



## CITY OF ATLANTA

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April 23, 2015

Dear Potential Proponents:

**Re: FC-7964, Case Management Improvement on behalf of City Courts**

Attached is one (1) copy of **Addendum Number 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. James E. Crenshaw, Contracting Officer, at (404) 865-8816 or by email at [jecrenshaw@atlantaga.gov](mailto:jecrenshaw@atlantaga.gov).

Sincerely,

Adam L. Smith

ALS/jec

cc: Mr. Christopher Patterson  
Mr. Samir Saini

**ADDENDUM NO. 1**

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **A total of Fifty-Nine (59) Questions and Answers** (see pages 4-19); and
- **Extending the Deadline to Submit Proposals:** The last date to submit Proposals is now **Wednesday June 10, 2015** by **2:00pm., ET.**

**The Proposal due date HAS been modified and Proposals are due on Wednesday June 10, 2015 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:**

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S. W.  
City Hall South, Suite 1900  
Atlanta, Georgia 30303

**\*\*All other pertinent information is to remain unchanged\*\***

**Acknowledgment of Addendum No. 1**

**Proponents must sign below and return this form with Proposal response to the Department of Procurement.**

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-7964, Case Management Improvement on behalf of City Courts** on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Company Name of Proponent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Questions and Answers**

- 1) **Section:** Exhibit A Pg2. Scope of Services Paragraph 1 Background Objective.  
**RFP Language:** Thirteen (13) enforcement agencies across the City, including APD, Georgia State Patrol and several local university affiliated agencies, contribute to the overall case load.  
**Question:** Can the Court provide a list of the 13 enforcement agencies and the percentage of the caseload that is associated with each agency?

**Answer:**

Issuing Agency	Case Count
Atlanta Department of Transportation	13
Atlanta Fire Department	244
Atlanta Housing Authority	1,502
Atlanta Metropolitan College	1
Atlanta Police Department	153,425
Building of Building Inspector	5
Clark Atlanta University	22
Capital Police	32
Department of Public Safety	3,887
Emory University Police	8
Georgia Department of Transportation	2
Georgia State Patrol	12,346
Georgia State University Police	1,165
Marta	1,822
Park Atlanta	3,378
Department of Public Works/Water	1
World Congress Center	64
Atlanta Watershed Management	39

- 2) **Section:** Exhibit A Pg. 2 Scope of Services Paragraph 2 Objective  
**RFP Language:** The City seeks a modern case management system that enhances Atlanta Municipal Court the ability to share and leverage data, improve efficiency at the courts and provide efficiencies to the public and organizations that interact with the courts. A new system will provide the following organizational benefits:
- Reduce errors, omissions and duplication
  - Enhance security using hierarchical workflows
  - Improve the court's collection rate and overall revenue
  - Improve data integrity by developing processes to review data in case management system to ensure information completeness and accuracy
  - Establish meaningful disposition codes to better track case outcomes
  - Enhance administrative analysis and reporting
- Question:** Does the Court have any current metrics of error rates?

**Answer:** No

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**3) Section: Appendix E Pg. 2**

**RFP Language:** The City seeks a modern case management system that enhances Atlanta Municipal Court the ability to share and leverage data, improve efficiency at the courts and provide efficiencies to the public and organizations that interact with the courts. A new system will provide the following organizational benefits:

- Reduce errors, omissions and duplication
- Enhance security using hierarchical workflows
- Improve the court's collection rate and overall revenue
- Improve data integrity by developing processes to review data in case management system to ensure information completeness and accuracy
- Establish meaningful disposition codes to better track case outcomes
- Enhance administrative analysis and reporting

**Question:** Does the Court have any metrics on current collection rates and outstanding debt?

**Answer:** No

**4) Section: Appendix E Pg. 1**

**RFP Language:** CII-5 System must verify that case is filed in the proper jurisdiction from an external source.

**Question:** What external sources file cases with the Court today? And how are these cases filed today?

**Answer:**

Issuing Agency
Atlanta Department of Transportation
Atlanta Fire Department
Atlanta Housing Authority
Atlanta Metropolitan College
Atlanta Police Department
Building of Building Inspector
Clark Atlanta University
Capital Police
Department of Public Safety
Emory University Police
Georgia Department of Transportation
Georgia State Patrol
Georgia State University Police
Marta
Park Atlanta
Department of Public Works/Water
World Congress Center
Atlanta Watershed Management

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- 5) **Section:** Appendix E Pg. 1

**RFP Language:** CII-10 System must accept multiple entries made by officers on same ticket.

**Question:** What does the term multiple entries refer to?

**Answer:** Allow multiple charges on a criminal ticket.

- 6) **Section:** Appendix E Pg. 1

**RFP Language:** CII-11 System shall identify Pre-trial, bond copy, all types bond cases (i.e. commercial, self and OR (recognizance), cash, collateral, property, copy, include company field in jail in real-time

**Question:** Could the Court please clarify the "company field in jail in real-time portion of this requirement?

**Answer:** System shall provide the bonding company name, address, etc. in real time.

- 7) **Section:** Appendix E Pg. 2

**RFP Language:** CII-17 System must ensure that the citation number and CICA are unique - must not accept duplicates and should provide an agency identifier.

**Question:** What does the acronym CICA refer to?

**Answer:** CICA refers to Call Incident Case Arrest

- 8) **Section:** Appendix E Pg. 2

**RFP Language:** CII-26 System shall provide the ability to preliminarily identify cases for PTIT program based on minimum review.

**Question:** What does the acronym PTIT refer to?

**Answer:** Pre-trial intervention for traffic

- 9) **Section:** Appendix E Pg. 3

**RFP Language:** CII-27 System shall provide the ability to identify when an FTA is added to a defendant's case for a reportable offense.

**Question:** For an FTA, is an additional violation added to the case, a violation enhancement?

**Answer:** No, an additional violation is not added to the case.

- 10) **Section:** Appendix E Pg. 3

**RFP Language:** CII-28 For a FTA reportable offense, system shall display an alert showing the number of days remaining on the DDS alert.

**Question:** Could the Court clarify that the acronym DDS refer to Department of Driver Services?

**Answer:** DDS refers to Department of Driver Services

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11) **Section:** Appendix E Pg. 3

**RFP Language:** CII-31 System shall provide the ability to automatically generate multiple book wrong post cards indicating case has been reset for a future court date within a minimum of 10 business days prior to original court date.

**Question:** Could the Court elaborate on what a multiple book wrong post card is?

**Answer:** Book wrong post card is a notification that informs citizens that their case has been reset for a future court date and/or time. The Court prefers a system that can generate multiple notifications (e.g. post card).

12) **Section:** Appendix E Pg. 3

**RFP Language:** CII-41 System should provide ability to indicate whether ticket has been reviewed by SO.

**Question:** Requirement references acronym SO can you clarify if this refers to the Solicitors office?

**Answer:** SO refers to Solicitor Office

13) **Section:** Appendix E Pg. 4

**RFP Language:** SCH-9 System shall provide the ability to automatically send subpoenas to all zones. Subpoena shall include Judge Name, date and time of trial, courtroom number and charges.

**Question:** Please elaborate on what is meant by "all zones".

**Answer:** All zones refer to police patrolling zones.

14) **Section:** Appendix E Pg. 6

**RFP Language:** SCH-21 System shall provide the ability to attach a video file (various formats) to a citation or a Court file.

**Question:** Does the Court have a content management system to store this content in or does this need to be a component of the new system?

**Answer:** The Court does not have a content management system. A component in the new system is preferred.

15) **Section:** Appendix E Pg. 7

**RFP Language:** DCT-15 System must provide a —PIA Notice" check box in system when generating a PIA letter to defendants.

**Question:** Could the Court clarify what the acronym PIA refers to? Does this refer to Plea In Abeyance?

**Answer:** PIA refers to Plea in Absentia

16) **Section:** Appendix E Pg. 9

**RFP Language:** DCT-44 The software must allow users to highlight information and add notations on a document stored as a pdf.

**Question:** Do these documents reside in the Court content management system?

**Answer:** The Court does not have a content management system. The document resides in the existing case management system.

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17) **Section:** Appendix E Pg. 12

**RFP Language:** CAL-19 System shall provide SO the ability to track the number of resets, durations and party who requested resets using the following guidelines:

1. Initial appearance
2. Reset for arraignment (2nd, 3rd, etc.)
3. Reset for plea
4. Reset for trial
5. Reset for status

**Question:** Could the court clarify the term 'reset' and describe when and how they occur?

**Answer:** The reset functionality allows a user to assign a new court date for a defendant. Resets can be granted by the Judge and/or requested by the Solicitor Office, Public Defender, Clerk's Office, Case Managers and Data Entry staff.

18) **Section:** Appendix E Pg. 14

**RFP Language:** DSP-12 System shall provide the ability to identify a case that has been assigned to CC and track the following required fields: Probation/Conditions, Diverted, Alternative sentencing guidelines and Fines.

**Question:** Can the court clarify the acronym CC refers to the Community Court?

**Answer:** CC refers to Community Court

19) **Section:** Appendix E Pg. 18

**RFP Language:** DSP-20 System shall identify defendants eligible for TLC and Restorative Board to appear in Community Court and visible for CC users. Note: Provide ability to identify referring party.

**Question:** Can the court clarify the acronym TLC?

**Answer:** TLC refers to Teens Learning Control.

20) **Section:** Appendix E Pg. 15

**RFP Language:** HRG-2 System shall provide the ability to electronically file a Court form (i.e. Plea Absentia, request for new court date.).

**Question:** Does the court desire an e-filing solution as a part of the overall solution? IF so, what case types could be electronically filed?

**Answer:** Yes, all case types are eligible for electronic filing.

21) **Section:** Appendix E Pg. 23

**RFP Language:** ACC-15 System shall provide the ability to accept a payment via a credit card / debit card.

**Question:** Does the court have an existing payment gateway for online or credit card payments?

**Answer:** Yes

22) **Section:** Appendix E. Pg. 24

**RFP Language:** ACC-25 System shall provide real-time updates from payments received via PayPal and IVR system.

**Question:** Does the Court have an existing IVR system?

**Answer:** Yes

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**23) Section: Appendix E. Pg. 28**

**RFP Language:** ACC-91 System shall provide a disclaimer for TVB cases that are paid online.

Note: Content will be created by Judges

**Question:** ACC-91 System shall provide a disclaimer for TVB cases that are paid online. Note: Content will be created by Judges

**Question:** Can the Court clarify what does the acronym TVB stands for?

**Answer:** TVB refers to Traffic Violations Bureau

**24) Section: Appendix E Pg. 30**

**RFP Language:** SEC-12 System must transfer all charges from old CMS system to new system; or old data should reflect at least 10 years.

**Question:** What information can the Court provide about the current system since it appears that you want at least 10 years of data from the current system transferred to the new system?

**Answer:** The current system contains data for all cases. The new system should provide the same capability, specifically open cases, regardless of case age.

**25) Section: Appendix E Pg. 31**

**RFP Language:** SEC-25 System should allow SO & PD to merger files in docket history and to ensure that they are viewable with option to select what entry is to be merged into main docket history.

**Question:** Is the Court envisioning this occurring through an interface between systems or as a part of a data conversion effort?

**Answer:** An interface is not required. The Court envision this functionality to be achieved via an access control list that allow viewing and merging capabilities for specific roles.

**26) Section: Appendix E Pg. 33**

**RFP Language:** RPT-13 System shall provide the ability to generate and track rejected cases for data entry.

**Question:** How are these cases rejected?

**Answer:** Cases are manually entered into CMS as "rejected".

**27) Section: Appendix E Pg. 37**

**RFP Language:** INT-4

**Question:** Requirement appears to be blank please verify.

**Answer:** This requirement should be removed from the scope.

**28) Section: Appendix E Pg. 43**

**RFP Language:** TEC-2 System should provide eCitation capabilities.

**Question:** Is the court looking for an eCitation system or the ability to take information from an eCitation system to create cases et cetera into the CMS?

**Answer:** The Court is seeking the ability to take information from an eCitation system to create cases into the CMS.

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29) **Section:** Appendix E Pg. 21

**RFP Language:** PDC-7 System shall provide the ability to notify LEA when a warrant is served.

**Question:** Is the court open to allowing LEA and other agencies to have query only access or are you expecting notifications be sent to other participating agencies systems?

**Answer:** Allow view only capabilities to LEA.

30) **Section:** Appendix E. Pg. 23

**RFP Language:** ACC-19 System shall not allow a payment to be placed in a pending hold state - system should apply payment Note: Should only apply to settled payments

**Question:** Can the Court give an example of a payment being placed on a pending hold state?

**Answer:** The Court does not have a pending holding state and the system shall not allow deferred payments.

31) **Section:** Appendix E Pg. 25

**RFP Language:** ACC-43 System shall record and maintain front-counter bookkeeping information on receipts and disbursements.

**Question:** What is required for the front-counter bookkeeping?

**Answer:** Is it simply a lookup of what's been paid/owed/disbursed? The Court prefers a report, with case numbers that reflects what's been paid and disbursed for each cashier.

32) **Section:** Appendix E. Pg. 25

**RFP Language:** ACC-47 System shall provide for allocation of payments across multiple cases or parties.

**Question:** Can the court clarify what is meant by this requirement? What is meant by allocation of payments across parties?

**Answer:** Provide ability to apply one payment to multiple cases.

33) **Section:** Appendix E Pg. 25

**RFP Language:** ACC-52 System shall provide for electronic disbursement and receipting of funds.

**Question:** Please provide additional clarity on this requirement. Disbursed and receipted electronically? And to whom - Treasurer's Office, Bank, victim Restitution?

**Answer:** System should generate a monthly report and provide the ability to disseminate the report to internal CoA entities (e.g. Finance).

34) **Section:** Appendix E Pg. 27

**RFP Language:** ACC-74 System must have the ability to close automatically, upon receipt of full payment, non-appearance traffic cases and generate notice/record to DDS

**Question:** How do they intend to notify DDS? Electronically or by letter?

**Answer:** If it's by letter then we can change this to Yes. Notify DDS electronically (real-time) for payments accepted in person, via the web and IVR.

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35) **Section:** Appendix E Pg. 27

**RFP Language:** ACC-81 System must print all required federal tax forms.

**Question:** Can the Court provide a list of forms?

**Answer:** This requirement should be removed from the scope.

36) **Section:** Appendix E Pg. 38

**RFP Language:** INT-10 System shall provide an interface with Cry Wolf to view transactions processed by their system, including disputes and financial information

**Question:** What functionality does the Cry Wolf system provide?

**Answer:** Cry Wolf provides false alarm data for business and residential purposes.

37) **Section:** Appendix E. Pg. 38

**RFP Language:** INT-30 Lockbox for Red Lights and Parking

**Question:** Who currently services lock boxes?

**Answer:** Park Atlanta and Cry Wolf

38) The RFP states the system must be capable of supporting 200 concurrent logins, and the capacity to increase the number of concurrent logins. How many named users do you anticipate initially bringing on to the proposed case management system? Can you break this down by Division?

**Answer:**

- Court: 150
- Solicitor: 50
- Public Defender: 20+
- Other: TBD (view only access will be needed)

39) There are a number of Interfaces mentioned in the Functional Requirements Section. Can you provide specifications for INT-1 through INT-37?

**Answer:**

<b>Interface #</b>	<b>System</b>	<b>Description</b>
INT-1	Probation	Probation Case Transmission
INT-2	eFax	System shall transmit clearance and correction letters to DDS  NOTE: Attach eFax data to defendant's case
INT-3	APD CJIS	System shall provide the ability to transmit case disposition information for APD cases
INT-4	Remove	
INT-5	BLIS (Business License Information System)	Business License information - APD license, permits, taxi and limo
	Code for America	System shall provide the ability to send a text message to a defendant regarding resets.

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INT-6	Computerized Criminal History (CCH) system	Part of GBI system - used to conduct criminal background search and record restrictions
INT-7	CourtSmart	System shall provide the ability to transmit courtroom calendar information into CMS.
INT-8	eCitation	System shall provide the ability to automatically add data from LEAs electronic citations and provide a bi-directional transmittal for tickets prescreening process
INT-9	EnQuesta	Retrieve water bill related data
INT-10	False Alarm/Cry Wolf	System shall provide an interface with Cry Wolf to view transactions processed by their system , including disputes and financial information
INT-11	Fulton, Clayton & DeKalb Counties	Provide the ability to keep track of bind over receipt confirmations
INT-12	GA Department of Driver Services	System shall not send non reportable (no tags, no headlights) offenses to DDS
INT-13	GA General Assembly, Lexis Nexis	System must provide access to state traffic violation (codes) database
INT-14	GCIC	System must display GCIC OTN on the defendant's basic information screen
INT-15	DataMax/OmniMax	DataMax/OmniMax - APD ( access to information stored on GCIC)
INT-16	GCIC Metroheader	System must enable users with appropriate rights to have access to a link which routes to defendant's information in GCIC
INT-17	Georgia State Patrol	System must provide an Interface to ticket system and videos.
INT-18	Hansen	Fire code violation and public works
INT-19	Imaging	System shall provide the ability to transmit images to storage
INT-20	INFAX	System shall provide the ability to transmit courtroom calendar information
INT-21	IVRWeb	System shall provide the ability to receive and process financials from IVR and Web IVRWeb
INT-22	Municodes	State codes & Update code violations; access to state traffic violation codes
INT-23	OBTS (Offender Based Tracking System)	System shall provide the ability to transmit arrested defendant case information to Fulton County.
INT-24	Oracle Financial Management	System shall provide the ability to transmit financial information
INT-25	Park Atlanta System (Citrix)	Send and receive case information
INT-26	Police Central/ Jail Management System	Provide access to criminal database for defendants

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INT-27	Police Central/ Jail Management System	System shall provide the ability to interface with JMS to record bail and bond information.
INT-28	Police Central/ Jail Management System	System must provide a link to JMS for access to defendant's information
INT-29	Tracker	Merge existing related data to new CMS system. Should be bi-directional to report DUI information and some city ordinances. Used when accusations are filed and DUI cases
INT-30	Wells Fargo	Lockbox for Red Lights and Parking
INT-31	Accela	Code Enforcement Building/Address inspection information
INT-32	Criminet/LIMS	SO LPA/Investigators to view history information and verify retainer warrants
INT-33	Horizon	911 logs, victim information, incident reports and all prior charges
INT-34	NetSearch	traffic, accidents, police reports, booking process information (jail).
INT-35	Watch Guard System	interface with video from APD patrol cars
INT-36	Document Management System (DMS)	The system must have a document generation capability that merges case management system data with word processing templates
INT-37	Probation (Sentinel)	System shall provide the ability to validate defendant's data that's in CMS matches defendant's data in the Probation system. (i.e. name, case number, etc.).

40) RPT-9 States the system must have reporting capabilities with Oracle ERP. Can you define these capabilities?

**Answer:** Need the ability to reconcile all receivable and payables tween Court and Oracle.

41) ACC-26 States system must provide an interface that would allow jail bonds to be processed and route payments to Oracle. Can you define this process?

**Answer:** Funds collected at the jail should be routed through the Court and only the funds should be transferred into Oracle.

42) ACC-26 States system must provide an interface that would allow jail bonds to be processed and route payments to Oracle. Can you define this process?

**Answer:** Same as #41, Funds collected at the jail should be routed through the Court and only the funds should be transferred into Oracle.

43) The Minimum Qualifications state: "The selected proponent must provide a sample software license agreement, maintenance agreement, warranty terms and license fee with proposal." Is this a requirement that ALL proposers are to submit their standard agreements with their proposals? The 'selected proponent' subject is confusing.

**Answer:** All proponents should provide the information requested.

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44) **Section:** 5.2A Pg. 10

**RFP Language:** Each Informational Proposal must contain an index and separate sections for the information requirements set forth in this RFP, as well as for the forms required to be submitted.

**Question:** Would a Table of Contents be acceptable instead of an index?

**Answer:** Yes

45) **Section:** 3.22 Pg. 8

**RFP Language:** Requests a resume for the President/CEO

**Question:** Due to the large scale of a public corporation, can the resume of the managing director of the group responsible for this project submit a resume instead of the President/CEO?

**Answer:** Resumes of Managing Directors will be acceptable.

46) **Section:** 5.2 Submission of Proposals Pg. 10

**RFP Language:** Each Informational Proposal must be submitted on 8½" x 11" single-sided, double-spaced, typed pages, using 12-point font size and such pages must be inserted in a standard three-hole ring binder. Each Informational Proposal must contain an index and separate sections for the information requirements set forth in this RFP, as well as for the forms required to be submitted.

**Question:** The RFP requires Bidders to respond using 12-point font. May Bidders use a smaller, still readable font for the following: headers and footers, requirement text, exhibits/graphics, and tables?

**Answer:** Bidders may submit text no smaller than 11.5 font.

47) **Section:** 5.2 Submission of Proposals Pg. 10

**RFP Language:** Same as above

**Question:** Several requested documents/samples do not comply with font restrictions and they are not available in a native MS Office format for font adjustments. Please confirm that it is permissible to submit those documents as is.

**Answer:** Yes

48) **Section:** 5.2 Submission of Proposals Pg. 10

**RFP Language:** Same as above

**Question:** The RFP requires Bidders to respond using 12-point font, double-spaced. May Bidders use single-spaced format for tables?

**Answer:** Yes

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49) **Section: 5.3 Submission of Proposals Pg. 10**

**RFP Language:** In addition to the hard copy submission, each Proponent should submit two (2) digital versions of its Proposal in Adobe Portable Document Format ("PDF") on compact disk (CDs). CD One (1) version should be a duplicate of the hard copy of the Proposal with no deviations in order or layout of the hard copy proposal. CD Two (2) version should be a redacted version of the hard copy Proposal. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.

**Question:** Since cost proposal should be submitted in a separate sealed envelope, should a separate CD that includes only cost proposal be included with the cost proposal and a separate CD that includes only Informational Proposal be included in a package with the Informational Proposal

**Answer:** Proponents may submit informational and cost proposal on one cd.

50) **Section: 3.2.2.3 Pg. 9**

**RFP Language:** Submission of these names constitutes a commitment to use these individuals if the Proponent is selected, and changes may be made only with the prior written consent of the City. In the event there is need to replace key team members during the course of the project, Proponent must describe its back-up personnel plan.

**Question:** Would the City consider a slight alteration or clarification to this requirement to establish a reasonable time period? Addition to text for consideration as shown in bold: Submission of these names constitutes a commitment to use these individuals if the Proponent is selected within a reasonable time after submission of the proposal, and changes may be made only with the prior written consent of the City. In the event there is need to replace key team members during the course of the project, Proponent must describe its back-up personnel plan.

**Answer:** No, Submission of these names constitutes a commitment to use these individuals if the Proponent is selected, and changes may be made only with the prior written consent of the City. In the event there is need to replace key team members during the course of the project, Proponent must describe its back-up personnel plan.

51) **Section: Form 8**

**RFP Language:** Proposal Bond

**Question:** Since the proposal bond is not applicable, please confirm that Form 8 is not required and does not need to be submitted as a blank, non-applicable form.

**Answer:** Form 8 is not required and can be omitted from proposals.

52) Could the list of participants in the pre-proposal conference be provided?

**Answer:** Yes, the list of participants is available on the City of Atlanta's Procurement website.

53) Proposal Guarantee: (Not Applicable) – Can you confirm that a bid bond/surety is not required when submitting a proposal?

**Answer:** The bid bond is not required.

54) Form 8 header states: Proposal Bond – NOT APPLICABLE. Can you confirm that this form is not required as part of the proposal submission?

**Answer:** Please refer to question 51.

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- 55) The RFP instructs that the Informational Proposal is comprised of two Volumes. Are both Volumes to be included in a single binder? With each section of Volume 1 requiring a tab divider, how should Volume 2 be presented in the binder – as another tab divided section? Can you please be more specific in regards to the physical division of Volumes 1 and 2 as there are no instructions explaining the placement of Volume 2?

**Answer:** You may choose to include both volumes in a single binder but are not required to do so. Forms in Volume 2 should be tabbed.

- 56) Instructions are to submit the proposal using double-spaced, typed pages using 12-point font size. Does this instruction mean that every line of type in narrative, tables, illustrations, etc. must be double-spaced? Are you requiring any particular font family for all the type in the proposal?

**Answer:** Narrative text with the exception of tables images and illustrations must be double-spaced, typed pages using 12-point font size. It is desirable for all narrative font to be Times New Roman.

- 57) **Section:** Form 3

**RFP Language:** Proponent Financial Disclosure

**Question:** Given the length of our audited financial statements, can Bidders provide these documents in electronic format only?

**Answer:** Financial Information must be printed with a completed form 3.

- 58) **Section:** Form 3

**RFP Language:** Proponent Financial Disclosure

**Question:** If the audited financials must be printed as hardcopy, can they be printed double-sided to avoid having over 700 pages of financials in each binder?

**Answer:** Yes the audited financial can be printed double sided.

- 59) **Section:** Appendix B

**RFP Language:** Insurance and Bonding Requirements

**Question:** Section F on pg. 177 of the PDF says that both a Payment Bond and a Performance Bond to the City is required; however Form 8 Proposal Bond says it is not applicable to this solicitation; and the footnote on page 12 indicates that the insurance and bonding requirements is not a form that required to be completed. Please confirm that Form 4.1, 4.2, and Form 8 are not required to be filled out.

**Answer:** A proposal bond is not required for this RFP and thus Form 8 is not required. A Payment and Performance bond is required for this RFP and thus Forms 4.1 and 4.2 are required.