

April 2, 2019

**TO:** All Bidders under Invitation to Bid No. 19-101094

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

**ADDENDUM NO. 1**

Invitation to Bid (ITB) No. 19-101094, *Career-Based Training Services for Youth – WIOA (Multiyear Contract with One (1) Option to Renew)*, is hereby amended as follows:

1. We have received questions pertaining to this ITB. The questions and their resulting answers appear below:

1.	Question:	<i>“From page 13 of the ITB, WIOA Youth Formula Funding – must not exceed a budget of \$75,000.00 per year for each training program, which will include cost per participant and all staff/administrative costs. Does this mean that each Option, Option 1- Mentoring &amp; Leadership Training Services; Option 2 – Job Readiness &amp; Life Skills Training Services; Option 3 – Financial Literacy Training Services; and Option 4 – Entrepreneurial Skills Training Services, has a budget of \$75,000.00 for a potential of \$300,000.00 maximum funding or is the \$75,000.00 for all four (4) options @ \$18,750.00 per option per year?”</i>
	Answer:	Each training option will be funded for an amount not to exceed \$75,000.00 per year, meaning the total allotment for Career-Based Training Services for Youth would be \$300,000.00 per year, dependent upon the funding allocation received for WIOA programs.
2.	Request for Clarification:	<i>“Do we have to submit a separate proposal for each training option?”</i>
	Answer:	Bidders should provide pricing on page 42, Price Schedule, for the Option(s)/Training Services that the bidder intends to offer the County. For example: If a bidder is only offering Option 2: Job Readiness & Life Skills Training Services, only pricing for Item Nos. 5-7 should be entered on the Price Schedule and returned with the bid package. The bidder shall enter “No Bid”, or “NB”, for services that will not be offered. If a bidder wishes to Bid on more than one Option/Training Service, the bidder shall enter pricing on the line items that are provided for that option – Option 1: Item Nos. 1-4, Option 2: Item Nos. 5-7, Option 3: Item Nos. 8-11, and Option 4: Item Nos. 12-15.

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3.	Question:	<i>“Does the contractor have to be a DeKalb Firm?”</i>
	Answer:	No, the contractor does not have to be a DeKalb firm to bid on this project. However, trainings are expected to be hosted in DeKalb County.
4.	Question:	<i>“Is there a specified format to submit information for bidding?”</i>
	Answer:	The bidder should provide pricing for the training services for which they will offer to the County on the Price Schedule.
5.	Question:	<i>“Where will the training for the program take place?”</i>
	Answer:	Training should take place at a site provided by the selected vendor. WSD will not be responsible for providing office space for training. In some instances, onsite meetings at WSD can take place but WSD should not be the central location.
6.	Question:	<i>“Has a similar contract been issued in prior years to the CAREER-BASED TRAINING SERVICES FOR YOUTH-WIOA named in this ITB? If a similar contract was issued is it possible to get a copy of the bidders documentation?”</i>
	Answer:	In the past, Requests for Quotation (RFQs) have been issued for similar services; however, we have since reformatted and changed the requirements as to how we would like to receive responses for these services and do not believe viewing the previous contract(s) will be helpful to bidders interested in the current solicitation. Bidders who would like to see the previous contract(s) may request a copy by submitting an Open Records Request to India Johnson at <a href="mailto:ijohnson@dekalbcountyga.gov">ijohnson@dekalbcountyga.gov</a> .
7.	Question:	<i>“Contractor must have a minimum of one (1) to two (2) years of experience in managing grant funds. [We have] been contracted with the Georgia Vocational Rehabilitation Agency for a number of years, and we believe this would meet the qualification, is this the correct consideration?”</i>
	Answer:	Yes, this will be taken under consideration.
8.	Question:	<i>“Is the minimum required level of experience providing training programs in Section II of Minimum Specifications one or two years?”</i>
	Answer:	A minimum of two (2) years is preferred.

9.	Question:	<i>“Is the minimum required number of years experience managing grants in Section II of Minimum Specifications one or two years?”</i>
	Answer:	A minimum of two (2) years is preferred.
10.	Question:	<i>“Which vendors provided these services in the last three years?”</i>
	Answer:	Leadership Team USA and TER LLC are the only providers that have provided similar services in recent years.
11.	Question:	<i>“Will contractor be required to purchase Geographic Solutions CRM?”</i>
	Answer:	No, WSD will provide all necessary access.
12.	Question:	<i>“Can a student participate in multiple training areas? E.g. Leadership, Job Readiness, AND Entrepreneurial studies?”</i>
	Answer:	Yes, per the fourteen (14) WIOA elements, participants are able to explore all interests.
13.	Question:	<i>“Is there a head count expected to be served annually?”</i>
	Answer:	The goal is to service as many eligible and interested students as possible within the funding limit.
14.	Question:	<i>“What do Q2 and Q4 reference on page 20 of 99 section 6 – Evaluation of Performance item b.”</i>
	Answer:	These are WIOA performance measures and how the State reviews how well WSD is performing. Data will be looked at in terms of quarters after the participant has exited with employment/credential. Example: John exits with employment in May 2019. The 2 <sup>nd</sup> quarter after this exit takes place (Oct., Nov., Dec.), data will be run to see if this individual is still working.
15.	Question:	<i>“Am I bidding for [a] specific contract amount and is it required for student to be hired before we will be paid for training [?]”</i>
	Answer:	Bidders are expected to bid on the services that they are offering to the County based on the requirements of the bid. The selected Contractor will be issued payment upon receipt of an undisputed invoice.

2. It is the responsibility of each bidder to ensure that he or she is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call Crystal

Creekmore, Senior Procurement Agent, at (404) 371-2710 before the bids are due to confirm the number of addenda issued.

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

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

CC:cgh

**ACKNOWLEDGEMENT**

Date: \_\_\_\_\_

Addendum No. 1 is hereby acknowledged:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Printed Name of Bidder's Authorized Signer)

\_\_\_\_\_  
(Signature of Bidder's Authorized Signer)

\_\_\_\_\_  
(Title)