



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE
Winner 2000- 2006 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



DATE: AUGUST 16, 2007

Re: 07RFP57145C-BL, Grant Application Software Project Development

Dear Proposer:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **Grant Application Software Project Development**.

Except as provided herein, all terms and conditions in the Request for 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 RFP documents as noted below:

The requirement to submit a Performance Bond by the successful bidder is hereby removed.

1.

QUESTION:

The Table of Contents lists Paragraph 3.4 as the Technical Proposal Format and Content and Paragraph 3.5 as the Cost Proposal Format and content, but in the RFP Document Paragraph 3.4 (page 21) is labeled the Cost Proposal Format and Content and there is no Paragraph 3.5. Will the RFP be updated to include this information?

RESPONSE: This is in error on our part. The Technical Proposal Format response should follow the following criteria:

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate experience and ability to perform environmental remediation work including health and safety and quality assurance and control procedures as required by the tasks outlined in the Scope of Work. The Technical Proposal shall include, but not be limited to, the sections and content as described below:

Section 1 - Introduction

The Introduction shall include general information such as Proposer name, address, telephone number, corporation status, overview of services, office locations etc.

Section 2 – Qualifications and Project-Specific Experience

This section shall state the qualifications of the Proposer to perform work as described herein, and include descriptions of projects performed that include tasks specific to those required in this Scope of Work. Provide the contact information for at least three (3) references, point(s) of contact, including name, phone number, e-mail addresses, etc., for each project must be included. This section should also provide the number of years the Proposer has performed environmental remediation work.

Section 3 – Organization and Key Personnel Experience

This section shall include the Proposers overall organizational structure, organization for this project including a description of personnel, experience, roles/responsibilities.

Section 4 – Project Technical Approach

This section shall include a description of the approach that will be used to complete the tasks and/or enhance the performance goals of

the task necessary to implement the corrective action.

Section 5 – Financial Responsibility

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.

Financial Statement/Capability

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 – Local Preference

Bidding Firms that have a working office location in Fulton County will automatically be awarded 10 points. This office location must have been a functional working office prior to submitting a bid in order to receive the ten (10) points afforded local preference.

Section 7 – Cost Proposal

2. QUESTION: Page 21 Paragraph 3.4 Section 2 “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” The following page contains Hourly Labor Rates Chart only and the following page is the beginning of Section 4. Will a future update to the RFP contain those forms?

RESPONSE: Section 3.4, Cost Proposal Format and Content: The Proposers cost must be stated in this format and must include the costs as identified, which will include the following:

<i>Labor Category¹</i>	<i>Estimated Hours/Year²</i>	<i>Hourly Labor Rate³</i>	<i>Extended Total (2 x 3)</i>
<i>Installation Cost</i>			
<i>Licensing Fees</i>			
<i>Maintenance Cost</i>			
<i>Development Cost</i>			
<i>Other Costs</i>			
<i>TOTAL PROJECT COST</i>			<i>\$</i>

The cost information must be submitted in a separately sealed and identifiable envelope.

3. **QUESTION:** What is the Definition of “Local Preference” in the bid evaluation process (Section 4 Page 23)?

RESPONSE: *Local Preference refers to assigning extra points (10) to any proposer who has an office location in Fulton County. This location must be a physical office and not a Post Office Box that would be used to accept mail as an office.*

4. **QUESTION:** Section 5 (Pages 24 – 41) Contains Forms A-H, are the completed forms to be part of the Contract Compliance Volume or part of another volume?

RESPONSE: *No, they are to be included with the Technical Proposal, as these are required Purchasing Forms.*

5. **QUESTION:** How many grant applications are processed each year (SOW)?

RESPONSE: *Approximately 500-600*

6. **QUESTION:** Will Staff working on data off-line need to make updates and upload the changes to the database(SOW)?

RESPONSE: As a general rule, references to staff being able to work “off-line” speak to our preference that potential IT solutions will allow grants management staff to work in a database that is located on our server and therefore we work be working in the database real time. In this scenario, data updates would not need to be uploaded.

Process Explanation: Grant Applications are made “available” to agencies for approximately 8 weeks. After that time, their access to the database or ability to submit information will be suspended. Once all applications have been received and imported into the database, Grants Management staff work with application data daily in the process of updating applicant contact information, contract amendments, performance reporting, etcetera. It is critical that the Grants Management staff have easy, access to grant application data.

7. **QUESTION:** Does Fulton County currently have access to a listing of 501c3 verified entities?

RESPONSE: No

8. **QUESTION:** Will the address data for determining the Fulton County Commission District be available in electronic format?

RESPONSE: No

9. **QUESTION:** On page 20 (Proposal Requirements Section 3.3) it reads that “System should allow grant agencies to perform ‘Online Contract negotiation’ and ‘Online performance reporting.’ Please elaborate on the definition of those terms.

RESPONSE: ‘Online Contract negotiation’: Applicants are frequently awarded grants in dollar amounts less than their initial request. Therefore, we are seeking a mechanism (interface) whereby grant applicants would in essence “amend” some of the program information submitted during the initial grant process. This is currently done via email requiring grants administrators to handle each negotiation individually. The new mechanism (interface) would allow applicants to have some ability that would allow them to “log back into/view” their original online application and amend it as needed.

‘Online performance reporting’: Similar to the description for contract negotiation, we hope to explore options that allow applicants who become contractors to provide Grants management

staff with performance data through the same type of interface they used to apply for the grant, thus eliminating the need for staff to receive each performance report and reenter that information into the database manually.

10. **QUESTION:** On page 20 (Proposal Requirements Section 3.3) it reads that “System should allow staff access to data while working offline.” What/How much data should be made available to the staff while working offline?

RESPONSE: *The item speaks to the availability of the data stored in the database (after the application process has concluded) being available to grants management staff on our servers as opposed to on the servers of a vendor.*

11. **QUESTION:** Can we assume that grant user will always work online?

RESPONSE: *We envision grant applicants submitting data online (even if their applications are completed offline and then uploaded) however, in general, we do not envision that grants management staff would need to manage the database through an online interface but we are open to various options. NOTE: This is a request for proposal, so a variety of solutions will be considered and decisions will be made in part based on a vendor’s ability to propose solutions/interfaces that are user friendly for both the grant applicants and for grants management staff.*

13. **QUESTION:** Shall grant users be allowed to simultaneous modify the same record as another user? If yes, how should the update be handled? For instance, should the second user overwrite the changes made by the first user, or should the second user be notified that changes have been made and given the option to update the entire record or individual fields.

RESPONSE: *The ability to simultaneously modify individual records is not required.*

14. **QUESTION:** Do you envision this system as a web or desktop application?

RESPONSE: *We envision that our customers (grant applicants) will be able to access the grant application via the web. However, we are open to application that runs on the web or one that is downloaded and runs from the desktop. Our highest priority is the creation of an interface that is user friendly.*

15. QUESTION: Does the county use or plan to use MS SharePoint for content management?

RESPONSE: *(This question would need to be answer by the Fulton County Department of Information Technology. We do not use MS SharePoint in the Human Services Department)*

16. QUESTION: What does the county currently use for its servers (Windows, UNIX, Linux, etc.)?

RESPONSE: *(This question would need to be answer by the Fulton County Department of Information Technology.)*

17. QUESTION: In what instances will users utilize the system in an “offline” status

RESPONSE: *(this response copied from #11 above)*

We envision grant applicants submitting data online (even if their applications are completed offline and then uploaded) however, in general, we do not envision that grants management staff would need to manage the database through an online interface but we are open to various options.

NOTE: *This is a request for proposal, so a variety of solutions will be considered and decisions will be made in part based on a vendor’s ability to propose solutions/interfaces that are user friendly for both the grant applicants and for grants management staff.*

18. QUESTION: How many users does the county anticipate will use the system concurrently?

RESPONSE: *Staff: Approximately 10 Grant Applicants: Approximately 500 (applicants have about six weeks to complete the application process and therefore many of them be working concurrently but I suspect a smaller number will be using the system “simultaneously”*

19. QUESTION: What is the plan for database optimization (archival and purging of old data, etc.)?

RESPONSE: *We retain application records almost indefinitely (at least 10+ years)*

20. QUESTION: Can you share with us the current fields used in the grant management database currently in place?

RESPONSE: *Excel Worksheet attached which identifies these fields..*

21. QUESTION: Could you describe, in more detail, the existing databases from which the system will be required to convert data

RESPONSE: *Microsoft Access database. Approximately 250 fields of various types (number fields, memo fields, currency, etc)*

22. QUESTION: Could you provide the number of grants awarded and the number of applications received over the past 3 to 5 years?

RESPONSE: *We receive approximately 500 applications each year and have awarded an average of approximately 350 each year for the last 3-5 years.*

23. QUESTION: Is there a standard review and routing process of completed grant applications within the Fulton County Department of Human Services?

RESPONSE: *4-5 tier review process, incorporating approximately 60 individuals.*

24. QUESTION: Are all grant applications received by a central department or will this vary by grant?

RESPONSE: *Yes, by one Department (Human Services Department) but by two separate program areas. For instance, this year the Office of Children and youth accepted approximately 250 applications on February 2, 2007 and the Office of Planning received approximately 250 applications on February 9, 2007.*

25. QUESTION: What types of program performance data would be required for the system to report?

RESPONSE: *# of clients served
% of client achieving targeting goals
% of funds expended
-etc, etc, etc.*

26. QUESTION: Could you explain more clearly your concept for “Online Contract Negotiation”?

RESPONSE: *Agencies request X amount, but are funded at lower amounts. Therefore, they must have a mechanism for amending*

their original proposal and scope of services. We would like to make available in an online interface, the “original” scope of services they proposed and ask them to amend it such that it is commensurate with the grant award amount for which they were recommended. When that process is complete we would again have the ability to easily import that new data / language into our database.

27. QUESTION: What is the preferred method of 501(c) (3) verification? And how important is it that the system be able to meet this requirement?

RESPONSE: *There is some kind of “national” database (GuideStar-Charity Check) that allows a “clickable” search of non profit status.*

On a scale of 1-10 with one being lowest, this function is about a 5 on the scale.

28. QUESTION: What is the current estimated manpower allocation for the following:

RESPONSE:

a. data management system: *the department does not employ and “data management” professionals, however, the program does have two staff who have the title “Grants Manager”. These two individuals are the primary staff users of the grants database.*

b. grants management review process: *review committees comprised of both staff and community volunteers totals approximately 50 people.*

29. QUESTION: this system to be web based or web enabled?

RESPONSE: *At the discretion of respondents (vendors).*

30. QUESTION: Is this system to be multi-user or networked?

RESPONSE: *At the discretion of respondents (vendors).*

31. QUESTION: What is the estimated transaction volume?

RESPONSE: *Both grant programs combined receive about 500-600 applications per year.*

32. QUESTION: The section concerning the Technical Proposal Format and Content is missing.

RESPONSE: *It is included in this ADDENDUM RESPONSE. See response to QUESTION #1.*

33. QUESTION: Is there to be a single sign-on to help establish permission levels to data?

RESPONSE: *Yes, a sign-on feature will be necessary.*

34. QUESTION: Does Fulton County have standards as to programming languages, databases, etc.?

RESPONSE: *Not to our knowledge. The current database utilized MS Access.*

35. QUESTION: Is the current system and procedures documented?

RESPONSE: *Yes, there are policy and procedures*

36. QUESTION: If a contractor has Errors and Omissions insurance in an amount that exceeds the cost of the purposed system, will they also have to provide a Performance Bond?

RESPONSE: *Yes, this is a requirement of the Request for Proposal.*

37. QUESTION: Is there a preference for the on-line system to be housed within the HSD/County IT infrastructure or would HSD/County entertain an Application Service Provider model for the System, wherein all data would be stored at the vendor's co-location facility?

RESPONSE: *There is a preference for the system to be housed within our infrastructure, but we will entertain other options.*

38. QUESTION: Please confirm that the Contract Compliance submittals should be included in the Cost Proposal envelope AND that there is a total of two envelopes (Technical Proposal and Cost Proposal) expected from each vendor.

RESPONSE: *They should be included and identified in a separately sealed envelope.*

39. QUESTION: One of the project elements states that the System must allow staff access to data while working offline (p. 20 of RFP). What data does this include, what is it used for, and will it be expected to be read only (while offline)?

RESPONSE: *If in the event the system goes down, we would like to be able to continue working on inputting data so that we can save the date once the system comes back on-line*

40. QUESTION: What is the software infrastructure at Fulton County? During the Bidders Conference, the Human Services Department did state they were customers of the Fulton County IT Services Department. Of specific interest, what relational database system has the county standardized on?

RESPONSE: *Question for IT*

41. QUESTION: Can a list of attendees of the bidders conference be made available?

RESPONSE: *This information is posted on the website.*

42. QUESTION: Please explain the process of "County Certification". Is there a web site with instructions?

RESPONSE: *Your question is not clear as to what County Certification you are speaking of.*

43. QUESTION: During the bidders conference there were questions about what paperwork was to be included in which "package". During the conference it was stated that the Technical Response package should contain the purchasing forms (pg 24) and that these forms should not be submitted with the Cost or Compliance packages. Can you confirm this?

RESPONSE: *The Purchasing forms don't have to be in a separately sealed envelope, they can be included with the Technical Proposal.*

44. QUESTION: Pg 18 - Please define what is meant by the statement ONLY "NON PROPRIETARY" SYSTEMS WILL BE CONSIDERED"

RESPONSE: *This means that the system proposed can be either off the shelf or specifically designed by a bidder for this project.*

45. QUESTION: What version of Access is the Human Services Department currently using?

RESPONSE: *2003*

46. QUESTION: What is the Human Services operating System?

RESPONSE: Microsoft Windows XP Professional

47. QUESTION: What is the Human Services anticipated timeline for deployment?

RESPONSE: Full Deployment including testing and bug fixes November 1, 2007

48. QUESTION: I have some questions concerning Paragraph 3.4's requirements: Licensing Fees: How many users will use this application. Will the number of users increase over time?

RESPONSE: 500-600 (public) applicants, 10 (county) staff. These numbers are not projected to increase substantially over time.

49. QUESTION: Maintenance costs: Are you talking about new requirements that must be added to the application to increase functionality?

RESPONSE: The preference is for us to have the ability to make changes as necessary.

50. QUESTION: System should allow grant agencies to perform "Online contract negotiation" and "online performance reporting. This component would allow customers to provide the user department with program performance data that can also be imported into the database. System (1) must be able to upload to existing databases (Fresh/Human Services) OR must include a data management system (2) that can upload all of the data from the existing databases. This requirement appears to be out of scope with the Grant Application process. Since the system is to capture Application data, this requested process appears to be a Post application process. If any modifications have been made to the proposed system, a data conversion process would have to be developed. Is this a true requirement for this RFP?

RESPONSE: Primary objective (whether application or performance reports), is for agency data submitted on line to be able to be imported into the county database. A/The database exists already.

51. QUESTION: Optional Features. How does Fulton County wish for the proposed vendors to price the Additional Optional Features described in the RFP? Should the pricing for these items be left out and then negotiated after final detail design is completed?

RESPONSE: No, they should be included (itemized) with your overall cost proposal

52. **QUESTION:** System must allow user department staff to make updates to the applications questions, data fields, etc. Since this is to be an on-line application, particular changes to question that affect changing of data fields will create the need to make code changes to the application. Will Fulton County make the necessary code changes or will this be considered maintenance to be performed by the vendor?

RESPONSE: Updates to the application will need to be “user friendly” so all levels of expertise can make changes/revisions to the application.

53. **QUESTION:** System must utilize an interface that is easy to use, customer friendly and that provides explicit step by step instructions. As stated in the SOW there are two users here as we see it. One is the Grant Applicant, and the other is the Fulton County Department staff user. This is an assumption, is this assumption correct?

If the first assumption is not correct, then the next assumption is that the Applicant System will create data and that data will be loaded to the Access Database. Once the data is in the Access Database, the responsibility of the Vendor’s Application ends. Is this correct?

RESPONSE: There are two users: One is the Grant Applicant, and the other is the Fulton County Department staff user.

Once the data is in the Access Database, the responsibility of the Vendor’s Application ends. Is this correct? ***Correct.***

54. **QUESTION:** System should include features that allow our grant applicants to print and/or share application information with their colleagues to allow them to collaborate while developing the grant application. This requirement seems vague. An online system can not provide sharing capability? Is this a true requirement? A process can be designed that will allow for the application to have a unique identifier and have the applicant bring up the application at a later date to allow a colleague to complete section.

RESPONSE: A process can be designed that will allow for the application to have a unique identifier and have the applicant bring up the application at a later date to allow a colleague to complete section.

55. QUESTION: System must allow grant applicants to submit multiple grant applications for various programs. Can an applicant submit multiple applications for the same program?

RESPONSE: Yes

56. QUESTION: System should allow user to store digital applications submitted by grant applicants. Applicant access to saved documents are beyond the scope of the current SOW. Does the County desire this type of access? Security measures to allow/prevent access to saved documents in a particular location are beyond the scope of this project. Does the County desire the vendor to design the required security necessary to allow this access?

RESPONSE: We do not desire any services beyond the scope of the current SOW

57. QUESTION: System should be compatible with MACINTOSH computers. Since the system is to be online web-based, this requirement is actually irrelevant. However, there must be a provision for the Online System to be accessible via a web browser other than Internet Explorer. Does the County utilize web browsers other than MS Internet Explorer? If so, which ones.

RESPONSE: To our knowledge, the county only used MS internet Explorer.

58. QUESTION: During the Pre-Bid conference, questions that were submitted earlier, was answered as Addendum 1. Only the Attendee Sheet is located on the web-site. However, Addendum is not on the County's web site for this RFP. Has Addendum 1 been published?

RESPONSE: The responses will be posted once all questions have been received.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

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 **August 22, 2007, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2007.

Legal Name of Bidder

Signature of Authorized Representative

Title

DATA FIELD REQUIREMENT.

ApplicationID
ApplicationStatus
ApplicationNum
ElectronicApp
FundType
GrantYear
DateSubmitted
DateEntered
AgencyName
LegalName
YearFormed
AgencyCode
VendorCode
ObjectCode
AgencyDescription
AgencyLocations
District3
District4
District5
District6
District7
AgencyWebSite
Address
City
State
Zip
Zip4
MailAddress
MailCity
MailState
MailZip
MailZip4
MainPhone
FaxPhone
ContactPhone
Extension
ChairPhone
ChairExtension
OtherPhone1
OtherPhoneDescription1

OtherPhone2
OtherPhoneDescription2
OtherPhone3
OtherPhoneDescription3
ContactSalutation
ContactFirst
ContactMI
ContactLast
ContactTitle
ContactEMail
ChairSalutation
ChairFirst
ChairMI
ChairLast
SpecialName
SecondOfficial
SecondOfficialTitle
DistrictLocation
ProgramTitle
ProgramDescription
Category
SubCategory
InOperation
ProgramLocation
ProgramStarts
ProgramEnds
PersonsServing
PersonsToBenefit
AgeOfPersons
FProgramMonths
FProgramDays
FProgramHours
FProgramHoursCategory
FiscalYearStarts
FiscalYearEnds
ChairSignature
SecretarySignature
ProgramScope
ScopeOfServices
AgencyBudget
AmountRequested
AmountForSalaries

AmountForOperating
LastYearAward
LastAudit
FirstYearFunded
NumYearsFunded
MajorFundingSource
OtherCountyFunds
OtherCountyFundsAmount
FundedByHS
FundedByFresh
FundedByArtsCouncil
FFundingFor
FExpChildrenServing
FExpChildrenToServe
FExpComments
FExpEligibilityforProgram
FExpEligibilityRestrictions
FEnhComments
FOtherExisting
FOtherNew
Monitored
MonitoredBy
HSCCRecommendation
HSCCRecommendedAmount
EligibilityReviewComments
BOCRecommendation
BOCRecommendedAmount
BOCComments
AppealReceived
AppealStatement
HSCCAppealResponse
RFPReceived
RFPDate
AmountPaid
PaymentSubmitted
PaymentRequestRequired
RFPReceived2
RFPDate2
AmountPaid2
PaymentSubmitted2
PPRReceived
PPRDate

PPRReceived2
PPRDate2
HaveAppCheckList
HaveAssurancesForm
HaveForm501c3
HaveArticlesOfIncorporation
HaveBoardList
HaveBoardMinutes
HaveBoardApproval
HaveInsurance
HaveAudit
HaveAwardLetters
HavePermits
HaveOrgChart
HaveStaffResumes
HaveSelfEvaluation
HaveJobDescriptions
HaveGrantEvaluation
HaveFeeScale
IsApplicationComplete
HaveChairSignature
HaveSecretarySignature
HaveHSDSignature
HaveLegalSignature
HaveCommissionSignature
HaveClerkSignatures
ContractStatus
ApplicationNotes
DistrictApp
ProgramCostPerClient
AgencyServes
FultonResidentsServes
DirectServiceExpenditures
OperationalExpenditures
AdministrativeExpenditures
EligibilityRequirements
Outcomes
DivisionRecommendation
DivisionReviewComments
CommentsButton
RevisedScope
FundingLosses

FinalHSDRecommendation
HSCCMetingComments