

DECEMBER 28, 2023

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

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

ADDENDUM NO. 2

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

A. The following questions were submitted and received pertaining to this RFP; the County's responses are as follows:

Question 1. Please let us know if we need to submit resumes for the positions mentioned on page#7 of the RFP document. If yes, please mention if these contractors will be working onsite or remotely?"

Response: Yes, when the County request consultants, resumes must be submitted. Work will be performed onsite and/ or remotely as project schedules dictate.

When the County requests consultants, vendor should submit resumes that include the following: brief description of each candidate's experience as it relates to the requested position, proposed bill rate according to the hourly rates submitted in RFP, availability to interview and availability to start. Vendor should also verify work history, education, and certifications to ensure accuracy; the onsite requirement is communicated at the time of request and varies based on the project.

Question 2. Is this a new initiative?

Response: No, this is not a new initiative.

Question 3. What is the new budget per year for this bid?

Response: Our budget varies and depends upon projects and funding approved by our Board of Commissioners (BOC).

Question 4. Do you require Resumes of candidates attached to the bid submission? If yes, do we need to submit actual resumes for selected candidates or sample resume?

Response: No, detailed resumes of team members and subcontractors who will be directly working on the project, will need to be attached to RFP submission. If awarded, resumes for candidates must be provided when candidates are requested by the County.

Question 5. How many roles do you anticipate to recruit for yearly during this contract? Can you please share the minimum estimated hours per week for all job positions?

Response: Roles will vary and is dependent upon projects and funding approved by our Board of Commissioners (BOC).

Question 6. What is the interview process like when accepting resumes?

Response: From selection of resumes provided, the County will conduct one (1) or two (2) rounds of interviews and select candidate that best fits position.

Question 7. How many interviews happen prior to offer? How long does it take from submitted a resume to interview to offer?

Responses: County will conduct one (1) or two (2) rounds of interviews and select candidate that best fits position. The process usually takes two weeks.

Question 8. How will the job requests be shared among multiple awarded contractors?

Response: If multiple awards, all awarded contractors will be notified.

Question 9. What are your most commonly requested positions? What are the skills focused on for the recruiting?

Response: Please see response to question# 5 above.

Question 10. Are vendors required to bid on all positions/categories?

Response: While the submission of consultants for all line items from each of the specified categories is not mandatory, it should be noted that preference will be extended to firms proposing expertise across all line items, from multiple categories. Leaving any line items blank may result in point reduction(s) from the cost criteria.

Question 11. Please provide the list of all the certifications/Licensure which is necessary to attach in the proposal.

Response: No certifications or licensures are required to be attached.

Question 12. What are any challenges or pain points with the present contract vendors?

Response: None.

Question 13. How many active contractors are working on this contract currently? Do you intend to move these contractors to new vendors, if the incumbents are not awarded again?

Response: As advertised in the RFP, we have approximately twenty (20) consultants currently and yes, we intend to move consultants to the new vendor if incumbent is not awarded again.

Question 14. How many vendors do you intend to award?

Response: As advertised in the RFP, the intent is to make an all-award, however, the County reserves the right to make one (1) award for all three (3) categories or multiple awards; whatever is deemed in the best interest of the County.

Question 15. What is the turnaround time to fill the requested positions?

Response: Turnaround time is usually two (2) weeks.

Question 16. Are the roles you are looking to fill able to work remotely/onsite/hybrid?

Response: Work can be performed remotely/onsite/hybrid. It depends on the project and needs.

Question 17. What is the tentative start date of this engagement?

Response: Start date and timeline depends upon the project, award and approval from our Board of Commissioners (BOC).

Question 18. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skills?

Response: The County will notify the vendor when a candidate is needed.

Question 19. What is the duration of the contract?

Response: This is a 5-Year Multi-Year Contract.

Question 20. Is there a local vendor preference on this bid?

Response: No.

Question 21. What is the estimated/ forecasted approved new budget for this project?

Response: Our budget varies and depends upon projects and funding approved by our Board of Commissioners (BOC).

Question 22. Can you please explain where you can get Attachment J?

Response: Attachment J are exceptions to the advertised sample County Contract, submitted by the responder, if no contract exceptions are submitted, Attachment J does not apply and can be disregarded.

Question 23. On page 18 of this RFP, under the heading “Federal Work Authorization Program Contractor and Subcontractor Evidence of Compliance,” you said, “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.” We already have a business license to work in Georgia. Can you tell if the license is okay, or do we need to register in any other place?

Response: Please review the Scope of Work in the advertised RFP on work authorization expectations, as well as the sample County Contract (attachment F) concerning contractor, subcontractor & sub-subcontractor evidence of compliance & federal work authorizations; including the mandatory Responder Affidavit (attachment G), which all must be completed and submitted with proposal.

Question 24. What are the primary business drivers for issuing this RFP?

Response: The primary business drivers for issuing this RFP revolve around the strategic use of staff augmentation to meet specific project needs, enhance expertise, control costs, and maintain flexibility in resource management.

Question 25. Can we please have details regarding the IT/System landscape at the DeKalb County Government, that would be relevant to this project?

Response: Our IT landscape is strategically aligned as an Oracle and Microsoft shop, underpinned by a cloud-first strategy, ensuring that our technological infrastructure leverages the strengths of Oracle and Microsoft technologies while prioritizing cloud-based solutions for scalability and agility.

Question 26. Can you please share the current support team structure for IT support at DeKalb County Government?

Response: The County's IT support operates under a centralized model, delivering technology support and services for the entire county.

Question 27. Can the vendor bid on one of the service areas or is it mandatory to bid on all?

Response: Please see the response to question# 10 above.

Question 28. Do we need to submit details/resumes regarding identified resources or representative resumes are good?

Response: As advertised in the RRP, responder must submit detailed resumes for the personnel, such as team members and subcontractors who will be directly working on the project; resumes for candidates do not need to be attached to RFP submission.

Resumes for candidates should only be provided when the County requests a consultant. When the County requests consultants, the contractor should submit resumes that include the following: Brief description of each candidate's experience as it relates to the requested position, proposed bill rate, availability to interview and availability to start.

Question 29. Do you need a complete resume or summary only?

Response: Please see the response to question# 28 above.

Question 30. Will the candidates be required to come onsite or remote is an option?

Response: Please see the response to question# 16 above.

Question 31. Is this a new RFP or are there any incumbents?

Response: RFP is new, the project is not. Incumbent information must be requested, via an open records request (ORR) from our County website. Please revisit www.dekalbcountyga.gov for further instructions on how to submit an ORR.

Question 32. If there are incumbents, can we have the names and if possible, a copy of their past contract with DeKalb County Government?

Response: Please see the response to question# 31 above.

Question 33. What is the average term of staffing placement for each position/Title?

Response: It can vary, depending on the project.

Question 34. What is the tentative start date for each position?

Response: Please see the response to question# 17 above.

Question 35. What is the notice period that the DeKalb County Government will offer to fill a position?

Response: Responders will be allowed five (5) working days to present resumes of proposed individuals from the time of the request by the County. The individuals selected must be available to begin work within fifteen working days from the date selected by the County.

Question 36. Can the DeKalb County Government provide Microsoft Word copy or fillable PDF forms?

Response: If referring to Word or fillable PDF forms of the advertised RFP; no, the County cannot provide this.

Question 37. Is there a budget limit for this project?

Response: Please see response to question# 21 above.

Question 38. Are there any major projects planned in coming years that vendors should be aware of?

Response: Planned projects vary and are subject to funding and approval by our Board of Commissioners (BOC).

Question 39. Technical approach (III.B.3a, III.B.4a) – you request details of the procedures, methods and organizational approach that we will use – is this for the management of the Staff Augmentation contract or it for our general project management capabilities, or both?

Response: It is for the management of the Staff Augmentation contract. As advertised in the RFP, Responder must describe the procedures and methods used to manage the project. This includes describing in detail, your proposed process for recruiting, screening, validating, and qualifying candidates in a timely manner.

Question 40. Incumbent consultants (II.B.3) – can you provide details of these consultants. Who employs them today? What are they doing? At what rates are they currently being charged to DeKalb?

Response: Please see response to question# 31 above.

Question 41. Cost proposal form (Attachment A) – if we are providing different rates for different years, how should we reflect this on the form? You mention a possible 3% annual rate increase, where should we discuss our approach to this?

Response: As advertised in the RFP, Responders shall not alter the Cost Proposal, please see the cost proposal’s notes to the Responder at the end of the cost proposal form.

After completing the cost proposal, you may include projected or estimated rate increases on a separate sheet and submit with your cost proposal, however, please be reminded that all rate increases must be consistent with and relative to rate changes originating with and compelled by market trends, and documented proof must be presented. The County may, at its sole discretion, approve or disapprove the requested increases, in whole or in part.

Question 42. Right to hire (II.A.12) – will Dekalb agree to add a “at the consent of the individual consultant” to this requirement?

Response: Yes.

Question 43. Is there a timeline for the contract award date?

Response: Please see response to question# 17 above.

Question 44. If a new contractor is selected, will there be a training and transition prior?

Response: Yes

Question 45. Will you provide the workspace for all the onsite contractors?

Response: Yes, on-site consultants will be provided a computer, workspace, access to a telephone for business purposes, and necessary work supplies.

Question 46. Will there be a combination for remote and onsite work for certain position?

Response: Please see the response to question# 16

Question 47. Do you have an estimate of the number of IT resources you will need?

Response: The number of IT resources will vary and is dependent upon projects and funding approved by our BOC.

Question 48. I believe Mr. Sims stated on the call that 50% of the onsite workforce must be hired from DeKalb County WorkSource Development. Is this correct?

Response: The First Source Ordinance is a public regulation which requires contractors and beneficiaries of eligible DeKalb County projects to make a good faith effort to hire fifty (50) percent of all jobs created or maintained as a direct or indirect result of public funding. Although not required, it is encouraged to make a good faith effort to fill fifty (50) percent of the jobs created by the eligible project with individuals from the first source registry within one hundred twenty (120) days of executing any agreement with the county.

Question 49. Just for clarification, there is a 50% mandatory participation from WorkSource Development and 20% participation from LSBE's which leaves only 30% participation from the prime? Is this current? Please clarify.

Response: Please re-review the solicitation in its entirety to ensure a complete understanding of all requirements. In doing so, you will notice different rules and regulations for each separate Ordinance outlined in the solicitation; The DeKalb First LSBE Ordinance, Pages 18, 33 - 41 and the First Source Jobs Ordinance, Pages 21, 60-72. Please be sure to access our DeKalb County Purchasing and Contracting website for current information/requirements.

Question 50. Since we don't know how many employees you need from this RFP. Can you please explain how we can answer the questions from Attachment H (with Exhibits 1 – 4) & Attachment I?

Response: The "Good Faith Effort" stipulation in the Ordinance will have been addressed once contractors confirm staffing needs. A good faith effort to hire DeKalb County residents for at least 50% of jobs created using the First Source Registry (candidate database) is satisfied within one hundred twenty (120) days of contract execution. Contractors with staffing needs must communicate with WorkSource DeKalb (WSD) Business Specialist to post the positions and secure candidates in order to satisfy this stipulation within one hundred twenty (120) days of contract execution. If there are no staffing needs, then the requirement has been successfully satisfied. Exhibits 1-3 are pre-award documents that will need to be completed (if applicable) and submitted with proposal. If not applicable, then Exhibits 1 and 2 document questions are to be completed with current information and submitted with proposal. Exhibit 4 is a post-award document. The awardee should be prepared to complete this form upon WSD request.

Question 51. Is there a way to partner as a sub-contractor with larger vendors?

Response: It is the responder's responsibility to determine what and how sub-contracting partnerships are established, if applicable.

Question 52. Can RHA please confirm once again that "Potential Prime bidders are not required to be LSBE certified."

Response: Potential responders are not required to possess a LSBE certification.

Question 53. Is it mandatory to use the LSBE subcontractors for Prime contractors?

Response: A prime contractor must meet the required LSBE benchmark of 20%, unless it can demonstrate that good faith efforts yielded no qualified LSBEs and document those good faith efforts in writing. It is the responder's responsibility to determine what sub-contracting partnerships are established, if applicable. Please re-review the solicitation in its entirety to ensure a complete understanding of the DeKalb First LSBE Ordinance requirements.

Question 54. We are seeking your assistance in identifying available LSBE Certified vendors whom Responder can subcontract once we are awarded. Could your team provide a list of Certified LSBE-DeKalb and Certified LSBE-MSA, whom we can contact and identify most relevant firms meeting solicitation 23-500656 requirements.

Response: Please utilize the following link to access our current LSBE directory (including a full listing of all certified LSBE vendors with filter options available): <https://lsbecertification.info/pages/Directory/SearchPublic.jsp>

Question 55. What is the work location?

Response: Please see the response to question# 16 above.

Question 56. What is the initial term of the contract and what are the renewal options?

Response: Please see the response to question# 19 above.

Question 57. How vendors will be awarded this contract?

Response: Please see the response to question# 14 above.

Question 58. Can we select the most relevant LBSE certified vendors from lsbecertification.info directory page on the website or do we need to get assistance from DeKalb First Program of Purchasing and Contracting department.

Response: It will be the responder’s responsibility to determine what and how sub-contracting partnerships are established if applicable, thus individually identifying the appropriate resources and methods required for compliance. Please be sure to access our DeKalb County Purchasing and Contracting website for current information/requirements.

Question 59. Is subcontracting a mandatory requirement for this contract? If yes, can we replace a subcontractor after an award?

Response: It is the responder’s responsibility to determine if sub-contracting partnerships are established. After a contract award has been issued, all contractual changes must be communicated and approved.

Question 60. Please confirm that the LSBE forms to be included with the proposal are as follows:

- a. ATTACHMENT D SUBCONTRACTOR REFERENCE AND RELEASE FORM
- b. EXHIBIT A SCHEDULE OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION OPPORTUNITY TRACKING FOR
- c. EXHIBIT B LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

Response: As advertised in the RFP document, the required documentation and full LSBE packet specific to the LSBE Ordinance can be found on pages 33-41 of the solicitation (Attachment E: Exhibits A and B). Please utilize the Required Documents checklist for all required documentation to be submitted with proposal; found on page 4.

It is the responsibility of each responder to ensure all awareness of all addenda issued under this RFP. Please sign and return this addendum. You may email Jovan Hooper, Senior Procurement Agent at jhooper@dekalbcountyga.gov before the proposals are due to confirm the number of addenda issued.

All other conditions remain in full force and effect.



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

ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF RESPONDER)

(Signature)

(Title)