



September 23, 2016

Re: 16RFP072301A-MH Substance Abuse Services For DUI Court

Dear Proposers:

Attached is one (1) copy of Addendum 1, 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,

*Mark Hawks*

Mark Hawks,  
Assistant Purchasing Agent

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

**Questions and Answers**

**Organization Chart**

**Award Clarification:** Proposals may be submitted for both locations, North Fulton and South Fulton, or just one location.

**Replace:** Replace Cost Summary Exhibit 2 with the New Cost Summary Exhibit 2 and Exhibit 3 attached.

**ACKNOWLEDGEMENT OF ADDENDUM NO.1**

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, September 29, 2016 at 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

## Questions and Answers

**Question 1.** What time does the DUI court meet on 1st and 3rd Thursday every other week?

Answer: Currently, the staffing begins at 1:30. However, it will be changed to 11:30 am in December 2016 or January 2017.

**Question 2.** How many staff must attend the staff and court meetings.

Answer: A minimum of one of the treatment providers must attend. All are encouraged to attend.

**Question 3.** Does entire treatment team meet in court on 1st and 3rd Thursday?

Answer: Please see answer above.

**Question 4.** What time is the court meeting?

Answer: Please see answer 1.

**Question 5.** Does the DUI program provide the the drug testing lab supplies and technician to take the UAs or must the contractor staff provide the urine collectors?

Answer: Supplies are provided. The contract staff will collect the samples. It is preferred that treatment staff does not collect the samples. However, it is understood it may not be possible based on the number of staff members.

**Question 6.** How long does it take to receive payment of the invoices submitted for services to DUI court?

Answer: Net – 30 days

**Question 7.** What are the average amount of counselors needed to effectively operate the DUI program?

Answer: The number of counselors will vary based on the number of clients in each phase.

**Question 8.** Are clients responsible to pay for their evaluations from an outside evaluator?

Answer: Yes.

**Question 9.** After careful review of the above mentioned RFP, I have some concerns. Most of my concerns are about me as a vendor and how certain requirements may or may not exclude me from the BID process. First of my concerns is on page 3-10, Section 5 - Local Preference, my company just recently changed its address from a South Fulton to a North Fulton address in the past 60 days and applied for a business license in the city of the new address within the same time period. The second concern is on page 3-12, Section 8 - Past Performance. Grayco has never performed Substance Abuse for DUI in Fulton County or any other county, I have, however, worked for an entity in Fulton County that handled substance abuse and was the Pharmacist in charge of the dispensation of the medication, exactly 10 years ago. Please advise as to whether these concerns imply that Grayco should not pursue the response process. I am aware that I can use sub-contractors, however, as the primary am I excluded from the process?

Answer: A location must be established by the time of the award for us to ensure the necessary facilities to provide the service to our clients. Past work will be part of the criteria reviewed when deciding on the award. We have weighted criteria in earning points for the award. You would be able to provide the service if awarded, assuming the criteria is met that is mentioned in the RFP.

**Question 10.** What is the frequency of urine collections? For example, how often does an offender have to submit to urine screening?

Answer: They will submit at all group sessions and individual sessions.

**Question 11.** If no subcontractors are yet identified, does the immigration subcontractor affidavit need to be submitted at this time?

Answer: I do not know the answer to this question.

**Question 12.** Is the vendor expected to complete the initial alcohol and drug clinical evaluation?

Answer: No. Since the clinical evaluator and the treatment provider cannot be the same based on DBHDD policy, we are keeping them separate. In the future, if the services can be separate, we may offer the opportunity for the vendor to complete the evaluation. The reimbursement for this service would be from the client not the court.

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**Question 13.** Is there any required times for the urine collections that must be done on days when there is no counseling?

Answer: It will vary. For example, clients who test positive for abnormal creatinine are required to screen at least Monday-Saturday before noon. Another example would be, clients who are required to screen more frequently and the time of the day is not important. In the past, we have had the client's coordinate the testing time with the vendor.

**Question 14.** Does the technical proposal need to be included in its own envelope?

Answer: I do not know the answer to this question.

**Question 15.** How long does the DUI court hearings and staffings that vendors will be required to attend usually last?

Answer: It will vary based on which staffing/hearing occurs. Phase I and II will come two times per month and Phase III and IV come one time per month. As a result the number of clients vary, thus the length of the hearing also varies. It is likely that in the future we will have to have two hearings and one staffing on that day. In the case of the latter, staffing would begin at 11:30. The first hearing would be at 1:30 and the next at 3:00. The hearing should be concluded by 5:00.

**Question 16.** The org chart for DUI court was not included as stated in the RFP. Please provide.

Answer: See attached Organization Chart.

**Question 17.** With other services being required under this RFP, such as evaluations and urine collections, can a separate line item be established to capture those costs? If not are we to include them in the cost for the therapy?

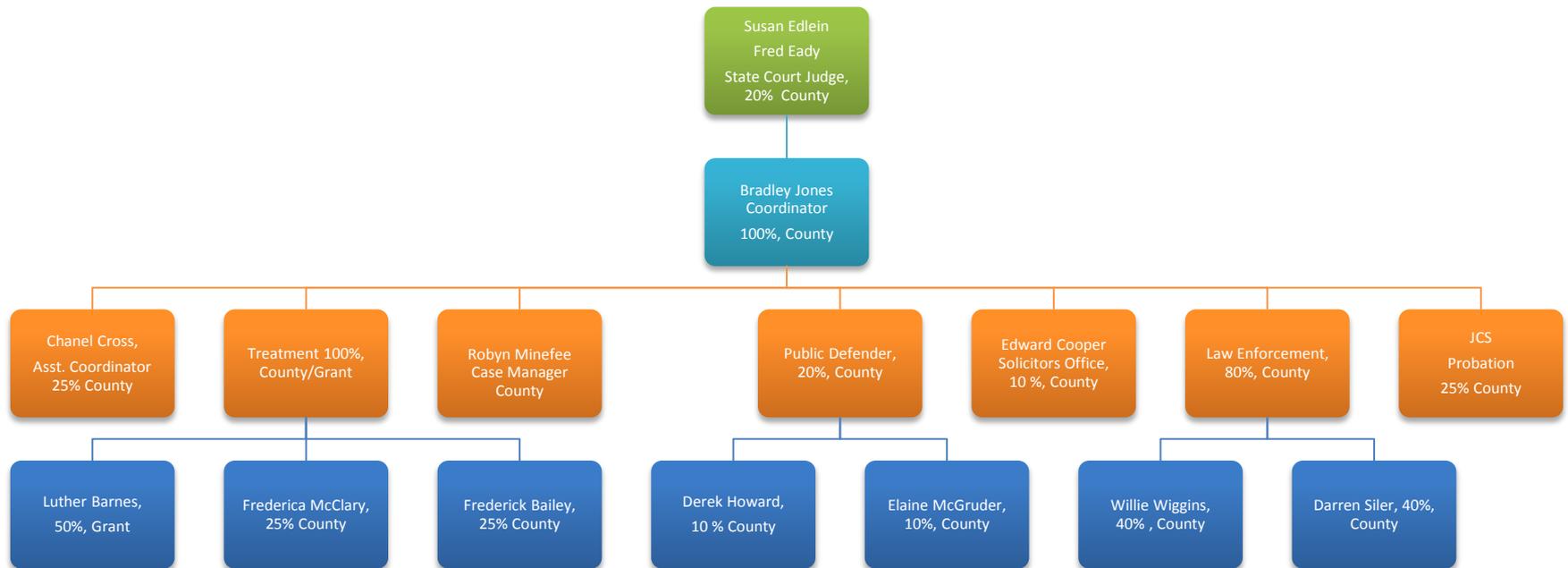
Answer: The services provided will be group sessions and individual sessions. Urine collection is included in the cost per participant. No additional reimbursement will be paid for urine collection. It is expected the facility will be equipped to complete urine screens within 15 minutes, leaving one hour and forty-five minutes for group.

# Georgia Accountability Court

Question #16

## DUI

### Fulton County DUI Court



# COST SUMMARY

## NORTH FULTON SUBSTANCE ABUSE SERVICES FOR DUI COURT

Exhibit 2

#16RFP072301A-MH

**BIDDER:** \_\_\_\_\_

Submitted \_\_\_\_\_, 20 .

Signed by: \_\_\_\_\_  
[Type or Print Name]

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

<b>Item No.</b>	<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Cost Per Session</b>	<b>Total Cost</b>
1.	Individual Session	50		\$ _____
2.	Group Session	50		\$ _____

Total 1 + 2 \$ \_\_\_\_\_

\$ \_\_\_\_\_  
(Dollar Amount In Numbers)

\_\_\_\_\_  
(Dollar Amount in Words)

# COST SUMMARY

## SOUTH FULTON SUBSTANCE ABUSE SERVICES FOR DUI COURT

Exhibit 3

#16RFP072301A-MH

**BIDDER:** \_\_\_\_\_

Submitted \_\_\_\_\_, 20 .

Signed by: \_\_\_\_\_  
[Type or Print Name]

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

<i>Item No.</i>	<i>Item Description</i>	<i>Estimated Quantity</i>	<i>Cost Per Session</i>	<i>Total Cost</i>
1.	Individual Session	50		\$ _____
2.	Group Session	50		\$ _____

Total 1 + 2 \$ \_\_\_\_\_

\$ \_\_\_\_\_  
(Dollar Amount in Numbers)

\_\_\_\_\_  
(Dollar Amount in Words)