



Fulton County, GA

# Department of Purchasing & Contract Compliance

*Felicia Strong-Whitaker, Interim Director*

April 28, 2015

Re: 15RFP03272015A-CC, Senior Transportation Assessment Services

Dear Proposers:

Attached is one (1) copy of Addendum No. 1, hereby made a part of the above referenced RFP No. 15RFP03272015A-CC, Senior Transportation Assessment Services.

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

Sincerely,

*Cheryl Cochran*

Chief Assistant Purchasing Agent

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



The following changes are hereby made:

1. Page 2, Section 1, **INTRODUCTION, No. 1.1 PROJECT DESCRIPTION**, paragraph 3, second line is corrected by deleting **60** days and substituting **90** days.
2. Page 10, **No. 2.5 TERM OF CONTRACT**, is deleted in its entirety and replaced with the following:

#### **TERM OF CONTRACT**

The contract will commence as of the date a Notice to Proceed (NTP) is issued and will terminate upon completion of the procurement process to select service providers. The Draft Report shall be due **75** days after the NTP issued. The Final Report shall be due **90** days after the NTP is issued. In no event shall the contract exceed 365 days from the issuance of the NTP.

3. Page 20, **No. 3.3 SCOPE OF WORK**, paragraph 3, second line is corrected by deleting **60** days and substituting **90** days.
4. Page 30, **No. 4.1 PROPOSAL EVALUATION – SELECTION CRITERIA** is deleted in its entirety and replaced by Attachment 1, revised **PROPOSAL EVALUATION – SELECTION CRITERIA**.
5. Responses to Questions are included under Addendum No. 1 as Attachment 2
6. A sample Equal Business Opportunities Plan (EBO) is included under Addendum No. 1 as Attachment 3.
7. A copy of the current transportation contract, 11RFP03312012011A-DR Health and Human Services Transportation Services is included under Addendum No. 1 as Attachment 4.
8. A map of the Fulton County Senior Facilities location is included under Addendum NO. 1 as Attachment 5.

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 Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time, Monday, May 4, 2015, **11:00 A.M. legal prevailing time.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Legal Name of Proposer

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

\_\_\_\_\_  
Title

# ATTACHMENT 1

## REVISED SECTION 4 EVALUATION CRITERIA

### 4.1 PROPOSAL EVALUATION – SELECTION CRITERIA

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

<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Project Approach and Project Plan</b>	<b>30%</b>
Project Team Qualifications/Qualifications of Key Personnel	20%
Relevant Project Experience	15%
<b>Availability of Key Personnel</b>	<b>8%</b>
Project Schedule	5%
Local Preference	5%
Service Disabled Veterans Preference	2%
Cost Proposal	15%
<b>TOTAL POINTS</b>	<b>100%</b>

## ATTACHMENT 2

### Responses To Questions

**Are there any GDOT Area Class Pre-qualifications required for this project?**

Response: No

**Are ridership and/or driver manifests available in Excel for review?**

Response: Ridership and manifests will be available to the successful offeror in Excel.

**Are any efforts underway to coordinate service delivery among other program providers?**

Response: There is currently no effort underway to coordinate service delivery among other providers; however, if this is a recommendation from the selected vendor following the assessment, it would be considered.

**Is Fulton Senior Services working with ARC on the 1-Click program?**

Response: Fulton County staff has been involved in limited discussion with ARC staff regarding the 1-click program; however, the County will be opened to any service delivery improvements available.

**What forms do the subconsultants need to fill out?**

Response: Page 31, Section 5 Proposal Form F, Georgia Security and Immigration Subcontractor Affidavit; Page Section 6 Contract Compliance Requirements Forms, Exhibit C Schedule of Intended Subcontractor Utilization must be filled out by you as the prime if you intend to subcontract; Exhibit D Letter of Intent To Perform As A subcontractor or Provide Materials or Services

**For section 4, do you want three projects per team or per firm on the team?**

Response: You as the Proposer (firm) are required to provide 3 different projects your company has performed an evaluation and/or analysis/assessment of senior transportation services comparable to Fulton County... as specified on page 25.

**Can we submit a sample certificate of insurance issued by our broker?**

Response: Please see the three options listed on page 69, of the Insurance requirements. You may also submit your current Certificate of Insurance that is equal to or exceeds the types and amounts specified in this section.

**Would you like section 10 – proposer financial information in a separate envelope?**

Response: Please see page 20, paragraph 3 for submission of Financial Information. (One original with the original hard copy of the technical and one copy in a separate sealed envelope. Do not submit your financials on the five copies on CD media PDF.

**Does this contract require audited rates?**

Response: No

**Do rates need to be based on raw direct pay rate times overhead?**

Response: No

**Can profit be applied to rate inclusive of overhead?**

Response: Yes

**Can you please clarify the start and end times for the three phases?**

Response: Phase 1 is the assessment of the current transportation system and will commence upon issuance of the Notice To Proceed (NTP) and terminate at the completion of the Final Assessment Report, which is due 90 days after NTP.

Phase 2 is the Solicitation Preparation where a Request for Proposal (RFP) will be prepared and issued for the evaluation and selection of a transportation service provider, and will terminate on the due date of the Request for Proposals to select the transportation service provider.

Phase 3 will terminate upon the Board of Commissioner's approving a recommended transportation service provider.

**Assessment of Current System, 60 days after NTP**

**Draft Report outline due 60 days from NTP with 60-day status report**

**Draft report due 75 days after NTP; but page 10 says Draft due 90 days from NTP**

Response: As discussed in the Pre-Bid Conference, there were mistakes in the original RFP which is corrected in the Addendum. Following are the correct dates for submittals of documents:

- Outline of Final Report – 60 Days from the NTP  
The outline should spell out major sections, topics and sub-topics of the report, but does not need to include data, analysis or recommendations.
- Draft of Final Report – 75 Days from the NTP  
The Draft of the Final Report should include some preliminary data and analysis, and give a general direction of the recommendations, but are subject to adjustments in the final report.
- Final Report Due – 90 Days from the NTP

**Solicitation Preparation – we assume work continues to solicitation due date. Here we provide RFP and procurement support with transition to Phase 3 after solicitation advertised.**

Response: Correct. Fulton County staff will continue to work with the selected vendor to assist with such things as answering questions from offerors and setting a schedule for the Evaluation process.

**Evaluation Committee Technical Advisor – will Terminate upon Board approval of selected provider(s). Here we support the evaluation and selection process.**

Response: Correct. The technical advisor will not be a voting member but will be required upon request to provide answers to the Evaluation Committee based on experience, technical skills and knowledge regarding the project matter.

**We have several questions regarding the schedule. Page 10 of the RFP says that the Draft Report shall be due 90 days after the NTP and the Final Report shall be due 120 days after the NTP. Page 20 says that the Final Assessment Report is due 60 days after the NTP. Page 22 says an outline of the Draft Report must be submitted at 60 days, the Draft Report is due 75 days after the NTP, and the Final Report is due 90 days after the NTP.**

- a. Could you clarify the due dates for the reports? Is there flexibility in the due date for the Final Report? Is the due date for the Final Report only for Phase 1?**
- b. Page 20 says that each subsequent phase will commence upon termination of the previous phase. Is there flexibility in scheduling Phase 2 to be done in parallel with Phase 1 as much of the work to prepare the solicitation document can be done while the assessment is being completed?**

Response: Following are the correct dates for submittals of documents:

- Outline of Final Report – 60 Days from the NTP  
The outline should spell out major sections, topics and sub-topics of the report, but does not need to include data, analysis or recommendations.
  - Draft of Final Report – 75 Days from the NTP  
The Draft of the Final Report should include some preliminary data and analysis, and give a general direction of the recommendations, but are subject to adjustments in the final report.
  - Final Report Due – 90 Days from the NTP
- a. There is no flexibility with the due date of the Final Report. It must be completed and submitted within 90 days of the NTP.
  - b. We understand that most of the work in developing the specifications for the RFP to identify transportation service provider(s) will actually be a product of Phase 1; however, the recommendations from Phase 1 must be presented to the Board of Commissioners and only those recommendations that are accepted will be moved forward. So, we can be flexible; however, we cannot presume that the Board of Commissioners will accept all of the recommendations and with a tight timeline, we can't afford to spend too much time developing specifications that would later have to be removed.

**How many project status meetings are anticipated?**

Response: We anticipate that there will be a lot of interaction between the selected offeror and County staff, especially in Phase 2 and 3; therefore, we expect about 3 update meetings in Phase 1. Meetings in Phase 2 and 3 will be working meetings with County staff, scheduled as needed to accomplish the tasks required to complete the project.

**Can the project status meetings be done by conference call or is an on-site meeting required?**

Response: Conference Calls will be acceptable for updates.

**How many meetings may be required in Phase 3 for evaluation of proposals?**

Response: The number of meetings for Phase 3 could range from 5 to 10. There is a possibility of interviews with the top proposing firms. The County will coordinate with the Technical Advisor to determine the appropriate participation level during Phase 3.

**Will the Consultant be expected to be on-site for the evaluation of proposal meetings or is it possible to participate by conference call in some or all meetings?**

Response: On-site presence is preferred; however, the County will use tele-conferencing as an option.

**Is the current contract for your provider and previous provider RFP available to be sent to us as prospective responders to your current study RFP?**

Response: The contract for the current service provider is included under Addendum No. 1 as Attachment 4.

**A survey is mentioned on page 21. Are you looking for a statistically valid quantitative survey or a broader qualitative opportunity for input from users and caregivers?**

Response: We are looking for qualitative information, such as,

- What works well for you now?
- What would you change?
- What if the system did...?

**Is data from any previous surveys of users or evaluations of service available and can these be sent to us as prospective responders to your study RFP?**

Response: We will make previous Customer Satisfaction Survey information available to the successful offeror.

**Focus groups are mentioned on page 21. Do you have expectations for the number and type of participants for focus groups?**

Response: Yes. We would like the focus groups to include program participants or their caregivers in programs, such as, Adult Day Care. The focus groups must provide an opportunity to gather information for all programs and the different geographic areas of the County. Staff will work with the selected offeror to assist in facilitating the groups. We would expect 7 to 10 groups to cover all areas.

**Do you have an approximate budget range or person hours to be allocated to this project?**

Response: The budget has yet to be determined.

**What is the ending date for the current operating contract?**

Response: The contract with the current transportation service provider expires on December 31, 2015.

**Will notes from the pre-proposal meeting be made available?**

Response: There are no notes. Vendors asked questions and/or requested clarifications and were advised to submit them in writing for a

definitive response which will be provided as an attachment to the addendum.

## ATTACHMENT 3

### Sample Equal Business Opportunities Plan (EBO)

**Company Name**  
1045 Reunion Place SW  
Atlanta, GA 30331  
(404) 428-7299

#### 1. (If company can do the job)

**Company name** has reviewed the solicitation carefully and knows that diversity and equal business opportunity are important to Fulton County. The plan of our company (you can put your company name if you wish) would be to increase opportunities of diversity by hiring minority and female own business as subcontractors with our company when opportunities are available. (At this time we have no opportunities within the scope of work that need to be sub-contracted out. We can handle all responsibilities but if the opportunity comes about we will solicit qualified minority and female businesses.)

#### 2. (If company is going to use subcontractors for services)

**Company name** has reviewed the solicitation carefully and knows that diversity and equal business opportunity is important to Fulton County. Our company will be using subcontractors for the following services: (then put the type of service) ex. Clerical, Attorney's and examiners.

3. Efforts that would be made by (**Company name**) to encourage, use and solicit minority and female owned business would be to:

A. Use the **Fulton County's Minority and Female Data Base (because there vendors are qualified and certified with the county)**.

B. **Advertise** in various local newspaper that are utilized by minorities and female owned business and the local paper as a whole. Also, advertise on the Fulton Counties web site.

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

D. **Network** with companies that specialize in the same service and/or commodity that our company does by utilizing the vendor list from the pre-bid conference.