

STAFF AUGMENTATION SERVICES

for



DeKalb County
G E O R G I A

Prepared for:

DeKalb County
Michelle Butler, Esq., NIGP-CPP, CPPO, CPCM
Chief Procurement Officer / Director
1300 Commerce Drive, 2nd Floor
Decatur, GA 30030

Submitted by:

NIGP Consulting (powered by Periscope)
Periscope Holdings, Inc.
17 British American Blvd. Airport Park
Latham, NY 12110

Proposal Contact:

Vickey Cortinas, NIGP-CPM, CPPO, C.P.M.
Proposal & Contract Manager
(520) 405-2723
vcortinas@nigp.com
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Introduction

NIGP Consulting is pleased to submit this Statement of Work to DeKalb County, Georgia (“County” or “Client”) for Staff Augmentation Services for the positions of Procurement Manager, Senior Procurement Specialist (Agent), Procurement Specialist (Agent). Services provided are advisory only and are not deemed to be directive or legal in nature.

The services and pricing are provided in accordance with the TXShare cooperative contract titled Public Sector Procurement Consulting, <https://www.txshare.org/available-contracts/public-sector-procurement-consulting/nigp-consulting>.

The specific scope of work for the Project is defined below.

I. SCOPE OF WORK

A. Staff Augmentation Services

NIGP Consulting will provide staff augmentation services as Procurement Manager, Procurement Agent (Procurement Specialist) and Senior Procurement Agent (Senior Procurement Specialist) to the County per the following:

Team B				
Name	Availability	Hours	Months	Title
Brian Wilcox	Part-time	25-30	8	Procurement Agent, Sr / Senior Procurement Specialist

Team C				
Name	Availability	Hours	Months	Name
Fatima Calkins	Part-time	25 - 30	6	Procurement Agent / Procurement Specialist

Team CIP				
Name	Availability	Hours	Months	Title
Denise Badillo	Full-time	40	8 - 10	Procurement Manager
Chris Johnsen	Full-time	30	8	Procurement Agent, Sr / Senior Procurement Specialist
Jack Pellegrino	Part-time	25	6	Procurement Agent, Sr / Senior Procurement Specialist
Norma Camacho	Part-time	20 - 25	6	Procurement Agent / Procurement Specialist

B. Procurement Title and Responsibilities:

The Contractor will provide staff augmentation services for the following positions. Services will include, but not limited to the following responsibilities:

- i. Procurement Manager: Contractor will provide staff augmentation services to serve as Procurement Manager to the County. Services will include, but are not limited to the following responsibilities:
 - Oversee procurement operations, including assignment of work, review of work and overall management of procurement projects.
 - Guide and manage Procurement staff members.
 - Oversee the administration of the Procurement Division program areas.
 - Oversee compliance with policies and procedures.
 - Meet regularly with County's Project Manager to discuss projects and issues.
 - Prepare reports, as requested.
 - Participate, as requested, in any calls, meetings, emails or other communications and engagement related to purchasing and contract services activities.
 - Develop specifications and scopes of work with County clients/customers.
 - Oversee sourcing processes for County, including developing and facilitating solicitations for goods and services required by County.
 - Develop documentation related to the sourcing process, including contract award recommendation communications.
 - Assist in the oversight and review of County contracts and contract modifications.
 - Research and maintain an understanding of County and State of Georgia regulations, policies and procedures.

- Research legal issues related to purchasing and communicate with legal counsel to address bid protests or challenges during the bidding process or answer post-bid questions.
 - Maintain regular communications with County procurement team members.
 - Keep leadership advised of any procurement issues requiring attention, actions or decisions not within the scope of the Manager's purview.
- ii. Procurement Agent (Procurement Specialist): Executes day-to-day procurement tasks such as drafting solicitation documents, coordinating with clients, and supporting contract administration. More process-driven and task-focused.
- iii. Senior Procurement Agent (Senior Procurement Specialist): Oversees more complex procurement functions, manages sourcing strategy end-to-end, engages with legal issues, and plays a leadership or decision-making role. Operates with greater autonomy and broader responsibility.
- iv. Requirements of both Procurement Agent and Senior Procurement Agent positions:
- Participate, as requested, in any calls, meetings, emails or other communications and engagement related to purchasing and contract services activities.
 - Develop specifications and scopes of work with entity clients/customers.
 - Create and manage procurement sourcing documents, including formal and informal solicitations such as requests for quotation, invitations for bid, and requests for proposals.
 - Develop documentation related to the sourcing process, including contract award recommendation communications.
 - Create, manage, and maintain procurement and contract documents, including sole source justifications, contract amendments, purchase orders, change orders, and other related procurement records in compliance with applicable policies and procedures.
 - Assist in the review of entity contracts and contract modifications.
 - Communicate regularly with NIGP Consulting Senior lead and other consultant team members
 - Conduct or assist in conducting sourcing such as Invitations for Bid, Request for Qualifications and Requests for Proposals
 - Conduct or assist in conducting sourcing and evaluation activities, such pre-bid or pre-proposal conferences, interviews, reference checks and negotiations.
 - Work with designated County staff, attorneys, suppliers, contractors, and customers in executing the above responsibilities.
 - Maintain regular communication with designated County staff to obtain project assignments, provide assignment status and to identify any project challenges.

v. Additional Requirements of Procurement Agent and Senior Procurement Agent:

Function/Responsibility	Procurement Agent (Specialist)	Senior Procurement Agent (Specialist)
Complexity of Solicitations	Handles solicitations generally	Leads complex, formal & informal solicitations (design, construction, RFQs, RFPs)
Document Management	Drafts Council agenda items and supports related documentation	Leads full management of all procurement & contract documents (including amendments, change orders, POs)
Legal & Risk Involvement	No legal coordination indicated	Coordinates with legal counsel on bid protests, challenges, post-bid questions
Meeting Facilitation	Participates in meetings	Facilitates pre-bid, pre-proposal, evaluations, negotiations, and bid openings
Leadership Role	Supports tasks and facilitates processes	Leads sourcing activities and potentially mentors/supports junior staff
Policy Interpretation & Problem Solving	Follows policy guidance	Independently interprets and applies policy, addresses legal/policy issues
Level of Autonomy	Works under guidance, supports processes	Operates more independently, expected to be proactive and solution-oriented
Strategic Involvement	Task-focused, operational support	Broader involvement in planning and coordination, often represents department in strategic discussions

C. Conditions of Service

The County may assign other procurement-related tasks to the Contractor. However, the Contractor shall not serve as an agent of the County and shall not make any formal decisions on the County's behalf. This includes, but is not limited to, the execution of contracts,

decisions on bid protests, contract terminations, or any related formal actions. All such decisions and actions shall remain the sole responsibility of the County. Additionally, the Contractor is precluded from participating in any sourcing activities related to eProcurement systems or procurement marketplace services.

Exact hours of Contractor availability and hours of service will be agreed upon in writing between the Contractor and the County. Contractor will be responsible for tracking hours worked to ensure alignment with the agreed upon schedule. Hours are tracked in 30-minute increments, to include description of work performed during the period.

In the event the County requires additional hours beyond the originally agreed-upon scope, the County shall notify both the Prime Contractor and the Contractor of the need for such services. Any additional hours must receive prior written approval from the County and will be billed at the established hourly rate

Consultant will work remotely/virtually. A schedule will be established between the two parties.

If applicable, all travel will require advance approval from the County and will comply with NIGP Consulting's travel policy. Contractor will invoice on a monthly basis for reimbursement of travel-related expenses.

Prior to the commencement of work, the County's Project Manager and designated staff shall meet virtually with NIGP Consulting to ensure mutual understanding of the Scope of Work and expectations outlined in this Agreement. During this meeting, NIGP Consulting and the County will confirm the project schedule, communication protocols and response times, equipment or system access needs, reporting structure, and any training requirements for the engagement. These elements will be finalized in preparation for the formal Kickoff Meeting.

D. Client Provided Support

1. *Direction/Supervision* – Client will provide guidance, direction and supervision to Consultant for any staff augmentation work in regard to assignment of work, any necessary review and approval of work and direction on any work prioritization.
2. *Training* – Client will provide necessary and appropriate training for the consultant in order for consultant to complete all assigned work.
3. *Equipment/Access to Required Systems*
 - a. Client will provide access to all systems required for consultant to complete all assigned work.
 - b. Consultant will use NIGP Consulting email address for all work communication, unless otherwise agreed upon with the Client.
 - c. Client may provide equipment (such as Client laptop and any necessary ancillary equipment) to consultant at their own risk. Contractor will not be responsible

for any lost or damaged equipment. The Consultant performing the staff augmentation services will be responsible for the proper care, custody, and maintenance of all Client-furnished equipment throughout the duration of the project. The Consultant shall take all reasonable precautions to prevent loss, damage, or misuse of the equipment. In the event of loss or damage due to negligence or improper use, the Consultant will be held liable for repair or replacement costs as determined by the Client. NIGP Consulting shall not be held responsible for any loss, theft, or damage to the equipment once it is issued to the Contractor.

4. Provide all applicable state and local ordinances, statutes, legislation, policies and procedures in electronic format.
5. Be available for all questions and clarifications.

E. Ownership of Documents

Upon completion or termination of Statement of Work, all Work Products and documents prepared by the Contractor or furnished to the Contractor shall be delivered to Prime Contractor and become the property of the County or Prime Contractor, as applicable. All Work Products, including, all charts, calculations, plans, specifications and other data, including electronic files and raw data, prepared under or pursuant to this SOW shall be made available, upon request, to Prime Contractor without restriction or limitation on the further use of such materials by Prime Contractor or the County, as applicable.

F. Term

The term of this agreement for the Staff Augmentation Services will be for up to one (1) year from date of contract execution. Additional months may be added to the term at the request of the County with 30-day-notice. The County has no obligations to use services throughout the term. Services are provided on an as needed, if needed basis.

II. FEE SCHEDULE

Procurement Manager (Denise Badillo)	\$170 per hour
Senior Procurement Agent (Specialist) To include Chris Johnsen, Jack Pellegrino and Brian Wilcox	\$144 per hour
Procurement Agent (Specialist) To include Norma Camacho and Fatima Calkins	\$125 per hour

If applicable, travel expenses will be invoiced at cost, in addition to the contracted pricing. Travel expenses must be approved in advance by the entity and will be based upon NIGP Consulting's travel policy, unless otherwise specified to be in alignment with the entity's travel policies. Travel

related expenses will include, at a minimum, airfare, hotel accommodation, mileage (if not flying to site), local transportation (rental car or transportation services), parking and mileage to/from Consultant's base location, luggage fees, per diem and miscellaneous related travel expenses.

\$80/day (maximum)	Per Diem
.62/mile	Mileage

Billing: Billing for Services will be monthly at the contracted hourly rate, including any pre-approved travel-related expenses for the month. Services are deemed accepted as they are provided to the University. Terms for all invoicing are Due Upon Receipt.

III. STATEMENT OF QUALIFICATIONS AND EXPERIENCE

NIGP Consulting – Consulting Team Qualifications

Our consultants are current and former public procurement practitioners. Their experience and expertise are based upon their leadership and executive positions with government entities as well as their service as consultants under contracted engagements.

Based upon their individual and collective experience in public sector procurement, procurement leadership and extensive engagement in the public procurement community, our Consulting Team brings progressive experience in:

- Goods, services, design, and construction contracting.
- Acquisitions, inventory management and supply chain logistics.
- Large and complex project tasks, including planning, specification and scope of work development, market research, cost and price analysis, negotiations, contractor performance assessment, contract management and contract closeout.
- Best practices in public procurement.
- Procurement technology and solutions, including Word, Excel, PowerPoint, and Outlook.
- Oral and written communication skills.
- Project management, including schedule and budget management.
- Expert advice and guidance to senior level staff members.

Our Consulting Team understands that every public organization has a unique culture. As a team, we gather information on the goals of the organization for the engagement as well as on the culture of the organization. We are prepared to bring immediate value, including implementing specific best practice procurement and contracting strategies for the entity to assist in your operation. Our team is experienced with the dynamics of political environments.

Further, we recognize the importance of establishing standard tools and templates to ensure consistency throughout complex procurement and contracting functions. NIGP Consulting

maintains confidentiality, focusing on developing close client relationships and building trust with your entity team.

NIGP Consulting -- Corporate Qualifications

NIGP Consulting was formed in 1995 by NIGP – The Institute of Government Procurement (founded in 1944). NIGP is a public procurement association providing advocacy, development, and support of over 17,000 public procurement practitioner members throughout North America. Its membership encompasses over 2,600 government entities and 72 public procurement chapters. NIGP Consulting is managed by President of Consulting, Marcheta Gillespie, FNIGP, NIGP-CPP, CPPO, C.P.M., CPPB, CPM.

In 2008, NIGP outsourced the management of NIGP Consulting to Periscope Holdings, Inc. NIGP, though, continues to be the owner of NIGP Consulting. Founded in 2001 and acquired by MDF Commerce in 2021, Periscope Holdings, Inc. has invested more than two decades in developing, implementing, and supporting eProcurement solutions for state and local governments. Periscope has been at the forefront of delivering best-of-breed eProcurement solutions to public sector organizations across North America.

NIGP Consulting – Market Differentiators

The NIGP Consulting program is truly unique:

- We are single-minded in purpose and focus on the transformation and advancement of public procurement.
- All clients are public sector procurement organizations.
- Each of our consultants has hands-on experience performing critical procurement and contracting functions within public sector organizations.
- We ensure that the Public Procurement Values of Accountability, Ethics, Impartiality, Professionalism, Service and Transparency are engrained in every aspect of our work, our deliverables, and our relationships. (In fact, we helped establish these Values as well as the subsequent Best Practices of Public Procurement for our industry.)
- We are committed to helping all public procurement entities transform into centers of procurement excellence.
- We passionately live our mission: **Procurement Professionals Delivering Results.**
- **NIGP** is the name you can trust in public sector procurement.

A hallmark of the NIGP Consulting program is the unmatched level of expertise in the public procurement industry among our team members. The NIGP Consulting program, in existence since 1995, has conducted procurement analyses, reviews and provided procurement support services for over 150 public sector clients.

Additionally, our team of professionals possess an abundance of knowledge and leadership experience through their roles in the public procurement industry. This directly facilitates a thorough understanding of unique circumstances and raises the bar on our effectiveness.

NIGP Consulting – Client Engagement

Below is a sampling of the public entities we have completed projects for over the past 15 years. These engagements offer evidence of the breadth of knowledge, experience, and capability of the NIGP Consulting Program to deliver superior consulting services in the public sector.

NIGP CONSULTING CLIENT LIST	
▪ Alachua County, FL	▪ Howard County, MD
▪ Anchorage School District, AK	▪ Imperial Irrigation District, CA
▪ Arlington County, VA	▪ Long Beach Port Authority, CA
▪ Atlanta Housing Authority, GA	▪ Loudoun County, VA
▪ Atlanta Public Schools, GA	▪ Manatee County, FL
▪ Austin School District, TX	▪ Maricopa County, AZ
▪ CalOptima Integrated Health	▪ Mecklenburg County, NC
▪ Cecil County, MD	▪ San Antonio Water System, TX
▪ Cincinnati Go Metro, OH	▪ Milwaukee County, WI
▪ City of Annapolis, MD	▪ Montgomery County, OH
▪ City of Austin, TX	▪ Nashville International Airport, TN
▪ City of Dallas, TX	▪ Nassau County, FL
▪ City of Deerfield, FL	▪ New Braunfels Utility, TX
▪ City of Denton, TX	▪ Orange County, CA
▪ City of Ft. Worth, TX	▪ Pima Community College, AZ
▪ City of Gainesville, FL	▪ San Joaquin Delta College, CA
▪ City of Hamilton, ON	▪ San Diego County, CA
▪ City of Kirkwood, MO	▪ San Mateo County, CA
▪ City of Stockton, CA	▪ Seminole County, FL
▪ City of Long Beach, CA	▪ Seminole State College, FL
▪ City of Miami Beach, FL	▪ Snohomish County, WA
▪ City of North Miami Beach, FL	▪ St. Louis County, MO
▪ City of Orlando, FL	▪ St. Mary's Metro County Commission
▪ City of Palo Alto, CA	▪ State of IL Capital Improvement Brd
▪ City of Pittsburgh, PA	▪ State of Maine
▪ City of Roseville, CA	▪ State of Maryland
▪ City of San Antonio, TX	▪ State of Michigan
▪ Columbus City School District	▪ State of Nevada
▪ DC Public Schools	▪ State of Oregon Treasury
▪ Fairbanks North Star Borough	▪ State of Washington
▪ Golden Gate District Authority	▪ Suffolk County, NY
▪ Houston County, TX	▪ Town of Hollywood, FL
▪ El Paso County, TX	▪ University of North Carolina, NC
▪ City of Scottsdale, AZ	▪ Virginia Commonwealth University

IV. ADDITIONAL SERVICES AVAILABLE

NIGP Consulting provides services in all areas of procurement. Our extensive portfolio of services includes, but is not limited to the services below:

- Strategic Procurement Assessments
- Procurement Program Development
- Policy and Procedure Manual Development and Review
- Process Mapping
- Benchmarking
- Performance Metrics
- Staff and Workload Analysis
- Job Description Review and Revision
- Award and Accreditation Application Assistance
- Executive and Management Advisory Services
- Staff Support (Staff Augmentation) Services

Beyond the services anticipated in the proposed scope of work, NIGP Consulting has numerous supplemental and related services available to further support this engagement. Below are a few examples of some areas of those services available upon request.

Benchmarking Comparable Agencies: In addition to the defined services, the entity may choose to have NIGP Consulting conduct a benchmark analysis against two or more comparable entity agencies. Benchmarking compares defined elements of practices, policies, organizational structure, and metrics between the entity and other agreed upon entity agencies. The results of the benchmark are then used to provide perspective on the recommendations in the report and comparative analysis between the similar counties.

Process Mapping of Current State and Proposed Future State: The NIGP Consulting Team will coordinate Mapping Sessions with County staff. The mapping sessions will document all steps, tasks, roles, documents, data, metrics, approvals, connections, and systems/technology for all identified procurement processes. The resulting deliverable from the Mapping Session will reflect the Current State of the entity Procurement, a GAP analysis where inefficiencies and inconsistencies lie in the Current State and a draft action plan with recommendations for a proposed Future State.

Procurement Procedures Manual Development: Review and/or development of a procurement procedures manual. Identification of best practices and gap analysis between current state practices and industry standards to maximize the effectiveness of the procurement function.

Services may include any of the following:

- Analysis of existing legislation, ordinance and related procurement policy
- Analysis of existing procedure manuals
- Analysis of existing process maps.

V. Offer and Acceptance

The County agrees that it shall not refer to the Services by NIGP Consulting in any marketing or promotional materials without the express approval by Periscope. The County shall have the right, for informational purposes, to state the fact that NIGP Consulting has been/was engaged to provide the Services. Periscope retains the right to list the County as a client and may request a written testimonial or reference from the County for the work performed.