COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government

FINANCE DEPARTMENT
PURCHASING DIVISION

1111 1st AVENUE – 1ST FLOOR, COLUMBUS, GEORGIA 31901
P. O. BOX 1340, COLUMBUS, GEORGIA 31902-1340
706-225-4087 | www.columbusga.org

Date: November 6, 2026

REQUEST FOR PROPOSALS: **RFP No. 27-0011**	Qualified firms are requested to submit proposals, subject to conditions and instructions as specified, for the furnishing of: **PUBLIC EMPLOYEE RETIREMENT SYSTEMS PENSION AND BENEFIT TRUST FUND ("THE FUND") INVESTMENT CONSULTANT SERVICES (ANNUAL CONTRACT)**
GENERAL SCOPE	Provide Columbus Consolidated Government (the City) Pension Board with the highest quality consultant services at the lowest cost to taxpayers, to include: Consulting, Custodial, and Fiduciary Services.
DUE DATE	**DECEMBER 9, 2026 - 5:00 PM (Eastern)**
SUBMISSION REQUIREMENTS	**See *Appendix A* for *Submission Requirements, Submission Requirements Checklist, and OpenBids (formerly DemandStar) Registration and Submission Instructions.***
ADDENDA	**IMPORTANT INFORMATION** Any and all addenda will be posted on the Purchasing Division's web page, at https://columbusga.gov/finance/bid-opportunities. **It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.**
NO SUBMITTAL	If you are not interested in this solicitation, please complete and return page 3.

Andrea J. McCorvey,
Purchasing Division Manager

COLUMBUS GEORGIA
We do amazing.

IMPORTANT INFORMATION
e-Notification

The City uses the Georgia Procurement Registry e-notification system. You must register with GA@WORK (formerly Team Georgia Marketplace) to receive future procurement notifications via: **https://doas.ga.gov/state-purchasing/getting-started-supplier**.

If you have any questions or encounter any problems while registering, please contact the State Purchasing Division:

Telephone: **404-657-6000**

Email: **procurementhelp@doas.ga.gov**

STATEMENT OF "NO PROPOSAL SUBMISSION"

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email: **bidopportunities@columbusga.org**
Attn: Heather Biddle, Buyer

We, the undersigned decline to submit a proposal for **RFP No. 27-0011** for **Public Employee Retirement Systems Pension and Benefit Trust Fund ("The Fund") Investment Consultant Services (Annual Contract)** for the following reason(s):

__Specifications are too “tight”, i.e. geared towards one brand or manufacturer (explain below)
__There is insufficient time to respond.
__We do not offer this product and/or service.
__We are unable to meet specifications.
__We are unable to meet bond requirements.
__Specifications are unclear (explain below).
__We are unable to meet insurance requirements.
__Other (specify below)

Comments:

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_____

COMPANY NAME:_____

REPRESENTATIVE:_____

DATE:_____

TELEPHONE: _____

EMAIL:_____

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL UNTIL AFTER AWARD.

3-110. Competitive Sealed Proposals (Negotiations)

(1) Conditions for Use

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than $50,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by article 3-104, Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

I. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

II. Public Notice

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the request. ***The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.***

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the City's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

III. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

IV. Evaluation Factors

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

V. Evaluation Process

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

VI. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

VII. Award

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Division to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO EMAIL QUESTION(S).

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

QUESTION/CLARIFICATION FORM

Date: _____

To: Heather Biddle, Buyer
Email bidopportunities@columbusga.org

Re: **Public Employee Retirement Systems Pension and Benefit Trust Fund ("The Fund")**
Investment Consultant Services (Annual Contract) – RFP No. 27-0011

Questions and requests for clarification must be submitted at least five (5) business days *before* the due date:

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From:

_____
Company Name Website

_____
Representative Email Address

_____
Complete Address City State Zip

_____
Telephone Number

COLUMBUS CONSOLIDATED GOVERNMENT
on behalf of The Columbus Pension Fund Board of Trustees

GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

PUBLIC EMPLOYEE RETIREMENT SYSTEMS PENSION AND BENEFIT TRUST FUND ("THE FUND") INVESTMENT CONSULTANT SERVICES (ANNUAL CONTRACT)
RFP No. 27-0011

The Consolidated Government of Columbus, Georgia (the City) on behalf of the Columbus, GA Pension Fund Board of Trustees (the Board) invites qualified investment consultant firms to submit proposals to provide investment consultant services, to include: consulting, custodial, and fiduciary services.

A. PROPOSAL SUBMITTAL DATE:
PROPOSALS ARE DUE: DECEMBER 9, 2026 NO LATER THAN 5:00 PM (Eastern). ***Submit one electronic response via OpenBids (formerly DemandStar).***

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

B. RECEIPT OF PROPOSALS:
Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

C. SUBCONTRACTING:
Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

D. QUESTIONS ABOUT THE RFP:
Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled "Do You Have Questions …" within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

E. PUBLIC INFORMATION:
All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent

or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

Q. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

R. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

S. TERMINATION OF CONTRACT:

1. **Default**: If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

   In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

3. **Excuse for Nonperformance or Delayed Performance**. Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

   Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

T. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **180 days** after date of receipt.

U. CONTRACT AWARD:

Award of this contract will be made in the best interest of the City.

V. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

W. GOVERNING LAW:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

X. FINAL CONTRACT DOCUMENTS:

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Requirements.

After award of the contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.

Y. PAYMENT DEDUCTIONS:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. PAYMENT TERMS:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

AA. RIGHT TO PROTEST:

(1) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.

(2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.

(3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.

(4) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

NOTICE TO VENDORS

Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.
Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

Sec. 2-3.06. - Same—By members of boards, authorities, commissions.
No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

GENERAL SPECIFICATIONS
PUBLIC EMPLOYEE RETIREMENT SYSTEMS PENSION AND BENEFIT TRUST FUND ("THE FUND") INVESTMENT CONSULTANT SERVICES (ANNUAL CONTRACT) RFP No. 27-0011

I. SCOPE

The Consolidated Government of Columbus, Georgia (the City) on behalf of the Columbus, GA Pension Fund Board of Trustees (the Board) invites qualified investment consultant firms to submit proposals to provide investment consultant services, to include: consulting, custodial, and fiduciary services.

Detailed Specifications begin on page 18.

II. TERM OF CONTRACT

A. The term of this contract shall be for a period of five (5) years, beginning **April 1, 2027 through March 31, 2032.**

It should be noted that multi-year contracts might be continued each fiscal year with approval from the Board.

B. Termination for Convenience:
For the protection of both parties, either party giving **90** days prior notice in writing to the other party, may cancel this contract.

III. INDEMNITY CLAUSE

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

IV. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division**,** evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist. The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response**. **Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as, list the applicable project or annual contract**

name, and/or Solicitation name and number. The Certificate of Insurance will be included with the contract documents prior to signing.

V. E-VERIFY

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of $2,500 or greater, (even if such services will be performed outside of the State of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

(A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
(B) The user identification number and date of authorization for the affiant;
(C) The affiant will continue to use the federal work authorization program throughout the contract period; and,
(D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf. **A completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

VI. PROPOSAL PREPARATION AND SUBMISSION

See Appendix A for information and instructions on how to register and submit proposals through OpenBids (formerly DemandStar).

A. Firms shall include the information listed below with submission. Submissions will be deemed incomplete/non-responsive if the following required documents are not included, as prescribed within the specifications: **E-Verify Affidavit, Conflict of Interest Affidavit, and Communication Concerning This Solicitation form.** However, the City reserves the right to request **any other** omitted information

B. Proposals shall be as thorough and detailed as possible so that the Columbus Consolidated Government may properly evaluate the proposer's capabilities to provide the required services.

C. Proposals shall be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

D. Offerors shall submit the following items as a complete proposal:

Submit the information in the order listed below; include a header for each item, e.g., Section 1, Item A, Section 1, Item B, etc.

Section 1: **Transmittal Letter** – ***This information is limited to one (1) page maximum.***
The transmittal letter shall:

A. Introduce the business and include the name and email address(es) of contact person(s) during this proposal process.

B. List the complete address, telephone number and fax number for the corporate office as well as for the office/branch that will administer the contract.

C. Include a statement to the effect that the proposal is binding for at least 180 days from the proposal date. An authorized agent of the business must sign the transmittal letter.

Section 2: **Transmittal Information**
Complete ***Exhibit A***

Section 3: **E-Verify Affidavit *(Form 1)***
A properly completed, notarized E-Verify Affidavit must be included with proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

Additional information regarding the State's E-Verify requirements can be found at: https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf.

Section 4: **Communication Concerning This Solicitation *(Form 2)***
Form must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive.

Section 5: **Conflict of Interest Affidavit *(Form 3)***
Form must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive.

Section 6: **Non-Collusion Affidavit *(Form 4)***
Complete the form titled "*Non-Collusion Affidavit*".

Form must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive.

Section 7: **Federal Compliance *(Form 5)***
Complete the form titled "*Federal Compliance*".

Section 8: **Addenda Acknowledgement *(Form 6)***
Use form to acknowledge receipt for all addenda (if any). The Purchasing Division will post addenda (if any) for this project at https://www.columbusga.gov/finance/Bid-Opportunities. Vendors are responsible for periodically visiting the web page for addenda, before the due date and prior to submitting a response.

Section 9: **Experience/Qualifications**
A. Describe in detail the firm's ability and experience (Complete ***Exhibit B***, Section I – X and ***Exhibit C***).
- ***This information is limited to fifteen (15) pages for Exhibit B and five (5) pages for Exhibit C maximum.***

B. Resumes and job descriptions must be provided for all key account executives designated to service this account. ***This information is limited to one (1) page per Key Account Executive maximum.***

Section 10: **Other Information – *This information is limited to five (5) pages maximum.***
Any supplemental information thought to be relevant, but not applicable to a specific section, should be provided as an appendix to the proposal as a separate tabbed section marked "Appendices".

Section 11: **Contract Signature Page (*Form 7*)**
Complete **Form 7**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm *(see note below)*. Per the General Provisions, Page 11, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

Section 12: **Business Requirements**
1. Provide Insurance Checklist (***Form 8***) or Certificate of Insurance.

2. **Page 1** of form W-9 (see https://www.irs.gov/pub/irs-pdf/fw9.pdf for the most recently revised form W-9)

3. Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that City, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact the Revenue Division at 706-225-3780.

IX. RFP EVALUATION

A. Proposal Evaluation Timeline

All proposals must be reviewed and scored by an evaluation committee. The evaluation process normally takes approximately 3 months before a recommendation is provided to Columbus Council for review. The evaluation process may take longer if the required services or products are complex in nature, if negotiations are required, if presentations are required, if demonstrations are required, if site visits are required, etc. If the Purchasing Division determines the evaluation process may exceed the specified Time for Consideration period, the Purchasing Division may request respondents to extend the Time for Consideration period.

During the evaluation process, the Purchasing Division will notify respondents, via email, if clarification or additional information is required regarding proposals.

B. Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

Criteria	Weight
A. Stability and General Experience of the Firm	20%
B. Depth and Experience of Personnel	30%
C. Performance Reporting	5%
D. Investment Manager Recommendation and Management	15%
E. Research and Analytics	15%
F. Fees	15%

Each of the above criteria (A - F) will be given a rating by each member of the Evaluation Committee. The ratings are as follows:

Description	Value
Poor = Is not qualified.	**20 Points**
Marginal = Is minimally qualified but one or more area is lacking in some essential aspect.	**40 Points**
Adequate = Is qualified and is generally capable of achieving the objectives of this RFP.	**60 Points**
Good = Is more than qualified and exceeds in some areas.	**80 Points**
Excellent = Is fully qualified and exceeds in several or more areas.	**100 Points**

After the review and rating of proposal (s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

DETAILED SPECIFICATIONS

PUBLIC EMPLOYEE RETIREMENT SYSTEMS PENSION AND BENEFIT TRUST FUND ("THE FUND") INVESTMENT CONSULTANT SERVICES (ANNUAL CONTRACT) RFP No. 27-0011

TO INCLUDE: CONSULTING, CUSTODIAL AND FIDUCIARY SERVICES

A. INTRODUCTION

Columbus is a political subdivision of the State of Georgia created by virtue of a Constitutional Amendment authorizing the consolidation of the County of Muscogee with the City of Columbus, as ratified in a general election held on November 5, 1968. Commencing January 1, 1971 Columbus became a consolidated city-county government, its territorial limits covering 220 square miles of what had been Muscogee County. Columbus Consolidated Government may be referred to as "The City" in this RFP. This RFP is being issued by the Columbus Consolidated Government on behalf of The Pension Fund Board of Trustees.

The Pension Fund Board of Trustees is responsible for the administration of the Columbus, GA Public Employee Retirement Systems Pension And Benefit Trust Fund (the Fund), to include the Major Disability Income Plan, the Death Benefit Plan, the General Government Plan, and the Public Safety Plan. The Major Disability Plan provides benefits to full-time employees who become disabled due to sickness or injury. The Death Benefit Plan provides life insurance for retirees who, on the day prior to retirement under the Columbus, Georgia Employees' Retirement Fund, are insured for group life insurance under the Columbus, Georgia Employees' Group Insurance Plan. The Public Safety Plan is a multiple-employer plan that includes full time sworn officers of the Columbus Consolidated Government and the Airport Commission. The General Government Plan is a multiple-employer plan that includes all other full time employees of the Columbus Consolidated Government, the Columbus Water Works, the Airport Commission, the Hospital Authority, the Columbus Trade and Convention Center, and the Golf Course Authority.

As of June 30, 2019, the Pension Trust Funds exceeded $475 million.

The Columbus Consolidated Government provides a full range of service to its citizens. This includes public safety, transportation, sanitation, judicial, health and social services, recreation, community development, and other governmental services.

Columbus is the third largest City in the State of Georgia and is the hub of an MSA that includes Phenix City, Alabama and the Fort Benning Military Reservation as well as surrounding counties that are linked socially and economically to Columbus.

Detailed information regarding the operating budget and audited financial statements for the Columbus Consolidated Government may be found on the Finance Department web page: https://columbusga.gov/finance.

B. PURPOSE

It is the intent of Pension Board of Trustees (the Board) to enter into an annual contract with a qualified investment-consulting firm that can offer the highest quality and the most cost-efficient service to the retirement system, while optimizing the return on investments for the benefit of the fund.

C. MINIMUM QUALIFICATIONS

Firms wishing to submit a proposal in response to this RFP, must at a minimum:

1. Maintain a full-service home office or branch in Columbus, Georgia.

2. Have expertise on its staff to provide a full range of investment consulting services for the Fund as requested.

3. Attend all Pension Board meetings, sub-committee meetings, and special called meetings.

4. Have the expertise on its staff to provide market outlook, projections, analysis, and benchmark performance comparisons.

5. Demonstrate appropriate experience servicing clients with similar municipal pension plans.

6. Possess knowledge of all relevant state of Georgia retirement system statutes, including but not limited to O.C.G.A. Title 47.

D. TERMS AND CONDITIONS

1. In the event the proposer to whom the contract is awarded does not execute a contract within fifteen (15) days after such award, the Fund may give notice to such proposer of intent to award the contract to the next most qualified proposer, or to call for new proposals.

2. **By submitting a proposal, the proposer certifies it has read and understands this RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.**

3. The term of the contract will be for five (5) years. The contract will terminate at the close of each fiscal year but will automatically renew without positive action by the Board.

4. After the contract period has been completed, the awarded firm agrees to maintain all terms of the contract during a transition period of at least ninety (90) days while any accounts are closed.

5. If the awarded firm does not meet its quality standards, as presented in this proposal, the Fund will be refunded all or part of the monthly fees.

E. SCOPE OF INVESTMENT SERVICES TO BE PROVIDED BY CONSULTANT

The Consultant shall provide the following services under the general direction of the Board.

1. The Investment Consulting firm shall act as Custodian of pension assets and Fiduciary Services Provider.

2. The consultant shall provide qualitative analysis for each of the Plans' managers or funds including ongoing reviews of the funds organization, portfolio management, research and operations staff, investment philosophy, buy/sell decision making and implementation capabilities.

3. On a monthly, quarterly and annual basis the consultant shall provide performance analysis, including performance of individual investment managers as well as the aggregate of all asset

classes. The analysis shall include an analysis of returns, comparison to applicable benchmarks and such other matters as the Trustees shall request.

4. The consultant shall perform daily monitoring of managers, identify performance or personnel issues, contact managers to discuss any issue identified, and provide advice to include recommendations concerning manager probation and termination, in accordance with the Pension Investment Policy.

5. The consultant shall serve as a liaison with the managers and conduct any required negotiations necessary including but not limited to fee structure.

6. The consultant shall understand and comply with the Pension Investment Policy, review the current investment policy on a regular basis and make appropriate recommendations for changes.

7. The consultant shall attend the monthly investment review meetings of the Trustees and any sub-committee meetings. Occasionally special meetings will also require attendance.

8. The consultant shall provide analysis and assist in the hiring of investment managers and or funds including:

    a. Providing access to a database of investment managers/funds including their philosophies, organizations, performance and clients. Manager information should be available for a wide range of investment managers/funds including domestic, international and emerging markets equity managers, domestic, international and global fixed income managers.

    b. Conduct searches for investment managers/funds including the screening of prospective managers and recommendation of finalists: preparation of background material for the Trustees; participation in the interviewing of managers/funds, providing analysis concerning manager selection to the Trustees; recommendation concerning selection of managers/funds; preparation and maintenance of documentation of the process; and performing appropriate due diligence with regard to the newly hired investment managers/funds.

9. The consultant shall recommend a sub-committee be formed to evaluate any manager selection or other issue needing more detailed analysis than is warranted at the monthly Trustee meetings. After a sub-committee has been appointed, the consultant will schedule meetings. The outcome of any sub-committee meeting will be brought forth by the consultant at the following Trustee monthly meeting.

10. The consultant shall provide Asset Allocation analysis at each monthly Trustee meeting and make recommendations for any changes needed.

11. The consultant shall provide market outlook and projections at each monthly Trustee meeting.

12. The consultant shall coordinate information with the actuary on an annual basis and set up any meetings required to discuss actuarial needs. Communication with the actuary will be required on specific investment issues requested by the Trustees.

13. The consultant shall perform specialized studies or reports and provide ongoing research

analysis and advice as requested by the Trustees.

14. The Pension Fund Board of Trustees consists of municipal employees and community leaders.

    a. The consultant shall be able to educate the board members regarding laws, accounting, and market conditions as they relate to investment decisions and performance.

    b. The consultant shall create an orientation package for new Trustee members to become familiar with the investment strategies and funding for the Plan.

    c. The consultant shall provide Board training as requested by the Board chair to assist members in meeting the requirements of O.C.G.A.§47-1-17.

15. The consultant shall complete all paperwork required in the litigation of Class Action suits involving past or present pension assets.

16. The consultant shall assist in the completion of government surveys.

17. The consultant shall assist with investment related budgetary impacts and strategic advisement.

FORM 1

E-VERIFY AFFIDAVIT

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

_____

Company ID Number ***(numerical, 4-7 digits)*** Date of Authorization

****See** https://www.e-verify.gov/ **to access your E-Verify Company Identification Number.**

_____

Name of Contractor

Public Employee Retirement Systems Pension and Benefit Trust Fund ("The Fund") Investment Consultant Services (Annual Contract) – RFP No. 27-0011

Name of Project

Columbus Consolidated Government

Name of Public Employer

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

Executed on _____, ___, 20__ in _____ (city), _____ (state).

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the ___ day of _____, 20___.

_____

NOTARY PUBLIC

Affix Stamp/Seal

My Commission Expires:

_____

A properly completed, notarized/stamped E-Verify Affidavit must be included with the proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

FORM 2

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO EMAIL QUESTIONS(S). **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) *BUSINESS* DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

FORM 3 CONFLICT OF INTEREST AFFIDAVIT:

THIS PAGE MUST BE SIGNED, NOTARIZED/STAMPED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

Pursuant to Columbus Georgia Code Part I – Charter, Appendix Two Code of Ethics and Prohibited Practices:

I hereby declare that any person(s) employed by the City of Columbus, who has direct or indirect personal or financial interest in this solicitation, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of).

An example of a direct interest would be a City of Columbus employee, City of Columbus City Council Member, who would be paid to perform services if awarded the contract.

An example of indirect interest would be a City of Columbus employee who is related to any officers, employees, principal, or shareholders of your firm or to you. (If in doubt as to status or interest, please disclose to the extent known).

CONFLICT OF INTEREST: ☐ **YES** ☐ **NO**

Disclosed Conflict of Interest(s):

_____

_____

_____

I hereby certify that the information on this form is complete and accurate. If necessary, I will provide the information required to verify this data (e.g., pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

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

Executed on _____, _____, 20 ___ in _____ (city), _____ (state).

Vendor Name: _____

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the _____ day of _____, 20___.

_____
NOTARY PUBLIC

My Commission Expires:

_____

(To be typed on company letterhead)

S P E C I M E N

NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of_____

County of_____

_____, being first duly sworn, deposes and says that:

(1) He (she) is the (owner, partner, officer, representative, or agent) of

_____ the Contractor, that has submitted the attached proposal.

(2) He (she) is fully informed respecting the preparation and contents of the attached proposal and all pertinent circumstances respecting such proposal.

(3) Such proposal is genuine and not a collusive or sham bid.

(4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Contractor, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from submitting a proposal in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached proposal or of any other Contractor, or, to fix any overhead, profit or cost element of the attached cost proposal or the cost proposal of any other Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Consolidated Government of Columbus, Georgia or any person interested in the proposed contract; and,

(5) The prices provided in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employers, or parties in interest, including this affiant.

_____ (Signed) _____

_____ (Title) _____

Subscribed and sworn to before me this____ day of _____, 20___.

Name:_____

Title:_____

My commission expires:_____

A properly completed, notarized/stamped Non-Collusion Affidavit must be included with the proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

FORM 5

FEDERAL COMPLIANCE

In the event a procurement under this contract is federally funded, the Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. The Contractor will be notified if the procurement is federally funded.

With regards to **"Rights to Inventions Made Under a Contract or Agreement,"** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Contractor agrees to be wholly compliant with the provisions of **2 CFR 200, Appendix II**. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment.

Contractor shall comply and shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to:

(a) **Title VII of the Civil Rights Act of 1964 (P.L. 88-352)** which prohibits discrimination on the basis of race, color or national origin;
(b) **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
(c) the **Fair Labor Standards Act of 1938 (29 USC 676 et. seq.**),
(d) **Section 504 of the Rehabilitation Act of 1973, as implemented by Executive Orders 11914 and 11250)**, which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990;
(e) the **Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.)** and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
(f) the **Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255)**, as amended, relating to nondiscrimination on the basis of drug abuse;
(g) the **Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616)**, as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism;
(h) **§§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3)**, as amended, relating to confidentiality of alcohol and drug abuse patient records;
(i) **Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.)**, as amended, relating to nondiscrimination in the sale, rental or financing of housing;
(j) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement;
(k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement;
(l) applicable provisions of the **Clean Air Act (42 U.S.C. §7401 et seq.)**, the **Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.)**, **Section 508 of the Clean Water Act (33 U.S.C. 1368),** Permits required by **Section 404 of the Clean Water Act**, **Executive Order 11738**, **Endangered Species Act (P.L. 93-205)**, and the **Environmental Protection Agency regulations at 40 CPR Part 15**;
(m) **DBE requirements** found at **40 CFR Part 33**, **Executive Order 11246**, and **Equal Employment Opportunity** regulations at **41 CFR § 60-4**;
(n) applicable provisions of the **Davis-Bacon Act (40 U.S.C. 276a - 276a-7**) as it relates to cleanup activities, the **Copeland Act (40 U.S.C. 276c)**, the **Anti-Kickback Act (40 USC § 3145)**, the **OSHA Worker Health & Safety Standard (29 CFR § 1910.120)**, and the **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**, as set forth in Department of Labor Regulations at 20 CPR 5.5a;
(o) applicable provisions of **Uniform Relocation Act (40 USC § 61)** and the **National Historic Preservation Act (16 USC § 470)**;
(p) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the **Energy Policy and Conservation Act (P.L. 94-163).**
(q) the Buy America sourcing requirements in the **Build America, Buy America Act (41 U.S.C. § 8301-8305);**
(r) the general provisions of **Section 3** offering economic opportunities for low-income persons **(12 U.S.C. 1701u).**

To demonstrate acknowledgement and understanding of the above listed Federal Requirements, vendor is required to sign below and return with bid response:

Vendor Name:_____

Signature of Authorized Agent: _____

Print Name and Title of above Agent: _____

FORM 6

ADDENDA ACKNOWLEDGEMENT
PUBLIC EMPLOYEE RETIREMENT SYSTEMS PENSION AND BENEFIT TRUST FUND ("THE FUND") INVESTMENT CONSULTANT SERVICES (ANNUAL CONTRACT)
RFP No. 27-0011

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: https://www.columbusga.gov/finance/Bid-Opportunities. It is the vendors' responsibility to periodically visit the page to check for addenda, ***both before the due date and prior to submitting a response in OpenBids (formerly DemandStar).***

IF ADDENDA WERE ISSUED:
By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

IF NO ADDENDA WERE ISSUED:
By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on _____ and did not see any addenda listed for this solicitation.

_____
(date)

_____

Business Name **Date**

_____

Authorized Signature **Print Name**

FORM 7

CONTRACT SIGNATURE PAGE

PUBLIC EMPLOYEE RETIREMENT SYSTEMS PENSION AND BENEFIT TRUST FUND ("THE FUND") INVESTMENT CONSULTANT SERVICES (ANNUAL CONTRACT)

RFP No. 27-0011

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Company Name	Signature of Authorized Representative Date
Title of Authorized Representative	Print Name of Authorized Signatory

(Corporate seal, if applicable)

Company Street Address	***Company Payment Address***
Contact:	Contact:
Email:	Email:
Telephone:	Telephone:

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this___ day of _____20____

APPROVED AS TO LEGAL FORM:

Tyson Begly, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Lindsey G. McLemore, Deputy Clerk of Council

FORM 8

INSURANCE CHECKLIST

PUBLIC EMPLOYEE RETIREMENT SYSTEMS PENSION AND BENEFIT TRUST FUND ("THE FUND") INVESTMENT CONSULTANT SERVICES (ANNUAL CONTRACT)

RFP No. 27-0011

CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND ENDORSEMENTS INDICATED BY "X"

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	**STATUTORY REQUIREMENTS**	
	Comprehensive General Liability		
X	2. General Liability Premises/Operations	$1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	3. Independent Contractors and Subcontractors	$1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	4. Products Liability	$1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	5. Completed Operations	$1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	$ 1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	Automobile Liability		
	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	$1 Million BI/PD each Accident, Uninsured Motorist	
	Others		
X	8. Miscellaneous Errors and Omissions	$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	$1 Million each offense, $1 Million annual aggregate	
X	11. Professional Liability	$1 Million per occurrence/claim	
	12. Architects and Engineers	$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	$2 Million per occurrence/claim	
	14. Medical Malpractice	$1 Million per occurrence/claim	
	15. Medical Professional Liability	$1 Million per occurrence/claim	
	16. Dishonesty Bond		

	Required Coverage(s)	Limits (Figures denote minimums)	Bidders Limits/Response
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show **Solicitation Number** ***RFP No. 27-0011*** and **Solicitation Title** ***Public Employee Retirement Systems Pension and Benefit Trust Fund Investment Consultant Services (Annual Contract)*** in box: ***Description of Operations***		
	26. Pollution:	$2 Million per occurrence/claim	

*****If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

VENDOR'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required certificate(s).

Company Name

Signature of Authorized Agent Date

Title of Authorized Agent

Print Name of Authorized Agent

EXHIBIT A

TRANSMITTAL INFORMATION

REQUEST FOR PROPOSAL: **Public Employee Retirement Systems Pension and Benefit Trust Fund ("The Fund") Investment Consultant Services (Annual Contract) – RFP No. 27-0011**

PROPOSAL SUBMITTED BY: _____

COMPANY NAME: _____

ADDRESS: _____

_____

_____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

Authorized Representative: (Signature) _____

Authorized Representative: (Typed Name) _____

By signing this proposal, the undersigned, as an officer, principal, or partner of the firm, certifies that this proposal is made without any understanding, contract, or connection with any other person, firm or corporation providing a proposal for the same purpose and that this proposal is in all respects fair and is free of collusion and fraud. **The undersigned Proposer understands that this proposal must be signed in ink and that an unsigned proposal will be considered incomplete.** The undersigned represents that the Proposer accepts and this proposal complies with the terms, conditions, mandates, and other provisions of the Proposal Documents.

Further, the signing of this proposal is a representation that Proposer has read and understands the Proposal Documents, and that the various statements required by the Proposal Document package and contained in this Proposal are true.

EXHIBIT B

Columbus Consolidated Government
COLUMBUS, GEORGIA

PUBLIC EMPLOYEE RETIREMENT SYSTEMS PENSION AND BENEFIT TRUST FUND ("THE FUND") INVESTMENT CONSULTANT SERVICES - 2014

SECTION I - ORGANIZATION AND BACKGROUND

1. Please list your firm's complete name, address, voice telephone, fax number, email address and website. Include the name and title of your proposed Primary Consultant and the location from which the consulting work will be done.

2. Please provide a brief history, going back to inception of your firm and your parent organization. Have there been any significant developments in your organization, such as changes in ownership, restructurings, or personnel reorganizations within the past three years? Do you anticipate future significant changes in your organization?

3. Please describe the ownership structure of your organization giving specific details with regards to your parent and any affiliated companies. Include an Executive Summary of not more than three (3) pages identifying and substantiating the basis of the respondent's contention that it is best qualified to provide the requested services for the Fund. Please address what it is that your firm offers to the Fund that competing firms cannot offer.

4. How many years has the firm been providing pension-consulting services to DB plans, Public Plans, and Corporate Plans? Please include the categories of services available to clients during this period.

5. Please describe the financial condition of your firm and **include a copy of the firm's audited financial statement for the most recent annual reporting period**.

6. Is your firm, its parent or affiliate, a Registered Investment Advisor with the SEC under the Investment Advisor Act of 1940? If not, what is your fiduciary classification? Please state whether your firm is or is not, a fiduciary as the term is defined by the Employee Retirement Income Act of 1974 (ERISA).

7. Does your firm have a written Code of Conduct or Ethics? Please state whether your employees comply with the Code of Ethics and Standards of Professional Conduct of the CFA Institute or a comparable code of conduct standard?

8. Has the firm, the Primary Consultant(s), or any other Officer or Principal been involved in any litigation or other legal proceedings or any government investigation or regulatory process involving allegations of fraud, negligence, and criminal activity, violation of law or regulation, or breach of fiduciary duty relating to pension consulting activities over the past five year? If so, provide an explanation and indicate current status.

- Please provide a description of any litigation of discrepancy action in which your firm is presently engaged, or was subject to in the past five years that involved any fine or for which you are subject to any professional disciplinary action.

- Please describe any current situation about which you reasonably believe my present a conflict of interest or create the appearance of a conflict of interest in the event that your firm is selected to perform the services called for under this RFP.

SECTION II – DEPTH AND EXPERIENCE OF PERSONNEL

9. Provide an organizational chart, across all offices, of the investment-consulting portion or your firm's business. List the number of employees, professional and support, in each function and/or location. Indicate any areas of special pension consulting expertise, or designations (i.e. CFA,CIMA, FSA, etc) these individuals possess.

10. Please name and include a brief resume of the person(s) you propose to be Primary Consultant(s) primarily responsible for the relationship(s) with the Board. Estimate the percentage of their time dedicated to the Fund. Identify specific areas of expertise relating to pension consulting.

11. Provide an organizational chart specific to the consulting group which would be handling the Fund, including all individuals, functions, positions and titles, with brief resumes.

12. Explain how the Consultant(s) and the team dedicated would function, including Lead Person, back up, quality control procedures and support services.

13. Please explain the procedure for addressing the Fund issues when the Primary Consultant(s) or other assigned personnel are traveling or unavailable.

14. Please describe your firm's back up procedures in the event the key personnel assigned to the Fund account should leave the firm. If applicable, give an example of a situation where this procedure has been utilized.

15. Please indicate the turnover of professional staff (Senior Management and Consulting Personnel) over the past five years.

16. Please list key Senior Staff hires over the past five years.

17. Describe your firm's compensation arrangement for professional staff. How does this arrangement encourage the retention of key individuals?

SECTION III – CLIENT BASE

18. Please indicate the composition of your client base using percentages for each of the following; Public Pension Funds, Corporate Pension Funds (DB), Corporate Pension Funds (DC), Foundations, Endowments, Board Designated Funds, and others.

19. Please provide a current list of your ten largest clients including name, contact, telephone number, asset values, number of years the client has retained your firm and product or service the client uses. Include clients that are similar to the Fund in assets. Submission of the proposal shall constitute agreement that he Board may contact any of the clients as references.

20. Please give details on the number, name(s) and asset values of any client relationships that were either terminated or not renewed in the last three years with reasons for the termination or non-renewal.

21. Please give details on the number, name(s) and asset values of any new client relationship gained in the last three years.

22. Please explain your firm's goals and desires for expansion, particularly how such goals pertain to accepting new client business and the quality of service to all clients. Is there a limit to the

number of new clients your firm will accept? At what point will you need to add additional staff? What are the client/consultant ratios of both the firm and the proposed Primary Consultant?

SECTION IV – INVESTMENT POLICY ANALYSIS AND ASSET ALLOCATION

23. Describe your general approach to controlling risk.

24. Describe your firm's involvement in preparing guidelines for investment managers/funds.

25. Discuss in detail the theory and methodology of your asset allocation model. How does your firm develop asset class assumptions, including returns, risks, correlations, constraints, and scenario forecasting? Include a sample asset allocation report with your response.

26. Explain how your firm interacts with the Plan's Actuary? Please describe your working knowledge of actuarial issues relating to DB plans.

27. Explain your process for recommending an overall portfolio structure for DB plans, giving particular attention to its relationship with the investment policy and asset allocation plan.

28. Outline your process for maintaining and providing a continuous review of investment policy, asset allocation and portfolio structure.

SECTION V – PERFORMANCE REPORTING

29. Please give a brief overview of the hardware and software systems used in the production of performance reports. Is the software developed in-house? Is any production work subcontracted to another firm? Do you offer on-line capability to clients?

30. Discuss the International Equity, International Fixed Income and Emerging Markets capabilities of your performance evaluation system. Do you have the capabilities of handling currencies other than the US dollar, and how many clients use this capability?

31. What methods and sources of data do you use in calculating investment performance of a client's portfolio? Do you comply with CFA Institute standards for rate calculation? Do you reconcile your calculated performance with investment managers? Describe this process.

32. Describe how benchmarks are chosen or developed and how performance is compared to similar portfolios.

33. What amount of input may the client have in the content and format of an investment performance evaluation report? Is there flexibility in producing non-calendar period results?

34. What quality control processes and written procedures do you have in place? Include a sample performance evaluation report with your response.

35. Please describe your firm's process for monitoring investment managers. Relate the process to a client's goals, objective, guidelines and investment policy. Specifically include the monitoring of performance, risk, style integrity, contract compliance, account restrictions, activities creating potential conflicts of interest, reporting requirements and trading costs.

SECTION VI – PORTFOLIO ANALYTICS CAPABILITIES

36. Describe your firm's methodology and sources of data for analyzing and evaluating existing or

potential manager's/funds performance.

37. Does your firm maintain a database of investment managers and funds? Is this database in-house built or vendor bought? If vendor bought, what vendor did you purchase the database from? How many manager/funds are contained in the database?

38. Describe the screening variables and capabilities of the database. Describe the capability of providing custom reports.

39. Do you or your vendor charge direct or indirect fees to investment managers to be included in your firm's database? What are the fees? How do you prevent conflicts of interest?

40. If you have an in-house database, do you sell it to third parties? How do you receive compensation?

41. Describe your firm's criteria for recommending a manager/fund be placed on probation or a watch list, removed from such, or replaced?

SECTION VII – INVESTMENT MANAGER/FUND SEARCHES

42. Please list the number and types of investment manager/fund searches you have completed over the last twelve months.

43. Please describe in detail the process used to screen, evaluate and select prospective investment managers/funds.

44. Please detail the **quantitative** screening criteria used for the various asset classes and styles in an investment manager/fund search.

45. Please detail the **qualitative** information evaluated for the various asset classes and styles in an investment manager/fund search.

46. Do you charge investment managers/funds any direct or indirect fees when they are successful in manager/fund searches that you conduct on behalf of your clients? What are the fees? How do you prevent conflicts of interest?

SECTION VIII – RESEARCH

47. Describe the internal structure and organization of your research department. If no separate department exists describe how this function is performed.

48. Describe the manner in which external resources and sources of information are used in the research process. How does your firm integrate internal and external research? Describe how you bring new investment ideas to your clients and how you determine/recommend the appropriateness for each individual client.

49. Please describe in detail the type and frequency of research provided to the Board. Through what media would it be provided?

50. Describe the educational capabilities that can be provided to the Board. Is one-on-one, classroom, or seminar environments available? Is your internal staff or external resources used? Can you create an orientation package for new Board members on the investment structure of the various plan and fund assets? Do you have a prepared training curriculum designed to assist

Board members with satisfying the requirements of O.C.G.A. 47-1-17?

SECTION IX – FEES

51. Please provide fee structure options to include both a flat fee and basis point structure and components included in both fee structures. Identify and disclose any fees imbedded in the fee structure. Offeror must include any other cost necessary to perform the requirements of the RFP specifications.

52. Please provide your views on the fee structure recommended or proposed.

SECTION X – REQUIRED SAMPLE REPORTS

53. Please provide samples of the each of the following types of reports.

- Quarterly Manager Performance Report
- Manager Search Analysis

EXHIBIT C

EXCEPTIONS AND ALTERNATIVE SERVICES

Please fully explain any exceptions to the RFP's specifications and any alternative services you propose in their place. Costs of these exceptions and alternative services should be included.

APPENDIX A

OPENBIDS SUBMISSION INFORMATION (Formerly DemandStar)

Responses must be submitted via OpenBids. See following pages for Submission Requirements Checklist, Registering for OpenBids and Responding to an Electronic Bid in OpenBids.

There is no cost to submit responses electronically through OpenBids; you will only incur a fee if you opt to receive e-notifications directly from OpenBids. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the OpenBids link that is posted at: https://columbusga.gov/finance/bid-opportunities. Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at https://doas.ga.gov/state-purchasing/getting-started-supplier.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on OpenBids shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at https://columbusga.gov/finance/bid-tabulations.

Failure to submit electronic responses, via OpenBids, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.

The Purchasing Division sincerely appreciates your cooperation.

ELECTRONIC SUBMITTAL CHECKLIST

Public Employee Retirement Systems Pension and Benefit Trust Fund ("The Fund")
Investment Consultant Services (Annual Contract)
RFP No. 27-0011

Submit your electronic response as instructed below:

1. Vendors shall submit **only** the required documents listed using the **"Bidder Response ALL Documents"** function.
2. Zip files with multiple files are not acceptable; vendors shall submit one PDF file of their submittal.
3. Due to file size and/or page limitations that **may** occur, **please do not** resend the City's RFP specifications document. This information is already on file.
4. **In the event OpenBids requires a dollar value for your submittal, enter "0".**

This checklist is for informational purposes only.
Refer to the GENERAL SPECIFICATIONS for "Proposal Preparation and Submission" requirements

Section	Item
1	Transmittal Letter
2	Transmittal Information - **Exhibit A**
3	E-Verify Affidavit - **Form 1***
4	Communication Concerning this Solicitation - **Form 2***
5	Conflict of Interest Affidavit - **Form 3***
6	Non-Collusion Affidavit - **Form 4***
7	Federal Compliance - **Form 5**
8	Addenda Acknowledgement - **Form 6**
9	Experience/Qualifications - **To include Exhibit B & C**
10	Other Information
11	Contract Signature Page - **Form 7**
12	Business Requirements • Insurance Checklist (**Form 8**) • Page 1 of Form W-9 (https://www.irs.gov/pub/irs-pdf/fw9.pdf) • Business License

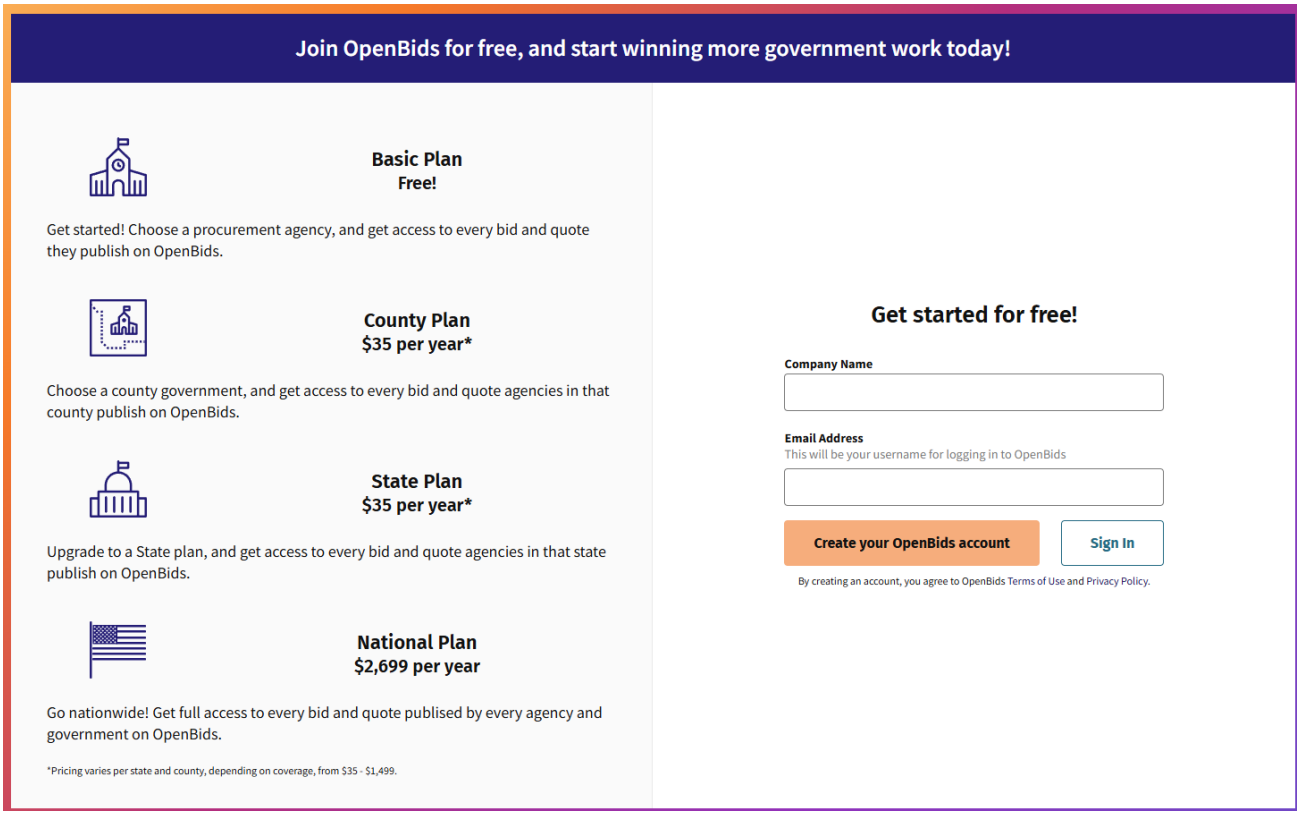
*Denotes mandatory submission requirement(s).

NOTE: *After award of the contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.*

Registering for OpenBids (formerly DemandStar)

The following pages provide the steps for registering with OpenBids and submitting electronic responses.

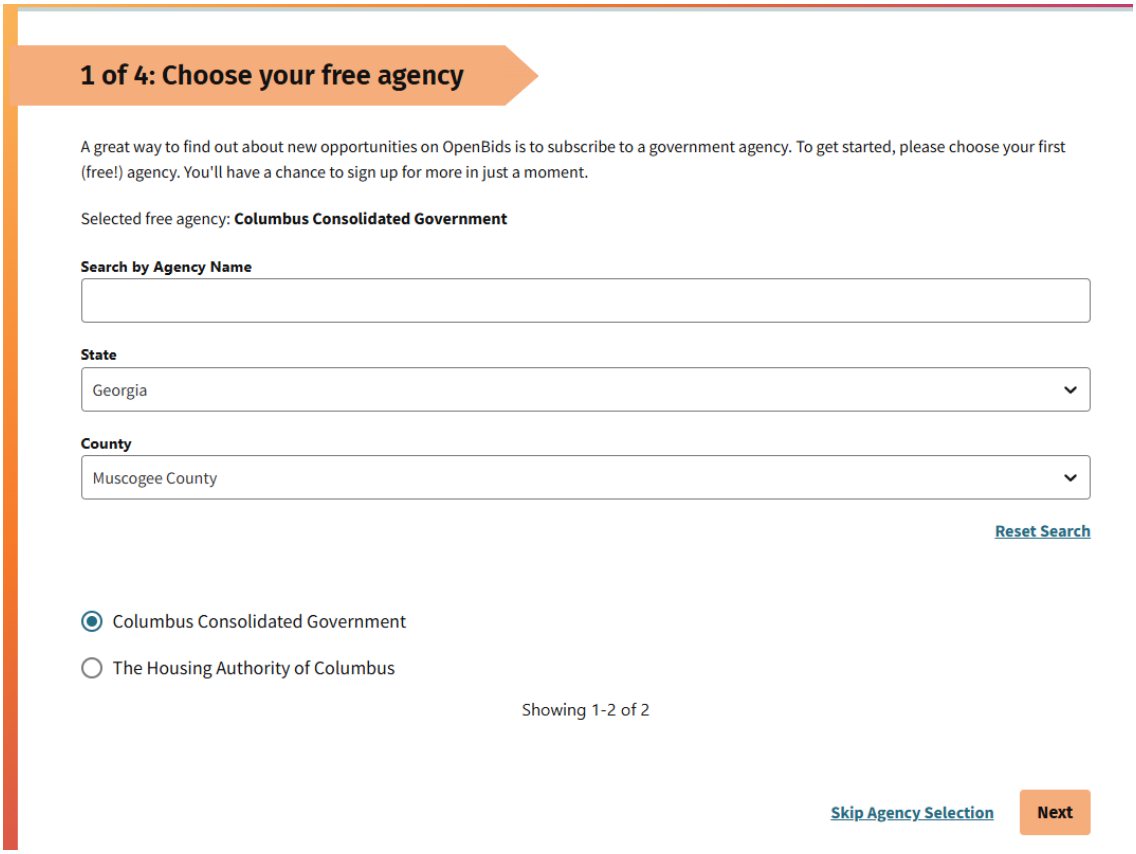
It's **free** to register with the **Basic Plan**. Go to: https://www.demandstar.com/registration



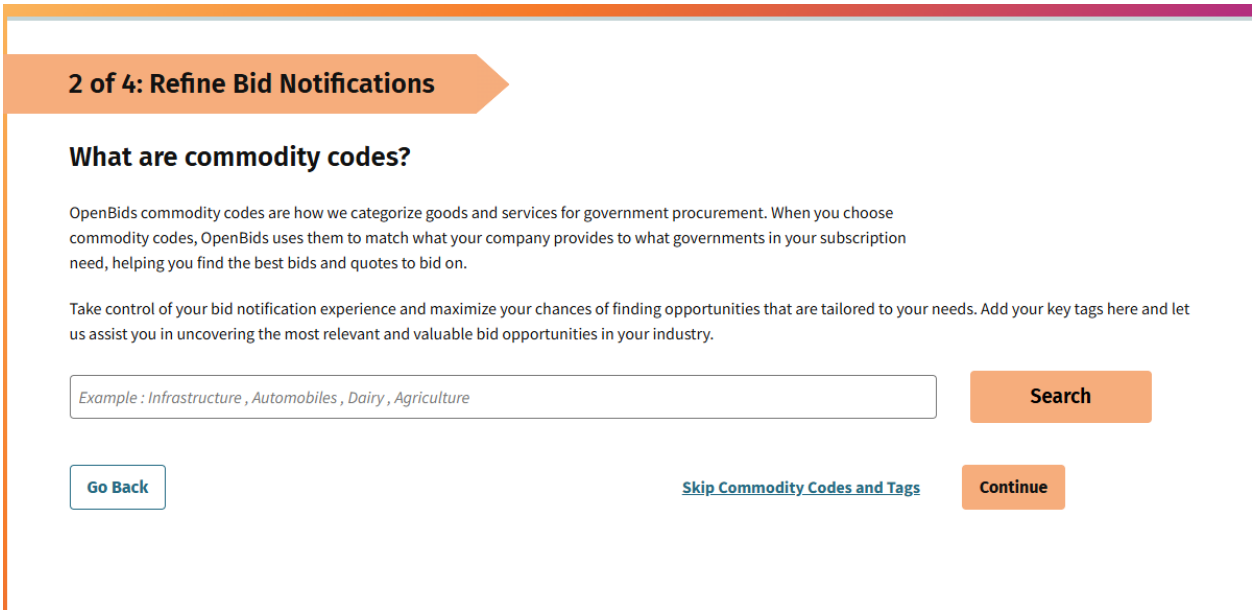
Step 1: Choose your free agency

- Search by Agency Name: Columbus Consolidated Government
- *or* search by State (GA) and County (Muscogee)

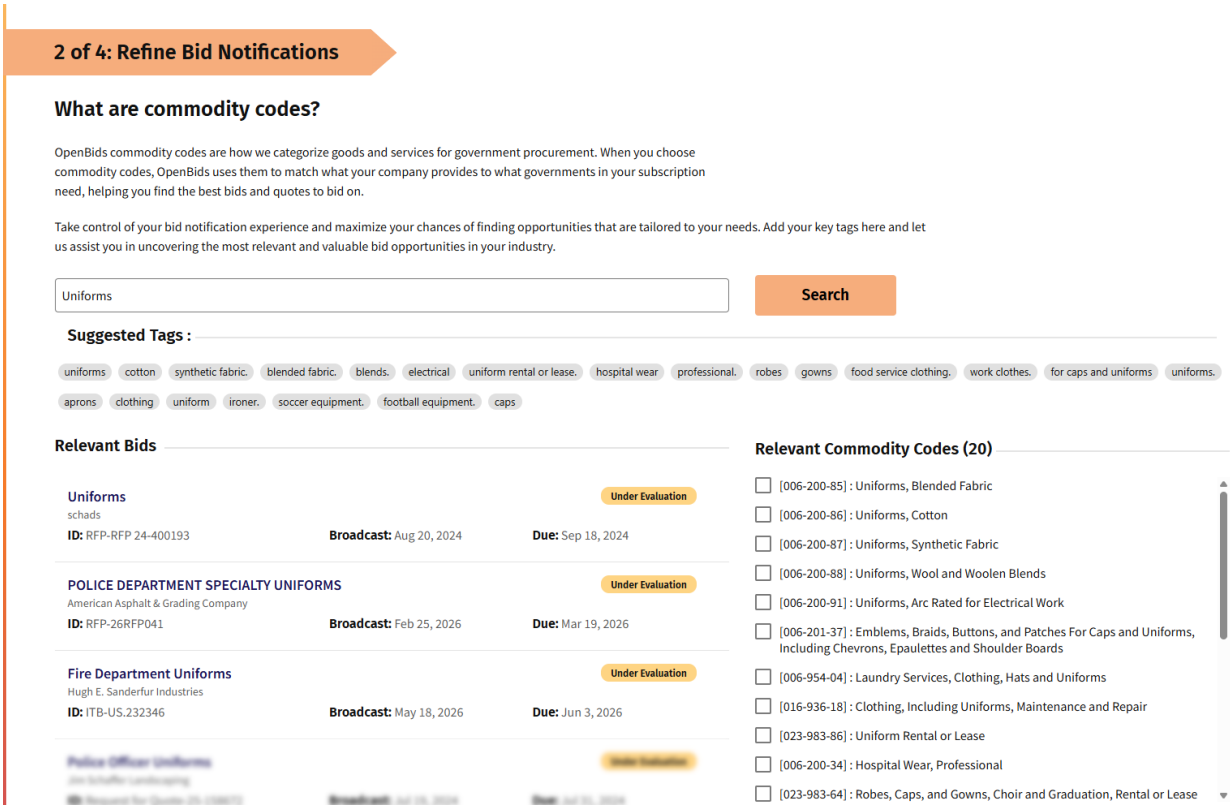
Select "Columbus Consolidated Government" as your free agency



Step 2: Select commodity codes (this step can be skipped).



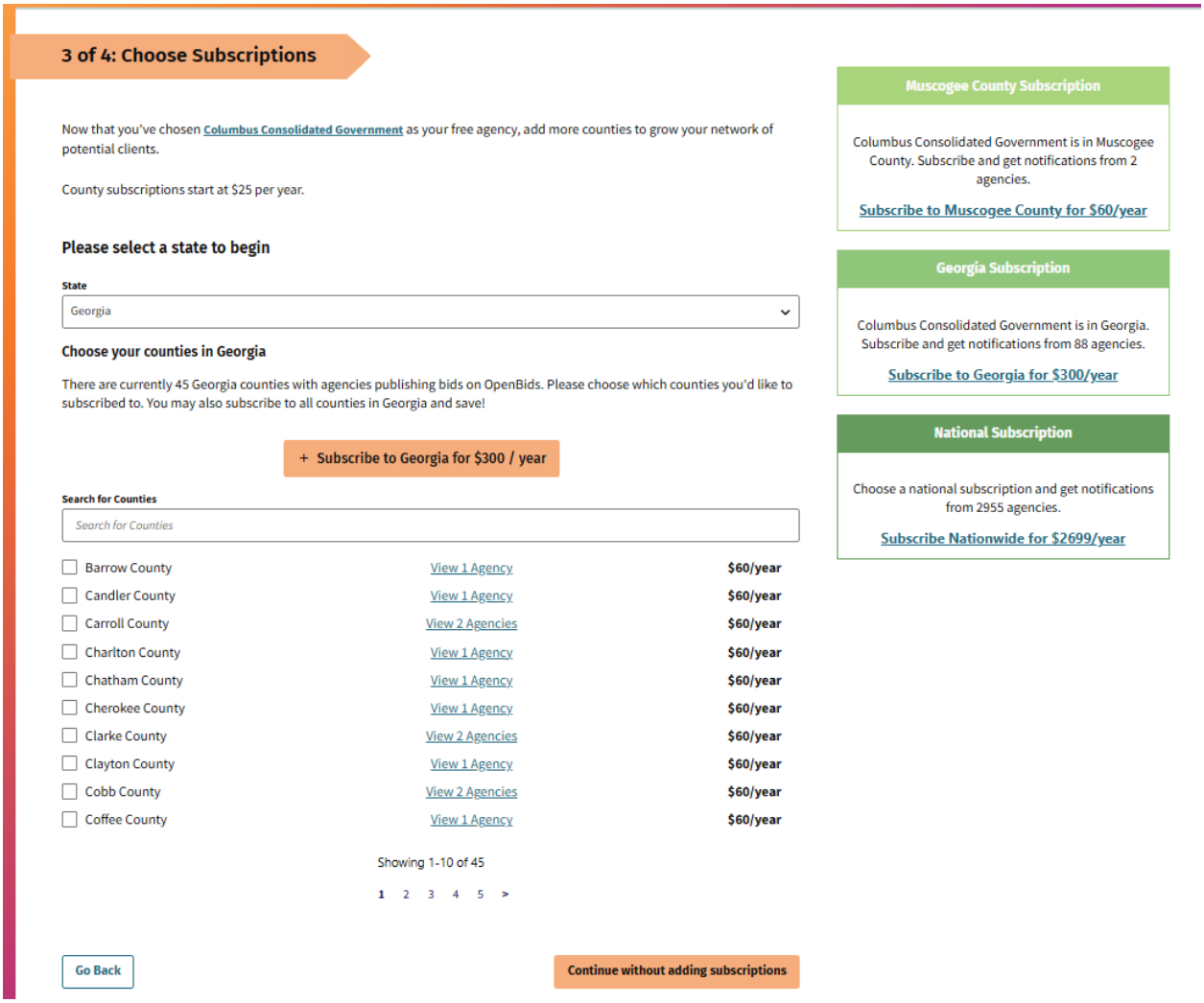
If selecting codes, the following screen will appear:



Selecting commodity codes will narrow down results to ensure you are receiving notifications for the most applicable bids only.

Step 3: Choose Subscriptions

- You've already selected Columbus Consolidated Government as your **free** agency.
- There is a fee to add additional subscriptions. However, you can continue without adding any additional subscriptions.



Step 4: Complete your profile

- Add your contact information and finish registration.
- Check your email for a link to set a password.

4 of 4: Complete your profile

We've saved your selections. Now that you've set up your subscriptions on OpenBids, tell us a little bit more about yourself.

Your contact information

First Name

Last Name

Phone Number

Test Company for CCG Information

Company Phone Number

Website (Optional)

Address

Suite, Floor, etc. (Optional)

Postal Code

City

State

Select...

County (Optional)

Select...

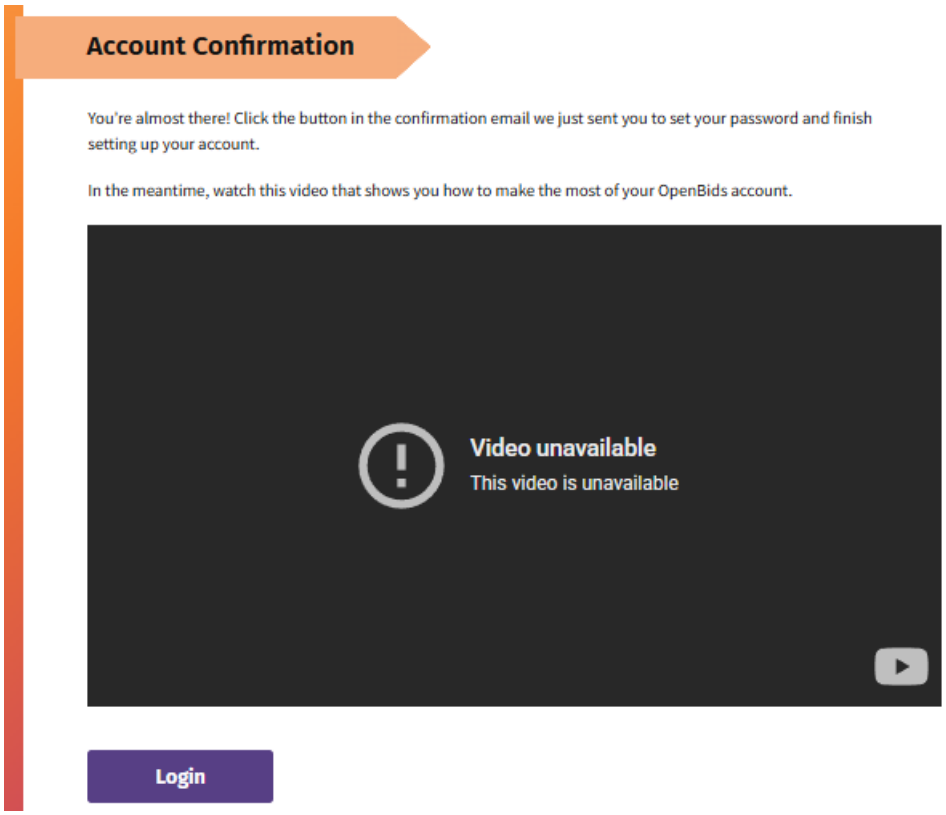
Country

Select...

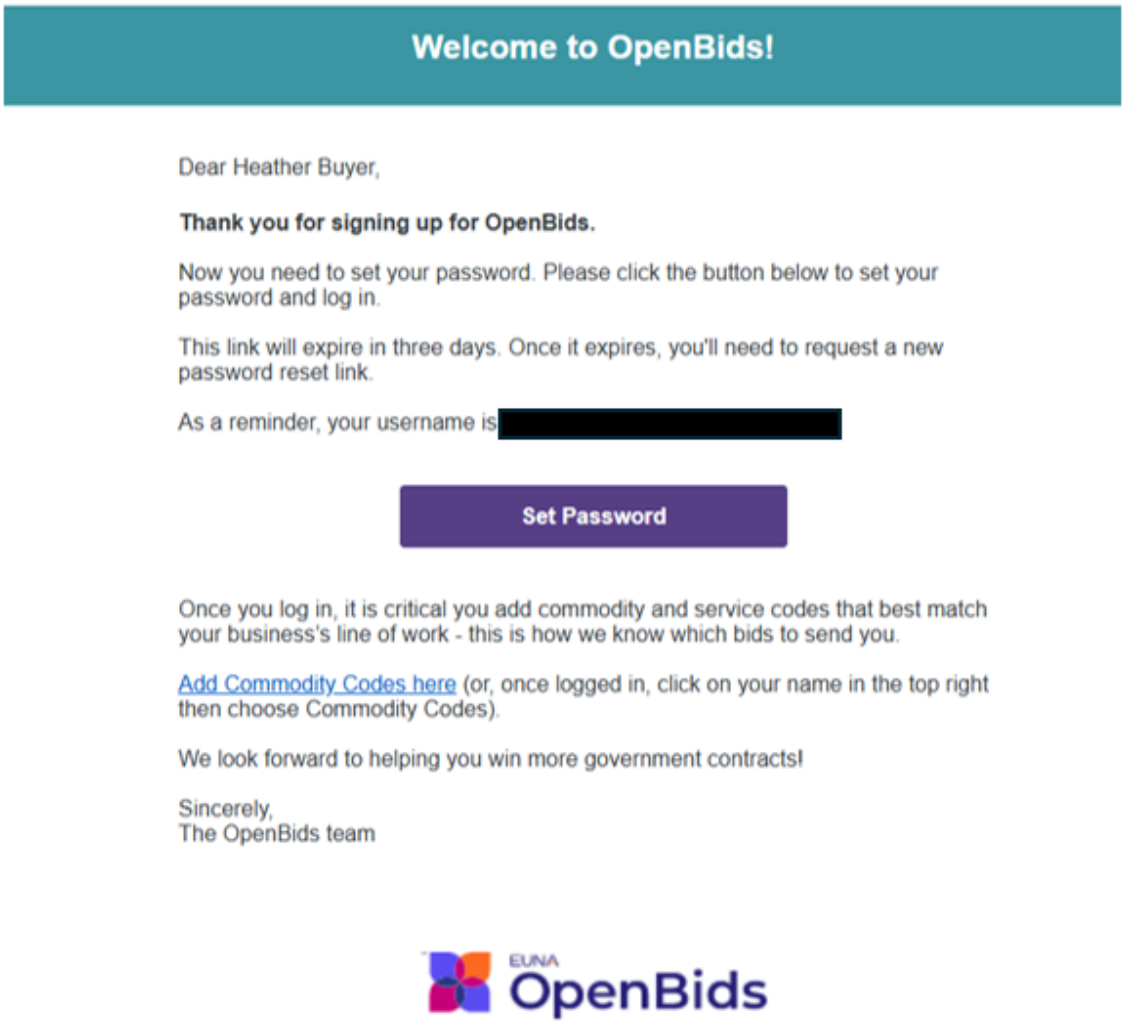
Go Back

Finish registration

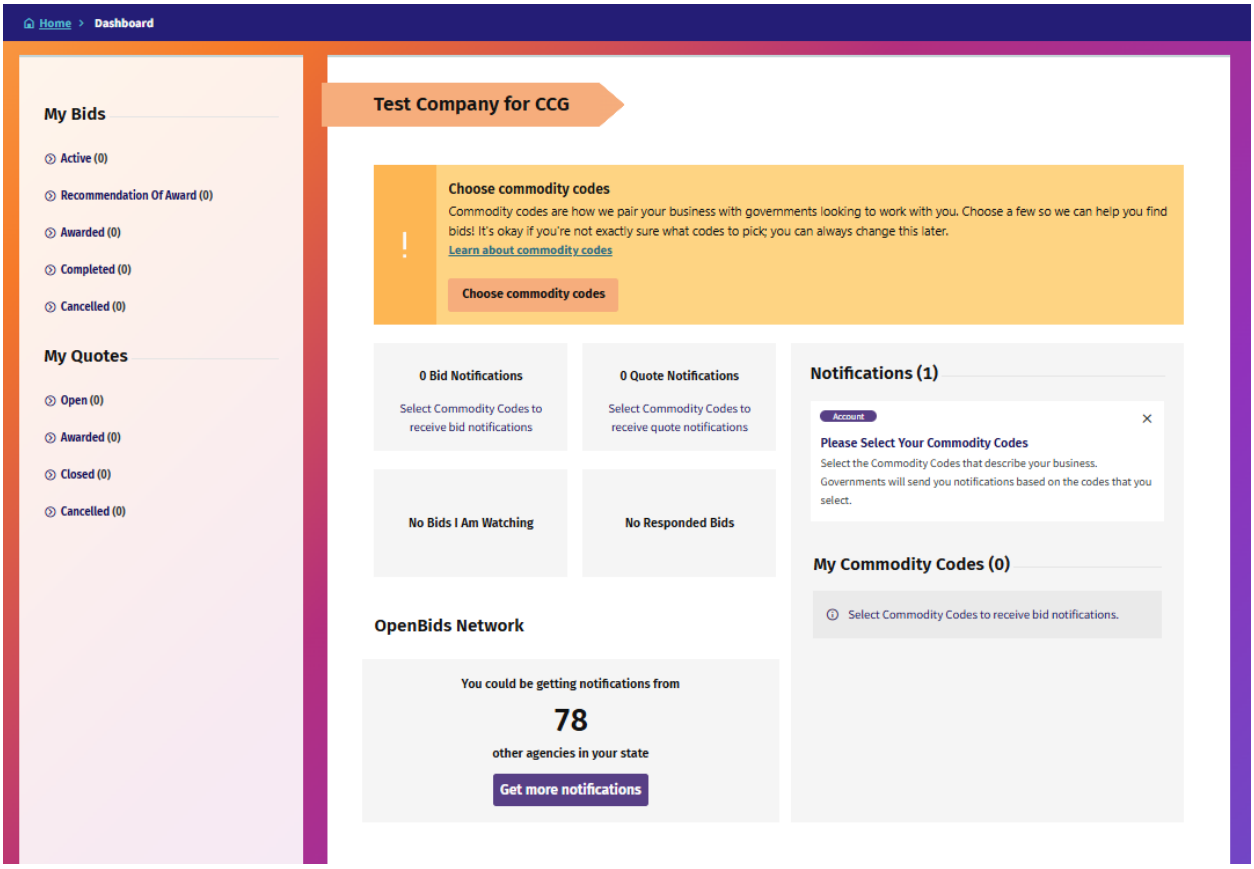
After finishing, the **Account Confirmation** screen will appear. However, you should also have an email from OpenBids to set your password.



Check your email for instructions to set a password.

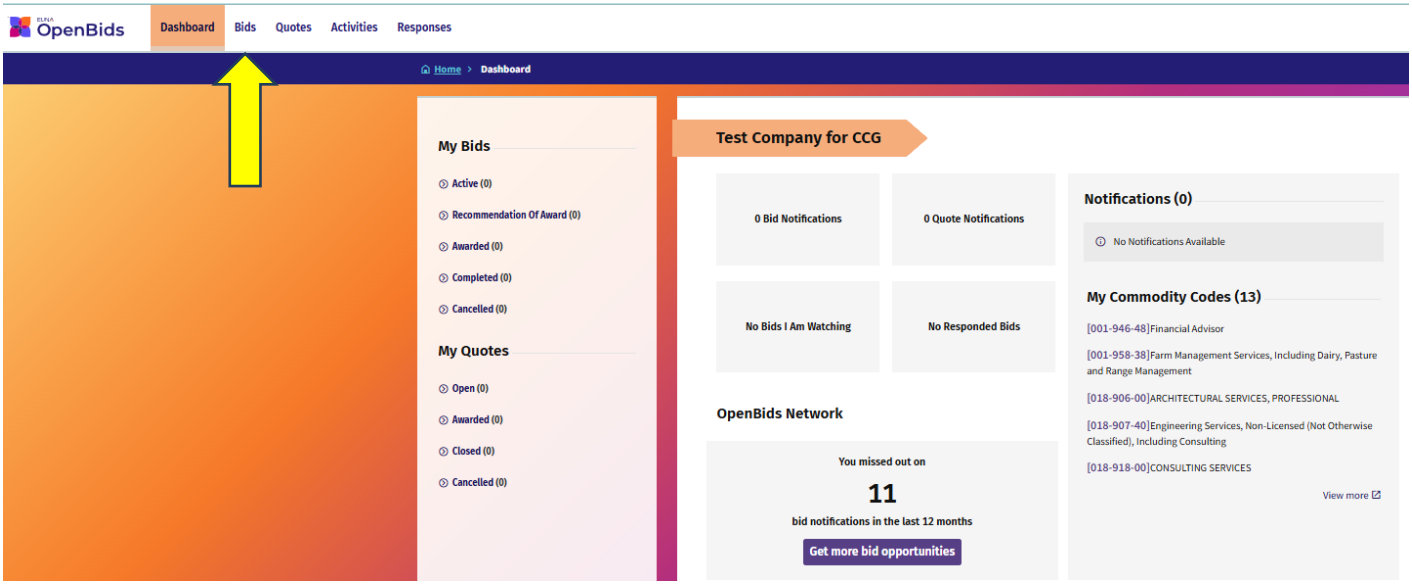


Create password and login to view the dashboard.


Home
Dashboard
My Bids
Active (0)
Recommendation Of Award (0)
Awarded (0)
Completed (0)
Cancelled (0)
My Quotes
Open (0)
Awarded (0)
Closed (0)
Cancelled (0)
Test Company for CCG
Choose commodity codes
Commodity codes are how we pair your business with governments looking to work with you. Choose a few so we can help you find bids! It's okay if you're not exactly sure what codes to pick; you can always change this later.
Learn about commodity codes
Choose commodity codes
0 Bid Notifications
Select Commodity Codes to receive bid notifications
0 Quote Notifications
Select Commodity Codes to receive quote notifications
No Bids I Am Watching
No Responded Bids
OpenBids Network
You could be getting notifications from
78
other agencies in your state
Get more notifications
Notifications (1)
Account
Please Select Your Commodity Codes
Select the Commodity Codes that describe your business. Governments will send you notifications based on the codes that you select.
My Commodity Codes (0)
Select Commodity Codes to receive bid notifications.

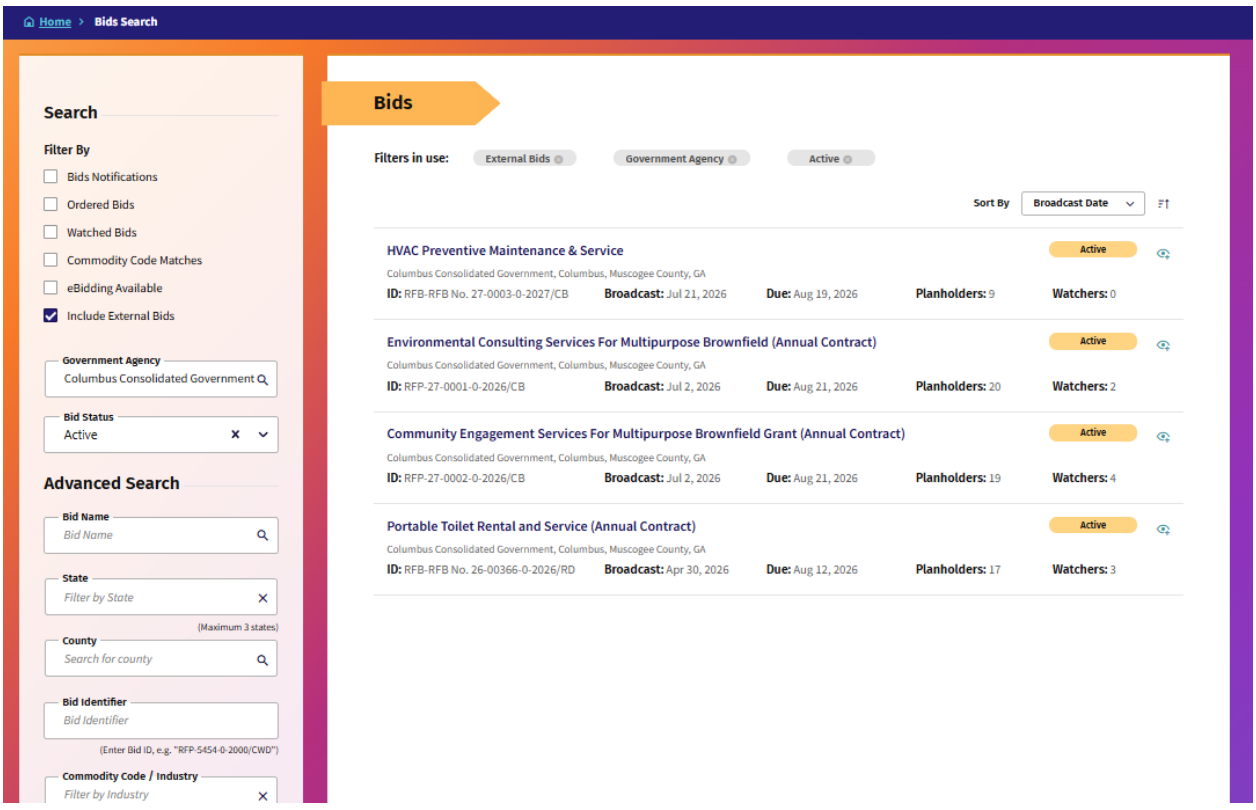
To submit a response on OpenBids

From the Home screen, select "bids" at the top of the screen:

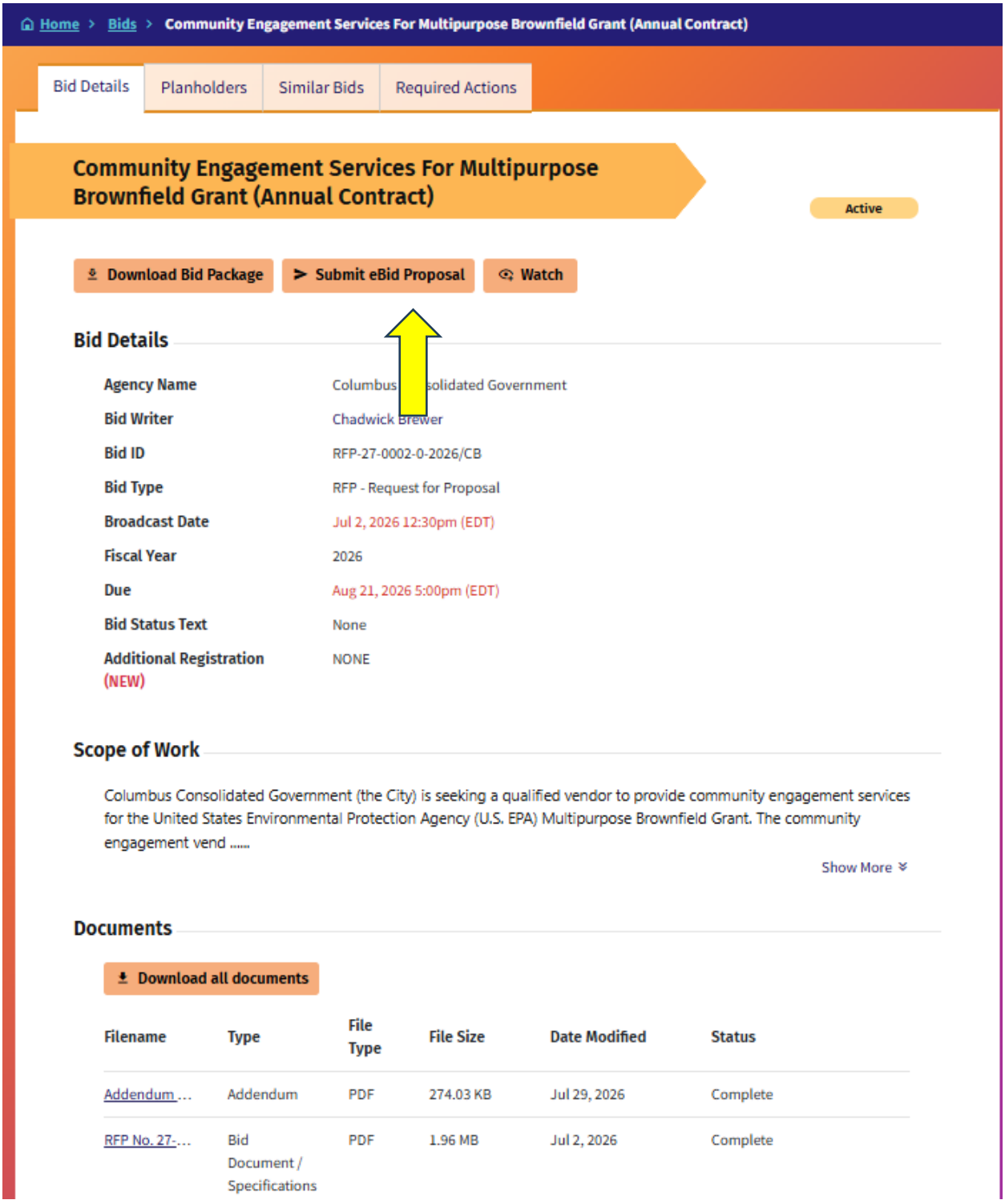


In the Bids Search page, search by Government Agency, Columbus Consolidated Government.

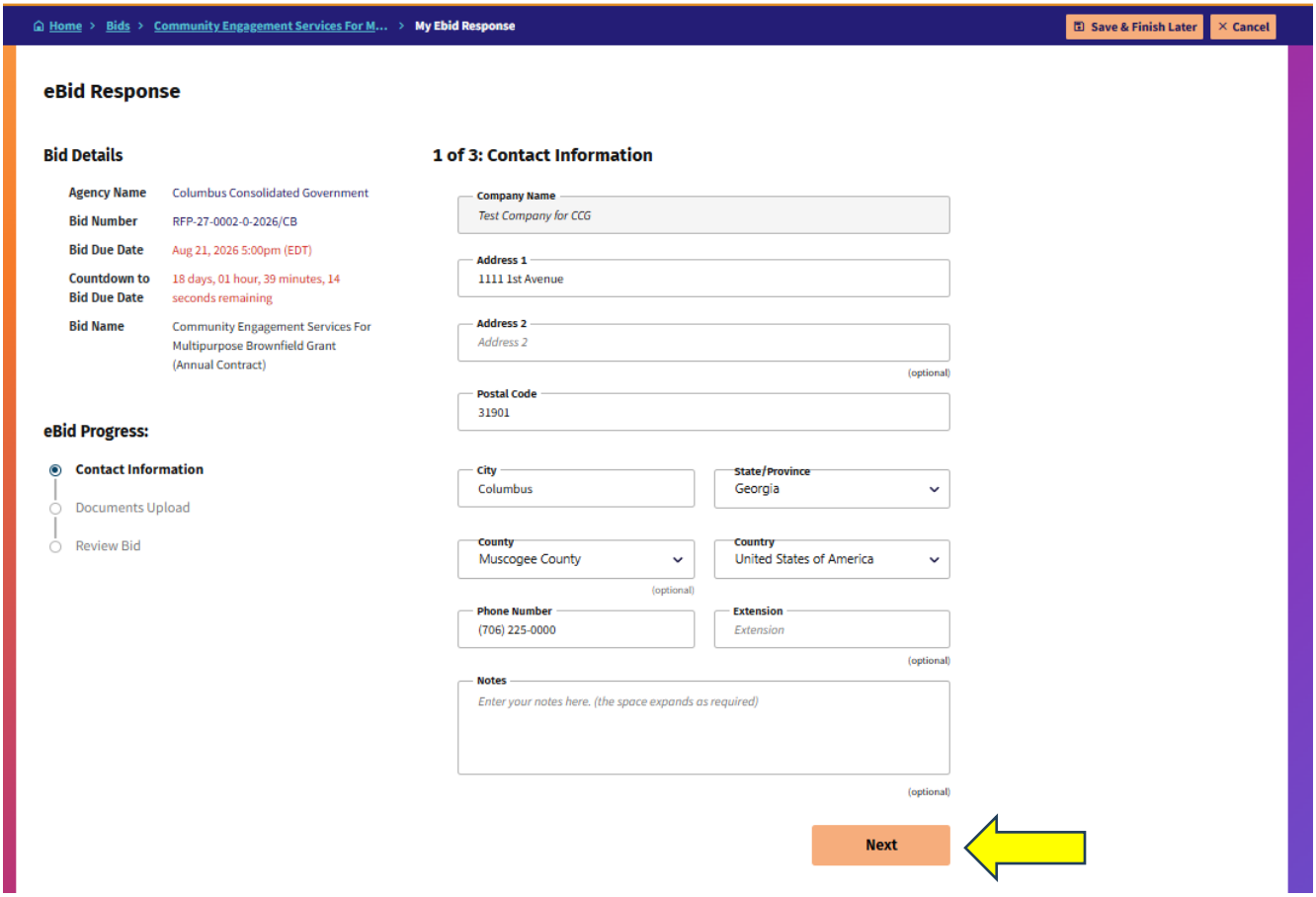
Note: Even though this is your selected agency, you can still search and submit responses for any bid/any agency.



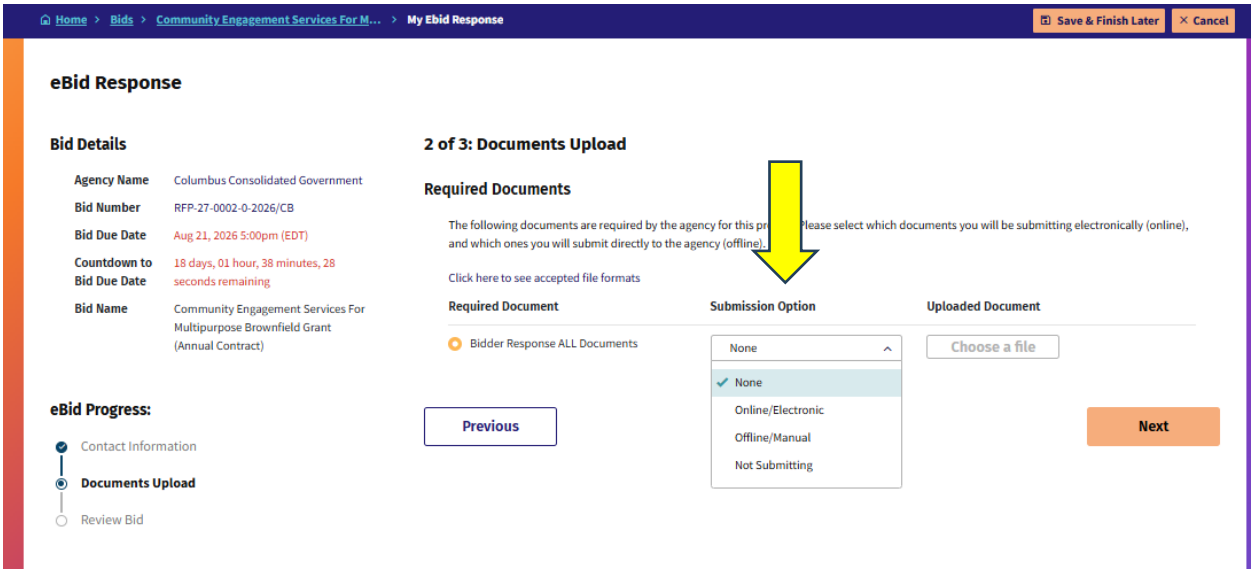
Select a solicitation to view documents and submit an electronic response.

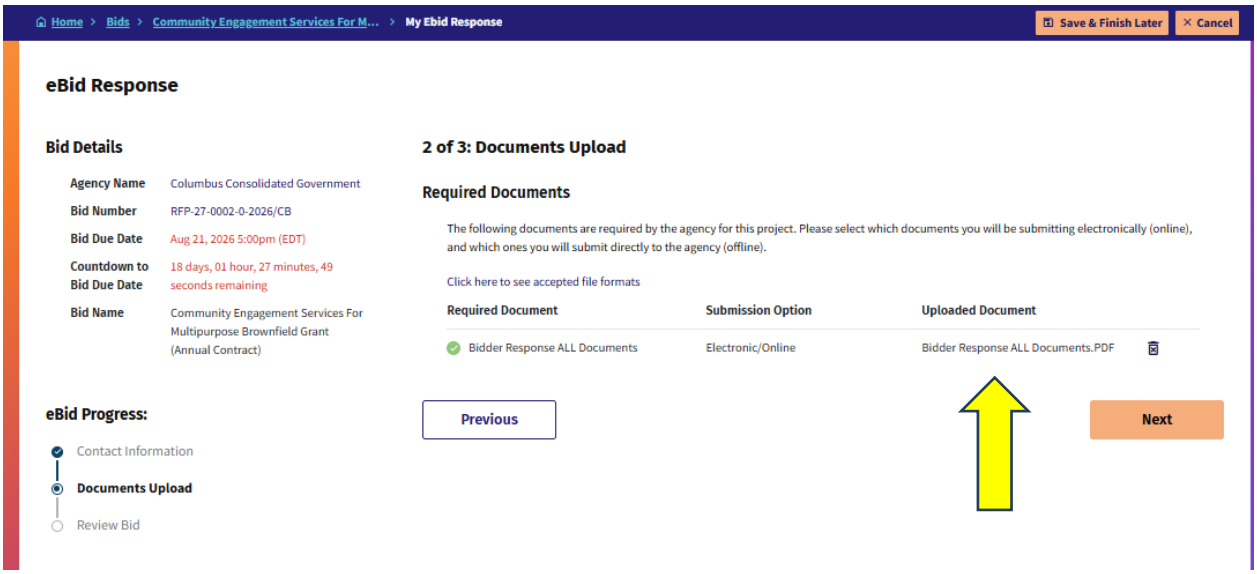


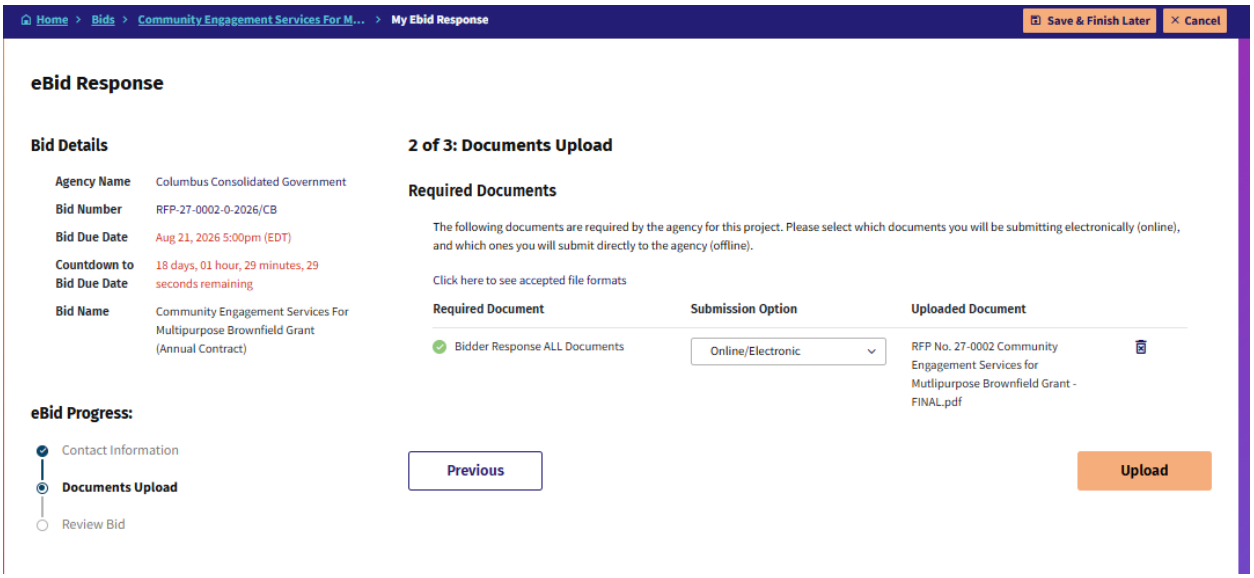
The contact information will auto-populate on this page. Select “next”.



In the “Submission Option” field, select “Online/Electronic” and choose a file to upload.




Home > Bids > Community Engagement Services For M... > My Ebid Response
Save & Finish Later
Cancel
eBid Response
Bid Details
Agency Name
Columbus Consolidated Government
Bid Number
RFP-27-0002-0-2026/CB
Bid Due Date
Aug 21, 2026 5:00pm (EDT)
Countdown to Bid Due Date
18 days, 01 hour, 27 minutes, 49 seconds remaining
Bid Name
Community Engagement Services For Multipurpose Brownfield Grant (Annual Contract)
eBid Progress:
Contact Information
Documents Upload
Review Bid
2 of 3: Documents Upload
Required Documents
The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).
Click here to see accepted file formats
Required Document
Submission Option
Uploaded Document
Bidder Response ALL Documents
Electronic/Online
Bidder Response ALL Documents.PDF
Previous
Next


Home > Bids > Community Engagement Services For M... > My Ebid Response
Save & Finish Later
Cancel
eBid Response
Bid Details
Agency Name
Columbus Consolidated Government
Bid Number
RFP-27-0002-0-2026/CB
Bid Due Date
Aug 21, 2026 5:00pm (EDT)
Countdown to Bid Due Date
18 days, 01 hour, 29 minutes, 29 seconds remaining
Bid Name
Community Engagement Services For Multipurpose Brownfield Grant (Annual Contract)
eBid Progress:
Contact Information
Documents Upload
Review Bid
2 of 3: Documents Upload
Required Documents
The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).
Click here to see accepted file formats
Required Document
Submission Option
Uploaded Document
Bidder Response ALL Documents
Online/Electronic
RFP No. 27-0002 Community Engagement Services for Mutlipurpose Brownfield Grant - FINAL.pdf
Previous
Upload

Review submission and “Submit”

