

April 16, 2019

TO: All Bidders under **RFQ No. 19-3003680 Workplace Behavior and Ethics Training Services**

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

ADDENDUM NO. 1

Request for Quote (RFQ) No. 19-3003680 Workplace Behavior and Ethics Training Services,
is hereby amended as follows:

1. **The Request for Quote due date has been extended. Quotes are due Friday April 19, 2019 at 3:00 P.M.**
2. We have received questions pertaining to this Quote. The questions and their resulting answers appear below:
 - A. **Question:** Will these workshops have the same target audience as RFQ 19-3003678? If not, are you able to provide demographics on the audience (age, education, current occupation, etc.)? This will help in determining the best type of training to use.

Answer: Yes, it will be the same target audience as RFQ 19-3003678.
 - B. **Question:** I would like to request a word version of the attachments, since the pdf does not allow new information to be entered.

Answer: We currently do not have the attachments in a word format.
 - C. **Question:** Will more than one vendor, provider be selected for this bid?

Answer: It is possible that more than one vendor will be selected.
 - D. **Question:** Since the sessions are limited to three (3) hours! Is there a desire to hold multiple sessions in one (1) day? (IE) A morning and afternoon session?

Answer: Multiple sessions will be allowed in one day.

- E. **Question:** I have no employees and would do the training myself, does this mean I can ignore Attachments B, C and D that deal with E-Verify?

Answer: All bidders must complete Attachment B. Attachments C and D will need to be completed if the bidder will be utilizing sub-contractors. If the bidder is unsure of the completion of these forms, the bidder should consult with their legal department/counsel for further instruction on the completion of these documents.

- F. **Question:** It appears Attachment J would not apply to me either as I have no workers Compensation, I have not automobiles in the business nor do I need commercial general liability! Is this correct?

Answer: If the bidder is unsure of the completion of these forms, the bidder should consult with their legal department/counsel for further instruction on the completion of these documents.

- G. **Question:** You are awarding this contract based on cost, correct? If I am chosen, then I submit a curriculum for approval or would you like a sample curriculum to be submitted with the other forms?

Answer: You may submit sample curriculum with your other forms.

- H. **Question:** What is the class size for each workshop?

Answer: Minimum size of the class is 15 and the maximum size should be around 25.

- I. **Question:** What is the maximum timeframe (in hours) for the workshop?

Answer: 3 hours

- J. **Question:** Are there specific days designated for the training workshops?

Answer: Potential Dates: Saturday's: April 27th, May 4th, June 1st; Tuesday, May 28th and Wednesday –Friday, May 29-31st. Time for sessions are 9AM -5PM with three sessions during that specified timeframe. There may be additional dates if new participants are added if the initial 200 participants are not able to attend the sessions listed.

- K. **Question:** Will the training be awarded to more than one provider?

Answer: It is possible that more than one vendor will be selected.

L. **Question:** How soon will the determination be made once the quotes are submitted?

Answer: A selection will be determined after all RFQ responses are reviewed and a deadline has not been determined.

M. **Question:** Will you consider responses to this quotation request that provide strictly online assessment and skill building system for Workplace Readiness?

Answer: No, the training must be conduct through face-to-face interaction.

N. **Question:** Who is the “Public Employer” that we should enter in the “Name of the Public Employer” field on “Attachment B Provider Affidavit”?

Answer: DeKalb County Government.

O. **Question:** What is meant by “implement the use of technology in the learning module”? Can you provide an example of what technology is being referenced here?

Answer: The use of technology includes but may not be limited to PowerPoint presentations and videos.

P. **Question:** Who is the “Vendor” referenced in the “vendor-provided printed materials?

Answer: The vendor is the organization that is awarded the bid.

Q. **Question:** Must all workshop training materials be developed from the “vendor-provided printed materials” or can other information be used in conjunction with the provided materials?

Answer: The materials can be developed by the vendor or obtained from a developer who has given the vendor permission to utilize materials in the training sessions.

3. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call Tawana Hardnett, Procurement Technician, at (404) 371-6382 before the bids are due to confirm the number of addenda issued.

4. All other conditions remain in full force and effect.

Tawana T. Hardnett

Procurement Technician
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

TTH/CH