



FULTON COUNTY PURCHASING DEPARTMENT

REQUEST FOR QUOTE NUMBER: 07DM58275RYC
WILL BE RECEIVED UNTIL NOVEMBER 8, 2007 @ 2:00 P.M.

DESCRIPTION: CONVERSATIONS WITH OUR SONS (HUMAN SERVICES DEPARTMENT)

Return to:
FAX QUOTES ARE ACCEPTABLE
 404-893-1738

Fulton County Purchasing Department
 Public Safety Building, Suite 1168
 130 Peachtree Street, S.W.
 Atlanta, Georgia 30303
 (404) 730-5800

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME: Delores Miles	E-Mail Address : Delores.Miles@fultoncountyga.gov	Telephone Number: 404-730-5815
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All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

Company Name:

Company Address:

City	State	Zip Code
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Telephone Number:	Fax Number:	E-Mail Address:
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RESPONSES MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE DATE INDICATED.

Person submitting QUOTE: (Please Print)	Date
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Title

***Signature of the person submitting QUOTE:**

*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidder shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

NO BID: **REASON:** _____

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By signature in the space provided for vendor in these documents, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions. The signed form must be submitted with your bid. Failure to do so may result in your bid being found non-responsive.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses may be submitted for quotes on the Vendor Self Service system at www.fultonvendorservice.co.ga.us, fax, or in person. Responses must be delivered to the Purchasing Department by the date indicated on the Request for Quote cover sheet. Quotes will be received until 2:00 p.m. on the date indicated. Quotes should be submitted on the forms provided by the County. Quotes must be signed by an authorized employee, if submitting a hardcopy.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NO BID.** Persons desiring not to submit a quote should return the acknowledgement marking it "No-Bid", not later than the stated submittal deadline.
5. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
6. **CONFLICT OF INTEREST.** Vendor stats that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County

reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

- 19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

- 20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

REQUEST FOR QUOTE
Quote Number: 07DM58275RYC
Opening Date: NOVEMBER 8, 2007 @ 2:00. P.M.

CONVERSATIONS WITH OUR SONS
HUMAN SERVICES DEPARTMENT

*****NOTE*****

All questions should be submitted in writing to the Purchasing contact person. No verbal responses shall be authoritative. The last day to submit questions is 11/05/2007.

1. DESCRIPTION

The Fulton County Purchasing Department is soliciting quotes from qualified vendors to provide **Conversations with our Sons** to the Human Services Department for a 12-month period.

2. CONTACT PERSON

Please contact Delores Miles, Procurement Officer, at (404) 730-5815 or by e-mail Delores.Miles@fultoncountyga.gov, with any procedural or technical questions. **All questions should be submitted in writing to the Purchasing contact person. Last day to submit questions is November 5, 2007.** Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

3. SERVICE SPECIFICATIONS

OBJECTIVE: Conversations with Our Sons is designed to provide support for "at risk" young men ages 12-17 and their parents/guardians. This program targets young men who have made negative choices and are heading down a path that could lead them to a life of constant struggle. This program is designed to provide solutions to help our sons make choices that produce self-assured, positive thinking and healthy young men. Conversations with Our Sons seek to facilitate harmony between youth, parents/guardians and the community.

TARGET GROUP:

- **The target audience is young men ages 12-17 and their parents/guardians**
- **This program is intended to partner with organizations that can mandate participation for both the young men and their parents/guardians**

- **Referral organizations include:** Fulton County Juvenile Court, Fulton County Office of Workforce Development (OWD), Fulton County Department of Family and Children Services (DFACS), Truancy Agencies and City of Atlanta and Fulton County Public Schools, as well as both public and private agencies that serve young male populations of Fulton County.

PROGRAM GOALS:

- **The overall goals of this program are to educate young men and their parents/guardians on positive communication with each other**
- **To provide the tools necessary to make positive life choices and encourage the best from one another**
- **To provide a program that fosters unity between young men and their parents/guardians; and**
- **To motivate young men and their parents/guardians to develop concern for their community and self-identity**

SCOPE OF WORK:

- Each eight-week session includes:
 1. **Group and individual counseling sessions conducted by a licensed professional counselor in the areas of crisis management, therapy and treatment of social disorders, self-image, nutrition, male/female relationships, parent and son relationships, missing parents, your right as a youth and parent, career development, concentrating on academic achievement and developing positive relationships with the students and their schools. Male participants will discuss how to handle empathy and how negative behaviors, negative actions can cause a series of events that can impact their families, local community, society as a whole, and their future.**
 2. **Other activities such as self-expression through writing, team building exercises, life skills training and self motivational techniques are used**
 3. **Periodic progress reports (1 report every three weeks) will be forwarded to referral agencies providing updates on each registrant's progress. A final report at the end of the 8-week session will be forwarded to both the referral agency and to the Fulton County Human Services Department's Contract Services Coordinator outlining successful participants, incomplete participants along with the Program Facilitator's thoughts or feedback regarding the overall 8-week session.**

- Cultural Experience:

A one time Cultural Experience per session, designed to provide exposure to the participants, which could range from dinner, a movie, or Broadway performance. The Cultural Experience should consist of an event in which the Conversations with Our Sons participant are rarely exposed to but leaves a positive impact that stimulates both parents and sons to communicate more.

- Community Project:

A one time Community Project, designed to teach the participants the importance of giving to others and living in peace within your community. The Community Project should consist of an event in which the Conversations with Our Sons participant can help plan and is strongly encouraged to continue to volunteer on their own after completing the eight-week session

- Weekend Retreat:

A Weekend Retreat for all participants which focuses on bonding techniques, leadership development, world of work, how to be an entrepreneur, etiquette and much more is structured to provide the young men and their guardian's effective ways to make positive life choices through open and honest communication

- Three Month Tracking System:

To ensure program effectiveness, a three month tracking system has been designed to monitor continued progress of each participant in the areas of education, employment and rehabilitation from offenses/problems. Reports will be sent to the mandating agency. Each participant will be mandated to participate in all tracking efforts as part of successful completion of the program. At the conclusion of the program, there will be formal letters of completion and non-completion sent to both the participants and the agencies that sent referrals.

The Program Facilitator will communicate the above information verbally and in writing to all successful participants so there is total clarity as to what is expected of each for the next three months.

REQUIREMENTS:

- **Vendor must provide four eight-week sessions per year, one day per week to be conducted by a licensed professional counselor (LPC); proof of licensure must be submitted with quote. Failure to submit this requirement shall deem your quote as none-responsive.**
- **Vendor must provide assistance in transporting program participants to all program components.**
- **Vendor must provide dinner to program participants each day during the eight week session.**
- **Vendor must provide a Saturday community project to include a continental breakfast and box lunch.**
- **Vendor must provide program participants with a cultural event.**
- **Vendor must provide to the Contract Services Coordinator at the end of each 8-week session a detailed list of each registrant (name, age, and address) which will outline each registrant's experience as it relates to the Conversations with Our Sons program. This information will be provided within two weeks following the 8-week session to ensure accurate data is collected and the effectiveness of the program.**
- **Vendor must provide a weekend retreat for program participants that include bonding exercises, relaxation and stress management. Program T-shirts must be designed, purchased and made available as an incentive for the retreat.**
- **Vendor must provide gift incentives that include a journal for each program participant to write their experiences at the end of each day of counseling, community project, cultural event and the retreat. Each participant must be encouraged to continue to write their experience after they complete the Conversations with our Sons program.**
- **Vendor must provide journal writing as part of the counseling sessions.**
 - **Vendor must give priority to referrals from Fulton County Juvenile Court, Fulton County Office of Workforce Development (OWD), Fulton County Department of Family and Children Services (DFACS) and City of Atlanta and Fulton County Public Schools**

- The vendor must provide a facility for sessions within Fulton County; this facility must be easily accessible by MARTA (Metropolitan Rapid Transit Authority); this facility must be able to accommodate a maximum of 12 parents, 12 children, 1 counselor, and 1 additional staff person
- Periodic progress reports (1 report every three weeks) will be forwarded to referral agencies providing updates on each registrant's progress. A final report at the end of the 8-week session will be forwarded to both the referral agency and to the Fulton County Human Services Department's Contract Services Coordinator outlining successful participants, incomplete participants along with the Program Facilitator's thoughts or feedback regarding the overall 8-week session.
- All related documents, advertising, promotions and other publicity must include the program logo and the following disclaimer:

Sponsored by The Fulton County Human Services Department, Office of Children and Youth

- **All staff must provide** proof of a successful background check and drug screening for their staff and staff must have proof of CPR/First Aid training. This requirement shall be submitted with quote. **Failure to submit this requirement shall deem your quote as non-responsive.**

FREQUENCY

- Sessions will take place one day per week promptly at 6:00 p.m. – 8:00 p.m. weekdays for 8 weeks. The program should start and run throughout the designated school year.

EXPECTATIONS/OUTCOME:

Conversations with Our Sons is designed to teach young men and their parents/guardians to develop better communication skills through honest dialogue. It is the intention of the program to: encourage positive self images, understand the need and importance of parental/guardian involvement, promote social and life skills development and finally, plan for the future, both personally and professionally

EVALUATIONS

Measurable goals and objectives include family treatment plan and a relationship pre-assessment and post assessment indicating how the son's see themselves, how they

feel and how they relate to their parents. Measurable outcomes include:

1. Program completion report from the Conversations with Our Sons Program Facilitator to be forwarded to both referral agency and Fulton County Human Services Department Contract Services Coordinator
2. Pre and post testing of young men
3. Improved school conduct/grades
4. Successful monthly tracking reports

4. INSURANCE & RISK MANAGEMENT PROVISIONS

INSURANCE REQUIREMENTS: Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to Fulton County. Insurance coverage must be current from time of award through the period of final acceptance from Fulton County. The following requirements shall apply.

- A. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to Fulton County, as evidenced by return receipts of registered or certified letters.**
- B. Each respondent shall submit with the bid/proposal evidence of insurability as indicated below. The insurance shall be for the contract period.**
- C. Respondent must maintain, at their expense, insurance in at least the following amounts and types.**
- D. The Contractor shall insure that the Request for Bid/Proposal number and Project Description appears on the Certificate of Insurance.**
- E. The Certificate of Insurance shall identify the Certificate Holder as:**

**Fulton County Government – Purchasing Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459**

1.WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)

EMPLOYER’S LIABILITY BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE BY DISEASE - POLICY LIMIT	-	\$500,000.
(Aggregate) BY DISEASE - EACH EMPLOYEE	-	\$500,000.

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability Each Occurrence	-	\$1,000,000.
(Other than Products/Completed Operations)General Aggregate	-	\$2,000,000.
Products\Completed Operation Aggregate Limit	-	\$1,000,000.

Personal and Advertising Injury	Limits	-	\$1,000,000.
Fire Damage	Limits	-	\$100,000.
3. BUSINESS AUTOMOBILE LIABILITY INSURANCE			
Combined Single Limits	Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).			
4. ELECTRONIC DATA PROCESSING LIABILITY			
(Required if computer contractor)	Limits	-	\$1,000,000
5. <u>UMBRELLA LIABILITY</u>			
(In excess of above noted coverage's)	Each Occurrence	-	\$3,000,000
6. PROFESSIONAL LIABILITY	Each Occurrence	-	\$5,000,000
(Required if respondent providing quotation for professional services).			
7. FIDELITY BOND			
(Employee Dishonesty)	Each Occurrence	-	\$ 100,000

Insurance in no way Limits the Liability of the Respondent.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The successful contractor will agree to indemnify, save harmless and defend the County, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the County and its employees, agents or representatives.

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

5. SPECIAL CONDITIONS / INSTRUCTIONS

The vendor shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications of this request for quote. This sheet shall be labeled "Exceptions to Quote Conditions" and shall be attached to the quote.

Vendors not providing quote pricing on the exact items(s) listed in these specifications must provide literature, brochure, drawing, etc., that clearly demonstrates the proposed item(s) is equal. Any bidder that is not compliant in providing the exact items listed or the requested information shall be deemed as a non-responsive quote.

No person, firm or business entity, however situated or composed, obtaining a copy of or responding to the solicitation shall initiate or continue any verbal or written communications regarding this solicitation with any county officer, elected official, employee, or designated county representative between the date of the issuance of this solicitation and the date of the final contract award by the authorized and permitted by the terms and conditions of this solicitation.

All verbal and written communications initiated by such person, firm or entity regarding this solicitation, same are authorized and permitted by the terms and conditions of this solicitation shall be directed to Delores Miles at 404-730-5815.

Any violation of this prohibition or the initiation or continuation or verbal or written communications with county officers, elected officials, employees or designated county representatives shall result a written finding by the purchasing agent that the submitted quote of the person, firm or entity in violations is not responsive and same shall not thereafter be considered for award.

6. PRICE QUOTE

Facility Reservation	\$ _____
Licensed Professional Counselor:	\$ _____
Staff	\$ _____
Food	\$ _____
T-Shirts Incentives, etc.	\$ _____
Printing	\$ _____
Field Trips/Transportation	\$ _____
Cultural Outings / Events	\$ _____
Weekend Retreats	\$ _____
Office Supplies	\$ _____
Miscellaneous	\$ _____

TOTAL PRICE QUOTED: **\$** _____

END OF SPECIFICATIONS