



REQUEST FOR PROPOSALS

FOUR YEAR CONTRACT FOR TEMPORARY EMPLOYEE SERVICES FOR INFORMATION SYSTEMS POSITIONS BID NO: 18-1363

Addendum 1: July 16, 2018

Addendum 1 has been issued to address the following:

1. Make one change to the RFP.
2. Provide the questions asked and the responses to date. Additional questions will be responded to in the next addendum.

YOU DO NOT NEED TO RETURN ADDENDUM WITH YOUR PROPOSAL

CHANGE TO THE RFP

1. Section IV. Submitting a Response C. Response Format #9 Exhibit "C" – Compensation Proposal, remove and replace the second sentence with the following:

The Proposal with the lowest price will receive thirty five (35) points.

QUESTIONS AND RESPONSES

1. Is it possible to have a webinar for the pre-proposal conference?

Response: *Yes. The pre submittal conference is non mandatory and it is not required that respondents attend. If respondents would like to call in to listen to the meeting please use the following information: Audio Connection Phone Number (210) 233-2550 and Access Code 993-229-544.*

2. How many vendors does the Agency intend to give awards to?

Response: *All agencies within a competitive range will receive an award as determined by a clear break in the evaluation scores.*

3. What is the estimated budget for this solicitation?

Response: *The estimated budget is approximately \$2,500,000 per year. Actual expenditures will be determined by staffing needs.*

4. Is it a rebid or a new solicitation for the Temporary Staffing Services?

Response: *This is a re-bid.*

5. If it is a rebid, how many incumbents vendors in the past under this solicitation?

Response: *There are currently five (5) incumbent vendors.*

6. Would the lowest price proposal an indicator of a successful proposal? Would the extremely low and extremely high cost proposal will not be considered for further valuation?

Response: *Refer to section II. Selection Process C. Evaluation Criteria Summary. The compensation proposal is a part of the evaluation criteria, but it is not the only criteria. All submittals will be reviewed and scored.*

7. Does this RFP have a local preference policy? Can an out of State qualified firm participate in this RFP?

Response: *There is not a local preference policy, and out of state firms can participate in this RFP. Refer to section III. Communication E. SMWVB Questions for assistance with Small, Minority, Woman and Veteran-owned businesses (SMWVB) Program policy, completion of the Good Faith Effort Plan, and/or for assistance with certification agencies.*

8. The Q and A document is planned to issue on August 5, 2018. Does the agency intend to extend the due date for the proposal since the due date for the answers is only a week away from the proposal due date?

Response: *Questions and answers will be posted as needed, but the final addendum will be posted no later than August 3rd. At this time there is not a plan to extend the submittal deadline.*

9. I believe we can't use three-ring binders and staples for the proposal submission. It is correct?

Response: *Yes. Refer to section IV. Submitting a Response B. Submission #8.*

10. 7 copies of 50 page proposals means 350 pages in total. Can we print the copies of the proposal on double sided pages to save the papers?

Response: *Double sided pages are acceptable. Refer to section IV. Submitting a Response B. Submission #6.*

11. On page 13, section 9, Exhibit C, it is stated that “the Proposal with the lowest price will receive forty (35) points.” The number is supposed (40) instead of (35). Is it correct?

Response: *Per section II. Selection Process C. Evaluation Criteria Summary c. Compensation Proposal the points for this section are thirty five (35). Section IV. Submitting a Response C. Response Format #9 should also have thirty five spelled out to match the Evaluation Criteria Summary. See change to the RFP above.*

12. Can you please specify what type of information needed in the one page summary detailing the Job Categories items?

Response: *This is a summary page to identify the titles of the positions that the respondent is responding to.*

13. Do we need to bid on all categories?

Response: *No. Refer to section I. Project Information D. Additional Requirements.*

14. Is there any incumbent for this project or is this for a new project?

Response: *Refer to the response for question number five (5) above.*

15. If there was an incumbent, can you please let us know the name of incumbent, their hourly rate and historical spend?

Response: *Previously this was issued as an RFP, so a bid tab is not available. Collectively for the five incumbents the average amount of \$1,889,765 was spent per year. The incumbents are as follows:*

- *Sistema Technologies*
- *RFD & Associates*
- *National Human Resource Group*
- *22nd Century Technologies*
- *Amer Technologies*

16. Is budget allocated for this contract? If yes, can you please let us know the same?

Response: *Refer to the response for question number three (3) above.*

17. Is it mandatory to submit 3 sample resumes per position? Will resumes be counted against the page limit?

Response: *Refer to IV. Submitting a Response C. Response Format #6. Provide up to three resumes per position. Resumes are considered required forms and will not count toward the page limit. Refer to section IV. Submitting a Response B. Submission #6.*

18. There are 19 positions listed in Exhibit D. Does this mean we will be providing between 19 and 57 resumes to fulfill this requirement?

Response: *Yes, that is correct, depending on what jobs the respondent is submitting on.*