

September 8, 2020

TO: All Bidders Under RFP 20-500549 DeKalb Police Promotional Selection & Testing Process Services (Multi Year)

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

ADDENDUM NO. 2

RFP 20-500549 DeKalb Police Promotional Selection & Testing Process Services (Multi Year), is hereby amended as follows:

1. **DELETE:** Pages 14-16, Attachment A, Cost Proposal Form, in the solicitation.
REPLACE WITH: Revised Pages 14-16, Attachment A, Cost Proposal Form attached hereto. The Cost Proposal Form has been revised to reflect actual required testing quantities for the solicitation.

Note: The Revised Attachment A, Cost Proposal Form – attached hereto must be submitted in a separate, sealed envelope with the responder’s name and “Cost Proposal for Request For Proposal No. 20-500549, DEKALB POLICE PROMOTIONAL SELECTION & TESTING PROCESS SERVICES” on the outside of the envelope.

2. We have received questions pertaining to this ITB. The questions and their resulting answers (in italics) appear below:
 - A. Question: What vendor has had this contract before this RFP came out?
Answer: CPS HR Consulting.
 - B. Question: What is your budget for this contract?
Answer: Budget information is not available for this solicitation.
 - C. Question: Will you need a full job analysis for each rank?
Answer: Yes.
 - D. Question: Are you open to virtual assessments?
Answer: Yes; however, that is not the requirement/preference.
 - E. Question: Do you want video taken?
Answer: If virtual assessments are proposed as the method, recording will be required using the Zoom.com application.

- F. Question: Do you prefer assessors be in attendance live or can they be remote?
Answer: *We prefer the assessors are live, but we're open to them being remote (using the Zoom.com application). The requirement is to be present (live attendance) during actual testing.*
- G. Question: The RFP mentions two rounds of testing for all ranks during the course of a three-year contract; however, the pricing form asks for costs for two rounds of testing for each year of the three-year contract. Can the County clarify how many testing cycles are expected annually for all three ranks?
Answer: *Testing will occur in the first and last year of the contract. Each of those specific years will require three (3) tests that consist of one (1) test for each rank for year 2021 (Sergeant, Lieutenant and Captain); and one (1) test for each rank for Year 2023 for a grand total of six (6) tests. Utilize the Revised Cost Proposal Form attached hereto.*
- H. Question: If the Department is anticipating two rounds of testing each year, is it expected that these are two unique processes for each rank? Or is the second round to accommodate military candidates or something similar?
Answer: *Please refer to Answer to Question G.*
- I. Question: I have one question regarding RFP No. 20-500549, DeKalb Police Promotional Selection & Testing Process Services. I am a newly-established entity, although I have 20 years of experience doing this type of work and was the last consultant to conduct these services for the police department. The RFP says that the vendor must disclose three years of financial statements; however, as a new entity, I do not have that documentation. Is there anything I can provide in lieu of that? Or may I provide a statement stating as much within my proposal and still be considered responsive?
Answer: *The requirement is that the Responder must provide financial statements (balance sheet, income statement and cash flow statement) for the last three (3) years that evidences that the responder has the financial capacity to perform the scope of work. You may provide financial information to adequately address the financial requirements; however, be advised that your response will be evaluated in accordance to the requirements and evaluation criteria set forth on Page 7, Section B. Technical Proposal, Item No. 4.*
- J. Question: We reviewed the requirements for your RFP, and the services that we are offering are to determine whether a person should be hired to your agency. Would you be willing to forward my information to someone who would be interested in hearing more? If so, it's greatly appreciated.
Answer: *No. Please contact the Department of Human Resources & Merit System for employment opportunities.*

- K.** Question: Reading through the RFP, I noticed that Page 17, Attachment B, “Proposal Cover Sheet”, states that the due date is August 31, 2020 until 3:00 pm (EST). Both pages 1 and 9 state the due date is September 17, 2020 until 3:00 pm. I assume proposal due date is September 17, 2020 but would mind confirming my assumption.
Answer: *Please refer to Addendum No. 1 that corrects the Proposal Due Date to September 17, 2020 for this solicitation (located on our website - <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>).*
- L.** Question: With regard to the Local Small Business Enterprise Ordinance (LSBE) Certification, must the proposing company be local within Georgia?
Answer: *To be certified as a LSBE, an individual owner shall be required to meet the following criteria:*
- (1) The business concern must qualify as a small business as that term is defined in this article;*
 - (2) Applicant firm must qualify as a locally based business and possess a valid DeKalb County or MSA business license for one (1) year prior to submitting LSBE certification application;*
 - (3) Applicant firm owner must be a citizen or lawfully admitted permanent resident of the United States and be compliant with the residency requirements of the LSBE program;*
 - (4) Applicant firm must be a business, including a sole proprietorship, partnership, corporation, limited liability company, or any other business or professional entity:*
 - a. Which is at least fifty-one (51) percent owned by one (1) or more of the applicant individuals identified and the ownership must have been in existence for one (1) year or more and the applicant individual must have maintained such fifty-one (51) percent ownership for at least one (1) year; and*
 - b. In the case of a publicly owned business, at least fifty-one (51) percent of all classes of stock of which is owned by one (1) or more of such persons each of whom meets the net worth criteria as defined herein.*
 - (5) Applicant firm owner's net worth must be compliant with the net worth threshold for small businesses as defined herein; and*
 - (6) The firm's average annual gross receipts, as defined herein, for the previous three (3) years must not exceed: (1) Construction firms—Thirty-Five million dollars (\$35,000,000.00); (2) Professional Services firms—Five million dollars (\$5,000,000.00); (3) Commodity Suppliers—Three million dollars (\$3,000,000.00).*
- M.** Question: How long does it take to become certified LSBE?
Answer: *The LSBE application process is a 30-45-business day process (60 -90 Calendar days). All completed applications with all required documents received by the 15th of each month will be scheduled for a site visit in that application cycle. The application processing timeline does not begin until all required documentation is submitted with application.*

3. It is the responsibility of each responder to ensure that he is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Michele L. Smith, Procurement Agent, via email (mlsmith1@dekalbcountyga.gov) before the proposals are due to confirm the number of addenda issued.

4. All other conditions remain in full force and effect.

Michele L. Smith
Procurement Agent
Department of Purchasing and Contracting

Attachments

BR c/o DR:mls

ACKNOWLEDGMENT

Date: _____

The above Addendum No. 2 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

ATTACHMENT A

REVISED

COST PROPOSAL FORM – (Page 1 of 3)
(consisting of 3 pages)

DEKALB POLICE PROMOTIONAL SELECTION & TESTING PROCESS SERVICES
(Multi-Year Contract)

Responder: Please complete the attached pages of the Cost Proposal Form and return them with this cover page. The Cost Proposal must be submitted in a separate, sealed envelope with the Responder’s name and “Request for Proposal No. 20-500549 for DeKalb Police Promotional Selection & Testing Process Services” clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with DeKalb County according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal: _____

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

ATTACHMENT A

REVISED

COST PROPOSAL FORM – (Page 2 of 3)

Responder: There is a projected minimum of two (2) rounds of testing. A round consists of testing for all three ranks (Sergeant, Lieutenant, and Captain) to include predetermined assessments. State a FIRM FIXED LUMP SUM, per round, for all costs, direct and indirect, administrative costs, and all things necessary for Request for Proposals No. 20-500549 for DeKalb Police Promotional Selection & Testing Process Services for Police Services; then, state the TOTAL FIRM FIXED LUMP SUM.

Line Item #	YEAR 1 (2021)
1A.	<u>YEAR 1</u> - Cost Per <u>ROUND 1</u> of Testing (for 3 ranks):
	(State the amount in <i>Writing</i> on line above.) \$ _____
	(State the amount in <i>Figures</i> on line above.)
1B.	<u>YEAR 1</u> - Cost Per <u>ROUND 2</u> of Testing (for 3 ranks):
	(State the amount in <i>Writing</i> on line above.) \$ _____
	(State the amount in <i>Figures</i> on line above.)
1C.	<u>YEAR 1</u> - <u>TOTAL</u> Firm Fixed LUMP SUM (Add ROUND 1 and ROUND 2):
	(State the amount in <i>Writing</i> on line above.) \$ _____
	(State the amount in <i>Figures</i> on line above.)
	YEAR 3 (2023)
2A.	<u>YEAR 3</u> - Cost Per <u>ROUND 1</u> of Testing (for 3 ranks):
	(State the amount in <i>Writing</i> on line above.) \$ _____
	(State the amount in <i>Figures</i> on line above.)
2B.	<u>YEAR 3</u> - Cost Per <u>ROUND 2</u> of Testing (for 3 ranks):
	(State the amount in <i>Writing</i> on line above.) \$ _____
	(State the amount in <i>Figures</i> on line above.)
2C.	<u>YEAR 3</u> - <u>TOTAL</u> Firm Fixed LUMP SUM (Add ROUND 1 and ROUND 2):
	(State the amount in <i>Writing</i> on line above.) \$ _____
	(State the amount in <i>Figures</i> on line above.)

ATTACHMENT A

REVISED

COST PROPOSAL FORM (Page 3 of 3)

GRAND TOTAL	
3.	GRAND <u>TOTAL</u> Firm Fixed LUMP SUM (Add All Total Years & Rounds: Line Items # 1C+2C):
	(State the amount in <i>Writing</i> on line above.)
	\$ _____ (State the amount in <i>Figures</i> on line above.)