



Fulton County, GA

# Department of Purchasing & Contract Compliance

September 28, 2012

Re: ***13RFP11813B-BL, Day Reporting Center***

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **13RFP11813B-BL, Day Reporting Center**.

Except as provided herein, all terms and conditions in the **13RFP11813B-BL, Day Reporting Center** referenced above remain unchanged and in full force and effect.

Sincerely,

*William E. Long, Jr.*  
Chief Assistant Purchasing Agent

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



**13RFP11813B-BL  
Addendum No. 1**

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

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**NOTE: The submission deadline is extended from October 2, 2012 to October 9, 2012 @ 11:00 AM.**

**QUESTIONS and RESPONSES**

1. QUESTION: RFP pg 1-1, Section 1.2 Description of Project, states that offenders will “report to the center daily for a structured 8 hour day.” Does this requirement refer to:

- a. The researched recommendation that 40-70% of offender time be occupied with productive/pro-social activities (typically a day reporting center model) - including time spent both at the center and in the community? Is the County simply requiring that the vendor maintain a center that is open for at least 8 hours per day?

**- OR**

- b. Does this requirement mean that the offender is physically within the Day Reporting Center for 8 hours a day (i.e. the offender receives 56 hours of programming per week)? This is a day treatment model that would require a greater funding level.

**RESPONSE:** *This applies to the researched recommendations for 40-70% structured pro-social activities depending on the level of the offender, even if activities are community based. However, the center should be open for a typical 8:30- 5:00 working day.*

2. QUESTION: If the County requires offenders to be physically present within the center for 8 hours a day, would the County accept a proposal for a program model that targets 40-70% of an offender’s schedule? In this model the Center would be open a minimum of 8 hours each day with the level of weekly programming tailored to meet each offender’s highest areas of criminogenic risk/need. This approach

would produce the greatest chance for recidivism reduction in accordance with the County's available funds.

**RESPONSE:** Yes

3. QUESTION: Will the County confirm the total amount of funding available for this program? How will this funding amount be dispersed across the contract years?

**RESPONSE:** *The County Procurement Rules do not allow us to disclose the total amount of funding for the contract. Unless otherwise negotiated, County contracts run from January through December.*

4. QUESTION: It is our understanding that the County received Second Chance funds to address jail overcrowding issues. How much of this money will be designated for DRC funding, and has the County spent any of their Second Chance funds to date?

**RESPONSE:** *There are no Second Chance funds being used for this project.*

5. QUESTION: Regarding term of placement within the DRC program, what is the average placement term and the range of time an individual may be in the program?

**RESPONSE:** *The County will defer to the chosen vendor to use evidenced based practices coupled with individual progress to make that determination*

6. QUESTION: What is the status of the individuals to be referred to program? For example, will the DRC serve pre-trial and/or sentenced cases?

**RESPONSE:** *This facility will serve sentenced defendants.*

7. QUESTION: RFP pg. 1-1, Section 1.2 Description of Project, states the qualified vendor may or may not be required to own or lease a facility for the program. Has the County identified any facilities that could be made available to the vendor? If so, will the County provide a general description of these facilities?

**RESPONSE:** *The County has not identified any current facilities. Modular structures have been researched.*

8. QUESTION: RFP pg. 2-3 states that vendors must acknowledge receipt of each addendum by submitting an "executed acknowledgement form." Does this refer to filling out Form C, Certificate of Acceptance of RFP Requirements in order to acknowledge any addenda?

**RESPONSE:** *No. It means that the last page of any Addendums issued must be signed and returned, acknowledging that they have been made aware of what the addendum is stating.*

9. QUESTION: RFP pg. 2-11, Section 2.25, First Source Jobs Policy, states that “the Prime Contract is expected to utilize the First Source Jobs Program to fill 50% of the entry level jobs which arise as a result of any project funded in whole or in part with County funds with residents of Fulton County.” Does this mean that the awarded vendor is **required** to hire 50% of their entry level positions from the First Source Jobs resource? Or does the awarded vendor simply need to demonstrate that they have posted entry level positions on First Source Jobs, and that they have made every effort possible to hire qualified staff from this resource?

**RESPONSE:** Simply need to demonstrate that they have posted entry level positions on First Source Jobs, and that they have made every effort possible to hire qualified staff from this resource?

10. QUESTION: RFP pg. 3-4, Section 3.3, states that the vendor must ensure that the program is properly certified and accredited. Regarding the requested substance abuse curriculum, it is our understanding that in Georgia, substance abuse treatment providers must be certified rather than licensed. Is this correct?

**RESPONSE:** *Fulton County is requesting that those providing substance abuse treatment be licensed through the State of Georgia with a specialty in substance abuse treatment or have a bachelors in one of the social sciences and then certified through one of the three nationally accredited boards of addictive counseling.*

11. QUESTION: Starting on RFP pg. 5-2, the RFP lists Forms A-I as forms required upon proposal submission. Should these forms be submitted as part of the separately sealed Technical Proposal package, or as part of the separately sealed Contract Compliance Exhibits package?

**RESPONSE:** *Submit with the Technical Proposal submittal*

12. QUESTION: RFP pg. 6-2, Section 6.3 Determination of Good Faith Efforts, states that the Prime Contractor is required to include outreach attempts to demonstrate a Good Faith Effort to ensure that Minority and Female Business Enterprises have had a fair opportunity for subcontracting. This includes providing a list of publications where advertisements were placed. Does the County require vendors to provide this documentation with their proposal, or during the course of an awarded contract?

**RESPONSE:** *Yes, at least state what the efforts were.*

13. QUESTION: RFP pg. 7-1 asks vendors to submit evidence of insurability with their proposal. Should this documentation be submitted as part of the separately sealed Technical Proposal package, or as part of the separately sealed Contract Compliance Exhibits package?

**RESPONSE:** *Submit with the Technical Proposal*

14. QUESTION: Section 7, Insurance and Risk Management Provisions, RFP pg. 7-4 includes a place for signature. Is the vendor required to sign and return this form as part of their proposal? Or is this form required after contract award?

**RESPONSE:** *Bidder must sign attesting to that if awarded the bidder will meet these Risk Management limits identified.*

15. QUESTION: RFP pgs. 9-2 and 9-3, Exhibit 1 RFP Submittal Check List. Is the vendor required to complete and return this form as part of their proposal? Or is this form simply for vendor reference?

**RESPONSE:** *No. This is simply a guide to assist the bidder in knowing which forms are to be executed and submitted.*

16. QUESTION: RFP pg. 9-4, Exhibit 2, Cost Proposal Summary. Is this form to be submitted as part of the separately sealed Cost Proposal package?

**RESPONSE:** *Yes*

17. QUESTION: RFP pg. 2-10, Section 2.22 Georgia Security and Immigration Compliance Act states that "a completed affidavit must be submitted on the top of the bid/proposal at the time of submission." Does this mean that Form E: Georgia Security and Immigration Contractor Affidavit and Agreement should be the first page of either the Technical Proposal package or the Contract Compliance Exhibits package?

**RESPONSE:** *No. This form needs to be submitted with the Purchasing Forms.*

18. QUESTION: It is stated that 50 participants will be served by this program. Does that mean that only 50 participants will be served the entire year or that there will be 50 participants in the program at any given time?

**RESPONSE:** *There should always be between 50 and 60 participants at any given time.*

19. QUESTION: RFP pg. 1-1, Section 1.2, Description of Project, states that “there will be no more than 50 to 60 offenders reporting daily.” Please confirm that the daily population of active day reporting cases is expected to range from 50-60 sentenced cases. If this is not correct, please provide additional information on the expected daily population, term of placement, annual referrals, and any other information that will assist the bidder in determining an operational and cost response.

**RESPONSE:** *Yes, the daily population of active day reporting cases will range from 50-60 cases.*

20. QUESTION: Is the center expected to be open Mon-Fri or 7 days per week?

**RESPONSE:** *Monday through Friday*

21. QUESTION: Will adolescents be referred to the center?

**RESPONSE:** *No*

22. QUESTION: How late in the evening should the center be open?

**RESPONSE:** *5:00 or 6:00 unless the vendor is suggesting a later time.*

23. QUESTION: Is there a preferred vocational counselor certification?

**RESPONSE:** Please explain the question?

24. QUESTION: What will be the referral process?

**RESPONSE:** *Though subject to change, Superior Court Judges will refer defendants to day reporting as an alternative to incarceration.*

25. QUESTION: What will be the requirements for program completion?

**RESPONSE:** *The vendor should be prepared to make that determination through the appropriate evidenced based curriculum and services which are tailored to a medium to high risk offender. A suggested program length and criteria for completion should be included in the Request for Proposal*

26. QUESTION: What will be the average census?

**RESPONSE:** *There should always be between 50 and 60 participants at any given time.*

27. QUESTION: What will be the average number of enrollments per month?  
**RESPONSE:** *That is difficult to determine at this time.*
28. QUESTION: What is the median rate per program participant?  
**RESPONSE:** *Please explain the question?*
29. QUESTION: What type of professional license is required to provide day reporting center services?  
**RESPONSE:** *The vendor will need to explore the answer to this question*
30. QUESTION: Are there start-up funds available?  
**RESPONSE:** *The bid award is the only funding Fulton County will provide.*
31. QUESTION: Can we speak to the providers of the Macon and Fulton County Jail Day Reporting Centers?  
**RESPONSE:** *Yes*
32. QUESTION: Where would the center potentially be located if housed in a county facility?  
**RESPONSE:** *Currently there is no location that is being explored in Fulton County. Modular trailers have been researched as venue option.*

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 **October 2, 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