



CITY OF ATLANTA

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

Kasim Reed
Mayor

April 21, 2015

INTERESTED RESPONENT:

Re: FC-8149, After School Programming.

Attached is one (1) copy of **Addendum No. 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact the following personnel for the respective solicitation: Philippe Jefferson, Contracting Officer at (404) 865-8565, or via email at pejefferson@atlantaga.gov.

Sincerely,


Adam L. Smith

ALS:pej

Addendum No. 2

Re: FC-8149, After School Programming.

April 21, 2015

Page 2

This Addendum forms a part of the Request for Qualification and modifies the original solicitation package as noted below and in the attached documents.

- Responses to questions.

Qualification statements are due **Wednesday, April 29, 2015**, and should be time stamped no later than 2:00 p.m. on this day, and delivered to the address 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 information remains unchanged*****

Addendum No. 2

Re: FC-8149, After School.

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Page 3

Acknowledgement of Addendum No. 1

Respondents must sign below and return this form with its qualification statement to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgement of receipt of this addendum on this ____ day of _____, 2015.

Legal Company Name of Respondent

Signature of Authorized Representative

Title

Date

**PROJECT NUMBER FC-8149, AFTER SCHOOL PROGRAMMING
ADDENDUM #2**

The following questions and/or clarifications were requested by various Respondents:

1. Question: At the direction of the interested respondent page for RFQ FC-8149 I have the following questions for our planning purposes:
 - a. What was the award size in terms of dollars last year for this RFQ?
Average award was approximately \$35,000 to \$45,000.
 - b. What is the anticipated total award size for this RFQ this year?
See response to question above.
 - c. How many incumbent third party providers were approved for this RFQ last year?
Approximately 16.
 - d. Approximately how many third party providers do you hope to approve for this RFQ last year?
Approximately 15 to 18.

Response: The information for each question is listed below.

2. Question: I would like to verify with you the following:
 - a. *Page 7, 2.1 Qualification Statement Format: A respondent must submit a complete qualification statement in response to this RFQ in a specified format. No other format will be considered. The qualification statement specified format consists of the following:*

...which goes on to identify the format in sections 2.2, 2.3, 2.4, and 2.5 followed by (on page 10) form 9, form 2 and form 7. Form 8 would follow the Table of Contents (section 2.2 and section 2.3).
 - b. Page 11
The check sheet has a different order:
Executive Summary
Table of Contents
Experience and Qualifications
Organizational Structure and Key Personnel
Form 2
Form 7

Form 8
Form 9

- c. Page 12
Part 3: Review of Qualification Statement
The order of presentation is identical to Page 7

Because of the strongly worded Page 7 (no other format will be considered) and your response to “follow the check sheet on Page 11”, my specific question is to follow which order, that described on pages 7 and 12 or the check sheet on Page 11?

Response: Follow the order of the check sheet on Page 11.

3. Question In Section 2.4.1.6 of the RFQ it says, *List of (5) Relevant projects, including:*

Client Name;
Project description;
Budget amount;
Number served;
Time frame;
Role of the individual; and
Project actual or expected completion date.

My question, are you wanting this for the submitting organization or members of the management team?

Response: The organization.

4. Question: The RFQ says it should be 8 ½ in a binder. But we were told at the RFQ meeting legal size paper folded to 8 ½ x 11. Is both formats okay? Or what is the preferred packaging?

Response: Yes, both are acceptable.

5. Question: When will the RFQ be awarded?
Response: **Prior to the start of the 2015-16 APS (Atlanta Public Schools) school year.**
6. Question: When would services start for the awarded service provider?
Response: **August 2015.**
7. Question: Should we include a clause for dealing with disruptive participants or would the city be responsible for dealing with such instances.
Response: **The City of Atlanta will be responsible.**
8. Question: Are we required to have our own insurance policy? If so, what limits should we carry?
Response: **Contractor shall maintain general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate bodily injury and property damage combined single limit, regarding all work and activities performed at the COA Recreation.**
9. Question: I know we have to submit the resumes for the management staff; do we also have to submit resumes for the teachers who will be facilitating the program?
Response: **It is not mandatory, but resumes will be accepted if available.**