



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**  
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**National Purchasing Institute**

**Jerome Noble, Director**



February 28, 2008

**Re: 08RFP60436C-BL**  
**Policy and Procedures Manual for Courthouse Security and Training Plan**

Dear Proposer:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **Policy and Procedures Manual for Courthouse Security and Training Plan.**

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

**08RFP60436C-BL**

**Policy and Procedures Manual Courthouse Security and Training Plan**

**Addendum No. 1**

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This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below is to be added to Section 3 of the solicitation:

### **SECTION 3 DELIVERABLES**

The Sheriff's vision is for the Fulton County Sheriff's Office ("FCSO") is to be recognized as a national "model agency" for best practices within the Law Enforcement and Corrections communities.

In order to achieve this vision, the Fulton County Sheriff's Office requires the following scope of work to be delivered by a qualified vendor:

- 1. Develop standard operating procedures ("SOPs") to implement the Sheriff's Office Courthouse Security "Policy Framework".**
  - a.** Conduct an analysis of the framework, existing FCSO policies, plans, procedures, post orders and/or other business requirements to identify those policies, procedures, and post orders which must be either:
    - i. Revised and updated, and/or
    - ii. Developed (new).
  - b.** Analyses for the above-mentioned must include interviews with appropriate FCSO, Judicial, General Services, Technology Vendors and other staff as required.
  - c.** Vendor must work with assigned FCSO staff and operate under an iterative review process with each developed procedure or policy until completion of the contract.
  - d.** Vendor must provide all documents, including but not limited to: policies and procedures, post orders, diagrams and applicable forms in an electronic format compatible with current FCSO computer software, in addition to written materials.
  - e.** The SOP template/format shall be consistent with that currently used by FCSO.

SOPs shall comply with all applicable federal and state laws and regulations; and with applicable standards of the Commission for the Accreditation of Law Enforcement Agencies ("CALEA"), the American Corrections Association ("ACA"), the National Commission for



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- a. Provide specifications, including cost estimates, suitable for use by County for procurement purposes.
- b. The analysis should include the technology requirements of the Courthouse Security “Policy Framework” as well as contemplate studies that will be provided, such as Courthouse Risk Assessments and Courthouse Command/Control Center recommendations.
- c. Provide Computer Aided Design (CAD) disk (compatible with existing County software) and drawings of the buildings as currently configured.
  - i. Include highlights of evacuation exit areas, locations of security equipment, central plant systems, elevators and perimeter access routes.

**5. Provide comprehensive signage plan, including suggested informational language, locations, style and nomenclature.**

- a. Signage shall include Spanish, Braille and Americans with Disabilities Act (“ADA”) language or universal symbols.
- b. Informational signage shall be developed for public gathering areas.

- c. Specifications, including cost estimates, suitable for use by County for procurement purposes shall be submitted with signage plan.

**6. Vendor must conform to the following phases for the project:**

<b>Phase</b>	<b>Deliverable</b>	<b>Date Due</b>	<b>Cost</b>
One	Policy and Procedures; Emergency, Signage, and Technology Plans	1-May-08	
Two	CAD System, Aerial Photos	15-May-08	
Three	Training Plans	1-Jun-08	

**7. Qualified vendors must meet the following requirements:**

- a. Have delivered policy and procedure development services to law enforcement and/or correctional agencies of comparable size and scope of the FCSO.

Must understand and be knowledgeable of Georgia state codes and laws, and industry accreditation standards of the American Correctional **08RFP60436C-BL**

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- b.** Association (“ACA”), the Commission of Accreditation of Law Enforcement Agencies (“CALEA”) and the National Commission of Correctional Health Care (“NCCHC”) and have the ability to incorporate and cite those standards, where applicable, to each SOP.
- 8.** Must be able to research best practices in the industry and interview FCSO staff and key stakeholders to gain feedback for best possible procedural guidelines.

Must be able to complete the project within 60 days

**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, **April 9, 2008**, 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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

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

\_\_\_\_\_  
Title