



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

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

Felicia Strong-Whitaker, Interim Director



October 21, 2013

Re: 13RFP90001YB-TR, ON DEMAND PROFESSIONAL SERVICES 2014

Dear Proposers:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced 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, A.P.A.

Terrence Reese, APA
Assistant Purchasing Agent

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Addendum No. 3
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This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

The following questions were posed of the aforementioned RFP project:

QUESTION 1: Due to the large amount of forms that need to be signed and notarized by various parties, would Fulton County consider granting an extension to Friday, November 1, 2013?

ANSWER 1: No

QUESTION 2: Which of the insurances (general liability, auto, professional liability, and workers comp), are required to be primary?

ANSWER 2: General Liability and Auto Liability.

QUESTION 3: Which of the insurances need a waiver of subrogation?

ANSWER 3: General Liability, Auto Liability and Workers Compensation.

QUESTION 4: As our insurance covers the limits that are required, an umbrella policy is not required. Please confirm that this is acceptable.

ANSWER 4: Yes, as long as the GL meets or exceeds the required limits.

QUESTION 5: Our Company can give thirty (30) days' notice of cancellation, but our insurance carrier cannot. Please confirm that this is acceptable.

ANSWER 5: Yes

QUESTION 6: Question 1: Because the submission documents are described in multiple ways, please confirm that there should be four (4) separate envelopes consisting of:

- Technical Proposal to include Original Contract Compliance Exhibits and Original Financial Information
- Cost Proposal (original and copy)
- Contract Compliance Exhibits (copy)
- Financial Information (copy)

ANSWER 6: Yes

QUESTION 7: Please confirm that the five (5) CDs should include only the Technical Proposal, and no other components.

ANSWER 7: The five (5) CD's should only contain a copy of your Technical Proposal only in PDF format. Your Cost proposal, Contract Compliance Exhibits and Financial information should be presented separately in sealed envelopes.

QUESTION 8: We understand that two resumes should be submitted for each Resource Category. The Cost Schedule allows for only one hourly rate per Resource Category. Please confirm that you are expecting proposers to include only one hourly rate per Resource Category.

ANSWER 8: A maximum of two (2) candidates may be proposed for each listed resource category. Please expand the cost schedule as necessary to provide a separate hourly rate for each of the proposed candidates.

QUESTION 9: Please confirm that Hourly Rates are to be factored for a full-time resource that is expected to work on a long-term engagement.

ANSWER 9: The cost schedule requires hourly rates for ALL submitted resources.

QUESTION 10: We understand that “after-hours” support may be expected. Please describe the frequency of which you might expect “after-hours” support to be needed.

ANSWER 10: The County has no historical data quantifying past after-hours support activities. The actual frequency of after-hours support is dependent upon many factors and is therefore difficult to predict. At a minimum, the “occasional” requirement for after-hours activity is to be expected.

QUESTION 11: Please confirm that the hourly rates are also expected to allow for appropriate compensation.

ANSWER 11: All costs to the County for each submitted resource must be included within the submitted hourly cost amount.

QUESTION 12: Our firm intends to partner with a subcontractor. Please confirm that only the Prime Bidder/Proposer is expected to submit Exhibit C.

ANSWER 12: Only the Prime Contractor has to complete/submit Exhibit C; however the prime and the subcontractor have to submit Exhibit B and Exhibit D.

QUESTION 13: Please confirm that our subcontractor is not expected to submit Exhibit C.

ANSWER 13: The subcontractor does not have to submit Exhibit C. The Subcontractor and Prime Contractor have to submit Exhibit B and Exhibit D.

QUESTION 14: If a company is granted this project and consultants are placed, how long does it normally take Fulton county government to make a payment after the first invoice? The reason for this is to be able to understand how much of a financial commitment will be required upfront from the contractor.

ANSWER 14: Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month. The County shall make payments to Consultant by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall

supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

ACKNOWLEDGEMENT OF ADDENDUM No. 3

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 **Tuesday, October 29, 2013, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, _____ day of _____, 2008.

Legal Name of Bidder

Signature of Authorized Representative

Title