



April 2, 2018

**ADDENDUM 1
FOLLOW-UP TO INQUIRIES FOR
REQUEST FOR QUOTATION (RFQ)**

FOR:

RFQ NO. 03191.8-FLAPST-1.6

RFQ NO. 03191.8-WBAE-1.6

RFQ NO. 03191.8-SMAPB-1.6

RFQ NO. 03191.8-WLAD-1.6

<p>May companies from outside the United States apply for the RFQ?</p>	<p>There is no geographical preference. The WorkSource DeKalb Request for Quotation (RFQ) is open to any/all companies who wish to apply.</p>
<p>Where will we attend meetings to discuss the RFQ or perform the requested duties?</p>	<p>Once selected, contractors will participate in meetings and provide training at WorkSource DeKalb, located at 774 Jordan Lane, Building 4, Decatur, Georgia 30033 and/or selected location for training by WSD.</p>
<p>May the trainings related to the RFQ be conducted from a location outside of the United States?</p>	<p>Once selected, contractors will participate in meetings and provide training at WorkSource DeKalb, located at 774 Jordan Lane, Building 4, Decatur, Georgia 30033 and/or selected location for training by WSD.</p>
<p>Can we submit the quote via email?</p>	<p>Quotes may be submitted via email. The email address that must be used is llovery@dekalbcountyga.gov.</p> <p>Quotes may also be submitted via the United States Postal Service, courier service, or hand-delivered to WorkSource DeKalb, located at 774 Jordan Lane, Building 4, Decatur, Georgia 30033.</p>



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<p>What is the number of workshops or range count (e.g., 3 to 5) of workshops requested to take place between April 21 - July 30?</p>	<p>The number of workshops facilitated may vary.</p> <p>The schedule and the number of attendees for the workshops will be determined by:</p> <ol style="list-style-type: none"> 1. Availability of the rooms at the facility 2. Available dates for the Contractor 3. Available dates for WorkSource DeKalb Staff 4. Available dates of the individuals being trained <p>WorkSource DeKalb Staff will work directly with the Contractor(s) to create a schedule.</p>
<p>Could the workshops be subdivided into smaller age groups, specifically 14 - 18 and 19 to 24, to better tailor the information?</p>	<p>Yes, at the Contractor and WorkSource DeKalb's discretion, the workshops may be sub-divided.</p>
<p>When is this application due?</p>	<p>The RFQ submission date is Friday, April 6, 2018, no later than 10 a.m.</p>
<p>Will the target audience demographic be grouped by ages, i.e., 14 - 16, 17 - 20, 21 - 24, or will the range be from 14-24 for each workshop?</p>	<p>The age demographic for the target audience is 14-24. At the Contractor and WorkSource DeKalb's discretion, the workshops may be sub-divided.</p>



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<p>Is there a defined limit to the total number of participants per workshop?</p>	<p>There is no defined limit to the total number of participants per workshop.</p> <p>The schedule and the number of attendees for the workshops will be determined by:</p> <ol style="list-style-type: none"> 1. Availability of the rooms at the facility 2. Available dates for the Contractor 3. Available dates for WorkSource DeKalb Staff 4. Available dates of the individuals being trained <p>WorkSource DeKalb Staff will work directly with the Contractor(s) to create a schedule.</p>
<p>If the participants require additional support, will the participants have access to other resources, beyond the workshop?</p>	<p>Yes, the participants will have access to additional support beyond the workshops.</p>
<p>Can the participants use their personal technology during the workshop?</p>	<p>Yes, at the participants' discretion, personal technology may be used.</p>
<p>Will the participants have access to a DeKalb County online computer during the workshop to access online tools?</p>	<p>WorkSource DeKalb cannot guarantee that access to County equipment will be available for use.</p> <p>Contractors are encouraged to provide their own technology.</p>



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<p>Will participants have access to online resources after the workshop to access and/or build their online profile?</p>	<p>WorkSource DeKalb cannot guarantee that access to County equipment will be available for use.</p> <p>Contractors are encouraged to provide their own technology.</p>
<p>Are you requesting that a second trainer be available in the event that the primary trainer is unavailable?</p>	<p>No, Contractors must provide at least two (2) trainers per workshop.</p>
<p>Are you requesting two (2) trainers be present at each workshop?</p>	<p>Yes, Contractors must provide at least two (2) trainers per workshop.</p>
<p>Is it the County’s preference that invoices be based on total number of participants per workshop?</p>	<p>Invoices must be submitted based upon the number of attendees.</p> <p>Contractors are expected to submit invoices on a weekly basis, beginning Friday, April 27, 2018.</p> <p>WorkSource DeKalb is solely responsible for participant referrals.</p>
<p>Can submitted invoices be an average per workshop instead of number of participants served per workshop?</p>	<p>Invoices must be submitted based upon the number of attendees.</p> <p>Contractors are expected to submit invoices on a weekly basis, beginning Friday, April 27, 2018.</p> <p>WorkSource DeKalb is solely responsible for participant referrals.</p>



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<p>Is there a narrative requirement for Scope of Service?</p>	<p>All RFQs should include a narrative exemplifying a description of the services provided. Contractors are expected to provide an advance copy of the training materials.</p>
<p>Is a there a narrative requirement for Attachment B – Quote Form?</p>	<p>All RFQs should include a narrative exemplifying a description of the services provided. Contractors are expected to provide an advance copy of the training materials.</p>
<p>How many classrooms are available and are these internet classrooms?</p>	<p>There are five (5) classrooms available with internet access. However; the schedule and the number of attendees for the workshops will be determined by:</p> <ol style="list-style-type: none"> 1. Availability of the rooms at the facility 2. Available dates for the Contractor 3. Available dates for WorkSource DeKalb Staff 4. Available dates of the individuals being trained <p>WorkSource DeKalb Staff will work directly with the Contractor(s) to create a schedule.</p>
<p>Will assurances and certification documentation be required for proposal submission?</p>	<p>All contractors will need to submit the necessary documents as required by the DeKalb County Purchasing & Contracting Department.</p>
<p>Will insurance documentation be required for proposal submission?</p>	<p>All contractors will need to submit the necessary documents as required by the DeKalb County Purchasing & Contracting Department.</p>



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Will the business license be required for proposal submission?	All contractors will need to submit the necessary documents as required by the DeKalb County Purchasing & Contracting Department.
Do we need to provide a cover letter?	A cover letter is not required; however, it is encouraged. Be sure to include tabs for each section of your RFQ submission.
Does Attachment B need to be submitted separately from the other RFQ content?	Attachment B does not need to be submitted separately from the other RFQ content.
Are there per hourly rates WorkSource DeKalb requires vendors to use in compliance with any federal, state, or county statute?	Contractors will be paid using the compensation explanation that is listed on the RQF.
How long will each class last?	At a minimum, Contractor should provide training for two (2) hours and not exceed three (3) hours per class.
What is the payment schedule for services?	The payment schedule is standard Net 30.



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<p>What is the records maintenance requirement for this contract?</p>	<p>The record maintenance required for this contract will include:</p> <ol style="list-style-type: none"> 1. Training Materials 2. Attendance Sheets 3. Pre Assessments 4. Post Assessments 5. Customer Satisfaction Surveys, etc. <p>Should additional information be required, WorkSource DeKalb will inform the Contractor in writing.</p>
<p>Is the contractor required to maintain & house participant files at the contractor's location?</p>	<p>The contractor is not required to maintain any participant files. All files will remain with WorkSource DeKalb.</p>
<p>Are all classes held at the GOV's site(s)?</p>	<p>All training sessions will be facilitated at WorkSource DeKalb, located at 774 Jordan Lane, Building 4, Decatur, Georgia 30033 and/or training site selected by WorkSource DeKalb.</p>
<p>Will this contract require a Fidelity Bond?</p>	<p>This contract will not require a Fidelity Bond.</p>



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<p>Will this contract require Liability Insurance?</p>	<p>The DeKalb County Risk Management and the DeKalb County Purchasing and Contracting Department require that Contractor provide supportive documentation for Liability Insurance.</p> <p>However, for this contract:</p> <ul style="list-style-type: none"> a) Contractors who are LLC or Corporations must provide a current copy of their Certificate of Insurance. b) Contractors who are Sole Proprietors must complete a criminal background check, should a current copy of their Certificate of Insurance not be available.
<p>Who is the contact for the RFQ</p>	<p>The contact for this RFQ is:</p> <p>Latanya Lowery llowery@dekalbcountyga.gov (404) 371-3038</p>