



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2008 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**Jerome Noble, Director**



**October 28, 2008**

**Re: 08RFP63893A-DR, LEGAL SERVICES FOR FULTON COUNTY FAMILY  
LAW INFORMATION CENTER**

Dear **Proposer's**:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **08RFP63893A-DR, LEGAL SERVICES FOR FULTON COUNTY FAMILY LAW INFORMATION CENTER.**

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

Sincerely,

*Donald R. Riley*

Donald R. Riley, CPPB  
Assistant Purchasing Agent

**08RFP63893A-DR, LEGAL SERVICES FOR FULTON COUNTY FAMILY LAW  
INFORMATION CENTER  
Addendum No. 1  
Page Two**

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

- Responses to questions that were submitted from interested bidders are attached hereto.

For additional information regarding this addendum, contact Donald R. Riley, CPPB, Assistant Purchasing Agent at (404) 612-7916.

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

Failure to return a signed copy of this addendum could render your bid non-responsive.

**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 **November 13, 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

\_\_\_\_\_  
Title

1. Will you provide information on FLIC's satisfaction rating of the current vendor?

Please see the most recent Program Performance Report located on our Fulton County website ([www.fultoncountyga.gov](http://www.fultoncountyga.gov)) on the Purchasing Departments homepage.

2. How many attorneys does FLIC want onsite at on-time? What is the office/space allocation?

For the attorney consults provided in FLIC Monday-Friday, only one attorney at a time is needed to keep appointments. It is up to the vendor to determine whether one attorney or several will be used to provide attorney consults in a given calendar week. There is one small office inside FLIC that is designated for attorney consultations.

3. The hours listed for the Law Center on the website are M-F 8:30 am - 4:30 pm; however the RFP requests a maximum of 25 hours per week. (Section 3.3) Will you please explain the discrepancy?

3.4)

FLIC is open 8:30 a.m. to 4:30 p.m. Attorney appointments are usually for a 4-5 hour block 4-5 days per week for a total of 20 hours each week.

4. Is it possible for the new vendor to offer evening hours, for example 4- 7pm? Would this present problem as it relates to building access?

No attorney consults are to take place outside Fulton County normal business hours of 8:30 a.m. to 5:00 p.m. The buildings close to the public thereafter. Appointments are not made after 4:00 p.m. so that they will conclude by FLIC's closing time at 4:30 p.m.

5. What is the payment schedule for the winning vendor (Prime)?

I don't understand this question. The vendors submit their proposal which includes the amount to be asked for services rendered.

6. Are you able to provide a copy of previous vendor's proposal and/or pricing sheet?

We do not have a pricing sheet. Services were rendered by the current vendor for a single specific hourly rate.

**7. What specifically does FLIC want included in the updates (i.e data and/or format?)**

I am unsure as to what is being asked, but the monthly invoice lists for each attorney providing services: the date services were rendered; the type of activity engaged in - research, consultation, administrative; the amount of time spent in consultation; the name of each party who consulted with the attorney and/or a description of the service: revised forms; consulted with litigant; researched venue question, etc. The current vendor provides the information on a sheet with an identifying heading, rows and columns, a place for the date the invoice is being submitted, and places for the Project Supervisor and the Family Division Director to sign.

**8. The Pricing Sheet lists descriptions of 7 items. How many hours does FLIC want dedicated to each item? Additionally, how many hours does the current vendor allot for each area?**

The vendor currently allocates 20 hours per week for consultation and the amount of time spent on research and administrative services depends on demand and activities scheduled, for example: forms revisions, legal clinics, Family Division staff training. etc.