

March 30, 2022

TO: ALL PROPOSERS UNDER RFP NO. 22-500600

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

ADDENDUM NO. 1

Request for Proposals (RFP) No. 22-500600 Equal Employment Opportunity Plan (EEOP) is hereby modified as follows:

1. We have received questions pertaining to this RFP. The questions and their resulting answers appear below:
 - A. **Question:** I participated in the mandatory DeKalb First LSBE meeting March 16, 2022, at 10:00 AM, is there another meeting titled Pre-proposal Conference in which questions can be asked specifically regarding this RFP?

Answer: A Pre-Proposal Conference was not required for this project.
 - B. **Questions:** When questions are submitted, will the responses be forwarded to the contractor directly or will the responses be in a central location? What is the turnaround time for the responses?

Answers: Responses to all questions received from the market have been provided responses via this Addendum No. 1.
 - C. **Question:** What HRIS is being used by the County and are all County departments on the same system?

Answer: The current HRIS is Oracle HCM Cloud – Oracle Recruiting (CV360) and formerly PeopleSoft. Yes, every department utilizes the same system.
 - D. **Question:** Is the current HRIS system populated with the County employee transactions for the relevant EEOP development time period by race, gender, disability and Veteran status?

Answer: Yes.
 - E. **Question:** The proposal has a limit of forty (40) single-sided pages in length. An EEOP with statistical analysis are in excess of 40 pages. Are there specific sections of the EEOP in addition to statistical analysis that is being requested as a sample?

Answer: While responders are asked to limit the total narrative of the proposal to the 40-page limit, samples of work, financial audit reports, and required documents shall not be included in the count. Yes, the sample(s) should consist of an entire plan, not just a utilization report.”

- F. **Question:** Please clarify the relevance to this RFP of the last sentence on page 9 section B number 2 that reads And Improvement Projects.

Answer: Section VI. CONTRACT ADMINISTRATION pages 9, DELETE section B. SUBMITTAL INSTRUCTION, sub-section 2. **“Proposals must be clearly identified on the outside of the packaging with the Responder’s name and “Request for Proposals No. 22-500600 for Equal Employment Opportunity Plan (EEOP). And Improvement Projects” on the outside of the envelope(s) or box(es).”**

and REPLACE with the following:

B. SUBMITTAL INSTRUCTION, sub-section 2. **“Proposals must be clearly identified on the outside of the packaging with the Responder’s name and “Request for Proposals No. 22-500600 for Equal Employment Opportunity Plan (EEOP).” on the outside of the envelope(s) or box(es).”**

- G. **Question:** Please clarify the relevance to this RFP of the last sentence on page 6 number 4 (on previous page) section e that reads environmental, design, acquisition, construction supervision, and approval of road projects.

Answer: Section IV. PROPOSAL FORMAT pages 6, DELETE section B. TECHNICAL PROPOSAL, sub-sections, 4. Project Management, e. **“Demonstrate familiarity with applicable Federal, State and local regulations, required criteria, standards and procedures with respect to planning, environmental, design, acquisition, construction supervision, and approval of road projects.”**

- H. **Question:** Is the County requesting that the Labor Statistics utilized in developing the statistical analysis portion of the EEOP be Dekalb County only?

Answer: No. The County wants relevant information based on the code requirement as stated: *“(f) Available community and area labor characteristics within the relevant geographical area including total population, workforce and existing unemployment by race, sex and national origin. Such data may be obtained from the Bureau of Labor Statistics, Washington, DC, State and local employment services, or other reliable sources. Recipient should identify the sources of the data used.”*

- I. **Question:** Is applicant flow data currently being captured? If yes what system/tool is used to capture this information and if it is being captured is it being populated with applicants, race, gender, disability, and Veteran status? In addition to the outcome of the applicant’s submission?

Answer: Yes, flow data is currently being captured. The current HRIS is Oracle HCM Cloud – Oracle Recruiting (CV360) and formerly PeopleSoft.

- J. **Question:** Is the County’s hiring process written and available to review? If yes, what is the County’s designated active period for applications and resumes?

Answer: Yes, there are Standard Operating Procedures (SOP's) for the hiring process available for review. Registers for merit positions are active for 6 months. Non-merit positions are considered at-will and registers are not created; positions are active until closed.

K. **Question:** What is the proposed budget for this project?

Answer: No budget amount has been set. Fair market value and reasonable cost for services rendered preferred.

L. **Question:** Is the consulting firm required to have in place the umbrella or excess insurance of \$5,000,000 per occurrence and aggregate at the time of award?

Answer: The awardee will be expected to present a certificate of insurance meeting the County requirements upon notification of award.

2. All other conditions remain in full force and effect.
3. It is the responsibility of each proposer to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Kyheem Bristol, Procurement Agent, at kbristol@dekalbcountyga.gov before the bids are due to confirm the number of addenda issued.

Kyheem Bristol
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date

The above Addendum No. 1 to RFP No. 22-500600 is hereby acknowledged:

(Name of Bidder)

(Signature)

(Title)