



**FULTON COUNTY PURCHASING DEPARTMENT**  
**Winner 2000- 2006 Achievement of Excellence in Procurement Award**  
**National Purchasing Institute**



**Jerome Noble, Director**

March 16, 2007

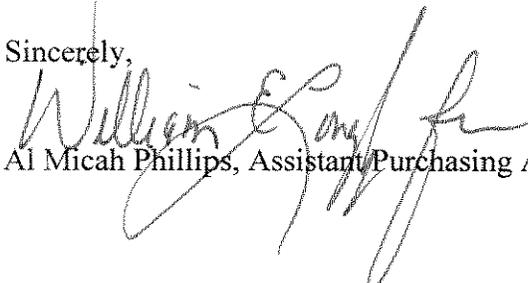
**Re: 07RFP54832C-AP, Aging Services**

Dear Prospective Bidder:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced Request for Proposal #07RFP54832C-AP.

Except as provided herein, all terms and conditions in Request for Proposal #07RFP54832C-AP referenced above remain unchanged and in full force and effect.

Sincerely,

  
Al Micah Phillips, Assistant Purchasing Agent

**Request for Proposal #07RFP54832C-AP  
Addendum No. 3  
Page Two**

**THE ATTACHED PAGES SHOW STRIKE THROUGH ITEMS THAT ARE NOT TO BE ADDRESSED IN YOUR REQEUST FOR PROPOSAL RESONSE SUBMISSION PACKAGE.**

**ACKNOWLEDGEMENT OF ADDENDUM NO. 4**

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 30335 by the RFP due date and time **April 4, 2007 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

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

\_\_\_\_\_  
Title

○ Homemaker		<b>15</b>	
○ Personal Care		<b>15</b>	
○ Respite		<b>10</b>	
▪ Adult Day Care			<b>40</b>
<b>Total Possible Score</b>	<b>80</b>	<b>80</b>	<b>80</b>

### **Budget Proposal**

The following criteria will be used in evaluating the budget proposal:

<b>Budget Proposal Evaluation Criteria</b>	<b>Maximum # Points for this section</b>
<b>Narrative</b>	
▪ Offeror provided a budget narrative that was clear and concise in describing the proposed budget	<b>5</b>
<b>Budget Spreadsheets</b>	
▪ Offeror accurately identified services costs	<b>5</b>
▪ Offeror projected Program Income, as applicable.	<b>5</b>
▪ Offeror has a reasonable cost for the # of services provided.	<b>5</b>
<b>TOTAL POINTS</b>	<b>20</b>

### **Rejection of Proposals/Cancellation of RFP**

The Department of Purchasing and Contract Compliance, in conjunction with the Atlanta Regional Commission (ARC) reserves the right to reject any and all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the ARC. It is also within the right of the ARC to reject proposal that do not contain all elements and information requested in this document. The ARC reserves the right to cancel this RFP at any time. The ARC will not be liable for any cost/losses incurred by the Offeror's throughout this process.

### **3.4 TECHNICAL PROPOSAL FORMAT AND CONTENT**

~~The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate the bidders ability to carry out the project and meet the project outcomes.~~

***Section 1—Executive Summary [Required]***

The executive summary shall include a brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the project's potential problems and concerns.

***Section 2—Project Plan***

1. Name, address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.
2. The Project Plan must address the management approach in completing the work identified in Section 3.3 Scope of Work. At a minimum, the plan must identify all major tasks, when the major tasks will start and finish, planned reviews of work associated with each major task, project completion date, and any other information that will assist in the planning and tracking this project successfully. Describe methodologies including best practices and benchmarks to be used.
3. Description of project deliverables.

***Section 3—Project Team Qualifications/Qualifications of Key Personnel [Required]***

1. Provide resumes for each of the key personnel proposed for this project with specific emphasis on the Project Manager.
2. All proposed key personnel must have at least a minimum of three (3) years work experience.
3. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:
  - Name and Title
  - Professional Background
  - Current and Past Relevant Experience
  - Relevant Training
  - Courses completed during past five (5) years
  - Previous Work Experience related to Aging Services in the State of Georgia
  - Include two (2) references for each key personnel member on similar projects.
  - Include the role and responsibilities that each key personnel member will perform on this project.

***Section 4—Relevant Project Experience [Required]***

In accordance with the minimum qualifications in section 1.4 of this RFP, identify three (3) projects where the Proposer has performed at least three (3) analysis or process reviews of a Property Tax System with entities comparable to Fulton County within he

~~past three (3) years. Such entities include cities and/or counties which provide appraisal and assessment of real and tangible business personal property. Limit your response to one (1) page per project; please provide the following information for each project:~~

- ~~• The name of the project, the owner, year performed and the project location.~~
- ~~• A description of the project.~~
- ~~• A reference, including a contact name, addresses and phone number. This reference should be the owner's staff member who was in charge of the project for the owner.~~

### ***Section 5 — Proposer Financial Information [Required]***

~~Proposers will be evaluated on the strength of their Financial Statements. Annual reports include Financial Statements from recent years, which will also be reviewed. The review will focus upon the Proposer's Statement of Income, Balance Sheet and Cash Flow Statements. Ratio Analysis will be included in determining the Proposer's financial strength as well as a review of the sources and uses of funds.~~

~~The follow documentation and statements are required. Failure to provide the required submittals shall result in your firm receiving a "Fail" for the "Financial Responsibility" criteria for the Proposal Evaluation Criteria provided in Section 4.~~

### **Financial Statement/Capability**

~~Offerors will be evaluated on the strength of their Financial Statements. Annual reports include Financial Statements from recent years, which will also be reviewed. The review will focus upon the Offerors Statement of Income, Balance Sheet and Cash Flow Statements. Ratio Analysis will be included in determining the Offerors financial strength as well as a review of the sources and uses of funds.~~

~~In order for the County to evaluate, verify and understand the Offerors financial capability, the following documentation is requested for the Offeror:~~

- ~~(1) Provide annual reports and financial statement for the last three (3) years, including income statements, balance sheets, and any changes in financial position.~~
- ~~(2) The latest quarterly financial report and a description of any material changes in financial position since the last annual report.~~
- ~~(3) Offerors most recent Dun & Bradstreet and/or Value Line Reports.~~
- ~~(4) Documentation and discussion of the financial condition and capability of the Offeror (s).~~

- (5) ~~State whether the Offeror or any member of the Offerors team has ever filed a petition for bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium, or assignment of benefits of creditors, or otherwise sought relief from creditors. If yes, please provide an explanation of the circumstances.~~

~~**Section 6 – Availability of Key Personnel [Required]**~~

- ~~(1) Percentage of time key personnel will spend on this project~~  
~~(2) Current workload of key personnel~~

~~**Section 7 – Location of Firm [Required]**~~

~~Please provide the business location (the term business location means a physical structure, office of suite but does not include a post office box or a temporary job or project site location) of the Proposer or Bidder. If submitting as a Joint Venture or Partnership, provide a copy of the Joint Venture or partnership agreement including the business address of all members.~~

~~**3.5 – COST PROPOSAL FORMAT AND CONTENT**~~

~~The Price Proposal shall be provided in a **separate sealed envelope** in accordance with specifications. The Price Proposal shall include current information and shall be arranged and include content as described below:~~

~~**Section 1 – Introduction**~~

~~The Proposer shall include an introduction which outlines the contents of the Cost Proposal.~~

~~**Section 2 – Completed Price Proposal Forms**~~

~~The Proposer is required to complete **all** of the Price Proposal Forms included in Section 3 of the RFP. Section 3 provides a description of the Price Proposal Forms.~~

## SECTION 4 EVALUATION CRITERIA

### 4.1 PROPOSAL EVALUATION SELECTION CRITERIA

The following criteria will be used to evaluate the proposals submitted in response to this RFP:

#### EVALUATION PROCESS

The Program Proposal and the Budget Proposal will be evaluated and scored based on the evaluation criteria identified below. Maximum points for the Program Proposal is 80 points and for the Budget Proposal is 20 points for a total maximum score of 100 points. Proposals for Core Services and each Specialized Service will be scored separately.

#### Program Proposal

The Program Proposal will be evaluated according to the criteria in the following chart: Scoring for Specialized services will be evaluated adding the scores from 1.0, 2.0, 3.0, and 4.0 to the Scope of the specific specialized service.

#### Program Proposal Evaluation Criteria

	Maximum # of Points for Bids on Core Services	Maximum # of Points for Bids on Core Services	Maximum # of Points for Bids on Core Services
<b>1.0 Organizational Capacity</b> Thorough description of Offeror's capacity to deliver services.	10	10	10
<b>2.0 Other Resources and Partnerships</b>	5	5	5
<b>3.0 Client Service</b>	10	10	10
<b>Local Preference (Central Office within Fulton County)</b>	10	10	10
<b>Provided evidence of Fiscal Soundness</b>	5	5	5
<b>4.0 Scope of Services for Core Services</b> Comprehensive description of service delivery, staffing, outcome measurements and other required items for each service.			
* Case Management	10		
* Senior Center Management	10		
* Home Delivered Meal Delivery	10		
* Volunteer Services	10		
<b>5.0 Scope of Services Specialized Services</b> Comprehensive description of specialized services (Scoring of Specialized Services will be considered separately by service.)			
* In-Home Services			

<input type="radio"/> Homemaker		<b>15</b>	
<input type="radio"/> Personal Care		<b>15</b>	
<input type="radio"/> Respite		<b>10</b>	
<input checked="" type="radio"/> Adult Day Care			<b>40</b>
<b>Total Possible Score</b>	<b>80</b>	<b>80</b>	<b>80</b>

### Budget Proposal

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<b>Budget Proposal Evaluation Criteria</b>	<b>Maximum # Points for this section</b>
<b>Narrative</b>	
<input checked="" type="radio"/> Offeror provided a budget narrative that was clear and concise in describing the proposed budget	<b>5</b>
<b>Budget Spreadsheets</b>	
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<input checked="" type="radio"/> Offeror has a reasonable cost for the # of services provided.	<b>5</b>
<b>TOTAL POINTS</b>	<b>20</b>

## SECTION 5 PROPOSAL FORMS

### 5.1 INTRODUCTION

To be deemed responsive to this RFP, Proposers must provide the information requested and complete in detail all Proposal Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Proposal Forms. Proposers should reproduce each Proposal Form, as required, and complete the appropriate portions of the forms provided in this section.

#### Procurement Affidavits

Procurement Affidavit Form 1	Certification Regarding Debarment
Procurement Affidavit Form 2	Form A: Non-Collusion Affidavit of Bidder/Offeror
	<del>Form B: Sub-Contractor Non-Collusion</del>
	_____ Affidavit
Procurement Affidavit Form 3	Certificate of Acceptance of Request for Proposal Requirements
Procurement Affidavit Form 4	Disclosure Form and Questionnaire
Procurement Affidavit Form 5	Bid Bond

STATE OF GEORGIA \_\_\_\_\_

COUNTY OF FULTON

**NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR**

I, \_\_\_\_\_ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), \_\_\_\_\_ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of \_\_\_\_\_ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(COMPANY NAME)

\_\_\_\_\_  
\_\_\_\_\_

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
\_\_\_\_\_

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

\_\_\_\_\_

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

NOTE:

~~IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH. IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.~~