



Government Support Services – Contracting
100 Enterprise Place
Suite # 4
Dover, DE 19904-8202

February 3, 2016

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS16112-TEMP_EMPL
Temporary Employment Services

ADDENDUM #1

The purpose of this addendum is to answer questions received regarding the solicitation and clarify the directions regarding the electronic submission.

Information regarding the current contract is available online at:
http://contracts.delaware.gov/contracts_detail.asp?i=1893

ELECTRONIC SUBMISSION

M. Number of copies with mailing of proposal, ¶ 1, amended to read:

“To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with two paper copies and one electronic ~~copies~~ **copy** on CD or DVD media disk. One of the **paper** copies shall be marked “Master Copy” and will contain original signatures in all locations requiring a vendor signature. The remaining paper copy does not require original signatures. CD or DVD media disk must **contain the full proposal response, excluding the pricing spreadsheet, saves as one PDF document**. CD or DVD media disk must also contain the completed Appendix E Excel sheets, in Excel format.”

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Attachment 11, Proposal Reply Requirements, last ¶, amended to read (page 53):

“Vendor shall compile all documentation noted above, and all other documents as required in the Scope of Work and shall provide in the following format(s):

1. **Two** paper copies of the vendor proposal paperwork. **One of the paper copies shall be marked “Master Copy” and will contain original signatures in all locations requiring a vendor signature. The remaining paper copy does not require original signatures.**
2. **One** electronic copy of the vendor proposal saved to CD or DVD media disk, or USB memory stick. **The full proposal response, excluding the pricing spreadsheet, saves as one PDF document.** Any copies of electronic price files shall be included on the same electronic media, but shall be saved separately ~~from~~ **and in Excel format.”**

QUESTIONS & ANSWERS

Q: We are NJ based firm and do we need to register in the state of NJ to participate in the bidding process?

A: No, this solicitation is for the State of Delaware.

Q: The document you provided is in the PDF format, and some of the forms has to be filled, i.e. references, answers to some of the questions and it was mentioned in the RFP as it has to either typed or hand written, but both of these options are out dated in current age. Is there any way you can provide the document in MS-word format?

A: Forms will be attached to the solicitation online, in Word format.

Q: Can you please address “set aside”? Who is eligible for this? What would a vendor need to do to show interest in this?

A: Set Aside contracts are established through the State Use Law commission in accordance with Del Code Title 16, Subsection 9605 (c). “to encourage and assist blind and other severely handicapped individuals to achieve maximum personal independence through useful and productive gainful employment by assuring an expanded and constant market for their products and services...” Del Code Title 16, Subsection 9601. The set aside for temporary employee services has been assigned to DELARF by the State Use Law commission.

Q: Do we have to bid on all positions?

A: No

Q: Are firms outside of DE eligible to respond to the RFP?

A: Yes

Q: Will you recognize MBE certs from other states including MD?

A: Certification, inside or outside of Delaware, does not factor into the evaluation nor award consideration.

Q: What are the contract #s and contract value defined as part of the contract?

A: The contract is for as needed, temporary employees; therefore there is no contract value associated with the contract.

Q: Can a non-Delaware based company bid and win on this contract?

A: Yes. The current award has nine vendors, two of whom are not located or incorporated in Delaware.

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Q: Are there a minimum number of job titles that a vendor needs to bid to be considered?

A: No

Q: The last contract was awarded to eight vendors. Does DE OMB Government Support Services anticipate awarding to more than eight vendors for this bid?

A: The award will be determined based on proposal scoring, coverage of all positions identified, and in the best interest of the State.

Q: What is the breakdown of Contract Spend by position over the past three years?

A: Refer to the spend information available online for the current contract.

http://contracts.delaware.gov/contracts_detail.asp?i=1893

Q: What is the percentage of contract spend for set aside over the past three years?

A: Refer to the spend information available online for the current contract.

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Q: Transitioning of resources – would you need a vendor that offers pay roll services?

A: No.

Q: Are all contract requirements available for review to vendors before submitting a response to the RFP?

A: All documents associated with the solicitation are available online.

http://bids.delaware.gov/bids_detail.asp?i=3600&DOT=N

Q: What are the State's payment terms and or discounts?

A: Refer to B. General Provisions, Section 36. Method of Payment in the RFP.

Q: Clarification question: page 16, Sec D, second bullet of RFP: Should "applicant" be understood to mean bidder and or vendor? If not, please clarify?

A: Yes

Q: What is the vehicle or ordering procedure for releasing requirements to vendors participating in the program?

A: Requirements have been released through the solicitation. Assuming question is referring to "requests for a temp", the process will depend on the type of temp needed. Refer to Appendix B, Scope of Work, Educational Substitutes, Section E. Request for Substitute Employees and/or Appendix C, Scope of Work, Temporary Employment Services, Section 13. Request for Temporary Employee in the RFP.

Q: Are DELARF "set aside" requirements released exclusively to DELARF or do all awarded vendors receive the set-aside requirements as well?

A: Job titles covered under the "set aside" have been previously awarded to DELARF through the State Use Law Commission. Assuming the question is referring to "requests for a temp", then yes the request would be exclusively sourced through DELARF. There may be rare occasions where DELARF is unable to fill a request. In such instances DELARF will issue a one-time waiver, not to exceed one-year, for the position to be filled through one of the vendors awarded the competitive portion of the contract.

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Q: Do individual agencies chose which vendor to order from or does an order for required resources go to all vendors who successfully bid for the job category?

A: As a need presents itself, the agency with the need will review the contract to see which vendor(s) has been awarded the job title that meets their need. It will be up to the agency to decide which vendor(s) to contact for applicants. They are not required to contact multi vendors for applicants.

Q: Is the vendor neutral or active status contract that necessitates direct sales by awarded vendors to each agency buyer to secure requirements?

A: As a need presents itself, the agency with the need will review the contract to see which vendor(s) has been awarded the job title that meets their need. It will be up to the agency to decide which vendor(s) to contact for applicants. They are not required to contact multi vendors for applicants.

Q: Is an office in Delaware required?

A: No.

Q: Is a health and welfare stipend acceptable for the ACA Safe Harbor section?

A: Refer to B. General Provisions, Section 22. ACA Safe Harbor in the RFP.

Q: What is meant by the “set aside” in the pricing? Also wanted to know if a vendor could bid only positions they could best support or are you seeking only vendors that can fully service the effort?

A: There may be rare occasions where DELARF is unable to fill a request. In such instances DELARF will issue a one-time waiver, not to exceed one-year, for the position to be filled through one of the vendors awarded the competitive portion of the contract. Vendors are asked to provide pricing for the set aside positions so that it is already on file, in the event a waiver is issued.

Q: How many vendors are currently on the contract?

A: Nine, one Set Aside and eight for the remaining job titles.

Q: How is the contract currently allocated among vendors (Appendix B, Sec F)?

A: To date, the State has not had usage under the current contract for substitutes. With the implementation of the ACA, we anticipate Districts will look to the new contract award for sourcing their substitute needs.

Q: How many vendors have not reached the 100% fill rate requested (Appendix B, Sec F)?

A: To date, the State has not had usage under the current contract for substitutes.

Q: Is training/orientation required? IF so, by whom (Appendix C, Sec 14)?

A: Temps are expected to have qualifications and skill sets necessary to perform the essential functions of the job title identified by the State agency. For State agency specific training, the State agency in need of the temp will arrange training.

Q: If the vendor required to have a location in the state (Appendix A, Sec. B1)?

A: No.

Q: How many subs were “hired” by the School District (Appendix B, Sec C)?

A: None

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Q: Must vendors bid every labor category to be considered for award?

A: No

Q: How (hourly or lump sum) and where do we add ACA pricing schedule?

A: All pricing is to be submitted, by filling out Appendix E – Pricing Forms.

Q: What is the total projected budgeted spend/hours; or last year's actual spend/hours for the expired contract award?

A: The contract is for as needed, temporary employees; therefore there is no contract value associated with the contract.

Q: Does prevailing wages need to be added to any specific labor category?

A: Refer to B. General Provisions, Section 47. Prevailing Wage

Q: How many panels of drug testing is needed?

A: B. General Provisions, Section 45. Refers to drug testing for "large public works". Refer to Appendix C, Scope of Work, Temporary Employment Services, Section C.2. Staff Screening and include the information requested in your proposal response.

Q: Is this RFP the result of a similar award that is expiring?

A: Re-Bid of an expiring contract.

All other terms and conditions remain the same.