



## Department of Purchasing and Contracting

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October 21, 2019

**Request for Proposals:** DeKalb County Government requests qualified firms with experience in providing temporary personnel services to submit proposals for **RFP 19-500533 Temporary Personnel Services (Four (4) Year Multi-Year Contract)** for several DeKalb County Departments/Divisions.

For a copy of the Request for Proposals, please contact: DeKalb County Department of Purchasing and Contracting, The Maloof Administration Building, 2<sup>nd</sup> Floor, 1300 Commerce Drive, Decatur, Georgia 30030, telephone number (404) 371-7051, or visit the website at <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>. **Proposals will be received at the above address until 3:00 p.m. on November 21, 2019.**

**DeKalb First Ordinance:** It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts, including Local Small Business Enterprises (LSBE). The current DeKalb County List of Certified Vendors is found on the County website at <https://www.dekalbcountyga.gov/purchasing-contracting/about-purchasing-and-contracting>.

**Mandatory DeKalb First LSBE Info Meeting:** Responders to this solicitation must attend one LSBE Info Meeting held at 10:00 a.m. and 2:00 p.m. on October 23 and October 30, 2019 at the Department of Watershed Management, 4572 Memorial Drive, Decatur, Georgia 30032. Responders have an option to attend in-person or via video conference. Please visit the following link for detailed information regarding attendance options/requirements: <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>

**Non-Mandatory Pre-Proposal Conference:** A pre-proposal conference will be held at 11:00 a.m. on October 29, 2019 at the Department of Watershed Management, 4572 Memorial Drive, Decatur, Georgia 30032.

**Questions & Addenda:** Questions must be submitted to the Department of Purchasing and Contracting in writing via email to [ccreekmore@dekalbcountyga.gov](mailto:ccreekmore@dekalbcountyga.gov), no later than 5:00 p.m. on November 1, 2019. Questions and requests for interpretation received by the Department of Purchasing and Contracting after the specified time will not receive a response or be the subject of addenda. Request for Proposals and all addenda issued for this project may be found on DeKalb County's website, <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>. Responders shall acknowledge the addenda, and submit to the Department of Purchasing and Contracting as requested.

**The County reserves the right to reject any and all proposals, to waive informalities, and to re-advertise.**

Sincerely,

A handwritten signature in cursive script that reads 'Crystal Creekmore'.

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

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