



Fulton County, GA

Department of Purchasing & Contract Compliance

June 15, 2015

**Re: #15RFP97728A-MH
Asthma Initiative Services**

Dear **Proposers**:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **RFP**.

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

Sincerely,

Mark Hawks

Mark Hawks
Assistant Purchasing Agent

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



#15RFP97728A-MH Asthma Initiative Services

Addendum No. 1

Page Two

Answers to Vendor's questions and revised Table of Contents Section 3 are included in Attachment 1.

A sample of the Equal Opportunity Business Plan is included as Attachment 2.

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 **June 18, 2015, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

Response to Questions

Question 1: The number of copies required in one section says they should be in separate sealed envelopes (THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY) but directly following these instructions in section 3.1.2. it states to include original exhibits with technical proposal. Please advise.

Answer: One complete package shall contain one technical proposal, contract compliance and financial forms marked original in a sealed envelope marked original. One original of the cost proposal marked original and one copy placed in a separate sealed envelope. One copy of the financial information and the five (5) copies of the technical proposal and contract compliance exhibits in a separate sealed envelope

Question 2: Also where do you mark the document "original"? Is it marked on the document itself, or just on the envelope?

Answer: Original is marked on the envelope and the document.

Question 3: Can the 5 copies on CD media in PDF format be put on a flash-drive?

Answer: No. As stated in Section 3.1.2 CD media in PDF format.

Question 4: If two firms would like to partner without forming a joint venture is a teaming agreement acceptable? Or must one firm be the prime and the other a subcontractor?

Answer: Teaming agreement are not recognized at Fulton County.

Question 5: Lastly, the cost proposal is based on the services being provided until the term of the contract December 31, 2015. Should the cost proposal include renewal costs?

Answer: No

Revision to Table of Contents Section 3.0

3.0 PROPOSAL REQUIREMENTS3-1

- 3.1 Submission Requirements.....3-1
 - 3.1.1 Proposal Submission Date and Submittal Format3-1
 - 3.1.2 Number of Copies.....3-2
- 3.2 Overview of Proposal Requirements3-2
- 3.3 Scope of Work.....3-2
- 3.4 Project Deliverables.....3-3
- 3.5 Project Schedules.....3-4
- 3.6 Technical Proposal Format and Content3-5
- 3.7 Cost Proposal Format and Content3-9
- 3.8 Cost Proposal3-10

The Equal Business Plan is a methodology plan which you put together regarding your company and the scope of work on the project in which you're bidding on. Please use your company letter head.

Company Name
(Address & contact number(s))

Equal Business Opportunity (EBO) Plan

(Name of Company) believes in diversity and it is an important business strategy. Here at (name of company) work proactively to identify minority/women own companies that meet our vendor/subcontracting needs during our search for services needed for the company. We actively look and work to ensure that we have a diverse list to select vendors to choose from for subcontracting. Our goal is to have a portfolio of vendors that reflect the diversity of the markets in which we do business with. The following trades/services will be subcontracted out: (put those trades or services)

(Name of Company) will make an effort to use qualified Minority/Female Business by:

1. Engage in teaming arrangements that will form a relationship with M/FBE firms
2. Advertise in the local paper, trade publications and on the company's website to provide notice of subcontracting opportunities. As well as advertise on Fulton County's web site.
3. Conduct pre-solicitation meetings to inform M/FBE of subcontracting opportunities
4. Network with companies prime companies that provide the same service as our company in order to share their listing of M/FBE vendors

We understand that the Contractor Compliance Department of Fulton County has a listing of certified M/FBE vendors that prime contractors can use for various services needed, therefore we would contact them.