



July 1, 2022

**TO:** All Bidders under RFP No. 22-500614 Workforce Innovation Opportunity Act (WIOA) Career Training Services (Annual Contract with 2 Options to Renew)  
**FROM:** Department of Purchasing and Contracting, DeKalb County, Georgia

### ADDENDUM NO. 2

Request for Proposals (RFP) No. 22-500614 Workforce Innovation Opportunity Act (WIOA) Career Training Services (Annual Contract with 2 Options to Renew), is hereby amended as follows:

1. Questions were received and the responses are indicated below:

1	<p><b>Question:</b> Can we provide training stipends for youth participating in the Youth Career and Training Services program?</p> <p><b>Answer:</b> Yes, incentives (training stipends) are able to be provided utilizing WIOA funds through WorkSource DeKalb in accordance with WIOA regulations and the WorkSource DeKalb Policy Manual.</p>
2	<p><b>Question:</b> For the Career Readiness Skills Training program, will we be required to recruit participants for each weekly cohort, or are we only responsible for providing the training classes?</p> <p><b>Answer:</b> WorkSource DeKalb will be responsible for all recruitment for the Career Readiness Skills Training Program. The selected vendor will only be responsible for providing the training classes.</p>
3	<p><b>Question:</b> What is the current, or anticipated, funding level for each of the four focus areas of:</p> <ul style="list-style-type: none"> <li>• Adult &amp; Dislocated Workers Career and Training Services;</li> <li>• Youth Career and Training Services;</li> <li>• Business Engagement and Services; and</li> <li>• Career Readiness Training</li> </ul> <p><b>Answer:</b> The total anticipated funding level for all four (4) areas of focus is approximately \$1.7 million.</p>
4	<p><b>Question:</b> What is the current staffing structure for each of the four focus areas? If possible, please provide a salary range for each position.</p> <p><b>Answer:</b> WorkSource DeKalb current staffing structure for Adult/DW, Youth and Business Services staffing structure is very similar for each department with – 1 Manager, 1 Supervisor, and 2-3 Analyst in each. Career Readiness Training is a new service being provided. Currently, there is no dedicated staff. The awardee will have the WSD staff to assist in providing services to the participants.</p> <p>The salary ranges (for WSD Staff) differ depending on tenure and degree.</p>
5	<p><b>Question:</b> What is the current active participant case load broken down by Adult, DW, and Youth? Of those, how many in each category are in "Follow Up" status?</p> <p><b>Answer:</b> The selected vendor for Adult/DW and Youth is only expected to work with new WIOA participants as outlined by the numbers in the scope of services.</p>

6	<p><b>Question:</b> If bidding on more than one focus area, are separate technical proposals required?</p> <p><b>Answer:</b> No, however, it is strongly recommended that service delivery structure and budget are outlined for each area of focus.</p>
7	<p><b>Question:</b> A budget detail is referenced on pages 43 and 62 of the RFP. To ensure respondents provide the desired information, can you please clarify/provide specific instructions/forms for the budget detail? If a budget detail is required, is this in addition to Attachment B: Cost Proposal?</p> <p><b>Answer:</b> A detailed answer will be provided via Addendum No. 3.</p>
8	<p><b>Question:</b> On Attachment B: Cost Proposal Form (page 79), items number 4, 7, 11, and 15 “Administrative Fee per Session” lists Youth as the unit type in all four areas of focus. Can you please explain how we should present the administrative fee?</p> <p><b>Answer:</b> A detailed answer will be provided via Addendum No. 3.</p>
9	<p><b>Question:</b> Should we include equipment costs (computers, etc.) in our unit costs/detailed budget?</p> <p><b>Answer:</b> No, it is expected that the selected vendor be self-sufficient and will not need any additional equipment.</p>
10	<p><b>Question:</b> Are there existing MOU’s (memorandum of understanding) for itinerant or part time staff supported locations? If so, please share locations and staff requirements.</p> <p><b>Answer:</b> No. Currently, there are no MOU’s or part-time staff supported locations.</p>
11	<p><b>Question:</b> In reviewing the cost proposal, it appears that you are requesting unit prices for workshop sessions and individual coaching sessions. Are workshop sessions, similar to those outlined in the Cost Proposal, how do you expect services to be provided to participants in all four focus areas (Adult/Dislocated Worker, Youth, Business Services and Career Readiness)? Will the awardee be expected to bill in unit prices?</p> <p><b>Answer:</b> Services should be provided in-person or virtually, whichever is more appropriate for the participant and provider. The awardee should bill in unit prices and submit invoices monthly for total services.</p>
12	<p><b>Question:</b> Is equipment available for future use? If yes, how many computers, printers, copiers, etc. are available? Is there a cost associated with using these items? Is there an expectation that additional equipment will be needed or for existing equipment to be replaced? If the service provider purchases any equipment (office furniture, computer, etc.), who is expected to take ownership at the end of the program?</p> <p><b>Answer:</b> No, it is expected that the selected vendor be self-sufficient and will not need any additional equipment.</p>
13	<p><b>Question:</b> Is furniture available for future use? If yes, how many desks, etc. are available? Is there an expectation that additional furnishing will be needed or for existing furniture to be replaced?</p> <p><b>Answer:</b> No, it is expected that the selected vendor be self-sufficient and will not need any additional furniture.</p>
14	<p><b>Question:</b> Page 8, 5.d. asks bidders to include information including “samples of previous work (i.e. websites, etc.)” Can you please expand on this request?</p> <p><b>Answer:</b> Please provide examples of areas of prior services and demonstrated effectiveness within proposal.</p>

15	<p><b>Question:</b> Who are the current providers of Adult, Dislocated Worker, and Youth services?</p> <p><b>Answer:</b> WorkSource DeKalb currently provides these services and will continue to provide these services in-house. The selected provider will collaborate with WorkSource Dekalb to reach performance goals.</p>
16	<p><b>Question:</b> Are the current providers meeting the established performance measures?</p> <p><b>Answer:</b> Yes.</p>
17	<p><b>Question:</b> What is the projected PY22 funding allocations for Adult, Dislocated Worker, Youth, and One-Stop services?</p> <p><b>Answer:</b> Projected allocations for PY22 are as follows:          Adult - \$1,736,842          Dislocated Worker - \$2,853,822          Youth - \$1,799,212</p> <p>Please note, these projected allocation amounts include total operating costs; overall WIOA services, salaries, and contractors, etc. These amounts do not suggest that we expect contracted services to be anywhere near the funding amount allotted for the fiscal year. Services are expected to be within industry/market pricing for these types of training offerings.</p>
18	<p><b>Question:</b> On Page 16, there is reference to minimum qualifications for vendors that include providing related services in DeKalb County or the Metro Atlanta Region within the last three (3) years. Would any consideration be given to related experience outside of this region?</p> <p><b>Answer:</b> Yes, please provide examples of areas of prior services and demonstrated effectiveness within proposal.</p>
19	<p><b>Question:</b> Will there be cubicle/office space provided for vendors serving youth, adult, and business and engagement services or will the vendor need to have their own provided space?</p> <p><b>Answer:</b> No, it is expected that the selected vendor be self-sufficient and will not need any additional office space.</p>
20	<p><b>Question:</b> Will the training vendor have access to WorkSource DeKalb’s training space to provide training?</p> <p><b>Answer:</b> Yes, for Career Readiness Training only. However, currently, due to COVID-19, the Career Center is closed to the public meaning the selected awardee must have their own training space or must establish a virtual presence that is approved by WSD.</p>
21	<p><b>Question:</b> Since we are located in metro Atlanta and provide management and oversight of WIOA funded projects that include the same or similar scope of work that are detailed in Scope of Work Attachments A.2, A.3 and A.4, are we eligible to submit our proposal for consideration?</p> <p><b>Answer:</b> Yes.</p>
22	<p><b>Question:</b> Are there any existing caseloads that will need to be managed? If so, what is the carry over?</p> <p><b>Answer:</b> No.</p>

23	<p><b>Question:</b> Language within the RFP indicates that an entity would have to have demonstrated effectiveness in providing related services in DeKalb County or metro-Atlanta within the last 3 years. We are a national company that has been in business for over 25 years, but we have not practiced in the DeKalb County region or metro-Atlanta before. Would you confirm whether or not this language would prevent us from being considered as a contractor for workforce development services?</p> <p><b>Answer:</b> This language would not prevent an organization from being considered. Please provide examples of areas of prior services and demonstrated effectiveness within proposal.</p>
24	<p><b>Question:</b> Who is the current vendor for these services?</p> <p><b>Answer:</b> See answer to Question 15.</p>
25	<p><b>Question:</b> The submittal instructions on the RFP states that six copies of the technical proposal are required in addition to the original proposal. Will we be required to include the three years of audited financial statements in each of the six copies of the technical proposal?</p> <p><b>Answer:</b> Yes.</p>
26	<p><b>Question:</b> If we are submitting multiple proposals (e.g. a youth proposal and an adult/dislocated worker proposal) and some of the documents required to verify minimum qualifications are the same, are we required to submit the duplicate documents with each proposal?</p> <p><b>Answer:</b> Yes.</p>
27	<p><b>Question:</b> What is the anticipated award date?</p> <p><b>Answer:</b> A specified award date cannot be provided at this time. An official award will be made after the Board of Commissioners approval. It typically takes about 120 days to reach award after the proposal due date.</p>
28	<p><b>Question:</b> What is the anticipated contract start date?</p> <p><b>Answer:</b> The contract starts ten (10) days after the Notice to Proceed letter is signed and returned by the awardee.</p>
29	<p><b>Question:</b> Per the bidder’s conference, please confirm that a bidder is allowed 30 pages of narrative for each of the four areas of focus.</p> <p><b>Answer:</b> Due to the RFP not stipulating how many pages are needed for submission, the technical proposal may contain more than 30 pages but shall not exceed 60 single-sided pages for each area proposed (excluding financial audits, litigation lists, samples of work, resumes, and “Required Documents”).</p>
30	<p><b>Question:</b> For the forms that require a signature, please confirm if an electronic signature is acceptable.</p> <p><b>Answer:</b> Electronic signatures are acceptable.</p>
31	<p><b>Question:</b> Per RFP page 6 Section I.C. “Required Documents,” please confirm Attachment H, Exhibits 3 and 4 are not required to be returned in the proposal.</p> <p><b>Answer:</b> Attachment H, Exhibits 3 and 4 are not required to be returned with the proposal. However, they must be provided upon award if you intend to utilize the First Source program.</p>

32	<p><b>Question:</b> Please confirm requested attachments such as organizational charts, job descriptions, resumes, audits, litigation lists, and items listed in the “Required Documents” chart on page 6 Section I.C. are excluded from page limitations.</p> <p><b>Answer:</b> Audits, resumes, litigation lists, and required documents can be excluded from the 60 single-sided pages for the proposed area(s).</p>
33	<p><b>Question:</b> Please confirm the instructions at the bottom of Attachment H, Exhibit 1-2 to “email completed forms to <a href="mailto:fkadkins@dekalbcountyga.gov">fkadkins@dekalbcountyga.gov</a>,” does not apply to this submission process.</p> <p><b>Answer:</b> Responders must fill out and submit Attachment H, Exhibits 1 and 2 with the proposal. You will email Karl Adkins at <a href="mailto:fkadkins@dekalbcountyga.gov">fkadkins@dekalbcountyga.gov</a> if you are awarded and intend to utilize the First Source program.</p>
34	<p><b>Question:</b> Please confirm page 9 Section III.C. Federal Work Authorization Program Registration is required after award.</p> <p><b>Answer:</b> It is the policy of DeKalb County that unauthorized aliens shall not be employed to perform work on County contracts involving the physical performance of services. Therefore, the County shall not enter into a contract for the physical performance of services within the State of Georgia unless the contractor shall provide evidence on County-provided forms that it and its subcontractors have registered for and are participating in the federal work authorization program as defined by O.C.G.A. § 13-10-90(3) to verify information of all new employees. These forms must be completed, accurate and provided along with the proposal. See the “Required Documents Checklist” and associated attachments.</p>
35	<p><b>Question:</b> Attachment B: Cost Proposal form (page 79) asks for unit prices, whereas page 89 of the sample contract indicates a full contract price. Please clarify if the awarded contract will be for unit price or cost reimbursement contract?</p> <p><b>Answer:</b> A detailed answer will be provided via Addendum No. 3.</p>
36	<p><b>Question:</b> Attachment B: Cost Proposal Form (page 79) has columns for Unit Price Year 1, Year 2 and 1 Year Renewal Option. However, the Attachment A: Statement of Work (page 15 and 41) states this will be a one-year contract with two one-year options to renew. Can you please clarify?</p> <p><b>Answer:</b> A detailed answer will be provided via Addendum No. 3.</p>
37	<p><b>Question:</b> The proposal is due on the 30th of June 2022 with a start-up date of July 1, 2022. Is there going to be an extension of the current vendor(s) while new submissions are reviewed? Is DeKalb County only accepting proposals from current partners or local vendors?</p> <p><b>Answer:</b> WorkSource DeKalb currently provide these services in-house. The County will accept proposals outside of local vendors and the start-up date will be set upon award and execution of a County contract. The selected contractor will have 10 days to ramp up and begin servicing the contract upon Notice to Proceed (NTP). However, the contractor will have time in between the award date and the NTP date to begin preparation.</p>
38	<p><b>Question:</b> If someone is bidding on multiple options, should we turn in separate sealed cost proposals for each option we are bidding on or can they all be placed in one sealed envelope?</p> <p><b>Answer:</b> If you are bidding on multiple options, you can submit all proposal options within one (1) sealed envelope.</p>

39	<p><b>Question:</b> Which of the elements starting on page 7 and going to page 8 are incorporated in the 30-page limit?</p> <p><b>Answer:</b> Due to the RFP not stipulating how many pages are needed for submission, the technical proposal may contain more than 30 pages but shall not exceed 60 single-sided pages for each area proposed (excluding financial audits, litigation lists, samples of work, resumes, and “Required Documents”).</p>
40	<p><b>Question:</b> Is the 30-page limit for each program option separately or for the proposal combined?</p> <p><b>Answer:</b> See answer to Question 39.</p>

2. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this ITB. Please sign and return this addendum. You may contact Sophia Thomas, Procurement Agent, at [sdthomas@dekalbcountyga.gov](mailto:sdthomas@dekalbcountyga.gov) 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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 Sophia Thomas  
 Procurement Agent  
 Department of Purchasing and Contracting

**ACKNOWLEDGMENT**

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

The above Addendum No. 2 is hereby acknowledged:

\_\_\_\_\_  
 (NAME OF BIDDER)

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

CC:st