



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

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

Cecil S. Moore, Director



August 8, 2011

**Re: 11RFP06282011B-TR, Behavioral Health Training - Fulton County Second
Chance Program**

Dear Proposers:

Attached is one (1) copy of Addendum 2, 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

Terrence Reese
Assistant Purchasing Agent

**11RFP06282011B-TR, Behavioral Health Training - Fulton County Second
Chance Program
Addendum No. 2
Page Two**

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

The following change has occurred for the aforementioned RFP project:

QUESTION 1: Does the applicant need to budget for video equipment to perform reviews of group sessions or will Fulton County supply video equipment?

ANSWER 1: **Fulton County will videos tape a session and send it to the trainer for review, when necessary.**

QUESTION 2: Who will be responsible for video taping the group sessions for review by the vendor?

ANSWER 2: **See above**

QUESTION 3: How many times should the vendor expect to review video tapped sessions annually?

ANSWER 3: **No more than 5 sessions**

QUESTION 4: How should the applicant present costs for workbooks, materials, supplies, etc. (non-position related costs) on the Cost Proposal Form?

ANSWER 4: **Using Exhibit 2 The cost Proposal summary form, include a separate heading for materials and list materials, cost per item and total cost**

QUESTION 5: The instructions for the "Cost Proposal" state that the "Cost Proposal Form" should be prefaced by an introduction that lists the components of the Cost Proposal. Can this instruction be clarified since the only component of the Cost Proposal is the "Cost Proposal Form?"

ANSWER 5: **Yes, please provide a brief description of the contents of your cost proposal.**

QUESTION 6: Do all individuals (staff and subcontractors) who provide training need to be licensed and/or credentialed in the State of Georgia?

ANSWER 6: **No as long as they are properly credentialed in a State that Georgia recognizes with reciprocity.**

QUESTION 7: May an applicant propose a lead trainer who is licensed and/or certified in the State of Georgia who will oversee additional trainers who are qualified to train in the TC model but are not licensed and/or credentialed in the State of Georgia?

ANSWER 7: See number 6

QUESTION 8: Are travel costs allowable if the trainer is from outside the Fulton County area or the State of Georgia?

ANSWER 8: No

QUESTION 9: There is no license or certification specifically in regards to training on the TC model. Will multiple years of experience and expertise with the application of the TC model be sufficient?

ANSWER 9: Multiple years of experience and expertise will be accepted for those who have actually trained staff in the upstart, application and implementation of a Therapeutic Based Community.

QUESTION 10: Where should the applicant include “*past or relevant experience*” in the proposal?

ANSWER 10: Section 3.4 and Section 4 of the RFP.

QUESTION 11: Does the “*Submittal Checklist*” on 9-2 display the order in which the proposal should be submitted?

ANSWER 11: No, the “*Proposal Submittal Checklist*” is used to ensure that you don’t forget to submit important information; meanwhile, the order upon which the Technical proposal should be submitted can be found on (pages 3-4 through 3-7) numbered as (Sections 1-9).

QUESTION 12: If corrections staff previously trained in TC model vacate their position, does the vendor need to include a plan for training the new staff as part of this bid proposal?

ANSWER 12: No

QUESTION 13: Does this response to the RFP include on-going training for corrections staff subsequent to the initial 32 hour training?

ANSWER 13: No, please reference section 3.3 pages 3-3 for additional required training.

QUESTION 14: In regards to “**Exhibit G,**” does this form need to be included with an applicant’s response?

ANSWER 14: No, this Exhibit is not included with your proposal response; this Exhibit will be required at a later date and only applies to the awarded proposer

ACKNOWLEDGEMENT OF ADDENDUM NO: 2

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, August 16, 2011 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2011

Legal Name of Bidder

Signature of Authorized Representative

Title