

Via email: kendra@keyfficiencies.com

June 25, 2019

Keyfficiencies, Inc
925b Peachtree Street, NE.
Suite 480
Atlanta, GA 30309
Attention: Dr. Kendra C. Taylor, President & CEO

Dear Dr. Taylor,

NOTICE OF AWARD
Invitation to Bid (ITB) No. 19-101095, Retention & Follow-Up Services for Youth - WIOA
(Multiyear Contract w/ One (1) Option to Renew)

This confirms that the DeKalb County Board of Commissioners at the June 25, 2019 meeting acted to award ITB No. 19-101095 for Retention & Follow-Up Service for Youth - WIOA (Multiyear Contract w/ One (1) Option to Renew) to Keyfficiencies, Inc for an amount not to exceed \$150,000.00.

You should immediately begin to assemble the following documents to affect a quick path to issuing the Notice to Proceed:

1. 3 originally signed copies of the following, as applicable and attached:
 - a. Attachment B, Contractor's Affidavit.
 - b. Attachment C, Subcontractor's Affidavit(s) for each subcontractor.
 - c. Attachment D, Sub-subcontractor's Affidavit(s) for each sub-subcontractor.
 - d. Non-Use of Subcontractors Affidavit (if not subcontractors will be used).

2. The Certificate of Insurance meeting the contract requirements.

Please work with Crystal Creekmore, telephone number 404-371-2710 or ccreekmore@dekalbcountyga.gov, in providing the necessary paperwork to complete the transaction.

Sincerely,



Crystal Creekmore, MBA, CPPB
Procurement Agent, Senior
Department of Purchasing and Contracting