



REQUEST FOR INFORMATION Standard Conditions and Provisions

Purpose

This document outlines the standard provisions applicable to all Requests for Information (RFIs) issued by Cherokee County. These provisions are designed to ensure a consistent and transparent process for collecting information from interested parties regarding specific procurement needs.

Overview

A Request for Information (RFI) is a market research tool used to gather information from vendors or service providers about products, services, budget level costs, or industry practices. The purpose of an RFI is not to make a final selection or award but to understand the capabilities, options, and general market landscape before potentially issuing a solicitation.

General Provisions

1. Nature of the RFI:

This RFI is issued solely for information and planning purposes and does not constitute a solicitation or an offer to contract. Responding to this RFI is voluntary and does not create any obligation on the part of the County. Cost ranges may be requested as a means to facilitate budget planning, but responses will not constitute priced, or unpriced, offers.

2. Confidentiality:

Responses may be subject to public disclosure under applicable public records laws. Unless special circumstances are identified in any formal RFI or RFI Survey, no trade secret or any confidential information should be disclosed in response to any Cherokee County RFI

3. No Obligation:

Submission of information in response to this RFI does not obligate the County to issue a subsequent RFP, RFQ, Informal Quote or IFB. the County reserves the right to utilize the information gathered through this RFI in any manner deemed appropriate by the County.

4. Response Format:

Respondents should provide clear and concise responses to the specific questions or information requests outlined in the RFI. Responses should be submitted in the format specified in the RFI document, typically via an online survey or electronic document.

5. Deadline for Responses:

A due date will be provided on the RFI or RFI Survey instrument. The form will remain open for an indeterminate period, but the County will begin using the gathered information as soon as it comes in and as of the stated due date and consider it relevant market data for consideration at that time. Surveys will be closed prior to issuance of any solicitation.

6. Questions and Clarifications:

Respondents may submit questions regarding the RFI in writing by the deadline specified by emailing purchasing@cherokeecountyga.gov . The County may provide written responses to all questions, which may be shared with all potential respondents.

7. Use of Information:

Information obtained through this RFI may be used to inform the development of future solicitations. The purpose of this RFI is to incorporate feedback from multiple respondents to create a comprehensive understanding of market capabilities.

8. Costs Incurred:

All costs associated with responding to this RFI are the sole responsibility of the respondent. the County will not reimburse any expenses incurred in the preparation of a response.

9. Future Communication:

Respondents may be contacted for follow-up questions or to provide additional information as the County deems necessary.

10.Survey-Based RFIs:

For RFIs issued as a survey, respondents are asked to complete all survey questions. Partial responses may limit the usefulness of the information provided and could impact future engagement.

Evaluation of Responses

No Evaluation or Selection: Since the RFI is not a solicitation for bids or proposals, no formal evaluation or selection process is conducted. Participation means that we know your product exists, what options and features are available in the marketplace, and what we should be looking to budget to acquire various products, services, and features.

Next Steps

Upon review of the RFI responses, the County may decide to not pursue the potential acquisition of goods or services or to utilize any and all means of procurement available through its Purchasing Ordinance. Common but not limiting next steps may include:

1. Not move forward with any acquisition.
2. Issue a formal solicitation (RFP, RFQ, or IFB).
3. Request informal quotes from any party.
4. Seek offers through government cooperatives.
5. Conduct further market research.
6. Engage directly with respondents or other market participants for additional discussions or clarifications.

Disclaimer

This RFI does not commit Cherokee County to any future action, including procurement or contracting. Responses to this RFI are for informational purposes only and do not constitute a binding agreement or offer.