



DeKalb County
Department of Purchasing & Contracting
Maloof Administration Building, 1300 Commerce Drive, 2nd Floor,
Decatur, Georgia 30030

REQUEST FOR PROPOSALS (RFP)
FOR
AQUATICS PROGRAM AND INSTRUCTION SERVICES FOR SENIOR ADULTS
(THREE (3) YEAR MULTIYEAR CONTRACT)

Solicitation No.: 2026-113-RFP
Procurement Agent: Jordan Rodges
Phone: (404) 371-2614
Email: jmrodges@dekalbcountyga.gov

Advertisement Date	October 12, 2026
Pre-Proposal Meeting (Mandatory)	October 29, 2026, 11:00am Lou Walker Senior Center 2538 Panola Road, Stonecrest, Georgia 30058
Question Submission Deadline	October 30, 2026, 5:00pm
Response Submission Deadline	November 13, 2026, 3:00pm

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS BID TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE BIDDER.

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FOR
SOLICITATION NO. 2026-113-RFP

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I. INTRODUCTION

DeKalb County Government (the County) requests a qualified Contractor or firm with demonstrated experience in aquatic services, certified instruction, and risk and safety management for senior population to submit proposals for Aquatics Program and Instruction Services for Senior Adults (Three (3) Year Multiyear Contract).

DeKalb County Government, through its Human Services Department, operates the Lou Walker Senior Center (LWSC) located in Stonecrest, Georgia. The Center serves older adults by providing programs and services that promote health, wellness, social engagement, and quality of life. As part of its wellness offerings, LWSC maintains a 28,000-gallon indoor therapeutic pool equipped with a pool lift and supporting amenities. The pool supports structured aquatic programming designed specifically for senior adults. Aquatic exercise plays a critical role in supporting mobility, cardiovascular health, balance, flexibility, and arthritis management, while also reducing fall risk and promoting overall well-being. To ensure safe, professional, and consistent aquatic programming, the County seeks a qualified contractor or firm to provide comprehensive aquatics services, including certified instruction, lifeguard coverage, administrative coordination, and program management.

Services shall commence within ten (10) calendar days following written notice to proceed. This will be a multi-year agreement, not to exceed three (3) years from the date of award unless otherwise extended or terminated by the County. The County anticipates making one (1) award but reserves the right to make multiple awards.

II. PROJECT CONTACT

Project Contact

Jordan Rodges, MPA, CPPB

Senior Procurement Agent

1300 Commerce Drive, 2nd Floor

Decatur, GA 30030

Email: jmrodges@dekalbcountyga.gov

Phone: (404) 371-2614

III. SCOPE OF WORK

Support Resources

Please find vendor guides from OpenGov to support vendor registration and submittal efforts at the following link: <https://opengov.my.site.com/support/s/article/ca6d1285-1e48-4a21-bb0d-715edb7794ed>

If you are still having issues, please reach out to the OpenGov Support Team at support@opengov.com or (650) 336-7167 from 7 AM to 10 PM Eastern.

A. PROJECT OVERVIEW:

DeKalb County is seeking a qualified Contractor or firm to develop, manage, and deliver aquatic programming at the Lou Walker Senior Center. The selected Contractor shall be responsible for designing and implementing

structured aquatic exercise classes tailored to older adults, maintaining appropriate safety standards, and ensuring high-quality participant engagement. Services shall include class development, instruction, participant assessment, safety oversight, recordkeeping, reporting, and administrative coordination. Programming must accommodate varying levels of physical ability and provide a safe, inclusive, and supportive environment for seniors.

The County shall provide the facility space for aquatics programming. The Lou Walker Senior Center features a 28,000-gallon indoor therapeutic pool equipped with a pool lift. The pool measures approximately twenty-five (25) feet in width, thirty-five (35) feet in length, and five (5) feet in depth, with a maximum operating capacity of twenty (20) participants. The County shall also provide pool equipment, including flotation devices and water exercise equipment, necessary to support program delivery.

The Lou Walker Senior Center Director shall serve as the County's designated representative for oversight of this Agreement and will provide guidance to the Contractor regarding aquatics programming schedules and class offerings, as needed, in accordance with the County's reopening plan and operational requirements. The program is expected to operate five (5) days per week during established daytime hours, with final scheduling coordinated between the County and the selected Contractor or firm. The overall goal of this project is to enhance access to safe, professionally managed aquatics programming that supports the health, independence, and overall well-being of senior participants at the Lou Walker Senior Center.

B. Goals & Objectives

DeKalb County is seeking a qualified Contractor or firm to design, implement, and maintain a comprehensive aquatics program tailored for senior adults at the Lou Walker Senior Center (LWSC). The selected vendor shall provide qualified and certified water fitness instructors, and administrative support to ensure safe, effective, and engaging aquatic experiences.

The program shall be structured to promote physical activity, enhance overall well-being, and foster a supportive, socially engaging environment for older adults, with the following goals and objectives:

A. Access to Aquatics Programming

- Senior participants shall have scheduled access to the LWSC pool during designated program hours.
- Programming shall include a combination of structured water fitness classes, open swim sessions, and therapeutic aquatics opportunities designed to accommodate varying abilities and interests.

B. Qualified Professional Support

- Certified lifeguards shall be present during all aquatics sessions to ensure participant safety and respond to emergencies.
- Water fitness instructors with appropriate certifications and demonstrated experience shall lead classes tailored to senior health, mobility, and wellness needs.
- Administrative services shall support scheduling, participant registration, recordkeeping, and ongoing program evaluation.

C. Health and Wellness Benefits

- Participation in aquatics programming is expected to improve cardiovascular fitness, muscular strength, flexibility, balance, and joint health among senior participants.
- Programs shall be designed to encourage regular participation, social engagement, and sustainable long-term wellness outcomes.
- The provider shall track participation rates and may implement periodic surveys or assessments to monitor participant satisfaction and health-related outcomes.

D. Program Sustainability & Quality Assurance

- The program shall be reviewed regularly to ensure compliance with safety standards, responsiveness to participant needs, and alignment with organizational goals.
- The provider shall support continuous professional development for staff to maintain required certifications, adopt new techniques, and implement best practices in senior aquatics programming.

C. SCOPE OF SERVICES

The Contractor or qualified firm shall design, implement, and manage comprehensive aquatic programming for older adults. Services shall include class development, professional instruction, participant safety oversight, administrative coordination, and reporting, as outlined below.

A. Administrative & Coordination Services

The Contractor or firm will provide the following:

- Develop and maintain a structured schedule of aquatic exercise tailored to older adults, including but not limited to water aerobics, gentle movement, balance and flexibility training, and arthritis-friendly exercise programs.
- The Contractor shall deliver an average of twenty (20) to twenty-five (25) classes per week.
- Offer programs at varying intensity levels to accommodate diverse physical abilities and fitness levels.
- Coordinate class programming to ensure incorporation of warm-up, cool-down, flexibility training, and safety education components within each session.
- Monitor and maintain appropriate instructor-to-participant ratios (recommended 1:15; maximum pool capacity of 20 participants) through effective scheduling and staff coordination.
- Incorporate appropriate warm-up, cool-down, and stretching components into each class session.
- Organize and maintain the Aquatics Area, including the office, locker rooms, and laundry area, in accordance with Board of Health standards as outlined in Attachment A.
- Coordinate and secure qualified substitute instructors, as needed, to ensure continuity and uninterrupted service delivery.
- Responsibilities shall include monitoring, ordering, and maintaining adequate office and pool supplies.

- Assess the water skills and physical capabilities of senior participants and maintain accurate individual participant records.
- Conduct aquatics orientations for new members and provide ongoing education to Lou Walker Senior Center (LWSC) members regarding aquatic safety policies and procedures to minimize risk and promote safe participation.
- Develop and implement a participant satisfaction feedback process, including surveys or other evaluation tools, to collect input on program quality, participant experience, and opportunities for improvement.

B. Instruction & Staffing

The Contractor or firm will provide the following:

- Provide certified aquatic fitness instructors holding current certifications in CPR, First Aid, and lifeguarding and/or water safety instruction.
- Maintain appropriate instructor-to-participant ratios, with a recommended ratio of one (1) instructor per fifteen (15) participants.
- Ensure continuity of services by providing qualified substitute instructors when regular staff are unavailable.
- Deliver instruction in a professional, engaging, and safety-focused manner that supports participant wellness and program integrity.

C. Schedule & Frequency

The Contractor or firm will provide the following:

- Classes shall be offered five (5) days per week between the hours of 8:30 a.m. and 5:00 p.m.
- Individual class sessions shall typically be forty-five (45) to fifty (50) minutes in duration.
- The final class schedule shall be developed in coordination with Senior Center staff prior to program launch and may be adjusted as mutually agreed upon to meet participant demand.

D. Safety & Risk Management

The Contractor or firm will provide the following:

- Require instructors to conduct pre-class safety inspections of the pool area and immediately report any hazards or maintenance concerns.
- Comply with all applicable facility rules, health codes, and risk management policies of DeKalb County and the Department of Human Services.
- Maintain accurate participant attendance logs and complete incident reports as required.

- Ensure that all assigned staff successfully pass applicable background checks prior to the commencement of services in compliance with the DeKalb County Third Party Supplier Background Screening Policy (see **Exhibit 1**).

E. Reporting Requirements

The Contractor or firm will provide the following:

- Track program attendance and participant satisfaction using sign-in sheets and/or digital tracking systems.
- Submit quarterly written reports detailing participation data, satisfaction feedback, program performance metrics, and recommendations for continuous improvement.
- Collaborate with Senior Center staff to evaluate program outcomes and implement enhancements as appropriate.

D. QUALIFICATION REQUIREMENTS:

The Contractor or firm must demonstrate successful experience providing aquatic programming for older adults and have qualified, certified staff and sufficient organizational capacity to deliver and manage high-quality services in a public-sector or senior center environment.

A. Organizational Experience & Capacity

The Contractor or firm shall demonstrate the following:

- A minimum of three (3) years of documented experience providing aquatic programming, fitness instruction, or recreational services, preferably for adults aged 55 and older.
- Experience operating aquatics programs in public-sector facilities, senior centers, therapeutic pools, or community recreation environments.
- At least three (3) professional references from governmental agencies, senior centers, healthcare facilities, or similar organizations for whom comparable services have been performed within the past five (5) years.
- Organizational capacity to provide continuous services five (5) days per week between 8:30 a.m. and 5:00 p.m.
- Evidence of financial stability sufficient to sustain operations throughout the full contract term.

B. Staff Credentials & Certifications

All assigned personnel must meet the following requirements:

- Current Water Fitness Instruction certification from a nationally recognized organization (e.g., AEA, YMCA, American Red Cross, or equivalent); ACE or AFAA certification is preferred but not required.
- Current Lifeguard Certification, CPR/AED, and First Aid certifications from nationally recognized providers.

- Demonstrated experience teaching water aerobics, arthritis-friendly exercise, balance training, flexibility programming, and low-impact aquatic conditioning for older adults.
- Proven ability to modify exercises to accommodate varying mobility levels and chronic health conditions common among seniors.
- Demonstrated experience supervising pool environments while actively instructing aquatic programs, including managing class participants, ensuring adherence to safety protocols, and monitoring water conditions.
- Ability to maintain accurate participant records, attendance logs, incident reports, and quarterly reporting documentation.

C. Program Development & Service Delivery

The Contractor or firm shall demonstrate the ability to:

- Develop structured aquatic class schedules tailored to older adults across varying fitness levels.
- Incorporate warm-up, cool-down, flexibility training, and safety education components into each class session.
- Maintain appropriate instructor-to-participant ratios (recommended 1:15; maximum pool capacity of 20 participants).
- Provide qualified substitute instructors to ensure uninterrupted service delivery.

IV. PROPOSAL FORMAT

Responders are required to submit their proposals in the following format:

A. Technical Proposal

DO NOT INCLUDE ANY COSTS OF ANY KIND IN YOUR RESPONSE TO THE QUESTIONS PROVIDED.

Responders shall complete all questions included in the Vendor Questionnaire in the County's eProcurement Portal. Responses should be clear, complete, and directly address each question. Where a question requests supporting documentation, such documentation must be uploaded with the response. All responses should be provided at <https://procurement.opengov.com/portal/dekalbcountyga>.

The [VENDOR QUESTIONNAIRE](#) will collect the following information:

- I. Technical Approach
 - A. Responders are required to describe the procedures and methods that will achieve the required outcome of the project as specified herein;
 - B. Include a listing of the County's responsibilities and the Responder's responsibilities required to complete the project; and

- C. Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion.
- D. Describe your overall approach to developing and implementing aquatic programming for older adults.
- E. Describe how you will design programming to accommodate varying levels of physical ability and fitness.

II. Project Management

- A. Describe how the project will be organized and managed;
- B. Describe progress reporting procedures for the project;
- C. Include the anticipated use of subcontractors or vendors; and
- D. Describe the resources (personnel, equipment, and facilities) necessary to accomplish the project objectives.

III. Program Design and Personnel Qualifications

- A. Provide sample class descriptions and programs that would be implemented under the resulting contract.
- B. Identify the individuals who will be directly involved in performing the services.
 - The roles and responsibilities of each proposed team member;
 - Any outside personnel, including subcontractors; and
 - Detailed resumes for team members and subcontractors who will be directly working on the project.
- C. Provide copies or a listing of all certifications held or required for the Responder, if an individual, or for instructors and staff associated with the firm or proposed team.
- D. Provide examples of similar services performed within the past five (5) years. For each example, include the scope of services, duration of the engagement, and outcomes achieved.
- E. Describe your proposed weekly aquatics class schedule, including types, frequency, duration, size, and safety considerations.
- F. How will you manage scheduling adjustments if attendance fluctuates?
- G. How will you ensure each class adheres to the 45-50 minute duration requirement?
- H. How will you measure participant satisfaction and program effectiveness?
- I. Describe your contingency plan for staff absences and how substitute instructors will be deployed.
- J. How will you ensure appropriate instructor-to-participant ratios (1:15 recommended)?

IV. Organizational Qualifications

- A. Describe Responder's experience, capabilities and other qualifications for this project;
- B. How many years has Responder operated under current company name?
- C. Describe your experience working in government or public sector-facilities.
- D. Has Responder ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government?
- E. Describe your contingency plan for staff absences and how substitute instructors will be deployed.

V. Financial Statements

- A. Responder must provide financial statements for the last three (3) years that evidences the responder's financial capabilities to perform the scope of work. (Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be accepted.) Provide year of incorporation (if applicable).

VI. References

- A. Responder shall provide three (3) references for projects similar in size and scope to the project specified herein in the [VENDOR QUESTIONNAIRE](#) Section.
- B. Provide three (3) references for each subcontractor proposed as a part of the project team. 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 project outlined in this RFP. Make additional copies as needed.

VII. Provide the following information: Are you a DeKalb County Firm? Yes/No.

B. Optional Interview

The County reserves the right to conduct optional interviews with all Responders or with a short-listed group of Responders. The Evaluation Committee may award a maximum of ten (10) points to each interviewed Responder based on the interview evaluation. If the County determines that it is in its best interest to develop a short list of responders for interview, it shall be based on the following calculation: Highest Responder Score – 10 points = Short-listed Score (Example: 91 – 10 = 81. Any Responder with a score of 81 or greater would be interviewed.)

C. Cost Proposal

- I. The cost proposal must be submitted in the [VENDOR QUESTIONNAIRE](#) of the County's eProcurement Portal
- II. **DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF COST PROPOSAL SECTION.** Including fees in any area outside of the Cost Proposal section shall result in Responder's proposal being deemed non-responsive.

III. Responders are required to submit their costs on *Cost Proposal Form*. **Responder shall not alter the cost proposal form.**

D. DeKalb First Ordinance

- I. It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts. The current DeKalb County List of Certified Vendors may be found on the County website at <http://www.dekalbcountyga.gov/purchasing/>.
- II. It is required that all responding Responders attend the mandatory LSBE meeting within two-weeks of the solicitation's advertisement, and comply, complete and submit all LSBE forms with the Responder's response to remain responsive. Attendance can be in person, via video conference and teleconference. Video conferencing is available through Zoom. Instructions for attendance via video conference can be found on the County's website at <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>.
- III. For further details regarding the DeKalb First Local Small Business Enterprise Ordinance, contact the LSBE Program representative, at DeKalbFirstLSBE@dekalbcountyga.gov.
- IV. DeKalb County Government is committed to ensuring that small businesses are provided adequate opportunities to succeed. Please see [The DeKalb First – LSBE Ordinance](#) for details.

E. Federal Work Authorization Program Contractor and Subcontractor Evidence of Compliance

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. Successful responder(s) shall be required to register and participate in the federal work authorization program which is a part of the *Sample County Contract* in the [ATTACHMENTS](#). In order for a Proposal to be considered, it is **mandatory** that the *Responder Affidavit*, in the [VENDOR QUESTIONNAIRE](#), be completed and submitted with responder's proposal.

F. Timeline

Advertisement Date:	October 12, 2026
Pre-Proposal Meeting (Mandatory):	October 29, 2026, 11:00am Lou Walker Senior Center 2538 Panola Road, Stonecrest, Georgia 30058
Question Submission Deadline:	October 30, 2026, 5:00pm
Response Submission Deadline:	November 13, 2026, 3:00pm

V. CRITERIA FOR EVALUATION

The following evaluation criteria and the maximum points stated below will be used as the basis for the evaluation of proposals.

A. Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Technical Approach to the Project This section will be evaluated based on the Responder's responses to the following requirements: I. Procedures and Methods The Responder shall describe the procedures and methods that will be used to achieve the required outcomes of the project as specified in the Solicitation. II. Roles and Responsibilities The Responder shall identify and clearly distinguish the responsibilities of the County and the Responder required to successfully complete the project. III. Project Schedule The Responder shall provide a task-level project schedule beginning with receipt of the Notice to Proceed and ending with project completion. The schedule should identify key tasks, anticipated timelines, and major milestones, as applicable.	Points Based	25 <i>(27.8% of Total)</i>

2.	Project Management This section will be evaluated based on the Responder's responses to the following requirements: I. Project Organization and Management The Responder shall describe how the project will be organized and managed, including the proposed approach for coordinating and overseeing project activities. II. Progress Reporting The Responder shall describe the procedures that will be used to monitor and report project progress, including the frequency and format of progress reports, as applicable. III. Subcontractors and Vendors The Responder shall identify the anticipated use of subcontractors or vendors and describe their anticipated roles and responsibilities in performing the services. IV. Project Resources The Responder shall describe the personnel, equipment, materials, and other resources necessary to successfully accomplish the purpose and requirements of the project.	Points Based	20 (22.2% of Total)
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3.	Program Design and Personnel Qualifications This section will be evaluated based on the Responder's responses to the following requirements: I. Class Descriptions and Programs The Responder shall provide sample class descriptions and programs that would be implemented under the resulting contract. II. Project Team The Responder shall identify the individuals who will be directly involved in performing the services, including: • The roles and responsibilities of each proposed team member; • Any outside personnel, including subcontractors; and • Detailed resumes for team members and subcontractors who will be directly working on the project. III. Certifications The Responder shall provide copies or a listing of all certifications held or required for the Responder, if an individual, or for instructors and staff associated with the firm or proposed team. IV. Similar Experience The Responder shall provide examples of similar services performed within the past five (5) years. For each example, the	Points Based	20 (22.2% of Total)
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	Responder shall include the scope of services, duration of the engagement, and outcomes achieved.		
4.	Organizational Qualifications This section will be evaluated based on the Responder's responses to the following requirements: I. Experience, Capabilities, and Qualifications The Responder shall describe its experience, capabilities, and qualifications relevant to successfully performing the requirements of the project. II. Company History The Responder shall identify the number of years it has operated under its current company name. III. Debarment, Suspension, and Exclusion History The Responder shall disclose whether it has ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. The Responder shall provide an explanation and any relevant details if the response is Yes.	Points Based	15 (16.7% of Total)

5.	Financial Responsibility This section will be evaluated based on the Responder's submission of the following required financial information: I. Financial Statements The Responder shall provide financial statements for the last three (3) years demonstrating its financial capability to successfully perform the scope of work. Audited financial statements are preferred; however, at a minimum, a balance sheet, income statement, and cash flow statement may be accepted. II. Year of Incorporation The Responder shall provide the year in which the company was incorporated, if applicable. III. Submission Requirement Failure to submit the required financial statements will result in no points being awarded for this requirement.	Points Based	5 <i>(5.6% of Total)</i>
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6.	References This section will be evaluated based on the Responder's responses to the following requirements: I. Responder References The Responder shall provide three (3) references for projects similar in size and scope to the project specified in the Solicitation. References shall be provided in the Vendor Questionnaire section. II. Subcontractor References The Responder shall provide three (3) references for each proposed subcontractor that will be part of the project team. References shall demonstrate experience providing the same or similar services to be performed by the subcontractor on projects similar in size and scope to the project outlined in the Solicitation. This requirement applies to all proposed subcontractors, including LSBE-DeKalb and LSBE-MSA firms. III. DeKalb County Firm The Responder shall identify whether it qualifies as a DeKalb County Firm by selecting Yes or No.	Points Based	5 (5.6% of Total)
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B. Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Cost	Reward Low Cost	10 (100% of Total)

C. Phase 3

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Optional Interview (If Applicable)	Points Based	10 (100% of Total)
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VI. CONTRACT ADMINISTRATION

A. Standard County Contract

The sample contract in the [ATTACHMENTS](#) is the County's standard contract document, which specifically outlines the contractual responsibilities. All responders should thoroughly review the document with an officer of the firm having the authority to execute the contract prior to submitting a proposal. **Any proposed revisions to the terms or language of this document must be submitted in writing prior to the Question Submission Deadline.** Proposer revisions submitted with proposals will not be accepted if not specified during the questions and answers period. No alterations can be made in the contract after award by the Board of Commissioners.

B. Submittal Instructions

Technical and Cost Proposals shall be uploaded seperately and electronically via the County's eProcurement Portal at <https://procurement.opengov.com/portal/dekalbcountyga> no later than 3:00 pm on Friday, November 13, 2026.

It is the responsibility of each Responder to ensure that its submission is received by 3:00 pm on the bid due date. The time/date stamp clock located in the Department of Purchasing & Contracting shall serve as the official authority to determine lateness of any response. The RFP opening time shall be strictly observed. Bidders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, including any technical difficulties such as poor internet connections will not be evaluated. Bidders should plan their submittals accordingly. **Telephone, fax and paper bids will not be accepted.**

C. Pre-Proposal Conference and Site Visit

A pre-proposal conference and site visit will be held at 11:00 am on the Thursday, October 29, 2026 at Lou Walker Senior Center 2538 Panola Road, Stonecrest, Georgia 30058. Attendance is **Mandatory** for the pre-proposal conference and site visit. For information regarding the pre-proposal conference and site visit, please contact Jordan Rodges at (404) 371-2614 or jmrodges@dekalbcountyga.gov.

D. Questions

All questions, exceptions, revisions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-proposal conference; however, oral answers are not authoritative. Questions, exceptions and revisions must be submitted via the County's eProcurement Portal at <https://procurement.opengov.com/portal/dekalbcountyga/projects/290087>, no later than close of business on Friday, October 30, 2026. No requests for interpretation, answers to scope or specification questions, contract exceptions, or additional information shall be accepted after.

E. Acknowledgment of Addenda

Addenda may be issued in response to changes in the RFP. It is the responsibility of the responder to ensure awareness of all addenda issued for this solicitation. Responders must acknowledge receipt of any addenda issued to the RFP in order to submit a response. Responder may call Jordan Rodges at (404) 371-2614 or send an email at jmrodges@dekalbcountyga.gov to verify the number of addenda prior to submission. Addenda

issued for this project may be found at the following project link:
<https://procurement.opengov.com/portal/dekalbcountyga/projects/290087>.

F. Proposal Duration

Proposals submitted in response to this RFP must be valid for a period of One Hundred Fifty (150) days from proposal submission deadline and must be so marked.

G. Project Director/Contract Manager

The County will designate a Project Director/Contract Manager to coordinate this project for the County. The successful responder will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Director/Contract Manager. All issues including, payment issues, shall be submitted to the Project Director/Contract Manager for resolution.

H. Expenses of Preparing Responses to this RFP

The County accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders.

I. Georgia Open Records Act

Without regard to any designation made by the person or entity making a submission, 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, O.C.G.A. §50-18-70 et seq., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

J. First Source Jobs Ordinance

The First Source Ordinance is a public regulation which requires contractors and beneficiaries of eligible DeKalb County projects to make a good faith effort to hire fifty (50) percent of all jobs using the First Source Registry. Beneficiaries are immediate recipients of county grants or community development block funds administered by the county of at least \$50,000. Contractors include an individual or entity entering into any type of agreement with the county, funded in whole or in part with county funds. WorkSource DeKalb (WSD) maintains the First Source Registry, comprised of qualified and trained DeKalb County residents. Business Solutions Unit (BSU) is available to assist the employer with selecting the most qualified candidate by using the First Source Registry to meet the company's hiring needs. WSD manages the First Source program through the Business Solutions Unit by assigning a specific BSU Specialist. The First Source process is conducted similarly to the BSU business service request process. The BSU Specialist works closely with employers using TALEO and BSU processes to ensure the hiring needs of the employers are met. For more information on the First Source Jobs Ordinance requirement, please contact WorkSource DeKalb at <https://www.dekalbcountyga.gov/workforce-center/welcome-workforce-development> or 404-687-3400.

Please see [The First Source Initiative](#) for details.

K. Business License

Responder shall submit a copy of its current, valid business license with its proposal or upon award. If the responder is a Georgia corporation, responder shall submit a valid county or city business license. If the responder is not a Georgia corporation, responder shall submit a certificate of authority to transact business in

the state of Georgia and a copy of its valid business license issued by its home jurisdiction. If responder holds a professional certification which is licensed by the state of Georgia, then responder shall submit a copy of its valid professional license. Any license submitted in response to this requirement shall be maintained by the responder for the duration of the contract. Failure to provide the business license, certificate of authority, or professional license(s) as required by this solicitation, may result in the proposed Bid being deemed non-responsive.

L. Ethics Rules

Bidders are subject to the Ethics provision within the DeKalb County Purchasing Policy; the Organizational Act, Section 22A, the Code of DeKalb County; and the rules of Executive Order 2014-4. Any violations will be addressed, pursuant to these policies and rules.

To the extent that the Organizational Act, Section 22A, the Code of DeKalb County, and the rules of Executive Order 2014-4 allow a gift, meal, travel expense, ticket, or anything else of value to be purchased for a CEO employee by a contractor doing business with the County, the contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to the Chief Integrity Officer, if created, or the Finance Director or his/her designee. Every contractor conducting business with the County will receive a copy of these ethical rules at the time of execution of the contract. For additional information, please visit <https://dekalbcountyethics.org/contractor-vendor-filings/>.

M. Right to Audit

The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

N. Insurance for Professional Services

Please see the sample contract in [ATTACHMENTS](#) for Insurance for Professional Services details.

O. Cooperative Agreement

The County through the Department of Purchasing and Contracting may permit piggybacks to this contract from other city, county, local authority, agency, or board of education if the vendor will extend the same prices, terms, and conditions to the city. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following entry, renewal or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

VII. AWARD OF CONTRACT

An evaluation committee will review and rate all proposals and shall determine if interviews are necessary.

If interviews are conducted, firms will be scheduled for an oral presentation to the evaluation committee, not to exceed one hour's duration, to respond to questions from the evaluation committee relevant to the firm's proposal.

The evaluation committee will make its recommendation for award to the DeKalb County Board of Commissioners, who will make the final decision as to award of contract.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO RE-ADVERTISE.

VIII. COST PROPOSAL

*****COST PROPOSAL MUST NOT BE SUBMITTED ANYWHERE ELSE OTHER THAN COST PROPOSAL SECTION, OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD*****

COST PROPOSAL

Responders shall submit a detailed cost proposal reflecting an annual firm fixed lump sum to perform all work described in the Scope of Services. The proposed price shall represent the total annual cost to deliver all required services. The annual lump sum must be itemized by service category as outlined in the table below, with each line-item reflecting the portion of the total annual cost allocated to that category. All proposed costs shall be fully inclusive of all direct and indirect expenses, including but not limited to labor, supervision, travel, materials, equipment, administrative support, and overhead.

Service Category	Description	Quantity	Unit of Measure	Annual Cost	Total
Administrative Coordination	Program and class development, program scheduling, supply coordination, administrative support, aquatic orientation, and participant records management.	3	Per year		
Aquatic Fitness Instruction	Provision of certified aquatic instructors to lead scheduled classes.	3	Per year		
Safety and Risk Management	Pre-class safety inspections, Maintain accurate participant attendance logs, Complete incident reports.	3	Per year		
Reporting and Program Evaluation	Participation tracking, quarterly reporting, and program evaluation.	3	Per year		
TOTAL					

IX. VENDOR QUESTIONNAIRE

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS PROPOSAL TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDER.

FORMS BELOW INDICATED AS REQUIRED ARE MANDATORY FORMS AND MUST BE COMPLETED, SIGNED, NOTARIZED, WHERE APPLICABLE AND SUBMITTED WITH THE PROPOSAL. FAILURE TO COMPLETE AND SUBMIT WITH THE PROPOSAL WILL DEEM THE RESPONDER NON-RESPONSIVE.

A. Authorized representative contact info*

Please include the name, title, phone and email of the authorized representative submitting this bid

*Response required

B. Federal Tax ID No.*

*Response required

C. Type of Organization*

- ☐ Corporation
- ☐ Joint Venture
- ☐ Sole Proprietorship
- ☐ Government
- ☐ LLC (Limited Liability Company)
- ☐ Other

*Response required

D. Was "Other" selected above?

- ☐ Yes
- ☐ No

When equals "Yes"

A. Type of "Other" Organization

Please enter the type of organization that applies.

E. Are you a DeKalb County Firm?*

- ☐ Yes
- ☐ No

*Response required

F. Technical Proposal

G. Technical Approach

B. Describe the procedures and methods that will achieve the required outcome of the project as specified herein.*

*Response required

C. Include a listing of the County’s responsibilities and the Responder’s responsibilities required to complete the project.*

*Response required

D. Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion.*

*Response required

E. Describe your overall approach to developing and implementing aquatic programming for older adults. *

Provide an answer to this question

*Response required

F. Describe how you will design programming to accommodate varying levels of physical ability and fitness.*

Provide an answer

*Response required

H. Project Management

G. Describe how the project will be organized and managed.*

*Response required

H. Describe progress reporting procedures for the project.*

*Response required

I. Include the anticipated use of subcontractors or vendors.*

*Response required

J. Describe the resources (personnel, equipment, and facilities) necessary to accomplish the project objectives. *

*Response required

I. Program Design and Personnel Qualifications

K. Provide sample class descriptions and programs that would be implemented.*

*Response required

L. Identify the individuals who will be directly involved in performing the services.*

Please include the following information:

(1) The roles and responsibilities of each proposed team member;

(2) Any outside personnel, including subcontractors;

(3) Detailed resumes for team members and subcontractors who will be directly working on the project.

*Response required

M. Provide copies or a listing of all certifications held or required for the Responder, if an individual, or for instructors and staff associated with the firm or proposed team.*

*Response required

N. Provide examples of similar services performed within the past five (5) years. For each example, include the scope of services, duration of the engagement, and outcomes achieved.*

*Response required

O. Describe your proposed weekly aquatics class schedule, including types, frequency, duration, size, and safety considerations.*

*Response required

P. How will you manage scheduling adjustments if attendance fluctuates?*

*Response required

Q. How will you ensure each class adheres to the 45-50 minute duration requirement? *

*Response required

R. How will you measure participant satisfaction and program effectiveness?*

*Response required

S. Describe your contingency plan for staff absences and how substitute instructors will be deployed. *

*Response required

T. How will you ensure appropriate instructor-to-participant ratios (1:15 recommended)?*

*Response required

J. Organizational Qualifications

U. Describe Responder's experience, capabilities and other qualifications for this project;*

*Response required

V. How many years has Responder operated under current company name?*

*Response required

W. Describe your experience working in government or public sector-facilities. *

*Response required

X. Has Responder ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government?*

*Response required

K. Financial Statements

Y. Provide your incorporation date if applicable. *

*Response required

Z. Responder must provide financial statements for the last three (3) years that evidences the responder's financial capabilities to perform the scope of work. *

(Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be accepted.) Provide year of incorporation (if applicable). Failure to submit financial statements will result in no points being awarded for this requirement.

*Response required

L. CONTRACTOR REFERENCE AND RELEASE

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

AA. Reference 1: Company Name*

*Response required

BB. Reference 1: Contact Person Name and Title*

*Response required

CC. Reference 1: Complete Primary Address*

Include city, state and zip code

*Response required

DD. Reference 1: Email Address*

*Response required

EE. Reference 1: Telephone Number (include area code)*

*Response required

FF. Reference 1: Project Name, Description and Contract Period*

*Response required

GG. Reference 2: Company Name*

*Response required

HH. Reference 2: Contact Person Name and Title*

*Response required

II. Reference 2: Complete Primary Address*

Include city, state and zip code

*Response required

JJ. Reference 2: Email Address*

*Response required

KK. Reference 2: Telephone Number (include area code)*

*Response required

LL. Reference 2: Project Name, Description and Contract Period*

*Response required

MM. Reference 3: Company Name*

*Response required

NN. Reference 3: Contact Person Name and Title*

*Response required

OO. Reference 3: Complete Primary Address*

Include city, state and zip code

*Response required

PP. Reference 3: Email Address*

*Response required

QQ. Reference 3: Telephone Number (include area code)*

*Response required

RR. Reference 3: Project Name, Description and Contract Period*

*Response required

SS. Would you like to include more than 3 references?*

☐ Yes

☐ No

*Response required

When equals "Yes"

TT. Include any additional reference information here*

Please include the same information as requested above in detail

*Response required

UU. REFERENCE CHECK RELEASE CONFIRMATION*

By confirming, you are authorizing the County to contact the references provided above for purposes of this RFP.

☐ Please confirm

*Response required

M. SUBCONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/service(s) listed in the solicitation.

If not using subcontractors, leave the following questions blank.

VV. Reference 1

WW. Reference 2

XX. Reference 3

YY. Would you like to include more than 3 references?

This is not required, however is it recommended.

☐ Yes

☐ No

When equals "Yes"

ZZ. Include any additional reference information here*

Please include the same information as requested above in detail

*Response required

AAA. REFERENCE CHECK RELEASE CONFIRMATION

By confirming, you are authorizing the County to contact the references provided above for purposes of this RFP.

☐ Please confirm

N. COOPERATIVE PROCUREMENT

The County through the Department of Purchasing & Contracting may permit piggybacks to this contract from other city, county, local authority, agency, or board of education if the vendor will extend the same prices, terms, and conditions to the city. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following entry, renewal or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

BBB. If awarded, agree to extend to other public procurement entities?*

☐ Yes

☐ No

*Response required

When equals "Yes"

CCC. If so, please propose a percentage discount to be offered to DeKalb County if a piggyback is utilized.*

i.e., 0%, 3%, 10%, etc.

*Response required

O. RESPONDER AFFIDAVIT

DDD. RESPONDER AFFIDAVIT*

Please download the below documents, complete and have notarized. Failure to complete, notarize and submit with the proposal will deem the responder non-responsive. An online notarization option will be provided for you when responding.

- [RESPONDER AFFIDAVIT.pdf](#)

*Response required

EEE. SUBCONTRACTOR AFFIDAVIT*

Please download the below documents, complete and have notarized. These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, it must be completed and submitted along with the proposal. Failure to submit these forms, if applicable, will result in the responder being deemed non-responsive. An online notarization option will be provided for you when responding.

- [SUBCONTRACTOR AFFIDAVIT.pdf](#)

*Response required

P. FIRST SOURCE JOBS ORDINANCE

The DeKalb County First Source Jobs Ordinance requires contractors or beneficiaries 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 projects, 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 and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more make a good faith effort to hire DeKalb County residents for at least 50% of jobs using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance.

FFF. Please complete and upload: D. First Source Jobs Ordinance Acknowledgement, and E. New Employee Tracking Form*

You may upload multiple files here.

*Response required

GCG. Confirmation of First Source Jobs Ordinance?*

Bidder confirms they have read the full WorkSource DeKalb information and agrees to comply with the provisions of the DeKalb County First Source Jobs Ordinance.

☐ Please confirm

*Response required

HHH. RESPONDER ACKNOWLEDGEMENT*

Responder acknowledges that this Proposal is valid for 150 days from and including the RFP opening date.

Responder acknowledges that their Proposal exceeds the minimum requirements. Any deviation from minimum specifications must be explained, in detail, by the Responder as to how the Proposal does not meet the exact specifications.

I, the authorized representative, acknowledge that I have read the RFP Document in its entirety and agree to conform to its every requirement. I further acknowledge that failure to prepare, submit, or execute this Proposal in the exact manner requested will be just cause to reject my entire Proposal.

☐ Please confirm

*Response required