



**REQUEST FOR PROPOSAL NO. 15RFPFRESHGRANTAFTERSCHOOL**

**For**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**AFTER-SCHOOL EDUCATIONAL SUPPORT SERVICES**

**PROJECT ISSUANCE DATE: November 6, 2015**  
**PROJECT DUE DATE AND TIME: November 20, 11:00 A.M.**  
**LOCATION: FULTON COUNTY DEPARTMENT OF PURCHASING**  
**130 PEACHTREE STREET, S.W., SUITE 1168**  
**ATLANTA, GA 30303**

## TABLE OF CONTENTS

I. General Information	Page 3
1.1 Project Purpose and Description	Page 3
1.2 Background	Page 3
1.3 Obtaining the Proposal	Page 3
1.4 Proposal Due Date	Page 3
1.5 Contact Person and Inquiries	Page 3
1.6 No Contact During Procurement Process	Page 4
1.7 Clarification and Addenda	Page 4
1.8 Authorization To Transact Business	Page 5
1.9 Contract Definitions	Page 5
2. Proposal Requirements	Page 7
2.1 Proposal Submission Date and Submittal Format	Page 7
2.2 Scope of Work	Page 7
2.3 Contract Term	Page 8
3. Proposal Guidelines	Page 8
3.1 Required Information	
3.2 Need For Assistance	Page 8
3.3 Approach and Design	Page 8
3.4 Performance	Page 8
4. Evaluation Criteria	Page 9
5. Evaluation of Cost	Page 10
6. Cost Pricing Schedule	Page 11

## 1. GENERAL INFORMATION

### 1.1 PROJECT PURPOSE AND DESCRIPTION

The Department of Housing and Community Development (HCD) is issuing a Request for Proposals (RFP) from qualified applicants to provide after school educational support services for Children of ESOL (English for Speakers of Other Languages) Families for the Housing and Community Development Department.

### 1.2 BACKGROUND

The Fulton Roundtable Expanded Services Headquarters (**F.R.E.S.H.**) Grant program was created and supported by the Fulton County Board of Commissioners in 1995 to expand and/or enhance existing youth related programs and services from birth to 21 years of age.

### 1.3 OBTAINING THE PROPOSAL

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.fultoncountyga.gov> under "Bid Opportunities".

### 1.4 PROPOSAL DUE DATE

All proposals are due in the Department of Purchasing of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before **November 20, 2015 at 11:00 A.M.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Applicant. The proposal due date can be changed only by addendum.

### 1.5 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this Proposal shall be submitted to e-mail address [HSD.Applications@fultoncountyga.gov](mailto:HSD.Applications@fultoncountyga.gov) with a copy to [Cheryl.cochran@fultoncountyga.gov](mailto:Cheryl.cochran@fultoncountyga.gov) or fax # 404-893-1723. Any response made by the County shall be provided in writing to all Applicants by addendum. No verbal responses shall be authoritative.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda

Stanberry, Contract Compliance Administrator at email:  
[rholanda.stanberry@fultoncountyga.gov](mailto:rholanda.stanberry@fultoncountyga.gov).

#### 1.6 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication 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 County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

#### 1.7 CLARIFICATION & ADDENDA

Applicants may submit requests for clarifications or interpretations regarding this proposal must prepare such requests in writing for the County's consideration as set forth. While the County has not placed an initial limitation on the number of requests which can be submitted, Applicants are cautioned that if Applicants do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after **November 13, 2015 at 5:00 PM, local prevailing time**. Applicants are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the Applicant of any obligations or conditions required by this Proposal.

Requests for clarification or interpretation regarding this proposal shall only be submitted in writing (letter, fax or email) as follows:

[HSD.Applications@fultoncountyga.gov](mailto:HSD.Applications@fultoncountyga.gov) with a copy to [Cheryl.cochran@fultoncountyga.gov](mailto:Cheryl.cochran@fultoncountyga.gov) or fax # 404-893-1723 or mail to Cheryl Cochran at the following address:

**Fulton County Department of Purchasing & Contract Compliance  
Attn: Cheryl Cochran  
Public Safety Building  
130 Peachtree Street S.W. Suite 1168  
Atlanta GA 30303**

**RE: [Project # and description]**

Telephone inquiries will not be accepted.

#### 1.8 AUTHORIZATION TO TRANSACT BUSINESS

If the Applicant is a Georgia corporation, the corporation, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Applicant is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

#### 1.9 CONTRACT DEFINITIONS

In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:

**Addendum** – Revision to the Proposal documents issued by the County prior to the receipt of proposals.

**County** – Fulton County Government and its authorized representatives.

**Contact Person** – Purchasing staff designated by the Fulton County Department of Purchasing and Contract Compliance to submit any questions and suggestions to.

**Applicant** – the entity of individual submitting a proposal in response to this Proposal.

**Owner** – Fulton County Government

**Proposal** – the document submitted by the applicant in response to this Proposal.

**Responsible Applicant** – A person or entity that has the capability in all respects to perform fully and reliably the contract requirements.

**Responsive Applicant** – A person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.

**Scope of Work** – All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other things necessary to complete such services in accordance with the Contract.

**Subcontractor/sub-consultant** – An individual, firm, corporation or any combination thereof, with a direct contract with Consultant/Contractor for the performance of a part of the work.

## 2. PROPOSAL REQUIREMENTS

### 2.1 PROPOSAL SUBMISSION DATE AND SUBMITTAL FORMAT

All Proposals must be received by the County in a sealed package no later than **November 20, 2015 at 11:00 A.M.** local prevailing time and must be addressed to:

**PROPOSAL # 15RFPFRESHGRANTAFTERSCHOOL  
Fulton County Department of Purchasing & Contract Compliance  
Public Safety Building  
130 Peachtree Street S.W. Suite 1168  
Atlanta GA 30303**

To be considered, Applicants must submit a complete response to this Request for Proposal. The format mandated is not negotiable. Responses shall be submitted in sealed envelope(s) or package(s). The outside envelope or package must clearly indicate the name of the project: [insert project name], and the name and address of the Proposer. All Proposals, including all attachments, must be received by the County in a sealed package no later than November 20, 2015 at **11:00 A.M.** and must be addressed to:

Proposers shall submit the Proposal Submittal as follows:

One (1) original and one (1) copy on electronic media (CD, thumb-drive) in PDF format. All Proposals must be complete with all requested information

### 2.2 SCOPE OF WORK

The successful applicant(s) shall provide the after-school educational support services for children of ESOL on an “as needed” basis as follows:

- Affordable, quality after school care for elementary, middle and high school children of ESOL families (English for Speakers of Other Languages) residing within Fulton County Commission District 3.
- Individual tutoring and mentoring by certified teachers for elementary, middle and high school children of ESOL families (English for Speakers of Other Languages) residing within Fulton County Commission District 3.
- Parent ESL, Education and Workshops for all family members of students receiving after school services residing within Fulton County Commission District 3.

## 2.3 CONTRACT TERM

The initial contract term will begin upon Notice To Proceed (NTP) through school year 2015 – 2016.

## 3. PROPOSAL GUIDELINES

### 3.1 REQUIRED INFORMATION

The Proposal shall include the appropriate and requested information in sufficient detail to demonstrate the Applicant's knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Applicant's responses to the criteria described below.

The Proposal shall be arranged and include content as described below:

#### 3.1.1 COMPANY SUMMARY

The summary shall include the following information:

1. Provide the legal name of the entity responding to this proposal.
2. Provide the business type of the entity responding to this proposal (i.e. Joint Venture, Partnership, etc).
3. Name, address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.
4. Provide the purpose of your agency in seventy-five (75) words or less.

### 3.2 NEED FOR ASSISTANCE

3.2.1 What is the need (or problem) in Fulton County that you are proposing to address (or solve)?

3.2.2 Who does this need (or problem) impact in Fulton County? (This specifically references the population that you serve – who walks in your doors for services – a profile)

### 3.3 APPROACH AND DESIGN

3.3.1 What will your program do to meet this need (or solve this problem)?

3.3.2 What specific activities/ services will your program provide?

### 3.4 PERFORMANCE

3.4.1 Describe past or present program outcome success rate (s)

3.4.2 Identify the specific data collection tool(s)/ source(s) you will use to evaluate the success of your program.

#### 4. EVALUATION CRITERIA

The following criteria will be used to evaluate the proposals submitted in response to this Proposal:

<b>1. Need for Assistance (25 pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>What is the need (or problem) in Fulton County that you are proposing to address (or solve)?</li> </ul>	<b>0-15</b>
<ul style="list-style-type: none"> <li>Who does this need (or problem) impact in Fulton County? <i>(This specifically references the population that you serve – who walks in your doors for services – a profile)</i></li> </ul>	<b>0-10</b>

<b>2. Approach and Design (25 pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>What will your program do to meet this need (or solve this problem)?</li> </ul>	<b>0-10</b>
<ul style="list-style-type: none"> <li>What specific activities/ services will your program provide?</li> </ul>	<b>0-15</b>

<b>3. Performance (25pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>Please describe past or present program outcome success rate (s) for the program in which you are seeking funding to support. Be sure to indicate the number of total program participants and how they benefited from the program.</li> </ul>	<b>0-20</b>
<ul style="list-style-type: none"> <li>Identify the specific data collection tool(s)/ source(s) you will use to evaluate the success of your program.</li> </ul>	<b>0-5</b>

<b>4. Cost (25 pts)</b>	<b>Points</b>
	<b>0-25</b>

<b>Total Points</b>	<b>Points</b>
	<b>0-100</b>

## 5. EVALUATION OF COST

The respondent with the lowest total cost will receive the full 25 points. For respondents with the second, third, fourth, etc., their total costs will be divided into the lowest cost and multiplied by 25, the total points allowed for cost.

The County has established the following formula to evaluate the cost for the Proposal:

Lowest cost submitted

*Each successive cost* **X** *Points allocated for cost in RFP = Cost proposal score*

**6. COST PRICING SCHEDULE**

<i>Item No.</i>	<i>Description</i>	<i>Estimated Quantity</i>	<i>Unit of Issue</i>	<i>Unit price</i>	<i>Total Amount</i>
1	After School and Educational Support Services for children of ESOL Families	100	per person	\$ _____	\$ _____