proposals and/or Cost Factors**: GDEcD possesses discretionary authority to conduct one or more rounds of negotiations of technical proposal and/or cost factors as permitted by Georgia law. This section of the Sourcing Event describes GDEcD' process for utilizing its discretionary negotiation authority.

   The objective of negotiations is to obtain the supplier's best terms. **PLEASE NOTE: NEGOTIATIONS ARE DISCRETIONARY; THEREFORE, GDEcD URGES THE SUPPLIER (1) TO SUBMIT ITS BEST RESPONSE AND (2) NOT TO ASSUME THE SUPPLIER WILL BE GRANTED AN OPPORTUNITY TO NEGOTIATE.**

   A. **Overview of Negotiations:** After the Evaluation Team has scored the suppliers' proposals, GDEcD may elect to enter into one or more rounds of negotiations with all responsive and responsible suppliers or only those suppliers identified by the Evaluation Team as being in the competitive range. The competitive range will not be selected arbitrarily and those suppliers included in the competitive range must have highly scored proposals.

      After each round of negotiations (if any), the supplier will submit revisions to its proposal factors and/or cost proposal, which revisions will be scored by the Evaluation Team in accordance with the same criteria used to evaluate the initial responses from the suppliers. Suppliers may be removed from further participation in the negotiation process in the event the Evaluation Team determines the supplier cannot be considered responsive and responsible or based on the competitive range as defined in Section 5.C Competitive Range.

      GDEcD reserves the right to proceed to award without further discussion after receiving receipt of the initial proposals, in which case, negotiations and Proposal Revisions will not be required.

   B. **Negotiation Instructions**: Listed below are the key action items related to negotiations. The State's Negotiation Committee may consist of the State's Evaluation Committee or may be comprised of different people. However, evaluation of proposals or revised proposals shall be completed only by the State's Evaluation Committee.
      - **Negotiation Invitation**: Those suppliers identified by the Evaluation Committee to negotiate will be notified and invited to attend negotiations. Suppliers will be notified in writing: (i) the general purpose and scope of the negotiations; (ii) the anticipated schedule for the negotiations; and (iii) the procedures to be followed for negotiations.
      - **Confirmation of Attendance**: Suppliers who have been invited to participate in negotiations must confirm attendance.

- **Negotiations Round(s)**: One or more rounds of negotiations may be conducted with those suppliers identified by the State's Evaluation Team.

C. **Competitive Range**
If GDEcD elects to negotiate pursuant to Section 5, they may either (1) elect to negotiate with all responsive and responsible suppliers, (2) limit negotiations to those suppliers identified within the competitive range, or (3) limit negotiations to the number of suppliers with whom GDEcD' Negotiation Team may reasonably negotiate as defined below. In the event GDEcD elects to limit negotiations to those suppliers identified within the competitive range, GDEcD will identify the competitive range by (1) ranking suppliers' proposals from highest to lowest based on each supplier's Total Combined Score and (2) then looking for breaks in the scores such that natural groupings of similar scores may be identified.

In the event GDEcD determines the number of responsive and responsible suppliers is so great that the Negotiation Team cannot reasonably conduct negotiations (which determination shall be solely at GDEcD' discretion and shall be conclusive), GDEcD may elect to limit negotiations to the top 5 ranked suppliers as determined by the Total Combined Score.

6. **Selection and Award**
Single Award: The responsive and responsible supplier receiving the highest Total Combined Score and with whom GDEcD can reach agreement as to contract terms will be selected for award.

7. **Site Visits and Interviews:** GDEcD reserves the right to conduct site visits and/or interview proposed team as part of the Technical Evaluation. Cost proposals and related cost information must not be discussed during the interview. Nothing in this section shall prohibit the Negotiation Team from discussing both proposal factors and cost information during the negotiation process defined by Section 5 Negotiations of Proposals and/or Cost Factors.

8. **Public Award Announcement**: The preliminary results of the evaluation will be announced through the public posting of a Notice of Intent to Award. The Notice of Intent to Award (NOIA) is not notice of an actual contract award; instead, the NOIA is notice of GDEcD' expected contract award(s) pending resolution of the protest process. The NOIA (if any) will identify the apparent successful supplier(s), unsuccessful supplier(s), and the reasons why any unsuccessful suppliers were not selected for contract award. NO SUPPLIER SHOULD ASSUME PERSONAL NOTICE OF THE NOTICE OF INTENT TO AWARD ("NOIA") WILL BE PROVIDED BY GDEcD. INSTEAD, ALL SUPPLIERS SHOULD FREQUENTLY CHECK THE GEORGIA PROCUREMENT REGISTRY FOR NOTICE OF THE NOIA.

   The Notice of Award (NOA) is GDEcD' public notice of actual contract award(s). The NOA will be publicly posted to the Sourcing Tool, which can be accessed from the Georgia Procurement Registry.

## CONTRACT TERMS AND CONDITIONS

1. **State Entity Contract**: The contract that GDEcD expects to award as a result of this Sourcing Event will be based upon the Sourcing Event, the successful supplier's final response as accepted by GDEcD and the contract terms and conditions, which terms and conditions can be downloaded from the Sourcing Event. The "successful supplier's final response as accepted by GDEcD" shall mean: the final cost and technical proposals submitted by the supplier and any subsequent revisions to the supplier's cost and technical proposals and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the Sourcing Event, and any other terms deemed necessary by GDEcD, except that no objection or amendment by a supplier to the Sourcing Event requirements or the contract terms and conditions shall be incorporated by reference into the contract unless GDEcD has explicitly accepted the supplier's objection or amendment in writing.

   Please review GDEcD' contract terms and conditions prior to submitting a response to this Sourcing Event. Suppliers should plan on the contract terms and conditions contained in this Sourcing Event being included in any award as a result of this Sourcing Event. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the suppliers. The contract terms and conditions may be supplemented or revised before contract execution and are provided to enable suppliers to better evaluate the costs associated with the Sourcing Event and the potential resulting contract.

2. **Supplier's Exception to Contract**: By submitting a response, each supplier acknowledges its acceptance of the Sourcing Event specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal. If the supplier takes exception to a contract provision, the supplier must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be redlined with comments explaining the rationale for the proposed revision, uploaded and submitted as part of the supplier's response, and should be provided as a red-line markup of the posted contract with inserted comments specifying the need for the changes. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the Sourcing Event. Proposed exceptions should comply with Georgia law.

   In the event the supplier is selected for potential award, the supplier will be required to enter discussions with GDEcD to resolve any contractual differences before an award is made. These discussions are to be finalized, and all exceptions resolved within the period identified in the schedule of events. Failure to resolve any contractual issues will lead to rejection of the supplier. GDEcD reserves the right to proceed to discussions with the next best-ranked supplier.

   GDEcD reserves the right to modify the contract to be consistent with the apparent successful offer, and to negotiate other modifications with the apparent successful suppliers. Exceptions that materially change the terms or the requirements of the Sourcing Event may be deemed non-responsive by GDEcD, in its sole discretion, and rejected. Contract exceptions which grant the supplier an impermissible competitive advantage, as determined by GDEcD in its sole discretion, will be rejected. If there is any question whether a particular contract exception would be permissible, the supplier is strongly encouraged to inquire via written question submitted to the Issuing Officer prior to the deadline for submitting written questions as defined by the Schedule of Events

## Sourcing Event Attachments

The following documents make up this Sourcing Event. Please see section titled "Instructions for Suppliers" (beginning page 9) for instructions about how to access the following documents. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer.

A. State Entity Sourcing Event (this document) and all other information within the Sourcing Tool
B. Agency Contract Terms and Conditions
C. Contract Exceptions
D. GDEcD Protest Process

NOTE: The list above may not be exhaustive. Suppliers should carefully review the Sourcing Event to access all applicable files, including Event Prerequisites, Buyer Attachments, Questions, and Cost Lines.