



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2008 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**Jerome Noble, Director**



December 18, 2008

**Re: 09RFP65259YC-AP, Conversations with Our Sons and Daughters Program I  
and II**

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,

Al Micah Phillips

**Addendum No. 1**  
**Page Two**

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

**The following information is a requirement for Bidders:**

**Response to Questions received on 09RFP65259YC-AP, Conversations with Our Sons and Daughters Program I and II Proposal Questions,**

**1. Question:**

Are the same 12 girls and 12 guardians....per 6 week session, participants for only one session or for the entire year, and/or do the all/some participants change for each session?

**Answer:**

The vender is to provide 4 sessions per year serving 24 participants per session making it a total of 96 participants per year to be served. Each session is expected to serve 12 girls/boys and 12 parent/guardians per session for Conversations with our Daughters and Conversations for our Sons. Each session is required to service 12 different families (24 different participants) per a six week session. A family that requires and/or request an additional 6 week session must be approved by both the vender and Fulton County Human Services, Office of Children and Youth based on need).

**2. Question:**

Do we have control over the admission, retention and dismissal of participants?

**Answer:**

Admission of youth and retention is outlined in the RFP however there may be cases in which the vender will have to determine admission and dismissal but all actions must include input from the referring organization and Fulton County. Please note retention is one of the areas that a selected vender will be evaluated on.

### **3. Question:**

How long/often do girls/boys have to have individual and group sessions per week? Is there a requirement for how long the individual sessions should be? (30min/45min/60min)

The length of the session is outlined in the RFP under G. Frequency page 24. Individual counseling is done on a as needed bases. As outlined in the RFP two licensed counselors are required and should be moved around within the program as needed. Individual counseling will not be required for all youth and their parent/guardian. The vender will determine the need. There may be times when the youth and parents will have to be grouped together in order to conduct an individual counseling session.

Based on the limitation of hours 6pm to 8pm it would be difficult to schedule all participants for a 1 (1hr) individual session and also have a group session as well, in the 6 week period to meet the counseling frequency requirements. Please provide clarification on the individual one on one requirements and group session requirements for the 6 week period. Each session will include no less than four weekly individual and group counseling, one community project, one cultural event and a weekend retreat for each daughter/son and her/his parent/guardian.

### **Answer:**

Please see above response.

### **4. Question:**

What are the measurable metrics for Vendor program evaluation other than customer satisfaction?

### **Answer:**

The vender should respond to us how they would evaluate progress. There method of evaluation will be considered in the rating of their proposal.

### **5. Question:**

What is the budget range for the program session that is projected? What is the entire RFP projected cost range to be?

**Answer:**

Of course we will look for the best program outline per cost however the budget has been determined between \$40,000 - \$49,000 per year for one 12 month program year with the expectation of serving a total of ninety-six participants 48 youth & 48 parents.

**6. Question:**

Weekly session schedule will be determined by Fulton County Human Services Department, Office of Children and Youth? What does that mean specifically, setting counseling hours, days, or both?

**Answer:**

Fulton County Human Services, Office of Children and Youth will determine weekly meeting days. Presently all weekly sessions will be held on Tuesday in South Fulton at the Fulton County Career Center on Old National Highway and on Thursday in Central Fulton (city of Atlanta) the location in Atlanta will be determined by the selected vender. A schedule will be given to the awarded vender/vendors. The vender contract will reflect the required schedule.

**7. Question:**

Are 2 reports required or 3 reports? 1 periodic and 1 final report, or 2 periodic and 1 final report?

**Answer:**

Question: Periodic has been defined as one report every three weeks and a final report at the end of each session this would include the out comes from the culture event, community project, weekend event, the weekly sessions. Three reports are need because the weekend retreat may or may not be held within the six week period. This requires that three reports will be given on each group. Additional reports are required from the three month follow-up and the six month follow-up.

Periodic progress reports (1 report every three weeks) will be forwarded to Fulton County Juvenile Court, Fulton County/City of Atlanta Public Schools Truancy Programs and other agencies that refer youth to the said program providing updates on each registrant's progress. A final report at the end of the 6-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 6-week session.

**8. Question:**

What specific tests are required of the Girls/Boys or is that at the discretion of the vendor?

**Answer:**

Included in the final report will be data gather from pre and post testing as well as revise academic and behavioral changes. The pre/post testing is determined by the vender as well as how the vender will rate progress. The data gathering and evaluation process will be used as part of the rating system to determine the selected vender/vendors.

**9. Question:**

In parts of the RFP an 8 week period is mentioned. Is this a typo? Or is the Boys program 8 weeks long? Yes this is a typo the sessions are required to be held based on a six week session. In previous years we required eight week sessions but this proved to be problematic for Juvenile Court. This program has been primarily designed to provide support services to Juvenile Court. Other families will have access to this program however Juvenile Court has priority.

**Answer:**

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 6-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.

**10. Question:**

On page 34 the length of the session is listed as 8 weeks during the school year? Is this year round or just during the school year?

**Answer:**

Yes, the session will run for 6-weeks.

**11. Question:**

What are the specific responsibilities required of the vendor for the extended monitoring tracking reports? Or is this the responsibility of the Guardian & child? E. Three Month and Six Month Tracking System? How is follow up report data tracked

and is the vendor responsible for tracking client's data after they have completed the program?

**Answer:**

Yes the three month and the six month tracking is the responsibility of the selected vender/vendors. Follow-up is NOT the responsibility of the family (youth or parent). Follow-up is a part of the program and must be planned in the program proposal and program budget. The vender will be rated on how they propose to conduct follow-up.

To ensure program effectiveness, a three month tracking system followed by a six month tracking 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. Conversations with Our Sons and Daughters Program I and II. 27 The Program Facilitator will also submit summary follow-up reports to Fulton County Human Services Department, Office of children and Youth.

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 **January 7, 2009 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