



July 19, 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. 4

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. The due date for proposals has been extended to Wednesday, August 3, 2022 at 3:00 PM EST.
2. Due to the significant changes in the Cost Proposal, the question period has been reopened through 5:00 p.m. on Friday, July 22, 2022.
3. Attachment B, Cost Proposal Form (revised), shall replace the Cost Proposal Form within the RFP. Failure to complete and submit the Cost Proposal Form (revised) will result in your proposal being deemed non-responsive.
4. Per Addendum No. 2 and 3, questions 7, 8, 35, and 36 are answered below:

7	Question: 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?
	Answer: There is no formal structure for the budget detail; however, showing costs lines (for Operations, Salary, Supplies, any travel, etc.) are satisfactory. A budget detail is suggested in addition to the Cost Proposal.
8	Question: 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?
	Answer: Administrative fee should be separate for each category to include additional costs not included in workshop and coaching sessions. (See Cost Proposal Form (revised), Attachment B.)
35	Question: 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>Answer: The contract will specify the total amount awarded for the first year, and the Contractor shall be paid according to the unit pricing provided in the cost proposal. The award amount will not be a guaranteed amount, but rather the contractor will be paid according to the work performed in accordance with the contract for an amount not to exceed the total award amount, which may be less than or equal to the award. Payment shall be remitted upon receipt of an undisputed invoice which is expected to outline costs similar to what is presented on the Cost Proposal Form (revised) to allow WSD staff to easily confirm that pricing is accurate.</p>
36	<p>Question: 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>Answer: To clarify the correct unit price columns, please see Attachment B, Cost Proposal Form (revised).</p>
Missed Question submitted prior to June 13, 2022	<p>Question: Will the successful vendor pay for direct participant expenses (Training and Supportive Services) or will the county pay for those expenses directly? If it's the vendor's responsibility, how should those expenses incorporate in Appendix B?</p>
	<p>Answer: The selected vendor will in essence be an arm of WorkSource DeKalb and complement our activities/services. They will be required to have access to GEO (the state database). They will create vouchers and requisitions that will be approved by the appropriate supervisor. Funding for ITAs, Supportive Services, WEXs, etc. will be paid directly by WSD.</p>

5. 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 before the bids are due to confirm the number of addenda issued.
6. All other conditions remain in full force and effect.

Sophia Thomas
 Procurement Agent
 Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

Addendum No. 4 for RFP 22-500614 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

CC:st

ATTACHMENT B

COST PROPOSAL FORM (Revised)
(1 of 3 pages)

WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) CAREER TRAINING SERVICES

Responder: Please complete the attached pages of the Cost Proposal Form, and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder’s name and “Request for Proposals No. 22-500614 Workforce Innovation Opportunity Act (WIOA) Career Training Services (Annual Contract with 2 Options to Renew)” clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with DeKalb County according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal: _____

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

COST PROPOSAL FORM (Revised)

(2 of 3 pages)

Responder: Please complete the attached pages of the Cost Proposal Form, and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 22-500614 Workforce Innovation Opportunity Act (WIOA) Career Training Services (Annual Contract with 2 Options to Renew)" clearly identified on the outside of the envelope.

Item No.	Item Description	Estimated Unit	Unit Price (Year 1)	Unit Price (1 st Renewal Option)	Unit Price (2 nd Renewal Option)
Option 1: Adult & Dislocated Workers Career and Training Services					
1.	Initial, One-Time Enrollment and Intake Fee (see Note 5)	Per Participant	\$ _____	\$ _____	\$ _____
2.	Monthly Fee for Training Services (see Note 6)	Per Participant	\$ _____	\$ _____	\$ _____
3.	Successful Completion of Training (see Note 7)	Per Participant	\$ _____	\$ _____	\$ _____
4.	Administrative Fee (see Note 8)	Per Month	\$ _____	\$ _____	\$ _____
Option 2: Youth Career and Training Services					
5.	Initial, One-Time Enrollment and Intake Fee (see Note 5)	Per Participant	\$ _____	\$ _____	\$ _____
6.	Monthly Fee for Training Services (see Note 6)	Per Participant	\$ _____	\$ _____	\$ _____
7.	Successful Completion of Training (see Note 7)	Per Participant	\$ _____	\$ _____	\$ _____
8.	Administrative Fee (see Note 8)	Per Month	\$ _____	\$ _____	\$ _____
Option 3: Business Engagement and Services					
9.	Recruitment Fee (see Note 9)	Per Employer	\$ _____	\$ _____	\$ _____
10.	Subsidized/Unsubsidized Employment (see Note 10)	Per Participant	\$ _____	\$ _____	\$ _____
11.	Administrative Fee (see Note 8)	Per Month	\$ _____	\$ _____	\$ _____
Option 4: Career Readiness Training					
12.	Weekly Workshop Sessions	Each	\$ _____	\$ _____	\$ _____
13.	Administrative Fee (see Note 8)	Per Month	\$ _____	\$ _____	\$ _____

COST PROPOSAL FORM NOTES

(3 of 3 pages)

Notes to Proposer:

Note 1: Proposer shall provide a proposal for the Option(s) that Proposer chooses above. A separate proposal for each option should be submitted.

Note 2: The County shall award the option that is in the best interest of the County.

Note 3: Funding for this project is contingent on funds availability. WSD reserves the right to reduce or limit the number of services conducted based on the availability of funds which may be reduced by legislation, sequestration, "government shutdown", or other circumstance beyond the control of the department.

Note 4: Proposals shall include all costs, direct and indirect, and all things necessary to provide services.

Note 5: The Initial, One-Time Enrollment and Intake Fee is to be applied towards each participant who is successfully enrolled each month. This is a one-time fee that should include the enrollment, intake, and/or initiation process for each participant into the program. This fee should be applied to the first calendar month that the participant is enrolled into the program. The "Monthly Fee for Training Services" should not be applied in the month of enrollment, but only to each subsequent month the participant receives services in the program. This fee should cover all labor and materials related to enrollment services. The Expected Goal is 120 Participants per year.

Note 6: The Monthly Fee for Training Services is to be applied to each participant who is active in the program during the month that it is being applied. It should not be applied to participants who are considered to still be enrolled but who were not active or did not receive services at any time during that month. It is expected that only participants receiving ongoing services through direct contact with the vendor for any given month, be represented on invoices. These services include those being provided in-house as well as training programs being provided by entities on the state Eligible Training Provider List (ETPL). Failed attempts to contact participants or provide services should not result in any cost to WorkSource DeKalb. This fee should cover all associated labor costs related to the provision of monthly services to the individual participant.

Note 7: Successful Completion of Training to be given for each participant who successfully completes a training program. All Training providers must be on the state Eligible Training Provider List (ETPL) AND have a current contract with DeKalb County (current list maintained by WSD). No more than \$7,000 is allowed for participants placed in a Work Experience (WEX) training. The Expected Goal is 80% of enrollment per year.

Note 8: The Administrative Fee should cover the monthly overhead costs of running the program and miscellaneous expenses not addressed in the other cost items, such as, conducting outreach efforts to successfully enroll participants each month, miscellaneous materials, supplies and labor costs, etc. This fee should not be used to cover rent or leasing of an office building or space or entire salaries to run this program. It is expected that the vendor is already an established organization equipped with the normal industry-related items to perform these services. WorkSource DeKalb expects that this set monthly fee be for a reasonable amount at not an effort to cover agency costs not associated with this program. The vendor is expected to perform at a level to accomplish the goals outlined within the Scope of Work. Failure to reach quarterly metrics will result in termination of the contract if it is determined that the awarded vendor's performance has failed to meet the County's expectations. The Administrative Fee should be no more than 30% of the total proposed cost.

Note 9: The Recruitment Fee should cover the costs associated with completing successful outreach as it relates to informing employers about the program and services offered in order to establish the relationships necessary to develop a participant-employer pipeline to place program participants into work-based learning as well as direct hire opportunities. A Business Engagement Verification form will be provided to the selected vendor by WSD. The Expected Goal is 120 Employers recruited per year.

Note 10: Subsidized Employment refers to work-based learning opportunities in which WorkSource DeKalb is responsible for a portion or all of the funding. These opportunities include Work Experience (WEX), on-the-job training, customized training, incumbent worker training, and other employer-based training opportunities as defined under WIOA. Unsubsidized Employment refers to direct hire opportunities in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all or a part of the wages and costs of employing an individual.