



Fulton County, GA

Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

ADDENDUM NO. 1 Request for Proposal – 12RFP82699C-MT Healthcare Benefits Consulting Services Fulton County, Georgia

March 6, 2012

Dear Vendors:

This addendum is in reference to the 12RFP82699C-MT
Healthcare Benefits Consulting Services

1. Does the prime and sub need to complete the forms in sections 5 & 6?
Response: The prime needs to complete all the forms in Sections 5 & 6. The subcontractor only needs to complete Form D in section 5.
2. What is acceptable as proof of ownership interest in a location.
Response: A copy of the tax records will be acceptable proof.
3. My firm is less than a year old and there are no current financials. What would be acceptable to the county in lieu of?
Response: The County will only accept and evaluate the requirements listed in Section 3.4 Section 5.
4. Section 3.5 Cost Proposal Format and Content: Section 2 says "The proposer is required to complete all of the Cost Proposal Forms provided". We did not see any form attached. Are there standard forms we should receive or is the proposer allowed to submit their own form as long as each year is separately listed?
Response: The proposer must submit a form providing cost for each year.
5. We are planning on using a minority partner on your account. There are a number of forms under subcontractor utilization and contract compliance for EBO. I see points awarded for using Service Disabled Veterans but nothing related to minority partnerships. Is this a preference of the County and how would the proposer be scored to reflect it?
Response: The County has no preference or program for minority partnerships nor does the County allocate points for M/FBE relationships. However, the County encourages vendors to make a good faith effort to include M/FBE participation.



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6. Section 3.7 Local Preference - In this section the proposer would get either 10 point or no points. How is it scored if the minority partner is located in Fulton County but the prime contractor is not?

Response: Local preference is given to a business that is located in Fulton County. The M/FBE status of the firm is not a factor.

7. Local Preference – Are there any partial points awarded for companies with less than 50% of its owners living in Fulton County?

Response: No.

8. Local Preference – If a vendor is knowingly going to leave Fulton County after the contract award must this be disclosed and considered in the scoring? This would show intent to remain committed to Fulton County over the contract period.

Response: The County can only award points based on the current status of the firm.

9. Is there an RFP format that Fulton County prefers to use when marketing their medical program or is the proposer allowed to utilize their own proposal? Can the vendor use an electronic RFP?

Response: The RFP process for medical administration services will be owned and rated by Fulton County. Fulton County has a template that can be used as a guide; however, we will be looking to the successful consultant group to offer technical assistance with the RFP document and process. An electronic RFP submission is not permitted.

10. What actuarial services is the current consulting providing? Can you please provide their latest monitoring report?

Response: No actuarial services report will be available to provide the consultant bidders in this RFP process.

11. When are budgets finalized for the County? What should the consultant expect for timing?

Response: Fulton County's annual budget process is discussed and monitored throughout the latter part of the year to be effective January 1st of each year. The successful consultant will work with Fulton County on an aggressive timeline to develop the healthcare benefits RFP, review and analyze the proposals and provide a detailed report on the strengths and weaknesses of each proposal for the 2013 service year.

12. Please provide or describe the most recent analytical reports provided by the current consultant on the plans. How often are these reports provided by your consultant?



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Response: This information is unavailable.

13. How often does your current consultant meet on-site? How often are they required to present to your Board?

Response: The current consultant meets with staff on an “as needed” basis to provide services. The consultant is required to be available during Employee Healthcare Benefits Board presentations to provide technical assistance.

14. It was our understanding that the current consultant would be under contract for these services. Why is Fulton County procuring these services?

Response: The current contract has expired; therefore, a new contract is in order.

15. Local Preference – There is a local preference affidavit. If we are complying to the local preference by a method other than our business address, (i.e. 51% ownership or 51% employee residence) how should that form be populated?

Response: Complete the form as normal. The Fulton County Code incorporates the 51% ownership and 51% employee resident provisions.

16. Section 6 – Availability of Key Personnel. You request the percentage of time key personnel will spend on this project. Is the county asking for a distribution of the time we anticipate on the project? For example, the account manager will use 10% of the time, actuary 20%, etc. with the total of all summing to 100%. Or is the county trying to ascertain the key personnel’s available time. For example, if the account manager has 80% of his time available for the project although we would not expect him or her to bill 80% of their time to your account. Could you please clarify?

Response: The first example is how Section 6 should be addressed.

17. Exhibit H – Fulton County First Source Jobs Program. Is the \$200,000 contract threshold an annual amount or for the entire three years of the contract? Also, if we do not expect to have jobs become available due to this contract how would it be filled out?

Response: The \$200,000 figure is for an annual amount. If you do not expect to have jobs become available, please duly note it as “Not Applicable.”

For additional information regarding this addendum contact Malcolm Tyson, Assistant Purchasing Agent at (404) 612-5811 or e-mail at malcolm.tyson@fultoncountyga.gov.



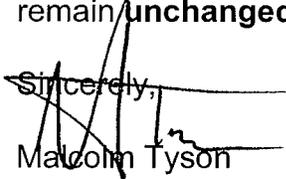
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The undersigned propose acknowledges receipt of this addendum by returning one (1) copy with their bid. Failure to return a signed copy of this addendum with your bid may render your bid to be non-responsive.

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

~~Sincerely,~~


Malcolm Tyson
Assistant Purchasing Agent

ACKNOWLEDGEMENT OF ADDENDUM

COMPANY NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____