



Date: January 23, 2020

Re: 20RFP012120A-YJ - 2020 HIV Diagnosis and Linkage among Young Men who have Sex with Men and Transgender Persons

Dear Bidders/Proposers:

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

Yasmeen Jackson

Yasmeen Jackson
Assistant Purchasing Agent

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

- **Attachment#1 – Questions and Answers submitted for Clarification**

ACKNOWLEDGEMENT OF ADDENDUM NO. 1, 20RFP012120A-YJ - 2020 HIV Diagnosis and Linkage among Young Men who have Sex with Men and Transgender Persons

The undersigned Proposer acknowledges receipt of this Addendum by returning one (1) copy of this form with the RFP submittal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, S.W., Suite 1168, Atlanta, Georgia 30303 by **Wednesday, January 29, 2020 @ 11:00A.M.**

This is to acknowledge receipt of Addendum No. 1 ____, _____ day of _____, 2020.

Legal Name of Bidder/Proposer

Signature of Authorized Representative

Title

QUESTIONS AND ANSWERS SUBMITTED FOR CLAIRIFICATION

Question 1:

Are there any requirements as to font type/size, margins or line spacing?

Response:

You may use Arial Font in Size 11 or 12, single space, margins should be portrait, letter size, normal layout.

Question 2:

In what order / where does the 501(c) (3) get attached in the response?

Response:

You may attach it at the end of Section 7 – Exhibits.

Question 3:

Where does the Agency Proposal Overview form (page 61 of the RFP pdf) get attached in the response?

Response:

You may follow the format of the proposal using SECTION 3.2 (page 26) Format & Proposal Submission Instructions. You are to submit your proposal following these instructions and labeling each section. Submit all Technical Proposal Requirements followed by all required attachments: Section 5. Proposal Forms, Section 6. Insurance & Risk Management Requirements, and Section 7. Exhibits. The Agency Proposal Overview is included in Section 7 – Exhibits.

Question 4:

Page 40 of the RFP (page 43 of the pdf) lists Form E as the Local Preference Affidavit of Bidder/Offeror.

Then it lists Form F as Service Disabled Veteran Preference Affidavit of Bidder/Offeror.

There is only Form E Service Disabled Veteran Preference Affidavit of Bidder/Offeror.

There is no Form F in the RFP document, nor is there a form for the Local Preference Affidavit. Please clarify.

Response:

The form for Local Preference was removed and will NOT be required for this project, which is why the form is not included in the solicitation. The forms described in Section 5 – Proposal Forms is standard information. However, there is no FORM F. FORM E is for Service Disabled Veteran Preference Affidavit of Bidder/Offeror. All purchasing forms must be completed whether it's applicable or not applicable. If not applicable, you must indicate N/A.

Question 5:

Could you provide an Excel version of the budget form(s) or are we supposed to create one ourselves based on the template provided? There is no excel spreadsheet version of the budget form.

Response:

Unfortunately, it is not possible for Fulton County to upload the budget form in Excel or in the Adobe Acrobat Pro version to allow for converting and editing purposes. However, you may print the budget form and type in the information in the spaces provided on the form. Should you need additional space to provide more information, you may create the budget form using the same format of the original budget form. The format cannot be changed.

Question 6:

Are we to submit a budget for the first 9-month period (year 1) only or do you want individual budgets for each of the 3 years? Our understanding is that you only want a proposed budget for the first 9-month period. Please confirm.

Response:

9 month budget only.

Question 7:

On page 32 of the RFP, in Section 1, point 4, we are asked to provide the total amount applied for. Do you want the total amount for the 9-month period (year 1) only, or are we supposed to list the amount for each of the three years? Our understanding is that you only want a proposed budget for the first 9-month period. Please confirm.

Response:

Correct – 9 month budget only.

Question 8:

On page 30 of the RFP, section 4.4 shows 5% weight for Availability of Key Personnel. If we have To-Be-Hired positions listed in our proposed budget, does this negatively affect the scoring for that evaluation criterion?

Response:

No. Please make sure to describe qualifications of the position and the timeline for hiring.

Question 9:

Please confirm that we must include proof of 501c3 at the end of the application.

Response:

Yes.

Question 10:

Regarding the budget of year one – Even though year one award amount is \$75,000, would it be acceptable to create the submission budget for \$100,000 for overall project at \$100,000?

Response:

No, the budget should be submitted for the first year (9 months) at \$75,000.

Question 11:

Is there a signed document that should be included in regards to exhibit 4 – Project Deliverables Service Provisions?

Response:

No.