



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**  
**Winner 2000- 2007 Achievement of Excellence in Procurement Award**  
**National Purchasing Institute**

**Jerome Noble, Director**



**August 21, 2008**

**Re: Request for Proposals**  
**08RFP62824YC-BL, Conversations With Our Daughters**  
**08RFP62795YC-BL, Conversations With Our Sons**

Dear Prospective Bidder:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced proposals.

Except as provided herein, all terms and conditions in the **Conversations with our Daughters and Conversations with our Sons** proposal referenced above remain unchanged and in full force and effect.

Sincerely,

William E. Long, Jr., CPPB  
Chief Assistant Purchasing Agent

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

**QUESTION:** Is there a specific location site already selected for the counseling activity? If so, where?

**RESPONSE:** *Yes, both South Fulton Conversations with Our Sons and Conversations with our Daughters must be held at the new Fulton County Youth Employment Service Center on Old National Highway in South Futon.*

**QUESTION:** Would this counseling activity require 40 hours per week?

**RESPONSE:** *No, the group counseling services will be held one evening per work wee for 3 hours per weekly session. These programs are gender specific therefore Conversations with Our Sons must be held one day per work week and Conversations with Our Daughters must be held a different day per work week In addition the program requires a cultural event, a community work day and a weekend retreat for both youth and his/her parent(s).*

**QUESTION:** Is there a salary range you consider appropriate for this position?

**RESPONSE:** *The salary for the person implementing the program is at the vender's discretion.*

**QUESTION:** Is there a GS level assigned to this position?

**RESPONSE:** *This is not a federal funded program all funding for this bid will come from the Fulton County Human Services budget therefore this question is not applicable.*

**QUESTION:** I would like to know if a person with 23 years of experience in group counseling with State Certification as an Addiction Counselor Level 11, National Certified Addiction Counselor, Certified Addiction Specialist, Certified Clinical Supervisor and DHR approved Clinical Evaluator is qualified to place a Bid for Conversations with our Daughters?

**RESPONSE:** *This bid is for venders that are registered with Fulton County however to implement this program the vender awarded the contract must have a licensed MSW to conduct all group counseling.*

QUESTION: Can you bid for ONLY “Conversations with our daughters instead of bidding for Conversations with our Daughters and Conversations with our Son?

**RESPONSE:** Yes you can bid on just one program or both

QUESTION: Do you have to buy BOND insurance before you get the bid?

**RESPONSE:** No

QUESTION: REQUIREMENTS – Page 20. What does it mean by three (3) successful years of experience? Experience in working with Conversations with our Daughters or what....?

**RESPONSE:** *Experience working with youth and/or families*

QUESTION: Is 12 students the maximum for each session? What is the maximum per session? OR are they the same participants EACH 8-week session?

**RESPONSE:** *Each session is required to run for eight consecutive weeks one day per week and serve 12 youth and 12 parents with a total of 24 participants maximum group size. The contract requires 4 sessions per year.*

QUESTION: Is advertisement for the program paid for by FULTON COUNTY or do we include in our COST proposal?

**RESPONSE:** *Advertisement is included in the cost of the proposal. Advertisement must included funded by Fulton County Human Services Department*

QUESTION: ON PAGE 23 --- SOUTH Fulton states you have to have at least FIVE (5) years of experience under REQUIREMENTS (see Number 3).

**RESPONSE:** *This should be three (3) years experience*

QUESTION: Is “SOUTH” for Sons and Daughters or just Conversations with our Sons? Page 23

**RESPONSE:** *Two separate programs are to be offered 1. Conversations with our Sons, 2. Conversations with our Daughters*

QUESTION: What exactly does having Counselor Services mean? Do consultants in addition to the professional licensed Counselor have to be

certified in counseling services? Or does this mean (i.e. we have counseled girls and boys in a program through church, community services, etc?)

**RESPONSE:** *A licensed certified counselor holding a MSW is required to conduct group counseling with both the participating student and the participating parent. The program coordinator providing other activities is not required to be a licensed social worker/counselor but he/she is required to have at least 3 years working with youth/families.*

**QUESTION:** Do the facility where the program will be held have to be in Fulton County or Can the Program be held in Dekalb Co?

**RESPONSE:** *YES the program MUST be held in Fulton County the program can not be held in Dekalb County. The South Fulton Conversation with our Sons and the South Fulton Conversations with our Daughters program must be held at the Fulton County Youth Career Center on Old National Highway. (I think I gave the wrong street on the other list of questions)*

**QUESTION:** We are considering a Church located at Temple Of Faith \* 1550 Glenwood Ave S.E. \* Atlanta, GA 30316. They pay both Fulton and Dekalb Taxes. Can this location serve as a Fulton location or are they too close to Dekalb?

**RESPONSE:** *NO*

**QUESTION:** Under the Scope of Work section 3.3, (F) #3 states that "vendor must provide assistance in transporting program participants to all program components", does that include the weekly counseling sessions that are on the MARTA line or are they responsible for getting to the sessions on their own?

**RESPONSE:** *Yes it includes all meetings*

**QUESTION:** If not, are we to include the purchasing of MARTA cards in the transportation budget?

**RESPONSE:** *YES*

**QUESTION:** Under the section of "Proposal Forms" on page 31 – are the forms F & G necessary since my company only has two (2) employees?

**RESPONSE:** *YES*

QUESTION: Is there already an established budget?

**RESPONSE:** *YES there is a maximum dollar amount that we will fund for this project*

QUESTION: What was the approved budget figures for previous Conversations with Our Daughters Programs?

**RESPONSE:** *Between \$45,000.00 - \$48,700.00*

QUESTION: When will we know if the contract has been awarded to our company?

**RESPONSE:** *That is up to the purchasing department*

QUESTION: When are the 1<sup>st</sup> sessions expected to start

**RESPONSE:** *2 weeks after the vender receives a signed contract*

QUESTION: Who is the contact person at the facility for the South Fulton Program that is to be held in the South Fulton Community Center located on Old National Hwy.?

**RESPONSE:** *Marcie McClellan*

QUESTION: Is there a charge for the utilization of the South Fulton Community Center? (reference question #6) If so, what is the charge and has it already been confirmed with the Center?

**RESPONSE:** *NO*

QUESTION: What is the program logo that needs to be printed on the T-shirts?

**RESPONSE:** *The Fulton County Human Services Logo must be on all t-shirts and other printed and imprinted documents and items*

QUESTION: The RFP notes that there is a 3-year experience requirement for the vendor for Program I and a five year experience requirement for the vendor for Program II (South Fulton). Is there a particular type of experience being required or does assessment, crisis intervention and/or residential care experience for youth including boys and girls under DFCS custody, and high risk runaway and homeless youth satisfy this requirement?

**RESPONSE:** *Yes the aforementioned experienced can be applied however a licensed MSW must conduct all counseling sessions*

**QUESTION:** Proof is requested regarding the experience requirement. What type of proof is satisfactory exactly?

**RESPONSE:** *YES resumes and a copy of the license*

**QUESTION:** Can a vendor bid on Program I in the RFP, but not bid on Program II? Can we bid on Program I only which would be operated at our designated site and not bid on the Program II which would be operated at your designated site?

**RESPONSE:** *Yes a bidder can bid on just one program. No you can not operate this program in any other facility then the facility designated.*

**QUESTION:** Are there any guidelines for the cost proposal that will assist us in computing costs for the services listed? Can you tell us the total amount or range of funding available for Program I and/or Program II? If the program has been operated before, can you give us a range of costs per day or per hour for the service units?

**RESPONSE:** *I do not have budget guidelines. The past funding ranged from \$45,00.00 –\$ 48,700.00*

**QUESTION:** Has this program ever been operated by the County or by another vendor in the past?

**RESPONSE:** *YES*

**QUESTION:** The RFP for Program I requires the vendor to provide dinner for the girls daily, and other meals. Must the meals be provided on site at the program and must the provider have their own kitchen and dining facilities to satisfy this requirement or can meals be provided off site or brought in through a food vendor?

**RESPONSE:** *The food must be vended out and brought to the designated site*

**QUESTION:** What area is considered South Fulton and Central Fulton?

**RESPONSE:** *District 7 is South Fulton*

**QUESTION:** If the Vendor is not able to assist with transportation, will the vendor still be able to participate if we are on the bus line?

**RESPONSE:** *No the program must assist participant who can not afford transportation MARTA passes*

**QUESTION:** Does a counselor who is certified with the GA Professional Standards Commission and GA Dept of Education with 4 years experience and a Master's Degree in Counseling suffice as meeting the requirement for a licensed professional counselor?

**RESPONSE:** *No the counselor must have a license*

**QUESTION:** Will our current and valid Worker's Compensation for our DeKalb office compensate us for our currently expired Worker's Compensation for the Fulton site we will use with our joint partner to host sessions? We do not believe will have it current by the submission date of this RFP.

**RESPONSE:** *I do not understand this question*

**QUESTION:** Can you post a copy of last year's winning proposal and award amount?

**RESPONSE:** *I do not have those proposals that will strictly have to come from the Purchasing Department and I am not sure that is permissible.*

**QUESTION:** Can you post a sample format for the technical proposal?

**RESPONSE:** *The specifications that were listed on the bid should suffice for all program designs. I do not have any other proposals.*

**QUESTION:** Vendor must have at least 5 successful years and must provide proof of successful program implementation. I'm not sure what you're asking for?

**RESPONSE:** *I am sorry vendors must have at least 3 years of experience not 5 years experience working with youth. I am asking for a resume or some type of proof of working with youth and the type of work conducted with youth for a period of three years.*

**QUESTION:** I want to be clear on how to present the information in writing. Are we to go through each section and explain how we will implement each request?

Example: Section 3.3, Scope of Work

A. Activities

2. Each student will be provided a journal

**RESPONSE:** **YES**

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **September 3, 2008, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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

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