

April 3, 2019

TO: All Bidders under Invitation to Bid No. 19-101093

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

ADDENDUM NO. 1

Invitation to Bid (ITB) No. 19-101093, *Career & Training Services for Special Populations - WIOA Adult & Dislocated Worker Grants (Multiyear Contract with One Option to Renew)*, is hereby amended as follows:

- The following questions are provided for proposers' information.

A.	Question:	In regards to tuition payments for Bids ITB 19-101092 and ITB 19-101093, is tuition payment contingent upon participant obtaining employment after graduation?
	Answer:	<p>WorkSource DeKalb's current Individual Training Account (ITA) agreements currently indicate the payment schedule as: Invoice Payment for Proprietary Vendors: An invoice for the initial 50 % of approved training costs along with documentation of two weeks attendance (e.g. attendance rosters/sign-in sheets) and a copy of a voucher must be submitted to DeKalb County for payment. The second payment of 25% will be processed upon receipt of the invoice and a copy of the student's Certificate of Completion. Documentation may include but not limited to the student's transcript or a copy of the degree. The final payment of 25% will be processed within ninety (90) days upon receipt of the invoice and the student securing full-time training related employment. Documents verifying employment may include but not limited to pay check stubs, a new hire letter, or an employment contract.</p> <p>Invoice payment of Board Regents Schools: An invoice for 100% will be reimbursed to the provider with the submission of verifiable documentation to include but not limited to a schedule with participants' information. The County does not guarantee that any Provider will receive training participants in their training program or any compensation thereof. Provider is required to submit invoices in a timely manner as outlined in the above aforementioned payment schedule. Failure to submit timely may</p>

		result in the provider invoice not being paid. Upon closure grants, the contractor does not have the authority to override state and federal regulations to pay late submissions. The contractor is not required to pay for services rendered to a participant outside of the period of availability.
B.	Question:	Could you please clarify if this bid opportunity is only for in-state bids? We are a vocational training program that works with disabled adults especially the blind and visually impaired and have both in-house and on-line programming. We have worked with the state of Georgia in recent years for clients seeking vocational skills training as we are a highly unique agency.
	Answer:	WorkSource DeKalb is interested in all providers that have proven success in employment & training service programs for participants that meet the Workforce Innovation & Opportunity (WIOA) Act guidelines for Adult and/or Dislocated Workers.
C.	Question:	1) Does my organization have to be a non-profit to qualify for the grant?
	Answer:	WorkSource DeKalb is interested in all providers (e.g. Non-Profit Organizations, For-Profit Organizations, Private, etc.) that have proven success in employment & training service programs for participants that meet the Workforce Innovation & Opportunity (WIOA) Act guidelines for Adult and/or Dislocated Workers.
D.	Question:	2) We are a staffing agency, and in the state of Georgia, a business license is not required. The only official required business document is Articles of Incorporation. Will this suffice instead of a business license?

	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 bid being deemed non-responsive.
E.	Question:	1) For direct placement, do you count temp-to-hire placements? Many of our clients prefer temp-to-hire for target populations.
	Answer:	For this contract, employment is defined as sufficient wages with benefits, where the employment is sustained for thirteen months and meet the following performance measures in accordance with the percentages included in the ITB: (1) Employment Rate 2nd Quarter after Exit: The percentage of WIOA registered participants in unsubsidized employment during the 2nd quarter after exit from the program. (2) Employment Rate 4th Quarter after Exit: The percentage of WIOA registered participants in unsubsidized employment during the 4th quarter after exit. (3) Median Earnings 2nd Quarter after Exit: The median earnings of WIOA registered participants who are in unsubsidized employment in 2nd quarter after exit.
F.	Question:	2) If the employee is placed but quits, does that still towards the performance goal?
	Answer:	No, the goal is for the participant to have sustained employment for thirteen (13) months and meet the following performance measures included in the ITB. If a participant loses a job during the thirteen (13) months, the vendor(s) will be responsible for working with the participant to gain employment before the second and fourth quarter measurement at the participants exits the state case management system. All exits must be approved by WorkSource DeKalb.

2. It is the responsibility of each proposer to ensure that he is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Cathryn Horner, Procurement Manager – Team A, at 404-371-6334 before the bids are due to confirm the number of addenda issued.
3. All other conditions remain in full force and effect.

Cathryn Horner

Cathryn Horner
Procurement Manager – Team A
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF PROPOSER)

(Signature)

(Title)