



January 21, 2025

TO: ALL BIDDERS UNDER RFP No. 2024-100007

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

ADDENDUM NO. 2

RFP No. 2024-100007 Temporary Personnel Services (Four (4) Year Multiyear Contract)

1. We have received the following questions pertaining to this RFP. The questions and responses are below:

Q1. In terms of the evaluation criteria, will this be based on lowest price technically acceptable or best value?

Answer: The goal of the criteria is to evaluate based on best value for the given requirements. It will not be based solely on the lowest price. The County intends to award to the highest scoring proposer(s).

Q2. Are the staffing needs primarily short term (few days) or longer type of projects.

Answer: Staffing needs vary. All assignment types are required.

Q3. Will any existing staff transfer to the new contract?

Answer: Depending on new contractor's ability to accept/transfer existing temporary staff.

Q4. There are only 2 IT or IT-adjacent positions listed in the job descriptions portion of the RFP documentation. Is there currently a separate vendor pool supporting DeKalb County with contract IT positions?

Answer: We are responding to questions asked regarding the current RFP (**RFP No. 2024-100007 Temporary Personnel Services**). Any questions regarding other agreements cannot be addressed at this time.

Q5. Is it mandatory to have previous experience with Dekalb County?

Answer: No, it is not mandatory.

Q6. Is this single award or multiple award contract?

Answer: DeKalb County intends to award to one firm; however, multiple firms may be awarded at the discretion of the County.

Q7. Is there an anticipated budget for this contract?

Answer: The budget is estimated at up to \$25 million for the life of the contract.

Q8. Would you be emailing the RFP package or would it be listed on the county's webpage?

Answer: The RFP package can be found on our County website at <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>

Q9. Can you share how many contract positions were requested in 2024?

Answer: This information must be requested via Open Records with the Human Resources Department using the following email address: HRORR1@dekalbcountyga.gov

Q10. What is the estimated contract value?

Answer: Please refer to answer for Q7.

Q11. What is the estimated annual spend?

Answer: The estimated annual spend cannot be disclosed at this time.

Q12. Is it mandatory to provide temporary personnel within 24 hours from point of request for assignments designated by the County as an emergency?

Answer: No

Q13. What is the current year spend?

Answer: This information must be requested via Open Records request using the following link: <https://www.dekalbcountyga.gov/open-records-request-purchasing>

Q14. How quickly do you expect the positions to be filled upon request? Will there be time allowed to process any required background and/or drug screenings? Or do you expect vendors to have employees readily available that have all screenings completed in advance?

Answer: For special assignments, staffing may be required with less than a 24-hour notice. The vendor should have available temporary staff who have met the required pre-employment verifications.

Q15. Are awarded vendors expected to provide candidates for ALL labor categories? - i.e. grounds maintenance worker AND IT Systems Administrator.

Answer: It would be advantageous for awarded vendor(s) to have the ability to fill all categories.

Q16. Who is your current vendor(s)?

Answer: A current list of contracts can be found on the County website at <https://www.dekalbcountyga.gov/purchasing-contracting/about-purchasing-and-contracting>.

Q17. Will responses provided from open records be provided to all in the Q&A?

Answer: No, responses for open records are provided only to the vendor who initiates the request.

Q18. Could you provide details on the previous expenditure associated with this contract?

Answer: [Please refer to answer to Q13.](#)

Q19. Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

Answer: This information must be requested via Open Records request using the following link: <https://www.dekalbcountyga.gov/open-records-request-purchasing>

Q20. Are there any specific challenges or issues currently being faced with the existing vendors?
Answer: No.

Q21. Is there any preference or priority given to local vendors for this contract?
Answer: No, there is no preference or priority given to local vendors for this contract unless used as a tie-breaking method to determine the highest scoring proposer(s) where multiple proposers have the same score and exceed the number of desired awardees.

Q22. Are temporary staff required to perform their duties onsite, or is there flexibility for remote work?
Answer: The flexibility for remote work/onsite will depend on the assignment from the requesting department.

Q23. Please confirm if the 20-page limit applies only to cost proposal.
Answer: Cost proposal is on the Required Document Checklist on page 4 and as such, does not count towards the 20-page limit. Please refer to page 5 of the RFP document, *“Cover pages, fly sheets, dividers, and required documents will not count towards the twenty (20) page limit.”*

Q24. Please confirm if the 20-page limit does not include any sample copies, financial statements, reference forms, resumes, and other attachments.
Answer: Only documents listed on the Required Document Checklist on page 4 do not count toward the 20-page limit. Please refer to page 5 of the RFP document, *“Cover pages, fly sheets, dividers, and required documents will not count towards the twenty (20) page limit.”*

Q25. For a foreign corporation, is it mandatory to include a Certificate of Authority to Conduct Business in the State of Georgia with the proposal submission, or can the vendor obtain and submit the certificate after the award?
Answer: It is preferred to be included at the time of submission but not required until an awardee is selected.

Q26. In regard to subcontractors, each Express Employment Professionals office is independently owned. There are three offices that serve DeKalb County, just depending on where the work is to be performed. Would we need to have primary, and the other two offices being subcontractors? Or are we just one contractor under the name Express Employment Professionals?
Answer: If all of the offices are under the same corporation, you would submit your proposal as one contractor under the corporate name and list all offices that would be servicing the County within the proposal. Please note that the County will only pay to one account. If the businesses have separate accounts, the County cannot pay to different locations. Our system only allows one pay site for the CPA (Contract Purchase Agreement) and PO's (Purchase Orders) under the CPA will have to reflect the same.

Q27. What are the estimated funds that are estimated to be allocated for this contract?
Answer: Please refer to response for question 7.

Q28. What is the tentative start date of this engagement?

Answer: July 1, 2025.

Q29. What is the work location of the proposed candidates?

Answer: Work locations vary but will be located within DeKalb County according to the requesting department's location(s).

Q30. Is this a new contract or are there any incumbents?

Answer: There are incumbents; however, this solicitation is intended to allow the County to enter into a new contract(s) and will replace the current contract(s).

Q31. If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Answer: Current contracts can be found on the County website at <https://www.dekalbcountyga.gov/purchasing-contracting/about-purchasing-and-contracting>. Additional information must be requested via Open Records request using the following link: <https://www.dekalbcountyga.gov/open-records-request-purchasing>. Lastly, the incumbent is eligible to submit a proposal.

Q32. Are there any pain points or issues with the current vendor(s)?

Answer: No.

Q33. How many positions were used in the previous contract (approximate)?

Answer: This information must be requested via Open Records with the Human Resources Department using the following email address: HRORR1@dekalbcountyga.gov.

Q34. How many positions will be required per year or throughout the contract term?

Answer: It will vary depending on the requesting department's business needs.

Q35. If the resources, we provide at the time of proposal submission are not available at the time of a potential contract, could vendors replace them with equally qualified resources?

Answer: If the resources submitted were used to evaluate, they cannot be replaced.

Q36. Can we provide hourly rate ranges in the price proposal?

Answer: No, hourly rate ranges cannot be provided.

Q37. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Answer: No, resumes for possible candidates are not required at the time of proposal submission.

Q38. Could you please provide the list of holidays?

Answer: Please refer to page 3 of the RFP document.

Q39. Are there any mandated Paid Time Off, Vacation, etc.?

Answer: No.

Q40. Do you have to be a small business to bid on RFP No. 2024-100007?

Answer: No, you do not have to be a small business to bid on this RFP.

Q41. If there is an existing contract, could you please share the names of the current vendors and their pricing?

Answer: A list of current DeKalb County contracts can be found on our website at <https://www.dekalbcountyga.gov/purchasing-contracting/about-purchasing-and-contracting>

Q42. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

Answer: Please refer to Attachment B, Cost Proposal Form on page 27 of the RFP, where it states, **“Responders may provide costs for one or multiple Job Category. Responder must provide pricing for all Job Classifications within the chosen Job Category(ies) to be considered.”**

Q43. Is there a minimum number of hours required for the service?

Answer: No minimum number of hours are required by HR.

Q44. Could you please share the previous spending on this contract, if any?

Answer: This must be requested via Open Records request using the following link: <https://www.dekalbcountyga.gov/open-records-request-purchasing>

Q45. Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets.

Answer: This information must be requested via Open Records request using the following link: <https://www.dekalbcountyga.gov/open-records-request-purchasing>

Q46. Please share the incumbent vendors current pricing.

Answer: This information must be requested via Open Records request using the following link: <https://www.dekalbcountyga.gov/open-records-request-purchasing>

Q47. How many incumbents are going to be hired from each position.

Answer: It will vary depending on the requesting department’s business needs.

Q48. Could you please let us know the length of the contract.

Answer: This is intended to be a Four (4) Year Multiyear Contract.

Q49. According to DeKalb County’s Contract Report, there is currently an active contract for Staff Augmentation for IT Services (multiyear) awarded through 12/31/2029 to 22nd Century Technologies. Will that contract or this Temporary Personnel Services contract be utilized to fill IT/Technical positions?

Answer: At this time, we can only respond to questions associated with this RFP. The contract for this RFP will cover the positions listed in the solicitation.

Q50. Enter the number of employees available AND list the languages available for this project by job classification on Exhibit 1, Job Categories, Classifications and Descriptions to Attachment A,

Scope of Services (pages 21-25). Submit the completed Exhibit 1 along with this evaluation criterion. Could you clarify whether it is mandatory to include the list of languages?

Answer: The list of languages is not mandatory; however, it is in the benefit of the firm to provide all the information requested for evaluation purposes.

Q51. The references shall be for the same or similar types of services to be performed by the subcontractor (including LSBE-DeKalb and LSBE-MSA firms) on projects similar in size and scope to the anticipated subcontract to the project outlined in this RFP. Could you please clarify the specific reference requirements the County expects the contractor to provide, for (including LSBE-DeKalb and LSBE-MSA firms)?

Answer: The references provided should be for services similar to what the subcontractor (including LSBE-DeKalb and LSBE-MSA firms) will do in this project, and for projects that are about the same size and scope as the work described in this RFP.

Q52. Contractor must provide temporary personnel within 24 hours from point of request for assignments designated by the County as an emergency and within 48 hours from point of request for all other departments. See Exhibit 1, Job Categories, Classifications and Descriptions. Please clarify is it mandatory to provide temporary personnel within 24 hours?

Answer: It is expected for the vendor to provide services within the allotted timeframe. There are unforeseen circumstances that should be exceptions and not a rule. The County will work with the vendor as such circumstances arise depending on the requesting department's business needs.

Q53. Do we have to provide resumes for the requested labor category provided in Exhibit 1 Job Categories, Classifications & Descriptions?

Answer: It will vary depending on requesting department's preference.

Q54. Can you clarify any specific expectations for the emergency response time for providing temporary personnel (e.g., within 24 hours)?

Answer: Please refer to response to Q52.

Q55. Are there any specialized skills or certifications required for the roles beyond those listed in Exhibit 1 (e.g., licenses or industry-specific training)?

Answer: It will vary depending on requesting department's business needs.

Q56. What are the expectations regarding the background check process? Can you provide the scoring matrix of what is and is not acceptable in a background check? What are the criteria requirements (number of years back, county level, etc.)

Answer: Vendor is to provide this as part of their Technical Approach. Please refer to the "Technical Approach" section of page 6.

Q57. Cost Proposal - Can you clarify how the **markup rate** will be evaluated? Is it weighted equally across all job categories?

Answer: No, it will not be weighted equally across all job categories. The markup rate is the markup (in percentage) between the Pay Rate and the Bill Rate. The Pay Rate and Bill Rate will be the focus for evaluation of the Cost Proposal.

Q58. Will there be a penalty for failing to meet the County's 24-hour or 48-hour personnel placement deadlines?

Answer: There is not a penalty for failing to meet the County's 24-48 hour personnel placement request. Continuously failing to meet the County's 24-hour or 48-hour personnel placement deadlines may have a negative impact on vendor performance evaluation(s) and selection for future awards.

Q59. The RFP states "The timesheet should provide places for the employee's signature and a DeKalb County approval signature" - As a part of our "Green Initiative" we typically use electronic timeclocks where the worker is responsible for their clocking in and out. The Manager approval would also happen electronically through an app. Would this be acceptable or would we need to revert to paper timesheets and then key them into excel?

Answer: Yes, electronic time management is acceptable for this contract.

Q60. Will there be any County-provided software or tools that temporary employees will need training for? If so, can you please provide the name of the software or tools?

Answer: It will vary depending on the requesting department's business needs.

Q61. What is the County's policy on transitioning temporary personnel to full-time employment within the County?

Answer: The County welcomes temporary personnel to apply for full-time employment opportunities at any time. The temporary personnel must go through the same County hiring procedures as candidates not currently employed under the temporary personnel contract.

Q62. Is the County looking for a provider that specializes in one category or a provider that is a staffing generalist that could provide personnel in all categories?

Answer: The County is looking for a vendor(s) that can provide staffing for every classification in one or more categories. Please refer to Attachment B, Cost Proposal Form on page 27 of the RFP, where it states, "Responders may provide costs for one or multiple Job Category. Responder must provide pricing for all Job Classifications within the chosen Job Category(ies) to be considered."

Q63. Can you provide an idea of the type of volume of people or worked hours in any given category?

Answer: This information must be requested via Open Records with the Human Resources Department using the following email address: HRORR1@dekalbcountyga.gov.

Q64. On Page 16, Scope of Services Exhibit 1, "Contractor must provide temporary personnel within 24 hours from point of request for assignments designated by the County as an emergency and within 48 hours from point of request for all other departments. In this statement, would the County further clarify what is meant by 'provide?'" Would this mean that the Contractor must present a candidate for review within 24hrs or 48hrs, or the Contractor must place a candidate within 24 hrs or 48 hrs (including candidate background checks)?

Answer: It will vary depending on requesting department's business needs. The department request to view resumes and/or present a candidate within 24 hours.

Q65. On Page 16, Scope of Services Exhibit 1, “Contractor agrees that no penalty or other monetary transaction shall be imposed on the County, or on a temporary employee, if that employee is hired as a permanent or part-time employee with DeKalb County at any time during or after contract service dates.” Will the County accept a conversion schedule of hours worked before employing any candidate?

Answer: No, the County will not accept a conversion schedule.

Q66. On Page 27, Attachment B – Cost Proposal Form, “State firm pay/bill rates...” Are the pay/bill rates ‘do not exceed’ or do we need to provide the exact rates for each job classification?

Answer: Exact rates for each job are to be provided.

Q67. What is the estimated start date of this contract?

Answer: July 1, 2025.

Q68. What is the estimated value of this contract?

Answer: Please refer to answer to question Q7.

Q69. How are requests for temporary services submitted to a contractor (system, email, phone, other)?

Answer: All of the above.

Q70. Is the 24-48 point of request business hours? For example, if a request is submitted on a Saturday, Sunday or holiday, is that counted against the required turnaround period?

Answer: Yes, request may be submitted 24/7 depending on the requesting department’s needs.

Q71. What are the total number of positions to date that has been staffed by job category?

Answer: This information must be requested via Open Records with the Human Resources Department using the following email address: HRORR1@dekalbcountyga.gov.

Q72. What are the approximate number of positions expected for the new contract by labor category?

Answer: It will vary depending on the departments’ business needs.

Q73. How many contracts are expected to be awarded?

Answer: It’s the County’s intent to award to one vendor; however, the County has the option to award to multiple vendors.

Q74. How many contract modifications have been made to date on the current contract?

Answer: This information must be requested via Open Records request using the following link: <https://www.dekalbcountyga.gov/open-records-request-purchasing>

Q75. Which positions will require:

- a. Drug and alcohol testing- **All**
- b. Criminal background checks- **All**
- c. Fingerprints- **It will vary depending on requesting department’s requirements**

- d. Will transcripts be required as part of the education and credential verification- **It will vary depending on the requesting department's requirements**

Answer: See above.

Q76. How long will a background and drug/alcohol testing be valid? For example, given the 24–48-hour turnaround for staffing request, a talent pool of qualified candidates with varying skillsets will need to be available and maintained. The average turnaround for a drug/alcohol and background test to include verification of education and credentials take 2-5 business days.

Answer: Vendor is to provide this as part of their Technical Approach. Please refer to the “Technical Approach” section of page 6.

Q77. Can we submit timesheets in another electronic system/format than ADP or Excel? Or can we provide the County's Project Manager with access to our time reporting system to gain a view of our timesheets?

Answer: Yes.

Q78. Will equipment be provided to the temporary staff?

Answer: Yes, if required for the temporary assignments.

Q79. Are there any other reports that will be required other than the management, usage and LSBE reports?

Answer: We do not anticipate additional reports at this time.

Q80. Will the pay rates be provided by the County?

Answer: No, pay rates are to be submitted within your proposal.

LSBE Questions:

Q81. Is subcontracting mandatory or can you submit as self-performing prime?

Answer: A certified LSBE can submit as a self-performing prime. If they are not, please refer to page 35 of the RFP, “Prime Contractors failing to meet the LSBE benchmark must document and demonstrate in accordance with the “Checklist for Good Faith Efforts” portion of “Exhibit 1.”

Q82. Is it mandatory to attend an LSBE meeting? and where to register?

Answer: It is mandatory to attend an LSBE meeting for the proposal to be considered responsive. Please refer to the RFP document for the dates allotted for this RFP. Information on the LSBE Program and meetings are provided on our County website at the following link: <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>

Q83. If we use subcontractor who is LSBE certified will we get 10 points?

Answer: Ten (10) points are allotted for prime bidders who obtain 20% participation from DeKalb County certified LSBE-DeKalb firms and five (5) points for those who obtain 20% participation from DeKalb County certified LSBE-MSA firms. Please refer to page 34, Attachment H, of the RFP for additional details.

Q84. Can we replace a subcontractor after an award?

Answer: Not without approval from the LSBE Review Panel. Please refer to **Sec. 2-209, (b), (c) and (d)** of the DeKalb First Ordinance. <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>.

Q85. Can we submit the good faith efforts if we are unable to find a subcontractor?

Answer: Yes. *All* bidding prime contractors are required to complete and submit the “Checklist for Good Faith Efforts”.

WSD Questions:

Q86. In reference to the workforce list, is it mandatory to use the existing list of candidates?

Answer: 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) of all jobs using the Registry. The candidates have to meet the employers’ qualifications for hiring as outlined in Exhibit 3 with a job description of the vacant position(s).

Q87. Regarding the submission of Exhibit 1 – First Source Jobs Ordinance Acknowledgement, could you provide details on the anticipated job openings, including the number of existing incumbents or employees expected to be retained for both DeKalb Residents and Non-DeKalb Residents?

Answer: The question is to be answered by the Contractor making a bid. They are to indicate how many positions will be filled related to the contract; how many incumbents/existing employees will obtain jobs due to this contract: DeKalb Residents _____ Non-DeKalb Residents _____.

Q88. Do we have to provide this with our response - FIRST SOURCE JOBS ORDINANCE INFORMATION EXHIBIT 4 EMPLOYMENT ROSTER?

Answer: The roster is to be completed if you are the Awardee of the contract and you’ve hired individuals. Exhibit 4 is post award completion.

2. All other conditions remain in full force and effect.
3. It is the responsibility of each responder to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Yesenia Diaz, Procurement Agent, at ydiaz@dekalbcountyga.gov before the proposals are due to confirm the number of addenda issued.

Yesenia Diaz
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date _____

The above Addendum No. 2 to RFP No. 2024-100007 is hereby acknowledged:

(Name of Responder)

(Signature) (Title)