



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

Date: October 21, 2021

Request for Quotation No. 21-300190

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

Financial Literacy Program (Multi-Year Contract)

I. Proposed Term:

Thirty (30) calendar days

II. Attachments:

- A. Scope of Work
- B. Minimum Specifications
- C. Quote Form
- D. Reference Form and Reference Check Release Statement
- E. Bidder Affidavit

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 Bidders Affidavit, Attachment E, be completed with bidder's proposal.

VI. Due Date:

All questions are due to L. Deneen Walters via email at agent@dekalbcountyga.gov on or before 5:00 p.m. EST on **October 25, 2021.**

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, <https://www.dekalbcountyga.gov/informalbids>. Bidder should regularly check the County's website for addenda.

Quotes are due on or before 3:00 p.m. EST on **October 29, 2021.** Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of L. Deneen Walters or email to ldwalters@dekalbcountyga.gov.

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

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

Sincerely,

L. Deneen Walters
Procurement Agent
Department of Purchasing and Contracting

Attachments

ATTACHMENT A
SCOPE OF WORK & GENERAL REQUIREMENTS

Financial Literacy

The U.S. Department of Labor-Employment and Training Administration awarded DeKalb County Juvenile Court funding for the YouthBuild II program in our county. YouthBuild II will provide education, occupational training, employment, mentoring, service learning, and leadership skills to low income youth ages 16-24 years of age who reside in DeKalb County.

YouthBuild is a community-based alternative education program for youth between the ages of 16 and 24 who are high school dropouts that also have other risk factors, including being adjudicated youth, youth aging out of foster care, youth with disabilities, migrant farmworker youth, and other disadvantaged youth populations. The YouthBuild program simultaneously addresses multiple core issues important to youth in low-income communities: affordable housing, leadership development, education, and employment opportunities in in-demand industries and apprenticeship pathways. YouthBuild programs are the connection point to vital services for the youth they serve. Meaningful partnership and collaboration are key aspects of this service delivery model, through the workforce system, as well as the education and human services systems.

DCJC is seeking proposals from qualified providers able to implement a quality Financial Literacy program to fulfil this component of our YouthBuild program for up to fifty-three (53) participants.

Terms

A contract will be awarded from **December 1, 2021 through October 4, 2024**. The award will be contingent upon continued funding from the Department of Labor-Employment and Training Administration.

Additional Detail

The selected vendor will be responsible for adhering to requirements set forth by the program. Regular reporting will be required to track program activity including performance measures and spending. The vendor will submit demographics, program narratives, and performance measures reports to DCJC on a monthly basis. The vendor will be required to attend at least monthly check-in meetings with DCJC to provide updates on program progress. Participants will be given satisfaction surveys twice per year to track the participant's experience and improvements toward goal attainment.

Key Performance Measures

DCJC will utilize key performance measures below to determine if the Financial literacy is successful

How much did we do?

1. Number of youths completed financial literacy

How well did we do it?

1. Percentage of youth who showed improvement on financial concepts presented
2. Percentage of youth who opened up a bank account
3. Percentage of youth who reported saving money
4. Percentage of youth who received their credit report and credit score and understood what was on their credit report
5. Percentage of youth who completed a personal budget
6. Percentage of youth who identified future goals in saving money and establishing and/or improving their credit scores

Is Anyone Better Off?

1. Percentage of participants who reported they are better off because of the knowledge they received
2. Percentage of participants who met their saving, budget, or credit score and/or credit repair goals by the end of the program

ATTACHMENT B
MINIMUM SPECIFICATIONS

- Provide two (2) financial literacy classes per month on the agreed upon dates
- Provide a detailed plan of what topics and/or curriculum will be used to facilitate financial literacy
- **Topics must include:** Creating a Budget, opening a Bank, Saving, Credit and Debt account. Protecting Yourself from Identity Theft (and what to do if your identity has already been stolen), Living on your own, Creating Wealth and Investments, entrepreneurship, and establishing personal financial goals.
- Provide any supplies needed to conduct financial literacy program
- Provide all materials needed for program curriculum
- Conduct initial screening, orientation, training, and background checks including criminal history, sex offender registry and MVR on all potential facilitators
- Manage programmatic activities related to financial literacy
- Oversee operational activities including supervision, support, ongoing training, recognition, and for YouthBuild participants
- Provide a contact person who will give updates on financial literacy project progression and activities

Qualifications:

- 2 years of experience providing financial literacy
- Utilize a standard financial literacy curriculum
- 2 years of experience working with youthful offenders or at-risk youth
- Be comfortable utilizing a virtual platform to teach and engage students
- Not currently suspended, disbarred, or ineligible for federal grants
- All facilitators must be able to pass a background and sex offender registry check

Plan Summary

Describe the proposed project goals, objectives, and strategies that will improve financial literacy for youth 16-24. How will this plan provide comprehensive educational opportunities for students to gain enduring understanding of the factors that impact personal income, credit management, investing, saving, and budgeting? Please include outcomes which are clearly specified and measurable. Defined responsibilities, timelines, and milestones for accomplishing project tasks should also be listed.

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the page.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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****Should more space be required, please feel free to attach any additional supporting documentation. ****

ATTACHMENT C
PRICE SCHEDULE

Price Schedule										
Item No.	SERVICES	Instructor(s)					x	Duration of the program in days	=	Total Cost of Program
		# of Instructors	x	Rate per Session	=	Cost per day				
1	Financial Literacy Program	\$ _____/day		_____		\$ _____		_____		\$ _____
Please include in the per session rate any administrative cost****										

End of Price Schedule

ATTACHMENT D
BIDDER CONTACT INFORMATION

Are you a DeKalb County Firm? YES _____ NO _____

Signed, sealed, and dated this _____ day of _____, 20____.

Responder

By: _____

Name (Typed or Printed)

Title

Responder's Mailing Address

Phone Number

Fax Number

E-Mail Address

ATTACHMENT E
REFERENCE FORM AND REFERENCE CHECK RELEASE STATEMENT

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 service listed in the solicitation.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

REFERENCE CHECK RELEASE STATEMENT

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

Signed _____ Title _____

(Authorized Signature of Proposer)

Company Name _____ Date _____

ATTACHMENT F
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 bid, 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
Authorization

(Bidder's Name)

Federal Work
Identification Number

Enrollment Date

Title of Authorized Officer or Agent of Bidder

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 G
INSURANCE REQUIREMENTS

Insurance must meet the County's requirements and will be furnished by the successful Bidder(s) upon award.

1. Successful Bidder(s) will advise their insurance agent of the County's requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements.

2. Contractor's insurance company or agent must mail, email, or bring an original certificate of insurance and applicable declarations or endorsements to the DeKalb County address listed within this Insurance provision. Insurance must be from companies able to do business in Georgia and acceptable to the County as follows:

- a. Certificates must cover:
 - i. Statutory Workers Compensation
 - ii. Employer's liability insurance by accident, each accident \$1,000,000
 - iii. Employer's liability insurance by disease, policy limit \$1,000,000
 - iv. Employer's liability insurance by disease, each employee \$1,000,000
 - v. Business Auto Liability Insurance with a minimum \$1,000,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - vi. 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
- b. 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.
- c. 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.

- d. 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.
- e. 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.
- f. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
- g. The insurance carrier must have a minimum A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
- h. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
- i. Certificates to contain the location and operations to which the insurance applies.
- j. 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.
- k. 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.
- l. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:
- m. 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.

DeKalb County, Georgia
Director of Purchasing & Contracting
The Maloof Center, 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030