



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2007 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**Jerome Noble, Director**



June 2, 2008

**Re: 08RFP61811A-FSW, Audit and Review of the Performance and  
Management Practices of the Office of the Clerk of Fulton County  
Superior Court**

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal.

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

Sincerely,

  
Felicia Strong-Whitaker

**08RFP61811A-FSW, Audit and Review of the Performance and Management Practices of the Office of the Clerk of Fulton County Superior Court  
Addendum No. 1  
Page Two**

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

**The Due Date has changed to Thursday, June 12, 2008, on or before 11:00 a.m.**

**Responses to Questions:**

Has this type of audit and review of performance and management of the Department been conducted before internally or externally? If so, is the report available for review?

**Response: No.**

Where there actions items to be implemented after the last audit and review of performance and management of the Department? If so, what were they and were they implemented?

**Response: Not applicable.**

Are there current policies and procedures in place for the department as well as each division? Can they be made available for review?

**Response: Yes, because there are policy and procedure manuals for each division, the manuals are being scanned and will be available on CD's on June 4, 2008. Please contact Felicia Strong-Whitaker at 404.730.4204 to make arrangements.**

Who is the point of contact for overall project? For each Division? Will these contacts be made available for the entirety of the project?

**Response: After the project is awarded the department representative will be John Gates through the duration of the project.**

When is the anticipated starting date for this project?

**Response: The anticipated starting date is mid July.**

Since there are 4 locations, where will the bulk of the work be completed?  
Are all locations equally included in scope?

**Response: The bulk of the work will be completed at 136 Pryor Street.**

How long is the evaluation of bids process?

**Response: It will depend on the number of proposals received.**

How will the award of this engagement be communicated?

**Response: The Department Purchasing & Contract Compliance contact person will notify the awardee via Award Notification Letter.**

How will changes in scope be managed if any?

**Response: See the Section 8 Sample Contract, Article 7, Modifications.**

Is a quote for insurance acceptable until engagement is awarded?

**Response: See Section 7, Insurance and Risk Management Provisions, which provides the forms of evidence of insurability satisfactory to the County.**

Is there a budget available for review the execution of this audit/review?

**Response: No.**

Are the prior year audited financial statements of the department available for review?

**Response: No.**

Are individual consultants considered subcontractors?

**Response: Yes, if not submitting as a prime contractor or joint venture.**

Will the bidder awarded the contract be given the opportunity to perform the implementation of any agreed upon process improvements and action items coming out of this audit/review?

**Response: Yes.**

Can you bid on project if you are not located in Fulton County?

**Response: Yes.**

Must all prime bidders and/or subcontractors be certified?

**Response: No.**

In the Pre-Proposal Conference, you stated the expected duration of the project as 120 days. How fixed is this time frame? Would the County be open to a duration that lasted longer than 120 days?

**Response: Timeframe is based on what the County considers reasonable. Yes, the County would be open to duration longer than the 120 days.**

Does by being awarded the consulting project as described in the RFP disqualify the winning vendor from being awarded follow-on work associated with the project (i.e. building a system to support the recommendations included in the study)?

**Response: No.**

Section 3.3, Item C3: Assess/evaluate department's existing delivery systems:

Can you elaborate on the detail/extent to which you want the delivery systems evaluated? Are you speaking architecturally as well, or just from the user's point of view?

**Response: The user's point of view as well as the State of Georgia Code Mandated Guidelines.**

Can you explain the difference between the information you are seeking in Section 3 – Qualification and Experience vs. Section 5 – Relevant Experience?

**Response: Section 3, Qualification and Experience is being requested of the Project Team which may include joint venture partner, sub-consultants and/or subcontractors; Experience of Key Personnel is requesting experience of key personnel that will assigned to the project which again may include joint venture partner, sub-consultants and/or subcontractors.**

**Section 4 is requesting that you provide references where your firm or members of your team have performed an actual process review or management audit.**

Section "3.1.1 Proposal Submission Date and Submittal Format" – Since 3 separately sealed packages must comprise our response to this RFP, can we presume that packaging labeling should be as follows (for MTG Management Consultants):

**Response: Yes.**

Section "6.2 REQUIRED FORMS AND ESO PLAN"; last paragraph [All Contract Compliance documents (Exhibits A - F and EBO Plan) are to be placed in a separate sealed envelope clearly marked "Contract Compliance". The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.]: Are these to be included in the separately submitted Contract Compliance package or in the Technical Proposal or in both (as duplicates)? Is it only the form "EBO Plan" that is to be included in the technical proposal?

**Response: The EBO Plan should be included in the separate envelope marked "Contract Compliance".**

How is the intended Subcontractor Utilization tied to the weighted selection criteria outlined in section 4.1? What is its weight if applicable?

**Response: There are no criteria for subcontractor utilization and therefore no weight is assigned.**

The selection criterion in 4.1 shows no consideration for the Schedule. What are the County's expectations for the duration of this engagement? What other time requirements or objectives should be considered in responding to this RFP?

**Response: Time expectations will be based on what is reasonable.**

To what extent does the County wish to involve the Superior Court in this engagement? Should the Court be informed/consulted/engaged?

**Response: The Superior Court will not be involved in this project.**

What metrics does the Clerk of the Superior Court currently have or use that indicate all or any of the following:

- efficiency of operations
- effectiveness in delivery
- customer service
- accountability and
- process quality

**Response: State of Georgia Code Mandated Requirements.**

1.2 "as-is" current practices, policies, procedures and processes documentation up-to-date, if so are they available.

**Response: Yes, because there are policy and procedure manuals for each division, the manuals are being scanned and will be available on CD's on June 4, 2008. Please contact Felicia Strong-Whitaker at 404.730.4204 to make arrangements.**

1.3 What automated civil case management system is the Office of the Clerk of Fulton county Superior Court presently using?

**Response: The Software Group (TSG)**

1.3 Are the publications of laws digitized or paper copies or a combination of both?

**Response: Both.**

1.3 Are there eight (8) or nine (9) divisions of Superior Court? Please provide the employee head count for each division.

**Response: There are nine (9) divisions.**

3.3 Projected start date.

**Response: mid July.**

Please provide the sample EBO plan referenced at the Pre-proposal Conference Meeting last week.

**Response: See Attachment 1**

#### 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 Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Thursday, June 12, 2008, at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

## **Attachment 1**

### **Company Name**

*1045 Reunion Place SW*

*Atlanta, GA 30331*

*(404) 428-7299*

### **Equal Business Opportunities Plan (EBO)**

#### **Question 1**

**A. Company name** has reviewed the solicitation carefully and knows that diversity and equal business opportunity is important. But at this time we see no opportunities within the scope of work that need to sub-contract out. We can handle all responsibilities.

**B. Company name** has reviewed the solicitation carefully and knows that diversity and equal business opportunity is important. And our company will be using subcontractors for the following services: **(then put the type of service)**

#### **Question 2**

**A. If (Company name) were to use subcontractors the following efforts to seek minority and female owned business would be made by: (see below) (this is for the company that isn't going to sub out)**

**B. In order to find good qualified vendors, (company name) would do the following: (this is for the company that will be using subcontractors)**

#### **“Same answer different approach”**

1. **Ask the Fulton County Contract Compliance** for assistance in finding minority and female owned companies that specialize in the same type of service and/or commodity that my company does. (Data base, sign in sheet at pre-bid conference or ask for a the list of interested bidders)

2. **Advertise** in the local newspaper and/or minority papers for subcontractors and/or additional help.

3. **Joint venture** with a minority and female owned companies.

4. **Network** with companies that specialize in the same service which our company does.