



January 29, 2016

Re: #16RFP100204A-MH Educational Neglect/Truancy Consultant

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 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 [Insert Project Due Date, Time]

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

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions and Answers
#16RFP100204A-MH Educational Neglect/Truancy Consultant

Question #1. Section 1.3 (Background) states "...Current remedies have had limited success;..." Can the County provide additional information (if available) on what remedies have been used to date and for how long? Any additional information the County might have would be helpful.

Answer: Traditional formal court proceedings and sanctions.

Question #2. Section 2.5 (a) (Commencement Term) states "The 'Commencement Term' of this Agreement shall begin on the date of execution of the Agreement in the year 2016, the starting date, and shall end absolutely and without further obligation on the part of the County on the 31st day of December, 2016..." Section 2.5 (b) (Renewal Terms) states "...this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ('Renewal Terms')...If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 2015 and shall end no later than the 31st day of December, 2015. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 2016 and shall end no later than the 31st day of December, 2016..." Please clarify the dates of the Renewal Terms.

Answer: Replace Section 2.5 with the following paragraph:

Section 2.5 (a) (Commencement Term) states "The 'Commencement Term' of this Agreement shall begin on the date of execution of the Agreement in the year 2016, the starting date, and shall end absolutely and without further obligation on the part of the County on the 31st day of December, 2016..." Section 2.5 (b) (Renewal Terms) states "...this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ('Renewal Terms')...If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 2017 and shall end no later than the 31st day of December, 2017. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 2018 and shall end no later than the 31st day of December, 2018".

Question #3. Section 2.21 (Georgia Security and Immigration Compliance Act) states "...A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals..." However, Section 3.6 (Technical Proposal and Content) notes that "Section 1 – Executive Summary" shall be the first thing in the proposal. Please clarify where the Georgia Security and Immigration Compliance Act affidavit should appear in a Proposer's response.

Answer: The Security and Immigration Affidavit shall be placed after the Executive Summary.

Question #4. Section 3.1.1 (Proposal Submission Date and Submittal Format" states "...Each envelope or package shall be clearly marked as follows: **REQUEST FOR PROPOSALS RFP _____, Project # and Title, [Technical or Cost Proposal], Proposer's Name and Address.**" Please clarify what the Project # is. Is this the same as the RFP number?

Answer: The Project # is the RFP number.

Questions and Answers

#16RFP100204A-MH Educational Neglect/Truancy Consultant

Question #5. Section 3.6 (Technical Proposal Format and Content) states "...Section 3...Qualifications of Key Personnel...1. Vendor has provided samples of at least one project similar in scope..." Please clarify what is meant by "sample." A description, report, etc.?

Answer: Name of Project, scope of work, who you performed the work for, when the work was performed and point of contact for the project.

Question #6. Section 3.6 (Technical Proposal Format and Content) states "...Section 3...Qualifications of Key Personnel...1. Vendor has provided samples of at least one project similar in scope...5. The vendor has provided resumes for key staff...include one (1) references for each key personnel member on similar projects." Please clarify whether the one reference per staff member should be the contact person for the "sample of at least one project in similar scope" as noted in 1. or whether this one reference can be for a different project.

Answer: Include one (1) reference for each key personnel member on similar projects.

Question #7. Section 3.6 (Technical Proposal Format and Content) states "...Section 7 – Cost..." However, Section 3.1.1 (Proposal Submission Date and Submittal Format) states "...**THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES...**" Please clarify what should be included in Section 7 (Cost) of the Technical proposal.

Answer: Section 7 shall be left blank, and the cost proposal placed in a sealed envelope.

Question #8. Section 3.6 (Technical Proposal Format and Content) states "Section 7 – Cost...The County will determine responsibility based on the following criteria for the proposer(s) recommended by the Evaluation Committee." However, there are no criteria listed after this statement. Can the County provide the criteria that were to be listed here?

Answer: Delete the last sentence of Section 3.6, Section 7-Cost : The County will determine responsibility based on the following criteria for the proposer(s) recommended by the Evaluation Committee."

Question #9. Section 5 (Proposal Forms) lists and contains various forms required for submission. Please clarify where the proposal forms should be included in a Proposer's response. In the Technical Proposal? With the Contract Compliance documents?

Answer: Include all Proposal Forms with the technical proposal.

Question #10. Form B (Non-Collusion Affidavit of Bidder/Offeror) requests a signature by the President/Vice President and Secretary/Assistant Secretary. However, the rest of the forms ask for a signature of authorized representative, authorized officer or agent of contractor, or just a signature. Does Form B need to be signed by the President/Vice President and Secretary/Assistant Secretary, or can this be changed to an authorized representative?

Answer: Follow the directions as stated in the solicitation document.

Questions and Answers
#16RFP100204A-MH Educational Neglect/Truancy Consultant

Question #11. Section 6.4 (Required Forms and EBO Plan) states "...All Contract Compliance documents (Exhibits A – H and EBO Plan) are to be placed in a **separate sealed envelope**..." However, there is no Exhibit H attached to the RFP. Would the County please provide Exhibit H so Proposers can complete, if necessary?

Answer: Omit Form H, First Source Job Forms.

Question #12. Section 7 (Insurance and Risk Management Provisions) contains a signature block at the end. Should proposers sign and return Section 7 with their proposals? If so, where should this be included in a proposer's response (Technical Proposal, Contract Compliance, etc.)?

Answer: The insurance requirements should be included with the technical proposal.

Question #13. Exhibit 1 (RFP Submittal Check List) states "...10 Office of Contract Compliance Requirements (separate envelope)...Exhibit G: Prime Contractor/Subcontractor Utilization Report..." However, Section 6.4 (Required Forms and EBO Plan) states "...The following document must be completed as instructed if awarded the project: Exhibit G – Prime Contractor's Subcontractor Utilization Report..." Please clarify whether Proposers are to include this as part of their proposal or only as instructed if awarded the project.

Answer: Follow the instructions as outlined in the solicitation document.

Question #14. Exhibit 1 (RFP Submittal Check List) states "...Verify that Bidder/Proposer is registered w/Georgia Secretary of State and attach a copy of print out of each..." However, Section 2.22 (Authorization to Transact Business) states "...If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia. Please clarify whether Proposers are to include this as part of their proposal or prior to contract execution.

Answer: Submit the required documents with the proposal.

Question #15. Would Fulton County allow for an extension of this RFP's submission?

Answer: No

Question #16. What is the anticipated timeframe for this project? The RFP appears to allow the selected contractor a 9-month period from the contract execution. Is it anticipated that this will hold, regardless of the contract's execution?

Answer: No, as a grant funded procurement all grant activities must be completed by September 30th regardless of the contract execution date. A first draft would still need to be submitted by August 19th; with the final report (3 hard copies/1 electronic copy) on September 2nd and findings presented September 16th.

Questions and Answers
#16RFP100204A-MH Educational Neglect/Truancy Consultant

Question #17. Please describe any truancy prevention programs that Fulton County Juvenile Courts currently utilizes, and the results of these programs.

Answer: Information not available.

Question #18. Of the 6,000 annual cases that come before the Fulton County Juvenile Court, what percent represent truancy and educational neglect cases?

Answer: Information not available.

Question #19. How many of the truancy and educational neglect cases are being referred to the "Educational Recovery Program"?

Answer: Information not available.

Question #20. What agencies has the Fulton County Juvenile Court previously partnered with in the community to address these issues and what level of collaboration has occurred?

Answer: Information not available.

Question #21. Page 9-2 notes that the Purchasing Forms includes Form B or Form C. Are bidding vendors require to submit both forms, or whichever form is applicable?

Answer: Purchasing Forms B and C are to be submitted.

Question #22. What is the budget allotted for this project?

Answer: The budget will be based on the qualified bidder with the best offer for the project.

Question #23. Data analysis: What are the parameters of the data analysis?

Answer: We do not understand the question.

Question #24. Are data collection and analysis the **sole** responsibility of the consultant?

Answer: Please see Section 3.3 of the RFP document.

Question #25. What is the baseline data for this project?

Answer: Information not available.

Question #26. Will the timeline for project deliverables and schedule be amended to account for the anticipated start date?

Answer: There is no intent to amend the timeline at this time.