



REQUEST FOR PROPOSALS

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

Addendum 3: July 31, 2018

Addendum 3 has been issued to address the following:

1. Addendum 1 was issued on July 16, 2018 and provided the first 18 questions asked and their responses. Addendum 3 is provided to respond to the questions submitted after Addendum 1 was issued.

YOU DO NOT NEED TO RETURN ADDENDUM WITH YOUR PROPOSAL

QUESTIONS AND RESPONSES

1. Regarding SAWS SMWVB policy. It is our understanding the Texas State Historically Underutilized Business (HUB) Certificate qualifies as a minority business under the South Central Texas Regional Certificate Agency. So, it is our understanding that a Texas State HUB qualifies us under SAWS SMWVB policy?

Response: SAWS accepts the certifications from both the SCTRCA and HUB. However, if a firm is certified thru the SCTRCA as a MBE or WBE (minority or woman owned) they must also be certified as a small business; HUB certification is slightly different so we accept it as a stand-alone certification.

2. In Section B. Scope of Services, item m., the Contractor is required to provide proper safety equipment for their personnel. Based on the list of IS positions outlined in the RFP, can you tell us if any of these positions require PPE?

Response: It is not likely, however, if a need arises the contractor will be notified at the time of the request that PPE is needed.

3. If we are certified as a SBE/WBE/MBE, are we required to subcontract to another firm who is also certified? In other words, is the subcontracting a requirement regardless of our company fulfilling the SMWB 19% goal with our own certifications?

Response: *If a firm is SMWB-certified, it will most likely meet the goal. However, the Good Faith Effort Plan (GFEP) is a required document, and a good faith outreach effort is still necessary. SAWS tracks all subcontractor usage regardless of SWMVB status. Please list any subcontractors and/or suppliers that you will be using regardless of SWMVB status on the GFEP.*

4. Provide up to three (3) resumes of resources currently employed by contract or available to contract which depicts depth and qualifications of resources for each Information Systems position depicted in Exhibit D. Can we hide (omit) the Employee Name when submitting the resume to protect their concerns for data privacy and confidentiality without losing points?

Response: *Yes, that is acceptable.*

5. Proposal format instructions: **Section 4** – Requirements (1-22) Item number 4 in the requirements section of the response ask to “Provide up to three (3) resumes of resources for each Information Systems position depicted in Exhibit D.” **Section 6** – Caliber of Resources Ask to provide “. Provide up to three (3) resumes of resources currently employed by contract or available to contract which depicts depth and qualifications of resources for each Information Systems position depicted in Exhibit D. **Section 10** – Exhibit “D” – Job Summaries.
 - a. In which section should the resumes be inserted?
 - b. If the resumes are in Section 4, what information should be provided in Section 6, or vice-versa?
 - c. What information should be provided in Section 10? It seems to just list the Job Summary descriptions and does not ask for anything from the responder.

Response: *Regarding the resume requirement:*

- a. *Resumes should be inserted in Section 4.*
 - b. *No additional information needs to be inserted in Section 6. The resumes in Section 4 will be reviewed for this requirement.*
 - c. *Section 10 is for vendor reference. Nothing needs to be returned in this section when submitting a proposal.*
6. For the organization chart (I. Project Information, General Information item #1 p. 2 of 54), does SAWS want the entire corporation organization chart to include Owners, Officers, Executives, and the proposed Account Team? Or, does SAWS require an organization chart of the proposed Account Team?

Response: *Provide an organizational chart of the entire corporation.*

7. Will a spiral binding meet SAWS requirements for the response submission (original and copies)? (IV Submitting a Response B. Submission Item 8 p. 8 of 54).

Response: *Yes.*

8. Regarding Job Descriptions and ensuring the vendor has the “correct information if they are provided a different job description at the time service are requested” (RFP I Project Information B Scope of Services Item n. p. 2 of 54), how will the vendor be notified a job description has been changed? Will job descriptions change while a candidate’s resume is being evaluated?

Response: *Whenever a request for resource will be made, there will be a detailed job description attached. It is highly unlikely that a job description would be changed during evaluation, but it could happen in rare circumstances and every-one would be notified of any changes.*

9. Will this contract be utilized (i.e. to assist with billing system interaction) should SAWS move forward with smart meters?

Response: *There are currently no specific projects assigned to this contract. It could be used for any work undertaken by SAWS IT department.*

10. Regarding Exhibit G – Security Procedures additional security requirements such as “hiring SAWS approved security guards, temporary fencing, mobile CCTM trailers, or extra lighting” when there is a violation of SAWS Security Procedures, how many times in the past four (4) years has a contractor been required to provide these additional security measures and what SAWS Security Procedure was violated?

Response: *In the last four years there have been no more than three events. Violations were failing to keep site secure, and not following appropriate escort and badging procedures.*

11. Do candidates have to be direct W-2 Employees from our plan, or would firms be allowed to use 3rd parties?

Response: *Candidates are not required to be direct W-2 Employees of the vendor if they meet all of the other requirements. All subcontractors need to be listed in Exhibit B on the Good Faith Effort Plan.*

12. Can we have more than 5 suppliers?

Response: *There is not a limit on the number of suppliers. If more than five suppliers will be used please use an additional page to be included with Exhibit B Good Faith Effort Plan.*

13. As far as the 19% goal for diversity spend, is that a differentiator? Would the staffing firms be graded higher if we were 20% or above?

Response: *The goal is 19%; therefore, if you meet or exceed the goal the maximum amount of points that you can get by meeting the goal is 15 points.*

14. May we have job descriptions for each labor category so that we can better identify bill rates? May we also have the not to exceed rates?

Response: *Section 10 intentionally provides high-level job descriptions. The sample resumes will demonstrate the range of any technologies or experience levels that will be available.*

We do not have any not to exceed rates to provide. The not to exceed rates are to be filled in by the contractor.

15. Do we need to provide markup % range for minimum and maximum pay rates?

Response: *The markup % should be the same for the minimum and maximum rates.*

16. Regarding EXHIBIT B - Good Faith Effort Plan for SUBCONTRACTING: If we are committing to a 25% SBE participation, can we omit 'SECTION C – GOOD FAITH EFFORTS'. Is this the correct interpretation?

Response: *The GFEP is a required document and must be turned in. If you are not using any sub-contractors for this project please indicate so on the form.*

17. Since the Good Faith Effort Plan is worth 15%, can you explain a bit more about how that section is scored?

Response: *The subcontractor point structure is directly tied to the percentage of utilization. The breakout is listed on page 10 of the RFP.*

18. Is it possible to extend the response due date from August 9th to August 23rd? If not, would a 1 week extension be possible?

Response: *A one week extension was granted in Addendum 2.*

19. Would you be able to provide Job descriptions with more detail including technologies used and experience levels?

Response: *Refer to the response for question number 14.*

20. Is it necessary to have a Texas Business License in order to bid for this solicitation?

Response: *If the entity is an out of State Corporation, then that entity has to be registered to do business in Texas.*

21. Being that work on this contract is not set to start until Jan. 1, 2019, could firms that are certified SMWVBs in other states begin the process of certification with the South Central Texas Regional Certification Agency and self-perform as a SMWVB by the start of the contract even if they are not certified by the time the proposal is submitted?

Response: *In order to receive points for the SMWVB Evaluation Criteria, firm will need to be certified at the time of RFP proposal submission. In order to count towards the SWMVB program a firm must be currently certified thru SCTRCA or HUB; however, if the firm would like to get certified in order to count towards the program they must submit the required paperwork and get certified before the solicitation is awarded. A firm can contact the SCTRCA directly to inquire about certification; however, once they submit all paperwork required then SAWS can put a priority on their form if all of the paperwork is complete. Since SAWS is a member entity of the SCTRCA there is no extra charge for the priority; however, if the firm is out of jurisdiction then a fee may apply. The SCTRCA will be able to provide the information.*

22. Will the resumes and forms submitted in the proposal count as part of the 50-page limit?

Response: *Refer to the response to question number 17 in Addendum 1.*

23. Please clarify what is required for Exhibit D, as it relates to the proposal response format, on Page 11 of the RFP, #10.

Response: *Refer to the response to question 5 c.*

24. Can we submit the same candidates for multiple positions?

Response: *Yes, this would be acceptable.*

25. Can the account manager be an offsite position?

Response: *Yes, this would be acceptable.*

26. "SAWS has current contracted employees that are critical to the continuity of ongoing projects. The awarded Contractor must be willing to hire personnel or subcontract with existing firms for one year or until December 31, 2019." What contractors currently manage these contracted employees? Are any currently managed in-house at SAWS? If there is a contract, what is the bid number, when was it awarded, who is the contractor? Will we be provided a list of current contracted employee positions and current pay?

Response: *The incumbent vendors have been provided in response to question number 15 in Addendum 1. At the time of award a list of current contract employee positions and pay will be provided.*

27. Do we get all 15 SMWBE points if self-performing?

Response: *Refer to the response for question 3.*

28. Will SAWS allow vendors to redact identifying information from submitted resumes?

Response: *Refer to the response for question 4.*

29. For Past and Present Experience with Similar Projects/References (IV Submitting a Response C. Response Format #5 p. 8 of 54), may prime contractor reference a subcontractor's past performance/experience or must all past and present experience/references come from the prime contractor?

Response: *It is preferred that the projects/references provided represent the prime, however, if some of the projects/references provided represent the sub it needs to be make clear that it is for the sub and SAWS will evaluate accordingly.*

30. What is the estimated budget for this RFP? If unknown, please specify the previous spending.

Response: *The estimated budget was provided in response to question number 3 in Addendum 1.*

31. Please provide the current vendor (s) providing the service and how are the current services being procured?

Response: *Reference the response to question number 15 in Addendum 1. Solicitation #18-1363 is being procured through a Request for Proposals (RFP).*

32. Will we have access to the incumbent's proposal who was awarded the contract?

Response: *Previously this was issued as an RFP, so proposals are not available.*

33. Please provide the total amount paid to each vendor under contract from the inception of their current contract.

Response: *Reference the response to question number 15 in Addendum 1.*

34. What are the most frequently used job categories in the subject matter RFP?

Response: *There isn't a "most frequent", but this year we had a need for several of the following positions: Help Desk Analysts, a Project Manager, Enterprise Architect, and Web Developer.*

35. What is the average length of the assignment?

Response: *Approximately 6-12 months.*

36. The RFP requests vendors to "provide up to three (3) resumes of resources currently employed by contract or available to contract which depicts depth and qualifications of resources for each Information Systems position depicted in Exhibit D," will it affect SAWS overall decisions if the vendor provides less than three?

Response: *If the RFP requirements are not met it will be reflected in the scores for the evaluation criteria.*

37. How many temporary procurement contractors did the SAWS request during the past year?

Response: *There were up to 20 contractors working at any one time. At least 5 were brought on in 2018.*

38. If this an existing contract how long has it been in place?

Response: *The current contract was awarded for four years with two one year options to extend. The current contract will end on December 31, 2018.*

39. If this is an existing contract why is the SAWS looking for new vendors?

Response: *The current contract will expire.*

40. Can the SAWS provide previous pricing for the requested positions?

Response: *Reference the response to question number 15 in Addendum 1.*

41. What is the average or typical duration of assignment for a temporary contractor?

Response: *Refer to the response for question 35.*

42. What is the SAWS's process for requesting candidates from multiple vendors?

Response: *When a need arises, SAWS will send a request to the firms that have bid on the position that is needed and provide a detailed job description. Received resumes will be evaluated and interviews set up with appropriate candidates. Selection will be made based on the best fit for the position required.*

43. Referring to #12 of the requirements, what would be an example of additional job summaries available or what is this asking for?

Response: *SAWS has identified job summaries of positions, but if the respondent has a job description for something that was not included in Exhibit D SAWS would like the respondent to identify the position and provide information related to it.*