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February 15, 2019

**TO:** All Bidders under **RFQ No. 18-3003668 Summer Youth Payroll Services**

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

**ADDENDUM NO. 2**

**Request for Quotes (RFQ) No. 18-3003668 Summer Youth Payroll Services** is hereby amended as follows:

1. The deadline to submit quotations has been extended to Wednesday, February 20, 2019 at 3:00 pm.
2. Due to an oversight of some questions, we have additional questions pertaining to this RFQ. The questions and their resulting answers appear below:
  - A. Question:** Will the contractor provide payroll services only for the 400 summer employees during this program? Or will there be ongoing payroll needs?
  - B. Answer:** This will be an initial pilot for 400 summer youth participants. If the program is successful, we will consider continued payroll services afterwards.
  - A. Question:** What system does Dekalb County currently use for other employees and staff?
  - B. Answer:** Currently, DeKalb County utilizes Kronos for time entry.
  - A. Question:** Will you be considering switching providers for this population at some point?
  - B. Answer:** Once a vendor is selected, we will then process its effectiveness before considering future changes.
  - A. Question:** What software are you requesting that bidders have?
  - B. Answer:** We prefer cloud-based portals for time entry.
3. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this RFQ. Please sign and return this addendum. You may call Sophia Thomas, Procurement Technician, at (404) 371-2936 before the bids are due to confirm the number of addenda issued.
4. All other conditions remain in full force and effect.

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Sophia Thomas  
Procurement Technician  
Department of Purchasing and Contracting

**ACKNOWLEDGMENT**

Date: \_\_\_\_\_

The above Addendum is hereby acknowledged:

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(NAME OF BIDDER)

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(Signature)

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(Title)

ST/CH