DATE: July 13, 2023

TO: All Offerors

FROM: Angela R. Young
Executive Director of Contracting

RE: Request for Qualification No. 100-24, Information Technology Professional Services

Please see Addendum No. 1 for the above-referenced solicitation.
ADDENDUM NO. 1
RFQu NO. 100-24, INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES

A. The following change has been made to the above-referenced solicitation:

Delete: Pages 4, 6, and 30
Add: REVISED 7/13/23 Pages 4, 6, and 30
SECTION I – PREPARATION AND SUBMISSION OF SUBMITTALS

1. INTRODUCTION

a. To be entitled to consideration, sealed Submittals shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.

b. Offeror(s) shall submit four (4) six (6) sealed Submittals (one (1) original, three (3) five (5) copies) and one (1) flash drive to the office of the FCS Contracting Department, 6201 Powers Ferry Road, Atlanta, Georgia 30339. Delivery of Submittals shall be submitted via hand delivery or mail (i.e., commercial carrier or U.S. Postal Service) only.

c. Submittals received after the date and time specified by the time clock in the FCS Contracting Department will not be considered. It is the Offeror’s responsibility to ensure that its submittals are submitted in a timely manner.

d. FCS reserves the right to accept or reject any or all submittals and to waive minor irregularities and technicalities. The judgment of FCS on such matters shall be final.

e. The terms Bidder, Vendor, Contractor and/or Offeror are synonymous in this document and refer to the person, entity or firm that submits the submittal in response to this RFQ.

2. REQUEST FOR QUALIFICATION PROCESS:

This solicitation is a Request for Qualification (RFQ). The Offeror provided submittal will be given an evaluation by a committee. If a firm’s submittal does not meet Fulton County Schools’ standards of acceptance, the firm will not be recommended for further consideration in the categories indicated in their submittal. Offerors may be requested to provide additional information or clarifications during the evaluation process.

Results of the evaluations will be reported to the Contracting Department. A list of recommended firms, and the category for which they are deemed to be qualified, will be presented to the Fulton County Board of Education for approval. If approved by the Board and other matters (insurance, bonds, etc.) are agreed upon, the firm will become eligible for project assignments.

3. GOVERNMENTAL ENTITY

a. The governmental entity, the owner, for whom the work will be executed is:

   Fulton County School District, Georgia (hereinafter “FCS”).

4. PREPARATION OF SUBMITTALS

a. All submittals shall be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the submittal shall initial corrections in ink.
SECTION I – PREPARATION AND SUBMISSION OF SUBMITTALS

5. FAILURE TO RESPOND TO THE SOLICITATION

If a submittal is not submitted, the solicitation is to be returned marked “no submittal”. Failure to provide a submittal or “no submittal” may result in the Contractor being removed from the FCS mailing list.

6. TAXES

FCS is exempt from all state sales tax and Federal Excise Tax. These taxes shall not be included in submittals. However, in the event taxes are required by state or federal law for the services or products outlined in this submittal, such taxes shall be the sole responsibility of the Contractor unless otherwise stated in writing and agreed to by FCS.

7. CHARGES AND EXTRAS

Submittals shall define all pricing and all pricing must remain firm for each year that the contract is in effect. When stating equipment pricing at minimum the stated price shall be F.O.B. destination to include all charges for delivery, unloading, placing in our buildings as directed by the authorities in the buildings, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds and any other cost. Any additional work, such as installation shall be clearly stated in the submittal.

8. ADDENDA

Offeror(s) are notified that they must thoroughly examine submittal documents which include, Cover Sheet, Table of Contents, Submittal Conditions, Specifications, Request for Sealed Submittal and Offeror’s Checklist, together with Addenda thereto issued prior to the receipt of submittal.

Any addenda issued in writing during the time of solicitation shall be included in the submittal, and each will be incorporated in the subsequent contract.

If any person or firm contemplates submitting a submittal and is in doubt as to the meaning of any part of the solicitation documents, they may submit a written request via facsimile at (470) 254-1248 or via email at wecare@fultonschools.org to the Contracting Department for interpretation.

Interpretations of submittal documents will be made by Addenda only. Copies of all addenda will be posted on the FCS Contracting Department’s Website www.fcscontractingdept.org for all who have obtained a set of submittal documents from the Contracting Department to use in the preparation of submittals. FCS will not be responsible for any other interpretations or explanations.

No oral interpretations will be made to Offeror(s) as to meaning of submittal documents. Requests for such interpretations shall be made in writing to the Executive Director of Contracting. Failure on the part of the Contractor to do so shall not relieve them of the
5. EVALUATION AND SELECTION PROCESS

The services being sought under this RFQ are professional in nature. Consequently, the evaluation of the submittals shall be based upon consideration of the demonstrated qualifications and capabilities of the qualified firms, which shall result in an award that is in the best interest of FCS.

7.6. AGREEMENTS AND ASSIGNMENTS

Assignment of work and agreement of execution will take place as IT needs arise.
ADDENDUM NO. 1
RFQu NO. 100-24, INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

B. The following are questions received and Fulton County Schools, (FCS) responses for the above-referenced solicitation:

1. Is this new initiative? If not, please provide us the current vendor details? **No. The current vendors are 22nd Century Technologies, Inc., Abacus Service Corporation, Cogent Infotech Corporation, Compunnel Software Group, Inc., CreekPointe Computers, Inc., Elegant Enterprise-Wide Solutions, Inc., Layer 3 Communications, LLC, Stellar Services, Inc., and Wescott Technologies LLC DBA Lockstep Technology Group.**

2. Can you please let us know the previous spending of this contract? **Approximately $1.5 million dollars.**

3. Please confirm if we can get the proposals or pricing of the incumbent(s)? **Please submit an Open Records request to openrecords@fultonschools.org.**

4. Are there any pain points or issues with the current vendor(s)? **No.**

5. Please confirm the anticipated number of awards. **Undetermined.**

6. Is there any area of Information Technology that Fulton County Schools has more of a need for than others? **No.**

7. On page 7 section 11 EXCEPTIONS AND PROPOSED CONTRACT MODIFICATIONS, is this referring to an MSA? If so, where could we find that MSA for our contracts team to review? **This is referring to any exception or modification to the terms and conditions in the solicitation.**

8. Methodology, bullet point four (4), states to provide three (3) SOW examples of projects performed. On page 34 Section C it states to provide three references. I am interpreting this as two totally separate pieces that would not have to be tied together. **These are two (2) different requirements.**

9. When is the anticipated start date for the work? **Undetermined. This contract is on an as needed basis.**

10. How many departments will have access to view our services provided? **All departments in the Information Technology Division.**

11. Do you have a bid tabulation? **No.**

12. What are the operational times/hours to perform the work? **Undetermined. This contract is on an as needed basis.**

13. Is the firm expected to use their own systems/software (as applicable) to complete the work, or will we use existing systems/software provided by the user agency? **Undetermined. It depends on the project.**

14. Is the user agency open to receiving recommendations on system upgrades (where applicable) and if so, will the user agency be responsible for the purchase of the systems? **No.**
15. Can FCS clarify if the requirement is to submit four sealed submittals (one original, three copies, and one flash drive) or is the requirement to provide six sealed submittals (one original and five copies)? Please see revised page four (4).

16. Should the submittal consist of separate loose-leaf three-ring binders for each copy? Yes.

17. The Cover Letter for this RFQ states: “Questions regarding the submittal process should be directed in writing to the Executive Director of Contracting via facsimile at (470) 254-1248 or via email at wecare@fultonschools.org.” However, Section I – Preparation and Submission of Submittals, 8. Addenda states: “If any person or firm contemplates submitting a submittal and is in doubt as to the meaning of any part of the solicitation documents, they may submit a written request via facsimile at (470) 254-1248 to the Contracting Department for interpretation.” Can FCS clarify which one of these requirements is accurate? Please see revised page six (6).

18. If we are not proposing using a subcontractor, should the subcontractor affidavit and agreement be left blank? If so, is there a need for signature (by Contractor) and notary? Please mark the forms N/A if not using subcontractors.

19. Given the complexity of the RFQ, would FCS offer a two week extension of the deadline for submission? No.

20. Section THE SUBMITTAL, C. Submission of Submittal states: “Submittals shall be submitted in three sections: (1) technical capability, (2) business stability, (3) and exceptions and modifications (if applicable). Should Section III consist of Appendix II: Offeror’s Exceptions Form and Appendix III: Offeror's Modifications Form? Yes.

21. Section I – Preparation and Submission of Submittals, f. states, “Time of delivery is a part of the solicitation and an element of the contract that is to be awarded. If the Contractor cannot meet the required delivery date, a submittal should not be submitted. Contractors may provide alternative schedules and/or delivery dates in their submittals. Time shall be stated in “calendar” days. Failure to deliver in accordance with the contract awarded could result in the Contractor being declared in default.” Can FCS clarify what the required delivery date is? Undetermined. This contract is on an as needed basis

22. Section Request for Qualification Introduction includes items 1 through 4, then 6 and 7. Was item 5 omitted on purpose or by mistake? Please see revised page 30.

23. As Service Providers cannot predict future labor market dynamics and account for inflation, responding parties would be able to provide a more aggressive pricing offer if you allow a year-over-year increase percentage. Is this something the school is willing to consider? No.

24. Can all submittals be mailed together in one package provided that each is separated and sealed into an individual envelope/folder within said package, or must each be mailed individually? Yes.

25. Does Fulton County require that we submit a copy of the notarized documents with each sealed copy submittal or just with the original? Only the original.

C. All other terms and conditions remain the same