



Fulton County, GA

Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPPO, CPPB, CPSMI, C.P.M., A.P.P
Director

August 1, 2011

Re: 11RFP12345YB-BR
Behavioral Health Services Program Evaluation Services

Dear proposer:

Attached is one (1) copy of Addendum 2, 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,

Brian Richmond
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



11RFP12345YB-BR Behavioral Health Services Program Evaluation Services

Addendum No. 2

Page Two

This Addendum forms a part of the contract documents and answers questions posed by interested vendors:

1. **Question:** Do all the purchasing forms A to H go with the Technical Proposal or with the Financial Information? I understand that Form D and H are a part of the Technical proposal, but what about the rest of the forms?

Answer: Yes, all of the purchasing Forms A through H would be included with the technical proposal.

2. **Question:** Please identify the other agencies, or organizations that are responsible for developing the comprehensive project evaluation plan?

Answer: The consultant is responsible for developing a written, comprehensive project evaluation plan with input from the Reentry Program Manager and the Evaluation Workgroup. The workgroup will be composed of two Social Service Coordinators (Dept. of Human Services), a Behavioral Health Program Manager (Dept. of Behavioral Health and Developmental Disabilities), a representative from the Sheriff's Office, a policy analyst (Dept. of Health and Wellness), a representative from the Behavioral Health/Substance Abuse Services Provider. The consultant will submit the written, comprehensive project evaluation plan to the Reentry Program Manager for approval.

3. **Question:** Please identify the other agencies or organizations that will collaborate with the consultant to develop the comprehensive project evaluation plan?

Answer: The consultant will collaborate with the Reentry Program Manager and the Evaluation Workgroup. The workgroup will be composed of two Social Service Coordinators (Dept. of Human Services), a Behavioral Health Program Manager (Dept. of Behavioral Health and Developmental Disabilities), a representative from the Sheriff's Office, a policy analyst (Dept. of Health and Wellness), a representative from the Behavioral Health/Substance Abuse Services Provider. However, it should be noted that the comprehensive project evaluation plan is a contract deliverable, thus the consultant is ultimately responsible for creating the plan.

4. **Question:** Who are the key stakeholders, other than Fulton County government, who will assist the consultant with identifying appropriate evaluation questions?

Answer: The consultant will work with key stakeholders all from within Fulton County Government to identify appropriate evaluation questions.

5. **Question:** The Re Entry Program Manager is a Fulton County government employee from which department?

Answer: The Reentry Coordinator is an employee of the Fulton County Office of the County Manager.

6. **Question:** What other entities or employees are part of the workgroup charged with the development and implementation of a data collection system?

Answer: In addition to the Reentry Program Manager, the workgroup will be composed of two Social Service Coordinators (Dept. of Human Services), a Behavioral Health Program Manager (Dept. of Behavioral Health and Developmental Disabilities), a representative from the Sheriff's Office, a policy analyst (Dept. of Health and Wellness), a representative from the Behavioral Health/Substance Abuse Services Provider (an External Contractor TBD).

7. **Question:** What role will the consultant have while participating in the workgroup?

Answer: The consultant will have the role of gathering input from the Reentry Program Manager and the Evaluation Workgroup on requirements for the data collection system. The Consultant will then be charged with developing and implementing a system for collecting the data. The consultant will also be responsible for developing a written, comprehensive evaluation plan.

8. **Question:** The scope of work states that the consultant will provide 'guidance' to the Reentry Program Manager---, please explain "guidance".

Answer: The consultant will provide guidance in the development and implementation of a system and/or methodology for collecting data required to be reported to the Department of Justice (DOJ). Some of the required data elements can be found within the FY 2010 Second Chance Act Solicitation. However, it should be noted that if DOJ modifies the required data reports, the consultant must provide additional guidance to the Reentry Program Manager to respond to any new requirements.

9. **Question:** Please explain the requirement to develop culturally-competent and literacy competent consumer satisfaction instruments- what culture? literacy level?

Answer: The consultant must use instruments that are respectful of and responsive to the culture and literacy level of the client population. Thus the consultant should assess and consider the thoughts, communication style, behavior, customs, beliefs, values, race, ethnicity, religion, and literacy level of the client population in the development of any consumer satisfaction instruments to ensure that the instruments are understood by the clients and yield valid results.

10. **Question:** How much data, in terms of years or months will be available to perform the requirement to conduct an outcome evaluation of the Second Chance Project to measure the impact of programs and services on clients and to determine if predicted outcomes are accomplished?

Answer: No definite response is available to this inquiry. The amount of data available depends on multiple variables. It will, in part, depend on when actual implementation of the program is initiated (i.e., when we begin to actually see clients). It will also depend on what outcomes are selected as indicators of program success (in addition those indicators required to be measured by the Department of Justice) and if any incremental changes will be measured. The consultant will be responsible for providing guidance to the Reentry Program Manager and Evaluation Workgroup in determining what outcomes are to be measured in addition to the required Department of Justice outcomes.

11. **Question:** What are the restrictions regarding participation of non-profit organizations on this project; submitting as a joint venture, subcontractor, or prime?

Answer: From a contract compliance perspective, there is not a participation restriction for non-profit organizations. Non-profits may submit as a prime, joint venture entity and/or subcontractor.

12. **Question:** What are the restrictions regarding faith based organizations participating on this project; submitting as a joint venture, subcontractor, or prime?

Answer: There are no special restrictions for faith based organizations. The requirements are the same for all vendors.

13. **Question:** If submitting as a joint venture, are all entities required to be registered to do business with Fulton County?

Answer: You are not required to be registered with Fulton County to respond to a solicitation.

14. **Question:** Can a business submitting as a joint venture register to do business with Fulton County after award?

Answer: Yes.

15. **Question:** Fulton County anticipates the pilot demonstration project to serve at least 40 individuals annually. What is the maximum number of individuals that will be served during the pilot demonstration and after full implementation?

Answer: 40 applicants if the max for year 1
I can not answer how many will eventually be served

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 Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the **RFP due date and time Tuesday, August 9, 2011, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title