



Fulton County, GA

Department of Purchasing & Contract Compliance

December 2, 2013

Re: 14RFP89856A-CJC, Misdemeanor Probation Supervision Services

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced 14RFP89856A-CJC, Misdemeanor Probation Supervision Services.

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

Sincerely,

Charlie Crockett,
Assistant Purchasing Agent

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



**14RFP89856A-CJC, Misdemeanor Probation Supervision Services
Addendum No. 2
Page Two**

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

- Attached are questions submitted for clarification

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

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 **Thursday, December 5, 2013, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions Submitted for Clarification

1. Is it possible to have the bid date extended due to the inadequate review of the scope of services during the November 7, 2013 session of the pre-bid conference?

Response: The Due date to submit responses for the above subject matter was change to Thursday, December 5, 2013 at 11:00a.m., est.

2. Is it possible to have another pre-bid session for bidders to get more verbal clarification on what is expected in regards the assurance of the services being provided in an efficient manner?

Response: Efficient manner can be describe as timely delivery of services, effective communication with the Court, clear and regular data reporting on a monthly basis and on demand if requested.

3. What is the basis for providing the monthly and hourly cost regarding the bid for services? Are these services on an as needed basis or are they on going?

Response: The Court wants to know the monthly costs and other fees the vendor will be charging defendants who are placed on probation. This is a revenue neutral contract for the County. The only fees collected and turned over to the Court are those fines and fees where the defendant has been put on probation to have additional time to pay the same.

4. If these services were contracted out previously is it possible to review a copy of the previous awarded bid to get some idea on how to present the cost analysis?

Response: You may request this information by making an open records request to the County. Directions for this process can be found on the County's website.

5. Can we have the current census numbers for the following: **Response:** See attachment.

- Number of DUI offenders under supervision.
- Number of Domestic Violence offenders under supervision.
- Number of Drug Screens per month.
- Number of offender under RF Electronic Monitoring.
- Number of offenders under GPS Electronic Monitoring.
- Number of offenders receiving basic probation supervision.

- Number of offenders receiving intensive probation supervision.
- Number of offenders under pre-trial diversion supervision.
- Number of offenders performing community service work.
- Census of offenders in court ordered classes or programs.

6. Does Fulton County require that other than the technical proposal, special conditions, scope of work, project deliverables, compensation, purchasing forms, contract compliance forms, insurance, and related compliance forms. For example, must a response be written for 1.0 Introduction, section 1.1 purpose or sections 1 and 2 through 2.26?

Response: **No.**

7. The checklist appears to be missing. Could you please attach the checklist?

Response: **See attachment.**

TT936541 - Fulton Case Counts

Court	DUI Cases	Domestic Violence Cases	Drug Screen Tests	Electronic Monitor Cases	Basic Supervision	PreTrial Cases	Community Service	Court Order Program
Fulton State	1674	571	167	18	2122	0	2689	3259
Court	DUI Cases	Domestic Violence Cases	Drug Screen Tests	Electronic Monitor Cases	Basic Supervision	PreTrial Cases	Community Service	Court Order Program
Fulton Magistrate	0	0	0	0	109	0	7	2
Court	DUI Cases	Domestic Violence Cases	Drug Screen Tests	Electronic Monitor Cases	Basic Supervision	PreTrial Cases	Community Service	Court Order Program
Fulton Superior	39	74	203	0	260	0	399	591
Court	DUI Cases	Domestic Violence Cases	Drug Screen Tests	Electronic Monitor Cases	Basic Supervision	PreTrial Cases	Community Service	Court Order Program
Fulton PROGRAMS	1	0	7	15	2	0	0	124
Court	DUI Cases	Domestic Violence Cases	Drug Screen Tests	Electronic Monitor Cases	Basic Supervision	PreTrial Cases	Community Service	Court Order Program
Fulton Pretrial	0	7	5	0	58	76	49	68
Court	DUI Cases	Domestic Violence Cases	Drug Screen Tests	Electronic Monitor Cases	Basic Supervision	PreTrial Cases	Community Service	Court Order Program
Fulton DUI	66	0	21	3	4	0	64	64

The following submittals shall be completed and submitted with each proposal (see table below “Required Proposal Submittal Check List.”). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original proposal and five (5) CD’s as required in Section 3.1.2 of the RFP.

Item #	Required Proposal Submittal Check List	Check (√)
1	One (1) Proposal marked “ Original ”, five (5) CD’s	
2	*Form E: Georgia Security and Immigration Contractor Affidavit(s) and Agreements <i>Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit</i>	
3	*Form F: Georgia Security and Immigration Subcontractor Affidavit (s)	
4	Technical Proposal	
5	Cost Proposal (submitted in a separate sealed envelope)	
6	Financial Information (submitted in a separate sealed envelope)	
7	Acknowledgement of each Addendum	
8	Executive Summary Technical Approach/Detailed Work Plan Project Team Qualifications/Qualifications of Key Personnel Relevant Project Experience Proposer Financial Information Availability of Key Personnel Local Preference Disclosure Form and Questionnaire	
9	Purchasing Forms Form A: Certificate Regarding Debarment Form B: Non-Collusion Affidavit of Bidder/Offer or Form C: Certificate of Acceptance of Request Proposal	

	<p>requirements</p> <p>Form D: Disclosure Form & Questionnaire</p> <p>Form G: Professional License</p> <p>Form H: Local Preference Affidavit of Bidder/Offeror</p>	
10	<p>Office of Contract Compliance Requirements (separate envelope)</p> <p>Exhibit A: Promise of Non-Discrimination</p> <p>Exhibit B: Employment Record</p> <p>Exhibit C: Schedule of Intended Subcontractor Utilization</p> <p>Exhibit D: Letter of Intent to Perform as Subcontractor</p> <p>Exhibit E: Declaration Regarding Subcontractor Practices</p> <p>Exhibit F: Joint Venture Disclosure Affidavit</p> <p>Exhibit G: Prime Contractor/Subcontractor Utilization Report</p> <p>Equal Business Opportunity Plan (EBO Plan)</p> <p>Exhibit H – First Source Jobs Program Information Form 1</p> <p>Exhibit H – First Source Jobs Program Agreement Form 2</p>	
	<p>Evidence of Insurability, proposer must submit one (1) of the following:</p> <p>Letter from insurance carrier</p> <p>Certificate of Insurance</p> <p>An umbrella policy in excess of required limits for this project</p>	
	<p>Verify that Bidder/Proposer is registered w/Georgia Secretary of State and attach a copy of print out for each</p>	
	<p>Verify Georgia Utility License Number and attach a copy of print out for each Bidder/Proposer (If applicable)</p>	
	<p>Verify Professional License and attach a copy of the print out for each Bidder/Proposer (If applicable)</p>	