FULTON COUNTY PURCHASING DEPARTMENT

Winner 2000 – 2004 Achievement of Excellence in Procurement Award
National Association of Purchasing Management

Jerome Noble, Director

March 28, 2006

Addendum Number 3

06RFP49458C – Call to Manhood Event Planning Services
&
06RFP49461C – Call to Womanhood Event Planning Services

Dear Vendors:

This addendum is in reference to Request for Proposal **06RFP49458C, Call to Manhood Event Planning Services** and **Request for Proposal 06RFP49461C, Call to Womanhood Event Planning Services** in support of the Fulton County **Human Services Department**. This addendum provides additional information, requirements, terms and clarifications about this project.

These questions are about the solicitation for Call to Womanhood Event Planning Services

QUESTION: Payments - Please clarify if Finance is amenable to payments being reimbursed in three installments (example: July, September, November) or if Finance expects the offeror to underwrite the entire event and be reimbursed in one payment.

RESPONSE: Upon receipt and approval of the awarded Contractor's invoice delineating projected expenditures, Fulton County is amenable to drafting payments in the form of reimbursement(s) in three installments with the final installment payable thirty (30) days OR less after the successful execution of the event.

QUESTION: What was the actual number of participants for the event in 2005? How many adult women vs. girls?

RESPONSE: Number of adult women who attended the 2005 Call to Womanhood Conference = 71. Number of girls who attended the 2005 Call to Womanhood Conference = 279.

QUESTION: Given the extensive amount of information required upfront for the proposal, will you give consideration to extending the close date of the bid to April 3rd?

RESPONSE: The close date of the 2006 Call to Manhood and Call to Womanhood Event Planning Services has been extended to April 5, 2006.

QUESTION: I would like to view a copy of the vendor's information from last year under the Open Records Act. Specifically, I am interested in the final cost for the 2005 engagement for Call to Womanhood.

RESPONSE: The information may be viewed once it has been requested through the Georgia Open Records Request. Additional information about the winning bid can be viewed through the Fulton County website under the 2005 Bid/RFP Archives section which can be found under the Purchasing Department drop down menu.

QUESTION: What is the beginning and ending time of the event?

RESPONSE: Friday – 5:00 p.m. through 9:00 p.m. & Saturday – 8:00 a.m. – 4:30 p.m.

QUESTION: Has the venue been selected or is this something that my company would select?

RESPONSE: In the past 3 years the Georgia International Convention Center has historically hosted the Call to Womanhood Conference and is a recommended venue. The dates of the 2006 Call to Womanhood Conference have been "unofficially" reserved at the Georgia International Convention Center as a precautionary measure in case other comparables facilities can not be found.

QUESTION: Where was the conference held last year?

RESPONSE: The 2005 Call to Womanhood Conference was held at the Georgia International Convention Center in College Park, Georgia.

QUESTION: What is the distance limitation on where the conference is to be held?

RESPONSE: The Call to Womanhood Conference must be held in the South Fulton County district.

QUESTION: Can the facility be a state park facility?

RESPONSE: No. The Call to Womanhood Conference has always been hosted at an indoor venue due to it is a semi-formal event. Please reference the Request for Proposal, Section 3.3 **SCOPE OF WORK** to identify all of the PRE-requisites which call for indoor facilities to successfully execute this event.

QUESTION: How many presenters or is this left to my company to select?

RESPONSE: Section 3.3.7 titled **SPEAKERS AND PRESENTERS** clearly outlines the number and type(s) of presenters a vendor may select of the Call to Womanhood RFP.

QUESTION: Other than the drums what other type of entertainment or will we make this decision?

RESPONSE: The Call to Womanhood Planning Committee has in the past collaborated on the types of entertainment for the Call to Womanhood Conference and the Call to Manhood Overnight Weekend Conference. Drums has been a tradition of the Call to Manhood Conference but not Call to Womanhood Conference.

QUESTION: Will the videographer be need for the entire conference?

RESPONSE: Utilizing the services of a "videographer" at either the Call to Manhood Overnight Weekend Conference or Call to Womanhood Conference would be at the sole discretion of the winning bidder. Keeping in mind that the services of a videographer might affect your overall operating expenditures for that event.

QUESTION: What is the type of award to be given (trophy, certificate, etc.)?

RESPONSE: Please reference Section 3.3.11 titled **INCENTIVES** in the Call to Womanhood RFP and reference Section 3.3.1 titled **CONFERENCE COMPONENTS** under ***the conference agenda heading "presentation of annual awards"*** in the Call to Manhood Overnight Weekend Conference RFP.

QUESTION: Are there any audio needs?

RESPONSE: Please reference Section 3.3.2 under the title **FACILITY** in the Call to Womanhood RFP for a detailed response to your inquiry.

QUESTION: Are copies of past bids available?

RESPONSE: Yes, but they must requested through the Georgia Open Records Request.

QUESTION: What was the budget for the 2005 Call to Manhood event?

RESPONSE: Information pertaining to the 2005 Call to Manhood budget may be obtained through making a formal request through the Georgia Open Records Act.

QUESTION: Do you anticipate that the 2006 budget will increase, and if so by how much?

RESPONSE: The budget will be determined based on the lowest responsive bid. The anticipated 2006 budget range will be between $65,000.00 - $70,000.00.

QUESTION: How many guests do you anticipate for the 2006 event, including staff, and extra guests?

RESPONSE: Historically the Call to Manhood Overnight Weekend Conference has hosted the number of males in the range 225 – 400 (this includes adult male chaperones and adult volunteers). The Call to Womanhood Conference historically has hosted the number of females in the range of 250 – 350 (this includes adult female escorts and female adult volunteers).

QUESTION: What are the demographics of the attendees?

RESPONSE: Historically, the Call to Womanhood Conference has hosted Fulton County Youth Females between the ages of 12 – 17 from all diverse backgrounds. The Call to Manhood Overnight Weekend Conference has historically hosted Fulton County African American Youth Males between the ages of 12 – 17.

The undersigned proposer acknowledges receipt of this addendum by returning (1) copy with the proposal by the bid due date and time. Failure to include a signed copy of this addendum with your proposal documents could render your proposal non-responsive. Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

William E. Long

William E. Long, Jr.
Chief Assistant Purchasing Agent

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NUMBER 3

06RFP49458C – Call to Manhood Event Planning Services
and
06RFP49461C – Call to Womanhood Event Planning Services

COMPANY NAME: _____

SIGNATURE: _____

NAME: _____ TITLE: _____

DATE: _____