

JANUARY 18, 2024

TO: All Responders under Request for Proposal (RFP) No. 23-500656
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 4

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.** Are you currently in need of immediate project support, or are you in the process of assembling a list of preferred vendors for projects that haven't been identified yet?
- If there are existing projects, could you provide more details on the scope of some of these projects?
 - If not, do you have an estimate of when new projects might be identified? And the type of resources that would be needed.

Response: The purpose of this RFP for Professional Services - Staff Augmentation is to address the County's ongoing needs. Our objective is to establish partnerships with one or more vendors capable of providing contract resources to augment the existing workforce within the Innovation & Technology Department. The planned projects vary and are contingent upon funding and approval by our Board of Commissioners.

- Question 2.** Work Requirements - Item 12 - In the past, how frequently have consultants been converted into full-time employees?
- Does the county have any plans to convert consultants into full-time staff in the near future?
 - Additionally, what would be the contractual impact if an assigned consultant does not wish to convert to a full-time employee position? If a consultant is converted, is the expectation that another resource will be assigned to backfill their role, or will the firm lose the position entirely?

Response: 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.

- It depends upon project needs and budget.
- The County will not convert anyone who does not wish to be a full-time employee with the County. The backfill will depend on project needs and funding available.

Question 3. Is there an initiative to convert contractors to full time in the immediate future? Do you have a threshold or cap for number of contractors compared to FTEs at this time?

Response: **It depends upon project needs and budget.**

Question 4. Do you have a PMO. If so, what methodology do you implore. If not, are you looking to have the consultant/vendors support setting up the vendors.

Response: **Yes. The Methodology/Approach varies based on the project.**

Question 5. Work Requirements - Page 6 - #4 - After hours work paid at straight time or time and a half?

Response: **Overtime is an exception, and not permitted unless approved in advance and is necessary to meet business/project needs. The consultant will be paid according to Georgia Labor law.**

Question 6. Continuity - Page 7 - #4 Is there a specific process for the provision of feedback for assigned consultants? Is there a form or is done in person/meeting?

Response: **Yes. Suppliers/Vendors can work closely with the assigned manager to solicit feedback for consultants via form.**

Question 7. Pg 4 of the RFP states, 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. If multiple, please confirm the anticipated number of awards.

Response: **Depends upon projects and funding approved by our Board of Commissioners (BOC).**

Question 8. Currently how many resources make up the Innovation & Technology Department and what is the overall structure?

Response: **The County has an overall Project governance and PMO division that is responsible for overseeing all County projects.**

Question 9. What is the governance structure over IT projects? Project Management Office (PMO) Standards

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

Question 10. Is there already a defined project schedule/roadmap for 2024-2025? If so, can you share the project roadmap and/or resource plan for the planned projects? Was this determined by the Innovation & Technology Department or an outside firm?

Response: **Planned projects vary and are subject to funding and approval by our Board of Commissioners**

Question 11. When projects are completed, what determines success?

Response: **Project success is measured against several key criteria. The delivered product or service should meet or exceed stakeholder expectations in the following areas: Project Objectives, Scope Management, Schedule Adherence, Cost Management, Quality of Deliverables, Stakeholder Satisfaction, Risk Management, Communication, Resource Management, Integration Management, Procurement Management and Closure. Success criteria may vary depending on the project.**

Question 12. Is the County looking for the awarded firm(s) to provide PM Leadership to manage all PM and IT analyst work provided by the firm in addition to managing internal County resources and/or third-party vendor resources?

Response: **No.**

Question 13. Will the awarded firm(s) be required to incorporate the use of Waterfall, Agile, or hybrid methodologies? If yes, what software/tools are utilized?

Response: **Yes. The Methodology/Approach varies based on the project. Various software/tools are utilized and are provided by the County.**

Question 14. Does the County use an Agile/Scrum tool for their execution of Agile methodologies including Daily Standup Meetings, Issue Remediation, and Activities?

Response: **The Methodology/Approach varies based on the project.**

Question 15. Does Dekalb County provide licenses to the winning firm(s) for any project/resource management tools or will the winning firm be required to provide?

Response: **Yes. The County will provide licenses for project/resource management tools that are required.**

Question 16. Does the County have a standard methodology and tools that the PM would follow or is the expectation that the PM firm will provide a methodology and tools for the PM to leverage in the management of the projects?

Response: Yes.

Question 17. Is the expectation that all assigned managers and/or leads will be full time or project-based working only the hours required for the project(s) being managed?

Response: Yes.

Question 18. Will awarded firms work directly with Hiring Managers or will all placements go through the Procurement/Innovation & Technology department?

Response: No. All placements go through the Innovation & Technology department.

Question 19. Pg 6 # 2: In the event the County requests removal and/or replacement of any consultant(s). How many days does the Responder have to submit a resume(s) for replacement and acceptance?

Response: Responders will be allowed five (5) working days to present resumes of proposed individuals from the time of the request by the County.

Question 20. Under work requirements it is mentioned that Consultants will work a combination of on-site or off-site in a manner that will provide maximum responsiveness to DeKalb County's requirements. Please clarify.

Response: Based on project and business need, consultants may work remotely, onsite, or hybrid.

Question 21. On page 5-6, the RFP states that on-site consultants will be provided with a computer. Workspace, access to a telephone for business purposes, and necessary work supplies will also be provided. The consultant is responsible for providing all necessary equipment for off-site work.

Response: The County will provide equipment for consultants.

Question 22. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance? What are the specifications for the hardware. How will they access County System while off site.

Response: Depending on the project and needs, work may be performed remotely/onsite/hybrid. To integrate seamlessly into the County’s environment and workflows and perform effectively, remote consultants should have the following:

- Reliable computer with sufficient processing power and memory.
- Stable, high-speed internet connection with backup is preferable.
- Ability to connect to platforms like Zoom and Microsoft Teams with audio and video. The County will provide equipment for consultants. Consultants will utilize the County's VPN.

Question 23. Pg 6 of the RFP mentions that the County, at any time, shall have the option (but not the obligation) to convert consultant to full-time employee positions with no fee. The County will provide 30 days’ notice to Responder. In the event a consultant is offered the opportunity to convert from a consultant to FTE are there repercussions if the request to convert is declined?

Response: The County will not convert anyone who does not wish to be a full-time employee with the County.

Question 24. Based on the intent to move the current consultants to the new vendor, if there are multiple vendors selected how will the (20) incumbents be distributed?

Response: The County will determine the best approach at that time if multiple vendors are selected.

Question 25. Does the Dekalb County accept remote resources to work on this engagement?

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

Question 26. Does the Dekalb County accept offshore resources to work on this engagement?

Response: No.

Question 27. Does the Dekalb County prefer on-site resources to execute this engagement?

Response: Please see the response to question# 25 above.

Question 28. Could the Dekalb County please confirm if vendors can include actual or sample resumes?

Response: You may submit resumes for the personnel who will be managing the engagement with the County. Resumes for candidates do not need to be attached to bid submission. Resumes for candidates should only be provided when the County requests a consultant. When the County requests consultants, Responders 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. Could Dekalb County kindly provide information regarding the anticipated form in which task orders will be released, specifying whether it will be through email, portal, or any other designated method?

Response: Resources will be requested via email.

Question 30. Which individuals within the Dekalb County will be responsible for decision-making roles in relation to this contract?

Response: Innovation & Technology (IT) leadership will be responsible for decision-making roles for this contract. For decisions about which vendor(s) to award, Purchasing and Contracting will also be involved.

Question 31. Could Dekalb County please clarify if the estimated budget covers the entire contract period, including any potential renewal years?

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

Question 32. Where is the IT Department Headquarters? Please provide the location (s) that the consultants will report to when working onsite.

Response: The Innovation & Technology (IT) office is located at 3630 Camp Circle, Decatur, GA 30032

Question 33. Will this program be run by a Staffing Managed Services Provider (MSP)?

Response: No.

Question 34. How will job requests be shared/released with the awarded vendors? Are you using a VMS? Will the positions come directly from IT Hiring Managers? Please explain.

Response: Resources will be requested via email and will come directly from IT.

Question 35. Will the County accept H1B or Visa sponsored employees? If yes, is that for all positions?

Response: Various work statuses are acceptable for this role. The acceptability is subject to compliance with U.S. employment legal requirements.

Question 36. Does the County have metrics in place to measure Service Provider performance over the course of the contract?

Response: Yes.

Question 37. Historically, which positions have been the hardest to find contractors to fill? Please explain why.

Response: This has not been an issue.

Question 38. Please outline the specific background and drug screening requirements - What are the requirements for local, state and federal? Will Dekalb county carry out the background investigations?

Response: A Local, State, and Federal criminal background check, to include identity, education and work experience confirmation is required for all consultants. A global background check is required for individuals with an international background. Vendors are responsible for performing background checks for all consultants after selection and before starting work at the County.

Question 39. Does Dekalb county intend to utilize both onshore and offshore contract resources?

Response: No, the County does not intend to use offshore resources.

Question 40. “Fidelity Bond coverage shall be provided. Coverage limits shall not be less than amount scheduled in the contract.” Is this a mandatory requirement? How are we to agree to this contract term without knowing the full contract amount? Please advise.

Response: As stated in the advertised RFP, Fidelity Bond coverage shall be provided, however any documents watermarked “SAMPLE” are not required to be submitted at this time. The awarded vendor will be notified about full contract amount at the time of award.

Question 41. The contract is for a 5-year period. The Cost Proposal form (page 29) indicates that DeKalb may accept rate increases up to 3%. How often can the awarded Prime Contractor request a rate increase?

Response: As needed, during the life of the contract. However, please see Notes to the Responder at the end of the cost proposal form for details on submitting price increases to the County.

Question 42. Does the RFP response need to include projected rate increases or are rate increases requested based on market conditions?

Response: As advertised in the RFP, Responders shall not alter the Cost Proposal, please see Notes to the Responder at the end of the cost proposal form on projected rate increases and what should be considered when preparing your cost proposal form.

Question 43. To be responsive, is it mandatory to provide the computer, telephone, and necessary equipment? Please confirm.

Response: The County will provide equipment for consultants.

Question 44. Could you please confirm, computer, telephone, and necessary equipment are required for consulting services or staff augmentation services?

Response: Please see the response to question# 42 above.

Question 45. As per our understanding this is not purely an IT staffing solicitation. Please confirm, This Solicitation is for IT staffing services or IT project-based services.

Response: This RFP is for Professional Services - Staff Augmentation within the Innovation & Technology (IT) Department on a contractual basis.

Question 46. We are an IT staffing agency with experience in service temporary as well as permanent staffing personnels as required by the agencies. Do we qualify to submit proposal to this solicitation?

Response: As stated in previous addenda, DeKalb County wishes to provide maximum practicable opportunities for all valid businesses to participate in the performance of government contracts. Please re-review the advertised RFP for qualification requirements, as well as the criteria for evaluation.

Question 47. To be responsive, is it mandatory to maintain a permanent place of business in where services are required?

Response: No.

Question 48. To be responsive, is it mandatory to have a local business office within particular regions where services are required?

Response: No. However, please see the advertised RFP, Section K. Business License for details and expectations.

Question 49. Can we provide large commercial references? Please confirm.

Response: Yes, if you are referring to Private Sector experience. As long as references are for projects similar in size and scope relevant to this RFP.

Question 50. Are rates expected to be inclusive, or is there a possibility to differentiate between local and non-local resources?

Response: Yes. You must provide a single rate - not different rates for local and non-local resources.

Question 51. Can you provide clarification on whether DeKalb has the authority to hire our employees as outlined in the agreement? Are there any exceptions to this provision?

Response: Section II. SCOPE OF WORK, #12 states "The County, at any time, shall have the option (but not the obligation) to convert consultant to full-time employee positions with no fee. The County will provide thirty (30) days' notice to Responder." However, the County does not wish to convert anyone who is not interested in becoming a full-time employee of DeKalb County.

Question 52. In the event of employee hiring, is there a proposed fee structure that we should be aware of?

Response: There is no fee involved should the County decide to exercise their option to convert consultant(s) to full-time employee position(s).

Question 53. Are you looking for resumes for the 32 positions listed in RFP?

Response: No. You may submit resumes for the personnel who will be managing the engagement with the County. Resumes for candidates do not need to be attached to bid submission.

Question 54. How many candidates for each position are required?

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

Question 55. Will each week of services be a standard 40-hour week, or is this expected to be clarified in each specific request?

Response: Yes.

Question 56. What is the guaranteed amount that the Responder will be eligible to receive should the County convert the consultant near the top of the engagement? Is this solely on an hours-worked basis?

Response: There is no fee involved should the County decide to exercise their option to convert consultant(s) to full-time employee position(s). Yes, this is solely on an hours-worked basis.

Question 57. Of the current 20 staff augmentation, how many are you seeking/desiring to retain? Further, what is the max number of staff augmentation consultants the County is seeking to have at any one given time?

Response: The goal is to transition all consultants to the new vendor(s) should the incumbent not be selected again. The number of consultants depends upon projects and funding approved by our Board of Commissioners (BOC).

Question 58. For each Staff Augmentation Category’s chart, the Standard role advises of 5 – 10 years’ experience. If a candidate has less than five years’ experience, are they automatically deemed ineligible and unqualified, or could/should the Responder make a case for the candidate’s submission?

Response: As advertised in the RFP, responders must stay within the guidelines provided in the Cost Proposal.

Question 59. Statements 3 and 4 seem to contradict one another. Can statement 3 be omitted, and just consider statement 4 as all encompassing?

Response: No, responder must provide single rates; not ranges on the Cost Proposal Form. As stated in previous addenda and 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.

Question 60. Please advise if the RFP is a cost-containment initiative or if you want us to provide the market rates for the listed job roles.

Response: This is not a cost-containment initiative.

Question 61. Will there be potential for adjustments to the fixed bill rate over the next five years? Are you willing to consider a 3% to 5% increase in the quoted bill rates after 3 years based on the market situation, or is the proposed bill rate fixed for the next 5 years?

Response: Yes, 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 62. Will there be any changes in the job responsibilities of the contractors in the next 5 years, and if yes, can we request a rate revision at that time?

Response: Yes, 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 63. As per the Work Requirements (Point number 5. - Consultant may be required to travel to various County locations for meetings.) Please advise if the travel cost will be reimbursed by DeKalb County or if the consultant has to bear the cost.

Response: Travel expenses will not be reimbursed for in-person meetings at County facilities.

Question 64. Is there an MSP to manage the program and is there a VMS. Please advise if there is any VMS fee charged, and if Yes, what percentage?

Response: No.

Question 65. In case we find a candidate that doesn't reside in the job location, will you cover relocation expenses?

Response: No. The County will not cover relocation expenses for consultants.

Question 66. Is an employment check etc, to be done prior to submission of resumes?

Response: To ensure accuracy, vendors are responsible for verifying work history, education, and certifications prior to submitting candidate(s) to the County.

Question 67. Can supplier/vendor get in touch with Hiring managers for job clarifications and questions?

Response: Suppliers/Vendors are not allowed to contact hiring managers for job clarifications and questions during the RFP. If selected, you will be able to work very closely with the hiring manager to ensure you have all details to assist with selecting candidates who align well with the requirements.

Question 68. Should the supplier/Vendor have a single point of contact to communicate with the Client for the day-to-day management?

Response: If selected, Suppliers/Vendors can collaborate closely with the hiring manager to gather essential details, ensuring a thorough understanding that facilitates the selection of candidates who align well with the requirements.

Question 69. What background checks are required for these roles?

Response: A Local, State, and Federal criminal background check, to include identity, education and work experience confirmation is required for all consultants. A global background check is required for individuals with an international background.

Question 70. What background check provider do you utilize?

Response: Vendors are responsible for performing background checks for all consultants after selection and before starting work at the County.

Question 71. Are there any technical testing requirements? If so, what are they?

Response: Vendors are required to prescreen the candidates and evaluate the candidates for applicable technical competencies prior to submitting them to the County.

Question 72. How will requests for resources be released to us? E.g., through a VMS or email?

Response: Resources will be requested via email.

Question 73. How frequent are invoices to be submitted?

Response: The County and Supplier can agree on invoice submission timelines.

Question 74. Are the prime vendors or the subcontractor or LSBE vendors intended to provide direct oversight to contract resources (I.e. day to day management and supervision), OR define and manage outcomes/deliverables OR are is Dekalb County Leadership intending to provide direction to the contractor/consultants day to day and collaborate with the supplier/vendor to ensure successful performance, while the supplier has “HR Management” responsibilities (I.e hiring, termination, onboarding and off boarding) but may collaborate with the hiring mgrs with Dekalb County to quality checks/quality assurance or coaching and mentoring to contractors/consultants.

Response: No. Vendors and contract resources will work closely with the assigned Manager, who will provide work direction and oversight. The supplier will maintain all HR responsibilities and tasks and collaborate with assigned manager if needed.

Question 75. Please provide a list of the Oracle EBS and Oracle Fusion Cloud modules where functional and technical support is expected as part of future Purchase Orders on this contract?

Response: 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 76. Which middleware is used for integration purpose?

Response: It varies by application and product.

Question 77. "As per last 2 years trend, what is the estimated efforts (estimated total hours) on following tracks on yearly basis for development/enhancement/Change request purpose.

- Oracle EBS HRMS
- Oracle EBS Finance
- Oracle Fusion HCM
- Oracle Fusion Financials
- Integrations
- BI/Reporting
- Database administration
- Business Analyst
- Change Management"

Response: Please see the response to question# 74 above.

Question 78. "As per last 2 years trend, what is the estimated efforts (estimated total hours) on following tracks on yearly basis for support purpose

- Oracle EBS HRMS
- Oracle EBS Finance
- Oracle Fusion HCM
- Oracle Fusion Financials
- Integrations
- BI/Reporting
- Database administration
- Business Analyst
- Change Management"

Response: Please see the response to question# 74 above.

Question 79. Would allocated resources also have a role in building new integration services, in addition to application support and maintenance?

Response: Depends upon the project and need.

Question 80. Please confirm if this assumption is correct: All Oracle based interfaces are on OCI and OIC will be leveraged as integration layer?

Response: No, this assumption is not correct.

Question 81. The role for "Oracle EBS Architect/Designer" covers a wide scope including EBS, Technical, Java etc..... Would the county consider adding an integration consultant to the list of resources needed if integration work is in scope.

Response: No. The County cannot revise the RFP at this time.

Question 82. What Oracle on-prem EBS version is used today?

Response: We are currently on Oracle E-Business Suite 12.1.3

Question 83. What is the product stack used in DeKalb county for data warehousing, reporting and visualization ?

Response: Depends upon the application, project and need.

Question 84. We assume the major responsibility of the BI Developer/Analyst is design and development of reports. Please confirm if ETL/data ingestion skills are also required.

Response: Please see the response to question# 82 above.

Question 85. "Is there a requirement of BI Architect role in the county? Typically design and architecture, data modeling and participation in enterprise initiatives are taken up by the BI architect."

Response: The roles that are available for Professional Services - Staff Augmentation are outlined in Section II of the RFP.

Question 86. What is the product stack used in Dekalb country for financial budgeting and forecasting? What are the different modules implemented or cloud implementation roadmap, if any? Please confirm if EPM planning and budgeting skills are also required, as we did not see a role specified for EPM planning and budgeting in the RFP.

Response: We are using Oracle PBCS for financial budgeting and forecasting. We have purposely omitted this role. You can submit an open records request (ORR) from our County website to obtain information about implemented modules and our cloud implementation roadmap. Please revisit www.dekalbcountyga.gov for further instructions on how to submit an ORR.

Question 87. Can the vendor submit separate rates for onsite versus offsite resources? If not, what would be the reimbursement policy for travel for resources outside of the county who will be required to attend in person meetings when needed.

Response: No. You must provide a single rate - not different rates for onsite versus offsite resources. The County will not reimburse for travel for in person meetings.

Question 88. What file type does the County prefer for the technical proposal document submitted within the flash drive? (e.g., Word or PDF).

Response: PDF format.

Question 89. Can the County elaborate on what they would like in Project Management (Section III Proposal Format, Technical Proposal 4)?

Response: Section III in the RFP outlines all of the information required for submittal. For Project Management we are looking for Respondents to "outline your proposed approach to organizing and managing the project."

Question 90. Vendor proposes adding definition of Services and Deliverables in this section. "Any Services/Work provided by Vendor and specific deliverables to be created and provided to County as part of the Services ("Deliverables") will be mutually agreed and set forth in individual Statements of Work."

Response: No. There is no work performed by the vendor. This is a Staff Augmentation contract. There will be no individual Statements of Work.

Question 91. Are firms allowed to use commercial experience in section 6 Organization Qualifications?

Response: Yes, if you are referring to Private Sector experience. As long as the details submitted for this section is similar to size and scope related to this RFP.

Question 92. Sample Contract - Page 44 - Section H - The contractor shall be responsible from the execution date or from the time of the beginning of the work. Potential Exception - We cannot be responsible for damages until work begins. If we are not working we cannot cause damage correct?

Response: No. The Indemnification Agreement section from the ‘execution date’, meaning when the contract has been fully executed and the work can begin. You are more than welcome to submit any exceptions to the contract with your proposal, exceptions will be routed to our County Law and/or Risk Management departments for review. Please note however, that if no consensus can be made by all parties involved, the Responder risk being deemed non-responsive, and proposal will no longer be considered.

Question 93. On page 19 of the RFP, it is mentioned that (1) technical proposal stamped “Original” and (6) Flash Drives containing identical copies are to be submitted. In addition, (1) cost proposal stamped “Original” and (6) Flash Drives containing identical copies are to be submitted. Please confirm the “Originals” are unbound single sided documents and the (6) Flash drives accompany the original for both the technical proposal and cost proposal both in separate sealed envelopes or boxes.

Response: No. As advertised in the RFP, the technical proposal (printout) should be stamped “Original” and six (6) flash drives containing identical copies. The cost proposal (printout) must be removed from the proposal and submitted in a separate sealed envelope, DO NOT include any costs of any kind in the technical proposal, or flash drives.

Question 94. On page 16 of the RFP, 1. The cost proposal must be submitted in a separate, sealed envelope. 2. The sealed envelope containing the cost proposal is requested to be included in the sealed package containing the technical proposal. Please clarify.

Response: Cost proposal must be removed from the proposal and submitted in a separate sealed envelope, with NO mention of cost rates in the proposal. The cost proposal may be submitted at the same time as the technical proposal, just as long as it has been removed from your technical proposal and in its own separate sealed envelope.

Question 95. Should firms only submit two separate sealed envelopes, one containing (1) original unbound single sided cost proposal with (6) identical Flash drives and the second containing (1) original unbound single technical proposal with (6) identical Flash drives?

Response: No. Firms must submit one (1) original unbound single sided technical proposal, along with six (6) flash drives each containing an identical copy of that technical proposal; and one (1) original cost proposal. The cost proposal does not need flash drives, in fact, DO NOT include any costs of any kind in the technical proposal, or flash drives.

Question 96. On page 46 of the RFP, it is mentioned in the sample contract that fidelity bond coverage will be provided. Please clarify the expectation and responsibility of the contractor in this case.

Response: As advertised in the RFP, “Prior to commencing work, Contractor shall, at its sole expense, procure and maintain insurance of the types and in the amounts described below from insurer(s) authorized to transact business in the state where the work or operations will be performed by Contractor.” This includes Fidelity Bond coverage.

Question 97. Are attachments B,C,D,E labeled **sample** required to be submitted with the RFP ?

Response: Unless there are redlined exceptions to the sample County contract that you wish to submit with your technical proposal, No; any documents watermarked “SAMPLE” are not required to be submitted.

Question 98. Could Dekalb county please provide clarification regarding the specific type of seal that vendors are required to provide in the Cost Proposal Form section?

Response: There is no specific type of seal that is required, please see the response to question# 4 above, as well as the advertised RFP about how to submit your cost proposal.

Question 99. In Section E. Acknowledgment of Addenda , could Dekalb County please clarify how vendors have to do the Acknowledgment of Addenda? Do vendors need to include signed copies of the addenda in the response, or is it sufficient to acknowledge receipt without submitting physical copies?

Response: Please submit all signed Addenda Acknowledgement Forms with your technical proposal.

Question 100. Could Dekalb County please provide clarification regarding the preferred method for vendors to acknowledge addenda? Specifically, should the acknowledgment be made solely on the acknowledgment page or should the entire document be attached to the response?

Response: Please submit all signed Addenda Acknowledgement Forms with your technical proposal.

Question 101. "Could Dekalb County please provide guidance on where to find the complete information for APPENDIX I THE COUNTY'S REQUEST FOR PROPOSALS (RFP) NO. 23-500656?"

Response: This is watermarked "SAMPLE", therefore, it is part of the sample County contract and is not required to be submitted with your technical proposal; unless there are redlined exceptions to be submitted to the County.

Question 102. Could the Dekalb County please provide guidance on where to find the complete information for APPENDIX II CONTRACTOR'S RESPONSE TO THE COUNTY'S FOR PROPOSALS (RFP) NO. 23-500656?

Response: This is watermarked "SAMPLE", therefore, it is part of the sample County contract and is not required to be submitted with your technical proposal; unless there are redlined exceptions to be submitted to the County.

Question 103. Are electronic signatures allowed?

Response: Yes.

Question 104. Is the certificate of Insurance required with the response?

Response: No. However, if recommended for award, the certificate of Insurance will be required prior to the execution of the contract.

Question 105. In case firms are submitting confidential information in the response, is it required to provide a redacted version?

Response: No.

Question 106. Could the Dekalb County kindly clarify the exact number of attached files needed for the response?

Response: Please re-review the advertised RFP and utilize the “Required Documents Checklist” to ensure exact number of files needed.

Question 107. Could the Dekalb County kindly provide clarification regarding the accurate attachment for the Standard County Contract, specifically confirming whether it is Attachment F or Attachment J?

Response: Attachment F is the sample County contract for your review; Attachment J is for the responder to title if there are any exceptions to the sample County contract that your firm wishes to submit with your technical proposal.

Question 108. Could the Dekalb County please provide clarification regarding whether the cost proposal must be enclosed in a separate envelope or included within the same envelope as the technical proposal?

Response: Cost proposal must be removed from the proposal and submitted in a separate sealed envelope, with NO mention of cost rates in the proposal. The cost proposal may be submitted at the same time as the technical proposal, just as long as it has been removed from your technical proposal and in its own separate sealed envelope.

Question 109. Could the Dekalb County please clarify the specific location where vendors can find Exhibits 1-4?

Response: Exhibits 1-4 are the DeKalb First Source Jobs documents.

Question 110. Is it mandatory to provide the section D. FIRST SOURCE ACKNOWLEDGEMENT FORM alongside the proposal response or is it a post award requirement?

Response: Yes. As advertised in the RFP, “Required Documents Checklist” section, it is mandatory to complete these forms, stating your intent to use DeKalb WorkSource and submit with technical proposal.

Question 111. Is it mandatory to provide the section E. NEW EMPLOYEE TRACKING FORM alongside the proposal response or is it a post award requirement?

Response: Yes. As advertised in the RFP, “Required Documents Checklist” section, it is mandatory to complete these forms, stating your intent to use DeKalb WorkSource and submit with technical proposal.

Question 112. Is it mandatory to provide the section F. BUSINESS SERVICE REQUEST FORM alongside the proposal response or is it a post award requirement?

Response: Yes. As advertised in the RFP, “Required Documents Checklist” section, it is mandatory to complete these forms, stating your intent to use DeKalb WorkSource and submit with technical proposal.

Question 113. Is it mandatory to provide the section G. EMPLOYMENT ROSTER alongside the proposal response or is it a post award requirement?

Response: Yes. As advertised in the RFP, “Required Documents Checklist” section, it is mandatory to complete these forms, stating your intent to use DeKalb WorkSource and submit with technical proposal.

Question 114. Could the Dekalb County please clarify if vendors are required to provide a printed technical proposal, or if submitting the technical proposal within the flash drives is sufficient?

Response: As advertised in the RFP, the technical proposal (printout) should be stamped “Original” and six (6) flash drives containing identical copies. The cost proposal (printout) must be removed from the proposal and submitted in a separate sealed envelope, DO NOT include any costs of any kind in the technical proposal, or flash drives.

Question 115. Could the Dekalb County please clarify if vendors have to provide a printed technical proposal and cost proposal within the same envelope?

Response: As advertised in the RFP, the technical proposal (printout) should be stamped “Original” and six (6) flash drives containing identical copies. The cost proposal (printout) must be removed from the proposal and submitted in a separate sealed envelope, DO NOT include any costs of any kind in the technical proposal, or flash drives.

Question 116. Could you please clarify whether all the required Form Attachments should be incorporated within the Technical Response Proposal Document or if a separate proposal copy is necessary?

Response: As advertised in the RFP, please utilize the “Required Documents Checklist” for all required form attachments to submit with your technical proposal.

Question 117. To ensure compliance, could you confirm the specific attachments that must accompany the proposal?

Response: As advertised in the RFP, please utilize the “Required Documents Checklist” for all required form attachments to submit with your technical proposal.

Question 118. Would DeKalb County be open to additional alternative price proposals for this RFP?

Response: No. 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 119. In regards to the Georgia Open Records Act, certain items within our proposal would be proprietary and competition sensitive. Are we able to provide an additional redacted copy or identify areas which are proprietary and competition sensitive and not subject to open records?

Response: As advertised in the RFP, according to the Georgia Open Records Act, all information submitted in response to this solicitation are to be a public record that will be disclosed upon request.

Question 120. Can you please provide a template for Attachment J or do we provide and label as such for proposed modifications?

Response: Attachment J is for the responder to title if there are any exceptions to that sample County contract that your firm wishes to submit with your technical proposal.

Question 121. Can you please provide Exhibits 1-3 referenced in Q+A Addendum 2 Question 50?

Response: As advertised in the RFP, “Required Documents Checklist” section, it is mandatory to complete these forms, stating your intent to use DeKalb WorkSource and submit with technical proposal.

Question 122. The response to question #28 appears to contradict itself. The part of the sentence before the semicolon says yes and the part after the semicolon says no. “As advertised in the RFP, responder must submit detailed resumes for the personnel, such as team members and subcontractors who will be directly working on the project; the resumes for candidates do not need to be attached to RFP submission.” Do resumes for the roles the responder is including in their cost proposal need to be included in the RFP response.

Response: As advertised in the RFP, detailed resumes of team members and subcontractors who will be directly working on the project, will need to be attached to RFP submission. Candidates’ resumes ONLY apply to the awarded contractor and must be provided when candidates are requested by the County.

Question 123. On page 17, #5C, says “Provide detailed resumes of team members and subcontractors who will be directly working on the project.” If we don’t know what project that DeKalb is specifically needing consulting resources for how can we provide resumes? OR do we need to provide a resume for every resource at every experience level we include in the cost proposal?

Response: As advertised in the RFP, detailed resumes of team members and subcontractors who will be directly working on the project, will need to be attached to RFP submission. Candidates’ resumes ONLY apply to the awarded contractor and must be provided when candidates are requested by the County.

Question 124. Will the financial statement provided in response to the RFP be shared if a Freedom of Information Act request is filed for the winning bidder’s RFP response?

Response: Yes. As advertised in the RFP, DeKalb County considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act.

Question 125. Can we provide commercial references?

Response: As advertised in the RFP, “the responder shall provide references for similar scopes and size, specifically relating to the scope of work of this project.” Failure to submit the correct references may result in point reduction(s) from the References criteria.

Question 126. Is it mandatory to provide government references? Please confirm.

Response: As advertised in the RFP, “the responder shall provide references for similar scopes and size, specifically relating to the scope of work of this project.” Failure to submit the correct references may result in point reduction(s) from the References criteria.

Question 127. Can you provide the list of documents which we need to get notarized?

Response: With the exception of the watermarked sample County contract, all forms and documents that requires a Notary Public seal.

Question 128. Can you provide a doc without Sample Watermark for Attachment B (Page 55), Attachment C (Page 56) and Attachment D (Page 57) if we need to get them notarized while submitting the proposal?

Response: It is not required to notarize any documents with the ‘SAMPLE’ watermark.

Question 129. On the Georgia Procurement Registry website the end date says January 24th, 2024 at 3:00 pm EST, while on the Active ITBs and RFPs page on the DeKalb County, GA webpage says the due date is Wednesday, January 31st at 3:00 pm EST. Can you please confirm which of these two dates is the official due date?

Response: Please review the advertised in Addendum# 1 posted on our County website for the Deadline for Receipt of Proposals.

Question 130. Must bid respondents fill out the forms from the original document or can we create our own document to answer all questions, as long as it is clear which question goes with which answer and the answers are clear and concise?

Response: Responders must use the original documents to fill out all required forms.

Question 131. Are pages 69-72 of the RFP mandatory to fill out with our proposal response, starting with the page titled First Source Acknowledgement Form and ending with the page titled Employment Roster?

Response: Yes. Please see the “Required Documents Checklist” in the advertised RFP.

Question 132. Can LSBEs work as a subcontractor to more than one prime contractor? There appears to be only 2 profiles that show up when using the keywords “Staff” or “Staffing” that are certified LSBEs in the state of Georgia. One of the firms is LSBE-DeKalb and one is LSBE-MSA.

Response: Yes.

Question 133. What is the approximate planned timeframe to hear back on next steps after submitting the RFP response?

Response: The timeframe is undetermined at this time.

Question 134. Could the Dekalb County please provide guidance on the proper protocol for marking specific segments of responses as confidential?

Response: As advertised in the RFP, DeKalb County considers all information submitted in response to this RFP to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act.

Question 135. The RFP requires that we attach our business licenses but doesn't identify where to include them. Where should these be included?

Response: Responder shall provide anywhere within submittal, a copy of its current, valid business license with its proposal or upon award.

Question 136. The RFP mentions an attachment J for exceptions but doesn't provide any form. Is the intent for the responder to create their own attachment for inclusion?

Response: Yes.

Question 137. Will an official attendee list from the Mandatory (Prime) DeKalb First LSBE meetings be published for this project? If not, can this be provided or requested?

Response: Yes. Mandatory Prime/LSBE Meeting Attendance Sheets are posted on the DeKalb County Website.

Question 138. Pg 35 #4 states that the List the LSBE-DeKalb or MSA subcontractors and/or firms (including suppliers) to be utilized in of this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of the County?

Response: DeKalb First LSBE Ordinance, Sec. 2-209. Contract Performance Compliance. (b) The prime contractor cannot make changes to the notarized Schedule of LSBE Participation or substitute subcontractors named in the notarized Schedule of LSBE Participation without the prior written consent of the LSBE Review Panel. Unauthorized changes or substitutions shall be a violation of this section, and may constitute grounds for rejection of a qualified sealed solicitation or cause termination of the contract for breach. In such instances, DeKalb County may withhold payment and/or impose other sanctions. Written consent for changes shall not be unreasonably withheld from the prime contractor.

Question 139. LSBEs utilized as subcontractors may lack three comparable client references due to their size. Will the county accept one reference for subcontracting LSBEs suffice instead of the full three?

Response: As advertised in the RFP, each subcontractor must provide at least three (3) references and shall be for the same or similar types of services to be performed (including LSBE-DeKalb and LSBE-MSA firms) on projects similar in size and scope to the project outlined in this RFP.

Question 140. It is mentioned that references are required for subcontractors proposed 'as part of the project team.' To ensure we understand correctly, could you please clarify if this requirement pertains to all subcontractors we plan to partner with, or does it specifically refer to those filling key supporting roles, such as account managers and financial team members, under the contract?

Response: This requirement pertains to all subcontractors the responder plans to partner with, whether they are LSBE firms or not. As advertised in the RFP, use Attachment D, Subcontractor Reference and Release Form for each subcontractor; make additional copies as needed.

Question 141. Upon award, are prime contractors permitted to add subcontractors and/or firms (including suppliers) regardless of LSBE status? If so, what process to do so?

Response: DeKalb First LSBE Ordinance, Sec. 2-209. Contract Performance Compliance (e) If a prime contractor plans to hire a subcontractor on any scope of work that was not previously disclosed in the notarized Schedule of LSBE Participation the prime contractor shall inform the existing LSBE(s) of the new scope of work and if the LSBE(s) accepts the offer of work, the percent of work shall flow to the LSBE subcontractor in the same manner as outlined in the original contract. If the existing LSBE subcontractor declines the work, the prime contractor shall obtain the approval of the LSBE Review Panel to modify the notarized Schedule of LSBE Participation and must make good faith efforts to ensure that LSBEs have a fair opportunity to bid on the new scope of work.

Question 142. Could the Dekalb County please provide clarification whether 2 different prime vendors are permitted to propose the same subcontractor in their respective responses?

Response: This is permitted, as a proposal does not guarantee an award.

Question 143. In section Exhibit A. Schedule of Dekalb first local small business enterprise participation opportunity tracking form. Part 1. My firm, as the prime bidder/proposer on this unit of work, is a certified (check all that apply). Could the Dekalb County please provide clarification if it is intended to be completed by the subcontractor or the prime vendor?

Response: Prime Proposer/Vendor

Question 144. In section Exhibit A. CONT'D Dekalb County Checklist for Good Faith Efforts. Could the Dekalb County please provide clarification if it is intended to be completed by the subcontractor or the prime vendor?

Response: Prime Proposer/Vendor

Question 145. Could the Dekalb County please provide clarification if Exhibit A. CONT'D Dekalb County Checklist for Good Faith Efforts is considered part of the Good Faith Effort?

Response: Yes

Question 146. Could the Dekalb please clarify whether vendors are required to complete the Good Faith Effort form even if they have a LSBE subcontractor?

Response: DeKalb First LSBE Ordinance, Sec. 2-204, (a) To qualify for incentives under the DeKalb First ordinance, a prime contractor shall be a certified LSBE or submit written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a LSBE(s) unless the prime contractor can demonstrate sufficient good faith efforts as set forth in this article.

Question 147. Could the Dekalb County please provide clarification regarding the eligibility criteria for the Local Small Business Enterprise Participation (10 points) in the evaluation? Specifically, do vendors need to be LSBE themselves, or can prime vendors receive the 10 points if vendors utilize a subcontractor that is an LSBE?

Response: The preference points identified are assigned based on the Certification Designation of the LSBE Subcontractor. To receive 10 preference points, the prime proposer must include a LSBE Sub-contractor certified within DeKalb County (“LSBE-DeKalb”). Prime Contractor(s) deemed responsible and remains responsive to a Request for Proposal (RFP) because they are either a certified LSBE-DeKalb or LSBE-MSA firm or has obtained 20% participation of an LSBE-DeKalb or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder.

Question 148. Could the Dekalb County please provide clarification on whether vendors are required to include the First Source Acknowledgement Form (Section D) in their response or if it should be sent separately to WSDBusiness@dekalbcountyga.gov before the submission of the response?

Response: Please be sure to follow the instructions stated on each form and throughout the solicitation. Please also reference the Required Documents Checklist found on page 4 of the solicitation.

Question 149. For the Subcontractor Reference and Release Form, is a “wet” signature required or will a photocopied/scanned version suffice?

Response: Either will suffice.

Question 150. As there are limited number of qualified LSBE’s in the IT Staff Augmentation space, can an LSBE be a subcontractor on multiple proposals for this RFP?

Response: Yes, as a proposal does not guarantee an award.

Question 151. If the company responding to the RFP as the Prime Contractor is also an LSBE, can the Prime Contractor include itself as it’s own LSBE or does it need to have a separate LSBE that it apportioned a part of the award out to?

Response: To qualify for incentives under the DeKalb First ordinance, a prime contractor shall be a certified LSBE or submit written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a LSBE(s) unless the prime contractor can demonstrate sufficient good faith efforts as set forth in this article. (Section 2-204) For further information and criteria, please visit our County website to view the DeKalb First LSBE Ordinance.

Question 152. Can an LSBE vendor be listed as the LSBE vendor for more than one Prime contractor who is responding to the RFP?

Response: Yes, as a proposal does not guarantee an award.

Question 153. If the Prime Contractor is awarded a contract, can they utilize the services of different LSBE's that later become certified after the award?

Response: DeKalb First LSBE Ordinance, Sec. 2-209. Contract Performance Compliance (e) If a prime contractor plans to hire a subcontractor on any scope of work that was not previously disclosed in the notarized Schedule of LSBE Participation the prime contractor shall inform the existing LSBE(s) of the new scope of work and if the LSBE(s) accepts the offer of work, the percent of work shall flow to the LSBE subcontractor in the same manner as outlined in the original contract. If the existing LSBE subcontractor declines the work, the prime contractor shall obtain the approval of the LSBE Review Panel to modify the notarized Schedule of LSBE Participation and must make good faith efforts to ensure that LSBEs have a fair opportunity to bid on the new scope of work.

Question 154. Is the Prime Contractor required to use any and/or all of the LSBE's that are included in their response?

Response: Upon award, yes. When subcontracting, every prime contractor must independently evaluate each LSBE and confirm qualifications, and previous practical, demonstrable experience in the area in which the LSBE intends to perform services and references prior to including the LSBE in a qualified sealed solicitation. Information obtained by the County in this regard may be provided to the prime contractor by the Director upon request, but each prime contractor understands that it must investigate, and independently verify an LSBE's qualifications and ability to perform the service or work at issue.

Question 155. We are a self-registered small business in the State of Georgia, Do we qualify as a LSBE? If not, what would be the process for the same?

Response: Please visit our County website to view the LSBE Certification Criteria for details.

Question 156. We are NMSDC certified MBE firm. Are we qualified to bid on this RFP? Please confirm.

Response: As stated in previous addenda, DeKalb County wishes to provide maximum practicable opportunities for all valid businesses to participate in the performance of government contracts. Please re-review the advertised RFP for business license requirements, as well as the criteria for evaluation

Question 157. If we subcontracting with LSBE firms, do we suffice the LSBE requirement and eligible to get 10 points in evaluation criteria as mentioned in this RFP? Please confirm.

Response: The preference points identified are assigned based on the Certification Designation of the LSBE Subcontractor. To receive 10 preference points, the prime proposer must include a LSBE Sub-contractor certified within DeKalb County (“LSBE-DeKalb”). For further information and criteria, re-review the advertised RFP.

Question 158. If we subcontract with LSBE firms, is it mandatory to provide subcontractor’s client references? Please confirm.

Response: The Required Documents Checklist found on page 4 of the solicitation will identify all attachments which must be completed and returned with your proposal. Please be sure to include all documentation as specified. Also note that each form could include separate instructions, in which we ask that you read carefully and follow precisely.

Question 159. We are planning to partner with LSBE Firms as part of the LSBE participation goal of 20%. Should we provide Attachment D, the Subcontractor Reference and Release Form for our LSBE-DeKalb and LSBE-MSA subcontractors with whom we are partnering. Please Explain

Response: The Required Documents Checklist found on page 4 of the solicitation will identify all attachments which must be completed and returned with your proposal. Please be sure to provide all documentation as specified. Also note that each form could include separate instructions, in which we ask that you read carefully and follow precisely.

Question 160. Is completion of the Checklist for Good Faith Efforts form required of Dekalb LSBE bidders who will Prime the contract and perform at least 20% of the work?

Response: To qualify for incentives under the DeKalb First ordinance, a prime contractor shall be a certified LSBE or submit written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a LSBE(s) unless the prime contractor can demonstrate sufficient good faith efforts as set forth in this article. (Section 2-204, 2-206) For further information and criteria, please reference the DeKalb First LSBE Ordinance.

Question 161. Can LSBEs work as a subcontractor to more than one prime contractor? There appears to be only 2 profiles that show up when using the keywords “Staff” or “Staffing” that are certified LSBEs in the state of Georgia. One of the firms is LSBE-DeKalb and one is LSBE-MSA.

Response: Yes.

Question 162. Is it mandatory to work with a certified LSBE company? If we are not certified as an LSBE company ourselves? Or would good faith efforts be enough, but as a result we will be awarded less points?

Response: To qualify for incentives under the DeKalb First ordinance, a prime contractor shall be a certified LSBE or submit written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a LSBE(s) unless the prime contractor can demonstrate sufficient good faith efforts as set forth in Section 2-204. When the LSBE participation benchmark cannot be met, the Prime Contractor must demonstrate sufficient good faith efforts in accordance with the requirements of the Ordinance, in which 2 preference points shall be granted. For further information/criteria, please re-review the advertised RFP.

Question 163. Could you please confirm whether participation is exclusive to Certified Local Small Business Enterprises (LSBEs), or if entities not holding LSBE certification are also eligible to submit proposals?

Response: As stated in previous addenda, DeKalb County wishes to provide maximum practicable opportunities for all valid businesses to participate in the performance of government contracts. Please re-review the advertised RFP for requirements, as well as the criteria for evaluation.

Question 164. Additionally, if participation is open to non-certified entities, I would appreciate clarification on whether it is compulsory to subcontract with Certified LSBEs.

Response: Prime Contractor(s) deemed responsible and remains responsive to a RFP because they are either a certified LSBE-DeKalb or LSBE-MSA firm or has obtained 20% participation of an LSBE-DeKalb or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder.

Question 165. Regarding LSBE and 20%:- Given that this is a staff augmentation engagement and positions are unknown and can change over the life of the contract based upon the IT Department's needs, how do we, as vendors, handle the 20% requirement? Or is it just an average of 20% over the life of the contract?

Response: To qualify for incentives under the DeKalb First ordinance, a prime contractor shall be a certified LSBE or submit written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a LSBE(s) unless the prime contractor can demonstrate sufficient good faith efforts as set forth in the advertised RFP. For further information and criteria, please re-review the advertised RFP.

Question 166. Could the Dekalb County kindly provide a list of all exhibits associated with Attachment H and their names?

Response: **D. First Source Jobs Ordinance Acknowledgement**
E. New Employee Tracking Form
F. Business Service Request Form
G. Employment Roster

Question 167. With respect to Attachment I, how do we quantify the “number we anticipating hiring” without knowing staffing plan or anticipated usage?

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 168. We need clarification and followup response on Q#50. Exhibits 1-4 are mentioned in the question and response, however, Attachment H in the RFP details do not show Exhibits 1-4. Where do bidders find these? Please advise.

Response: Please see the response to question# 165 above.

Question 169. Exhibit B- Sub Agreement: This is a Staff Augmentation Contract, and the materials/services are not known as of the time of bid, so how would Dekalb County like to see the vendor complete Exhibit B and the sub agreement if awarded a contract? It is our understanding that this contract is for providing resources at an hourly rate, and work will be performed at the direction of Dekalb County’s IT Department.

Response: The LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR PROVIDING MATERIALS OR SERVICES form (Exhibit B) is a required document and is applicable when a prime vendor partners with a LSBE Sub-contractor. If required, please be sure to complete Exhibit B by following the 2 steps outlined at the top of the form.

Question 170. In Section D. FIRST SOURCE ACKNOWLEDGEMENT FORM, subsection: "Please answer the following questions 1. How many job openings do you anticipate filling related to this contract? 2. How many incumbents/existing employees will retain jobs due to this contract? 3. How many work hours per week constitutes Full Time employment?" Could Dekalb County please clarify if vendors have to give these answers for these questions within the response or if it is post award?

Response: Exhibits 1-3 (D – F) are required 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 (G) is a post-award document. The awardee should be prepared to complete this form upon WSD request.

Question 171. With the requirement of First Source utilization, would any First Source resources identified and accepted for assignment through the IT Staff Augmentation contract become employees of the contractor?

Response: As advertised in the RFP, WorkSource DeKalb (WSD) can assist you with choosing the right candidate for your company using the First Source Registry of qualified and trained DeKalb County residents. WSD can also assist you with choosing the right candidate using the First Source Registry to meet your company's human capital needs.

Question 172. Could Dekalb County please provide guidance about how to fill out these forms D. FIRST SOURCE ACKNOWLEDGEMENT FORM, E. NEW EMPLOYEE TRACKING FORM, F. BUSINESS SERVICE REQUEST FORM, and G. EMPLOYMENT ROSTER?

Response: Please see the response to question# 166 above.

Question 173. In Section F. BUSINESS SERVICE REQUEST FORM. Could the Dekalb County please clarify if vendors must fill out this form for each position they propose in the response, or is it a post-award requirement?

Response: As advertised in the RFP, the responder should complete this form for each position that is intended to be available.

Question 174. Can you please provide more precise information on how to fill out the First Source Acknowledgement Form on page 69 of the RFP? Who would the contractor/ beneficiary be?

Response: As advertised in the RFP, the contractor/ beneficiary is an immediate recipient, individual or entity entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction, professional or consultant services, which is funded in whole or part with County funds or County-administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures.

Question 175. Are vendors required to include Attachment H in their response, considering that some vendors may not have an exact amount of staffing to provide at this time?

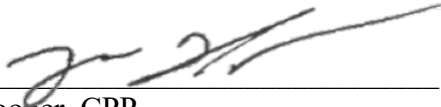
Response: Yes.

Question 176. Could DeKalb County please provide clarification regarding the content of Attachment H, particularly if the letters mentioned (e.g., E. New Employee Tracking Form, F. Business Service Request Form, G. Employment Roster) are intended to represent the exhibits within this section?

Response: Yes. Please be reminded that these forms are a requirement to be completed and submitted with proposal.

It is the responsibility of each responder to ensure all awareness of all addenda issued under this RFP. Please sign and return this addendum with technical proposal. 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)