

February 27, 2015

TO: **ALL OFFERORS**

FROM: **PETER KOROLYK
STATE CONTRACT PROCUREMENT ADMINISTRATOR**

SUBJECT: **ADDENDUM FOR REQUEST FOR PROPOSAL
CONTRACT NO. OMB15001-PROJECT_MGMT
TEMPORARY PROJECT REPRESENTATIVE**

ADDENDUM #1

The State of Delaware Office of Management and Budget, Division of Facilities Management (DFM) provided potential vendors with an opportunity to submit questions about the above referenced Request for Proposal (RFP). The following are a summary of the questions and answers to all queries submitted by the February 24th, 2015 deadline.

Q1. Please clarify the number of proposal packages we should submit – is it 3 or 6??
From page 46 of the RFP: Vendors shall provide proposal packages in the following formats: Three (3) paper copies (i.e. Six (6)) paper copies of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked “ORIGINAL” on the cover, and contain original signatures.

A. Vendors are to provide Three (3) paper copies and one (1) electronic copy of their proposal. One (1) paper copy must contain original signatures, and be marked “ORIGINAL”

Q2. How many total positions are anticipated to cover the entire scope and what is anticipated minimum and maximum duration for each position in a purchase order?

A. DFM is unable to determine utilization and/or minimum and maximum duration of any required positions at this time.

Q3. What are the education/experience requirements for each position?

A. Unless otherwise specifically stated in the RFP, no minimum education levels are established. Respondent vendors shall identify the qualifications of personnel they have access to and demonstrate prior sourcing for the services identified.

Q4. Can you please provide attachments 5 and 6 in word format or in some other fillable format or alternatively can we use our own format to provide the required information (References, company profile and capabilities).

A. A Word formatted version showing forms will be provided and accessible through the Bid Solicitation Directory.

Q5. We assume that our proposal will be considered responsive if we submit everything listed in appendix A in the order specified.
Please clarify if 3 or 6 paper copies of the proposal are required in reference to para 1 on page 46

A. Three (3) paper copies. Please refer to Question 1.

Q6. The price matrix at appendix B has columns for hourly rate from and to. What does it mean?

A. What is the low end range or floor rate for each category paid to the hired representative, and what is the high end or cap rate paid to the hired representative.

Q7. What is percent Mark- up? Does it mean profit or fee? Usually our hourly rates are all inclusive

A. The "To" and "From" fields represent the final amount paid to the hired representative. The percent mark-up is the amount of money (profit) that your company will receive above the rate paid to the representative.

Q8. Can you please explain ACA Safe Harbor fee with some example or sample

A. The ACA Safe Harbor is explained on page 22 of the solicitation. The responding vendor MUST identify the rate they will charge the State. Further, as identified, in the pricing matrix, the Vendor MUST provide the basis by which the rate is charged. For example, price per hour, per day, per invoice, etc.

Q9. The proposed contract is for a base period of 2 years and 3 one year options. The price matrix at appendix 2 has no column for providing annual escalations in hourly rates. Do we provide this matrix for each year of the contract?

A. Rates will be fixed for the first two years of the contract. Optional years are extensions available to DFM, with Vendor approval, and any modification to rates charged will be negotiated at the time of renewal.

Q10. What are fulfillment rates?

A. Fulfillment rates are the percentage of placements each company has been able to successfully source for its clients.

Q11. Do you have to be a Delaware business to participate?

A. This solicitation is not limited to Delaware businesses.

Q12. Do you have to have employ Delaware employees?

A. No.

Q13. Do you have to be a minority firm and is there a minimum level of minority participation?

A. No and No.

For the next section the Vendor provided the following reference.

BP RFI Summary Questions/Comments:

RFI KEY: Section No. (SN); Paragraph No. (PN); Page No. (PGN); Text of Passage (ToP)

SN II-B; PN B-1; PGN 1;

ToP "At least one Customer Service Representative must be available during Supplier's operating hours. Representatives should be available by phone, fax, or email (local or 800 number preferred)."

Q14. Please advise of the required schedule/hours of operation for the Vendor rep(s) to be available in responding to incoming contact by State of DE, Division of Facilities Mgmt requests?

- A. Individual job site hours will be dependent on the project contracted and will be specified by the requesting DFM.

SN II-B; PN B-5; PGN 2

ToP "The successful vendor in each category will be given a reasonable time as determined by the agency to fill a job order from the date of its placement."

Q15. What is meant by "reasonable time" for successful vendor to fill job order?

- A. Reasonable shall be determined by DFM at the time of assignment but at no times shall ability to provide staff exceed seven (7) to ten (10) business days.

Q16. Will there be more than one Vendor selected by the State of Delaware in response to this RFP?

- A. The State will reserve the right to contract with more than one firm. No award structure has been determined at this time.

SN II-B; PN B-6; PGN 2;

ToP "The contractor must obtain a criminal background check from the Delaware State Police – SBI of any current, new employees, company officials and any other persons requiring access to the State buildings covered....at the selected Vendor expense."

Q17. Please advise the cost per person for obtaining the referenced and required criminal background check.

- A. As of the date of this Addendum, the State of Delaware's Bureau of Identification has posted the cost at \$52.50 for a State of Delaware Background Check. For additional information please refer to the following site:
http://dsp.delaware.gov/state_bureau_of_identification.shtml

SN II-B; PN B-17; PGN 4;

ToP "The vendor will provide the Division of Facilities Management with a pool of resumes for review."

Q18. Please advise the quantity of resumes defined by the reference "pool of resumes"?

- A. No minimum quantity defines a pool of resumes. Vendors responding to the solicitation should identify the number of potential candidates available for projects.

SN II-C; PN C-1; PGN 5;

ToP "Please provide an explanation of how your company tracks and measures fulfillment rates. Also provide minimum fulfillment rates that your agency proposes to maintain for the State...."

Q19. Please clarify the purpose of "fulfillment rates" being tracked and measured.

- A. Fulfillment rates are the percentage of placements each company has been able to successfully source for its clients.

SN II-C; PN C-9; PGN 6;

ToP "These positions are being filled by a current Vendor."

Q20. Please advise who the current Vendor is?

- A. Synerfac, Inc.

Q21. Will the current Vendor be eligible for this RFP solicitation?

- A. Yes.

SN III-A; PN A-1; PGN 8;

"Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work"

Q22. Please identify the applicable license(s) and/or certification(s) that the State of DE will require.

- A. Licenses and/or certifications will depend on the job being filled.

First, the awarded Vendor(s) may be required to provide a State of Delaware Business License to fulfill the state's regulatory requirements.

Individual licensing and/or certifications will be dependent on the position being filled.

SN III-D; PN D-7c; PGN 22;

"ACA Safe Harbor"

Q23. Please clarify the use and application of the ACA Safe Harbor Additional Fee that is listed as being a required element of the Vendor RFP response.

- A. As previously identified ACA Safe Harbor is addressed on page 22 of the solicitation. In order for the State to receive Safe Harbor protection from penalties levied by the Federal Government, the State MUST have fees separately identified, charged and pay fees before Safe Harbor is granted.

Q24. I'm unable to determine the number of persons/positions (Representatives) required. Please provide an estimated scope of positions/persons to be contracted.

- A. No identified or specific number of positions will be filled utilizing the anticipated contract vendor. Individual agency needs will be determined as projects are identified.

Q25. I'm also unable to determine if there will be a single awardee or multiple awardees. Please clarify.

- A. No predetermined award structure has been identified at this time. Vendor capabilities and resources will factor into any award structure. Finally, the Agency shall reserve the right to multiple award this contract as it meets the best interests of the State.

Q26. Can you please confirm if it is OMB's intent to solicit the prospective work under the GSA Professional Engineering Services Schedule? I noticed that 'GSA - SIN 871' was referenced at the bottom of your e-mail.

- A. This is an open and competitive bid from the State of Delaware's DFM, and our current intent is to award as an Agency contract. There is no planned use of the GSA to access a vendor at this time.

All other terms and conditions remain the same.

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