



## Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Director

Date: October 20, 2015

Re: 15CT100189A - Graphic Design Services

Dear Quoter(s):

Attached is one (1) copy of Addendum No. 1, hereby made a part of the above referenced **15CT10089A, Graphic Design Services**. Except as provided herein, all terms and conditions in quote referenced above remains unchanged and in full force and effect.

Sincerely,

*Cheryl Cochran/for*

Carolyn Towns  
Procurement Officer

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



## **15CT100189A Graphic Design Services**

Addendum No. 1

Page Two

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

- The RFQ due date and time remains the same.
- The attached responses to questions on this addendum is included as a result of a former Request for Quote No. 15CT99488A Graphic Design Services that was cancelled on October 20, 2015 under Quote No. 15CT99488A. Graphic Design Services.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned quoter acknowledges receipt of this addendum by returning one (1) copy of this form with the quote package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the quote due date and time October 23, 2015 at 2:00 P.M. legal prevailing time.

This is to acknowledge receipt of Addendum No.1, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

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

\_\_\_\_\_  
Title

## ATTACHMENT

**1. QUESTION:** How many Graphic Artists do you anticipate needing?

**ANSWER:** 1 freelance graphic artist/designer.

**2. QUESTION:** How many people total?

**ANSWER:** The number of people depends on the vendor. Some vendors may work within a team; others may work individually.

**3. QUESTION:** How many levels of Graphic Artists are you looking for, e.g., Graphic Artist Level I, II, and III, or a Senior Level Graphic artist?

**ANSWER:** We are looking for 1 freelance graphic artist at a level capable of providing services according to the specifications.

**4. QUESTION:** Do you have job descriptions for the personnel on the contract?

**ANSWER:** No. Please see the response to question no. 8 above.

**5. QUESTION:** Do you have grade/level descriptions or equivalent for the personnel on the contract?

**ANSWER:** No. Please see the response to question no. 8 above.

**6. QUESTION:** Will you require a Senior Program Manager for the project?

**ANSWER:** No. Please see the response to question no. 8 above.

**7. QUESTION:** Will the Graphic Artist be required to work at the Fulton County Government Office? If so at what facility?

**ANSWER:** No

**8. QUESTION:** What are the work hours?

**ANSWER:** Our normal business hours are 8:30 a.m. to 5:00 pm. The work hours will vary according to production planning/story boarding, at the discretion of the graphic designer and amicable with the program staff. Contractor would need to be available to communicate during business hours.

**9. QUESTION:** Will the contractor be required to work Federal holidays?

**ANSWER:** No

**10. QUESTION:** Do you anticipate working overtime being required?

**ANSWER:** No

**11. QUESTION:** Who is the Project Manager, POC and POC contact data?

**ANSWER:** The point of contact will be provided to the successful vendor upon award of the PO.

**12. QUESTION:** Will the Graphic Artists be operating out of a contractor facility or in office space provided by the Fulton Co Government?

**ANSWER:** The contractor's facility.

**13. QUESTION:** How many contractors will be working at your location or multiple locations.

**ANSWER:** None.

**14. QUESTION:** How many meetings a week are contractor personnel required to attend?

**ANSWER:** We estimate no more than 2, with occasional phone conferences.

**15. QUESTIONS:** How many hours a year of Graphic Design, staffing and coordination will you require?

**ANSWER:** Approximately 500 over the course of the contract period.

**16. QUESTION:** How many Man-years are you seeking?

**ANSWER:** The contract term is from date of Purchase Order through September 29, 2016; therefore, there are no man-years.

**17. Question:** One person-year is normally equivalent to 2080 hours or 1920 hours or other?

**ANSWER:** Please see answer to No. 16 above

**18. QUESTION:** How should the pricing be broken down?

**ANSWER:** Please refer to section 5 "Pricing Sheet" under specifications. If your company has any additional Item description to be added to the pricing schedule, please advise in writing no later than three days before the RFQ due date and time.

**19. QUESTION:** Are any Security requirements needed, e.g., Secret Clearance, etc.?

**ANSWER:** No

**20. QUESTION:** Will IT security considerations need to be addressed?

**ANSWER:** No

**21. QUESTION:** Can you specify and/or clarify the printing and material requirements as follows:

- a. Black & white printing
- b. CMYK color printing
- c. Will offset printing be required?
- d. Paper (cardstock), pt. or weight and finish anticipated
- e. Sizes of paper (cardstock) anticipated being required, e.g., 8x10, 11x14, etc.
- f. Posters, and banners
- g. Magazine promotional covers?
- h. Types of marketing and/or advertising cards and flyers required?

**ANSWER:** All of the above printing specifications may/may not be utilized, depending on the deliverables.

**22. QUESTION:** Will you give Economically Disadvantage Companies preference, i.e., 8(a), SBA?

**ANSWER:** No.

**23. QUESTION:** Will you give Service Disabled Veteran Owned Small Businesses (SDVOSB) (CVE) preference?

**ANSWER:** No.

**24. QUESTION:** Will you consider a direct award to an 8(a) or SDVOSB small business?

**ANSWER:** No.

**25. QUESTION:** Is there a requirement for any personnel from Design Company to be onsite, or can this primarily be supported via conference calls, go to meetings, and email for graphic materials.

**ANSWER:** Yes, in person meetings will be required from time to time.

**26. QUESTION:** Whether companies from Outside USA can apply for this? (From India or Canada)

**ANSWER:** Yes.

**27. QUESTIONS:** Whether we need to come over there for meetings?

**ANSWER:** Yes, in person meetings will be required from time to time.

**28. QUESTION:** Can we perform the tasks (related to RFP) outside USA? (From India or CANADA)

**ANSWER:** Yes

**29. QUESTION:** We applied for and received the e-Verify code today. In the event we should pursue more than one of the solicitations, we will have to complete the e-Verify form and have it notarized for each response, correct?

**ANSWER:** Yes.

**30. QUESTIONS:** However, the e-Verify code number remains the same for each proposal, correct?

**ANSWER:** Yes, for each quote. This is not a proposal.

**31. QUESTION:** Also, if we are not subcontracting work to another company, do we still have to complete that form?

**ANSWER:** Just put not-applicable, if you are not subcontracting any portion of the work.

**32. QUESTION:** On the back side of the first page for graphic designer (item 4), it says that the vendor will provide a minimum of 5 examples. Then, further down the page (item 8), under Special Conditions/Instructions, it says the vendor will provide a minimum of 3 examples of similarly produced and completed products for reference...

Are you requesting 5 pieces or 3 pieces for your reference? Or are you seeking a total of 8 graphic designs?

**ANSWER:** A minimum of three examples of similarly produced and completed work products will be required to be submitted with you quote.