



Neighborhood Scale Incremental Development Education Cohort (NSIDE DeKalb) Requests for Qualifications for Program Management Services

Responses to Requests for Clarification

Posted: October 16, 2026

1. Technical Assistance Bench participation: May individual practitioners or consulting firms submit solely for consideration as Technical Assistance Bench members, or must they be included in a lead Program Manager's proposal? If separate submissions are accepted, which proposal sections and requirements apply?
 - **Response:** Individual practitioners must be included in a lead Program Manager's proposal.
2. Scope of specialized roles: Would community engagement, participant support, development readiness coordination, and ownership/operations assistance be appropriate services for a specialized bench member or subcontractor?
 - **Response:** Community engagement would be an appropriate service to assist program participants with creating community engagement plans for implementation post-graduation from the program. Ownership and/or operations assistance would not be appropriate for the bench as that scope of work would not commence until post-graduation from the program.
3. Team qualifications: For a newly established firm proposing with experienced partners, how will the experience of the firm, its principal, and proposed team members be evaluated?
 - **Response:** For new firms responding to act as program manager, experience will be measured based on the expertise and prior

experience of the principal. Proposed team member experience will strengthen the response, however, the Program Manager's experience will hold the most weight.

4. Budget and level of effort: Is there an anticipated budget or funding range for the initial cohort? What cohort duration and minimum technical assistance hours per participant should respondents assume when developing their cost proposals?
 - o **Response:** The maximum annual budget is \$350,000, and we estimate 15-25 cohort participants annually. This amount excludes predevelopment technical assistance (likely \$50,000-75,000 per participant), which will vary based on each cohort participants' property and needs. Decide DeKalb anticipates the education component of the program will be 5-6 months, followed by 4-6 months of predevelopment technical assistance for those participants to progress to development.
5. Insurance and credentials: Do the listed insurance requirements apply independently to every bench member and subcontractor, or may some requirements be satisfied through the lead entity? Please also clarify the professional credential requirements for practitioners providing community engagement and development readiness coordination.
 - o **Response:** Insurance requirements do not apply to every bench member or subcontractor and may be satisfied by the lead entity. Professional credential requirements for community engagement practitioners and development readiness coordination may be satisfied by submitting supporting certifications and/or professional resumes indicating relevant experience with supporting professional references.
6. Submission process: The RFP specifies submission through the linked form, while the procurement web page references email submission. Could you confirm the required method?
 - o **Response:** All responses must be submitted as one (1) PDF document using this [NSIDE DeKalb Program Management & Technical Advisory Services RFP Submission Form](#). For issues submitting your response

before the October 30th, 2026 deadline, please contact Diana Pitcher-Williams at dpwilliams@decidedekalb.com.

7. Program Duration and Delivery – Section VIII: Section VIII states that the selected Program Manager will be engaged to deliver the initial NSIDE DeKalb cohort. What is the anticipated duration of the initial cohort, from participant recruitment through the capstone symposium? Additionally, is there a minimum required level of in-person program delivery within DeKalb County?
 - o **Response:** Each cohort is anticipated to last no longer than 12 months, excluding participant recruitment. Decide DeKalb will work with the selected program manager to finalize the program guidelines and structure, including but not limited to educational components, schedule, etc. Decide DeKalb anticipates all of the education sessions (currently estimated to be 1x per month) will be in person.
8. Pricing Structure – Section XI, Item I: Please clarify the preferred pricing structure for the cost proposal. Should respondents submit a fixed fee, hourly rates, or a per-participant fee? Should Technical Assistance Bench services be priced using hourly rates or a designated allowance? Additionally, should the optional services identified in Section IV.L be priced with the initial proposal or negotiated when individual task orders are issued?
 - o **Response:** Respondents should include a fixed fee per cohort participant for the program management services, and an estimate for technical assistance. Decide DeKalb anticipates that technical assistance scopes and costs will vary based on the needs of each individual cohort participant.
9. Proposal Page Limit – Sections XI and XII: The individual section maximums identified in Section XI total 32 pages; however, Section XII limits submissions to 30 pages, excluding resumés and required attachments. Please confirm which page limitation governs. May respondents reallocate pages among sections, provided the overall page limit is not exceeded? Additionally, please confirm that the resumés required under Section XI, Item B may be included as attachments outside the page count.

- **Response:** The total submission page count is 32 pages maximum, excluding resumes (resumes will not count toward the 32-page maximum).
10. Insurance Documentation Timing – Section XI.A: Section IX.A requires certified copies of insurance policies prior to the commencement of the contract term. Please confirm whether proof of insurance is required only from the selected respondent prior to contract execution or commencement, rather than at the time of SOQ submission.
- **Response:** Certified copies of insurance will be required prior to the commencement of the contract term.
11. Insurance Responsibility for Team Submissions – Section IX.A: For responses submitted by a team consisting of a lead Program Manager and Technical Assistance Bench members, must the lead Program Manager independently maintain all required insurance coverage, or may participating Bench members maintain their own professional liability coverage for their respective services?
- **Response:** The lead Program Manager will be required to independently maintain the required insurance coverage. Participating technical bench members must maintain their own professional liability coverage for their respective services.
12. Automobile Liability Requirements – Section IX.A: Section IX.A identifies Automobile Liability among the underlying coverages required for Umbrella/Excess Liability insurance; however, a separate Automobile Liability requirement and coverage limit are not specified. Please confirm whether Automobile Liability coverage is mandatory and, if so, the minimum required coverage limits.
- **Response:** Automobile liability coverage is not required.
13. DeKalb County LBSE Certification Points – Section X: Section X allocates five evaluation points to respondents holding current DeKalb County Local Business Small Enterprise (LBSE) certification. If a proposed subcontractor or Technical Assistance Bench member holds an active LBSE certification, would the

responding team qualify for all or a portion of the available evaluation points, or must the lead Program Manager independently hold the certification?

- **Response:** If a technical advisor holds an active LBSE certification, the responding team will qualify for a portion of the available evaluation points.

14. Bonding and Surety Requirements: Please confirm whether the NSIDE DeKalb Program Manager contract requires any bid bond, performance bond, payment bond, or other surety instrument, either at the time of proposal submission or upon award. If so, please identify the applicable requirements and amounts.

- **Response:** No, this is not required.

15. Technical Assistance Bench Commitments – Section VII.C: Section VII.C requires respondents to identify a qualified multidisciplinary Technical Assistance Bench. Are signed letters of commitment required from all proposed Bench members at the time of SOQ submission? Additionally, may the Technical Assistance Bench be supplemented or modified following contract award, subject to Decide DeKalb's approval?

- **Response:** Yes, signed letters of commitment required from all proposed Bench members at the time of SOQ submission. Yes, the Technical Assistance Bench may be supplemented or modified following contract award, so long as they meet all requirements of this initial procurement and the Program Manager obtains Decide DeKalb's pre-approval in writing.