



ADDENDUM NUMBER 1

REQUEST FOR PROPOSAL MC-FY18 CITY OF SANDY SPRINGS GENERAL GOVERNMENT SERVICES MUNICIPAL COURT SERVICES

PROPOSALS DUE:
MARCH 28, 2018 NO LATER THAN 2:00 P.M., EST

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

Questions:

1. In order to reduce any misunderstandings, please specifically clarify how the City defines a fully burdened rate. What are the components and math calculations? **Answer:** A Fully Burdened Rate (FBR) is a percentage calculated by the Offeror to include the components that account for health and welfare benefits, statutory expense, other indirect expense, general and administrative (G&A) expense and profit. Please review attachment L-3: Cost Template Instructions for further information on the specific cost price template spreadsheets that will detail the components and math calculations to establish your fully burdened rate.
2. Is it the City's ongoing intention to provide oversight and daily direction to the proposed staff? If that is not the case, please clarify the City's expectation regarding the requisite oversight and direction. **Answer:** It is the intention of the City to provide oversight of the proposed staff.
3. Does the City have a desired benefits package regarding retirement, leave, insurance along with types of insurance they would expect or require for the full time non-exempt and exempt staff to have? **Answer:** A comprehensive benefits package should include health, dental, vision, life, disability, unemployment, workman's compensation, FICA, and retirement benefits. The associated burden rate for this should be no less than 32.5%.
4. Does the current vendor have a transition out requirements or plan? **Answer:** Please see section I.8 for the contract requirements during transition.
5. Is there an option to transition and retain current staff members if awarded this contract? **Answer:** Yes

6. Please provide caseload statistics from the past 3 years for the municipal court. [Answer:](#)
[Per the AOC Municipal Court Caseload Report. The number of cases filed for the past 3 years are below.](#)
2017 - 18,684
2016 – 18,141
2015 – 18,353
7. What are the performance measures the City uses to evaluate the performance of these staff members and the contract as a whole? [Answer:](#) [Section J Attachment 05 has a list of performance reports that the City utilizes to evaluate performance.](#)

I hereby acknowledge receipt of Addendum Number 1 for RFP #RP-FY18 City of Sandy Springs General Government Services Municipal Court Services and have incorporated the changes into my response for the above mentioned Request for Proposal.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____