



Fulton County, GA

Department of Purchasing & Contract Compliance

*Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director*

September 15, 2011

Re: 11RFP79965A-CC – Office of Aging - Aging Services

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced Request for Proposal.

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

Sincerely,

Cheryl Cochran

Cheryl Cochran
Chief Assistant Purchasing Agent

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



**11RFP79965A-CC Aging Services
Addendum No. 2
Page Two**

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

The RFP due date and time of Thursday, September 22, 2011, 11:00 AM local prevailing time remains the same.

The following changes are hereby made to the RFP:

All references to the Neighborhood Senior Center at Johns Creek are deleted in their entirety.

Under Section titled “Description of Services” sub-paragraph b. Senior Center Management, second paragraph should read as follows:

Proposer(s) for the Central Service Area please note: The Bethlehem Senior Center, Northside Shepherd Senior Center, and the St. Paul Senior Center are recognized by the Area Agency on Aging and Fulton County as Nutrition Sites in the Area Plan; however, they are operated and staffed by other agencies. The successful proposer(s) will be responsible to establish and maintain a working agreement to support the services and programming provided at these centers; however, the staff will remain employees of the operating agencies. Participants of these centers must be included in any service area-wide events planned by the successful proposer(s) and staff must be included in planning and training activities related to Senior Center Management. Staff at these centers will provide monthly reports to the successful proposer(s) and that data will be included in the successful proposer(s) report to the County.

Address Corrections for Exhibit 3 – Description of Geographic Service Areas are corrected to read for the following locations as follows:

Northside Shepherd Neighborhood Senior Center
1705 Commerce Dr.
Atlanta, GA 30318

New Beginnings Neighborhood Senior Center
66 Brooks Dr.
Fairburn, GA 30213

Note: Answers to questions are included as an attachment to this addendum.

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, SW, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Thursday, September 22, 2011, 11:00 A.M. local prevailing time.**

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

Legal Name of Proposer

Signature of Authorized Representative

Title

Questions To Answers

1. We currently subcontract with two home care providers. It is our understanding that during the next contract period, Fulton County will be contracting directly with the home care companies. Our current contract has been extended through October 31. Do we need to submit the required forms for subcontracting as part of our proposal?

Response: If you will be a subcontractor for a provider who would be the prime, your subcontracting information must be provided to the prime to be included in the prime's proposal. You as a subcontractor will not provide any paperwork directly to us unless you are going to submit a proposal as a prime.

2. For the Central Fulton area, the number of clients has decreased from over 900 in 2007 to just over 600 currently, yet the required number of units for case management is the same as the 2007 RFP same. The decline is a result of a steady decrease in the number of client referrals sent from Fulton County Office of Aging Information and Assistance (i.e. new referrals are less than the number of clients terminated each month). Will client referrals be increased so that the number of clients served in case management will return to around 900? If not, can the required number of units for case management be decreased in this RFP to be reflective of the reduced number of clients being served?

Response: The numbers in the RFP are for planning purposes and may change up or down, depending upon available funding and the cost of the service resulting from this solicitation. Use the numbers as outlined in the RFP.

3. The number of zip codes served in Central Fulton has increased significantly. Are the additional zip codes all newly created by the post office or has the geographic territory covered by Central Fulton expanded?

Response: The increase is due to the creation of new Zip Codes or the listing of Zip Codes previously not listed due to a low number or no residents in the Zip Code. There is **virtually** no geographic change in the service areas.

4. Can the Compliance Documents and Exhibits be made available in Microsoft Word Format so they can be completed electronically?

Response: No. Not available in the requested format

5. Section 6 – Availability of Key Personnel

2) Current workload of key personnel

Is that how many hours each person works a week or month?

Response: We are really trying to understand how much time staff will be spending on this project. I would suggest providing a percent of time the key personnel will be dedicating to these services. For example, and Executive Director of an agency may spend 25% of their time on capacity building and networking, 25% on fund raising, 15% on Board of Directors business, 15% on personnel related issues, and 20% on the services related to this project.

6. Section 3-Project Team Qualifications/Qualifications of Key Personnel

Include two (2) references for each key personnel member on similar projects.

Do we provide contact information only for references or do we actually obtain reference letters and include them?

Response: Provide contact information only.

7. Can the Cost Proposal be made available in Microsoft Excel Format?

Response: No. Not available in the requested format

8. Section 6 – Availability of Key Personnel

2) Current workload of key personnel

Is that how many hours each person works a week or month?

Response: We are really trying to understand how much time staff will be spending on this project. I would suggest providing a percent of time the key personnel will be dedicating to these services. For example, an Executive Director of an agency may spend 25% of their time on capacity building and networking, 25% on fundraising, 15% on Board of Directors business, 15% on personnel related issues, and 20% on the services related to this project.

9. Are you asking for three references who can attest to all of the program areas or three references who can speak to at least one area?

Can the references be clients?

Can the references be subcontract providers?

Response: References should be from those prime contractors and/or clients you have performed the same and/or similar services to one or more service areas.

10. What is the present contract amount for the services for the Aging Services contract?

Response: Please see response to question no. 15 below.

11. Is there anyway the services can be separated?

Response: No. Proposers must be able to provide all four services within the proposed service area.

12. Funding for our agency to open a 4th Neighborhood Senior Center in Johns Creek was included in our contract extension. In the Cost Proposal Summary, Exhibit 2, under Sr. Ctr. Management North, the number of units 27,727 does not include an increase to cover the 4th Neighborhood Senior Center. And, in Exhibit 8, the Neighborhood Senior at Johns Creek is included but no numbers are included for # Clients Registered or Average Daily Attendance. How do we incorporate the 4th center in our Cost Proposal Summary and Technical Proposal?

Response: Disregard all references to the Neighborhood Senior Center at Johns Creek. Since the 4th senior center is not operational and a site for the proposed center has not been identified, base your technical proposal and Cost Proposal on the three existing centers. If during the contract period the proposed center becomes a reality, the cost for management will be determined and amended into the contract to the successful proposer.

13. I did not receive an e-mail from you today regarding the RFP from the Fulton County Office of Aging. I was in touch with you when I did not receive the RFP for the In-Home Services Contract. Please add me to your contact list.

Response: A RFP notification letter will be sent. Please contact our Vendor Coordinator, Keisha Massey at 404-612-101 for information regarding "Vendor Services" with the County.

14. One more quick question –

Form B - Non- Collusion Affidavit of Bidders/Offeror

Can it be signed by our Board Chair and/or our Executive Director?

Response: That has to be your call. It would be someone who is legally authorized to sign-off on contracts.

15. The handout at the RFP meeting indicated that North Fulton's current contract is \$838,702. Can you please provide the program allocations that comprise this number?

Response:

I believe the previous amounts were in error. The following are the 12-month estimated amounts for the services to be provided under this solicitation.

Central Fulton

Senior Center Management	\$ 503,370.00
Case Management	\$ 657,120.24
Home Delivered Meal Delivery	\$ 248,603.59
Volunteer Services	<u>\$ 39,337.00</u>
	\$1,448,430.83

South Fulton

Senior Center Management	\$ 271,700.16
Case Management	\$ 267,515.30
Home Delivered Meal Delivery	\$ 134,944.43
Volunteer Services	<u>\$ 102,592.88</u>
	\$ 776,752.77

North Fulton

Senior Center Management	\$ 243,720.33
Case Management	\$ 279,200.00
Home Delivered Meal Delivery	\$ 48,870.71
Volunteer Services	<u>\$ 137,750.37</u>
	\$ 709,541.41

16. Can we turn in the proposal on an earlier date than the 12th?

Response: Please check the County’s website prior to submitting your proposal to see if any addendums have been issued changing the original RFP due date and time.

17. I have a couple of questions that I am still a little unclear on at the conference:

For a joint venture, can you confirm for all of the attachments which ones need to be completed by the joint venture and which need to be completed by each joint venture partner?

Response: Exhibits A and B should be completed by each joint venture partner. Exhibits C, D, E, F, G (upon project commencement) and H should be completed by the joint venture entity.

For submitting the proposal – Do you want one original **printed** copy plus 5 copies on CD?

Response: Yes, for the exception of the cost proposal which should be submitted as 1 original and 1 copy together in a separate sealed envelope marked “Cost”; the financials should be submitted as 1 original and 1 copy together in a separate sealed envelope marked “Financials and the Contract Compliance Forms should be submitted as 1 original and 1 copy together in a separate sealed envelope marked “Contract Compliance.

17. For the separate financial information – Can you confirm that there should be a narrative section about financial information in the technical proposal and the separate financial envelope should contain the audit reports and most recent quarterly financial statements?

Response: Your narrative can state that the financials are in a separate sealed envelope marked “Financials.”

18. In Section 3.3 Description of Services, c. Home Delivered Meals it states that “The provision of meals, nutrition education material, and nutrition counseling is provided by a Comprehensive Nutrition Care provider under a separate contract with the County.” Does this mean that now there will be individual nutritional counseling available that will be accessible for Case Managers to refer to?

Response: Yes; however, if your agency has a relationship with another agency or individual that provides this service at no additional cost, you may continue to use them.

18. For the cost proposal, should it be prepared for the 8 month period for November 1- June 30 or should it be prepared as an annualized amount that will be used for the 3 renewal periods?

Response: Prepare your cost proposals for a 12-month period. Any contract term of less than 12 months will be pro-rated by dividing the annual (12-month) cost by 12 and then multiplying by the number of months in the term. For example, your 12-month cost is \$120,000. The contract term may be 2 months. The cost of the 2 month contract term would be \$20,000 ($\$120,000/12 = \$10,000$, $\$10,000 * 2 \text{ months} = \$20,000$).

The 1st term of the contract will be upon execution of the contract through December 31 of the year the contract is executed. The renewal terms will begin on January 1 of the following year and end on December 31 of the renewal year.

19. What is the census link which includes position definitions?

Response: Please see the following link:

<http://www.eeoc.gov/employers/eeo1survey/jobclassguide.cfm>