
ADDENDUM NO. 4

March 15, 2023

TO: ALL BIDDERS UNDER INVITATION TO BID NO. 23-101560
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia
For additional information, go to: <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>

SUBJECT: Invitation to Bid (ITB) No. 23-101560 Family Functional Therapy (FFT) and Multisystemic Therapy (MST) (Annual Contract with 2 Options to Renew) is hereby amended as follows:

1. The following questions regarding this solicitation were received and the answers are provided in italics below.
 - a. All costs associated with service delivery have increased significantly since 2020 which leads to more than the estimated budget amount to serve the # of kids proposed (60). Would you be open to a higher budget, or should we reduce the # of kids served to reach the budgeted number (FFT)?

Answer: The budget for every year is determined by the grantor and the budget for each year is different depending on several factors. The total budget allotted each year has a 70/30 element which means that 70% of the budget must go to direct services and 30% of the budget to the other services.

- b. Do vendor invoices need to be sent to two different places (Accounts Payable and cc: to Hscola Dempsey)?

Answer: Yes, the invoices need to be sent to both locations (Accounts Payable and Hscola)

- c. Are we permitted to use a translator in the absence of a bilingual therapist? If yes, does the County agree to reimburse for the cost of the translator?

Answer: Yes, a translator can be used, however our hope is that a bilingual therapist is already on-board. Also this should be included in the cost, if a bilingual therapist is not available.

- d. Would you accept an application from a vendor who would be providing FFT services but not MST services?

Answer: Yes, we can accept an application from a vendor who would be providing FFT services but not MST services.

- e. Would a vendor be eligible to submit a request for FFT if it does not have MST experience?

Answer: Yes, we can accept an application from a vendor who would be providing FFT services but not MST services

- f. Could an application be submitted jointly, with one vendor providing FFT and the other providing MST?

Answer: Yes, it can be done, however they would have to decide who's going to be the physical agent. All payments will be addressed to the physical agent.

- g. Could you please explain the difference between Price Schedule I and Price Schedule II? Is it the case the Price Schedule II provides written details, acting as a budget narrative? Can we expand this page to include additional lines for the detailed explanation of line items?

Answer: Both Price Schedule I and Price Schedule II are the same. Yes, they must provide a budget narrative for both Price Schedule I & II.

- h. Are you considering becoming an FFT provider or are you looking for FFT providers to refer clients to?

Answer: We are not considering becoming an FFT provider. We are looking for FFT providers to refer clients to. Thank you.

- i. Are we permitted to submit an annual increase for contract renewals?

Answer: Yes, you are permitted to submit an annual increase. Refer to the price escalation clause (page 13): Price Escalation Clause: During the life of the contract, the awarded bidder shall furnish price lists to the County for increases, and those of the bidder's supplier (e.g. factory) increases, as prices change. The bidder must also provide a list of the supplier's (e.g. factory's) previous price(s) to the County for purposes of comparison. Price changes will be in effect only after receipt and approval by the Director of the Department of Purchasing and Contracting. Price lists and changes thereto are to be furnished under the contract and without charge to the County. Catalogue(s) or Price List(s) must be submitted to the Department of Purchasing and Contracting, Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030.

- j. Is Fidelity Bond coverage required for this bid?

Answer: No, Fidelity Bond coverage is not required for this bid.

- k. On page 25 of the ITB, 4. Technical Questions, can we expand the space in order to provide longer answers to the questions? Or, do you intend that we provide yes/no responses on this page?

Answer: Yes, you can expand the space to provide longer answers to the questions.

- l. Is there a place in the bid documents where we can provide a longer narrative describing our experience, etc.?

Answer: There is no place in the bid document where you can provide a more extended narrative. However, adding additional pages to answer the technical questions is allowed.

- m. If the applicant is not a LSBE, does it need to complete and include all pages of Attachment G's Exhibit A (pages 38-43) along with its submission? Or would we include the relevant pages of Exhibit A: the Checklist for Good Faith Efforts (pages 40-41) and the Bidder/Proposer Statement of Compliance (pages 42-43)? Should we submit all pages of Exhibit A, filling out the forms with the information available?

Answer: All documents must be submitted with the bid.

- n. Do you require the vendor to submit its Certificate of Insurance along with the bid?

Answer: No, Certificate of Insurance is not required to be submitted with the bid. Insurance is required prior commencing work. (page 17)

- o. Should include the First Source Job Information Ordinance (Exhibit I, page 45) along with our submission? Or does this form need to be sent to Workforce DeKalb only?

Answer: All documents must be submitted with the bid. No, they are not submitted to workforce Dekalb only.

- p. AMIkids submitted a proposal to the Georgia Department of Human Services back in September 2022 to offer FFT programming in DeKalb County. Here is the link to the opportunity: [Georgia Procurement Registry \(state.ga.us\)](https://www.state.ga.us/procurement/registry). We are still waiting to hear back on the status of our application, but I wanted to check with you and see if these two solicitations were related. Are both the state and the county looking to fund separate FFT teams in DeKalb County?

Answer: DeKalb County is not affiliated with the Department of Human Services.

2. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call L. Deneen Walters Procurement Agent; at ldwalters@dekalbcountyga.gov before the bids are due to confirm the number of addenda issued.

3. All other conditions remain in full enforce and effect.

L. Deneen Walters
Procurement Agent

ACKNOWLEDGEMENT

The above Addendum #4 is hereby acknowledged:

(NAME OF BIDDER)

(SIGNATURE)

(TITLE)

LDW: ph