



FULTON COUNTY

March 3, 2016

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

Dear Proposers:

Attached is one (1) copy of Addendum #2, 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,

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:** What is the total number of participants proposed for the training? Is the training for only employees of the Fulton County Government or are constituents of County serves also included?

Answer: Approximately 600 employees

2. **Question:** What are the identified groups proposed for the training and what is their demographic profile?

Answer: Program Managers, Supervisors, whose services impact the public. Should also include Department Title VI Liaisons and Grant Liaisons

3. **Question:** *In Section 2, page 2-2*, the definition of "Limited English Proficient" (LEP), Who is considered LEP, "program recipients or County government staff. Please explain what is meant by the sentence, *"This can mean either understanding or being understood by that employee."*

Answer: Those considered LEP is both program recipients and government staff. The sentence explains LEP more in-depth. The sentence means the extent in which LEP is applied. Recipients have the right to receive vital program information in the form were they can be aware of the information

4. **Question:** *In Section 3 (#3.3) Scope of Work, pages 3-2 through 3-5*, What is the difference between Task 1-3 and Phase 1-3?

Answer: Tasks: Major objectives of the Scope of Work,
Phases: specific details of each Task re: Expected Deliverables

5. **Question:** *In Section 3, page 3-4*, How much time is expected to elapse between completion of Task 2 and the beginning of Task 3? How long should the contractor wait to begin Task 3?

Answer: The County would look to the contractor to suggest completion timeframes in the Project Plan. Ideally it would be good to have this project completed during 2016. However, we have requested that the contract be in place for 12 months after the execution date, Notice to Proceed (NOTP) or Award letter which would provide additional time during the first quarter of 2017 to complete the project.

6. **Question:** *In Section 3, page 3-5, Phase 1:* Define/clarify what is meant by “high level” initial Needs Assessment? Who are the identified groups for this Needs Assessment and what is the sample size? Is there a follow-up Needs Assessment after the “initial” Needs Assessment?

Answer: Initial High Level Assessment: The development/utilization of an assessment tool/survey to gather data to determine what training needs to be developed to help individuals and the organization accomplish their goals and objectives. This is an assessment that looks at employee and organizational knowledges, skills, and abilities, (KSA's) to identify any gaps or areas of need. A high level needs assessment should identify knowledge skill gaps in the following area:

- *Knowledge and/or familiarity with federal requirements for developing and managing County programs that are ADA-Title II and Title VI (LEP) compliant.*
- *Knowledge and/or familiarity with County policies and procedures for developing managing County programs that are ADA-Title II and Title VI (LEP) compliant.*
- *Knowledge of customer service expectations and responsibilities when providing services to persons with disabilities and/or LEP.*
- *Knowledge of methods and/or strategies to ensure programs and customer service expectations meet federal and County compliance requirements.*

Target Group: Program Managers, Supervisors, whose services impact the public. Should also include Department Title VI Liaisons and Grant Liaisons

Follow Up Assessment: The overall objective of this initiative is to ensure that accessibility considerations are operationalized at the point of service in County programs. It would be helpful to have data to demonstrate that this has occurred

7. **Question:** What are the specific Fulton County Government Programs administered by the staff targeted for training?

Answer: See Below.

8. **Question:** *In Section 3, page 3-4,* In conducting the Survey, what is the sample size? Will the county provide access to specialized equipment to facilitate equal access by constituents with disabilities?

Answer: the County provides reasonable modifications including alternate format communications for persons with disabilities, as requested.

9. **Question:** Is the contractor required to administer the survey in multiple languages, If yes, what are the specific languages?
Answer: Yes. Spanish and Russian
10. **Question:** *In Section 3, page 3-2, (3.1.2 Number of Copies),* Financial Information, please clarify?
Answer: In Section 3, on Page 3-10, **Section 10- Proposer Financial Information,** the documentation required to be submitted is detailed.
11. **Question:** Is Form E: Georgia Security and immigration Contractor Affidavit/Agreement, required for submission in response to the above mentioned RFP? (see **Section 5 Proposal Forms**, page 5-1), which states, ***“(Not Applicable to this Request for Proposal Bid)”***

Answer: In Section 5, PROPOSAL FORMS, Page 5-1, under Form E-Georgia Security and Immigration Subcontractor Affidavit/Agreement, Please disregard the statement ***“(Not Applicable to this Request for Proposal Bid)”***.
12. **Question:** Is Form F: Georgia Security and Immigration Subcontractor Affidavit required for submission in response to the above mentioned RFP?

Answer: Yes, for any subcontractors you may have.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

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. 2, _____ day of _____, 2016.

Legal Name of Bidder

Signature of Authorized Representative

Title

Fulton County Programming Areas

Data Date: 02/29/2016

FULTON COUNTY SUMMARY
Arts and Culture (7)
Art and Work
Contracts for Services and Administration
Abernathy Arts Center
Johns Creek Arts Center
South Fulton Arts Center
Southwest Arts Center
West End Performing Arts Center
Atlanta Fulton County Emergency Mgmt Agency
Chaplain (1)
Indigent Burials
Clerk of the Superior Court (5)
Administrative Services
Board of Equalization
Court Services
Fiscal Services
Real Estate
Clerk to the Commission (1)
Clerk - Commission
Cooperative Extension (1)
Cooperative Extension
County Attorney (3)
Attorney Services
Risk Management
Water/Sewer
County Manager (1)
County Manager
County Manager-Broadcast and Cable (2)
Broadcast and Cable - Cable
Broadcast and Cable - FGTV
County Manager-Child Attorney (1)
Office of Child Attorney
County Manager-Communications (2)
Communications
Customer Service
County Manager-Intergovernmental Affairs
County Marshal (4)
Court Security
Criminal Warrants
Field Operations
Headquarters
District Attorney (3)
DA - Appeals

Fulton County Programming Areas

Data Date: 02/29/2016

FULTON COUNTY SUMMARY
DA - Juvenile
DA - Trial
Emergency Communication 911
Facilities and Transportation Services (14)
Airport Administration
Building Construction
Central Fulton
General Services Administration
Greater Fulton
Jail Maintenance
Land Management
Operations Support
Transportation and Logistics
Solid Waste
Traffic Operations
Solid Waste SSD
Transportation Infrastructure
Transportation Planning/Engineering
Finance (4)
Risk
Business License Process/Collection
Meter Reading
Water/Sewer Billing/Collection
Fire (4)
Airport Fire Rescue
Community Risk Reduction
Fire Operations
Fleet Management and Logistics
Health Services_HW_BH (27)
Addictive Diseases
Adult Behavioral Health
C&A
Developmental Disabilities
Jail Diversion
Adolescent Health
Babies Can't Wait
CEED
Children w/Special Needs
Community Health Education
Chronic Disease
Dental
Employee Examination
Emergency Preparedness

Fulton County Programming Areas

Data Date: 02/29/2016

FULTON COUNTY SUMMARY
Environmental Health
EPDST
Epidemiology
Immunization
Infant Vitality
Nursing
REACH
Ryan White Clinic
STD-HIV
TB
West Nile virus
WIC
Women's Health
Housing and Human Services (26)
AG-Adult Day Care
AG-Case Management
AG-Congregate Meals
AG-Home Delivered Meals
AG-Home Repair
AG-Information and Assistance
AG-In-Home Services
AG-NORC
AG-Out of Home Respite
AG-Senior Multi-Purpose
AG-Senior Transportation
AG-Volunteer Services
CY-Kinship Care
CY-Youth Commissioners
CY-TLC
CY-Teen Dads
CY-YLA Boys
CY-YLA Girls
CY-Priceless University
CY-Global
CY-START
Gr-HSG
Gr-Fresh
Hsg-Emergency/Transitional
Hsg- Housing
Hsg-Workforce Development
Internal Audit (1)
Internal Audit
Juvenile Court (3)

Fulton County Programming Areas

Data Date: 02/29/2016

FULTON COUNTY SUMMARY
Probation, Detention, Program Dev
Juv Court Administration
Juv Court Judicial
Library (5)
Adult Ed. / Career Readiness
Learning and Lifelong Enrichment
Reference, Research, Archives...
Technology Services
Youth Services
Medical Examiner (1)
Death Investigation
OEEODA (2)
Complaint Resolution
Technical Assistance
Parks and Recreation (2)
Park Services
Recreational Services
Personnel
Police (5)
Code Enforcement
Facility Security
FC PSTC
Reports and Permits
Uniform Pat. Criminal Investigations
Probate Court (1)
Probate Court Services
Public Defender (3)
Juvenile Court Program
Superior Court Program
Parent Representation Program
Purchasing (1)
Purchasing
Registrations and Elections
Sheriff (4)
Court Services
Jail Operations
Law Enforcement
Sheriff Administration (Community Outreach/Tax Acctg.)
Solicitors Office State Court (6)
Child Abandonment
Investigation
Pre-Trial

Fulton County Programming Areas

Data Date: 02/29/2016

FULTON COUNTY SUMMARY
Prosecution Support
Trail Apellate
Victim Assistance
State Court (2)
Judges
General
Superior Court (9)
ADR
Business Court
Accountability Court
Family Division
Felony Non-Complex
Jury Services
Law Library
Pre-Trial Services
Superior Court Judges
Tax Assessors Office (3)
Administration
Personal Property
Real Property Assessment
Tax Commissioners Office (7)
Administration
Accounting Tax
Administration Tax
Cash Operations
Current Tax
Delinquent Tax
Satellite Tax
Water Services (7)
Stormwater Management
Engineering and Construction Management
Water Sewer Renewal and Extension
Administration - Water Sewer Renewal
Regulatory Monitoring
Water Operations
Water Protection