



**DeKalb County
Department of Purchasing and Contracting**

ADDENDUM NO. 1

May 13, 2019

TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSALS (RFP) NO. 19-500520

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia
For additional information, go to:
<http://yourdekalb.com/purchasing/index.html>

SUBJECT: RFP NO.19-500520, “Development of Cost Allocation Plans for DeKalb County”
is hereby modified as follows:

1. The due date for proposals submission has been changed to **June 10, 2019 at 3:00 p.m.**
 2. **DELETE:** Page 1 and Page 9 of RFP and **REPLACE:** with “Revised Page 1” and “Revised Page 9”, herein attached.
 3. All other conditions remain in full force and effect.
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4. All Responders under this Request for Proposals must acknowledge receipt of this Addendum to be included in their response.

A handwritten signature in blue ink that reads 'Brenda H. Redus'.

Brenda H. Redus, Senior Procurement Agent
Department of Purchasing and Contracting



***DeKalb County
Department of Purchasing and Contracting***

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ACKNOWLEDGEMENT

The above Addendum No. 1 is hereby acknowledged:

Company Name

Signature & Title

DR:bhr

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ADDENDUM NO. 1

DeKalb County
Department of Purchasing and Contracting

May 13, 2019

REQUEST FOR PROPOSALS (RFP) NO. 19-500520

FOR

DEVELOPMENT OF COST ALLOCATION PLANS

Senior Procurement Agent: Brenda H. Redus
Phone: (404) 371-4943
Email: bredus@dekalbcountyga.gov

Mandatory DeKalb First LSBE Meeting: (Bidders must attend one (1) meeting on either of the dates listed.)

Wednesday, May 15, 2019 or May 22, 2019
4572 Memorial Drive, Decatur, Georgia 30032
Main Conference Room - A
(Meetings are held at 10:00 a.m. and 2:00 p.m.)
Video Conference: Utilize the link supplied on our webpage labeled “DeKalb First LSBE Video Meeting”

Pre-Proposal Conference:

Phone: (770)414-2144 with PIN# 199812
May 24, 2019 at 10:30 a.m.
1300 Commerce Drive, 2nd Fl., Maloof Center,
Decatur, GA 30030

Deadline for Submission of Questions:

5:00 P.M. ET, May 27, 2019

Deadline for Receipt of Proposals:

3:00 P.M. ET, June 10, 2019

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDER.

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ADDENDUM NO. 1

A. Submittal Instructions

One (1) original Technical Proposal stamped “Original” and five (5) compact discs with each disc containing an identical copy of the Technical Proposal (do not include the Cost Proposal on the discs); and one (1) original Cost Proposal (see Section III.A. for additional instructions regarding submittal of Cost Proposal) must be submitted to the following address no later than 3:00 p.m. on June 10, 2019.

DeKalb County Department of Purchasing and Contracting
The Maloof Center, 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030

Proposals must be clearly identified on the outside of the packaging with the responder’s name and **“Request for Proposals (RFP) No. 19-500520 for Cost Allocation Plan – Consulting Services”** on the outside of the envelope(s) or box(es).

B. Pre-Proposal Conference

A pre-proposal conference and site visit will be held at 10:30 a.m. on the **24th day of May, 2019** at 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030. Interested responders are strongly encouraged to attend and participate in the pre-proposal conference. For information regarding the pre-proposal conference and site visit, please contact Brenda H. Redus at (404)371-4943 or email bredus@dekalbcountyga.gov

C. Questions

All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-bid conference; however, oral answers are not authoritative. Questions must be submitted to Brenda H. Redus, via email to bredus@dekalbcountyga.gov, no later than close of business (5:00 p.m.) on **May 27, 2019**. Questions and requests for interpretation received by the Department of Purchasing and Contracting after this date will not receive a response or be the subject of addenda.

D. Acknowledgment of Addenda

Addenda may be issued in response to changes in the RFP. It is the responsibility of the responder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the Department of Purchasing and Contracting as requested. Responder may call Brenda H. Redus at (404) 371-4943 or send an email to bredus@dekalbcountyga.gov to verify the number of addenda prior to submission. Addenda issued for this project may be found on DeKalb County’s website, <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>.