

March 11, 2024

TO: ALL BIDDERS UNDER RFP NO. 24-500663

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

ADDENDUM NO. 1

Request for Proposal (RFP) No. 24-500663 Pre & Post Employment Psychological Testing (Annual Contract with Four (4) Options to Renew), is hereby modified as follows:

1. The Proposal deadline has been extended to 3:00 p.m., Thursday, March 28, 2023.
2. In addition to February 21, 2024, and the February 28, 2024, the following Mandatory DeKalb First LSBE Meeting date has been added for this RFP:

Wednesday, March 13, 2024

For attendance instructions, utilize the following link: <https://www.dekalbcountyga.gov/purchasing-contracting/general-information>

Meetings are held at 10:00 a.m. and 2:00 p.m.)

3. DELETE page 20-21, Attachment B, Cost Proposal in the Request for Proposal,
and REPLACE with the attached Attachment B, Revised Cost Proposal.

Note: Proposers must submit response on Attachment B, "Revised Cost Proposal" and submit in a separate sealed envelope. Failure to submit "Revised Cost Proposal form in a separate sealed envelope, shall deem your proposal submittal non-responsive.

4. We have received the following questions pertaining to this ITB. The questions and the responses are below:

A. **Question:** On page 21 of the RFP, there is a blank space after the word TOTAL. What is that blank space referring to?

Answer: Please refer to the attached, Attachment B, Revised Cost Proposal.

B. **Question:** On page 21 of the RFP, there is one column for "Fee for Service" and one column for "Fee (FFD & Critical Incidents are random). What is the difference between these two columns?

Answer: Please refer to the attached revised Attachment B, Revised Cost Proposal. The column for "Fee (FFD & Critical Incidents are random)" has been replaced with "Total Service Fee". In this column you will multiply the Annual Estimated Annual Quantity times the Service Fee Per Unit and come up with your Total Service Fee.

- C. **Question:** Are the fees in the cost proposal fixed for all options years? Or is there a process for submitting cost increases based on market conditions/value?

Answer: Typically for our Annual contract with options to renew, the price/cost is the same for all option years. If an Awarded Contractor has a price/cost increase during the option year of a contract, the contractor shall provide documentation to support their request of price/cost increase and DeKalb County will review all documents supporting the increase and make a decision to deny or approve the request.

5. All other conditions remain in full force and effect.
6. It is the responsibility of each bidder 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 bids are due to confirm the number of addenda issued.

Kyheem Bristol
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date

The above Addendum No. 1 to RFP No. 24-500663 is hereby acknowledged:

(Name of Bidder)

(Signature)

(Title)

ATTACHMENT B

REVISED COST PROPOSAL FORM
(1 of 2 pages)

PRE & POST EMPLOYMENT PSYCHOLOGICAL TESTING

Responder: Please complete the attached pages of the Cost Proposal Form and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 24-500663 Pre & Post Employment Psychological Testing (Annual Contract with Four (4) Options to Renew)" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with DeKalb County according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal: _____

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

REVISED COST PROPOSAL FORM
(2 of 2 pages)

Responders shall submit total fees for assessments, examinations, and evaluations, including but not limited to labor, time, travel, materials, and all things necessary to successfully meet all contractor responsibilities as outlined in the Scope of Work and their proposal.

| Service | Annual Estimated Quantity | Unit Per Service | Service Fee Per Unit | Total Service Fee |
|---|---------------------------|------------------|----------------------|-------------------|
| 1. Pre and post assessment or evaluation of applicants and/or candidates for sworn and/or public safety related positions | 250 | Each | \$ _____ | \$ _____ |
| 2. Fitness-for-duty psychological examinations for current County employees (FFD & Critical Incidents are random) | 50 | Each | \$ _____ | \$ _____ |
| 3. Psychological evaluations for County employees who may have been involved in an incident such as, but not limited to, a shooting, work-related catastrophe, and/or observable abnormal behavior (FFD & Critical Incidents are random) | 25 | Each | \$ _____ | \$ _____ |
| Total Annual Cost | | | \$ _____ | \$ _____ |

NOTE:

RESPONDER SHALL ATTACH AN EXPLANATION AND BREAKDOWN OF THE ANNUAL COST FOR EACH TRACK A PROPOSAL IS BEING SUBMITTED FOR.

***OPTION YEARS**

FEE FOR SERVICE IS FULLY LOADED, INCLUDES BUT IS NOT NECESSARILY LIMITED TO LABOR, OVERHEAD, AND PAYROLL BURDEN.