



REQUEST FOR PROPOSAL 17RFP090118A-MH

2018 Community Services Program

For

Fulton County Department of Community Development

RFP RELEASE DATE: SEPTEMBER 1, 2017
PRE-PROPOSAL CONFERENCE AND
TECHNICAL ASSISTANCE WORKSHOP: SEPTEMBER 8, 12, AND 14, 2017

RFP DUE DATE (ONLINE SUBMISSION DEADLINE): OCTOBER 2, 2017 AT 3:00PM

PURCHASING CONTACT: MARK HAWKS
EMAIL: Mark.Hawks@fultoncountyga.gov

For technical difficulties/ questions specific to navigating WebGrants online application system, email HSD.Applications@fultoncountyga.gov and cc: Mark.Hawks@Fultoncountyga.gov

The official process for completing the Community Services Program RFP is through the use of the Fulton County WebGrants online system. To access the on-line RFP please visit: <http://fulton.dullestech.net>

This manual is to be used *only as a reference guide* when completing the on-line RFP.

"If you need reasonable modifications due to a disability, including communications in an alternate format, please contact the Purchasing Department's Disability Compliance Liaison Rholanda Stanberry, Contract Compliance Administrator at 404-612-6304 or email: rholanda.stanberry@fultoncountyga.gov. For Georgia Relay Service Access, dial 711."

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Fulton County Board of Commissioners

The map displays seven districts of Fulton County, Georgia, each color-coded and numbered. District 1 (green) includes Johns Creek. District 2 (red) includes Milton, Mountain Park, Roswell, and Alpharetta. District 3 (blue) includes Sandy Springs. District 4 (yellow) includes Atlanta. District 5 (pink) includes East Point and Hapeville. District 6 (orange) includes Chattahoochee Hills, Union City, Fairburn, and Palmetto. District 7 (grey) is the At-Large district. Major highways like I-75, I-285, I-85, and I-20 are shown. Surrounding the map are portraits and names of commissioners: Liz Hausmann (District 1), Bob Ellis (District 2, Vice Chairman), Lee Morris (District 3), Marvin S. Arrington, Jr. (District 5), and Emma I. Darnell (District 6). There are also placeholders for the Chairman (District 7, At-Large) and a Vacant District 4.

Chairman, Vacant
District 7, At-Large

Liz Hausmann
District 1

Vice Chairman
Bob Ellis
District 2

Lee Morris
District 3

Vacant
District 4

Marvin S. Arrington, Jr.
District 5

Emma I. Darnell
District 6

Fulton County operates under the commission-county manager form of government. This system combines the policy leadership of elected officials with the administrative abilities of a county manager. The commission meets in regular session twice a month on the first Wednesday (10 a.m.) and the third Wednesday (10 a.m.). Tune in to Fulton County's government access channel, FGTV, for live coverage.

141 Pryor Street SW, 10th Floor
Atlanta, GA 30303
404-612-8200

<http://www.fultoncountyga.gov/commissioners>

Fulton County Government and Strategic Priority Areas

Fulton County Government Vision: Fulton County is a positive, diverse community with a thriving economy, safe neighborhoods, healthy residents, and a rich quality of life that all people can enjoy. It is served by a County government that is recognized for being innovative, effective, efficient, and trustworthy.

Fulton County Government Mission: To deliver efficient, high-impact service to every resident and visitor of Fulton County.

Fulton County Government Strategic Priority Areas: In order to accomplish our mission and work toward our vision, the Board of Commissioners organized the County's efforts into six Strategic Priority Areas that reflect the major goals of Fulton County government.

1. All people are healthy;
2. All people are safe;
3. All people are self-sufficient;
4. All people have economic opportunities;
5. All people are culturally and recreationally enriched;
6. All people trust government is efficient, effective and fiscally sound.

For more information regarding Fulton County's strategic priorities, to include the 2016-2019 Strategic Plan, and the 2016 Environmental Scan, visit <http://www.fultoncountyga.gov/strategyandperformance> .

Strategic Priority Area: "All People are Self-Sufficient": For most adults and families, self-sufficiency means being able to meet their basic needs with minimal public assistance or private assistance. However, we acknowledge that there are times at which families and individuals will find themselves in a vulnerable situation and lose their ability to be self-sufficient. It is Fulton County's responsibility to connect our residents to the right resources at the right time to ensure these periods of dependency are rare, brief, and non-recurring. For those most vulnerable in our society, seniors and intellectually and developmentally disabled (IDD) persons, self-sufficiency means being able to age in place and avoid institutionalization. Fulton County is responsible for providing a safe space where our most vulnerable populations can receive the care and community support they need.

"All People are Self-Sufficient" Program Objectives:

Economic Stability: Fewer residents live in poverty [More residents are economically self-sufficient]

Housing: Residents have better access to affordable housing

Literacy: More residents know how to read and achieve a high school diploma on time

Food: Fewer residents experience hunger

Independence: More vulnerable residents maintain their independence

"All People are Self-Sufficient" Key Performance Indicators:

Economic Stability:

- Percentage of individuals and families who earn a living wage
- Percentage of individuals and families who receive mainstream social benefits

Housing:

- Percentage of individuals and families who live in unaffordable housing and do not have access to housing in their price range
- Homelessness rate
- Length of homelessness experience

Literacy:

- Percentage of public school students within Fulton County who are reading at grade level in 3rd, 5th, and 8th grade
- Percentage of residents ages 16 and older who are literate according to National Assessment of Literacy Standards
- Percentage of public school students within Fulton County that graduate high school on time

Food:

- Percentage of individuals and families who report going a whole day during a week without food because there was not enough money for food

Independence:

- Percentage of seniors living independently or with family
- Percentage of intellectually and developmentally disabled persons living independently or with family

Fulton County Government assures the provision of quality community services to all citizens of Fulton County. This includes citizens who are residents of municipalities within the county.

This remarkable task is accomplished in large part by contractual arrangements with nonprofit agencies. The nonprofit community is a vast network of agencies that deliver a continuum of services to general and special populations. Nonprofit organizations play a pivotal role in service delivery, because they are generally community based and community focused entities. Fulton County relies heavily on the nonprofit community to bridge the gaps in the Fulton County Community services delivery system.

In that regard, Fulton County seeks to create new partnerships as well as nurture the partnerships we have historically maintained with the nonprofit community through our grant programs.

The Community Services Program (CSP) is the County's principal avenue for funding social services programs pursuant to the County's Strategic Plan. As part of Fulton County's commitment to ensuring the self-sufficiency of the people of Fulton County, a number of specific objectives and related key performance indicators have been established as a way to measure our success over time.

The Fulton County Board of Commission executes legal contracts between Fulton County and nonprofit agencies selected through a competitive RFP process. The County will issue a Request for Proposal (RFP) for the Community Services program (CSP) on an annual basis pending funding availability. Under the RFP, the County will allocate funds to eligible, non-profit 501(c)3 service providers submitting successful proposals. To be considered, Proposers must submit a complete response as outlined in the actual RFP that is released. Proposer's responses must include the appropriate and requested information in sufficient detail to demonstrate the Proposer's knowledge, skills and abilities to provide the requested services.

Timeline for 2018 Community Services Program

Date	Action
September 1, 2017	2018 Community Services Program (CSP) RFP released. Public notice of available funds, RFP guidelines, and process.
September 8, 12, 14, 2017	Pre-Proposal Conference and Technical Assistance Workshop
September 21, 2017	Last Day for questions to be submitted to Fulton County Purchasing, 11:00 a.m.
October 2, 2017	RFP Deadline, 3:00 pm - Submission of RFP and attachments via the Fulton County WebGrants online application system. <i>Hard Copy applications will not be accepted.</i>
October 3-9, 2017	Fulton County staff review RFPs for initial eligibility.
October 16 – November 9, 2017	CSP Evaluation Committee review and recommendation process.
December 6, 2017	Recommendations presented to the Fulton County Board of Commissioners for approval.
December 7, 2017	Pending final action by BOC a Notification to Proceed (NTP) will be sent to vendors with instructions for modifying the original proposal based on the funding award; notification of pre-payment site visit/onsite agency T.A. session.
December 11-15, 2017	Vendors review and make modifications to applicable sections of the original proposal via Fulton County WebGrants.
January 3-February 16, 2018	Contract development and signature process (Vendor, Community Development Director, County Attorney, County Clerk and County Commission Chair).
February 1-23, 2018	OGCP staff conducts preliminary site visit/onsite agency T.A. session with 2018 CSP funded vendors.
March 5-9, 2018	Vendors submit invoice for services rendered January 1, 2018-February 1, 2018, and projected deliverables March 1, 2018-June 30, 2018.
April, 2018	Payment disbursed to vendors for services rendered January 1, 2018-February 1, 2018, and projected deliverables March 1, 2018-June 30, 2018.
June 1, 2018 – September 28, 2018	CSP program site visits.
July 13, 2018	Performance Report due via Fulton County WebGrants for services rendered January 1, 2018 – June 30, 2018.
October 12, 2018	Performance Report due via Fulton County WebGrants for services rendered July 1, 2018 – September 30, 2018.
October 15-19, 2018	Vendors submit invoice for services rendered July 1, 2018-September 30, 2018, with projected deliverables October 1, 2018-December 31, 2018. (Authorization of payment is dependent upon an acceptable performance report and site visit.)
November, 2018	Payment disbursed to vendors for services rendered July 1, 2018-September 30, 2018, with projected deliverables October 1, 2018-December 31, 2018.
December 31, 2018	2018 CSP Contract concludes.
January 11, 2019	Performance Report due via Fulton County WebGrants for services rendered October 1, 2018-December 31, 2018.

**Pre-Proposal Conferences and Technical Assistance Workshops
for the Community Services Program**

Central Fulton
<p>Friday, September 8, 2017 2:00 p.m. - 4:00 p.m. Metropolitan Branch Library 1332 Metropolitan Parkway Atlanta, GA 30310</p>
North Fulton
<p>Tuesday, September 12, 2017 10:00 a.m. - 12:00 p.m. North Fulton Service Center 7741 Roswell Road, Room 232 Sandy Springs, GA 30350</p>
South Fulton
<p>Thursday, September 14, 2017 1:00 p.m. - 3:00 p.m. South Fulton Service Center 5600 Stonewall Tell Rd. Auditorium-Room 215 College Park, GA 30349</p>

**Please RSVP for a T. A. workshop by e-mailing:
hsd.applications@fultoncountyga.gov**

NO CONTACT DURING PROCUREMENT PROCESS:

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. **Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.**

The ordinance is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including Pre-Proposal Conferences, oral presentations/interviews before an Evaluation committee, and contract negotiations during any public meeting. Provisions of the ordinance shall terminate at the time that the BOC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

CLARIFICATION AND ADDENDA:

Proposers may submit requests for clarifications or interpretations regarding this RFP. Proposers must prepare such requests in writing for the County's consideration as set forth in this section of this RFP. While the County has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after **September 21, 2017 at 11:00am**, local prevailing time. Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

CONTACT PERSON AND INQUIRIES:

Any questions or suggestions regarding this RFP shall be submitted in writing to the Purchasing Department contact person, **Mark Hawks**, Mark.Hawks@Fultoncountyga.gov or fax # **404-612-1718**. Any response made by the County shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative. The County will not respond to requests, oral or written, received after **September 21, 2017 at 11:00am**.

Technical difficulties/ questions that are specific to navigating the Fulton County WebGrants online application system should be sent to HSD.Applications@fultoncountyga.gov . Questions that are specific to the CSP RFP **must be submitted** to the Purchasing Department contact person Mark Hawks.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at 404-612-6304 or email: rholanda.stanberry@fultoncountyga.gov.

In accordance with the provisions of the ADA, this document can be requested in an alternate format. If you need reasonable modifications due to a disability, including communications in an alternate format, please contact the Purchasing Department's Disability Compliance Liaison Rholanda Stanberry 404-612-6304, seven days in advance to facilitate your request. For TDD/TTY or Georgia Relay Service Access, Dial 711.

2018 Community Services Program RFP Eligibility Requirements

These items are applicable for the 2018 Funding Cycle (January 1, 2018 - December 31, 2018).

Please verify that the RFP is complete by reviewing the following RFP eligibility requirements and ensuring that all attachments are uploaded to Fulton County WebGrants.

Completed and Submitted RFP via Fulton County WebGrants online application system on or before the Application deadline

1. **Letter from the Internal Revenue Service**

Letter from the Internal Revenue Service recognizing the agency/applicant as tax exempt and non-profit, under Section 501 (c) 3 of the Internal Revenue Code. Agency and 501 (c) 3 status must be in existence for at least one (1) year.

2. **Certificate of Existence from the Georgia Secretary of State**

Submit a copy of the agency's Certificate of Existence document downloaded from the Georgia Secretary of State <https://ecorp.sos.ga.gov/CertificateOfExistence> . The document includes the Business name, type, status, and year of last annual registration, etc. (i.e. ABC Inc.; Domestic Nonprofit Corporation; Active/Compliance; 2017) *"Each business entity registered or filed with the Office of Secretary of State is required to file an annual registration. Entity annual registrations are due by April 1st of each year, but may be filed as early as January 1st."*

3. **List of Agency Board Members**

A list of all active Agency Board Members.

4. **Agency/Program organizational chart**

Agency/Program organizational chart indicating all major components of agency/program.

5. **Agency/program audit**

Submit a copy of the agency/program audit conducted by a Certified Public Accountant. Eligible audits must be for fiscal year review periods between January 1, 2014 and December 31, 2017 and must contain at least one full year (12 months) of financial records within the review periods. This must be a full, signed audit that includes an Independent Auditor's Report expressing an opinion regarding all pertinent material aspects of the agency's finances. (Independent is defined as a third party auditor submitting a report on the auditing agency's letterhead.) Note: Financial Statements or Reports ARE NOT considered full audits and will not be accepted.

Or

Recent agency/program Financial statements

Submit a recent copy of the agency/program financial statements containing at least one full year (12 months) of financial records between January 1, 2015 and December 31, 2017.

6. **CSP Funding Parameters**

Requested funding amount falls within the defined funding parameters: request is at or above the minimum \$25,000 threshold per agency and proposal, and below the maximum \$100,000 threshold per agency and proposal. *Note: The maximum amount of HCD-CSP funds allowed for administrative purposes is 5% of funds awarded, which is inclusive of direct and indirect charges for administration of the grant.*

Operational Specifications:

- **The maximum Community Services funding award for each agency and proposal is \$100,000.**
- **The minimum Community Services funding award for each agency and proposal is \$25,000.**
- **The maximum amount of funds allowed for administrative purposes is 5%.**
- **An agency may only submit one CSP RFP per funding cycle.**
- Community Services funds must be used to support Fulton County residents only.
- All programs must be accessible to all Fulton County residents regardless of ability to pay.
- Agency must be able to report the Fulton County Commission District in which all program participants reside.
- The proposed project must take place in a facility that is accessible under Americans with Disabilities Act (ADA) guidelines. For more information or technical assistance, call the Fulton County Office of Diversity and Civil Rights Compliance (DCRC), 404-612-7390.
- All contracts will operate between January 1, - December 31 of the funding year indicated in the RFP.
- All **funded Vendors** will be required to submit a current Certificate or Declaration of Insurance, with Fulton County listed as certificate holder.
- All **funded Vendors** will be required to submit **FORM F: Georgia Security and Immigration Contractor Affidavit and Agreement**, and as applicable **FORM G: Georgia Security and Immigration Subcontractor Affidavit**.

Characteristics of Programs to be Funded:

- **Results-Driven:** program focuses on improving the conditions of well-being of participants with a tracking system in place to measure the program's impact.
- **Evidence-based Practice:** program has a significant level of quantitative and qualitative data showing positive outcomes.
- **Innovative:** program addresses gaps in current systems, tests new approaches, or uses creative strategies to address unmet needs.
- **Collaborative:** agency partners with one or more organizations to achieve mutual intended outcomes. Two or more local communities/non-profits working in support of a single or collaborative project.
- **Systemic Approach:** program engages in policy analysis and action that enables us to identify and influence the key root causes of issues negatively impacting Fulton County's residents.

Ineligible Proposals: Proposals will be DEEMED INELIGIBLE for the following reasons:

- **Not more than 5% of requested or awarded grant funds may be applied towards administrative costs of the program.** Includes direct and indirect charges for administration of the grant.
- Construction projects, renovations, repairs, remodeling of existing buildings, or land acquisitions will not be funded (This does not apply for the Senior Home Modification projects, or renovations/repairs).
- Agencies whose activities are restricted to its membership.
- College / University projects which are not open to the public and do not serve a significant (50%) non-student population.
- Government agencies; Agencies that serve as funding sources to 501(c)3 organizations.
- Projects of a religious nature.
- Scholarships to public / private educational institutions.
- Deficit Reduction.
- Capital expenditures (resources not completely consumed during the contract year i.e. computers, construction, vehicles, cell phones, etc.). Program materials that may be pertinent to the scope of services of a funded program and that aid in grantee meeting contracted program outcomes are excluded from capital expenditure definition (i.e. children's story books, educational materials, games, puzzles, and flash cards).

Review Process and Evaluation Criteria:

The review and scoring of CSP proposals consists of four (4) components:

1. Eligibility Review
2. Internal and External Evaluation Committee Review
3. Funding Allocation Protocol
4. Final Review and action by the Fulton County Board of Commissioners

Eligibility Review is the initial screening phase of the submitted Community Services Proposals. The eligibility review is initiated by the Purchasing Department who ensures the proper and timely submission of the proposals by the deadline. The eligibility review continues with the Department of Community Development who ensures that the proposals include the required information as outlined in the RFP. The contents of each proposal submitted via WebGrants are reviewed to assure that the required documentation was uploaded and meets the initial eligibility requirement. If a submitted proposal is missing any of the required documentation, then the proposal is not forwarded for further review. Proposals that comply with submittal criteria and content requirements will be forwarded to the CSP Evaluation Committee for review and scoring. The criteria for meeting eligibility requirements are posted in the Community Services Program RFP Instruction Manual.

The Community Services Evaluation Committee is comprised of twenty (20) committee members, of which ten (10) are internal County staff and ten (10) are external “subject matter experts”. Additional reviewers are activated should the number of proposals submitted exceeds the capacity of the CSP Evaluation Committee. Fulton County Department Directors/Division Managers, whose program(s) align with the five CSP Service Categories (Children and Youth Services, Disabilities, Economic Stability/Poverty, Homelessness, and Senior Services) assigns staff to serve as internal committee members and recommends “subject matter experts” to serve as external reviewers. External reviewers complete a questionnaire outlining their areas of skills and expertise, and are required to complete a confidentiality agreement, and a conflict of interest agreement prior to review of proposals. Proposals will be categorized based on the primary Service Category indicated by the vendor. Each proposal will receive two (2) reviews and two (2) scores to minimize any potential bias from a single reviewer.

Proposals will be evaluated on the following criteria:

- Executive Summary (12 pts)
- Citizen Needs (15 pts)
- Approach and Design (15 pts)
- Program Performance Measures (15pts)
- Budget (15 pts)
- Organization Information (3 pts)
- Available Resources and Sustainability (12pts)
- General Attributes (6pts)
- Conclusion (6pts)
- Bonus (2pts) – Agencies whose programs and services target “high risk” area(s) within Fulton County

Funding Allocation Protocol

The Funding Allocation Protocol is an administrative task performed at the third stage of review. Each proposal will receive a total score, which are the summed internal and external reviewer scores. If there is a 20 point differential in the internal and external reviewer scores, and that difference significantly impacts the outcome of the rating, the internal and external reviewer will be asked to confer regarding the disparity in scores. The recommended funding amount is determined using the percentage of total points the RFP received and applying that same percentage to the vendor’s funding request. Requested funding amounts

must be supported in the submitted proposal and fall within the defined funding parameters (i.e. minimum request \$25,000; maximum request \$100,000; 5% Admin maximum, etc.). Proposals that do not fall within the established funding parameters will be deemed ineligible. Requested amounts that are not supported by the submitted proposal will be subject to reductions. The funding allocation protocol will be used to help guide funding recommendations based on the grant budget, individual proposal requests and proposal scores. Based on the availability of CSP funding allocated in the respective budget year, proposals that score high in their primary service category, will have a greater likelihood of being recommended for funding. The score driven funding package is reviewed to certify that it collectively addresses the objectives and desired outcomes outlined in the five CSP service categories.

The Fulton County Board of Commissioners (BOC) receives the proposed funding package for review and final action.

Implementation Process:

Contract for Services

The Contract Year shall be January 1– December 31 of the funding year indicated in the RFP. Contracts for services to be rendered under the Community Services Program shall be between the responsible vendor (primary agency) and Fulton County Government. Vendors will be informed of the contract signing period. Contracts must be signed by the agency’s authorized representative. **Failure to submit requested information and signed contracts in accordance with the established procedures will void funding awards. All unspent funding must be returned to Fulton County Government.**

Funding Disbursements

CSP funding is reimbursable, and will be dispersed through the County’s vendor payment process. Disbursement of funds will be contingent upon providers being in compliance with the terms of their contract.

Record Retention

Each vendor receiving funding from Fulton County is required to keep detailed records on how Fulton County funds were spent, a copy of the executed contract, and any additional information pertaining to the program for a minimum of three years.

Fulton County Internal Audit

Fulton County may call for an audit of the Community Services Program. Agencies that receive audits are selected by the Fulton County Internal Audit Division.

Reporting Requirements

Each agency is required to submit performance reports and required supportive documentation. The performance report is a performance measurement tool administered to assist with monitoring program performance and contract compliance. Report due dates will be specified in the CSP contract. Funded agencies will receive guidelines for reporting. Failure to adhere to the program report requirements will delay additional payments on a contract and gives cause to reject a request for continuation of funds.

Program Monitoring

Staff from the Department of Community Development will conduct agency/ program site visits to monitor the contract compliance of operations, programming and services.

Failure to adhere to prescribed procedures, to perform contractual services or to submit reporting or audit requirements may result in the termination of the contract, and reimbursement of funds.

Community Services Program (CSP):

The CSP program is the County's principal avenue for funding social services programs pursuant to the County's Strategic Plan. As part of Fulton County's commitment to ensuring the self-sufficiency of the people of Fulton County, a number of specific objectives and related key performance indicators have been established as a way to measure our success over time.

CSP Service Categories:

CSP addresses five (5) Service Categories: Children & Youth Services, Disabilities, Economic Stability/Poverty, Homelessness, and Senior Services.

1. **Children & Youth Services** - Programs and services in this category should address effective and efficient youth **prevention, intervention** and/ or **rehabilitation programs**. Program outcomes and performance measures should result in: (1) Children being prepared to succeed in kindergarten. This includes but is not limited to early intervention services, early childhood development programs such as Head Start and Child welfare programs and child abuse and sexual abuse prevention; (2) Children receiving support in and out of school. This includes but is not limited to Academic, social and emotional benefits to youth, including higher grades and test scores, development of social skills, reduced drop-out rates, and increased attendance; and Safe, accessible and engaging place to go after school and during the summer to prevent unhealthy behaviors and promote health and wellness. (3) Youth and young adults becoming self-sufficient and positive contributors to society. Programs and services in this category should address outcomes and performance measures that result in
 - Safe environments through prevention of youth violence and/or delinquent behaviors by targeting youth who are at enhanced risk for violence/delinquent behaviors;
 - Changing the life-trajectory for those youth who have already demonstrated violent or serious delinquent behaviors by providing comprehensive, multi-component, tertiary interventions addressing a constellation of risk factors;
 - Development of youth leadership groups focused on promoting equity, inclusion, violence prevention, anti-bullying and social justice efforts; and
 - Positive family support to foster a sense of belonging and trust.

2. **Disabilities** - Programs and services in this category support the development and independence of persons with intellectually and developmentally disabilities (IDD). The program and services should address outcomes and performance measures that help children and adults with disabilities, inclusive of developmental disabilities, achieve their personal goals for independent living, which may include: Participating in their choice of facility-based education and vocational training activities; participating in job coaching and related services that will lead to supported employment, as well as preparing for independent living in a community (rather than an institutional) setting.

3. **Economic Stability/Poverty** - Programs and services in this category should improve employability or lead to increased success in becoming employed; address outcomes and performance measures that demonstrate positive change toward self-sufficiency, improved living conditions, increased disposable income and/or quality of life for individuals or families experiencing 'hardships' due to the economy and are at or below 200% of the poverty level as indicated by the Federal Poverty Guidelines.
http://dch.georgia.gov/sites/dch.georgia.gov/files/2017_Federal_Poverty_Guidelines.pdf
Programs and services should address outcomes and performance measures that result in:
 - Improved access to economic opportunities, programs and resources focused on foundational education, career exploration, and coaching to re-engage youth and provide job-readiness skills for employment;

- Increased aptitude to submit competitive applications for post-secondary education;
 - Gainful employment;
 - Stronger family support to facilitate post-secondary education and career development; and
 - A boost of self-esteem to inspire hope for the future.
4. **Homelessness** - Programs and services in this category should address outcomes and performance measures that demonstrate positive change toward the County's goal of ending homelessness, assisting runaways and/or the victims of domestic violence. This could include: Community-based runaway and domestic violence services; identifying and improving service quality and performance.
5. **Senior Services** - Program and services in this category should be specific to home and community-based services that yield, but are not limited to the following outcomes for seniors (active adults) and/or their caregivers with the greatest economic and social needs: seniors (active adults) live independently in their own homes without social isolation; seniors (active adults) with Alzheimer's disease or related disorders and their caregivers experience a positive quality of life; and seniors (active adults) experience improved health outcomes.

CSP Funding Priorities:

Respondents to the RFP will be required to propose programming and services that address a minimum of one CSP funding priority that align with the primary service category for which funding is being requested.

Children & Youth Services Funding Priorities:

1. Kindergarten readiness (and early childhood development ages 3-5 years).
2. English Language Arts Standards (ELA), Math and Science proficiency; Social and Emotional Learning (SEL): Supports through quality in and out of school programs.
3. Ensure Safety and Justice by providing alternatives to activities and contributing factors that lead to unhealthy behaviors in children and youth: (*Truancy; Student mobility and homelessness; Sexual activity and drug abuse; Eating disorders; Cyberbullying and bullying; Juvenile Crimes; Violence in media and culture; Internet and social media addiction*).

Disabilities Funding Priorities:

1. After school, weekend, summer programs, and family caregiver supports and services for persons with Intellectual and Developmental Disabilities.
2. Programs that promote educational (youth with disabilities) and/or vocational and Career Readiness skills (adults with disabilities); programs that support teaching work skills, interpersonal communication, customer relations skills, and opportunities which could lead to greater self-sufficiency.
3. Social and cultural programs for persons with Developmental Disabilities to decrease isolation and promote social interaction and development of interpersonal and emotional skills. Programs which promote wellness for the special needs of Persons with Disabilities exclusive of their specific disability.

Economic Stability/Poverty Funding Priorities:

1. Emergency Financial Assistance inclusive of Rental and Mortgage assistance, as well as Utility assistance.
2. Pre-vocational and Introductory Computer Training. Training/Job Development/Employment which leads to self-sufficiency. Ex-offender support services (employment, housing options and transitional skills training).
3. Economic Access: Building education to employment pathways for disconnected youth.
4. Parenting and Role Models: Increase outreach to parents through communications, support networks, and mentoring.

Homelessness Funding Priorities:

1. Supportive housing options for homeless youth, women fleeing domestic violence, families, women with children and unattached adults.
2. Vocational & academic skills upgrade and job placement services targeting the unemployed and under employed (working poor).
3. Affordable, accessible and safe licensed 24/7 child care services.

Senior Services Funding Priorities:

1. To enhance long-term services and supports for seniors and their caregivers that enable older adults to remain in the community and age-in-place.
2. To improve better health outcomes for older adults.
3. To connect citizens with organizations to effectively address older adult food hunger.

CSP County Defined Performance Measures:

Respondents to the RFP will be required to select and report on a minimum of one County defined performance measure throughout the contract period, in addition to reporting on a minimum of one agency defined performance measure. The CSP performance measure(s) selected must align with the primary service category for which funding is being requested.

Children & Youth Services County defined performance measures:

- Number of students assessed as ready for kindergarten
- Number of public school students who are reading at grade level in 3rd, 5th, and 8th grade
- Number of public school students who are proficient in math at grade level 3 and 5
- Number of youth involved with or at risk for involvement with the Juvenile Justice System who demonstrate decreased or no delinquent behaviors (i.e. truancy, in school suspension, out of school suspension, etc.)

Disabilities County defined performance measures:

- Number of Persons with Disabilities (PWD) included in programs due to increased accessibility; physical environment, transportation, housing, alternative communications
- Number of Persons with Disabilities who are self-sufficient or able to live independently because they can achieve the necessary training or education to be employed or, be able to achieve comparable salaries as those without disabilities
- Number of Persons with Disabilities who can focus on overall wellness, including better management of their disability

Economic Stability/Poverty County defined performance measures:

- Number of individuals who entered employment/education/training
- Number of individuals and families who earn a living wage
- Number of individuals who gain increase in wages and/or attainment of credential in post-secondary training

Homelessness County defined performance measures:

- Number of individuals who are stable in supportive housing followed by uninterrupted movement into affordable permanent housing
- Number of individuals with sustained positive income (earned/unearned) that supports self-sufficiency
- Number of individuals whose barriers to self-sufficiency are eliminated/ reduced; paths to self-sufficiency created

Senior Services County defined performance measures:

- Number of older adults who experience better outcomes based on the services they receive
- Number of seniors who report or demonstrate improved or maintained optimal health
- Number of seniors who report no indications of food-access problems or limitations

Community Services Program Request for Proposals (RFP)

The official process for completing the Community Services Program RFP is through the use of the Fulton County WebGrants online system. To access the on-line RFP please visit: <http://fulton.dullestech.net> . This instruction manual is to be used *only as a reference guide* when completing the on-line RFP.

Cover Page/ Contact Information:

Agency Name: _____

Agency EIN-Number as assigned by The Internal Revenue Service (IRS): _____

Fulton County Vendor Code Number (Note: Only for agencies who are currently funded or have received previous funding from Fulton County Government): _____

Agency Main Address (to be listed in the Community Services Program Directory): _____

Agency Mailing Address (if different from above): _____

NOTE: ALL CSP – RELATED CORRESPONDENCE WILL BE MAILED TO THIS ADDRESS, INCLUDING PAYMENTS

Agency Main Number/ Fax/ Website/ E-mail Address: _____

Board Chair: _____

Board Chair Telephone # : _____

2nd Authorizing Official: _____

2nd Authorizing Official Telephone #: _____

RFP / Program Contact: _____

RFP / Program Contact Telephone # / Email Address: _____

Alternate RFP / Program Contact: _____

Alternate RFP / Program Contact Telephone # / Email Address: _____

General Agency Information:

1. Describe the purpose of your agency and the services that your agency provides.
 - (This information will be used to present a snapshot of your agency to the Board of County Commissioners and Fulton County publications.)
2. State the total number of clients that your agency serves annually.
3. State the total number of Fulton County clients that your agency serves annually.
4. State the approximate number of Fulton County clients that your agency serves annually that live at or below the poverty level.
- 4a. State the data source that your agency uses to determine the number of clients that live at or below the poverty level. (Family income; Family receives TANF; Family receives Food Stamps; Family receives Medicaid; Family receives S.S.I.; Family receives PeachCare for Children; Other)

General Program Information:

5. State the name/title of the program for which your organization is requesting CSP funding.
6. Select the primary CSP Service category that your program is requesting CSP funding to address. (Select only 1 primary service category)

<input type="checkbox"/> Children & Youth Services	<input type="checkbox"/> Disabilities	<input type="checkbox"/> Economic Stability/Poverty
<input type="checkbox"/> Homelessness	<input type="checkbox"/> Seniors	
7. Select ADDITIONAL CSP Service categories that your program will address with CSP funding. (Select all additional categories that are applicable)

<input type="checkbox"/> Children & Youth Services	<input type="checkbox"/> Disabilities	<input type="checkbox"/> Economic Stability/Poverty
<input type="checkbox"/> Homelessness	<input type="checkbox"/> Seniors	<input type="checkbox"/> Not Applicable
- 7a. State the total number of Fulton County clients projected to be served with 2018 CSP funding.
8. State the amount of CSP funding that your agency is requesting to support your program (January 1, 2018- December 31, 2018). (Funding minimum is \$25,000 per agency and proposal; funding maximum is \$100,000 per agency and proposal, Admin maximum is 5% per agency and proposal)
 Note: Funding is designated in the following cost categories: Administrative, Operational, and Direct Services. (Reference CSP RFP Terms/Definitions/Conditions on page 26.)
9. Select the CSP funding priority(ies) that your program will address. (Reference CSP priorities on page 14.)
10. Select the County defined performance measure(s) that your agency will track. (Reference CSP performance measures on page 15.)

11. List the service delivery site(s) / address(es) for the program in which you are seeking funds.

Program Location (complete physical address)	Fulton County District of the program (facility) location	District(s) of Fulton County Residents Served by each program (facility) location
EX: ABC Elem. School, 123 ABC St. NW Atlanta, GA 30004	1 2 3 4 5 6	1 2 3 4 5 6
	1 2 3 4 5 6	1 2 3 4 5 6
	1 2 3 4 5 6	1 2 3 4 5 6

Community Services Program RFP Evaluation Criteria:

Proposer's responses must include the appropriate and requested information in sufficient detail to demonstrate the Proposer's knowledge, skills and abilities to provide the requested services and will be reviewed and evaluated based on each Proposer's responses.

12. Executive Summary (Maximum points for section is 12 out of 100)

- **Provide an Executive Summary (Overview) of the program.**

<p>(Excellent) 3 points per criteria met for a total of 12 points</p>	<p>1. Purpose of the program is clear and thorough. (3 points) 2. Provides a summary of all methods used, results to be obtained and requires less than 30% of grant funding to meet the annual program budget. (3 points) 3. Provides history of past grant performance with Fulton County Government and performance metrics for the last 10 years that demonstrates significant impact. (3 points) 4. Conclusion is strong and reiterates the goal behind the plan. (3 points)</p>
<p>(Fair) 2 points per criteria met for a total of 8 points</p>	<p>1. Purpose of the program is somewhat clear and has a few areas that need additional supporting research. (2 points) 2. Provides some of the methods used, results to be obtained and requires 31 to 50% of grant funding to meet the annual program budget. (2 points) 3. Provides history of past grant performance with Fulton County Government and a performance metric that shows impact for five or more years. (2 points) 4. Conclusion is a summary of the procedures used and needs a more specific goal. (2 points)</p>
<p>(Poor) 1 point per criteria met for a total of 4 points</p>	<p>1. Purpose of the program is unclear and incomplete. (1 point) 2. Provides a vague listing of methods used, has no information on the results to be obtained, and budget requires more than 50% of funding to meet the annual program goal. (1 point) 3. Provides history of past grant performance with Fulton County Government and a performance metric that shows impact for less than five years. (1 point) 4. Conclusion is weak and does not site a specific goal for the project. (1 point)</p>

13. Citizen Needs (Maximum points for section is 15 out of 100)

- **Describe the need (or problem) in Fulton County that you are proposing to address with CSP funding.** (Reference CSP numbers stated in question #8a.)

<p>(Excellent) 3 points per criteria met for a total of 15 points</p>	<p>1. Identifies and describes the specific need adequately. (3 points) 2. Describes the underserved population service area. (3 points) 3. Identifies how many Fulton County residents will be served by gender, race, age, income, and County Commission District. (3 points) 4. Describes how proposed project will assist and impact the target population. (3 points) 5. Provides statistics (federal, state, and or local) for the need or problem that the program is proposing to address. (3 points)</p>
<p>(Fair) 2 points per criteria met for a total of 10 points</p>	<p>1. Specific need is partially identified. (2 points) 2. Population service area is partially identified. (2 points) 3. Identifies how many Fulton County residents will be served by only two of the five variables (gender, race, age, income or County Commission District). (2 points) 4. Proposal has some strong points, but lacks specifics on meeting the need of the target population. (2 points) 5. Provides general statistics (not based on actual federal, state, or local data) for the need or problem that the program is proposing to address. (2 points)</p>

<p>(Poor) 1 point per criteria met for a total of 5 points</p>	<ol style="list-style-type: none"> 1. Provides a vague description of the specific need to be addressed. (1 point) 2. Provides a vague description of the population service area. (1 point) 3. Identifies how many Fulton County residents will be served, but does not include the five variables (gender, race, age, income and County Commission District). (1 point) 4. Information provided on meeting the needs of target population is weak. (1 point) 5. Statistics provided are not related to the need or problem that the program is proposing to address. (1 point)
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14. Approach and Design (Maximum points for section is 15 out of 100)

- **Describe the specific activities and services that your program will provide and how your program will accomplish it.** (Reference CSP priorities selected for question #9.)

<p>(Excellent) 3 points per criteria met for a total of 15 points</p>	<ol style="list-style-type: none"> 1. Identifies the activities and services that will be provided. (3 points) 2. Identifies how the activities and services will be accomplished. (3 points) 3. Proposal addresses three Fulton County "All People are Self-Sufficient" strategic priority area program objectives. (ref. page 3 of CSP instruction manual) (3 points) 4. Proposal addresses three CSP funding priorities as identified by the primary service category selected. (3 points) 5. Provides more than seven instances of community collaborative relationships to assist organization in addressing the need. (3 points)
<p>(Fair) 2 points per criteria met for a total of 10 points</p>	<ol style="list-style-type: none"> 1. Partially identifies the activities and services that will be provided. (2 points) 2. Partially identifies how the activities and services will be accomplished. (2 points) 3. Proposal addresses two Fulton County "All People are Self-Sufficient" strategic priority area program objectives. (2 points) 4. Proposal addresses two CSP funding priorities as identified by the primary service category selected. (2 points) 5. Provides 4-7 instances of supporting community collaborative relationships to assist organization in addressing the need. (2 points)
<p>(Poor) 1 point per criteria met for a total of 5 points</p>	<ol style="list-style-type: none"> 1. Provides a vague description of the activities and services to be provided. (1 point) 2. Provides a vague description of how the activities and services will be accomplished. (1 point) 3. Proposal addresses one Fulton County "All People are Self-Sufficient" strategic priority area program objectives. (1 point) 4. Proposal addresses one CSP funding priority as identified by the primary service category selected. (1 point) 5. Provides less than four instances of supporting community collaborative relationships to assist organization in addressing the need. (1 point)

15. Program Performance Measures (Maximum points for section is 15 out of 100)

- **Describe the program measures/ KPI's-Key Performance Indicators are utilized to track and report program outcomes.** (Reference County defined performance measure(s) selected for question #10.)

<p>(Excellent) 3 points per criteria met for a total of 15 points</p>	<ol style="list-style-type: none"> 1. Provides a clear explanation of the methods to be used and the specific goals to be obtained. (3 points) 2. Describes the major milestones to be achieved with a supporting schedule. (3 points) 3. Identifies the specific data collection tool(s)/ source(s) used to report progress on performance measures. (3 points)
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	<p>4. Vendor selects three County defined performance measures to report on during the contract period. (3 points)</p> <p>5. Vendor provides three Agency defined performance measures to report on during the contract period. (3 points)</p>
<p>(Fair) 2 points per criteria met for a total of 10 points</p>	<p>1. Provides a clear explanation for some of the methods used and the majority of goals for the project. (2 points)</p> <p>2. Describes the majority of the milestones for the project with a supporting schedule. (2 points)</p> <p>3. Provides a general description of data collection tool(s)/ source(s) used to report progress on performance measures. (2 points)</p> <p>4. Vendor selects two County defined performance measures to report on during the contract period. (2 points)</p> <p>5. Vendor provides two Agency defined performance measures to report on during the contract period. (2 points)</p>
<p>(Poor) 1 point per criteria met for a total of 5 points</p>	<p>1. Provides a vague description of the methods to be used and goals to be obtained. (1 point)</p> <p>2. Describes only a few of the major milestones for the project and does not include supporting schedule. (1 point)</p> <p>3. Provides a vague description of data collection tool(s)/ source(s) used to report progress on performance measures. (1 point)</p> <p>4. Vendor selects one County defined performance measures to report on during the contract period. (1 point)</p> <p>5. Vendor provides one Agency defined performance measures to report on during the contract period. (1 point)</p>

16. Budget (Maximum points for section is 15 out of 100)

- **Describe the total Agency budget; total Program budget; and specific amount of CSP funding being requested (Administrative, Operational, Direct Services).**

<p>(Excellent) 3 points per criteria met for a total of 15 points</p>	<p>1. Vendor includes recent agency audit (between the period Jan. 1, 2014-Dec. 31, 2016) conducted by a Certified Public Accountant. (Signed audit that includes an Independent Auditor's Report expressing an opinion regarding all pertinent material aspects of the agency's finances.) (3 points)</p> <p>2. Provides a clear description of the agency's current fiscal year budget. (3 points)</p> <p>3. Provides a clear description of the total program budget for the time period for which CSP funds are being requested. (3 points)</p> <p>4. Provides reasonable and necessary expenditures for the proposed plan. (3 points)</p> <p>5. Includes a complete budgetary schedule/timeline for the length of the program. (3 points)</p>
<p>(Fair) 2 points per criteria met for a total of 10 points</p>	<p>1. Vendor includes partial audit report (not completed and not signed by an independent auditor) between the period Jan. 1, 2014-Dec. 31, 2016. In addition, vendor includes recent financial statements (between the period Jan. 1, 2014-Dec. 31, 2016). (2 points)</p> <p>2. Provides a general description of the agency's current fiscal year budget. (2 points)</p> <p>3. Provides a general description of the total program budget for the time period for which CSP funds are being requested. (2 points)</p> <p>4. Provides most of the reasonable and necessary expenditures for the proposed plan. (2 points)</p> <p>5. Includes a partial budgetary/timeline schedule for the initial phase of the program. (2 points)</p>

<p>(Poor) 1 point per criteria met for a total of 5 points</p>	<ol style="list-style-type: none"> 1. Vendor does not include an audit; however, vendor includes recent financial statements only (between the period Jan. 1, 2014-Dec. 31, 2016). (1 point) 2. Provides the agency's previous year budget. Prior to 2016. (1 point) 3. Provides a vague description of the total program budget for the time period for which CSP funds are being requested. (1 point) 4. Expenditures are unreasonable or unnecessary. (1 point) 5. Schedule is vague, not within program limits, or has unrealistic timeline. (1 point)
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17. Organization Information *(Maximum points for section is 3 out of 100)*

- **Describe the management and staff functions with qualifications and experience that is related to the program for which funds are being requested.**

<p>(Excellent) 3 points per criteria met for a total of 3 points</p>	<ol style="list-style-type: none"> 1. Describes all management functions with information about staff qualifications and experience that is related to the program for which funds are being requested. (3 points)
<p>(Fair) 2 points per criteria met for a total of 2 points</p>	<ol style="list-style-type: none"> 1. Describes some of the management functions with partial information on staff qualifications and experience that is related to the program for which funds are being requested. (2 points)
<p>(Poor) 1 point per criteria met for a total of 1 point</p>	<ol style="list-style-type: none"> 1. Provides organization chart but does not describe the management functions or provide information about staff qualifications and experience that is related to the program for which funds are being requested. (1 point)

18. Available Resources and Sustainability *(Maximum points for section is 12 out of 100)*

- **Describe other funding sources that are available, and have been received to support your organization to address this need (or solve this problem).**

<p>(Excellent) 3 points per criteria met for a total of 12 points</p>	<ol style="list-style-type: none"> 1. Attaches a list of three or more funding sources (corporate, government, foundation, individuals, etc.) that is related to the program for which funds are being requested AND relative to the requested funding amount. (3 points) 2. Provides a clear description addressing how program will continue if funding request is partially funded. (3 points) 3. Provides a clear description of the leverage potential of Fulton County funding. (3 points) 4. Organization never defaulted on a loan or grant. Organization never returned funds for misuse or inability to meet deliverables. (3 points)
<p>(Fair) 2 points per criteria met for a total of 8 points</p>	<ol style="list-style-type: none"> 1. Attaches a list of at least two funding sources (corporate, government, foundation, individuals, etc.) that is related to the program for which funds are being requested AND relative to the requested funding amount. (2 points) 2. Provides a statement that partially addresses how program will continue if partially funded. (2 points) 3. Provides a statement that partially addresses how Fulton County funding will be leveraged. (2 points) 4. Organization never defaulted on a loan or grant, but has returned funds for inability to meet deliverables. (2 points)
<p>(Poor) 1 point per criteria met for a total of 4 points</p>	<ol style="list-style-type: none"> 1. Attaches a list of one other funding source (corporate, government, foundation, individuals, etc.) that is related to the program for which funds are being requested AND relative to the requested funding amount. (1 point) 2. Provides statement that does not adequately address how the program will continue if partially funded. (1 point) 3. Provides statement that does not adequately address how Fulton County funding will be leveraged. (1 point) 4. Organization defaulted on a loan or grant. Organization returned funds for misuse or inability to meet deliverables. (1 point)

19. General Attributes (Maximum points for section is 6 out of 100)

(Excellent) 3 points per criteria met for a total of 6 points	1. Written with no errors. (3 points) 2. Uses research data that is acceptable and relevant to the proposed program. (3 points)
(Fair) 2 points per criteria met for a total of 4 points	1. Written with 1-3 errors (2 points) 2. Uses research data that is somewhat relevant to the proposed program. (2 points)
(Poor) 1 point per criteria met for a total of 2 points	1. Written with several (more than 3) errors. (1 point) 2. Uses research data that has no connection to the proposed program. (1 point)

20. Conclusion (Maximum points for section is 6 out of 100)

(Excellent) 3 points per criteria met for a total of 6 points	1. Provides a summary statement with possible solutions based on the proposal. (3 points) 2. Places the focus of the project on the required need and relevancy. (3 points)
(Fair) 2 points per criteria met for a total of 4 points	1. Provides a summary statement of a few methods used and possible solutions based on the proposal. (2 points) 2. Places the focus of the project on the required need but does not site the relevancy. (2 points)
(Poor) 1 point per criteria met for a total of 2 points	1. Provides an incomplete summary with vague references to the proposed solutions. (1 point) 2. Places no focus on the required need. (1 point)

21. Bonus (Maximum points for section is 2 additional points)

(Excellent) 2 points per criteria met for a total of 2 points	1. Programs and services target “high risk” area(s) within Fulton County. Demonstrated by response to Question #13 Citizen Needs, inclusive of statistics to support that the area is “high risk” (2 points)
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Acknowledgment:

If funded, all advertising, promotions and other publicity in connection with the supported program(s) must include the following acknowledgment:

“Funding provided in part by the Fulton County Board of Commissioners, under the guidance of the Fulton County Department of Community Development.”

Assurances:

This provision will also be extended to cover all subcontracts. The applicant assures and certifies with respect to the RFP that:

1. It possesses legal authority to apply for the RFP and that a resolution motion or similar action has been adopted or passed as an official act of the applicant’s governing body authorizing the completion of the RFP, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the RFP and to provide such additional information as may be required.
2. No person shall on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the applicant receives Fulton County Government financial assistance.
3. The following statement will be included by the applicant when implementing a program / activity that is funded by Fulton County Government: “No person shall, on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability, be excluded from employment under a contract funded in whole or part by Fulton County Government.”
4. It will prohibit employment discrimination where: (1) the primary purpose of a RFP is to provide employment or (2) discriminatory employment practices will result in disparate treatment of persons who are or should be benefiting from the grant-aided program / activity.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by desire of private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give Fulton County Government, the Fulton County Department of Community Development, or other grantor agency through authorized representatives the access and right to examine all records, books, papers, or other documents related to the RFP.
7. It will immediately inform the Fulton County Department of Community Development staff or designee, of any major changes in the agency (i.e. change in contact information, program locations, etc.)
8. It is the policy of Fulton County Government that minority and female business enterprises shall have maximum opportunity to participate in Fulton County Government projects. Consequently, Fulton County Government’s Minority/ Female Business Enterprise Program has established a goal that at least thirty-three percent (33%) of the dollar value of all publicly awarded contracts shall be with businesses owned and controlled by members of established minority/female groups. This shall in no way be considered or operate as a fixed quota. In this regard, the agency to which any award of this solicitation is made shall take all necessary and reasonable steps in accordance with this solicitation to ensure that

minority / female business enterprises have the maximum opportunity to participate in the resulting contract. The agency shall not discriminate on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability in the award of performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the agency prior to the owner's award of any contract related to this solicitation shall take affirmative action and otherwise make good faith efforts as described in this section to subcontract with and select contractors, vendors, and suppliers from minority / female business enterprises.

9. The State of Georgia prohibits the use of public funds in any way that advances either directly or indirectly the purposes of any sectarian institution. Agency assures under penalty of law that the receipt of public funds from Fulton County Government is not in furtherance of any sectarian institution.

We, the undersigned, certify that to the best of our knowledge and belief, data contained in this RFP is accurate and true. This RFP document has been duly authorized by the governing body of the applicant agency and the agency / program will comply with the necessary requirements, certifications and assurances if funding is awarded by Fulton County Government.

Chair, Board of Directors: _____

Date: _____

Executive Director or Corporate Secretary: _____

Date: _____

CSP RFP Terms/Definitions/Conditions:

Term	Definition
Addendum	Revision to the Proposal documents issued by the County prior to the receipt of proposals
Administrative Expenses	Grant funds that are spent on executive / management staff and their administrative support staff salaries, salary fringe, and benefits; etc.). (Note: Not more than 5% of grant award can be used for administrative costs. Includes direct and indirect charges for administration of the grant)
Applicant/Agency	The entity of individual submitting a proposal in response to this Proposal.
BOC	Fulton County Board of Commissioners
Collaboration	Partnerships or collaborations in which your program is engaged or will engage and how those partnerships or collaborations work towards efforts to achieve the Funding Objective for the target population.
Commencement of Work	The County's obligation will commence when the contract is approved by the Board of County Commissioners. The County may set a different starting date for the contract. The County will not be responsible for any work done by the proposer, even work done in good faith, if it occurs prior to the contract start date set by the County.
Community Services Program (CSP)	The Community Services Program is the County's principal avenue for funding social services programs pursuant to the County's Strategic Plan. As part of Fulton County's commitment to ensuring the self-sufficiency of the people of Fulton County, a number of specific objectives and related key performance indicators have been established as a way to measure our success over time.
Costs Incurred by Proposers	All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the proposer. No payment will be made for proposals received, or for any other effort required of or made by the proposers, prior to commencement of work as defined by a contract approved by the Board of County Commissioners.
Direct Service Expenditures	Grant funds utilized to provide services directly to agency/program participants such as payments made on behalf of participants for rent, utilities, food, shelter, transportation (rentals, gas, and parking, bus drivers, public transportation costs, etc.) , scholarships and day care vouchers, salaries and fringe benefits for direct service personnel (Case Managers, Educators, Subcontractors, etc.), program supplies (educational/instructional materials, paper, pencils, markers, etc.) directly consumed by participants. Program materials that may be pertinent to the scope of services of a funded program and that aid in grantee meeting contracted program outcomes are included in this definition (i.e. children's story books, educational games, puzzles, and flash cards).
Non Profit Agency	An organization that does not operate for profit and has a 501 (c) 3 tax designation from the U.S. Internal Revenue Service.
Operational Expenditures	Grant funds used to conduct agency/ organizational functions that are secondary to program service delivery such as office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), utility expenses, transportation expenses (staff travel expenses), marketing/catalogues, etc.
Proposal	The document submitted by the applicant in response to this Proposal.
Proposal Guarantee	Proposer guarantees their commitment, compliance, and adherence to all requirements of the RFP by submission of their proposal.

RFP Terms/Definitions/Conditions (continued):

Term	Definition
Proprietary/Confidential Information	Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with the State of Georgia "The Open Record Act" enacted in March, 2012.
Responsible Applicant	A person or entity that has the capability in all respects to perform fully and reliably the contract requirements.
Responsive Applicant	A person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
Service Delivery Site	Physical location where the program in which grant funding is being requested to support is held.
Scope of Work	All of the services specified, indicated, shown, or contemplated by the Contract. The exact manner in which grant funds will be used.
Subcontractor/sub-consultant	An individual, firm, corporation or any combination thereof, with a direct contract with Consultant/Contractor for the performance of a part of the work.
Target Area / Fulton County Commission District	Geographic area / Commission District in which the agency will deliver services.
Target Population	A specific sector of people the agency intends to serve. The description of the target population should include the geographical area (state, city, county, neighborhood, etc.) covered by the people designed for the program, as well as the age group and gender.
Technical Assistance Workshops	Workshops held throughout Fulton County to familiarize agencies with the Community Services Program, as well as provide agencies with an opportunity to gain clarity needed to submit a proposal that complies with the requirements.
Unduplicated	Clients counted once during a specified timeframe, regardless of the number/ amount of services received from the agency.
WebGrants	Grants management software utilized by Fulton County for the electronic administration of the Community Services Program. http://fulton.dullestech.net

RFP Submission Reminders

**Last Day for questions to be submitted to Fulton County Purchasing is:
Thursday, September 21, 2017
By 11:00 a.m.**

**Deadline for receipt of 2018 RFP is:
Monday, October 2, 2017
By 3:00pm**

**RFP must be completed and submitted ONLINE via Fulton County
WebGrants application system
<http://fulton.dullestech.net>
on or before the October 2, 2017, 3:00pm deadline**

*****Hard copy and Facsimile RFPs WILL NOT be accepted.*****

****RFPs received after the deadline WILL NOT be accepted.****

Incomplete RFPs WILL NOT be processed.

Fulton County District Locator:

To access the Fulton County District Maps, visit the Fulton County Geographic Information System (GIS) Website at <http://www.fultoncountyga.gov/gis-maps>

Below are instructions for two (2) options on how to determine which Fulton County Commission District residents/participants reside in.

Option 1:

Fulton County Commission District Locator Instructions:

- Go to: <http://www.fultoncountyga.gov/commissioners>
- Go to right side menu and look for the following verbiage: *“Not sure what district you're in? Enter your address below to find out!”*
- Enter street address
If address does not appear, you may need to use an abbreviated suffix when searching, such as Dr., Rd., Ln. or just enter the street number and street name without a suffix (i.e. 141 Pryor).
- Enter City and Select Find District
If the address entered is registered in Fulton County, the results will show an address match and list the Fulton County Commission District (i.e. District 1, 2, 3, 4, 5, or 6).

Option 2:

Fulton County GIS Map Instructions:

Search Addresses to determine Fulton County Commission District

- Go to: <http://www.fultoncountyga.gov/fcgis-home> (Fulton County Geographic Information System)
- Left side Menu –Click on “Property Profile”
- Enter address and click search (example: 141 Pryor St SW)
 - If address does not appear, you may need to use an abbreviated suffix when searching, such as Dr., Rd., Ln. or just enter the street number and street name without a suffix (i.e. 141 Pryor).
- Results of search will appear. Click desired result
- Under “Property Profile”, scroll down to the section labeled, “Political”
- The Commission District and Commissioner’s name will display under the section labeled, “Political”
- To enter new address, go to left side menu – Click on “Property Profile” and repeat the steps above.

**FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT
AND AGREEMENT**

Instructions:

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit provided.

STATE OF GEORGIA

COUNTY OF FULTON

**FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT
AND AGREEMENT**

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 services¹ under a contract with **[insert name of prime contractor]** _____ on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

County: _____

Commission Expires: _____

¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

**FORM G: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR
AFFIDAVIT**

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

STATE OF GEORGIA

COUNTY OF FULTON

**FORM G: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR
AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor 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 services³ under a contract with **[insert name of prime contractor]** _____ behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

County: _____

Commission Expires: _____

³O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

⁴*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

**Fulton County Department of Community Development
Office of Grants and Community Partnerships
137 Peachtree Street, SW, Suite 100
Atlanta, GA 30303
404-613-7944**

**FRANKIE L. ATWATER, MPA, HDFP
DIRECTOR
DEPARTMENT OF COMMUNITY DEVELOPMENT**