



**April 11, 2018**

**ADDENDEM 1 FOLLOW-UP TO INQUIRIES FOR REQUEST FOR PROPOSALS (RFP) NO. 18-500484**

**FOR**

**REQUEST FOR PROPOSALS  
CAREER AND TRAINING SERVICES  
ADULT AND/OR DISLOCATED WORKERS**

**CONTRACT PERIOD: JULY 1, 2018 THROUGH JUNE 30, 2020**

**Deadline for Receipt of Proposals: 3:00 P.M. ET, April 24, 2018**

*Note: All Budget/Cost information must be provided in a separate, sealed envelope. Do not include Budget/Cost information in the Proposal.*

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDER.

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### Arabic

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***1. The following questions are provided for proposers' information.***

***Question 1.*** Page 7 Introductions: With regard to the areas of need, Career & Training Services and Dislocated Workers, may the respondent apply for one area and not both?

Respondents may select one or both funding (Adult and/or Dislocated Worker); as well, as select one or all three services (Training, Work Based Learning, and/or Direct Placements).

***Question 2.*** Page 42 Number of copies: Please verify "(6 CDs?)" Are you asking for the proposal to be saved to CDs?

Respondents may provide one (1) original copy of the proposal and six (6) copies on a USB drive with the proposal in a PDF format.

***Question 3.*** Page 118 Certificate of Bond: Based on the schedule and total two year contract amount, the bond amount is 12% of 4,000,000?

The bond must be based on the sealed amount the Respondent determines for the submitted proposal. The amount must be in a sealed envelope, no exceptions.

***Question 4.*** On the website you have the pre-proposal conference Mandatory. According to the solicitation, which was sent to me by a client, the pre-proposal conference is Not-Mandatory. If a company did not attend the pre-proposal conference will they still be able to provide a response to the RFP?

The Pre- conference is not mandatory in order to submit the RFP.

**Question 5.** Does WSD still use GWS to register clients, conduct wage inquiries, etc.?

WSD does not currently use the Georgia Workforce System (GWS) to complete WIOA registrations for WIOA eligibility participants. The current state case management system is Georgia Work Ready Online Participant Portal (GWROPP). The system can be utilized by both the participants and the authorized used [www.workreadyga.org](http://www.workreadyga.org).

**Question 6.** Will the funded entity have access to the data management system in order to enroll its own clients, conduct wage inquiries, etc.?

Yes, the respondent(s) selected for this RFP will have access will have access to Georgia Workforce System (GWS) and not to Georgia Department of Labor (GDOL) system (GWS Wage Inquiry).

**Question 7.** Is this a sole source contract or will multiple agencies be selected? If so, how many agencies do you anticipate funding?

The RFP will be awarded based on the proposal to one or more vendors/contractors.

**Question 8.** Can dislocated worker participants be eligible if they were laid off within DeKalb County but does not reside in DeKalb County?

Yes, a Dislocated Worker must either be a resident of DeKalb County or laid off by a company located in DeKalb County.

**Question 9.** Can dislocated worker participants be eligible if they were not laid off within DeKalb County but reside in DeKalb County? Or should they be enrolled as an “adult”?

A Dislocated Worker is an individual who meets one of the five sets of criteria listed in the RFP. WSD does not allow for dual enrollment for participants in the Adult program.

**Question 10.** If the client changes jobs within one year, does the clock have to start over in the annual retention count?

If a participant changes jobs within one year, the clock does not start over as long as the customer retain the same equal or higher pay. Part of this RFP is a performance matrix. Please refer to this section regarding Q2 & Q4 measure (Retention).

Performance Target

<i>ADULT</i>	<i>Definition</i>	<i>Performance Goals</i>
<b>Employment Rate 2<sup>nd</sup> Qtr. After Exit</b>	% of participants in unsubsidized employment 2 <sup>nd</sup> quarter; employment measured 4-6 months after exit	76.0%
<b>Employment Rate 4<sup>th</sup> Qtr. After Exit</b>	% of participants in unsubsidized employment; employment 10-12 months measured after exit	77.0%
<b>Median Earnings 2<sup>nd</sup> Qtr. After Exit</b>	Median earnings of participants after entry into unsubsidized employment; 4-6 months after exit	\$6,500
<b>Credential Attainment within 4 Qtrs. After Exit</b>	% of participants who obtain a recognized credential, secondary diploma during participation, or industry recognized credential related to training	73.0%
<i>DISLOCATED WORKER</i>	<i>Definition</i>	<i>Performance Goals</i>
<b>Employment Rate 2<sup>nd</sup> Qtr. After Exit</b>	% of participants in unsubsidized employment	81.5%
<b>Employment Rate 4<sup>th</sup> Qtr. After Exit</b>	% of participants in unsubsidized employment	81.0%
<b>Median Earnings 2<sup>nd</sup> Qtr. After Exit</b>	Median earnings of participants after entry into unsubsidized employment	\$6,600
<b>Credential Attainment within 4 Qtrs. After Exit</b>	% of participants who obtain a recognized credential, secondary diploma during participation, or industry recognized credential related to training	76.0%

*Performance measures change each program year and are re-negotiated by the State with WSD. All updates regarding performance measures will be shared by WSD to the contractor.*

**Question 11.** What is the minimum number of clients that you hope a selected provider will serve for Option A? Option B? and Option C? for adult workers?

The minimum number of participants should be addressed in the respondent’s proposal based on your calculations or service delivery option(s) the respondent selects.

The overall purpose of the Adult and Dislocated Worker program is to provide viable pipelines to assist with the employment and training opportunities of eligible Adult and Dislocated Worker. This is completed through one of the three (3) following program designs:

**Program Overview (more than one option can be selected):**

	Program Name	Program Description	Goal
<b>OPTION A</b>	Work-Based Learning (OJT & WEX) and Direct Placement	Provide work based learning opportunities (i.e. Internships), host career fairs, and/or facilitate hiring events that lead to sustainable unsubsidized wages and permanent employment.  Additionally, provide relevant work readiness training and job development workshops.	Program participants are placed in unsubsidized full-time employment opportunities within the High Demand Industry Sectors, receiving a minimum of \$13 per hour, with a minimum of thirty-two (32) hours work week for twelve (12) months of initial program enrollment per contract term.
<b>OPTION B</b>	Individual Training Account (ITA) Occupational Certification Attainment – AND – Direct Placement	Provide occupational skills training within the High Demand Industry Sectors using the State of Georgia’s Eligible Training Provider List and/or an approved training provider list as per Federal, State, and Local Policy.  Reference Option A Program Description – Direct Placement	Program participants must complete occupational skills training, receive a national and/or state recognized credential, and (if applicable) pass all required exams associated with the certification within twelve (12) months of the initial program enrollment per contract term.  Reference Option A Program Goal – Direct Placement.
<b>OPTION C</b>	Direct Placement	Provide career planning assessments to determine appropriate career pathway. Reference Option A Program Description – Direct Placement	Reference Option A Program Goal – Career Placement.

**Question 12.** What is the minimum number of clients that you hope a selected provider will serve for Option A? Option B? and Option C? for dislocated workers?

The minimum number of participants should be addressed in the respondent's proposal based on your calculations or service delivery option(s) the respondent selects.

The overall purpose of the Adult and Dislocated Worker program is to provide viable pipelines to assist with the employment and training opportunities of eligible Adult and Dislocated Worker. This is completed through one of the three (3) program designs provided in this RFP see option chart in question#11.

**Question 13.** Can the selected provider have usage of the Mobile Coach to provide services in the community? If so, how frequently?

The mobile unit can be requested but used for outreach; however, the schedule is based on the priority of WSD outreach, Rapid Response, and WSD Business/Youth Services schedules.

**Question 14.** Can the selected provider have usage of the WSD facility to provide host job fairs or hiring events for the community? If so, how frequently?

The selected responded/ provider can have usage of the WSD facility to provide host job fairs or hiring events for the community. The frequency is based on the priority of WSD outreach, Rapid Response, and WSD Business/Youth Services schedules. The respondent/provider is encouraged.

**Question 15.** Do we have to ensure that clients have access, either by referral or through our direct services, to all of the services listed on the list of approved activities? (pages 11-12)

It is a good idea to ensure all participants have access to all available resources either by referral or through our direct services.

**Question 16.** Is there a current provider contracted to provide services to adults? Dislocated workers? If so, how many clients are they contracted to serve? What was their total award? Over what grant term period?

Work Source DeKalb has a current contact with a provider for Dislocated Worker services for \$591,418.00. The Dislocated Worker contact is schedule to conclude June 30, 2019. At this time WSD cannot disclose another vendor(s) performance.

**Question 17.** Does the sample contract for the prime grantee and the sample contract for subcontractors need to be signed and returned with the submission or is this for illustration only?

The sample DeKalb County contract is only a sample for illustration only. It is a sample of the contract that will be signed by WSD and the selected respondent(s) upon acceptance form the WSD Board and DeKalb County of Commissioners.



**Question 18.** Are questions due April 6 (as stated on cover and page 34) or on April 11 (as stated on page 49)?

All questions for the Career and Training Services Adults and/or Dislocated Workers are due on April 6<sup>th</sup> 2018. The responses for all questions received by the deadline will be posted on WSD website by April 11, 2018.

**Question 19.** When is the letter of intent to bid due? (The sample letter on page 114 has March 16, 2017 listed and refers to RFP # 17-500428; there is no other reference to a due date.) For Appendix N's responses, it states we may include up to seven additional pages; however, our audit alone is more than 25 pages. Please advise on how you would like us to approach these requested attachments versus the page limits.

Please disregard the reference to RFP#17-500428. No letter of intent to bid is required for RFP# 18-500484. All proposals for RFP#18-500484 is due on April 24<sup>th</sup> by 3:00PM. Not late submission will be accepted and no exceptions. A separate proposal is required for each funding stream selected (Adults and /or Dislocated Workers). Budget/Cost information must be provided in a separate, sealed envelope. No Budget/Cost information is to be included in the proposal.

The page limit is for the actual technical writing and not referring to any attachments. The Proposal Narrative should be no more than 20 pages. All supporting documentation including but not limited to: Attachments, budget documents (separate and sealed envelope), and letters of agreement do not count toward the page limit. Avoid extraneous narrative and advertising. The successful Respondent will demonstrate its ability to communicate relevant information to the WorkSource DeKalb (WSD)/WSDB for objective decision-making in a clear and concise manner.

**Question 20.** Do Appendices A-V count as "Required Certifications" wherein we can list the company name? (Page 42 states that only the cover page and required certifications can list the company name.)

Page 42 requests 1 original, 6 CDs, and 1 USB; page 48 requests 1 original technical, 1 original cost, 5 CDs, and 1 USB; page 66 requests 1 original, 5 hard copies, and 1 USB. Please confirm the number and format of submission for all originals and copies.

***All attached certifications included in this RFP must be completed and returned with your proposal.***

Please only submit one (1) original Proposal and six (6) USB in a PDF format by April 24, 2018 at 3:00pm to WorkSource DeKalb, 774 Jordan Lane Building #4, Decatur, Georgia 30033.



**Question 21.** Question 2.b.ii on page 44-45 requests “If having previously delivered WIOA services, or overseen delivery of WIOA contracts, discuss performance data for the most recent two program years available and include the most recent program monitoring report in an attachment. Cite the relevant page or reference number for the attachment in this narrative.” As a national provider with numerous WIOA contracts, may we provide a selection of comparable programs for this response?

Respondents may provide as many previous experience with WIA/WIOA and/or similar Employment and Training programs to demonstrate the organizations/companies ability to successfully determine eligibility, provide effective case management, career assessments, and follow up services the organizations/ companies determines necessary. The Proposal Narrative should be no more than 20 pages. All supporting documentation including but not limited to: Attachments, budget documents (separate and sealed envelope), and letters of agreement do not count toward the page limit.

**Question 22.** The items on the Required Documents Checklist (page 65) do not correspond with the items and the order listed in the Proposal Sufficiency Checklist (page 66). Is there a master checklist with the desired order/placement for *all* required documents and attachments?

All proposal should be in the order of the checklist on page 65 (Appendix C: Required Documents Checklist).

**Question 23.** Who is currently providing these services?

Work Source DeKalb has a current contact with a provider for Dislocated Worker services for \$591,418.00. The Dislocated Worker contact is schedule to conclude June 30, 2019. Currently all Adult services are being provide by WSD Staff.

**Question 24.** Please provide the historical performance for each funding stream.

Workforce Innovation and Opportunity Act of 2014 does not have any historical data, all previous performance has been calculated based on the Workforce Investment Act of 1998. The table below is the current performance for WorkSource DeKalb Adult and Dislocated Worker program.

**Adult Performance**

	Employment Q2			Employment Q4			Median Earnings			Credential Rate		
	Numerator	Denominator	Percent	Numerator	Denominator	Percent	Participants	Earnings	Median	Numerator	Denominator	Percent
All Locations	2,982	3,780	78.9%	2,900	3,804	76.2%	2,982	\$ 19,110,051	\$ 5,864	2,130	\$ 2,780	77%
Area 5	347	423	82.0%	309	423	73.0%	347	\$ 2,048,290	\$ 5,499	172	\$ 219	79%

**Dislocated Worker Performance**

	Employment Q2			Employment Q4			Median Earnings			Credential Rate		
	Numerator	Denominator	Percent	Numerator	Denominator	Percent	Participants	Earnings	Median	Numerator	Denominator	Percent
All Locations	921	1,121	82.2%	1,116	1,357	82.2%	921	\$ 8,377,239	\$ 7,750	870	\$ 1,111	78%
Area 5	65	90	72.2%	105	136	77.2%	65	\$ 642,651	\$ 8,185	90	\$ 107	84%

**Question 25.** Can you provide a list of bid conference attendees?

The following organizations attended the Pre-bid Conference at WorkSource DeKalb on March 30, 2018 at 10:30 AM at WorkSource DeKalb, 774 Jordan lane Building #4, Decatur, Georgia 30033:

Eventual Success, LLC., Jewish Family Career Services, Eckerd Connects/ Paxen, and Center for Pan Asian Community Services

**Question 26.** Will WSD consider awarding both program contracts to one contractor?

WorkSource Dekalb (WSD) will award contact(s) to one or more respondents based on proposal merit.

**Question 27.** Do we need to budget for rent, utilities, telecommunications, and equipment?

If yes, what is the average monthly cost for each of these items?

The budget should include cost associate with managing the program(s) selected by your organization WorkSource DeKalb cannot provide any direction on cost/budget proposal. Any inventory purchased with WIOA funds will be the property o USDOL and must be return to WSD at the conclusion of the contract.

**Question 28.** Will we provide services using an existing space?

If yes, please describe the square footage, if it is a shared space, accessibility, and access to transportation.

If no, will a site need to be identified within the proposal?

If we are sharing an existing space with WSD and/or other providers, what are the terms of the Resource Sharing Agreement (RSA)?

It is not the expectation, the respondent awarded this contract to co-locate with WorkSource DeKalb. The respondent should have a facility, sufficient space, and equipment to manage the program(s) selected from the options provided (Training, Work-based Learning, and/or Direct Placement).

**Question 29.** What is the current staffing pattern for each program?

WSD has 30+ full time staff to conduct WIOA services.

**Question 30.** What are the current pay ranges for program staff?

Current staff pay ranges for program staff are \$39,747 - \$61,607.

**Question 31.** Are supportive services funded in these programs, or are they managed separately?

Supportive services are services which are reasonable and necessary to enable a WIOA participant who cannot afford to pay for such services to participate in career and training activities funded under WIOA. The provision of supportive services must be determined on an individual basis. Limited supportive services may be provided to individuals receiving Basic Career Services; however, such individuals must be registered as a WIOA participant and are subject to performance outcomes.

Supportive services must be included should be included in vendors budget.

Follow-up career services are not a qualifying service for the receipt of supportive services; therefore, an adult/dislocated worker who is only receiving follow-up services may not receive supportive services. Supportive services also may not be used to extend the date of exit for performance accountability purposes. Supportive Services, like follow-up services, do not make an individual a participant or extend participation (TEGL 19-16). Youth follow-up services also may include the supportive services as stated in 20 CFR § 681.580.

All supportive services must have been approved and recorded in GWROPP by WSD prior to the participant receiving or obtaining the goods or services. Backdated requests for services **will not** be approved.

**Question 32.** What are the current monthly caseload numbers for each program?

Caseload numbers are constantly changing based on new participants assigned and number of participants exited for performance. On average, caseload sizes varies from 60-389 participants per advisor based on programs.

**Question 33.** Are OJT/WEX and training costs included in total funding, or are those funds managed separately?

OJT, WEX, and ITA cost are considered program cost and must be included in respondents' budget. The funds used for these services should be used in your cost/budget proposal. On average an ITA is \$7,000 (one year programs)-\$10,000 (max of two year program) per participant for a total maximum of \$10,000. Work-based learning cost per participant durations are determined by USDOL O\*Net codes. Therefore, the respondent would need to determine budget for these services (program cost).

**Question 34.** Can tables, charts, and graphs be included with a font smaller than 12-point?

Yes, as long as the information legible.

**Question 35.** Please provide the Career Training Service providers and the current caseload of participants to include Yearly New Enrollment Goal, Current Actual New Enrollment, Active Case Load and Follow-up Caseload? **Current providers are located at: [www.workreadyga.gov](http://www.workreadyga.gov).**

How many Carryover are expected going into the July 2018 program year?

All participants not employed by June 30, 2018 will carry over into PY18 effective July 1, 2018.

How many Follow-up are expected going into the July 2018 program year? This number is based on actual placements, at this time the 4<sup>th</sup> quarter exits has not been calculated.

However, all participants that have not completed Q4 retention and any new exiters will go into follow up services on July 1, 2018.

**Question 36.** What is the current performance for each of the Career Training Service Providers?

Is placement being counted if under the requested threshold of \$13/hr.?

Performance for all Adult and/Dislocated Worker vendors/ contractors are stated on page 22 & 23 of RFP# 18-500484. Any placement for Adult and / or Dislocated Worker participants under \$13/HR will not count in the performance of this RFP.

**Question 37.** Who manages the Comprehensive One-Stop Center in DeKalb County?  
WSD is the Comprehensive One-Stop Center in DeKalb County.

What partners are located within the center either FT or PT?

The partners schedule can access at:

<https://www.dekalbcountyga.gov/sites/default/files/user298/WorkSource%20DeKalb%20One%20Stop%20Partners%20Schedule.pdf>

**Question 38.** What is the schedule and locations of the Mobile Unit?

The WSD Mobile Career Resource Center is available to support workforce related needs in the DeKalb County area such as: responding to national/local emergencies, rapid response to major workforce reductions, job fairs and recruitment, business expositions, state workforce initiatives and workforce training.

Scheduling for the unit follows a priority of usage schedule and includes coordination with the driver's schedule, and routine maintenance schedules. Severe weather conditions will also be taken into consideration with regard to scheduling. The schedule and location of the Mobile Unit changes each month based on the need of the DeKalb County, Employer events, Rapid Response events, etc. A copy of the Mobile unit schedule is available on DeKalb County's website: [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov).

**Question 39.** How many clients have participated in Work Experience this program year?

WorkSource DeKalb expects to have at a minimum of 160 new Work Experience each year based on the number of employers and participants completing training for job in demand.

**Question 40.** How many clients have participated in OJT this program year?

WorkSource DeKalb has completed over 100 OJT participants with several companies in DeKalb County. The goal is to continue to market this service to employers to increase the number of hired and retained employees.

**Question 41.** Is there a cost share for space if utilizing the One-Stop location, if so how much?

Due to colocation of several required partners at WSD, the space is limited. However, WSD is open to discussion.

**Question 42.** The RFP references the Budget forms are available in an excel format, will the excel format be accessible on the website or does it need to be requested?

The Budget form will be made available on the WorkSource DeKalb's website: [www.worksourcedekalb.org](http://www.worksourcedekalb.org) effective April 12, 2018.

**Question 43.** Appendix A has a summary tab which includes both Year 1 and Year 2; however, are the subsequent pages to equal either years or just year 1?

In that the contract terms is two (20 years, a two (2) year budget should be submitted.

Does the Budget Narrative need to cover either year 1 & year 2 or just year 1?

**Question 44.** RFP page 42 – Number of Copies states that one (1) original paper copy, six (6) CDs with electronic versions/copies, and one (1) USB drive with an electronic copy of the proposal are required. RFP page 48 states that 1 original, 5 CDs, and 1 original cost proposal are required, while page 68, Appendix D states that 1 original, 5 hard copies, and a thumb drive are required.

How many paper copies, CDs, and USB versions are required in addition to the original paper copy? How many copies of the cost proposal are required?

Submit one (1) original copy of the proposal and all supporting documents and six (6) USB drives. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 18-500484 Career and Training Services for Adults and/ or Dislocated Workers" clearly identified on the outside of the envelope.

**Question 45.** Can you confirm the last date to submit questions? It says April 6 and in the RFP it says April 11th.

The last day for questions was April 6th. The responses to all questions will be posted on our website on April 11th. We do not accept any letter of intent for this RFP, all proposals must be submitted to WSD 774 Jordan Lane, Decatur, Georgia office by April 24th by 3:00pm, or the proposal will be disqualified.

2. It is the responsibility of each proposer to ensure that he is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Michelle Jones, WorkSource Manager, at 404.687.3400 before the proposals are due to confirm the number of addenda issued.
3. All other conditions remain in full force and effect.

*J Michelle Jones, M.B.A*

J Michelle Jones  
Workforce Development Manager  
WorkSource DeKalb

#### ACKNOWLEDGMENT

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

**The above Addendum is hereby acknowledged:**

\_\_\_\_\_  
**(NAME OF PROPOSER)**

\_\_\_\_\_  
**(Signature) (Title)**

*WorkSource DeKalb (WSD) is an EEO/M/F/D/V employer/program. Auxiliary aids/services are available upon request to individuals with Disabilities. Persons with hearing impairments may call 1-800-255-0135 or 711 (TTY) for assistance. WSD is fully funded by the U. S. Department of Labor and is a proud partner of the American Job Center Network.*