



CITY OF ATLANTA

Kasim Reed
Mayor

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,
CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
asmith@atlantaga.gov

October 19, 2016

Dear Potential Proponents:

Re: FC-9275, City of Atlanta Wellness Center on Behalf of DHR

Attached is one (1) copy of **Addendum Number 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Arthur Smalls, Contract Officer, at (404) 865-8521 or by email at asmalls@atlantaga.gov.

Sincerely,



Adam L. Smith

ALS/AS/mlw

ADDENDUM NO. 2

This Addendum No. 2 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:

- **Modification of Proposal Due Date: The due date for this solicitation has been modified. The original due date was October 26, 2016; and the proposal due date is now November 2, 2016.**
- **Attachment No.1 to this addendum: Part II. Content of Proposals and Required Submittals section was omitted from original solicitation document.**

The Proposal due date has been modified and Proposals are due on November 2, 2016 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, CIPC, CISCC, CIGPM, CPPC
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. 2

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-9275, City of Atlanta Wellness Center on Behalf of DHR** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Attachment No.1

(Part II. Content of Proposals and Required Submittals)

Part 2; Contents of Proposals/Required Submittals

- 1. General Contents of Proposals:** A Proponent must submit a complete Proposal in response to this RFP in the format specified in this RFP; no other format will be considered. A Proposal will consist of two (2) separate documents:

- 1.1. Informational Proposal; and
- 1.2. Minimum Guarantee (Form provided by City at Part 5; Services Agreement; Exhibit A.1-Cost Proposal). Minimum Guarantee will become part of the Services Agreement attached to this RFP, if an Agreement is awarded pursuant to this procurement.

- 2. Informational Proposals:** An Informational Proposal is comprised of 2 sources of information:

- 2.1. **Volume I:** information drafted and provided by a Proponent; and
- 2.2. **Volume II:** information provided by a Proponent on forms provided by the City (or required to be created by a Proponent) in this RFP.

- 3. Information Required to Be Included in Informational Proposal:**

- 3.1. **Summary:** The following is a summary of information required to be contained in an Informational Proposal:

- 3.1.1. **Information drafted and provided by a Proponent:** This information should be included in a Volume I to a Proposal.

- 3.1.1.1. **Executive Summary;**
- 3.1.1.2. **Organizational Structure;**
- 3.1.1.3. **Resumes of Key Personnel;**
- 3.1.1.4. **Overall Experience, Qualifications and Performance on Previous Projects; and**
- 3.1.1.5. **Management Plan (Questionnaire)**

- 3.1.2. **Information Provided by a Proponent on Forms Provided by the City:** This information should be included in a Volume II to a Proposal:

- 3.1.2.1. **Forms attached to this RFP at Part 4:**

- 3.1.2.1.1. Form 1; Illegal Immigration Reform and Enforcement Act Forms;
- 3.1.2.1.2. Form 2; Disclosure Form and Questionnaire;
- 3.1.2.1.3. Form 3; Proponent Financial Disclosure;
- 3.1.2.1.4. Form 4.1; Certification of Insurance Ability;
- 3.1.2.1.5. Form 4.2; Certification of Bonding Ability
- 3.1.2.1.6. Form 5; Acknowledgment of Addenda;
- 3.1.2.1.7. Form 6; Proponent Contact Directory;
- 3.1.2.1.8. Form 7; Reference List;
- 3.1.2.1.9. Form 8; Proposal Bond (Not Applicable);
- 3.1.2.1.10. Form 9; Required Submittal Checklist.

NOTE: Every space on every form must be completed. If the form requires an notary, please comply. Failure to complete each form as required may deem you non-responsive. If there are any questions regarding any form, it is strongly recommended that you submit your question(s) to the Contracting Officer listed in the RFP prior to the deadline for submitting questions.

3.1.2.2. Forms attached to Services Agreement attached to this RFP at Part 5

3.1.2.2.1 Exhibit A.1: Cost Proposal (**This should be included in a separate sealed envelope and labeled ‘Cost Proposal’**); and

3.1.2.2.1. Appendix A; City’s OCC Programs; Office of Contract Compliance.

3.2. Information Requirements Details: The following is a more detailed summary of the requirements of certain portions of the Informational Proposal:

3.2.1. Executive Summary (tabbed in Volume I).

3.2.1.1. Cover Letter: The executive summary must include a letter with the Proponent’s name, address, telephone number and fax number, signed by a person authorized to act on behalf of the Proponent. The letter should also include the name, title, address, e-mail address, telephone number and fax number of the person signing the letter and the name, title, address, e-mail address, telephone number and fax number of one (1) contact person to whom all future correspondence and/or communications may be directed by the City concerning this procurement, if that person is different from the person executing the letter. The letter should also designate the type of business entity that proposes to enter into a Contract with the City and the identity of any other business entities that will comprise the Proponent and include a brief history of the Proponent and statement of the Proponent’s approach to providing the services solicited in this RFP.

3.2.1.2. Detailed Executive Summary: The purpose of the Detailed Executive Summary is to provide an overview of the Proponent’s qualifications to accomplish the project. At a minimum, the Detailed Executive Summary must contain the following information:

3.2.1.2.1. Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;

3.2.1.2.2. The general and specific capabilities and experience of the Proponent’s Team. Each Proponent must identify examples where team members have worked together to complete a project and discuss how the team was formed and how the team will function as an integrated unit in providing services to the City;

3.2.1.2.3. A description of the Proponent's plan for complying with the City's EBO goals. This section should include detailed information regarding the essential subcontractors/subconsultants the Proponent intends to use and should indicate the role and responsibilities these firms will be assigned. Each Proponent must provide a letter from each essential subcontractor/subconsultant indicating that the firm concurs with the role and responsibility Proponent has described;

3.2.1.2.4. A declarative statement as to whether the Proponent or any member of the Proponent team has an open dispute with the City or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years;

3.2.1.2.5. Provide a brief history of the company including the number of years in business providing the services you are outlining in your proposal;

3.2.1.2.6. Provide resumes which include qualifications, certifications, education and responsibilities of anticipated staff outlined in your proposal;

3.2.1.3. Organizational Structure (Tabbed in Volume I). The Proponent's Organizational Structure Section of the Proposal should introduce the proposed Proponent team by:

3.2.1.3.1. providing the Proponent's Management Organizational Chart both graphically and in narrative format. The Organizational chart and narrative should provide a description of the Proponent's views on how it will organizationally provide the Services, as well as depict the relationship of its key personnel roles to that of the Principal-in-Charge and other key members of the management team.

3.2.1.3.2. providing a description of how this organizational structure will facilitate managing the Services requested and how an efficient flow of information will be realized from the organizational structure.

3.2.1.3.3. providing the names of proposed candidates for each function on the chart.

3.2.1.3.4. As a quality business relationship is important, please include anything else you feel relevant. Please answer the following questions if they are applicable. If not, please indicate N/A.

1. What is the legal name of your company?
2. Please state the number of years your company has been in business.
3. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
4. What is the headquarters location address, phone number and Web site?
5. What is the company ownership structure?

6. How many employees do you have worldwide? In North America? Locally?
7. Provide a sample certificate of insurance identifying your standard insurance coverage.
8. Provide your tax identification number.
9. Provide your Dun & Bradstreet number.
10. What kind of geographical classification applies to your company?
 - Local: (i.e., operates in only one city or state)
 - Regional: (i.e., operates in only one geographical area)
 - Multi-regional: (i.e., operates in more than one region, but not national)
 - National: (i.e., provide services across the U.S. only)
 - International: (i.e., conducts business in the U.S. and abroad)

3.2.2. Key Personnel/Resumes:

3.2.2.1.1. Identify and provide resumes for ALL of the individuals that the Team will use to fill the following proposed positions:

- 3.2.2.1.1.1. Collaborative Physician (1);
- 3.2.2.1.1.2. Mid-Level (NA or PA): (3);
- 3.2.2.1.1.3. Occupational Health Registered Nurse (RN): (optional); and
- 3.2.2.1.1.4. Medical Assistant (MA): (4).

3.2.2.1.2. Resumes should be organized as follows:

- 3.2.2.1.2.1. Name and Title;
- 3.2.2.1.2.2. Professional Background;
- 3.2.2.1.2.3. Current and Past Relevant Employment;
- 3.2.2.1.2.4. Education;
- 3.2.2.1.2.5. Certifications;
- 3.2.2.1.2.6. List of (3) Relevant projects, including:
 - 3.2.2.1.2.6.1. Client Name;
 - 3.2.2.1.2.6.2. project description;
 - 3.2.2.1.2.6.3. role of the individual;
 - 3.2.2.1.2.6.4. project actual or expected completion date; and
- 3.2.2.1.3. Client List/Reference Contact (**REQUIRED SUBMITTAL. A MINIMUM OF FIVE (5) REFERENCES ARE REQUIRED. PLEASE REFER TO REQUIRED SUBMITTAL FORM LISTED WITHIN PART 4 OF THIS SOLICITATION DOCUMENT, TITLED FORM 7).**)
- 3.2.2.1.4. 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.

3.2.2.2.Overall Experience, Qualifications and Performance on Previous Projects.

Proponents should detail their relevant experience, qualifications, performance and capabilities for performing the services outlined in the Exhibit A: Scope of Services.

3.2.3. Management Plan (Tabbed in Volume I). Based on the Proponent's Organizational structure, describe how the Proponent will manage the Services, specifically addressing the following questions. **Additionally, provide a detailed narrative and appropriate documentation for all items referenced in Appendix E (Questionnaire).**

3.2.3.1.Proponent's approach to team leadership;

3.2.3.2.how the Proponent will:

3.2.3.2.1. ensure proper communications among pertinent project team members;

3.2.3.2.2. establish and maintain the necessary cooperative relationships;

3.2.3.2.3. coordinate all necessary project activities within that team relationship;

3.2.3.3.identify the tools that are intended to be used to manage these project elements, and tasks;

3.2.3.4.Proponent's proposed method to:

3.2.3.4.1. Identify and resolve issues during the project duration;

3.2.3.5.Make critical decisions;

3.2.3.6.Describe your company's core capabilities and business approach;

3.2.3.7.What differentiates your organization from your competition;

3.2.3.8.How is your organization structured locally, and how does this structure support your ability to provide the service you are proposing;

3.2.3.9.Describe your start up plan for beginning the service(s) that are outlined within your proposal;

3.2.3.10. Describe your overall business objectives you are proposing in detail;

3.2.3.11. Describe your hiring process in general; including recruiting, screening and training; specify process per type of position;

3.2.3.12. Provide sample brochures and pictures of sourcing initiatives used by your agency to attract new clients;

3.2.3.13. Provide a list of expected cooperation and deliverables that you would need afforded to your firm by the City (if any), in order, for your agency to satisfy all business objectives;

3.2.3.14. Describe your safety policies and procedures; and

3.2.3.15. Describe your process for handling customer complaints, including the manner in which complaints are handled and resolved.

4. **Total Cost Proposal (Firm Fixed Total Cost).** Submit one (1) stamped “Original” and nine (9) copies in a **separate envelope**).

- The COA bills on a Net 30 basis from the time of invoicing. Please ensure your firm can comply with these payment terms.

5. **Submission of Proposals:**

5.1. A Proposal must be submitted in sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: **FC-9275, City of Atlanta Wellness Center on Behalf of DHR** and the name and address of the Proponent. All Proposals must be submitted to:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP, CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303-0307

5.2.A Proponent is required **to submit one (1) stamped original and nine (9) copies of its Informational Proposal**. 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 and index and separate sections for the information requirements set forth in this RFP, as well as for the forms required to be submitted.

5.3. 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.

5.4.The City assumes no liability for differences in information contained in the Proponent’s printed Proposal and that contained on the CDs. In the event of a discrepancy, the City will rely upon the information contained in the Proponent’s printed material (Hard Copy). Each CD should be labeled with the Project Number, Project Name, and the CD Number

6. Selection for Competitive Sealed Proposals:

The City will carefully evaluate the responsiveness and responsibility of each Proponent. The selection criteria shall include but not be limited to, those factors contained in subsection 2-1188(k) of the City of Atlanta Code of Ordinances; and the following (the responsibility is solely on the Proponent to adhere to all evaluation factors as outlined in the City of Atlanta Code of Ordinances):

- (1) Previous experience demonstrating competence to perform the services involved in the solicitation;
- (2) Past performance of previous contracts with respect to time of completion and quality of services;
- (3) The fee or compensation demanded for the services;
- (4) The ability to comply with applicable laws;
- (5) The ability to comply with the schedule for the performance of the services, as required by the City;
- (6) The financial ability to furnish the necessary bonds;
- (7) The financial condition of the offeror;
- (8) The ability to provide staffing of management personnel, satisfactory to the City; and
- (9) The offeror's compliance with the requirements of equal employment opportunity (EEO) and, where applicable, equal business opportunity (EBO) programs, as may be required by ordinance.

Additionally, the evaluation criteria will include but may not be limited to, a review of the following factors:

- (1) Clear understanding of the goals and objectives and demonstration by offer a comprehensive plan to accomplish goals;
- (2) Qualifications and experience of all proposed team members;
- (3) Demonstration that programs and services offered will meet the needs of those in the Community;
- (4) Response to ALL questions asked within Exhibit A, Scope of Services;
- (5) Responsiveness to all items noted as Required Submittals within the solicitation document;
- (6) Reference submission and satisfactory review; and
- (7) Price.

7. Responsiveness and responsibility for each Proponent can be observed as the following:

A. The **responsiveness** of a Proponent is determined by the following:

1. A timely and effective delivery of all services, materials, documents, and/or other information required by the City;
2. The completeness of all material, documents and/or information required by the City; and
3. The notification of the City of methods, services, supplies and/or equipment that could reduce cost or increase quality.

B. The **responsibility** of a Proponent is determined by the following:

1. The ability, capacity and skill of the Proponent to perform the Agreement or provide the Work required;
2. The capability of the Proponent to perform the Agreement or provide the Work promptly, or within the time specified without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the Proponent;
4. The quality of performance of previous contracts or work;
5. The previous existing compliance by the Proponent with laws and ordinances relating to the Agreement or Work;
6. The sufficiency of the financial resources and ability of the Proponent to perform Agreement or provide the Work;
7. The quality, availability and adaptability of the supplies or contractual Work to the particular use required; and
8. The successful Proponent shall assume full responsibility for the conduct of his agents and/or employees during the time such agents or employees are on the premises for the purpose of performing the Work herein specified.

The following submittals **MUST** be completed and submitted with each Proposal. If any documents are not submitted with your proposal package, your firm will be deemed non-responsive.

8. **Required Submittals:** The following submittals must be completed and submitted with each Proposal.

Item #	Required Proposal Submittal Check Sheet ¹	Check (√)
VOLUME I CHECKLIST (Submitted in the ordered tabbed sections)		
1.	Executive Summary	
2.	Organizational Structure	
3.	Resumes of Key Personnel	
4.	Overall Experience, Qualifications and Performance on Previous Similar Projects	
5.	Management Plan (Questionnaire)	
VOLUME II CHECKLIST All documents should be ordered and tabbed in the Volume II Binder/section as follows:		
1.	Form 1; Illegal Immigration Reform and Enforcement Act Forms	
2.	Form 2; Disclosure Form and Questionnaire	
3.	Form 3; Proponent Financial Disclosure	
4.	Form 4.1; Certification of Insurance Ability	
5.	Form 4.2; Certification of Bonding Ability	
6.	Form 5; Acknowledgment of Addenda	
7.	Form 6; Proponent Contact Directory	
8.	Form 7; Reference List	
9.	Form 8; Proposal Bond (Not applicable to this solicitation)	
10.	Form 9; Required Submittal Checklist	
11.	Appendix A; City's OCC Programs; Office of Contract Compliance Submittals; EBO/SBE Forms 1, 2, 3 and 4 (to be completed by Proponent and submitted with Proposal) ²	
COST PROPOSAL		
1.	Exhibit A.1-Cost Proposal (to be completed by Proponent and submitted in a separate sealed envelope)	

¹ This table is included for Proponent's convenience and may be used to track the preparation and submittal of certain required information with its Proposal.

² Appendix B; Insurance and Bonding Requirements is a part of the Services Agreement but is not a form that is required to be completed by a Proponent.