



FULTON COUNTY

March 7, 2016

**Re: 16RFP598101B-BR Comprehensive Equal Access/Non-Discrimination
Compliance Development and Training**

Dear Proposers:

Attached is one (1) copy of Addendum #5, hereby made a part of the above-referenced Request for Proposal (RFP).

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

A handwritten signature in blue ink that reads "Brian Richmond". The signature is written in a cursive, flowing style.

Brian Richmond
Assistant Purchasing Agent

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

1. **Question:** Is this an ongoing requirement that is currently in force or a new requirement?

- If this is an ongoing requirement is there an incumbent vendor for this RFP? If so, who is the vendor?
- If so, are the historical metrics and award amount available?

Answer: This is a new requirement. There are no historical metrics or award amounts

2. **Question:** If this is a new requirement, is there a past RFP or requirement similar in scope to it?

- a. If so who was/is the vendor?
- b. What was the award amount for the endeavor?
- c. Can we have a copy of the original solicitation?

Answer: This is a new requirement. There are no historical metrics or award amounts

3. **Question:** During the pre-bid conference it was mentioned that this requirement was part of a larger ongoing requirement? Can you specify the larger requirement and the incumbent vendor for it along with the funding metrics: i.e. award amount?

Answer: The DCRC initiated a new ***ADA Program Access Self-Evaluation and Transition Plan Project*** pursuant to the ADA-Title II as amended and its related 2010 regulations. The project was organized for completion as a multi-phase, multi-year initiative. In this regard:

Phase I of the self-evaluation, completed during FY 2012, used a detailed survey to evaluate 168 County programs related to access for persons with disabilities. The resultant report "FULL ACCESS AHEAD" identified areas where significant improvement was needed to ensure compliance across County programs, services and activities. Consultant used was AMEC/ADA One LLC and was funded at \$79,163.

Phase II activities involved the establishment of over 900 Corrective Action Plan Milestones across 30 Departments to remove impediments to program access which were identified by the conduct of a program accessibility survey. This phase of the project was anticipated to be completed during FY 2014. However, the project encountered some technology and data maintenance problems and was postponed for completion in FY 2015. At this writing the completion status of the project is at 98%. Consultant for Phase II Report is ADA One LLC and funding is not to exceed \$47,016.

Phase III activities involve the coordination and conduct of physical facility ADA site assessments in select County locations providing services to the public and development of a new Transition Plan. The subject contract uses a pilot approach where the selected vendor will complete assessments for three County locations. The scope of work will also provide the County with: 1) a survey tool which will be used to conduct additional facility assessments, 2) a comprehensive dataset to allow for the easy tracking of physical barriers, completed remediation work and related cost; as well as 3) provide a template for the completion of a new County Transition Plan. Assuming the Board's approval, the DCRC anticipates completion of the pilot before December 31, 2016. Consultant for this project is ADAAG Consulting LLC and funding is not to exceed \$37,750

Phase IV activities will involve completion of 1) program access assessments for 4 departments not included in the Phase I activities due to their unique program responsibilities (including: Atlanta Fulton County Emergency Management System [Emergency Evacuation Procedures and Shelters for Fulton County Residents] Emergency-911, Information Technology, and Registration and Elections; 2) ongoing facility site assessments for remaining County programs and 3) Transition Plan. Funding for these activities will need to be identified. Contingent upon funding all activities are anticipated to be completed by FY 2018.

4. **Question:** On page 78 (Article 10--Compensation) there is a not to exceed award amount of over \$400,000 for possibly this or a similar endeavor? Would the scope of RFP 16RFP598101B-BR warrant a similar or approximate budget?

Answer: That dollar figure is shown on a sample contract. The purpose of the sample contract is to show what the contract resulting from the award may look like. The dollar amount is only an example.

5. **Question:** Regarding Title VI requirements for this RFP, are there specific areas that need to be addressed or should we focus on all the protected classes equitably? Does the Is the Limited English Proficiency (LEP) aspect carry more weight than other considered areas? We noticed that it is specifically singled out for clarification?

Answer: While the training to cover all Title VI protected class groups, the County is placing more emphasis on the LEP aspect of operations at the point of service.

6. **Question:** When is the actual start date for the project? **Answer:** We will try to get the bid awarded in May.

7. **Question:** Is this based on calendar or fiscal year?

Answer: Based on a calendar year

8. **Question:** Will certain Fulton County office spaces be available for my team and me to periodically use—in order to consolidate data, materials, and specific briefings and interviews with county personnel?

Answer: The Office of Diversity and Civil Rights Compliance (DCRC) will be able to provide a work space for the consultant upon request and advanced notification

9. Question: Will my Team and I need background checks and varying credentials to access county buildings to perform interviews, briefings, training, and seminars?

Answer: The Office does not anticipate the necessity for badges or background checks for this project

10. Question: What is the timeframe for Phase 2 and Phase 3?

- The requirement states that Phase 1 high level initial needs assessment is to be completed within 30 days of notice to proceed? Is phase 2 from 31 days to 180 days and phase 3 from 181 days to completion? In other words is Phase 2: 6 months in length and phase 3: 5 months?

Answer: The Office expects the consultant to provide timeframes in its project plan

11. Question: For the size and scope of this RFP is the one year timeframe going to be adequate for the level of training implementation, and buy-in desired?

Answer: County departments have been engaged in this project for the last 4 years and anticipate additional activity in this regard. The Office anticipates continued cooperation from leadership and staff.

12. Question: In light of the Full Access Ahead report presented the Fulton County Board of Commissioners in 2012, does it lay the foundation of some of the issues we need to address?

Answer: Yes

13. Question: Also what was the RFP number for this requirement and what was the overall budget for the endeavor?

Answer: There was no RFP solicitation for this activity as a standby contractor was used as the prime. The standby contractor subcontracted to ADA One LLC to coordinate, develop and implement the program access survey and to develop the resultant report. See question three discussing Phase I activities

ACKNOWLEDGEMENT OF ADDENDUM NO. 5

The undersigned Proposer acknowledges receipt of this Addendum by returning one (1) copy of this form with the proposal submittal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, S.W., Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time of Tuesday, March 15, 2016, 11:00 AM.

This is to acknowledge receipt of Addendum No. 5, _____ day of _____, 2016.

Legal Name of Bidder

Signature of Authorized Representative

Title