

**DECEMBER 18, 2023**

**TO:** All Responders under Request for Proposal (RFP) No. 23-500656

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

**ADDENDUM NO. 1**

Request for Proposal (RFP) No. 23-500656 for Staff Augmentation for Information Technology Services (Multi-Year), is hereby amended as follows:

- A. Due to the upcoming holiday season, there has been a 3<sup>rd</sup> and Final **MANDATORY** DeKalb First LSBE Meeting added. The additional meeting is **Wednesday January 10, 2024, at 10:00am; or 2:00pm est.**, via Zoom video and/or audio conferencing:

To attend the **10:00 A.M.** Mandatory Prime/LSBE Meeting via video conferencing, Join Zoom Meeting: <https://dekalbcountyga.zoom.us/j/157231430>

To attend the **2:00 P.M.** Mandatory Prime/LSBE Meeting via video conferencing, Join Zoom Meeting: <https://dekalbcountyga.zoom.us/j/308537243>

Potential Prime responders, while are not required to be LSBE certified, still must attend a mandatory LSBE meeting for information on how to obtain at least 20% participation with a certified LSBE firm, failure to achieve this mandatory benchmark or demonstrate good faith efforts may result in proposals being rejected and deemed non-responsive (as advertised in the RFP).

- B. The Deadline for Receipt of Proposals date has been **EXTENDED**. Proposals will now be due by **Wednesday January 31, 2024, at 3:00pm est.**
- C. The following questions were submitted and received pertaining to this RFP; the County's responses are as follows:

**Question 1.** Above the solicitation on the main website the following direction was provided, “Purchasing and Contracting is not responsible for distributing addenda to vendors that do not appear on the list of prospective bidders for projects. If you would like to appear on the list of prospective bidders, please contact the Administrative Division”.

- a. Are you able to add Pro-Impact Solutions, Inc to the list as a prospective bidder for current and future projects?
- b. Must all potential bidders be LSBE certified to bid on open opportunities?
- c. Is there an incumbent OR is this a new requirement? If there is an incumbent, can you please share the contract details?

**Responses:**

- a. **All solicitations are open to the public. Vendors are encouraged to register via iSupplier; however this is not a requirement to submit a response.**
- b. **No, DeKalb County wishes to provide maximum practicable opportunities for all valid businesses to participate in the performance of government contracts.**
- c. **Incumbent information must be requested, via an open records request (ORR) from our County website. Please revisit [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov) for further instructions on how to submit an ORR.**

**Question 2.** Could you please direct us where I can find all documents for this RFP?

**Response:** All details about the project can be found in the RFP document. Please visit our County website at [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov) to view and download the RFP document.

**Question 3.** Would appreciate if you can provide us the following details for the current contract, specifically, we kindly request the following information:

- a. The name of the incumbents vendor currently responsible for the project.
- b. The current budget allocated for the solicitation.
- c. Also, we would like to know the spend amount of last year released purchase order under this contract.

**Response:** The requested information can be provided upon submitting an open records request (ORR) from our County website. Please visit [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov) for further instructions on how to submit an ORR.

**Question 4.** I would appreciate your assistance on the following queries:

- a. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
- b. Can you please let us know the previous spending of this contract?
- c. Please confirm if we can get the proposals or pricing of the incumbent(s).
- d. Are there any pain points or issues with the current vendor(s)?
- e. Please confirm the anticipated number of awards.

**Response:** Please see the response to question# 3 above.

**Question 5.** We are MBE, and DBE certified with Maryland DOT (MDOT) are we eligible to participate in this proposal?

**Response:** DeKalb County wishes to provide maximum practicable opportunities for all valid businesses to participate in the performance of government contracts. Responder shall submit a copy of its current, valid business license with its proposal or upon award. If the responder is a Georgia corporation, responder shall submit a valid county or city business license. If the responder is not a Georgia corporation, responder shall submit a certificate of authority to transact business in the state of Georgia and a copy of its valid business license issued by its home jurisdiction (as advertised in the RFP).

**Question 6.** Do we need to state our intent to propose for this RFP? Or do we just join the calls and go from there?

**Response:** Stating your intent to respond to this RFP is not required, however your attendance and participation for all mandatory meetings associated with this solicitation are indeed required to remain responsive.

**Question 7.** What are the historical volumes of spending annually in the program? Are there any incumbent companies that currently provide these services to the agency? If yes, who are they?

**Responses:** Please see the response to question# 3 above.

**Question 8.** Please provide the names of the Incumbent vendors for this contract. Can you please provide incumbent bid tabulation and/or pricing contract?

**Response:** Please see the response to question# 3 above.

**Question 9.** How many active contractors are working on this contract currently?

**Response:** Please see the response to question# 3 above.

**Question 10.** Can you please provide a copy of the proposals for the incumbents from the current contract?

**Response:** Please see the response to question# 3 above.

**Question 11.** Will you award the contract to lowest responsive bidder?

**Response:** No. Please review the advertised RFP for details about the award.

**Question 12.** What are your payment terms?

**Response:** Net 30.

**Question 13.** Will the out of state vendors qualify to bid for the RFP?

**Response:** Please see the response to question# 5 above.

**Question 14.** Only GA local vendors can bid for this RFP?

**Response:** Please see the response to question# 5 above.

**Question 15.** If the out of state vendors are allowed to bid for the RFP, what are the qualifying requirements for them to submit a successful response?

**Response:** Please see the response to question# 5 above; as well as review the advertised RFP document for details on the requirements and submittal instructions.

**Question 16.** As per the RFP document I can see there are two dates and two timings provided for the mandatory DeKalb First LSBE Meeting. But I am not sure which timing is for which dates. Please confirm with me the meeting timings for today December 13th, 2023, and December 20th, 2023.

**Response:** The next meeting is scheduled for December 20, 2023, at 10am and 2pm. The zoom link is available on the P&C website

**Question 17.** Must all potential bidders be LSBE certified to bid on open opportunities?

**Response:** Potential Prime bidders are not required to be LSBE certified. Sub-contractors are required to be DeKalb County Government LSBE certified.

**Question 18.** It appears that partnering with a LSBE Certified or LSBE MSA certified by Dekalb county is preferred. May I request a list of companies that are certified as LSBE or LSBE MSA?

**Response:** The LSBE Certified Vendor list is available on the DeKalb County Government website. The list is located on the tool tab under Purchasing and Contracting.

**Question 19.** We are not certified LSBE-DeKalb or MSA, is this mandatory for the submission to fill Exhibit -A?

**Response:** Yes, it is mandatory to complete all documents/forms in Exhibit A, Schedule of DeKalb First Local Small Business Enterprise Participation Opportunity Tracking Form. Please be mindful, the Statement of Compliance, Page 39, must be signed and notarized.

**Question 20.** There is a Mandatory DeKalb First SLBE Meeting. It appears we’ve just missed the first call yesterday, but thankfully there will be another on the 20th. Which meeting would that one on the 20th be from the first page of the bid, the 10am or 2pm call?

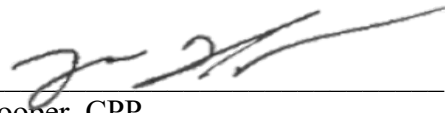
**Response:** It is mandatory to attend either the 10am or 2pm meeting on December 20, 2023. The same information is shared during those sessions.

**Question 21.** The RFP mentions the mandatory LSBE meeting to attend. If an out of state vendor attends this meeting on Dec 20th, 2023, as it is mentioned in the RFP, will they qualify to bid for the RFP?

**Response:** Yes. By mindful all vendors must be registered in DeKalb County Government I-Supplier.

It is the responsibility of each bidder to ensure all awareness of all addenda issued under this ITB. Please sign and return this addendum. You may email Jovan Hooper, Senior Procurement Agent at [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov) before the bids are due to confirm the number of addenda issued.

All other conditions remain in full force and effect.



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Jovan Hooper, CPP  
Senior Procurement Agent  
Department of Purchasing and Contracting

**ACKNOWLEDGMENT**

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

The above Addendum is hereby acknowledged:

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(NAME OF RESPONDER)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)