



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

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

**Felicia Strong-Whitaker, Interim Director**



October 23, 2013

**Re: 13RFP90001YB-TR, ON DEMAND PROFESSIONAL SERVICES 2014**

Dear Proposers:

Attached is one (1) copy of Addendum 4, hereby made a part of the above referenced Proposal (RFP).

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

Sincerely,

*Terrence Reese, A.P.A.*

Terrence Reese, APA  
Assistant Purchasing Agent

**13RFP90001YB-TR, ON DEMAND PROFESSIONAL SERVICES 2014**  
**Addendum No. 4**  
**Page Two**

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

**The following questions were posed of the aforementioned RFP project:**

**QUESTION 1:** What is the possibility/likelihood of getting a one week extension to the due date for this bid?

**ANSWER 1:** The due date remains Oct 29, 2013 at 11:00am.

**QUESTION 2:** Should the hourly rate cost be all inclusive of overtime, holidays, on-call responsibilities, etc.? During the pre-bid conference we were told that we should treat the person cost as a full-time 2080 hours a year person. Please clarify.

**ANSWER 2:** The hourly rate must be all inclusive.

**QUESTION 3:** Regarding the pricing forms, during the pre-bid, we were told that we could put TBD for the hourly rates. Is this still the case?

**ANSWER 3:** NO... The actual hourly rate amount **must** be provided for each proposed resource candidate.

**QUESTION 4:** Can you provide clarity to the submission of the Contract Compliance Exhibits and Financial Information requested? For the Contract Compliance Exhibits, should we provide the (1) original and the (1) copy in the same separate sealed envelope with the Technical Proposal? The original mark original and the copy mark copy. And should we do the same for the Financial Information?

**ANSWER 4:** For your Contract Compliance Exhibits, you are to provide one (1) Original in a separate sealed envelope with your Technical Proposal marked "**Original**" and one (1) copy in a separate sealed envelope. In other words both the original and the copy should be in separate sealed envelopes. For your Financial Information, you are to provide one (1) Original in a separate sealed envelope with your Technical Proposal marked "**Original**" and one (1) copy in a separate sealed envelope. Both the original and the copy should be in separate sealed envelopes.

**QUESTION 5:** FORM: EXHIBIT A - PROMISE OF NON-DISCRIMINATION, PAGE 6.4

Do both the prime contractor and subcontractor fill out this form or just the prime contractor?

**ANSWER 5:** Only the Prime Contractor completes this form.

**QUESTION 6:** FORM: EXHIBIT B - EMPLOYMENT REPORT, PAGE 6.5

Do the prime contractor and subcontractor both fill out this form or just the prime contractor?

**ANSWER 6:** This form is completed by the prime contractor and each subcontractor has to complete one of these forms as well.

**QUESTION 7:** FORM: EXHIBIT C- SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION, PAGE 6.6

Do both the prime contractor and subcontractor fill out this form or just the prime contractor?

**ANSWER 7:** The prime contractor only completes this form. You are to put the names of your subcontractors and dollar amount and/or percentage of work to be completed by the subcontractor.

**QUESTION 8:** FORM: EXHIBIT D LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR OR PROVIDE MATERIALS OR SERVICES, PAGE 6.9

Do the prime contractor and subcontractor fill out this form or just the prime contractor?

**ANSWER 8:** This form is completed by both the subcontractor and prime contractor.

**QUESTION 9:** FORM: EXHIBIT B - EMPLOYMENT REPORT, PAGE 6.5

Do the prime contractor and subcontractor fill out this form or just the prime contractor?

**ANSWER 9:** This form is completed by the prime contractor and each subcontractor has to complete one of these forms as well.

**QUESTION 10:** I know the current incumbent contract is with (Technisource/Randstad) but what has been the historical or average spend for this RFP?

**ANSWER 10:** The historical average annual expenditure for the “incumbent” professional services contract has been approximately \$1,300,000. Though be advised that the resource requirements are different, and the resulting expenditures could be substantially different, with any new award(s) resulting from this RFP.

**QUESTION 11:** If a vendor is responding, do they have to make offers/submissions to all 5 listed categories (in other words, can we provide responses/resumes to only 4 out of 5 categories)?

**ANSWER 11:** Proposers are not required to respond to all 5 of the listed categories; Responses to any number (one or more) of the listed categories is acceptable.

**QUESTION 12:** Section 5.2 requires that Professional Licenses for the proposer and any subcontractors(s) performing work required by state law to be licensed shall complete and submit Form G (Georgia Professional License Certification) and attach a copy of the license for the work to be performed. Please confirm that the labor categories within the scope of the RFP (Network Engineering/Architecture; Telephony Technical Support & Administration; Enterprise E-mail Administration; Project Management; Program Management) are not licensed within Georgia or Fulton County and are not required as part of our proposal response.

**Answers 12:** No, there is no State or Federal Mandate requiring licenses for this project; therefore, for Form G is not applicable. However, please include any industry certifications that each candidate may have within requested resumes.

**QUESTION 13:** Are the forms listed in Section 5 to be submitted with the Contract Compliance Exhibits?

**Answers 13:** No, these forms are to be included in with your Technical Proposal.

**QUESTION 14:** Paragraph states that ...”Respondents must submit copies of resumes of all proposed resources within the above listed specialized technical areas to include all relevant experience, course work and certifications. Copies of all relevant diplomas and certifications must also be submitted with the proposal.”..... Please advise if resumes should be actual resumes with names or they could be sample resumes (without names) with all relevant background criteria? Is this a mandate, failing which a vendor can get disqualified? Thanks.

**Answer 14:** Copies of all resumes, diplomas, certifications, and other credentials included within the proposal must be genuine (not sample) documents belonging to the actual proposed candidates. If there is a concern regarding the disclosure of personal names within the proposal, then the name(s) shown on copies of the documents may be partially “**blacked out**” or redacted. For example, the name “John Smith” may be redacted to “John S”.

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 30303 by the RFP due date and time **Tuesday, October 29, 2013, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 4, \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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

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

\_\_\_\_\_  
Title