

Board of Health

ADDENDUM No. 1

VENDOR QUESTIONS AND ANSWERS

EXECUTIVE LEADERSHIP WORKSHOPS

No. 22-0130-RFP08

---

Answers to each question posed is posted below in [blue](#).

Q. Who will own the IP for the curriculum?

A. [The Dekalb County Board of Health \("DCBOH"\).](#)

Q. Question regarding the number of hours expected. I see there are 5 workshops listed total that are to be provided. Just so I make sure I understand correctly, the hours expected would be no more than 40 hours for each of the 5 workshops, correct? Meaning no more than 200 hours total for the entire program?

A. [Up to 40 hours for the program to include all five topics and one follow/up session. If more than 40 hours, that would need to be determined.](#)

Q. Is there a past contract for such services, including the fees charged, etc.

A. [No.](#)

Q. Is a list of current bidders for this work available to the public?

A. [Not at this time.](#)

Q. Our program can vary from 1-day workshops to 12 week workshops, which can vary the fees tremendously. We realize the RFP states that you are looking for the firm to develop a "plan" or "program" but we don't get the sense you are looking for a price for just the development portion rather than development and execution of the program itself. If you're looking for both, we can certainly lay that out as well.

A. [We are definitely looking for both. You are welcome and encouraged to provide varying plans with varying cost offerings. For example, with insurance options, you are often provided a gold plan, a silver plan and a platinum. These type offerings provide options of service.](#)

Q. On page 5, 4th bullet and ongoing activities beyond the workshops. Would this be a part of any potential contract renewals? It is mentioned there is up to 4 renewals. What role

would the contractor play in organizing, monitoring, and delivering those ongoing activities?

A. There is the potential for services to be considered for future fiscal years. If it becomes firm that future services will be required, the vendor of award would be the vendor for that future service for up to four (4) one year renewal terms. The services needed at that time would be discussed with the vendor and tailored accordingly.

Q. On page 7, it mentions that all files must be compatible with Board of Health systems. What systems do you use?

A. Microsoft Office Suite and Windows version 10.

Q. On Page 4 under 3.0A, 3rd to last bullet it states, "total 40 hours of instruction" and under 3.1 on page 4 it states, "will not exceed 40 hours of training per workshop." Is it 40 hours total of curriculum or up to 40 hours of curriculum per workshop?

A. Total of 40 hours of instruction.

Q. Is there a learning management system that the Board of Health currently uses? If so, which LMS is procured and what role would that LMS play in the delivery (or future delivery) of the live facilitated content?

A. Yes, there is a LMS through the State Public Health Office. No plans to use LMS for future delivery at this time.

Q. Is the Board of Health looking for customized or off the shelf content?

A. We would like the product to be customized for DeKalb County Board of Health.

Q. Are you able to share the budget on this?

A. The DeKalb Board of Health (DCBOH) does not provide budgets for its solicitations, but rather request each vendor to provide a budget for their service(s).

Q. Would you like us to propose in-person training as well as virtual training?

A. Yes.

Q. Do you have an anticipated schedule by which you would like training completed?

A. June 15, 2022.

Q. Are you interested in training all at once or over a period of time?

A. Training is to be over a period of time.

Q. How many are on your ELT?

A. Ten.

Q. Can you confirm the total number of executives and leaders who could potentially participate in each of the Executive Leadership Workshop sessions?

A. Up to 15 executives and leaders can participate in each workshop.

- Q. Is the expectation that all eligible executives and leaders will be able to participate in any/all the five (5) available workshop sessions if they are interested and available?
- A. Yes.
- Q. Will the total number of executives and leaders require that there be multiple sessions of each of the workshops? If so, is there a specified maximum number of sessions expected for each workshop?
- A. No. There should be 5 workshops with one follow/up session. All team members will attend the workshops together.
- Q. Does the specified maximum of forty (40) hours of instruction/training per workshop apply to the delivery of each workshop session also accommodating the delivery of multiple sessions of the same workshop?
- A. There are no multiple sessions of the same workshop. There will be 5 workshop topic sessions and 1 follow/up session.
- Q. On page 10, Terms and Conditions, number 24 states: "Each Offeror is required to submit with their proposal a list of three (3) references for which they currently or have provided products/services within the last three (3) years." Exhibit G, References and Clients list on page 30, asks for a minimum of four (4) references. Which of these requirements is correct?
- A. Four references please.
- Q. On page 17, paragraph number 2 under Contract Delivery states: "All workshop sessions must be complete, and assessments/evaluations with Vendor analysis submitted to the Human Resource Manager, no later than June 15, 2022." Please confirm whether this means that all five (5) workshop sessions requested via this RFP must be delivered between the signing of the contract and by June 15, 2022.
- A. Yes. All 5 workshop sessions must be complete by June 15, 2022.
- Q. Is there a specific format you would like to have used for the Cost Proposal?
- A. No.
- Q. On Page 5, section 7.0 Submission Requirements, the 2<sup>nd</sup> bullet states: "Identify at least three (3) projects the contractor has worked on with similarly situated entities as DCBOH." while page 10, Terms and Conditions, number 24 states: "Each Offeror is required to submit with their proposal at list three (3) references for which they currently or have provided products/services within the last three (3) years." Please confirm whether all reference projects must have been completed within the last three (3) years.
- A. Due to, and in consideration of, COVID-19, we will extend the reference period to the last five (5) years.
- Q. On Page 5, 7.0 Submission Requirements, 2<sup>nd</sup> bullet states: "Identify at least three (3) projects the contractor has worked on with similarly situated entities as DCBOH." Will

you please clarify the characteristics you are looking for as it relates to “similarly situated entities as DCBOH.?”

- A. Similarly situated entities as DCBOH would be projects that you have worked on for any other Board of Health or local government entity.
- Q. Can you please provide more details such as outcomes/behavioral skills taught for the Professional and Leadership Development workshop listed as #5 on page 17?
- A. We would like to see more teamwork, reflective of an increased ability to work together, cohesively towards common objectives and goals. Would like the team to walk away from the workshops with a renewed and fervent desire to operate as a team, understanding that as a team we accomplish more. We would like the divisions to work across division lines and not in silos with a focus only for what’s good for their division, but the Board as a whole. We need workshops that will build synergistic teams throughout the Agency. We would like to see our executive team and leaders move towards agile leadership, receptive to change and thoughts to be the catalyst for change.
- Q. Are travel expenses for the consultants/trainers to be included in the cost proposal?
- A. If travel expenses are required, please incorporate this within your cost/budget proposal.
- Q. Section 1.0 requests workshop sessions on Team Building, Conflict Management, etc. Are you looking for a single workshop covering all these topics or individual workshops for each topic?
- A. Individual workshops for each topic.
- Q. Section 3.1 notes that workshops will be available for 15 Executives and should not exceed 40 hours of training per workshop. Will workshops be run multiple times? If so, how many workshops are expected?
- A. See answer for question 19 above.
- Q. Section 5.0 notes a deadline of June 15, 2022. When do you expect to award this contract? We are ensuring there will be enough time for preparation.
- A. This contract is expected to be awarded the first week of April.
- Q. Will we be able to conduct stakeholder pre-interviews to identify any potential issues or opportunities to address in the workshop?
- A. Yes.
- Q. Is there any expectation of training programs being developed and executed outside of the workshop(s)?
- A. We are open to receiving training programs that extend beyond the workshops and encourage you to submit training proposals that extend beyond the workshops in your bid response.
- Q. Does the project represent a continuation of a past or current effort or is this a new initiative? If you have used a similar process in the past, what parts do you wish to retain, and which parts do you wish to improve or discard?

A. This is a new initiative project.

Q. Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences? (or if bidding on a panel- ask:

A. There is no incumbent for this project as this is a new initiative.

Q. Do you have external partner(s) who have provided similar services to those described in the RFP? What was most and least useful about the experiences?

A. No.

Q. If the project is an extension or continuation of a past or current effort, we would like to request print or electronically based information that describes those efforts and their outcomes, including their proposal and budget.

A. This is a new initiative. There is no past or current information to provide.

Q. What is your budget or budget range or how much have you spent on similar work in the past?

A. The DeKalb Board of Health (DCBOH) does not provide budgets for its solicitations, but rather request each vendor to provide a budget for their service(s).

Q. What are their titles of the individuals who would be served by the project?

A. Titles of individuals participating in the workshops range from District Health Director, Division Directors, Directors and Managers.

Q. Why are you choosing to outsource this project rather than staffing it internally?

A. Outsourcing is preferred for increased participant confidence of impartiality and objectivity of feedback and results.

Q. Will we be able to learn who the other bidders are?

A. Yes.

Q. In our proposal, may we include references and hyperlinks to electronic resources, e.g, to web pages?

A. Yes.

Q. Will each workshop deliver once or multiple times?

A. Once, however, if you have multiple proposals for each workshop that we can choose from, we encourage bid responses with options for each workshop session.

Q. Will the 15 Executives and leaders be the same in all the workshops or different?

A. The same.

Q. Is there is any specific expectation from the vendor for Professional and Leadership Development which The DCBOH Office of Workforce Development is looking for?

- A. Leadership by example. How to build high performing teams; how to drive for success and how to motivate teams. How to identify different work styles and motivate those work styles/individuals towards the success of common goals.
  
- Q. When the award is expected, as per the bid document 'Contract Delivery' contract expires on June 15, and does all the training has to be delivered before that?
- A. All workshop sessions must be complete by June 15<sup>th</sup>; however, the follow/up session and assessments/evaluations can deliver after June 15<sup>th</sup>.
  
- Q. Is the Exhibit F, point a) says the contractor has contractor registered with federal work authorization program, this mandatory to be registered as CCS Learning Academy is not registered so can we participate and also if not then this form is not applicable to us and so does the notary also no need to be done? Please confirm?
- A. The federal work authorization program, e-verify, is a required form as all Contractor's working with DCBOH must be federally registered and authorized Contractors. Vendors not registered can register prior to contract award as the requirement will only be critical to the Contractor of award.

All forms with a notary notation are required forms; however, this form is only critical to the Contractor of award.

## **Dekalb County Board of Health**

**Addrenna Gilchrist, GCPM  
Procurement & Contracts Supervisor  
Issuing Officer**