

October 30, 2018

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

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

**ADDENDUM NO. 3**

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

1. The answer to Question No. 6, provided on Addendum No. 2, has been revised as follows:

6.	Question:	<i>"Is teaming allowed?"</i>
	Answer:	<p>"Teaming" is allowed in the form of a joint venture or prime-subcontractor relationship. However, the team must be formed prior to the submittal of a proposal and, therefore, reflected in the proposal response.</p> <p>If the team is submitting as a joint venture, all firms should have attended at least one of the LSBE Information Meetings on October 3, 10, or 17, 2018, unless one firm is acting as the majority owner, with signature authority/power of attorney, on behalf of the joint venture and meets the meeting attendance requirement. If one firm is acting as majority owner, this must be stated within the proposal submittal.</p> <p>If a prime-subcontractor team is formed, only the prime must have met the requirement of attending a LSBE Information Meeting.</p>

2. 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.
3. 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. 3 is hereby acknowledged:

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

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

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

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