

SENT VIA EMAIL: Susan K. Hogan <susan@actionableresultsresearch.com>

January 19, 2024

Actionable Results Research
1410 Emory Road NE
Atlanta, GA 30306
Attn: Susan K. Hogan, Managing Director

RE: Notice of Award – Request for Quotation (RFQ) No. RFQ 23-3003811 for Feasibility Study for Implementing a Four-Day Workweek and Staggered Work Schedule

Dear Susan K. Hogan,

This letter confirms that Actionable Results Research has been selected for award to provide a study to access the feasibility and potential impact of implementing current workplace schedule trends to DeKalb County for an amount not to exceed \$37,500.00 in accordance with the RFQ.

Please have your insurance carrier forward to the County a copy of your company's current, valid Business License and Certificate of Insurance (COI) in the amounts indicated on Attachment E, Insurance Requirements, included within the RFQ to Tina L. Richardson, Procurement Technician, via email to tlorichardson@dekalbcountyga.gov.

Please also complete registration as a supplier with DeKalb County utilizing the information provided at the following link:

<https://www.dekalbcountyga.gov/purchasing-contracting/isupplier-0>

The County requests that the above actions are completed within the next five (5) business days.

Sincerely,

Tina L. Richardson
Procurement Technician
Department of Purchasing and Contracting

CC:TR

cc: Benita Ransom, Director, Human Resources & Merit System