



February 13, 2019

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

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

ADDENDUM NO. 1

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

1. The Request for Quote due date has been extended. Quotes are due on Tuesday, February 19, 2018 at 3:00pm.
2. Questions have been received and the response are indicated below:
 - A. Question:** How many employees do you anticipate this summer?
 - B. Answer:** We anticipate approximately 400 youths will participate in the DeKalb Works program.
 - A. Question:** If available, how much was the last winning bid and where can I find the bid tabulation from the last awardee?
 - B. Answer:** For bid information, please send an Open Records Request to the Purchasing and Contracting Department at pcadmin-ops@dekalbcountyga.gov.
 - A. Question:** Will the contractor be supplying/providing names and contact info of the youths for these programs or does the County have a preferred list that they will provide?
 - B. Answer:** WorkSource DeKalb will provide the final list of all program participants to the selected vendor.
 - A. Question:** If the contractor is providing the youth employees, will the county want to interview them prior to their start date of June 3?
 - B. Answer:** The contractor will not provide summer youth employees.
 - A. Question:** Does the Request for Quotation require that payroll is made in advance on the contractor's behalf and they will be reimbursed for fees?
 - B. Answer:** It is not required for the contractor to provide payroll in advance.
 - A. Question:** What type of cloud services are you currently using for the summer youth program
 - B. Answer:** Currently, cloud services are not used.

A. Question: Will students have access to technology to sign-in and out based upon the various work locations?

B. Answer: Participants should have access to computer systems however sites are required to have sign in sheets and track participants hours daily.

A. Question: How many placement sites did you have last year and is there a specific number per job site?

B. Answer: There were approximately 87 sites listed with 2 or more participants per site.

A. Question: Are the CEO Youth participants identified by DeKalb?

B. Answer: WorkSource DeKalb will identify the CEO participants enrolled in DeKalb Works.

A. Question: Can we conduct an orientation for the participants prior to June 3rd at the various recreation facilities?

B. Answer: Yes, you can conduct an orientation.

A. Question: Who will need access to case notes?

B. Answer: All WorkSource Youth staff will need access to case notes.

A. Question: Is there a template available of the employer and participant forms?

B. Answer: Yes, templates are available of the employer and participant forms.

A. Question: What type of data entry is required and the frequency of data?

B. Answer: Routine data entry will be conducted on a weekly basis.

A. Question: Who will need access to cloud services to approve work time?

B. Answer: WorkSource Finance will need access to cloud services.

A. Question: Can we have a conference with the immediate supervisors prior to the start date?

B. Answer: Yes, you can have a conference with the immediate supervisors.

A. Question: Will you provide job descriptions, assignments and students names?

B. Answer: Yes, job descriptions, assignments and student names will be provided.

A. Question: Who is the previous awardee?

B. Answer: There is not a previous awardee.

A. Question: Is there an evaluation rubric?

B. Answer: No, there is not an evaluation rubric.

A. Question: Is there value placed on each task being requested by the vendor or all they all equal?

B. Answer: Each requested task has equal value.

A. Question: Is this a best value or strictly low bidder Request for Quote?

B. Answer: Quotes will be evaluated and recommended by Purchasing & Contracting (P&C) for award to the lowest, responsive and responsible bidder. If the

lowest, responsive and responsible quote is not recommended by the User Department, a written justification will be provided, verified and concurred by P&C.

A. Question: When you refer to “Verification Services”, are you referring to E-Verify or something else?

B. Answer: E-Verify will be the verification services used for this program.

A. Question: What type of work will the youth be doing and in what type of environment?

B. Answer: The employees will have a host of different positions from admin to camp counselor, customer service, store associate, etc. and all environments are vetted for safety and quality and compliance.

A. Question: Will the youth be paid weekly?

B. Answer: Yes, the participants will be paid weekly.

A. Question: Because the type of work may differ, will you accept quotes with workers comp as a variable cost initially?

B. Answer: No, the selected contractor must comply with the requirements stated in RFQ packet. However, if the contractor is not required by the state to carry workers compensation, they must provide an affidavit stating so.

A. Question: Could you provide clarification on the Case Notes, Employer Feedback Forms and Participant Feedback Forms that will be required?

B. Answer: The selected vendor should notate weekly payroll activity and ensure quality and compliance. The activities should be documented in a database and weekly logs should be submitted to support invoices and all activities along with employer feedback, issues, and solutions provided.

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.

Sophia Thomas
Procurement Technician
Department of Purchasing and Contracting



ACKNOWLEDGMENT

Date: _____

The above Addendum #1 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

ST/CH