



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Rick Brun
DIRECTOR

ADDENDUM No. 1

**Sealed Bid # 10-5493
Request for Proposal
Administration Services for HUD and Other Grant Programs**

DATE: June 3, 2010

Page 1 of 6

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.
Include this original form inside your proposal package.

This Addendum consists of:

- **Minutes of the May 26, 2010 Pre Proposal Conference**
- **Questions submitted in writing**
- **Pre-Proposal Meeting attendee list**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 1

**Sealed Bid # 10-5493
Request for Proposal
Administration Services for HUD and Other Grant Programs**

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: June 1, 2010 by 5:00 pm
Any questions received after this deadline will not be considered.

**Addendum 1
Cobb County Sealed Bid 10-5493
Request for Proposal
Administrative Services for HUD and Other Grant Programs
May 18, 2010**

Present: Daphne Bailey, Purchasing, and Cathy Brown, Office of Economic Development. Also in attendance were Nick Autorina, W. Frank Newton, Inc. and Kimberly Brown, V K Brown Financial.

Bids must be received by June 10, 2010 before Noon. Late submissions will not be considered. There will be no exceptions.

Please submit one original and six (6) copies marked Sealed Bid 10-5493. Use label provided in the bid package.

Bids will be opened at 2:00 p.m. on June 10, 2010 at the Cobb County Purchasing Department.

All bid packets must contain a signed, notarized copy of the Georgia Security and Immigration Act Affidavit.

The cut-off date for questions is June 1, 2010 at 5:00 p.m. You may fax your questions to 770-528-1154 or email them to: purchasing@cobbcounty.org. Please include the bid # and bid title on the sheet with your questions.

Question: Are all invoices paid on a reimbursement basis?

Answer: All sub-recipient invoices are paid on a reimbursement basis. Appropriate documentation must be attached to each request for reimbursement. The Contractor is paid in equal installments each month per the contracted price.

Question: The Request for Proposal/Bid section 2.6 states that our submittal must be limited to 25 pages (excluding attachments and separate “supporting” documentation). Does this 25-page limit include the “certification forms” included in section 3.3C of the RFP?

Answer: No, the certification forms will not be counted in the 25 page limit.

Question How many staff has the County historically employed to administer the grant programs in-house? Will these staff be reassigned inside the County once an outside firm is contracted or will these staff be terminated? If they are to be terminated will they be available for hire by the consultant winning the contract?

Answer: Cobb County has for a number of years contracted the day-to-day administration of these programs to an outside vendor. Internally, the Office of Economic Development provides oversight and reports directly to the County Manager and the Board of Commissioners. There is no county staff that is paid with grant funds.

Question: In addition to the direct Cobb County staff administering the current grant programs; will you please describe what additional positions or service providers (engineers, code enforcement officers, project managers, planners, accountants, etc.) are also being funded by the grants to support administration of them?

Answer: There are no County employees funded by these grants. Staffs from the Office of Economic Development and the Finance Department provide program and financial oversight and financial transactions.

Question: What has been the County's historical estimated annual costs or budget (per grant program) for completing the services that are to be out-sourced under this contract?

Answer: The County has contracted the administration services for these grant programs for a number of years. The current 2009-2010 contract for all eleven grant programs is \$1,417,736. The Board of Commissioners approved the following contract prices with W. Frank Newton, Inc. for FY 2010.

<u>PROGRAM</u>	<u>ADMINISTRATIVE SERVICES</u>
CDBG	\$685,087
HOME	\$220,641
ESG	\$ 7,812
CSBG	\$ 41,912
CSBG-R	\$ 34,306
JAG	\$ 14,382
JAG-R	\$ 25,000
EECBG	\$ 61,000
NSP	\$265,000
FEMA	\$ 5,596
HPRP	\$ 57,000

Question: Will the County provide a current program description for each of the grants being administered; identifying the specific services, programs or projects being provided?

Answer: CDBG (Community Development Block Grant)-a federal program geared to the development of viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. All activities must meet at least one of three national objectives: 1) benefiting low-and moderate-income persons, 2) preventing or eliminating slum or blight, or 3) meeting other community needs that pose a serious and immediate threat to the health or welfare of the community. Current projects for the 6 cities include park renovations, infrastructure improvements (stormwater, sidewalks, gutters), and recreational upgrades. Non-profit projects include literacy services, mentoring programs, business and education services, services for seniors, facility renovations, and equipment purchases (van, computers, recycling equipment). The County also uses a portion of its CDBG funds to address handicapped accessibility for public buildings.

CSBG (Community Services Block Grant) provides funds to assist residents in need to become or remain self-sufficient. Nine community agencies provide housing or shelter, case management, childcare, senior care, literacy classes, job training, budgeting, and other services.

HOME (Home Investment Partnership Act) provides downpayment assistance to first time qualified homebuyers, and acquires, builds, and rehabilitates homes for low-to-moderate income persons.

JAG (Justice Assistance Grant) provides funding to law enforcement, courts, and community groups to address the issues of crime. Projects include equipment purchases for law enforcement and prosecutors, staffing for juvenile, domestic violence, and drug courts, and program services and equipment for prisoner reentry and child abuse programs.

HPRP (Homelessness Prevention and Rapid Re-Housing) provides funding for past due rent and utility payments for those who are homeless or about to become homeless. There are two non-profits providing assistance to eligible clients under this program.

NSP (Neighborhood Stabilization Program) purchases and renovates foreclosed, vacant houses in designated areas and sells them at a discount to eligible buyers. Through its contractor, the Board of Commissioners approved sub-contracts for legal, appraisal, and asset management services.

EECBG (Energy Efficiency and Conservation Block Grant) is administered by the County's current Contractor W. Frank Newton, Inc. The County has chosen to use these funds for an energy audit and to improve lighting and HVAC systems in order to reduce energy usage and costs.

ESG (Emergency Shelter Grant) and FEMA (Federal Emergency Management Agency's Emergency Food and Shelter Grant) provides funding to assist individuals with basic living necessities including food, shelter, transportation, utilities, etc. There are eleven non-profits that supply food, shelter, utility assistance, clothing, and other services.

Question: Are there any audit findings or any other reporting/set up issues regarding any of the current grant programs that place them in jeopardy regarding future funding? If so, a brief explanation is requested.

Answer: It is not anticipated that there will be any audit findings or other reporting/set up issues that will affect funding. However, please note that funding for these programs varies from year to year and that funding for the American Recovery and Reinvestment Act programs was issued with an initial three year life period. There is no guarantee of future funding for any grant program.

Question: Are there any Federal or other restrictions regarding what the maximum administrative costs can be per grant program?

Answer: Yes. The administrative costs will vary from program to program but generally are five (5) to ten percent (10%)

Question: Will you please provide a copy of the sign-in sheet from the pre-proposal conference held last week?

Answer: Please see attached Pre-Proposal Attendee List

Question: Can you please provide a list of how many non-profits receive funding/monies from each grant currently administered by the County?

Answer: The number of sub-recipients varies from year to year depending on funding availability and the amounts requested. In addition to the six cities in Cobb County and six County departments who receive grant funds, there are 33 sub-recipient agreements with non-profit agencies in Cobb County. Several non-profits receive funding from more than one grant.

Question: Has the County previously used any outside companies to assist them in the administration of these grant programs? If so, can the names of said firms be provided?

Answer: Cobb County has contracted with W. Frank Newton, Inc. for over twenty (20) years for the administration of these grant programs.

Question: Paragraph F.5 on page 21 of the RFP includes a “Note” which states “The present service contractor must discuss how the transition to the new contract provisions will be accomplished.” This is somewhat confusing; is there currently an outside firm (i.e. the present service contractor) that we would need to work closely with regarding the transition? If so, who is that firm and how long have they been providing these services. If the services are different than what the current RFP lists, what services has this firm been providing? Finally, if there is no such firm, can you offer clarification to this note?

Answer: Cobb County has contracted with W. Frank Newton, Inc. for over twenty (20) years for the administration of these grant programs. All grant programs described in the RFP are currently administered by this contractor.

Question: What is the turnaround for reimbursement at present (i.e. 30/60/90 day) for each grant program?

Answer: The Contractor will receive reimbursement within thirty (30) days of the County receiving a correct, complete request for reimbursement with appropriate documentation.

Question: Will office space and equipment (phone, fax, computer, etc.) be provided by the County at one of their municipal offices or will the successful firm need to provide their own office space/equipment?

Answer: The County does not currently provide office space for the contractor. Allowable administrative costs are charged directly to the various grant programs.

Question: Are there any improvements or changes to Citizen Participation efforts that Cobb County desires or anticipates?

Answer: The various federal and state grant programs specify the required citizen participation efforts. Cobb County has a history and a commitment to transparency and accountability.

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL
 ADMINISTRATIVE SERVICES FOR HUD AND OTHER GRANT PROGRAMS
 SEALED BID #10-5493
 COBB COUNTY ECONOMIC DEVELOPMENT DEPARTMENT
 MAY 26, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Nick Autorina	WFN, INC. 145 Church St #200 Marietta, GA 30060	770-420-5634	770-420-5635	WFNINC@aol.com
Kimberly Brown	VK BROWN FINANCIAL 3261 DUNBRYNCHASE #100 MARIETTA, GA 30067	678 910-9985	(770) 953-0601	kbrown@vkgreatservice.com
Cathy Brown	Cobb Co. Govt.			
Daphne Bailey	Cobb Purchasing			