



Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: August 30, 2023

Request for Quotation No. [23-3003811](#)

DeKalb County, Georgia is requesting a quotation for the following:

Feasibility Study for Implementing a Four-Day Workweek and Staggered Work Schedule

I. Proposed Term:

One Hundred Twenty (120) Days

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Contractor Affidavit
- E. Insurance Requirements

III. Payment Terms:

Net 30

IV. Scope of Work:

See Attachment A.

V. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Contractor Affidavit, Attachment D, be completed with Bidder's response.

VI. Due Dates:

All questions are due to **Tina L. Richardson** via email at tlrichardson@dekalbcountyga.gov on or before 5:00 p.m. EST on September 6, 2023.

Additional Information/Addenda

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this RFQ will be posted on DeKalb County's website, [Active Request for Quotes \(RFQs\) | DeKalb County GA](#). Bidder should regularly check the County's website for addenda.

Quotes are due on or before 3:00 p.m. EST on September 13, 2023. Bidder must complete and return the quote form, reference form, contractor affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of **Tina L. Richardson** at tlrichardson@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form.

The County intends to award to the lowest, responsive and responsible bidder who per the County's determination has satisfactorily met the requirements of the RFQ; however, the County reserves the right to reject any and all bids, to waive informalities and to re-advertise.

Thank you for your interest in doing business with DeKalb County.

Sincerely,

Tina L. Richardson
Procurement Technician
Department of Purchasing and Contracting

Attachment A

SCOPE OF WORK

I. PURPOSE

DeKalb County Government (the County) is soliciting quotes from qualified vendors to study the feasibility and potential impact of implementing current trends in workplace schedules, such as hybrid, flexible and alternative work schedules, and a four-day workweek.

II. BACKGROUND

The County is managed by a Chief Executive Officer (CEO). The CEO, with the assistance of the Chief Operating Officer (COO), governs the executive branch. The function of the executive branch is to administer local laws and provide varied services and facilities to citizens and other stakeholders.

There is a Board of Commissioners (BOC) comprised of seven, part-time members who serve as the legislative branch. The duties of the BOC include creating public policy and allocating resources.

Under the purview of the CEO and COO, there are at least thirty-one (31) departments employing approximately 4,000 employees. County operations comprise a myriad of industries, including infrastructure, development, public safety, and administration. Most departments deliver services Monday – Friday, 8:30 am – 5:00 pm; however, some departments adjust work schedules based on operational needs, to include 10-hour and 12-hour shifts. Watershed Management and Public Safety departments (i.e., Police Services, Fire Rescue, and E911) are 24-hour/7 days a week entities, and the Library operates seven (7) days a week. During the pandemic, employees worked either hybrid, remote, or frontline schedules. Currently, some employees continue to work hybrid schedules. Human Resources is surveying departments to gain an assessment of work schedules utilized.

The BOC recently expressed interest, via a proposed resolution on June 27, 2023, to “study the impact of a four-day work week and staggered work schedules for DeKalb County employees and further research how this could benefit physical and mental health, along with energy consumption, and more efficient and effective provision of services to the citizens of DeKalb County.” The resolution requires the study to be conducted under the auspices of the CEO and a report submitted to the board within one hundred twenty (120) days.

The County will use information from the study to determine next steps regarding employee work schedules.

III. SCOPE OF SERVICES

The awarded vendor shall conduct a feasibility study for implementation of current trends in workplace schedules, such as hybrid, flexible and alternative work schedules (i.e. four day

workweek and staggered work schedules) for DeKalb County employees. The study should explore the potential impact to employees, citizens, and overall organizational function. Factors related to the operational requirements of each department should be considered. A final report shall be provided within one hundred twenty (120) days of the contract start date.

A. Final Report

The report shall include, but not be limited to, the following points:

- Feasibility of a four-day workweek and staggered work schedules that includes Saturdays
- Benefits and drawbacks of expanding service days and hours
- Service delivery impact on departmental operations
- The physical and mental health benefit, along with impact on energy consumption
- Cost impact associated with implementing a four-day workweek and staggered work schedules
- Consultation with department directors and employees during the study period, to ensure feedback is incorporated into the report
- Identify functional areas or departments, if any, that may not be suitable for the parameters of this study
- Determination if current work schedules should remain in place for all or certain departments
- Whether hybrid or remote work are viable county options and for which functional areas

B. Other Tasks

The awarded vendor shall also provide:

- Questions and concerns to appropriate County contact for review and resolution
- Invoices in electronic format prescribed by the county
- First draft report within sixty (60) days from start of vendor engagement
- Final draft report at least twenty (20) days prior to final report

VII. SUBMITTAL REQUIREMENTS

In response to this RFQ, the vendor shall submit:

1. Documentation verifying ability to perform requested services with at least three (3) years of prior experience performing a similar study for an agency of comparable size, preferably government
2. Resumes of key personnel who will be part of the project team
3. At least three (3) references from companies and/or government entities for whom such services have been rendered
4. A project plan and timeline

5. A quote stating total cost for requested service to include desired invoicing milestones; milestone descriptions should complement tasks/phases outlined in the project plan

Failure to provide one (1) or more of the above requested items may result in your quote being deemed non-responsive.

VIII. CONTRACT TIME

This is expected to be a one-time, one hundred twenty (120) day contract that will culminate upon submission of an acceptable report that includes the elements outlined in the Scope of Work.

Attachment B
QUOTE FORM

Bidder Information:	
Company Name:	
Company Address:	
Bidder Name and Title:	Phone Number:
Bidder Email Address:	

LUMP SUM COST FOR FEASIBILITY STUDY AND FINAL REPORT	
Bidder shall provide the Lump Sum Cost (inclusive of time, labor, materials, and equipment) to complete the feasibility study and resulting final report in accordance with the Scope of Work.	\$ _____

Quote Statement:	
I, the undersigned, certify that this quote is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quote for the same materials, supplies, equipment, or services, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this quote, and certify that I am authorized to sign this quote for the Bidder.	
_____	_____
Authorized Signature	Date

Name of Authorized Signer (Typed or Printed)	

Name of Bidder (Typed or Printed)	

Attachment C

REFERENCE CHECK AND RELEASE FORM

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of services listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____ Title _____

Company Name _____ Date _____

Attachment D

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the Bidder submitting a quote, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent

Federal Work Authorization
Enrollment Date

Title of Authorized Officer or Agent of Bidder

Identification Number

Printed Name of Authorized Officer or Agent

Company Name & Address (do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

Attachment E

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

1. If the County sends to you notice of award on this quote, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
2. Instruct your insurance agent that the County's requirements are listed in Section III, and that you *must* comply with these requirements before you may proceed with the work.
3. Before the starting of any work, the successful contractor must furnish to DeKalb County certificates of insurance from companies doing business in Georgia and acceptable to the County as follows:
 1. Certificates must cover:
 - **Statutory Workers Compensation**
 - (1) Employer's liability insurance by accident, each accident \$1,000,000.
 - (2) Employer's liability insurance by disease, policy limit \$1,000,000.
 - (3) Employer's liability insurance by disease, each employee \$1,000,000.
 - **Business Auto Liability Insurance** with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - **Commercial General Liability Insurance**
 - (1) Each Occurrence - \$1,000,000
 - (2) Fire Damage - \$250,000
 - (3) Medical Expense - \$10,000
 - (4) Personal & Advertising Injury - \$1,000,000
 - (5) General Aggregate - \$2,000,000
 - (6) Products & Completed Operations - \$1,500,000
 - (7) Contractual Liability where applicable
 2. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-

completed operations), or form(s) providing equivalent coverage.

3. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any deductible, non-contributory, and waiver of subrogation provided to the County as the additional insured.
4. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its elected officials, officers, employees or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
5. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County.
6. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
7. The insurance carrier must have a minimum A.M. Best rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
8. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
9. Certificates to contain the location and operations to which the insurance applies.
10. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
11. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
12. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.
13. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:

DeKalb County, Georgia
Director of Purchasing and
Contracting
Maloof Administration Building
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030