



QUESTIONS & RESPONSES #o8

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

ALEX COMPTON, PROCUREMENT

procurement@portoftacoma.com

253-888-4741

Thu, 11/7/2024 - 02:00PM

Mon, 11/1/2024 - 12:00PM

QUESTION #	DATE RECEIVED	PROPOSER QUESTIONS	PORT RESPONSES
1	10/10/2024	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	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	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	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	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	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	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	How many Temp's and FTE's positions are we expecting in 2025?	See RFP Page 2, "A. BACKGROUND" section.
9	10/11/2024	How many agencies will be selected for this bid?	See section B. SCOPE OF SERVICES.
10	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	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	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	How many vendors would be awarded?	See section B. SCOPE OF SERVICES.
14	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	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	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	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	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	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	What is the spending to date against each of the incumbent vendors?	See question 4.
21	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	What is the annual budget of the contract?	See question 11.
23	10/15/2024	Do you need actual resumes or sample resumes?	See question 5.



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24	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).
25	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	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	Can you share a high level overview of the technologies, platforms and tools used at Port of Tacoma?	<p>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.</p> <p>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.</p> <p>We can also share more details with shortlisted vendors during the interview phase of the RFP.</p>
28	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	Do you need actual resumes or sample resumes?	See question 5.
30	10/17/2024	Do we need to submit resumes along with the proposal?	See question 5.
31	10/17/2024	Number of resumes to submit for each role?	See question 5.
32	10/17/2024	Are services expected to be performed onsite, remotely or hybrid?	See question 15.
33	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	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	What is the actual budget of the contract?	See question 11.
36	10/17/2024	Does the agency need any sort of previous experience working with companies like yours?	See question 6.
37	10/17/2024	How many resources/candidates are currently active at this time under incumbent contracts?	See question 19.



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38	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	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	Are there any pain points or issues with the current vendor(s)?	See question 12.
41	10/22/2024	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	No.
42	10/22/2024	How many positions were used in the previous contract (approximate)?	12 temporary contracts, and 5 hires.
43	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	Can we provide hourly rate ranges in the price proposal?	Yes.
45	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	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	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	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	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.



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50	10/23/2024	Ref – "Proposals are limited to 10 numbered pages (8 1/2 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	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	Can you please let us know the previous spending on this contract?	See question 4.
53	10/23/2024	Can you please confirm the NTE budget for this contract?	See question 11.
54	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	Please confirm if there is any local preference.	See question 14.
56	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	How many requirements are anticipated to be released annually?	See RFP section A. BACKGROUND.
58	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.
59	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	Please confirm how many evaluation points/goals are allocated for subcontracting under this opportunity.	See Attachment A, General Information.
61	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	Do we have to provide a Sample Insurance Certificate with the proposal response? Please confirm.	See question 7.
63	10/24/2024	Is there an allocated budget for the project?	See question 11.
64	10/24/2024	Is there any incumbent information available?	See question 10.
65	10/24/2024	Do the authorities prefer an on-shore, off-shore or hybrid model?	See question 15.
66	10/24/2024	Do we need to provide actual resumes at the time of submission?	See question 5.
67	10/24/2024	Approximately how many candidates are required per position?	See questions 19, 42 and RFP section A. BACKGROUND.
68	10/24/2024	Is there an identified subcontracting goal for this RFP?	See question 59.
69	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	Will there be any preference given to local vendors bidding on this RFP?	See question 14.



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71	10/28/2024	Section D Qualifications & Experience, the last bullet regarding references: Does the request for "Key Personnel Involved" in our references refer to key personnel on our company's account team or the type of consultants we placed (e.g. project manager, business analyst, etc.)?	It refers to key personnel in your company's account team.
72	10/28/2024	Background Last Paragraph: Regarding the instruction that states, "Proposals submitted with altered or conditioned Terms and Conditions without prior written agreement from the Port will be considered non-responsive and not considered for evaluation," do you anticipate all potential requests for exceptions will be resolved in writing prior to the deadline to submit proposals (11/7)?	Requests for exceptions to Terms and Conditions must be submitted through the procurement question portal, or via the email listed within the RFP prior to the proposal submission deadline. We anticipate having all exceptions reviewed and responded to prior to the submittal date. If a response has not been provided, please submit redlined terms with your proposal submission.
73	10/28/2024	Background Last Two Paragraphs: If potential exceptions are not agreed to in writing before the deadline to submit proposals, how should we proceed regarding the section that states that our submission of a proposal indicates agreement to be "bound by the Port's Standard Terms and Conditions"? If we are in discussions regarding the Terms, we do not want to misrepresent our pending agreement at the time of submission.	Submit redlined terms noting the changes that were requested.
74	10/28/2024	Whether we have written agreement to the Terms before or after RFP submission, should we include either proposed or approved (if we have written agreement) redlines with our proposal response on 11/7?	Submit proposed redlines, which, if approved, will be integrated into the contract.
75	10/28/2024	Can we provide redlines with our submission of questions related to the Terms to provide complete clarity on the sections where we may request potential changes or alternative language?	The question portal does not allow for attachments, but if needed, attachments can be submitted via email to the contact listed on the procurement page. Clicking the name will open the procurement email address.
76	10/28/2024	Upon award, will the agreement with the vendor be executed with NWSA, Port of Tacoma, or both?	The agreement will be between the vendor and the Port of Tacoma.
77	10/28/2024	Attachment B: Will there be separate terms for the provision of temporary contractors vs. full-time placements? If so, can you provide any applicable terms or agreements that should be reviewed for each staffing service.	The RFP is for both temporary and full-time placement per section B. SCOPE OF SERVICES. The terms are the same.
78	10/28/2024	Is MWBE participation a mandatory requirement for this contract?	MWBE participation is not mandatory. There is no scoring criteria based upon MWBE participation.
79	10/28/2024	If MWBE participation is mandatory, would a firm be permitted to submit a Good Faith Effort if a firm is unable to meet participation goals? If yes? How many agencies do, we need to reach out to showcase the "Good Faith Effort" and how does the firm need to present it in the proposal response?	See question 78.
80	10/28/2024	If a firm is certified as an MBE but not as a WBE, what steps should be taken to comply with the MWBE requirements?	See question 78.



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81	10/28/2024	We are MBE certified by NMSDC and NCTRCA (North Central Texas Regional Certification Agency) will this certification satisfy the requirements under Section IV - F for the Minority and Women Business Participation Plan?	See question 78.
82	10/28/2024	Could NWSA/Port confirm whether a firm can meet the MBE participation threshold through self-performance?	See question 78.
83	10/28/2024	Is it permissible to meet MWBE participation requirements through subcontracting with MWBE-certified firms?	See question 78.
84	10/28/2024	Could the NWSA/Port clarify if the positions/staff provided will be on the contractor's payroll or the NWSA/Port's payroll?	Temporary positions will be on the staffing agency vendor's payroll and not on the Port of Tacoma/NWSA payroll. Overtime pay, vacation pay, and other benefits are the responsibility of the staffing agency vendor.
85	10/28/2024	Will the incumbents be favored for an award?	No. There is no scoring criteria related to past performance. All proposals will be evaluated via the same criteria.
86	10/28/2024	Can the firms submit commercial references?	Yes.
87	10/28/2024	Will a vendor be selected for both temporary and full-time placements, or will vendors be chosen based on their experience, with one (firm) for temporary placements and another (firm) for full-time placements?	We intend to select several staffing agency vendors via this procurement to work with for staffing full-time and temporary positions. All agencies selected are expected to be able to help staff both temporary and full-time positions.
88	10/28/2024	Will the awarded firm be responsible for the costs of the background checks for temporary placements?	Yes.
89	10/28/2024	Could the NWSA/Port clarify what is considered as "minimally representative of our region's demographics" - as stated in D initial evaluation 2 - "The Port desires to have a diverse workforce that is minimally representative of our region's demographics. Describe how your firm could help the Port achieve this objective)	The Port desires to have a workforce that is at least as diverse as the region's demographics.
90	10/28/2024	Are firms required to bid on both temporary and full-time positions, or can they choose one?	Agencies we select should be able to staff both temporary and full-time positions.
91	10/28/2024	Could the NWSA/Port clarify what is required under the statement: "Describe the number, size, and type of customers; number of contract and full-time resources placed in the last 12 months; market/vertical specializations, etc." Specifically, what is meant by "type of customer", "several contracts", and Market/Vertical Specializations?	Type of customer could be private company, public companies, government agencies, etc. "Number of contract (temporary) and full-time resources placed in the last 12 months" seems self-explanatory. Market/Vertical Specializations could be supply chain, manufacturing, telecom, etc., if your firm specializes in staffing for particular verticals.
92	10/28/2024	Are there any specific anticipated outcomes or qualifications the Port considers critical when acquiring qualified candidates? For example, is the Port seeking candidates with specific certifications or thorough vetting processes?	Position requirements will vary from position to position. Some positions may require or desire certifications.
93	10/28/2024	If a firm is subcontracting under this contract, can the firm use subcontractor references to satisfy the requirement to provide three references for recent contracts and full-time staffing services?	Yes.



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94	10/28/2024	For the references section, is it mandatory that all three references cover both temporary and full-time staffing, or can a combination of two temporary and one full-time reference be provided?	It can be a combination of the two. But, ideally, you would have at least one reference for each type of position.
95	10/28/2024	Could the NWSA/Port clarify what is meant by "recent clients" for the three required references? For example, should the references be from projects completed within the past three years, or can they include ongoing projects with current clients?	It can include ongoing projects with current clients.
96	10/28/2024	Are there any Specific Tools, Technologies, and/or Certifications that are critical for NWSA/Port?	See question 92.
97	10/28/2024	Could NWSA/Port clarify that "the port desires to have a diverse workforce" is it for the staff that will be provided by CCS or for the key personnel? Can we showcase our efforts to attract candidates from diverse backgrounds?	See question 89. Yes, it would be great if you can showcase your efforts to attract candidates from diverse backgrounds.
98	10/28/2024	Could the NWSA/Port please confirm the anticipated number of requirements per year?	See RFP section A. BACKGROUND.
99	10/28/2024	Could the NWSA/Port please confirm if the firm requires any specific licenses or certifications for participation in this opportunity?	Firms must be registered with the state of WA and in good standing.
100	10/28/2024	Could NWSA/Port please confirm if the firm is required to provide the Certificate of Insurance (COI) post-award or with the proposal response?	See question 7.
101	10/28/2024	Could NWSA/Port kindly provide information regarding the anticipated form in which work orders will be released, specifying whether it will be through email, portal, or any other designated method?	Per B. SCOPE OF SERVICES, the PSO's will be sent via email.
102	10/28/2024	Are the vendors allowed to subcontract at the Task Order Level?	See ATTACHMENT "B" 2. Subconsultant and Supplier Relations.
103	10/28/2024	Could NWSA/Port please provide a link to the directory or share the list of MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE)?	https://omwbe.wa.gov/directory-certified-businesses
104	10/28/2024	Could NWSA/Port please grant an extension on the due date?	No.
105	10/28/2024	How do we exclude References from the overall page limit? Should the references be submitted in a separate document as well?	Yes, submit references in a separate document if needed.
106	10/29/2024	May we bid for only temporary placements only, or must our bid/proposal cover full-time placements as well in order for it to be considered?	See question 90.
107	10/29/2024	What is the order of precedence for contract documents (Attachment B, Attachment D, SOW, other applicable documents)?	Attachment B, then the SOW.
108	10/29/2024	Can the Contractor propose edits to Attachment D?	Modifications to the form can be discussed post award.
109	10/29/2024	Will the Termination Settlement Proposal be applicable under this RFP?	See ATTACHMENT "B" 14. Termination of Agreement.
110	10/29/2024	Requesting confirmation if the warranty is applicable since we are providing staffing and not services.	The warranty is not applicable.
111	10/29/2024	Will TWIC be applicable under this RFP?	Some positions will require a TWIC and, for those positions, the candidates submitted should be able meet the requirements to obtain a TWIC.



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112	10/29/2024	Can we include a cover page (in addition to the cover letter) and a table of contents for ease of use? If so, would they be counted in the page count?	Cover letters and table of contents are included in the page count per section D. RFP ELEMENTS & EVALUATION CRITERIA.
113	10/29/2024	Will the following be included in the page limit: cover page, cover letter, table of contents, WBENC certificate?	The only items not included in the page count are the compensation proposal and references per section D. RFP ELEMENTS & EVALUATION CRITERIA.
114	10/30/2024	Standard of Care - Attachment B Section 11(c): May the following language be added to this section (change is shown in ALL CAPS) - This revision would allow expedient redress of any non-conforming services: "In the event services are not free from defects or otherwise are nonconforming, Contractor will cause the assigned personnel to reperform up to 40 hours of corrective services without charge or in the event re-performance is not desired, refund up to 40 hours of services times the regular bill rate for the assigned personnel associated with such services, AT CONTRACTOR'S ELECTION, provided that Contractor is notified within 90 days of the week ending date in which the hours of services were rendered. Notwithstanding any language to the contrary herein, this shall be the Port's sole and exclusive remedy for defective or non-conforming services."	Approved. See Addendum 2.
115	10/30/2024	Termination of Agreement - Attachment B Section 14(a)(iii) - This extension to the time period would allow for a more comprehensive response be provided to address the Port's concerns. We respectfully request that the time period for the Contractor to submit a corrective action plan be extended to thirty (30) calendar days of the notification.	Approved. See Addendum 2.
116	10/30/2024	Indemnity/ Hold Harmless - Attachment B Section 19 - May the following language be ADDED to this section: "d) The duty of Consultant to indemnify and hold the Port of Tacoma, its officers, agents and employees harmless shall be limited to third-party claims and to the extent such injury or damage was found by a court or administrative agency of competent jurisdiction to have been proximately caused by Consultant. Consultant is not obligated to indemnify the Port of Tacoma due to any negligent or willful act on the part of the Port of Tacoma. e) In connection with any claims, the Port of Tacoma shall provide written notice of any claim or action and allow Consultant to select attorneys of its own choice to appear and defend the claim or action."	Approved. See Addendum 2.



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117	10/30/2024	Insurance Requirements - RFP Page 17 and 18 - May the insurance requirements be revised as noted below in accordance with standard insurance company requirements: 20. General Insurance Requirements - Remove the following: itself, its agents, or by anyone directly or indirectly employed by either of them Replace with: Consultant	Approved. See Addendum 2.
118	10/30/2024	Insurance Requirements - RFP Page 17 and 18 - May the insurance requirements be revised as noted below in accordance with standard insurance company requirements: 23. Insurance - Assumption of Risk - Remove the following: economic damage or cleanup costs	Approved. See Addendum 2.
119	10/30/2024	Insurance Requirements - RFP Page 17 and 18 - May the insurance requirements be revised as noted below in accordance with standard insurance company requirements: 23. Insurance - Assumption of Risk - Remove the following: Consultant, any subconsultant, or anyone directly or indirectly employed by either of them Replace with: Consultant or its direct subcontractors.	Approved. See Addendum 2.
120	10/30/2024	Thank you for the information included in this RFP! I see that selected firms can assist in contract and direct placement opportunities. Will Port of Tacoma select firms to support both categories or will they choose some firms for contract placement and others for direct placement?	See question 90.
121	10/30/2024	If we include a Table of Content in our Proposal, will it be included in Page limit of 10?	See question 112.
122	10/30/2024	Do we have to provide Certificate of Insurance along with the Proposal?	See question 7.
123	10/30/2024	Can we provide Government/commercial references for temp staffing services?	Yes.
124	10/30/2024	We are MBE certified by NMSDC, is that Certification acceptable?	See question 78.
125	10/30/2024	Will any firm gain preference if it is MWBE certified by OMWBE?	See question 78.
126	10/31/2024	The cover page is the main page of the proposal that includes RFP, client, and vendor details. Would it be counted in the page limit? Can you exempt this from page limit count?	Yes, cover letter is included in page limit per D. RFP ELEMENTS & EVALUATION CRITERIA. No, it will not be exempt.
127	10/31/2024	Can you exempt the Table of Contents from the page limit count?	No.
128	10/31/2024	Do We need to submit Separate files for Technical and Cost Proposal?	See ATTACHMENT "A" SUBMITTAL INSTRUCTIONS: SUBMITTAL PROCESS.
129	10/31/2024	Do we need to submit a single file including both Technical and Cost Proposal?	See ATTACHMENT "A" SUBMITTAL INSTRUCTIONS: SUBMITTAL PROCESS.
130	10/31/2024	Under the T&C's - can the "and" be replaced with the word "or": "c. Any items incorporated into the Instruments of Service that were developed by the Consultant prior to the execution of this Agreement, and not paid for by the Port, is not covered by this provision "Consultant Data."	Approved. See Addendum 3.



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131	10/31/2024	<p>Under the T&Cs section 19.b. can this: " b. This duty to indemnify, defend and hold harmless shall not apply to claims which arise solely out of negligence on the part of the Port of Tacoma and the Northwest Seaport Alliance, and this duty shall survive the termination or expiration of this Agreement.</p> <p>be changed to</p> <p>b. This duty to indemnify, defend and hold harmless shall not apply to claims which arise out of contributory negligence on the part of the Port of Tacoma and the Northwest Seaport Alliance, and this duty shall survive the termination or expiration of this Agreement.</p>	Approved. See Addendum 3.
132	10/31/2024	In 11(c) Standard of Care, we request to: -Remove: "cause the assigned personnel to reperform up to 40 hours of corrective services without charge or in the event re performance is not desired"	Approved. See Addendum 3.
133	10/31/2024	In 11(c) Standard of Care, we request to: -Proposed Edit: proposing to remove defects language since the warranty for staffing would be an initial 40 hour guarantee in which customer would not be charged if they are dissatisfied with performance	Request denied.
134	10/31/2024	In 14(c) Notice of Termination, we request to:c-Remove: "Shall determine the amount of Services satisfactorily performed to the date of termination and the amount owing to the Consultant using the criteria set forth below; provided, that (a) no amount shall be allowed for anticipated profit on unperformed Services or other work and (b) any payment due to the Consultant at the time of termination may be adjusted to the extent of any additional costs the Port incurs because of the Consultant's default. In such event, the Port shall consider the actual costs incurred by the Consultant in performing this Agreement to the date of termination, the amount of Services originally required which was satisfactorily completed to the date of termination, whether the Services are in a form or of a type which is usable and suitable to the Port at the date of termination, the cost to the Port of completing the Services itself or of employing another firm to complete it and the inconvenience and time which may be required to do so, and other factors which affect the value to the Port of the Services performed to the date of termination."	Request denied.
135	10/31/2024	In 19(a) Indemnity/Hold Harmless Clause, we request to: -Proposed Edit: remove all references to Northwest Seaport Alliance [RFP is for Port of Tacoma]	Approved. See Addendum 3.



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136	10/31/2024	In 19(a) Indemnity/Hold Harmless Clause, we request to: Proposed Edit: change "negligence" to "negligent acts or omissions", remove "recklessness, or intentional wrongdoing" [TEK does not have control over recklessness or intentional acts of it's personnel but agrees to be responsible for negligent acts]	Approved. See Addendum 3.
137	10/31/2024	In 19(a) Indemnity/Hold Harmless Clause, we request to: Proposed Edit: -Proposed Edit: add additional section - "In no event shall either party be liable to the other party (or its employees or contractors) for special, incidental, consequential, or indirect damages, including but not limited to loss of profits, interest, earnings, or use) whether arising in contract, tort, or otherwise. THE PARTIES' TOTAL LIABILITY UNDER THIS AGREEMENT SHALL BE LIMITED TO ONE MILLION (\$1,000,000)." [TEK is seeking a mutual limitation of liability, keeping all damages limited to direct damages with a financial cap for both parties]	Request denied.
138	10/31/2024	Does the Port of Tacoma have a Return to Office (RTO) policy? If so, does that apply to both IT temporary and permanent hires? What is the expected work week schedule?	See question 15.
139	10/31/2024	Can IT temporary or full-time employees ever be remote?	See question 15.
140	10/31/2024	Should both temporary and full-time staff reside in the Seattle/Tacoma area?	See question 15.
141	10/31/2024	Is US citizenship required for both temporary and full-time hires?	Both temporary resources and full-time hires need to be able to legally work in the US without visa sponsorship by the Port.
142	10/31/2024	Will there be an opportunity for temporary staff to convert to a full-time employee after the PSO end date? What percentage of consultants have been converted to full-time employees during the prior temporary staff contract period?	Occasionally we do have full-time positions that become available while temporary resources are working at the Port. Temporary resources are able to apply for full-time positions. In the past few years, we have had a few temporary resources that applied for and were hired into full-time positions.
143	10/31/2024	Can contracts for temporary staff be extended beyond the end date documented in the PSO?	This is not common but can happen if there is sufficient justification.
144	10/31/2024	Are background checks performed by the vendor for both IT temporary and full-time staff?	The vendor will be responsible for temporary position background checks. Full-time position background checks will be performed by the Port.
145	10/31/2024	Do you anticipate any additional technical roles or skillsets required outside of those listed in this RFP?	It is possible. But the most common ones are listed in the RFP.
146	10/31/2024	Are drug tests required for both temporary and full-time applicants?	The Port does not require pre-hire drug tests or conduct random post-hire drug testing.
147	10/31/2024	Does the Port of Tacoma provide computer hardware for temporary staff or is that supplied by the staffing firm?	The Port will supply computer hardware for temporary staff to use.
148	10/31/2024	Is the location of the work to be performed at your One Sitzum Way office building?	See question 15.



QUESTION #	DATE RECEIVED	PROPOSER QUESTIONS	PORT RESPONSES
149	10/31/2024	I would like to confirm that we are on the plan holders list for this project bidding, also do we need to sign up somewhere to get advertisements emailed?	A new holders list has been posted to the procurement page as of 11/4/2024, please review to confirm. Instructions for signing up for all procurement advertisements can be found at the top of the general procurement page located here: https://www.portoftacoma.com/business/contracting/procurement
150	10/31/2024	Can firms provide references from the ongoing contracts?	Yes.
151	10/31/2024	Can firms provide references of completed projects?	Yes.
152	10/31/2024	Key Personnel involved- would you need name of the personnel and the position alone?	See question 38.
153	10/31/2024	How many Key Personnel information would you require for references.	See question 38.
154	10/31/2024	Will Project Manager or Technical Personnel information be sufficient?	See question 38.
155	10/31/2024	Would you need References from the Prime Offeror?	References should be customer references for the staffing agency firm that will be performing the staffing services.
156	10/31/2024	Should all three(3) References come from Prime?	See answer to question # 155.
157	10/31/2024	In Section D. RFP Elements & Evaluation Criteria it is mentioned, "Proposals are limited to 10 numbered pages (8 1/2 by 11 inch) including the cover letter and any submitted appendices but excluding the compensation proposal and references". Does this mean that references should be in a separate pdf format? Please confirm.	References can be provided in the technical proposal, but will not count against page count. They can also be provided separately.
158	10/31/2024	Are there any file naming conventions to be followed while submitting the Technical and Compensation Proposal?	There are no specific naming conventions. Files submitted should follow the flow of the evaluation criteria listed in section D. RFP ELEMENTS & EVALUATION CRITERIA, with the compensation proposal submitted in a separate PDF.
159	10/31/2024	Are subcontractors allowed for this opportunity?	Yes.
160	10/31/2024	Are subcontractors references allowed?	See answer to question # 155.
161	10/31/2024	Are the incumbents eligible to bid?	Yes.
162	10/31/2024	In Page 3 of the RFP, Full Full-Time Placements, It is mentioned – "Within five (5) business days of receipt of the staffing assistance request for a full-time IT staffing opportunity, selected firms will submit resumes of qualified candidates along with their salary requirement and available start date". Are the Full-time Staffing requests sent for contract to hire of temporary candidates already placed and who are performing services at the Port.	Temporary resources that are currently working at the port may be submitted by the staffing agencies as candidates for full time opportunities.
163	10/31/2024	Are the Full-time Staffing requests sent to source new candidates?	Yes.
164	10/31/2024	Is the referral fee for full- time placements a one-time fee?	Yes.
165	10/31/2024	Is US Citizenship a requirement?	See question 141.
166	10/31/2024	Can an Offeror hire candidates with official work authorizations for this engagement such as H1B?	See answer to question #141.



QUESTION #	DATE RECEIVED	PROPOSER QUESTIONS	PORT RESPONSES
167	10/31/2024	In Page 4, Section D. RFP ELEMENTS & EVALUATION CRITERIA, it is mentioned- 1. Describe all claims submitted by any client against the firm within the past two years related to the personal services provided by the firm or its key personnel. 2. Describe any real or perceived conflicts of interests for team members, inclusive of the prime, sub-consultants and key team members. Should this information about the ongoing claims be mentioned in the cover letter of the proposal?	Yes.
168	10/31/2024	Are we supposed to give the conflicts of interest disclosure details in the cover letter?	Yes.
169	10/31/2024	In Section D.1 Qualifications & Experience, it is mentioned – “Describe the number and experience of key personnel proposed to be assigned to this work”. Could you please let us know how many key personnel you are looking for proposal submission?	See question 38.
170	10/31/2024	Will a dedicated Account Manager information be sufficient, considering the page restrictions.	See question 38.
171	10/31/2024	In Section D.1 Qualifications & Experience, it is mentioned – “Describe the number, size and type of customers; number contract and full-time resources placed in the last 12 months; market/vertical specializations, etc” Please clarify What does it mean by Size and type of customer?	See question 91.
172	10/31/2024	Number contract and full-time resources- does this mean number of contract resources and full- time resources?	See question 91.
173	10/31/2024	Coud you please brief on the interview process for candidates?	The interview process typically follows this approach: The hiring manager will review resumes and potentially have an initial call with candidates to narrow down the number of candidates. Then, an in-person or video panel interview with a few Port staff will be scheduled with top candidates. Additional interviews may be scheduled if needed to make a final selection.
174	10/31/2024	Is the interview going to be held at Port?	Interviews for staffing firms in relation to selection from this RFP will be held over Microsoft Teams. Interviews for candidates could be held either over Microsoft Teams or in person at the Port.
175	10/31/2024	Are there any Ports attachments we need to acknowledge and attach in the proposal submission?	Attachment "C" Rate Sheet must be submitted in a separate PDF from your technical proposal.
176	10/31/2024	Should a firm be registered to do business with Washington State to apply for this bid opportunity?	See question 69.
177	10/31/2024	Should a firm be registered in the Port of Tacoma Procurement portal to apply for this bid?	Bids / proposals must be submitted through the Port of Tacoma procurement portal. You do not need to register in order to submit.
178	10/31/2024	Could you please let us know how are the confidential information of a firm handled?	See RFP Attachment "A", Submittal Instructions, in the "PUBLIC DISCLOSURE" section.
179	10/31/2024	Are there any MBE or VSBE participation goals?	See question 78.
180	10/31/2024	Are there any preferences for business types such as small business vendors?	See question 78.



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181	10/31/2024	Are the initial placements made for Temporary Personnels and then the same personnels are hired fulltime?	See answer to question #142.
182	10/31/2024	Contract to hire falls under Temporary placements?	See answer to question #142.
183	10/31/2024	On Page 4, under section D in the RFP, it is mentioned that "Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing team (to include the prime consultant's key team members and any major sub-consultants) and the team's ability to meet the requirement of this solicitation.". Could you please clarify the statement "detailed descriptions of the proposing team (to include the prime consultant's key team members and any major sub-consultants)"?	See question 38.
184	10/31/2024	Should the offeror provide sample or original resumes for the 7 Resource types mentioned under Attachment C for the Rate Sheet? Or Should the offeror provide Prime offeror's organization chart or Should the offeror provide the resume of the account manager?	Personnel details should focus on key personnel of the firm submitting. See question 38 for details.
185	10/31/2024	Including a subcontractor company to bid for this opportunity is permitted?	Yes.
186	10/31/2024	On Page 5, under the Initial Evaluation phase it is mentioned, "Provide a list of three (3) references for recent clients where the firm has provided contract and full-time staffing services. Include a client point of contact name and title, contact information (phone and email), period of performance, key personnel involved, and brief description of services relevant to the services being requested.". All three references should come from the Prime offeror?	See question 156.
187	10/31/2024	Is subcontractor's references acceptable?	See question 159.
188	10/31/2024	Should it be of the ongoing project or can the offeror include completed projects?	Ongoing or completed are both acceptable.
189	10/31/2024	Should the references be within the last 12 months or can it be within the last 5 or 10 years as well?	5 years or sooner ideally.
190	10/31/2024	Is the referral fee for full-time placements and contract-to-hire full-time placements is an one-time payment to the proposer?	Yes.
191	10/31/2024	For full-time placements or contract-to-hire full-time placements, do you accept resources in Green Cards or with US Citizenship?	See answer to question #141.



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192	10/31/2024	<p>On Page 9 of the RFP, it is mentioned that "Please submit proposal, including all appendices and compensation in separate Adobe Acrobat PDF format. Submittals need to be limited to 9 MB in total email size. Please provide one (1) non-redacted version of your PDF submittal. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided." If the offeror has a redacted version for the technical proposal and a redacted version for the financial proposal, could you please confirm if the offeror is submitting the proposal in the below format?</p> <p>Technical Proposal without redaction in PDF Redacted Technical Proposal in PDF Financial Proposal without redaction in PDF Redacted Proposal in PDF</p>	<p>See Addendum 1. The need for a redacted copy has been removed. The submission format should be:</p> <p>Technical Proposal without redaction in PDF Financial Proposal without redaction in PDF</p>
193	10/31/2024	<p>On Page 9 of the RFP, it is mentioned that "Please submit proposal, including all appendices and compensation in separate Adobe Acrobat PDF format. Submittals need to be limited to 9 MB in total email size. Please provide one (1) non-redacted version of your PDF submittal. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided." Could you please clarify if the submission is through a portal or it is an email submission as it is mentioned submittals need to be limited to 9 MB in total email size?</p>	<p>See Addendum 1. The need for a redacted copy has been removed.</p> <p>The submission is through the procurement portal, not email. Each individual file should not exceed 9 MB in size.</p>
194	10/31/2024	If the submission is through email, should the offeror submit two separate emails, one for the Technical and one for the Financials?	See question 193.
195	10/31/2024	Regarding the size limit of the proposal, does it mean all the four proposals in total should be 9MB?	See question 193.
196	10/31/2024	Based on the referral fee provided for the full-time placements and contract-to-hire full-time placements, is the annual salary calculated from the hourly rates provided for the resources under the type of Temporary (Contract) table?	Annual salary range for full-time positions will vary from position-to-position and is not tied to temporary hourly rate.
197	10/31/2024	Is the annual salary considered only for calculating the referral fee for full-time placements?	Referral fee for full time placements should be a percentage of the annual salary of the candidate that is hired.
198	10/31/2024	For the contract to hire, will the referral fee % be more for resources hired after 9 months or less?	See Attachment "C" of the RFP. You can specify your referral fee percentage for full-time placements that are not currently in a temporary position at the Port as well as your referral fee percentage for resources that are currently working at a temporary position at the Port. In general, we expect that the referral fee percentage will be lower for resources that are currently working in a temporary position at the Port.
199	10/31/2024	The first table in the rate sheet, low range \$— and high range —, is this price range for both full time and temporary placements?	Just temporary placements.



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200	10/31/2024	What is Contract to hire referral fee % for 3 - 6 months? Example: if the annual salary of a candidate is \$100,000 and he has worked with the port for 3months, now should the referral fee be calculated for \$70, 000 (that is minus the initial 3months period worked at the port?)	See answer to question #198
201	10/31/2024	Can the Referral fee % be the same for all duration?	Yes.
202	10/31/2024	How much is the estimated budget for this project?	See question 11.
203	10/31/2024	Can you share the name of the incumbent or historical data on spending?	See questions 2, 3, and 4.
204	10/31/2024	Is there any challenge fulfilling the needs of the city with the existing contracts for related services or any specific improvements you are looking for?	No.
205	10/31/2024	Is a local office or a local representative required? Any hourly time requirements?	Having a local office is preferred, but not required. Most positions will require a normal professional work week, averaging 40 hours per week.
206	10/31/2024	Can you provide a copy of the proposal of the previous/current vendors providing temporary staffing, including rate/cost sheets. Can you provide the current contract, pay and/or bill rates?	See question 24.