



QUESTIONS & RESPONSES #06

RFP TITLE PA000000033 | Information Technology Temporary and Full-Time Placement Staffing Services

CONTACT ALEX COMPTON, PROCUREMENT

EMAIL procurement@portoftacoma.com

PHONE NUMBER 253-888-4741

SUBMITTAL DUE DATE Thu, 11/7/2024 - 02:00PM

Q&A ISSUE DATE Thu, 10/24/2024 - 11:00AM

QUESTION #	DATE RECEIVED	DATE ANSWERED	PROPOSER QUESTIONS	PORT RESPONSES
1	10/10/2024	10/14/2024	We would appreciate it if you could provide a sample skill set or job description for the five positions you anticipate utilizing the contracts for.	Sample skill sets will vary based on specific position requirements. See Attachment "D" in the RFP for an example of a typical position requirements.
2	10/10/2024	10/14/2024	Could you please confirm who the incumbent vendors are and if they will be eligible to participate in the bidding process for the RFP?	Incumbent vendors are eligible to participate. They include; Amplify Consulting Partners, LanceSoft, Inc, Redmond Technology Partners, LLC, Tek Systems, and Widenet Consulting.
3	10/10/2024	10/14/2024	What was the average spent on each position?	The majority of expenditures have been on the Project Manager and Business Analyst roles. See question 4 for total spend.
4	10/10/2024	10/14/2024	What is the total spent on the staff augmentation contracts?	\$1,807,786.44 since the previous set of contracts were established in 2019.
5	10/11/2024	10/14/2024	Do we need to submit resumes for positions such as Project Manager, Business Analyst, Systems Analyst, Software Engineer, Infrastructure Engineer, IT Cloud Data Engineer, and IT Support Specialist (Helpdesk) along with the proposal submission?	No, sample resumes are not requested. See section D. RFP ELEMENTS & EVALUATION CRITERIA for submittal requirements.
6	10/11/2024	10/14/2024	Does the agency need any sort of previous experience working with companies like yours?	No previous Port experience is necessary. See section D. RFP ELEMENTS & EVALUATION CRITERIA for submittal requirements and evaluation criteria.
7	10/11/2024	10/14/2024	Do we need to submit the company insurance with the bid?	Insurance is not required as part of the bid / proposal submission. It is required before the contract can be executed.
8	10/11/2024	10/14/2024	How many Temp's and FTE's positions are we expecting in 2025?	See RFP Page 2, "A. BACKGROUND" section.
9	10/11/2024	10/14/2024	How many agencies will be selected for this bid?	See section B. SCOPE OF SERVICES.
10	10/14/2024	10/14/2024	Please share the incumbent vendors and their pricing.	Incumbent vendors include; Amplify Consulting Partners, LanceSoft, Inc, Redmond Technology Partners, LLC, Tek Systems, and Widenet Consulting. For a specific vendors pricing please place a public records request (https://www.portoftacoma.com/about/public-records).
11	10/14/2024	10/14/2024	What is the budget for this bid? OR the estimated annual spending in the past under this contract for similar services?	Budget is approved on an as needed basis per position. See question 4 for historical spend.
12	10/14/2024	10/14/2024	Is there any challenge fulfilling the needs with the existing contracts for related services or any specific improvements you are looking for?	No specific challenges or improvements.
13	10/14/2024	10/14/2024	How many vendors would be awarded?	See section B. SCOPE OF SERVICES.
14	10/14/2024	10/14/2024	Is there any preference for the local vendor?	Local vendors are encouraged to apply. However, vendor location does not factor into scoring.

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15	10/14/2024	10/14/2024	What is the exact work location and the working hours?	<p>The primary work location is at the Port of Tacoma Admin building at One Sitcum Plaza in Tacoma, WA.</p> <p>The Port is currently working in a hybrid office/home arrangement. Staff, including temporary resources, are required to be in the office one day per week and may work from home other days unless there is a need to be in the office to support project or other work activities. This arrangement may change at any time with more days required to be in the office.</p> <p>Full-time and temporary staff are expected to work a professional work week, averaging 8 hours per day, but may need to work more hours on occasion to meet specific deliverables. Temporary staff are paid hourly and should bill for actual hours worked. Core office hours are 9:00 AM - 3:00 PM Pacific Time. Temporary and Full-time resources must notify their supervisor if they will arrive after 9:00 AM or leave before 3:00 PM.</p>
16	10/14/2024	10/14/2024	What are the overtime terms and orientation process if required for any role?	Full time positions are typically salaried (not hourly) positions. The hourly rate for temporary positions does not depend on the number of hours worked. We expect temporary resources to work only 40 hours per week without Port approval. Time spent in orientation activities is considered hours worked and paid at the normal rate for temporary resources.
17	10/14/2024	10/14/2024	Please share the type of background check and drug test required.	For Temporary resources, the staffing firm should conduct a standard criminal background check and conduct verification of employment and education history. For full-time placements, the Port will conduct these background checks. No drug screening is required for temporary resources or full-time placements.
18	10/14/2024	10/14/2024	Will there be a kick-off meeting once the contract is awarded?	Yes, We will meet with new staffing agencies once the contracts are awarded.
19	10/14/2024	10/14/2024	How many resources/candidates are currently active at this time under incumbent contracts? Please provide the breakdown of numbers under each incumbent vendor.	We currently have one temporary resource active. They were staffed through WideNet.
20	10/14/2024	10/14/2024	What is the spending to date against each of the incumbent vendors?	See question 4.
21	10/14/2024	10/14/2024	Will active candidates under the incumbent vendors be transitioned to the new vendors if the same incumbent vendors are not awarded the contract this time?	Temporary position(s) already in progress will continue with their current agency through the temporary resource's contract term and will not be transitioned to new vendors.
22	10/15/2024	10/15/2024	What is the annual budget of the contract?	See question 11.
23	10/15/2024	10/15/2024	Do you need actual resumes or sample resumes?	See question 5.
24	10/15/2024	10/15/2024	Is this bid refresh? If yes, Can you share details from where we can get old proposal details?	The previous RFP was 87747 IT Contract Staffing Services. The corresponding contracts will hit their term limit at the end of 2024. For a specific details related to the old RFP please place a public records request (https://www.portoftacoma.com/about/public-records).

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25	10/16/2024	10/16/2024	Can you kindly elaborate on what is expected under "Innovative ideas and suggestions for enhancing the scope of services" mentioned under Section D.2 - Staffing Approach? Are you looking for capabilities beyond staffing services such as consulting, solution engineering, managed services, etc.?	For this RFP question, we are looking for innovative ideas and approaches that would improve how we could work with your firm to staff Temporary and Full-Time positions. You could also use this response to share how your firm is innovative in the way you source candidates, retain resources, or other innovative ways that you work that sets your firm apart.
26	10/16/2024	10/16/2024	Did you face challenges in meeting the right fit candidates for any of the positions and looking to improve on certain skill sets?	No specific challenges.
27	10/16/2024	10/16/2024	Can you share a high level overview of the technologies, platforms and tools used at Port of Tacoma?	The Port uses technologies and platforms from some common companies like Microsoft and IBM as well as some lesser-known platforms that are more specialized for government, port, or supply chain organizations. We would prefer to not share more specific details of technology platforms here so we avoid exposing detailed information that could be useful for hackers. When job requirements are put together for specific positions, we will share more details on the technologies, tool, and platform experience that are desired for each position. We can also share more details with shortlisted vendors during the interview phase of the RFP.
28	10/17/2024	10/17/2024	Please provide the job descriptions for each position mentioned in the RFP Section D,3. Rates.	See question 1.
29	10/17/2024	10/17/2024	Do you need actual resumes or sample resumes?	See question 5.
30	10/17/2024	10/17/2024	Do we need to submit resumes along with the proposal?	See question 5.
31	10/17/2024	10/17/2024	Number of resumes to submit for each role?	See question 5.
32	10/17/2024	10/17/2024	Are services expected to be performed onsite, remotely or hybrid?	See question 15.
33	10/17/2024	10/17/2024	Should we submit rates of the required roles as a separate cost proposal?	Yes. See section D. RFP ELEMENTS & EVALUATION CRITERIA.
34	10/17/2024	10/17/2024	Who are the current incumbent vendors and budget split between them for the services provided?	See questions 2, 3, and 4.
35	10/17/2024	10/17/2024	What is the actual budget of the contract?	See question 11.
36	10/17/2024	10/17/2024	Does the agency need any sort of previous experience working with companies like yours?	See question 6.
37	10/17/2024	10/17/2024	How many resources/candidates are currently active at this time under incumbent contracts?	See question 19.
38	10/17/2024	10/17/2024	In Section D: RFP Elements & Evaluation Criteria, under Qualifications & Experience, regarding the number and experience of key personnel proposed for this work, should we include details about the key roles or the contact information for the individuals assigned to the project?	Information and experience of individuals assigned to the project from your firm. We are looking for qualifications and experience of the recruiting staff and account managers at your firm that would be working with the Port. We do not need names or personal details, but please share information on their experience staffing positions like the roles that we have indicated for the Port's IT positions.
39	10/17/2024	10/17/2024	Given that you are asking for "key personnel" and at the same time "their experience" we wonder if you want these to be: 1. Name given resumes? And if these shall be consultants or part of our delivering team. We assume you want consultants and name given but we just want to make sure.	See question 38.
40	10/22/2024	10/22/2024	Are there any pain points or issues with the current vendor(s)?	See question 12.
41	10/22/2024	10/22/2024	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	No.

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42	10/22/2024	10/22/2024	How many positions were used in the previous contract (approximate)?	12 temporary contracts, and 5 hires.
43	10/22/2024	10/22/2024	If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?	Yes, with PM approval.
44	10/22/2024	10/22/2024	Can we provide hourly rate ranges in the price proposal?	Yes.
45	10/22/2024	10/22/2024	Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	See question 15.
46	10/22/2024	10/22/2024	Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	See question 5.
47	10/22/2024	10/22/2024	Could you please provide the list of holidays?	New Year's Day, MLK Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Eve, Christmas Day.
48	10/22/2024	10/22/2024	Are there any mandated Paid Time Off, Vacation, etc.?	Temporary resources are not expected to work on Port holidays. However, staffing agencies can only bill the Port for actual hours that the temporary resource works and cannot bill the Port for holidays, vacation, sick days or other days/hours not worked.
49	10/23/2024	10/23/2024	In Section SUBMITTAL PROCESS-Please provide one (1) non-redacted version of your PDF submittal. Can we submit only one electronic copy as we don't have any redacted copy of the proposal?	Yes, one copy is acceptable. See addendum 1.
50	10/23/2024	10/23/2024	Ref – "Proposals are limited to 10 numbered pages (8 ½ by 11 inches) including the cover letter and any submitted appendices but excluding the compensation proposal and references. All pages shall be in portrait orientation with 1-inch margins. Font size shall be 11 points or larger." Please confirm that the sections: Qualifications & Experience and Staffing Approach are not included in the page count.	Per section D. RFP ELEMENTS & EVALUATION CRITERIA, only compensation proposal and references are excluded from the page count.
51	10/23/2024	10/23/2024	Ref – "Project Service Order (PSO)" Please confirm we don't need to fill out the respective form at the time of submission.	The PSO is not needed at time of submission. The form will be used post contract execution when a new position is available for staffing.
52	10/23/2024	10/23/2024	Can you please let us know the previous spending on this contract?	See question 4.
53	10/23/2024	10/23/2024	Can you please confirm the NTE budget for this contract?	See question 11.
54	10/23/2024	10/23/2024	Please confirm if either a local office or a local representative, or both, are required. If yes, how often and for how long is the local representative expected to be onsite?	See question 15.
55	10/23/2024	10/23/2024	Please confirm if there is any local preference.	See question 14.
56	10/23/2024	10/23/2024	Please confirm if the team is expected to work onsite, remotely, or hybrid. Do we need to be onsite for meetings? If yes, Other than training, meetings, and briefings, are there any other reasons that work must be performed onsite?	See question 15.
57	10/23/2024	10/23/2024	How many requirements are anticipated to be released annually?	See RFP section A. BACKGROUND.
58	10/23/2024	10/23/2024	How many employees currently work under (or will be anticipated to work under) this contract?	See questions 19, 42 and RFP section A. BACKGROUND.

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59	10/23/2024	10/23/2024	Please confirm if using the subcontractors is compulsory. Also, there is any sub-goal dedicated under this solicitation. Also, please confirm if the vendor qualifies to self-achieve the goal if it is NMSDC certified MBE firm.	Use of sub-contractors is not compulsory. There is not a sub-goal dedicated. MBE self certifications are acceptable.
60	10/23/2024	10/23/2024	Please confirm how many evaluation points/goals are allocated for subcontracting under this opportunity.	See Attachment A, General Information.
61	10/23/2024	10/23/2024	What is the average response time to provide a resume of qualified resources?	See RFP section B. SCOPE OF SERVICES:
62	10/23/2024	10/23/2024	Do we have to provide a Sample Insurance Certificate with the proposal response? Please confirm.	See question 7.
63	10/24/2024	10/24/2024	Is there an allocated budget for the project?	See question 11.
64	10/24/2024	10/24/2024	Is there any incumbent information available?	See question 10.
65	10/24/2024	10/24/2024	Do the authorities prefer an on-shore, off-shore or hybrid model?	See question 15.
66	10/24/2024	10/24/2024	Do we need to provide actual resumes at the time of submission?	See question 5.
67	10/24/2024	10/24/2024	Approximately how many candidates are required per position?	See questions 19, 42 and RFP section A. BACKGROUND.
68	10/24/2024	10/24/2024	Is there an identified subcontracting goal for this RFP?	See question 59.
69	10/24/2024	10/24/2024	Does an out-of-state vendor need to be registered with the state of Washington at the time of submission?	The vendor will need to be registered with WA State prior to contract execution.
70	10/24/2024	10/24/2024	Will there be any preference given to local vendors bidding on this RFP?	See question 14.