

RFP- 87747 IT Contract Staffing Services
Addendum #2

Dated on 10/7/2019

The following is additional information regarding **RFP – 87747** titled **IT Contract Staffing Services**. **The due date and time for responses remains 10/11/2019 PM (PDT)**. This addendum includes both questions from prospective proposers and the Port’s answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting information.

Item #	Date Received	Date Answered	Vendor’s Question	Port’s Answer	RFP Revisions
1.	9/24/19	10/2/19	You list seven categories for support (Project Manager, Business Analyst, etc.). If a firm specializes in only a few of those categories, are they disadvantaged in responding?	The Port will select a mix of firms that can cover all the listed position types. But, every firm does not need to be able to fill every position type.	
2	9/25/19	10/2/19	Is there currently an incumbent company or previous incumbent, who completed similar contract performing these services?	See RFP 87747, Page 1 section A, Background. Also see response to item #11.	
3	9/25/19	10/2/19	If so - can you please provide incumbent contract number, dollar value and period of performance?	There is no fixed contract value. A separate Purchase Order is created for each contract position staffed. The incumbent contracts have been in place since 2015.	
4	9/25/19	10/2/19	Are you satisfied with incumbent performance?	The Port is satisfied with this approach to filling contract IT positions.	
5	9/25/19	10/2/19	What is the budget of this opportunity? Is Budget approved?	Each position staffed is budgeted prior to a PSO form being issued for filling the position.	
6	9/26/19	10/2/19	Can you please let us know the name of incumbent, their hourly rate and historical spend?	See questions #11 and #12	

RFP- 87747 IT Contract Staffing Services
Addendum #2

Dated on 10/7/2019

7	9/26/19	10/2/19	Is budget allocated for this contract? If yes, can you please let us know the same?	See questions #3 and #5	
8	9/26/19	10/2/19	Job descriptions of the staffing positions aren't provided which makes it difficult for us to provide our best pricing. Could the Port provide the job descriptions of the positions?	The specific positions are unknown at this time. A PSO form with specific job description and deliverables will be issued when there is a contract staffing need. Sample PSO forms are provided in the RFP. Please provide your price range for the categories listed in Appendix E.	
9	9/26/19	10/2/19	Could the Port remove the restriction of proposal being limited to 10 pages only?	No	
10	9/27/19	10/2/19	What will be total spend on this project annually?	Total spend is unknown. See RFP 87747, Page 1 section A (Background) for anticipated number of positions per year.	
11	9/27/19	10/2/19	Is there any exiting vendor who providing the similar services to the government, if yes, please provide us with the names?	Yes, there are four companies. They Are: <ul style="list-style-type: none"> • MySource Consulting • TekSystems • Amzur Technologies Inc. • Pro Innovations 	
12	9/27/19	10/2/19	What was the historic spend on this one?	Since 2015 we have spent approximately \$1.8M on staffing through the incumbent firms.	

RFP- 87747 IT Contract Staffing Services
Addendum #2

Dated on 10/7/2019

13	9/27/19	10/2/19	I see page 33 says that this is a sample contract that all selected firms will be required to agree to. What happens if we are unable to agree to certain provisions? Can we redline the document? Do they want us to take exceptions on a separate piece of paper?	Submit any exceptions to the terms & conditions as questions along with your requested revision of the language.	
14	9/30/19	10/2/19	Are any roles under this RFP subject to Wage Determination?	No	
15	9/30/19	10/2/19	Are background checks required by the Port and if so, what are they?	The Port requests that firms verify employment and education listed on the resume of candidates as well as perform a criminal records background check for selected candidates before they begin an assignment.	
16	9/30/19	10/2/19	Is overtime foreseeable?	Infrequent overtime may be requested.	
17	9/30/19	10/2/19	What is the allocated budget to this contract?	See response to items #3 and #5.	
18	9/30/19	10/2/19	Is this new RFP?	This is a new procurement to replace expiring contracts.	
19	9/30/19	10/2/19	So far how many current contract vendors you have to this contract? Could you please list of them.	See response to item #11.	
20	9/30/19	10/2/19	So far how many Project Service Order (PSO) released to you existing contract vendors?	Approximately 17 PSO's.	

RFP- 87747 IT Contract Staffing Services
Addendum #2

Dated on 10/7/2019

21	9/30/19	10/2/19	How much budget has utilized on released Project Service Order (PSO) to you existing contract vendors?	See response to item #12.	
22	9/30/19	10/2/19	When award will be announced?	We anticipate conducting interviews with short-listed firms starting mid-November and selecting final firms by mid-December.	
23	9/30/19	10/2/19	If we selected as awardee, how we can receive Project Service Order (PSO) form (Email / portal / Website)	Email	
24	9/30/19	10/2/19	No. of expected Project Service Order (PSO) per year?	See RFP 87747, Page 1 section A, Background.	
25	9/30/19	10/2/19	Do you have any markup model for this contract?	No	
26	9/30/19	10/2/19	How do we provide exceptions to any of the RFP or contract terms?	See response to item #13.	
27	10/1/19	10/2/19	Who is the current incumbent on this contract?	See response to item #11.	
28	10/1/19	10/2/19	What is the current pricing on the contract?	See response to item #10.	
29	10/1/19	10/2/19	What is the budget allocated to this contract?	See response to item #10.	
30	10/1/19	10/2/19	How many temps are currently	We currently have one person	

RFP- 87747 IT Contract Staffing Services
Addendum #2

Dated on 10/7/2019

			working on the existing contract and will they all be transitioned to the new vendors?	working at the Port on a contract with one of the incumbent firms. They will not be transitioned to new vendors.	
31	10/1/19	10/2/19	Clarification regarding Reference (Attachment C) submission. Please clarify whether the references should be sent directly by the client or shall we submit it as part of the proposal response. We need this clarification as under Section D of the RFP it was given that proposal response should be 10 pages excluding the references.	You should send the Reference Form (Attachment C) to your clients. Your clients should send the completed reference form to the Port. Completed reference forms must be received by the Port by the Proposal Submittal/Closing Date. As stated in the RFP Section D (RFP Elements & Evaluation Criteria), references do not count toward the 10-page total.	
32	10/1/19	10/2/19	I wanted to check the total spend for this contract staffing program which is for minimum 2 yrs. and can be extendable to 5 yrs.	See RFP Section B (Scope of services).	
33	10/1/19	10/2/19	Will proposer have the opportunity to negotiate the contractual terms if they win the award?	See response to item #13.	
34	10/1/19	10/2/19	Can redlines to the sample contract be proposed within the proposal submission?	See response to item #13.	
35	10/1/19	10/2/19	What will acceptance of performance look like?	The Port will approve timecards for hours worked. Performance concerns will be discussed with a representative from the staffing firm as needed.	
36	10/1/19	10/2/19	Can acceptance of services	Yes.	

RFP- 87747 IT Contract Staffing Services
Addendum #2

Dated on 10/7/2019

			performed be tied to the signing of a weekly timecard by an authorized Port representative?		
37	10/1/19	10/2/19	If prevailing wage is required, how will Contractor be notified? Will a wage determination sheet be provided?	See response to item 14.	
40	10/1/19	10/2/19	As this is a staffing services bid where contractor is providing people to work under Port's technical direction, what deliverables and/or work product will be expected from the contractor?	See RFP Section C (Deliverables).	
41	10/1/19	10/2/19	Can you provide clarification as to what you mean when you ask for assumptions and risks associated with providing the services?	Self-explanatory.	
42	10/2/19	10/2/19	Can we add rows for example to differentiate "Junior Level" and "Senior Level" roles (as subsets within the provided roles) This would be in effort to provide a more precise range of pricing	Attachment E already has columns identified for "Low Range (Junior level resource)" and "High Range (Senior level resource)". Please use this attachment for providing your ranges of rates for each resource type and experience level (Junior and Senior).	
42	10/3/19	10/7/19	Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the NWSA /Port of Tacoma (the Port)?	Yes, you would be able to pass through the costs for background and other screenings required by the Port.	

RFP- 87747 IT Contract Staffing Services
Addendum #2

Dated on 10/7/2019

43	10/3/19	10/7/19	Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the Port in their proposal?	See item 13 above. If you have issues, submit a question(s) about a term or condition you have an issue with during the question period. No red lines permitted.	
44	10/3/19	10/7/19	With respect to Affordable Care Act (ACA) costs, would the Port prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.	It should be incorporated into the purposed rates.	
45	10/3/19	10/7/19	If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?	Yes, you can request an increase with justification.	
46					