



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Director

Date: January 19, 2016

Re: 15RFP12032015A-CC - Lets Move, Start Early, Start Smart Training and Consulting Services

Dear Proposers(s):

Attached is one (1) copy of Addendum No. 1, hereby made a part of the above referenced 15RFP12032015A-CC, Lets Move, Start Early, Start Smart Training and Consulting Services Except as provided herein, all terms and conditions in the proposal referenced above remains unchanged and in full force and effect.

Sincerely,

Cheryl Cochran

Cheryl Cochran
Chief Assistant Purchasing Agent

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



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

- The RFP due date and time is changed from Thursday, January 21, 2016 at 11:00 A.M. legal prevailing time to Monday, January 25, 2016 at 11:00 A.M. legal local prevailing time.
- The RFP title is hereby changed from **“Let’s Move, Start Early, Start Smart Training and Consulting Services’** to **“Early Care and Education Training and Consulting Services.”**
- The RFP package that was initially posted on the portal will be deleted in its entirety and replaced with a new RFP package with the title shown above.
- Under page 4, No. 1.1 Project Description, paragraphs 1) and 2), the date is corrected to September 29, 2016.
- Under page 7, No. 1.4 County Objectives, bullets 1) and 21), the date is corrected to September 29, 2016.
- All responses to questions submitted by interested proposers are under Attachment 1 to this addendum.
- The sample Equal Business Opportunity Plan (EBO) is included as Attachment 2 to this addendum.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned Bidder 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 S. W., Suite 1168, Atlanta, Georgia 30303 by the proposal due date and time January 21, 2016 at 11:00 A.M. legal prevailing time.

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

Legal Name of Proposer

Signature of Authorized Representative

Responses To Questions Submitted

1. What is the expected page lengths for the proposal sections -- are there any page limits either overall or for each section?

There are no page limits for the exception of page 26, sub-paragraph 6, last sentence that [specifically] state "Each resume should be limited to no more than three (3) pages per person..."

2. Are there limits on appendices that may also be provided -- and would they count toward any page limits in the proposal?

No

3. Section 7 on page 28 and Section 9 on page 29 indicates sections related to cost or finances. While these are listed as sections in the technical proposal... should they both be addressed in the technical proposal?

They both should be included in separate sealed envelopes and marked as stated under page 22 Financial Information and Cost Proposal. Do not include them with the technical proposal.

4. Do all 50 sites need to be trained prior to the end of the grant -- before October 1, 2016?

Yes. However, training does not have to be conducted one on one with sites. They can be clustered in manageable groups, where multiple sites are trained simultaneously.

5. Want to confirm that recruitment will be a joint process between Fulton County and the approved entity.

Yes, the Fulton PICH staff and Health Promotion Action Coalition members will assist with recruitment and outreach.

6. Understand the focus on child care learning centers, given p. 22 -- which specifically lists home-based providers as a target in the scope of work -- should any of the 50 sites be family day care homes?

To ensure maximum impact and outreach, the Program should focus mostly on child care centers.

7. At the pre-proposal meeting on January 7, discussion on the funding ceiling was discussed -- can you confirm that the funding ceiling is approximately \$250,000

Yes. The funding ceiling is approximately as stated above.

8. P. 25 describes an Education Manager and an Education Director -- are these the same position or are you describing different positions?

Yes, the Education Manager and an Education Director as described in Section 3 – Project Team Qualifications/ Qualifications of Key Personnel is the same position.

9. P. 25 emphasizes early childhood development background experiences, what experiences are expected in health education and health promotion?

Knowledge about public health concepts; ability to assess target health and wellness needs; ability to deliver educational programs and promote health concepts among the target population and with identified stakeholders; and ability to work across a multi-sectoral team to meet programmatic goals.

10. If submitting as a sole proprietorship as the prime contractor, are financial reports still needed? Reference Section 9

As a sole proprietorship, your company can provide a letter from the bank or your creditors stating that you are in good financial condition to do business under this contract.

11. To be clear, do we need to submit a hard copy of the Technical Proposal with every other package? Example: Financial Information (1) original hard copy with the Technical Proposal marked original and one copy in a separate envelope. Please advise.

No. Please see the answer to No. 3 above.

12. Cover Page – under location “Fulton County Department of ... ?”

Fulton county Department of Purchasing and Contract Compliance

13. Page number 39 – Would you please assist with the 1st section? I am not sure about pages #, addenda #, exhibit #, attachment #, appendices #.

Fill in Pages # 1 to 64, addenda # 1 to N/A, unless another addendum is issued prior to the revised due date), Exhibit(s) # 1 to 2 and all other inserts to the paragraph will be N/A.

14. Page 40 (Form D) – We are a non-profit organization. Do you need the information from our employees only or Board of Directors as well? We have 20 board members, should I ask those questions to them all?

The form specifically states the names and business address of each of the Offeror’s firm’s office and Directors.

15. Page 49 (Form H) – We do not have a Fulton County business address. Should we complete this form with “N/A”, or leave it blank?

Yes, please provide N/A

16. Page 50 (Form 1) – We do not service disabled veterans. Should we complete this form with “N/A”, or leave it blank?

Please complete with N/A if not applicable.

17. Please provide clarification regarding the above RFP: What date should we go with-see below?

Pg. 4: states Sept. 2016

- 1) Increase the number of outside of school care providers with formal wellness policies in place that are consistent with evidence-based practices for nutrition in early care and education settings **from 421 to 446 by September 2016** 2) Increase the number of outside of school care providers with formal wellness policies in place that promote physical activity and limit screen time **from 289 to 314 by September 2016.**

September 29, 2016 is correct.

Pg. 7: states Dec. 2016

- Increase the number of outside of school care providers with formal wellness policies in place that are consistent with evidence-based practices for nutrition in early care and education settings **from 421 to 446 by December 2016.** Increase the number of outside of school care providers with formal wellness policies in place that promote physical activity and limit screen time **from 289 to 314 by December 2016.**

The date is corrected to September 29, 2016.

Note: The above dates will be corrected under the [replaced] RFP package posted on the County’s website

Company Name
1045 Reunion Place SW
Atlanta, GA 30331
(404) 428-7299

Equal Business Opportunities Plan (EBO)

Question 1

(A. if company can do the job)

A. Company name has reviewed the solicitation carefully and knows that diversity and equal business opportunity are important to Fulton County. The plan of our company (you can put your company name if you wish) would be to increase opportunities of diversity by hiring minority and female own business as subcontractors with our company when opportunities are available. (At this time we have no opportunities within the scope of work that need to be sub-contracted out. We can handle all responsibilities but if the opportunity comes about we will solicit qualified minority and female businesses.)

(B. if company is going to use services)

B. Company name has reviewed the solicitation carefully and knows that diversity and equal business opportunity is important to Fulton County. Our company will be using subcontractors for the following services: (then put the type of service) ex. Clerical, Attorney's and examiners.

Question 2

A. Efforts that would be made by (**Company name**) to encourage, use and solicit minority and female owned business would be to:

1. Use the **Fulton County's Minority and Female Data Base (because there vendors are qualified and certified with the county).**
2. **Advertise** in various local newspaper that are utilized by minorities and female owned business and the local paper as a whole. Also, advertise on the Fulton Counties web site.
3. **Joint venture** with a minority and female owned companies.
4. **Network** with companies that specialize in the same service and/or commodity that our company does by utilizing the vendor list from the pre-bid conference.