

October 16, 2018

TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSALS NO. 18-500503

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

ADDENDUM NO. 1

Request for Proposals (RFP) No. 18-500503, *Customer Service Training Program Design and Implementation*, is hereby amended as follows:

1. **The question period has been extended to Thursday, October 18, 2018, 5:00 p.m. EST.**
2. **Any responder who did not attend a Mandatory LSBE Meeting on October 3 or 10, 2018 must attend one of the two meetings scheduled for October 17, 2018, held at 10:00 a.m. and 2:00 p.m. and located at: The Department of Watershed Management, 4572 Memorial Drive, Decatur, Georgia 30032, Main Conference Room A. Bidders may attend in-person or via video conference available through Skype/Lync. Instructions for attendance via video conference can be found on the County's website at <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>.**
3. Remove page 25 of the RFP in its entirety and replace with the attached Page 25 (Revised).
4. It is the responsibility of each responder to ensure that he or she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Crystal Creekmore, Procurement Agent, at (404) 371-2710 before the bids are due to confirm the number of addenda issued.
5. All other conditions remain in full force and effect.



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

ACKNOWLEDGEMENT

Date: _____

Addendum No. 1 is hereby acknowledged:

(Company Name)

(Printed Name of Responder's Authorized Signer)

(Signature of Responder's Authorized Signer)

(Title)

ATTACHMENT F**DEKALB FIRST LSBE INFORMATION
WITH EXHIBITS 1 – 2****SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION
OPPORTUNITY TRACKING FORM**

The Chief Executive Officer and the Board of Commissioners of DeKalb County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County's economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by implementing the DeKalb First Local Small Business Enterprise Ordinance.

**PROVISIONS OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE (LSBE)
ORDINANCE**

Percentage of LSBE Participation Required
20% of Total Award

Certification Designation	Request For Proposals (RFP)
LSBE Within DeKalb (LSBE-DeKalb)	Ten (10) Preference Points
LSBE Outside DeKalb (LSBE-MSA)	Five (5) Preference Points
Demonstrated GFE	Two (2) Preference Points

Certified Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive ten (10) points in the initial evaluation of their response to any Request for Proposal. Certified LSBEs located outside of DeKalb County but within the nine (9) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive five (5) points in the initial evaluation of their response to any Request for Proposal. Prime Contractors who demonstrate sufficient good faith efforts in accordance with the requirements of the ordinance shall be granted two (2) points in their initial evaluation of responses to any Request for Proposal. Pro-rated points shall be granted where a mixture of LSBE-DeKalb and LSBE MSA firms are utilized. Utilization of each firm shall be based upon the terms of the qualified sealed solicitation.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) because they are either a certified LSBE-DeKalb or LSBE-MSA firm or has obtained 20% participation of an LSBE-DeKalb or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) and documented good faith efforts, submits a lower bid price than a Prime Contractor that achieved 20%