



April 12, 2019

TO: All Bidders under **RFQ No. 19-3003678 Workplace Leadership and Development**

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

ADDENDUM NO. 1

Request for Quotes (RFQ) No. 19-3003678 Workplace Leadership and Development, is hereby amended as follows:

1. The Request for Quote due date has been extended. Quotes are due on Wednesday, April 17, 2018 at 5:00pm.
2. Questions have been received and the response are indicated below:

1.	<p>Question: How many participants will be attending each session (average range)? Will all 200 participants be in each session? Will the age ranges of 14-24 be in each session together?</p> <p>Answer: The average number of participants per session is 25. All 200 participants will not be in each session. Potentially all age groups could be in the same session.</p>
2.	<p>Question: Are the 200 students attending every workshop throughout this period or is it for one session?</p> <p>Answer: Group sessions will occur over a specific timeframe setup by WorkSource DeKalb staff prior to our summer youth employment initiative. The students will attend one session. The potential dates are: Saturday's: April 27th, May 4th and June 1st; Tuesday, May 28th; Wednesday-Friday, May 29th-31st. The allotted hours for sessions are 9AM -5PM with three (3) sessions during that specified timeframe.</p>
3.	<p>Question: What is the minimum and maximum number of participants for a class? Is the contractor allowed to set a minimum number of participants?</p> <p>Answer: The minimum number is 15 and a maximum of 25 per session. WorkSource Staff will work with the contractor to determine session size based on registrations.</p>
4.	<p>Question: Are all 200 clients expected to be served each week, with groups of 50 assigned to attend certain days?</p> <p>Answer: No, the group sessions will be setup to occur over a specific timeframe setup by WorkSource DeKalb staff prior to our summer youth employment initiative.</p>

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5.	<p>Question: Are the workshops designed to serve 200 participants attending for 12 weeks, with a Leadership Development Series containing a different module content each week? Or, is the vision/plan to present the same comprehensive workshop content to a new/different set of participants each week, that will add up to 200 clients served over the specified time frame?</p> <p>Answer: The goal is to present the same comprehensive workshop content to a different set of participants over a timeframe setup by WorkSource DeKalb staff prior to the start of our summer youth initiative.</p>
6.	<p>Question: Are the requested classes expected to be full-day (9am to 4pm) or half-day (3 hours)?</p> <p>Answer: The classes will be from 9AM-5PM with 3 sessions during that timeframe.</p>
7.	<p>Question: Can 6-hour topics be broken up into two (2) 3-hour sessions?</p> <p>Answer: No, there will need to be three sessions during the 9AM-5PM timeframe set forth by Workforce Staff.</p>
8.	<p>Question: What are your sources for participants?</p> <p>Answer: The sources for participants are DeKalb County citizens and referrals from elected officials.</p>
9.	<p>Question: How far in advance will classes be confirmed?</p> <p>Answer: A tentative schedule has been set and sessions will be confirmed after a vendor(s) are selected.</p>
10.	<p>Question: Should it be assumed that all classes will be conducted in English?</p> <p>Answer: No.</p>
11.	<p>Question: What is the education and work experience of participants?</p> <p>Answer: The participants range from ages 14-24 years old. Some are currently in school, some may not have completed formal education and participants will have little to no work experience. This is a summer youth employment initiative where students are expected to gain work experience over a set number of weeks.</p>
12.	<p>Question: Will participants be expected to attend one session or multiple sessions about each topic?</p> <p>Answer: The participants must attend one session that will cover multiple topics.</p>
13.	<p>Question: Can you clarify if DeKalb WorkSource or the vendor will provide the curriculum and training materials?</p> <p>Answer: The vendor will be responsible for providing the curriculum and training materials.</p>
14.	<p>Question: Is the developed curriculum different for middle school, high school and college participants? Will the curriculum be approved prior to awarding the successful contractor? If so, when will the award take place?</p> <p>Answer: The awarded contractor(s) will be notified prior to the start date by Purchasing and Contracting. The curriculum should be for youth/young adults</p>

	<p>who are age 14 and up. The curriculum will be reviewed and approved after the contractor is awarded.</p>
15.	<p>Question: Are there restrictions on breaks? How many do they get in a 3-hour session?</p> <p>Answer: This will be discussed upon the awarding of the contract.</p>
16.	<p>Question: How many rooms are available for conducting large groups at Jordan Lane? What are the other available facilities?</p> <p>Answer: The groups will not exceed 25 per session and there are three (3) rooms at Jordan Lane. The other facilities have at least 6 rooms however; they may not be available for use.</p>
17.	<p>Question: If training is done at a location offsite will participants be given MARTA bus passes or gas cards to help with transportation costs and/or travel to and from the training sites?</p> <p>Answer: This will be determined by needs requested from the students. Vendors will not have to incur a cost.</p>
18.	<p>Question: How long should the vendor be expected to wait before first payment is made to them?</p> <p>Answer: Upon successful submission of required documentation with the invoice, a payment of net 30 days is stated in the contract once awarded.</p>
19.	<p>Question: If successful in producing favorable outcome statistics, will the funding and contract continue? Will Workforce Development consider allowing the vendor to expand into Cognitive Behavioral Therapy, Anger Management, Substance Abuse relapse prevention etc.?</p> <p>Answer: This contract is for the sole purpose of training youth to prepare for summer youth employment. We are unable to discuss or forecast potential service needs.</p>
20.	<p>Question: Will a DeKalb County LSBE, DBE or Hubzone certified vendor get extra consideration?</p> <p>Answer: Federal funds will be utilized for the purpose of the awarded contract therefore, LSBE, DBE and Hubzone will not be given extra consideration.</p>
21.	<p>Question: Is April 20, 2019 the official start date for the workshops?</p> <p>Answer: April 27th will be the start date. However, all dates are subject to change.</p>
22.	<p>Question: Is contractor expected to design and configure a website for registration of participants and a Learning Management System (LMS) for access to online course and materials?</p> <p>Answer: No, the sessions will be held at on-site location and not online. Participants will register through a process setup by Work Source DeKalb staff.</p>
23.	<p>Question: Is the use of two trainers to ensure classroom control, to conduct two workshop classrooms simultaneously each week, or to have another trainer available as backup in case the primary trainer is ill etc.?</p>

	<p>Answer: The vendor is required to have the capacity to ensure classroom management. The vendor may conduct two sessions simultaneously if the vendor has the capacity.</p>
24.	<p>Question: Regarding Attachment B, 5th paragraph, will this work only be granted to a non-profit organization or an educational institution?</p> <p>Answer: Federal funds will be utilized to cover the cost of services rendered. Therefore, it cannot be limited to selecting only non-profit organizations or educational institutions.</p>
25.	<p>Question: Are video screens available for PowerPoint presentations and video presentations?</p> <p>Answer: Yes.</p>
26.	<p>Question: Are desktop computers/laptops provided in the classroom for the students?</p> <p>Answer: No.</p>
27.	<p>Question: Does the total cost include printing?</p> <p>Answer: Yes.</p>
28.	<p>Question: Are you able to specify what the participants are required to learn?</p> <p>Answer: The Workplace Leadership and Development workshop will provide learning activities which include, but are not limited to, professional and personal self-assessments, building and enhancing work ethic strategies and job effectiveness, project management and team work.</p>
29.	<p>Question: Does this RFQ have a rubric for scoring? If so, how can we access it?</p> <p>Answer: A rubric for scoring is not available for this RFQ.</p>
30.	<p>Question: Are the vendor's financials, resumes for key personnel as well as the proposal documents to be added to attachments E, F, and G or separately?</p> <p>Answer: The vendor's financials and resumes are not required. However, they may be submitted separately.</p>
31.	<p>Question: Are the certificate of insurance and a copy of the business license to be included with the proposal?</p> <p>Answer: A valid copy of the business license must be included with the quote. The certificate of insurance will be required once the successful contractor is selected.</p>
32.	<p>Question: Is this a fee for service or cost reimburse contract?</p> <p>Answer: This is a cost reimbursement contract.</p>
33.	<p>Question: Are there any other websites related to this RFQ that we need to obtain information or attachments in preparation for this proposal?</p> <p>Answer: No.</p>
34.	<p>Question: For companies without a business license, can they provide a business tax receipt documenting their good standing with the county government and location?</p>

	<p>Answer: If you are not required by your local jurisdiction to have a business license, please submit, on company letterhead, a statement that you are not required to have a business license citing your local jurisdiction name (city or county) and relevant information regarding the exemption for your business category. The County will verify with your local jurisdiction that the information presented is accurate. Failure to provide a current valid business license or verifiable evidence that you are not required by local law to have a business license may result in your quote being deemed non-responsive.</p>
35.	<p>Question: Where can the information for the following certifications/assurances be found?</p> <ul style="list-style-type: none"> (i) Certification Regarding Lobbying (2 C.F.R. 200) (ii) Drug-Free Workplace Requirements Certification (2 C.F.R. 200) (iii) Nondiscrimination And Equal Opportunity Assurance (2 C.F.R.200) (iv) Certification Regarding Debarment, Suspension, and Other Responsibility Matters (v) Primary Covered Transactions (2 C.F.R. 200) (vi) Standard Assurances For Non-Construction Programs <p>Answer: The 2 CFR 200 can be found at the following link: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</p>

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)

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