



# Frequently Asked Questions

Team DB understands that contract transitions are times of uncertainty and are often stressful for an incumbent workforce. We are committed to making our hiring process as quick, orderly, and hassle-free as possible. We hope these frequently asked questions (FAQs) will give you a better idea of who we are and the employment process we use.

The information provided below contain topics that are frequently asked during contract transitions. We will continue to update this page throughout the Chronic Disease Program phase-in period, so please check back often. Also, check our phase-in schedule using the **News** tab for frequently updated information.

## **GENERAL QUESTIONS ABOUT THE CHRONIC DISEASE CONTRACT**

### **Q: What is the scope of the Chronic Disease contract?**

**A:** DB Consulting Group, Inc. (DB) was awarded the CIMS Information Services Support for the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) contract on June 15, 2012. This is a five-year (base period and four option periods) contract with the Centers for Disease Control and Prevention Information Management Services (CIMS) valued at \$78,992,868. This contract provides public health and IT services to the National Center for Chronic Disease Prevention. DB is the prime contractor and Northrop Grumman is our sub-contractor.

### **Q: What is the term of the Chronic Disease contract?**

**A:** The Chronic Disease contract is a one-year base contract with four one-year options. Base period of performance is June 15, 2012 – June 30, 2013. First 1-Year Option is July 1, 2013 – June 30, 2014. Second 1-Year Option is July 1, 2014 – June 30, 2015. Third 1-Year Option is July 1, 2015 – June 30, 2016. Second 1-Year Option is July 1, 2016 – June 30, 2017.

### **Q: When does the new contract start?**

**A:** The government notified DB of the award on June 15, 2012. Transition kick off is scheduled for June 18, 2012. The contract start date is July 1, 2012.

### **Q: Who are the members of Chronic Disease contract?**

**A:** Team DB is comprised of DB Consulting Group, Inc. and Northrop Grumman.

### **Q: Why should I join the DB team?**

**A:** The Chronic Disease contract is a continuation of the existing CDC task. Team DB won this competitive procurement without sacrificing employee salaries and benefits. DB and our teammate are fully dedicated to providing an excellent working atmosphere and plenty of opportunities for employees displaying talent and ambition.

### **Q: Will I have an opportunity to meet Team DB?**

**A:** Yes. We look forward to meeting you in person at our open house and one-on-one conference session. An Open House is scheduled for June 20, 2012 at the Atlanta Century Center Marriott, 2000 Century Center Boulevard, NE, Atlanta, Georgia from 4 p.m. – 6 p.m. In addition, initial one-on-one conference sessions are scheduled on June 21-22, 2012 from 9 a.m. to 7 p.m. at the Atlanta Century Center Marriott. Make-up sessions will be held between 9 a.m. and 1 p.m. on Saturday, June 23 at the DB office located at 2751 Buford Highway, Suite 205, Atlanta, Georgia, 30324 . All incumbents are encouraged to attend one of these sessions.

### **Q: If I have vacation planned and approved by my current employer, will I still be able to go on my vacation?**

**A:** We are fully aware that employees have lives outside of work and we respect pre-existing plans. We are dedicated to our employees and will work hard to help you maintain your prior commitments.

### **Q: Who can I talk to if my question is not addressed here?**

**A:** Team DB is committed to an open atmosphere and wants to ensure that we answer all your questions

to the best of our ability. Please feel free to contact us directly with any questions not addressed by this site. Questions should be submitted to the following [www.dbconsultinggroup.com](http://www.dbconsultinggroup.com).

## **INTERVIEWING AND HIRING**

### **Q: When can I expect to receive my employment offer?**

**A:** Team DB is currently extending employment offers to qualified candidates starting Tuesday, June 26, 2012. Employee offer acceptances are expected to be completed by Wednesday, June 27, 2012, and orientations will be conducted on June 28, 2012.

### **Q: Will I have to complete an employment application to be considered for employment on this contract?**

**A:** Yes. All candidates seeking to join Team DB will be required to complete an application. It is an important element to any company's hiring process. Please feel free to submit your résumé via the link on this website or directly to the transition e-mail box.

### **Q: You are requesting a copy of my two most recent pay stubs. Is a copy of my pay stub required?**

**A:** Yes. A copy of your pay stub provides us useful information that helps us speed up the offer process, so we encourage you to provide one.

### **Q: What do you need from me when I accept my offer?**

**A:** We will need you to sign and return your offer letter and associated employment conditions.

### **Q: Will my service years on the previous contract be grandfathered?**

**A:** Yes. We will honor your uninterrupted years of service. We realize many of you have a long history of support at CDC and that losing those years of service would result in lower accumulation rates for vacation accrual. We do not believe this is fair to you. We will work with you to verify your years of service to CDC and use this "adjusted service date" for your benefits and service awards.

### **Q: I am considering retirement but would be interested in part-time or intermittent employment. Is part-time employment possible with Team DB?**

**A:** Yes. We understand some incumbent employees may use the contract transition as a milestone to consider their own transition to retirement. Others already work part time. We also understand that many of those who consider retirement may desire to continue to work on a part-time or intermittent basis. Please let us know if you are interested in further discussions about this topic. We will be happy to give you more information and discuss them with you.

### **Q: Are there citizenship and security requirements?**

**A:** You need to demonstrate that you are eligible for employment in the United States and provide documentation to support this. Additionally, you will need to undergo a National Agency Check (NAC) so that you can be badged in the CDC security system.

### **Q: What will happen to my salary and benefits?**

**A:** For individuals remaining in their present position, we honor current salary levels and they will retain their seniority on the contract for benefits that relate to years of service. We will work with you to find ways to address unique requirements of your total compensation.

### **Q: Where do DB and its teammates stand on equal employment opportunities?**

**A:** Team DB treats employees and employee applicants equitably. Minorities and women are represented throughout our ranks. *What we seek is a commitment to technical excellence and a focus on superior customer service.*

### **Q. What do I do with my current badge and when will I receive my new security badge in transitioning to Team DB?**

**A:** Team DB has developed a detailed plan and schedule for badging and security with a designated POC and objective achievement criteria. At the appropriate time in the hiring process you will be given specific instructions regarding the procedures for badging.