



Fulton County, GA

Department of Purchasing & Contract Compliance

Cecil Moore, Director

May 7, 2010

Re: 10RFP69808A-DR, MISDEMEANOR PROBATION SERVICES

Dear **PROPOSERS**:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **10RFP69808A-DR, MISDEMEANOR PROBATION SERVICES**.

Except as provided herein, all terms and conditions in the **10RFP69808A-DR** referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

Donald R. Riley, CPPB
Assistant Purchasing Agent

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



10RFP69808A-DR, MISDEMEANOR PROBATION SERVICES

Addendum No. 1

Page Two

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

The questions on the next page are the department's response to the questions that were submitted before the deadline date to the user department and the user department's responses are in blue.

For additional information regarding this addendum, contact Donald R. Riley, CPPB, Assistant Purchasing Agent at (404) 612-7916.

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

Failure to return a signed copy of this addendum could render your quote non-responsive.

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 **June 3, 2010, at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2010.

Legal Name of Bidder

Signature of Authorized Representative

Title

**Responses to Misdemeanor Probation
Pre-Proposal Questions**

1. What is the current active count of probationers the current vendor supervises?

1,100 active cases

2. What is the probation officer to probationer ratio maintained by the current vendor?

1 for every 137 probationers

3. How many total staff does the current vendor employ to serve the State and Magistrate Court of Fulton County?

8 Probation Officers / 6 Intakes / 2 Admin Staff

4. How many courts hold simultaneous court sessions and when do they occur?

Currently there are 10 State Court Judges that have criminal calendars at least two weeks out of each month. The weeks for these criminal proceedings varies for each Judge with most court sessions lasting 3-4 hours Monday - Friday. Several Magistrate Judges rotate and sit as State Court Judges for a State All Purpose Calendar that occurs daily Monday – Friday and usually lasts 3-4 hours. Probation revocation hearings are held each Thursday at the Fulton County jail.

5. Is the current vendor responsible for producing the sentence of probation during each court session?

No. Judicial Case Managers prepare the sentence sheets during each court session with the exception of probation revocation orders that are complete by the probation officer.

6. Does the current vendor provide electronic monitoring services? If so what equipment do they use?

Yes - Secure Alert

7. What are the outcome and/or performance measurements sought by the Court?

State Court uses a standard evaluation tool created by Fulton County to evaluate the performance of contractors that provide professional services. Each evaluation is based on quality of service, timeliness of performance, business relations, and customer satisfaction.

8. Does the current vendor currently provide any direct onsite supervision of community service workers?

No

9. The RFP provides that the vendor must "provide intake case managers for each judicial officer." How many judicial officers require this service?

An intake case manager is expected to attend each criminal court session held by our Judges for the offender enrollment process.

10. Do the court schedules of judicial officers overlap? If so can one court intake manager cover more than one court?

Yes they overlap and they may cover more than one court. However, the Court expects proper staffing during court sessions.

11. What software does the Court/Clerk use for case/financial management? What programming language is this software written in?

We currently use ACS Banner and manual accounting with a new system forthcoming to be provided by Tyler Technologies.

12. How many indigent probationers are currently under active supervision by the current vendor?

75 - Included in active number of cases

13. What service fees does the current vendor charge probationers and for what services?

\$35 per probationer for supervision