

October 5, 2023

TO: ALL PROPOSERS UNDER RFP NO. 23-500653

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 2

Request for Proposal (RFP) No. 23-500653 Leadership Training & Development Services is hereby modified as follows:

1. We have received additional questions pertaining to this RFP, prior to the question deadline. The questions and responses are provided below:
 - A. Question: The proposal has language in it that indicates the County wants the BFLDP “re-imagined.” But the Scope of work indicates the County wants it supported. Can you explain the difference?
 1. From the Introduction, Section C “To adapt to the modern workplace and empower contributors, the County desires to partner with one or more thought leaders to help reimagine the leadership development training program. The objective is to develop targeted competencies and deliver knowledge building sessions, inclusive of actionable learning experiences in support of the County’s overall vision, mission, and values which aligns with the County’s organizational goals.”
 2. From Attachment A - Scope of Work: “The Successful Responder(s) (Contractor(s)) shall design and implement an extensive leadership training and development program that supports the DeKalb County Bright Futures Leadership Development Program (BFLDP). The BFLDP will continue to evolve to remain relevant in the changing work landscape, and growing customer expectations, and the services provided must complement those efforts. The desired program will be customized to garner support to build upon management and leadership competencies.”

Answer: The language in both sections aligns with the County’s goals and objectives for the leadership development program. The County desires to partner with one or more thought leaders to help reimagine the leadership development training program through a proposed customized program design(s) that is inclusive of relevant topics, and actionable learning experiences to enhance management and leadership competencies the County has assigned the cohorts.

- B. Question: Given the tremendous success of The Bright Futures Leadership Development Program, what led DeKalb County to want to reimagine it?
 1. Has there been an assessment of the program or Board action that began the process?

Answer: The County desires to embrace change with a fresh framework and perspective inclusive of the latest theories, tools, practices, learning strategies, etc., as we strive to continuously enhance a resilient nationally recognized organization and leadership.

The impetus to reimagine the program emanates from a desire to ensure the relevance of the program in this forever changing business environment. The intent is to cultivate a group of professionals who are prepared for advancement opportunities and have the skills and knowledge necessary to help move the County forward.

Each class evaluates the individual sessions as well as the overall effectiveness of the program experience. The impact of the program is captured in the introduction of the solicitation – see page 3. Board action did not cause this process.

- C. Question: Can you describe what an “Aspiring Manager” is and how one is distinguished from an “Emerging Executive”?

Answer: The Aspiring Managers are professional level employees with little or no management experience seeking leadership opportunities, employed in positions at paygrade 15 (\$22 - \$105K) or above, and have two or more years of County service.

1. What are the typical characteristics of each?

Answer: The Emerging Executives are current or previous management, supervisory or senior level professionals with demonstrated executive leadership abilities, employed in positions at paygrade 21 (\$65 – 136K) or above, and have three or more years of County service.

2. How long have they been in the workforce or government service?

Answer: See above response to Question #1.

3. What are their typical roles and responsibilities?

Answer: The program participants’ roles and responsibilities will vary as the County has 49 different departments and approximately 445 job classifications that qualify for consideration.

4. Do they usually have a range of GS levels?

Answer: The County does not use GS levels. However, PG (Paygrade) levels are used to establish a baseline for program I candidates as referenced above in Question #1.

5. How many people do they typically lead?

Answer: The Aspiring Manager program participants may have experience or demonstrated the potential to serve in the role as a manager. The number may vary from zero to 15.

The Emerging Executive program participants may have experience or demonstrated the potential to serve in the role as an executive. The number of people they lead vary from zero up to 30.

- D. Question: This is a Base plus three opportunity. Is there an escalation clause for the subsequent annual renewal terms? In other words, is the Cost section a fixed cost for 4 years if the annual renewal term is executed?

Answer: Please refer to the note on page 22, of Attachment B, Cost Proposal. The Responder should technically take the total cost and equally distribute among the years.

E. Question: Who is on the Evaluation Committee?

Answer: This information will not be disclosed at this time.

F. Question: What format should the proposal be in? (PDF, Word, etc.)

Answer: An original hard copy file must be submitted. An identical copy of the original should be in PDF format provided on the USB drive(s).

G. Question: Is there an incumbent currently providing these services, and will they be re-bidding?

Answer: There is no vendor currently doing this work.

H. Question: Are there any specific technologies, methodologies, or standards that must be used?

Answer: The preferred modality for training is in-person to foster an environment of group engagement, networking, and teamwork with opportunities for blended learning through discretionary technologies. There are no specific local, state, national or professional standards that must be used. The County expects a quality approach and comprehensive work product resulting in a leadership training, curriculum, counseling, and coaching approach for program participants.

I. Question: Will UGA be involved in this project in any way? If so, how?

Answer: This request for proposal is an open solicitation. The selected successful responder(s) will be the only vendor(s) involved in this project.

J. Question: What is the anticipated contract award date?

Answer: The award date of the contract is to be determined. Please refer to Page 13, Section VI. Award of Contract, for the process of awarding a contract for this project with DeKalb County.

K. Question: Are there any mandatory certifications or qualifications required for this project?

Answer: There are no mandatory certifications. However, the County requests qualified firms with successful experience in providing leadership training, curriculum development, counseling, and coaching to submit proposals for Request for Proposals (RFP) 23-500653 Leadership Training & Development Services.

L. Question: How do you want Proposers to measure progress over time?

Answer: The successful responder should include a recommended evaluation process for consideration based on program management experience.

M. Question: Is the county open to a proprietary Learning Management System/Platform to help with the online education component, facilitation of assessments, and instructional sessions? Or does the county have their own system we will be required to use?

Answer: The County is open to the integration of an LMS/Platform to help with the online education component, facilitation of assessment and instructional sessions in support of a hybrid program model.

The successful responder(s) will utilize the cloud based LMS that will be implemented by the County, or a vendor provided system that documents progress and completion status. The vendor system must be accessible by the County designee(s), or the vendor must provide a system generated report.

2. All other conditions remain in full force and effect.
3. It is the responsibility of each proposer to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Kyheem Bristol, Procurement Agent, at kbristol@dekalbcountyga.gov before the proposals are due to confirm the number of addenda issued.

Kyheem Bristol
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date

The above Addendum No. 2 to RFP No. 23-500653 is hereby acknowledged:

(Name of Proposer)

(Signature)

(Title)