

RFP- 87747 IT Contract Staffing Services
Addendum #4

Dated on 10/14/2019

The following is additional information regarding **RFP – 87747** titled **IT Contract Staffing Services**. The due date and time for responses **REVISED to 10/16/2019 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	

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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.	

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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.	

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21	9/30/19	10/2/19	How much budget has utilized on released Project Service Order (PSO) to your 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	

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			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.	<p>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.</p> <p>As stated in the RFP Section D (RFP Elements & Evaluation Criteria), references do not count toward the 10-page total.</p>	
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.	

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			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.	

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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 proposed 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.	
			Questions 46- 54 refer to the Sample Contract Language		
46	10/8/19	10/9/19	Can we specify which divisions and branch will be doing business under the Agreement?	If awarded a contract that specificity can be added to the contract.	
47	10/8/19	10/9/19	Section 6: Can we add the following language at the end of this section to account for additional payment terms? Suggested Revised Language (please add): "Notwithstanding any		Yes, see our attached revision of the sample contract.

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			<p>language herein to the contrary, the Port's approval of the weekly timecard of Contractor's assigned personnel shall constitute acceptance of the corresponding services for the assigned personnel. If overtime is applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate."</p>		
48	10/8/19	10/9/19	<p>Section 15: Can we add the following to the end of this section? Suggested Revised Language: "In the event services are not free from defects or otherwise are non-conforming, Contractor will cause the assigned personnel to re-perform 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, provided that Contractor is notified within 90 days of the week ending date in which the hours of services were</p>		Yes, see our attached revision of the sample contract.

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			<p>rendered. Notwithstanding any language to the contrary herein, this shall be the Port's sole and exclusive remedy for defective or non-conforming services."</p>		
49	10/8/19	10/9/19	<p>Section 16: Can we add the following language to the last sentence to accurately reflect the employment relationship and the nature of staff augmentation services being provided?</p> <p>Suggested Revised Language: "Conduct and control of the employment relationship of personnel performing the work will be solely with the Seller."</p>		Yes, see our attached revision of the sample contract.
50	10/8/19	10/9/19	<p>Section 28: Can we remove or otherwise designate this section as inapplicable to our services as we do not provide mechanics or laborers?</p>		Yes, see our attached revision of the sample contract.
51	10/8/19	10/9/19	<p>Section 33: Can we add the following language to the first bullet point to make clear that while Contractor manages the employment relationship, we are not</p>		Yes, see our attached revision of the sample contract.

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			<p>providing onsite project managers to supervise the personnel?</p> <p>Suggested Revised Language: "Contractor shall: Competently and efficiently, supervise the employment relationship of Contractor personnel who are assigned hereunder to assist the Port with the implementation and completion of all contract requirements specified herein;"</p>		
52	10/8/19	10/9/19	<p>Section 36: Can we add the following to the end of the second sentence to make clear the scope of the warranty remedy being provided?</p> <p>Suggested Revised Language: "The Contractor, without additional compensation, shall correct or revise any errors or omissions in the designs, drawings, specifications, and/or other Contractor services immediately upon notification by The Port, <u>subject to the remedy provided in Section 15.</u>"</p>		Yes, see our attached revision of the sample contract.
53	10/8/19	10/9/19	<p>Section 41: Can we add a mutual right to terminate for Contractor?</p> <p>Suggested Revised Language: "Contractor may terminate for</p>	No	

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			convenience upon thirty (30) days advance written notice to the Port."		
54	10/8/19	10/9/19	Section 45: Can we add the following language as a Section 45 to clarify the assignment limitations and business relationship of the parties? Suggested Revised Language (please add): "45. Miscellaneous. A. The Port agrees that it is responsible for providing day to day oversight and direction to Contractor's assigned personnel performing services hereunder. The Port will not permit or require Contractor's assigned personnel (i) to perform services outside of the scope of his or her assignment; (ii) to sign contracts or statements (including SEC documents); (iii) to make any management decisions; (iv) to make any final decisions regarding system design, software development or the acquisition of hardware or software; (v) to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables; (vi) to operate machinery (other than office machines) or automotive equipment or (vii) to perform services remotely	We partially agree with the exception of item (vii).	See our revision of the sample contract.

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			<p>(e.g., on premises other than The Port's or The Port's customer's premises), or to use computers, or other electronic devices, software or network equipment owned or licensed by Contractor's assigned personnel.</p> <p>B. In the event The Port wishes to convert any of Contractor's employees assigned or referred during the term of their assignment or within twelve (12) months after the last day of the assignment or referral, The Port agrees to pay a conversion fee. The specific fee shall be agreed upon on a case by case basis.</p> <p>C. Notwithstanding anything to the contrary herein, Contractor does not guarantee the completion of any tasks; Contractor shall have no obligation to continue performance once any stated "not to exceed" dollar amount or hours are reached or end date of the applicable Purchase Order, whether or not the stated deliverables, specifications or goals are completed."</p>		
55	10/8/19	10/9/19			Deadline for Questions is revised to 10/11/19.
56	10/9/19	10/9/19			Revised due date is 10-16/19 @ 2:00 PM PDT

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57	10/9/19	10/14/19	Are the rates expected for Onsite or Offsite or both?	Rates should be for contractors working on-site at Port of Tacoma offices in Tacoma, WA.	
58	10/9/19	10/14/19	Can you please be specific in terms of experience for Junior and Senior Level (for e.g. – Junior level: 1 to 5 years and Senior level: 5+ years)	Junior: 0-5 years Senior: 5+ years	
59	10/9/19	10/14/19	Will there be additional roles required in future apart from the technical roles specified?	Yes, potentially	
60	10/9/19	10/14/19	Do we need to submit sample resumes for each technical roles specified?	No	
61	10/9/19	10/14/19	Request you to elaborate on innovative ideas to enhance the scope (For e.g. is it related to adding more resource roles, improving process)	Any creative or innovative ideas you may have for enhancing the scope.	
62	10/9/19	10/14/19	We are SBE, MWBE and DBE certified company, will it be considered in evaluation process?	There is no preference or additional points given.	