



January 15, 2021

**TO:** All Bidders under **RFQ No. 20-3003744 Youth Virtual Entrepreneurship Training**

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

**ADDENDUM NO. 3**

**Request for Quotes (RFQ) No. 20-3003744 Youth Virtual Entrepreneurship Training**, is hereby amended as follows:

1. We have received questions pertaining to this RFQ. The questions and their resulting answers appear below:

<b>1.</b>	<p><b>Question:</b> What time will the workshop be held during the days of Monday through Thursday?</p> <p><b>Answer:</b> The workshop will be between the hours of 10:00 a.m. and 1:00 p.m.</p>
<b>2.</b>	<p><b>Question:</b> Where should I forward the application documents?</p> <p><b>Answer:</b> Documents in response to this RFQ should emailed to Sharice Feagins-Bailey at <a href="mailto:sfbailey@dekalbcountyga.gov">sfbailey@dekalbcountyga.gov</a> .</p>
<b>3.</b>	<p><b>Question:</b> Do we need to include the mental health professionals workshop topics?</p> <p><b>Answer:</b> Yes, please include topics with your response. Mental Health workshop topics may be selected by the vendor’s Mental Health Professional; however, final review and approval of discussion topics will come from WorkSource DeKalb’s Workforce Development Manager. Topics must be relevant to issues that frequently challenge the targeted population.</p>
<b>4.</b>	<p><b>Question:</b> It states the mental health professional should be present at least once a week. How much time should be allotted for the speaker?</p> <p><b>Answer:</b> The Mental Health Professional, should be available to speak to youth program participants on either Tuesday <b>or</b> Thursday of each week for a minimum of 1 hour.</p>
<b>5.</b>	<p><b>Question:</b> It states 30 participates will be participating in the scope of work and 200 on the quote form. Can you clarify this?</p> <p><b>Answer:</b> There is a typo on the Quote Form on pg. 6. The Item Description should read as follows:</p> <p>The Estimated Number of Participants should state up to 30 youth participants. Program participants will be divided into two (2) cohorts up to 15 youth participants in each cohort.</p>

<p>6.</p>	<p><b>Question:</b> Will Human Services and DeKalb County Public Safety provide the speakers for the empowerment series? And, if so, when will the vendor be provided their time and schedule expectations?</p> <p><b>Answer:</b> Yes, the County will provide the speaker empowerment series as a collaboration. The vendor will be provided with time and schedule expectations after the vendor selection/bidding process is complete but can be subject to change to meet the needs of training.</p>
<p>7.</p>	<p><b>Question:</b> Is the expectation that the training vendor will also provide a mental health professional to provide a weekly (1 per week = 4 total sessions per cohort) workshop? If so, does this need to be a local provider or can I use a non-local provider that can facilitate through technology (Zoom)?</p> <p><b>Answer:</b> Yes, it is the responsibility of the vendor to provide the Mental Health Professional for each workshop on a weekly basis, one day per week, for a minimum of 1 hour each session. The use of a non-local provider is permitted.</p>
<p>8.</p>	<p><b>Question:</b> What kind of certifications are needed for the mental health personnel?</p> <p><b>Answer:</b> Licensed Professional Counselor (LPC), Licensed Associate Counselor (LPCA), National Certified Counselor (NCC), Psychologist, Psychiatrist, Licensed Mental Health Counselor (LMHC), or any other master or doctoral level degrees in counseling, social work, or psychology.</p>
<p>9.</p>	<p><b>Question:</b> When the contract states Physical Support speaker, does that mean we need a physical person available in person?</p> <p><b>Answer:</b> No, it means the Mental Health Professional must be the person delivering virtual workshop each week and is qualified to do so, based on their training and credentials obtained.</p>
<p>10.</p>	<p><b>Question:</b> Is it mandatory for each training session to last 3 hours?</p> <p><b>Answer:</b> Per the RFP, each training session will run for <u>up to</u> three (3) consecutive hours.</p>
<p>11.</p>	<p><b>Question:</b> At the end of the 4-week training, youth must participate in a career-interest paid work experience, unsubsidized employment or gain further individual training that will lead to a skill/credential attainment. Please explain and provide further clarification?</p> <p>What is the length/timeframe for the career-interest paid work experience, 1 day, 1 week, 1 month, etc.? It appears as if they are looking for youth to be placed in apprenticeships, internships, etc.</p> <p><b>Answer:</b> The career-interest paid work experience may begin concurrently with the Entrepreneurship Training or subsequently. The work experience may last up to 16 weeks. WorkSource DeKalb will manage the work experience component. However, it is expected, that the successful vendor encourages all youth participants throughout the 4-weeks, during each workshop session around entrepreneurship, employment, post-secondary and more to ensure the youth continued path to success.</p>

	<p>At the end of the 4-week Entrepreneurship Training, the participants are expected to use the skills learned and advance to a paid work experience (employer led internship), secure a job, or enroll in post-secondary education/occupational skills training. The goal is that the participant’s skill set is advanced through work-based learning and educational training, leading them to become more competitive in the job market.</p>
12.	<p><b>Question:</b> The contract is looking for a mental health and physical support speaker to host a workshop once per week. Does WSD require a specific focus or topics of discussion for workshops provided by the mental health speaker?</p> <p><b>Answer:</b> Please include workshop topics with your response. Mental Health workshop topics may be selected by the vendor’s Mental Health Professional; however, final review and approval of discussion topics will come from WorkSource DeKalb’s Workforce Development Manager. Topics must be relevant to issues that frequently challenges the targeted population.</p>
13.	<p><b>Question:</b> What is the dollar range per participant for training?</p> <p><b>Answer:</b> The dollar range per participant is to be determined by the bidder, based on your business model for this service.</p>
14.	<p><b>Question:</b> How many participants are allowed within the virtual platform per session?</p> <p><b>Answer:</b> There will be two (2) cohort groups with a maximum of up to 15 trainees in each session during the 4-week period.</p>
15.	<p><b>Question:</b> Will there be limitations per class?</p> <p><b>Answer:</b> Yes. Each class should have no more than fifteen (15) participants.</p>
16.	<p><b>Question:</b> Will there be a need to have each class retaught several times?</p> <p><b>Answer:</b> No.</p>
17.	<p><b>Question:</b> Does the vendor provide the virtual platforms such as Zoom, etc. or does DeKalb County?</p> <p><b>Answer:</b> Yes. The vendor is expected to provide the virtual platform</p>
18.	<p><b>Question:</b> Does the behavioral/mental health component have to be in DeKalb County?</p> <p><b>Answer:</b> The use of a non-local provider is permitted.</p>
19.	<p><b>Question:</b> Can the behavioral/mental health component be done virtually?</p> <p><b>Answer:</b> Yes.</p>
20.	<p><b>Question:</b> Please explain: one community-based partnership to executive this contract?</p> <p><b>Answer:</b> The bidder will be graded on their ability to provide evidence of having at least one documented partnership with a community-based organization to assist in the facilitation of Entrepreneurship workshop.</p>
21.	<p><b>Question:</b> Was this a sole source RFP that had to be sent out because a vendor wanted to be involved?</p> <p><b>Answer:</b> No. This RFQ was developed to meet the workforce development &amp; entrepreneurship needs of youth in DeKalb county.</p>

22.	<p><b>Question:</b> Has this type of RFP been done before?</p> <p><b>Answer:</b> No.</p>
23.	<p><b>Question:</b> Does the established community-based partnership have to be in DeKalb County?</p> <p><b>Answer:</b> Preferably, but not mandatory. The use of a non-local provider is permitted.</p>
24.	<p><b>Question:</b> Can the partnership MOU be from another area?</p> <p><b>Answer:</b> Yes.</p>
25.	<p><b>Question:</b> Page 9 is somewhat confusing. Are the 14 elements to be executed by WorkSource DeKalb or the potential vendor or in conjunction with the vendor?</p> <p><b>Answer:</b> The WIOA (Workforce Innovation &amp; Opportunity Act) 14 Youth Program elements are to be executed by WorkSource DeKalb. Entrepreneurship Training aligns with element 12.</p>
26.	<p><b>Question:</b> Will there be a contract renewal option after the end of the second cohort?</p> <p><b>Answer:</b> No.</p>
27.	<p><b>Question:</b> Your communications stated that interactions would be at least once per week. It also stated that session will be held Tuesdays and Thursdays from 10 to 1. It also said that sessions must be 3 consecutive hours. Does that mean six hours total per week? Could you provide clarity on what is expected for the number of sessions per week and the number of hours per week?</p> <p><b>Answer:</b> The <b><u>4-week Entrepreneurship Virtual Training</u></b> is expected to occur Monday -Thursday 10am – 1pm (4 days per week at 3 hours per session)</p> <p><b><u>Mental Health Workshop</u></b>- one (1) time per week, Tuesday or Thursday (vendor choice) for a minimum of one (1) hour per week.</p>
28.	<p><b>Question:</b> Regarding the references from at least three (3) corporate customers, can the reference be provided by more than the Quoter?</p> <p><b>Answer:</b> Each quoter should provide references on the form provided as Attachment F.</p>
29.	<p><b>Question:</b> Can a subcontractor’s reference be included on Attachment F Reference Check and Release?</p> <p><b>Answer:</b> No. Please use the subcontractor’s form listed as Attachment G.</p>
30.	<p><b>Question:</b> Is the billing based on total participation or participants or attendance?</p> <p><b>Answer:</b> Billing is based on cost per youth participant, for each week of attendance. All participants must attend at a minimum 3 out of the 4 sessions for attendance/participation credit to be billable by provider. It is the responsibility of the vendor to maintain the engagement level of each youth participant for successful completion.</p>
31.	<p><b>Question:</b> Have all 30 kids signed up for the program?</p> <p><b>Answer:</b> No. Referrals are continuing to be made for this program for up to 30 youth participants to be trained.</p>

<p>32.</p>	<p><b>Question:</b> Can a stipend be built into the total cost or once the project is completed?</p> <p><b>Answer:</b> This is not a cost reimbursement contract. Vendor will be paid only the cost per participant who is actively attending training on a weekly basis at a minimum of 3 of the 4 days required at the quoted rate provided in the accepted bid.</p>
<p>33.</p>	<p><b>Question:</b> If we don't have automobile liability insurance, will that prevent us from receiving the contract?</p> <p><b>Answer:</b> No.</p>
<p>34.</p>	<p><b>Question:</b> What type of screening assessments will be done for youth ages 16-24 to identify their interest in becoming an entrepreneur?</p> <p><b>Answer:</b> Youth will undergo extensive career development counseling, complete career assessments such as O*NET Interest Profiler, Skills Matcher assessment, to identify their interest in becoming and entrepreneur.</p>
<p>35.</p>	<p><b>Question:</b> Is there a range or a cap on the cost per participant for program?</p> <p><b>Answer:</b> No.</p>
<p>36.</p>	<p><b>Question:</b> What are your concerns requiring two trainers per workshop hour?</p> <p><b>Answer:</b> There are no concerns. However, being in a virtual environment it allows for one person to provide instruction and another representative to watch participation, address concerns if a student appears to be having issues or answer chat questions.</p>
<p>37.</p>	<p><b>Question:</b> Can the vendors offer incentives to the participants for attending/participation and completion?</p> <p><b>Answer:</b> This is not a cost reimbursement contract. Vendor will be paid only the cost per participant who is actively attending training on a weekly basis. Youth must attend at a minimum 3 of the 4 days required at the quoted rate provided in the accepted bid.</p>
<p>38.</p>	<p><b>Question:</b> Are all operational/monetary costs of the entire youth entrepreneurial program to be factored into the cost per person?</p> <p><b>Answer:</b> Yes.</p>
<p>39.</p>	<p><b>Question:</b> Will WSB separate youth in each workshop based on age groups. Example: School Age youth 16-19 or Adult 20-24.</p> <p><b>Answer:</b> No.</p>
<p>40.</p>	<p><b>Question:</b> It states that invoices are billed weekly. What is the turnaround time for payments to be received?</p> <p><b>Answer:</b> DeKalb County is on a Net 30 payment schedule.</p>

2. It is the responsibility of each bidder to ensure that they are aware of all addenda issued under this RFQ. **Please sign and return this addendum. Failure to return the Acknowledgment for this addendum will result in your quote being deemed non-responsive.** You may email Sharice Feagins-Bailey at [sfbailey@dekalbcountyga.gov](mailto:sfbailey@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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Sharice Feagins-Bailey  
Procurement Technician  
Department of Purchasing and Contracting

**ACKNOWLEDGMENT**

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

The above Addendum #3 is hereby acknowledged:

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(NAME OF BIDDER)

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(Signature)

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(Title)