



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

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

Cecil S. Moore, Director



April 15, 2011

**Re: 11RFP03212011B-TR, Operational Review and Assessment of the
Health and Human Services**

Dear Proposers:

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

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

Sincerely,

Terrence Reese

Terrence Reese
Assistant Purchasing Agent

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

The following changes have been made to the aforementioned RFP document:

I. Changes to Table of Contents

Table of Contents

Section 3.0, Proposal Requirements, should be renumbered as follows:

3.5 Technical Proposal Format and Content, **was 3.4**

3.6 Cost Proposal Format and Content, **was 3.5**

II. Changes to Local Preference Language

Section 8 – Location of Firm is to be replaced with the **Local Preference language below:**

Section 8- Local Preference

Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. The term business location means that the business has a staffed, fixed, physical place of business located within Fulton County and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has had held a valid business license from Fulton County or a city located within Fulton County for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of the business' submission of its proposal or bid as applicable.

In order to receive the Local Preference points of ten (10) points the Proposer must meet one (1) of the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference points by signing and submitting Form H, Local Preference Affidavit located in Section 5 of this RFP

The Proposer must indicate which one (1) of the following criteria they will utilize in order to receive local preference:

1. Business having a business location within the geographic boundaries of Fulton County.

The following supporting documentation must be provided:

- Copy of occupational tax certificate (business license) form Fulton County or a city located within Fulton County, or;
 - Copy of a lease or rental agreement, or;
 - Proof of ownership interest in a location within the geographical boundaries of Fulton County.
2. Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide the residential address of the business owner(s).
3. Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide a list of all employees name and address.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a “0” (zero) for Local Preference. In the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed “**non-responsive**” and shall not be considered for award of the applicable contract.

III. Clarification for (Section 3 - Cost Proposal Forms, pgs 3-11 and 3-12)

Section 3 - Cost Proposal Forms is to be interpreted as follows:

The **Total Cost** shall be interpreted as meaning inclusive of all projected expenses including: *transportation, meals, lodging, long distance calls, photocopying services and any other reasonable expenses.*

IV. Changes to Contract Compliance Requirements

Section 6: Exhibit B – Employment Report is to be replaced with the **Revised Employment Report located below:**

EXHIBIT B - EMPLOYMENT REPORT

The demographic employment make-up for the bidder **must** be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL MINORITIES		WHITE (Not of Hispanic Origin)		BLACK or AFRICAN AMERICAN (Not of Hispanic Origin)		HISPANIC or LATINO		AMERICAN INDIAN or ALASKAN NATIVE (AIAN)		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NHOP)		TWO or MORE RACES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
EXECUTIVE/SENIOR LEVEL OFFICIALS and MANAGERS																		
FIRST/MID LEVEL OFFICIALS and MANAGERS																		
PROFESSIONALS																		
TECHNICIANS																		
SALES WORKERS																		
ADMINISTRATIVE SUPPORT WORKERS																		
CRAFT WORKERS																		
OPERATIVES																		
LABORERS & HELPERS																		
SERVICE WORKERS																		
TOTAL																		

FIRMS NAME: _____

ADDRESS: _____

TELEPHONE: _____

This completed form is for (Check only one): Bidder/Proposer Subcontractor
 Submitted by: _____ Date Complete: _____

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 **Thursday, April 28, 2011, at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2011

Legal Name of Bidder

Signature of Authorized Representative

Title