



**Housing Authority of Fulton County, Georgia (HAFC)
Request for Proposal for Internet Technology Services
RFP2018-004**

Addendum 1

This Addendum forms a part of the contract documents and modifies the original Request for Proposal #RFP2018-008 ("RFP") documents as noted below:

QUESTION: Is this solicitation open to all vendors?
ANSWER: Yes

QUESTION: Is it a Time and Material contract or Firm Fixed Price Contract? Can we submit candidate resumes for this position?
ANSWER: This Request for Proposal is for awarding a firm, fixed price purchasing contract to cover a one (1) year term. Full rate for annualized services to include expenses (travel, hotel and per diem) and hourly rates for principals and staff. The RFP will be scored, in part, based on firm qualifications including expertise in Information Technology as well as capability and background of staff to be assigned to task orders. Proposal should include proposed and available staffing, including resumes of each individual to be utilized

QUESTION: Are there any incumbents (selected resource/vendor) for this position? If Yes, how many?
ANSWER: HAFC seeks Proposals from responsive and responsible contractors to provide all labor, supervision, materials, supplies, tools, transportation, equipment and incidentals required to provide comprehensive Information Technology Services

QUESTION: What will be the interview type of the selected candidate? Skype, telephonic or in-person?
ANSWER: Interviews will be conducted either in person or via SKYPE.

QUESTION: What are the no.of positions?
ANSWER: The HAFC reserves the right to add additional contractors, at the HAFC's sole discretion.

QUESTION: How many candidates can we submit?
ANSWER: Please submit a sufficient number of candidates to perform the job required under this RFP

QUESTION: What is the job location?
ANSWER: HAFC's main office located at 4273 Wendell Drive, SW, Atlanta, Georgia

QUESTION: Can the work be done offsite?
ANSWER: HAFC prefers to have someone onsite, but HAFC is open to working with an organization that is offsite as long as necessary onsite service is provided and the organization is accessible, as needed.

QUESTION: Will it be awarded to one company or multiple companies?
ANSWER: The HAFC reserves the right to add additional contractors, at the HAFC's sole discretion.

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QUESTION: Do you need any Candidate References along with the resumes? If yes – is there any specific template? How many candidate references do we need to submit?

ANSWER: The RFP will be scored, in part, based on firm qualifications including expertise in Information Technology as well as capability and background of staff to be assigned to task orders. Proposal should include proposed and available staffing, including resumes of each individual to be utilized

QUESTION: Who is the current incumbent and what is the current contract value?

ANSWER: The TKS Group is the current provider. Due to the competitive nature of this RFP, we are unable to provide the current contract value.

QUESTION: Is this contract is single awarded or multi-awarded?

ANSWER: The HAFC reserves the right to add additional contractors, at the HAFC's sole discretion.

QUESTION: Are you required consultant on full time or just on as need basis?

ANSWER: Work schedule shall be 9:00. a.m. - 5:00 p.m., Monday. through Friday. Work will commence and proceed with such work to completion in accordance with the schedule.

QUESTION: What is the annual budget for this contract?

ANSWER: In accordance with HAFC Procurement Policy, the contract for this RFP is less than \$100,000 annually.

QUESTION: What area of focus does each of the current outsourced personnel have?

ANSWER: Please see the RFP for specific skill requirements

QUESTION: Please share historical data on of help desk call received per month and what are the peak months?

ANSWER: Accurate data is not available.

QUESTION: Could you please provide Infrastructure details Like, Servers, Laptop, PC, number of users etc.?

ANSWER: Currently there are 7 servers, 25 desktop computers, 25 printers, 3 copiers, and approximately 22 users.

QUESTION: Do we need any eligibility check or registration with HAFC to be considered for this project?

ANSWER: HAFC will check references provided by Proposer, and will confirm that the Proposer is not debarred with HUD. Proposer will be required to submit forms included as a part of the RFP. Additionally, once the bidder is awarded the contract, the vendor will be required to complete a Vendor Information Form, a Minority Business Participation Commitment, and a Form W-9.

QUESTION: Attached is the Vendor Information Form and our Minority Certificate. Please let me know if any further information is needed or if I need to send this information to another address.

ANSWER: Proposer will be required to submit forms included as a part of the RFP. Additionally, once the bidder is awarded the contract, the vendor will be required to complete a Vendor Information Form, a Minority Business Participation Commitment, and a Form W-9.

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QUESTION: We are Minority / Women's Owned Small Business headquartered in Oak Park Michigan. We provide wide array of IT services to several Federal, State, and County agencies. While going over the business opportunities we came across HAFC proposal, and we are very much interested in submitting our proposal but there is a little challenge as we are not certified business in State of Georgia as a Minority Business. Now going over the proposal details we came across the below statement, where it says if we are not registered for minority business under State of Georgia HAFC will provide us assistance with certification. I would really appreciate it if you can please guide me on how to get ourselves registered as a minority business with State of Georgia.

ANSWER: Information regarding Georgia minority business certification can be found at the following link:
<http://www.georgia.org/small-business/start/certification/>

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

September 6, 2018

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