

Atlanta Community Food Bank

**Request for Proposal
For Federal Public Affairs Consulting
RFP# ACFBDGA2026**

Inquiries and proposals should be directed to:

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Atlanta GA 30344**

**Due Date: January 15, 2026, by 5:00 p.m. ET
Submissions MUST be submitted electronically to: proposals@acfb.org
(call to confirm submission 770-598-8656)**

Reply date may be extended at Atlanta Community Food Bank's sole discretion

**Late or incomplete submissions
will not be considered**

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SECTION 1 – INTRODUCTION

1.1 Purpose of Solicitation

Atlanta Community Food Bank (ACFB) is issuing this Request for Proposals (RFP) to solicit competitive proposals from qualified, responsible firms or individuals to provide **Federal Public Affairs Consulting** in accordance with the terms, conditions, specifications, and requirements set forth in this document. This RFP is designed to support ACFB's mission-driven operations while ensuring full compliance with federal procurement standards, particularly those established under 2 CFR Part 200 and applicable state regulations. The selected respondent will enter into a contractual relationship with ACFB and shall be responsible for the delivery of all goods, services, and deliverables as specified herein.

1.2 Background

ACFB is a nonprofit organization committed to ending hunger in our community through strategic food distribution, partner engagement, and social impact initiatives. As a recipient of federal funding, including USDA grants and other public assistance, ACFB is subject to stringent procurement and compliance requirements. This RFP has been developed to ensure transparent competition, promote best-value contracting, and protect the integrity of the procurement process. The services sought under this RFP are essential to advancing ACFB's programmatic and operational goals. Proposers are expected to be familiar with the federal Uniform Guidance, USDA Food and Nutrition Service standards, and any other funding or compliance frameworks referenced in this document. ACFB is committed to conducting all procurements in accordance with federal regulations, including 2 CFR Part 200.

1.3 Scope and Intent

The intent of this solicitation is to award a single contract to a vendor or service provider that demonstrates the qualifications, capacity, and cost-effectiveness required to successfully perform the scope of work. ACFB is seeking a solution-oriented partner that will deliver high-quality outcomes on time and within budget, and who will maintain full compliance with all contractual, regulatory, and performance obligations. The scope of work is described in detail in Section 3 of this RFP. Proposers must respond to all specifications and provide clear evidence of their ability to meet or exceed the stated requirements.

Any resulting contract will be subject to federal and state audit, record retention, equal opportunity, and non-discrimination requirements.

1.4 Contract Period

ACFB intends to award a contract with an **initial term expiration of December 31, 2026**, beginning upon execution. At ACFB's sole discretion, the contract may be extended for up to **four additional one-year periods**, provided the contractor has performed satisfactorily and funding remains available. All terms, conditions, and pricing proposed must remain valid throughout the initial term and any renewal periods. The final contract start date is contingent upon internal review and approval timelines, including funding confirmation and any required board authorizations.

1.5 No Commitment to Award

Issuance of this RFP does not constitute a commitment by ACFB to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for any services. ACFB reserves the right to cancel this solicitation at any time, in whole or in part, for any reason, and to reject any or all proposals received if such action is determined to be in the best interest of the organization. No proposer shall have any legal or equitable rights, claims, or expectations of contract award until a written agreement has been fully executed by both parties.

SECTION 2 – INSTRUCTIONS TO PROPOSERS

2.1 Procurement Method

This procurement is being conducted under the competitive proposal method in accordance with 2 CFR § 200.320(b)(2), applicable Georgia procurement law, and the Atlanta Community Food Bank's internal procurement policies. This method permits consideration of factors in addition to cost, such as technical capacity, organizational qualifications, and past performance. ACFB will evaluate proposals in accordance with the criteria described in this RFP and may enter into discussions or negotiations with one or more responsive proposers. The goal of this process is to identify the proposal that represents the best overall value to ACFB, considering all stated requirements. Nothing in this section shall be construed to obligate ACFB to make an award or to limit its discretion in conducting negotiations, requesting clarifications, or rejecting submissions. ACFB reserves the right to amend or cancel this solicitation at any time prior to contract execution.

2.2 Schedule of Events

The following schedule represents ACFB's anticipated timeline for this procurement. All deadlines are based on Eastern Time. ACFB reserves the right to adjust any portion of the schedule for any reason, with notice provided via written addendum.

Milestone	Date (all times are 5:00 p.m. ET)
RFP Issued	December 19, 2025
Deadline to Submit Questions	January 7, 2026
Final Addendum Issued (if necessary)	January 12, 2026
Proposal Submission Deadline	January 15, 2026
Evaluation & Negotiations (if applicable)	January 19-23, 2026
Anticipated Award Notification	January 30, 2026

Any proposer who intends to respond to this solicitation is responsible for monitoring communications from ACFB for changes to the timeline or scope.

2.3 Submission Requirements

Proposals must be submitted no later than the date and time specified on the RFP cover page. Submissions received after the deadline will not be considered. Proposers must deliver their response to the location or electronic platform designated in the RFP. Proposals must be complete, organized according to the required format, and signed by an authorized officer of the organization. The cost proposals must be submitted as separate documents. Proposers are solely responsible for ensuring their submissions are delivered on time and to the correct location. ACFB assumes no responsibility for delays or errors in delivery, regardless of the method used.

2.4 Questions and Addenda

All questions regarding this solicitation must be submitted in writing to the contact listed on the RFP cover page. Questions must be received by the date and time listed in Section 2.2 to be considered. Responses to all timely questions will be compiled and issued in a written addendum. Proposers should not rely on oral statements made by ACFB staff, consultants, or representatives; only written responses issued as addenda shall be binding. Addenda will be made available to all known recipients of the RFP and posted to the same platform or website where the original RFP was released. It is the responsibility of each proposer to ensure they have received and reviewed all issued addenda prior to submission.

2.5 Restriction on Communication

From the date of release of this RFP until the award is announced, proposers are prohibited from communicating with any ACFB staff, board members, or consultants regarding this solicitation except through the official contact listed on the cover page. Violations of this

restriction may result in disqualification from the procurement process. Proposers found to be attempting to influence the outcome of the evaluation process, including through indirect communications, lobbying efforts, or unauthorized contact, may be deemed non-responsible. This restriction is not intended to prevent proposers from engaging in routine business unrelated to this procurement with ACFB staff.

2.6 Modification or Withdrawal of Proposals

A proposal may be withdrawn or modified by the proposer at any time prior to the submission deadline, provided that a written request is submitted to the Procurement Contact. Modifications must be submitted in the same manner as the original proposal, with clear indication that it is a revision. Withdrawals may be made in writing or in person by an authorized representative. After the submission deadline, proposals may not be withdrawn or modified except as permitted by ACFB during negotiations or clarifications. Proposers are advised to submit proposals that reflect their best and final offer as of the initial deadline.

2.7 Proposal Validity

All proposals submitted under this RFP must remain valid and binding for a period of ninety (90) calendar days from the date of submission. ACFB may request, and proposers may agree to, an extension of this validity period if necessary to complete evaluations, conduct negotiations, or finalize contract terms. Any such extension shall be confirmed in writing. Proposals may not be unilaterally withdrawn or altered during the validity period.

2.8 Rights Reserved by ACFB

ACFB reserves the right to cancel this RFP in whole or in part at any time, to reject any or all proposals, to waive any minor irregularities or informalities, and to award a contract in the best interest of the organization. ACFB may accept or reject proposals in whole or in part, may negotiate with one or more proposers, and may request revised proposals or best and final offers. ACFB's decisions regarding this procurement process shall be final and not subject to appeal unless otherwise provided by law.

SECTION 3 –GENERAL REQUIREMENTS

3.1 Overview

The contractor must have sufficient experience, personnel, infrastructure, and financial stability to support the full delivery of services without subcontracting any core functions unless expressly approved in writing by ACFB. The contractor shall ensure that all services provided are of professional quality and delivered in accordance with industry standards

and any technical specifications included in this RFP or subsequently agreed upon during contract finalization. The contractor shall maintain full documentation of all deliverables, including data, reports, invoices, and compliance records, in a format acceptable to ACFB and consistent with federal record retention requirements under 2 CFR § 200.334. The contractor shall also ensure that all staff assigned to this project are properly qualified, trained, and authorized to perform their respective duties and that all services are performed in compliance with applicable federal, state, and local laws. The contractor shall deliver all services in a manner that ensures efficiency, accountability, and regulatory compliance. ACFB expects full adherence to all applicable performance standards, without consideration of identity-based attributes not required by statute.

3.2 Performance Standards

All services performed under this agreement must be completed within the agreed-upon timeframes and meet the quality thresholds established by ACFB. Performance shall be evaluated based on timeliness, accuracy, responsiveness, and adherence to contractual requirements. ACFB reserves the right to conduct progress reviews and performance evaluations throughout the contract period. Any instance of material non-compliance with the scope of work, contract terms, or federal requirements—such as those defined in Appendix II to 2 CFR Part 200 (e.g., “Termination for Cause,” “Administrative Remedies,” or “Breach of Contract”)—may result in corrective action or termination. ACFB may withhold payment, apply contractual remedies, or terminate the agreement if the contractor fails to meet the required performance levels.

3.3 Subcontracting and Assignment

Subcontracting of any core deliverables under this contract is prohibited unless explicitly authorized by ACFB in writing prior to execution. All subcontractors must be identified in the proposal and must meet all applicable requirements under federal regulations, including the responsibility determination described at 2 CFR § 200.318(h). Any substitution or reassignment of personnel or subcontractors must receive prior written approval. The contractor remains fully responsible for the performance of all subcontractors and shall ensure their full compliance with all federal clauses applicable to this agreement.

SECTION 4 –PROPOSAL SUBMISSION REQUIREMENTS

4.1 General Instructions

All proposals must be received by the date and time stated on the cover page of this RFP. Proposals must be complete, responsive to all instructions, and submitted in the format

prescribed. ACFB reserves the right to reject any proposal that is late, incomplete, improperly formatted, missing required forms, or otherwise non-responsive. Submission of a proposal shall constitute a firm offer for a minimum of ninety (90) calendar days from the due date, unless extended by mutual written agreement.

Each proposer is solely responsible for ensuring that its submission is received by the deadline and delivered to the location, platform, or contact designated. ACFB accepts no responsibility for delays caused by mail, email, third-party delivery services, technical upload issues, or internal routing errors. Late proposals will not be considered under any circumstance.

Proposals must be signed by an individual authorized to bind the organization contractually. Unsigned proposals or those lacking proper certification forms will be disqualified without review.

4.2 Required Submission Components

The Consultant shall perform Services and provide deliverables for the ACFB including advocacy, consulting, monitoring, environmental scanning, and writing regarding public policies and regulations that align with policy priority areas assigned by the ACFB. Proposals must include the following distinct components, each organized and clearly labeled as described below:

A. Company Profile/Experience/Methodology

- Collaborate to develop and support ACFB's strategic plan of engagement with federal policymakers in Congress and the Executive Branch;
- Provide strategic advice on ACFB's policy development with an understanding of the current political environment on the Hill;
- Provide guidance on ways to develop a strategy to position ACFB's executive team to effectively engage key policymakers in D.C., including Members of Congress, Administration officials, and other stakeholders and thought leaders;
- Provide strategic messaging counsel and assist with developing, shaping and executing briefing materials and communications tactics that raise ACFB's profile and support a positive ACFB narrative in D.C.;
- Work to bolster and expand bicameral, bipartisan relationships for ACFB's leadership on Capitol Hill, targeting chairs and ranking members on relevant

committees, along with other strategic targets based on geographic or issue relevancy;

- Facilitate opportunities for ACFB's leadership to engage with key federal policymakers and build further visibility for ACFB policy priorities and initiatives;
- Provide regular updates on high level legislative agenda items, as well as policies and regulations important to ACFB, including strategic counsel on when and how to engage, including, but not limited to the following policy areas:
 - Food programs
 - Nutrition assistance programs
 - Supply chain
 - Relevant tax policy
 - Transportation
 - Sustainability
- Provide recommendations on integrating executive platforms, grassroots, and other ACFB initiatives into larger federal government relations and advocacy strategy.

B. Compliance and Risk Management

- Statement affirming ability to comply with all federal provisions under 2 CFR Part 200 and Appendix II
- Description of internal compliance controls, audit readiness, and ethics protocols
- Identification of any past or pending litigation, debarments, or findings of non-compliance
- Certifications regarding lobbying, suspension, debarment, and immigration compliance

C. References

- a. Three (3) clients for whom similar work has been performed in the last five (5) years, including non-profits.
- b. Include organization name, project title, contact person, phone number, and email

- c. References may be contacted without further notice

D. Cost Proposal (Submitted Separately)

The cost proposal must be submitted in a separate, sealed envelope (for hard copies) or a separate file (for electronic submissions), clearly labeled “COST PROPOSAL – RFP Federal Public Affairs Consulting .” The cost proposal must include:

- **Signed Cost Proposal Form** (as provided in the Required Forms section)

All pricing must be **firm and fixed** unless the solicitation explicitly allows for time-and-materials or milestone billing. Pricing must comply with the federal standards for cost reasonableness under 2 CFR § 200.404 and allow for ACFB to perform a price or cost analysis under 2 CFR § 200.324.

Do not include any cost data in the technical proposal. Doing so may result in immediate disqualification.

4.3 Submission Format and Delivery Instructions

- **Electronic Submissions** must be in PDF format, clearly labeled with the proposer’s name and the RFP number. Files must not be encrypted or password protected.
- **Submit all proposals to: proposals@acfb.org**
- **All proposals** must be paginated, formatted using at least 11-point font, and submitted on standard 8.5” x 11” paper.
- **Proposals must be concise and not exceed 20 pages**, excluding required forms and appendices.

4.4 Optional Appendices

Proposers may include supplemental materials in an appendix, provided they are directly relevant to the proposal. Appendices may include:

- Sample work products
- Organizational charts
- Certifications and licenses
- Detailed project schedules
- Additional letters of support

ACFB reserves the right to disregard any excessive or promotional content not directly responsive to the RFP.

4.5 Disqualification and Non-Responsiveness

Proposals may be rejected or deemed non-responsive for any of the following reasons:

- Submission after the deadline
- Missing or unsigned required forms
- Failure to include all required sections or follow the prescribed format
- Incomplete, vague, or misleading information
- Contact with unauthorized ACFB personnel during the procurement process
- Failure to meet minimum qualifications stated in the RFP
- Non-compliance with federal requirements or history of performance issues

ACFB may waive minor informalities but will not overlook material deficiencies that affect the fairness or competitiveness of the process.

SECTION 5 – EVALUATION

The goal of the evaluation process is to identify the proposal that offers the best overall value to ACFB, not merely the lowest cost. Best value considers both quantitative factors (such as cost) and qualitative factors (such as approach, experience, and reliability). This is consistent with ACFB's fiduciary responsibility to procure services that are effective, and compliant.

Evaluation will be conducted by a review committee composed of ACFB staff and subject matter experts. All evaluators will score proposals independently and in good faith. The committee may request clarifications, conduct interviews, or solicit additional documentation. The proposer with the highest composite score may be recommended for contract award, subject to negotiation and final approval.

SECTION 6 – REQUIRED FORMS AND CERTIFICATIONS

6.1 Overview

All proposers must complete and submit the following forms as part of their proposal. These documents are mandatory and must be signed by an authorized representative of the

proposing entity. Failure to submit any of the required certifications may result in disqualification of the proposal as non-responsive.

Each form below must be included in the order presented and may not be altered in substance. Fillable copies are provided here and may be reproduced on company letterhead as long as the wording remains exactly as written.

Form 1 – Proposal Submission Form

Form 2 – Non-Collusion Affidavit

Form 3 – Certification Regarding Debarment and Suspension

Form 4 – Certification Regarding Lobbying

Form 5 – Conflict of Interest Disclosure

Form 6 – Georgia Security and Immigration Compliance Affidavit (Contractor)

Form 7 – Acknowledgement of Insurance Requirements

Form 8 – Cost Proposal Summary Sheet

6.2 Proposal Submission Checklist

Proposers are strongly encouraged to use this checklist to confirm that their submission is complete. Incomplete proposals may be rejected as non-responsive.

General Submission Requirements

- Proposal submitted by the stated deadline
- Proposal format follows instructions in Section 4
- All pages numbered and sections clearly labeled
- Digital file labeled as instructed

Proposal Contents

- Cover Letter signed by authorized representative
- Executive Summary
- Technical Proposal (Work Plan, Experience, Staffing)
- Cost Proposal (separate PDF)

Required Forms and Certifications (Section 6)

- Form 1 – Proposal Submission Form

- Form 2 – Non-Collusion Affidavit (Notarized)
- Form 3 – Certification Regarding Debarment and Suspension
- Form 4 – Certification Regarding Lobbying
- Form 5 – Conflict of Interest Disclosure
- Form 6 – Georgia Security and Immigration Compliance Affidavit (Contractor)
- Form 7 – Acknowledgement of Insurance Requirements
- Form 8 – Cost Proposal Summary Sheet (signed)

Other Supporting Documents

- Résumés or qualifications for key staff
- Three references with contact information
- Sample deliverables or project summaries (optional)
- SAM.gov registration (UEI number included)

SECTION 7 – GENERAL CONDITIONS

7.1 Overview

The contractor shall enter into a written agreement with ACFB upon award, which shall incorporate all applicable terms, conditions, attachments, and addenda associated with this solicitation. This contract shall constitute the entire agreement between the parties and shall supersede any prior representations or negotiations unless specifically incorporated by reference.

The contractor affirms that submission of a proposal constitutes agreement to be bound by all terms of this RFP and acceptance of ACFB's right to enforce performance consistent with federal procurement standards under 2 CFR Part 200. No work may begin until the contract is fully executed and, where required, approved by ACFB's executive leadership or governing board.

Failure to execute the contract within the time specified by ACFB, or to meet any post-award requirement, may result in withdrawal of the award and selection of an alternate proposer.

7.2 Term of Contract

The initial term of the resulting contract shall begin on or about February 1, 2026, and is anticipated to continue through December 31, 2026, unless earlier terminated in accordance with the provisions of this section. The contract may be extended for up to four additional one-year terms, subject to mutual written agreement and continued funding availability.

All extensions must be executed in writing prior to the expiration of the current term. ACFB reserves the right to negotiate pricing or scope modifications during renewal periods based on budget changes, performance outcomes, or programmatic priorities.

Continuation of the contract beyond the initial term is contingent upon satisfactory performance, timely deliverables, and compliance with all contractual and regulatory requirements, including those imposed by federal pass-through entities.

7.3 Termination

ACFB reserves the right to terminate the contract, in whole or in part, for convenience or cause, without penalty or further obligation, by providing written notice to the contractor. The effective date of termination shall be the date specified in such notice and shall not require further action by ACFB.

Termination for cause may be initiated for failure to perform in accordance with the contract terms, to comply with applicable laws or regulations, or to correct deficiencies identified through monitoring, audits, or written notices. Termination for convenience may occur when continuation of the contract is no longer in the best interest of ACFB.

In either case, ACFB shall be liable only for payment for eligible services properly rendered up to the effective date of termination. The contractor shall immediately cease work, protect and preserve any work in progress, and return all ACFB-owned materials upon termination. The contractor may not claim lost profits or future revenue as a result of termination.

7.4 Invoicing and Payment

The contractor shall submit detailed, itemized invoices to ACFB on a monthly basis unless otherwise agreed in writing. Each invoice must include the contract number, service period, description of work performed or deliverables completed, and a breakdown of charges aligned with the approved budget. Backup documentation (such as timesheets, receipts, or progress reports) shall be included as required by ACFB.

ACFB will make payment within thirty (30) calendar days after receiving a complete and undisputed invoice. The contractor acknowledges that failure to provide required

documentation, submit timely invoices, or adhere to performance schedules may result in payment delays or disallowance. ACFB shall not be liable for interest on late payments, except as required under applicable Georgia law.

Invoices must comply with the cost principles in 2 CFR Subpart E (§§ 200.400–476), and ACFB reserves the right to conduct a cost or price analysis in accordance with 2 CFR § 200.324 to validate any invoice submitted under this agreement. Final payment may be withheld until all contractual obligations have been fulfilled and deliverables have been accepted in full.

7.5 Subcontractors

The contractor shall not subcontract any portion of the contract without the prior written consent of ACFB. Subcontractors must be disclosed in the proposal or through written notification and approval prior to engagement. All subcontractors shall be subject to the same terms, conditions, compliance obligations, and documentation requirements as the primary contractor.

The contractor shall remain fully responsible for the performance of all approved subcontractors and shall ensure their compliance with applicable federal requirements, including those under 2 CFR § 200.331 regarding subrecipient monitoring. Subcontractor agreements must be in writing and include flow-down provisions covering the federal requirements applicable to this contract.

If a subcontractor is used, the contractor must submit a completed Georgia Security and Immigration Compliance Subcontractor Affidavit (O.C.G.A. § 13-10-91) and ensure that the subcontractor is not suspended, debarred, or otherwise ineligible under federal law (2 CFR Part 180).

7.6 Insurance

Prior to the execution of this contract and throughout the contract term, the contractor shall provide and maintain insurance coverage meeting the minimum requirements specified below. All insurance policies shall be issued by companies licensed to do business in the State of Georgia and with a current A.M. Best rating of A- or higher.

Required coverage includes, at minimum:

- **Commercial General Liability:** \$1,000,000 per occurrence; \$2,000,000 aggregate
- **Automobile Liability:** \$1,000,000 combined single limit (if applicable)
- **Workers' Compensation:** Statutory coverage in accordance with Georgia law

- **Professional Liability / Errors & Omissions:** \$1,000,000 per claim (if applicable)

Certificates of insurance shall name “Atlanta Community Food Bank, Inc.” as an additional insured and include a thirty (30) day notice of cancellation. Failure to maintain required coverage shall constitute a material breach and may result in contract termination or suspension of payment.

7.7 Governing Law and Venue

This contract shall be governed by and interpreted in accordance with the laws of the State of Georgia, without regard to its conflict of law principles. In the event of any legal dispute arising under this contract, the parties agree that jurisdiction and venue shall lie exclusively in a court of competent jurisdiction located in Fulton County, Georgia.

If any provision of this contract is found to be invalid or unenforceable under applicable law, such provision shall be severed and the remainder of the contract shall remain in full force and effect.

SECTION 8 – Referenced Authorities and Regulatory Citations (with Definitions)

The following federal and state statutes, regulations, and executive directives are referenced throughout this solicitation and are incorporated by reference into the resulting contract. All proposers are expected to understand and comply with the authorities applicable to the services proposed under this RFP.

8.1 Federal Regulations and Statutes

- **2 CFR Part 200 – Uniform Guidance**
The core set of rules governing federal grants and contracts with non-federal entities. Covers procurement, cost allowability, internal controls, subrecipient monitoring, and recordkeeping.
- **2 CFR § 200.214 – Suspension and Debarment**
Prohibits contracts with parties that are suspended or debarred from receiving federal funds. All proposers must verify eligibility via SAM.gov.
- **2 CFR § 200.319 – Competition**
Requires full and open competition in the solicitation process. Prohibits geographic or identity-based restrictions unless required by law.

- **2 CFR § 200.320 – Methods of Procurement**
Defines the five federally approved procurement methods: micro-purchases, small purchases, sealed bids, competitive proposals, and noncompetitive proposals.
- **2 CFR § 200.321 – Contracting with Small and Minority Businesses**
Requires affirmative steps to include small businesses, minority- and women-owned firms, and labor surplus area firms in procurements, even if no scoring preference is allowed.
- **2 CFR § 200.324 – Cost and Price Analysis**
Requires analysis of price reasonableness for contracts above the simplified acquisition threshold (\$250,000), including a review of profit margins.
- **2 CFR § 200.334 – Record Retention**
Requires that procurement and contract-related records be kept for at least three years after final payment or closeout, or longer if litigation or audit is pending.
- **2 CFR § 200.337 – Access to Records**
Grants ACFB, funding agencies, and federal oversight bodies the right to inspect and copy contractor records during and after contract performance.
- **2 CFR Part 180 – Debarment and Suspension**
Provides procedures for determining if a contractor is excluded from federal work. Contractors must not be debarred, suspended, or otherwise ineligible.
- **Appendix II to 2 CFR Part 200 – Contract Provisions**
Lists federally required clauses that must be included in contracts, such as termination rights, EEO compliance, lobbying prohibitions, and more.
- **31 U.S.C. § 1352 – Byrd Anti-Lobbying Amendment**
Prohibits the use of federal funds to influence or lobby Congress or federal agencies in connection with grants or contracts.
- **41 CFR Part 60 – Equal Employment Opportunity**
Implements EEO requirements under Executive Order 11246. Contractors must not discriminate in employment practices.

8.2 State of Georgia Requirements

- **O.C.G.A. § 13-10-91 – Georgia Security and Immigration Compliance Act**
Requires all public contractors and subcontractors in Georgia to use E-Verify to confirm employee eligibility to work in the U.S.

- **E-Verify (Federal Work Authorization Program)**

A U.S. Department of Homeland Security system used to verify employment eligibility. Required for all contractors performing work under Georgia law.

- **Georgia Contractor and Subcontractor Affidavits**

Legal forms affirming compliance with immigration verification requirements. Must be notarized and submitted with proposals.

Required Forms and Certifications

Documents located in additional document