



Fulton County, GA

Department of Purchasing & Contract Compliance

July 6, 2012

Re: 12RFP61812B-TR, Homestead Exemption Audit

Dear Proposers:

Attached is one (1) copy of Addendum 1, 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

Terrence Reese
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



**12RFP61812B-TR, Homestead Exemption Audit
Addendum No. 1
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: There is no reference to the actual number of homestead exemption parcels to be audited with the “Project.” Please identify the total number of expected parcels to be audited.

ANSWER 1: *There are 180,543 homestead parcels.*

QUESTION 2: Why is the specific term for this “Project” identified that “In no event shall the contract exceed 180-days from the issuance of the NTP”? Would the County consider an alternative term that could be more efficient, effective, and provide more manageable monthly usage of Fulton County staff to process the results from the “Project” while simultaneously creating a monthly stream of potential back-tax revenue during the entire term of the “Project”?

ANSWER 2: *Yes, we would consider an alternative proposal; we would need at least ½ of all homesteads audited by June 1, 2013.*

QUESTION 3: Since the separate Exceptions document was not listed in paragraph 3.1.2 on page 3-2, how many original and copies (paper or electronic) are required?

ANSWER 3: *One copy of your “Exceptions to Contract” is fine.*

QUESTION 4: If contract Exceptions are included as part of a submission, please confirm that the required submission would consist of the following:

Technical Proposal: (one original and five copies on CD), which includes:

- 1 set of “Contract Compliance Exhibits” marked “Original”
- 1 set of “Financial Information” marked “Original”
- Any requested Technical Proposal Forms (aka: Purchasing Forms) listed on page 5-1, paragraph 5.1

Contract Compliance Exhibits, one copy in a separate sealed envelope.

Financial Information, one copy in a separate sealed envelope

Cost Proposal, one original and one copy will be placed in a separate sealed envelope.

Exceptions, in a separate sealed envelope marked "Exceptions."

ANSWER 4: *Correct.*

QUESTION 5: Please confirm that when the words "one (1) original" it means one original **PAPER/HARD** copy.

ANSWER 5: *Yes, when we say original, we mean the actual documents filled out and signed by hand in ink. We are required to keep the original hard copy of in the proposal file at all times.*

QUESTION 6: The RFP is requesting the calculation of hourly rates for direct cost to the County. How would the County rate alternative pricing models that alleviate direct hourly costs to the County by submitting a fee structure based on total "Project" collections received by the County?

ANSWER 6: *I think this is intended to be our costs for County personnel involved in quality control and review of the data for acceptance. If so, our hourly costs would be minimal, perhaps 1 to 2 hours at around \$80.00/hr.*

QUESTION 7: The Cost Proposal Form has identified Phase II as "Billing and collection." There appears to be no explanation of the billing and collection requirements in the RFP. What are the County billing and collection requirements expected for this "Project"?

ANSWER 7: *County will send letters notifying the current occupant or owner of cancellation of the homestead exemption within 15 days of the report from the contractor identifying erroneous homesteads. The letters will give the owner 45 days to dispute the findings. At the end of the 45 day period the County will issue tax bills for those parcels found by the contractor to have received homestead exemptions for which they were not entitled. It is anticipated that tax bills will be issued for the current tax digest year and up to 3 years previous if applicable. Contractor will be paid within 30 days of receipt of payment of the tax bill.*

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 Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Tuesday, July 24, 2012, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title