

RFP 19-006
SOURCING SERVICES AND TEMPORARY STAFFING AGENCIES

Addendum #3

Date 2/11/2019

Comments –

- A. This is the final Addendum prior to the RFP opening on February 19, 2019 at 2:00 PM EST.
- B. No more questions can be answered. Please use the RFP and Addenda to guide you in creating your proposal.
- C. A formatting correction was made on the RFP Form Section XI.A.1-4. This corrected an overwrite issue on the form. The corrected RFP has been posted on both sites.
The original form can still be used if necessary.
No changes were made in the content of the document.

Questions/Answers in BOLD

1. Would it be possible to have all of the forms that need completion and/or signature placed into one document?

You can use the original or the new version of the Questionnaire Section VII but revising the original document at this point is not possible since it has been published already.

Any additional information can be attached to your proposal via the file combining feature in the Adobe PDF program or scanned to PDF after printing them.

2. Can you please clarify as to whether an electronic submission of a response to the above-mentioned RFP will satisfy all of the requirements with regards to method of proposal submission and a vendor will not be required to submit 3 copies of the proposal as well as an electronic (thumb drive) of their proposal? From Question #2 in Addendum #2 it appears that a vendor must not only electronically submit the proposal but then must also submit 3 copies and an electronic version.

That is a quote from the cover page of the RFP document relating to the physical submission of the proposal.

The full wording is as follows -

**Proposers shall submit one (1) original and three (3) written copies and one (1) electronic copy on a thumb drive or CD of their Proposal to:
Contracts and Purchasing Office
c/o Mr. Rick Konrad
Metropolitan Washington Council of Governments,
777 North Capitol Street, NE, Suite 300**

Washington, DC 20002

Or

Electronic submissions are available to be submitted only at COG's "lockbox" at the following location:

<https://mwkog.net/main/sollist.php?g=002&l=U&a=MWCOG>

Response Deadline: February 19, 2019

Time: 2:00 PM EDT

Please note the highlighted **Or**.

If you *are not* using the lockbox option, and plan to submit a physical copy of the proposal we also need an electronic copy of the proposal on CD or Thumb drive with your submission.

If you *are* using the lockbox then no other submissions are required beyond the online electronic copy of your proposal and any attachments.

We are offering both options because the E-bid lockbox is new to COG.

3. Is there a page limit for this proposal and/or required formatting that you would like to see?

Outside of using the forms in the RFP we do not have any requirements for formatting or page limitations. We would ask that agencies focus on the RFP requirements in any attached collateral materials or documentation.

4. We are certified DBE firm for Maryland Department of Transportation, do we need to achieve 15% DBE goal using subcontractor or we are eligible to claim this goal?

Make sure your Maryland certification is DBE and not MBE. MBE is not eligible for points. A Certified DBE firm will get 100% if they are the Prime Contractor.

5. Do we require to sign the forms using digital signature or can we use the wet signature and then we will embed the scan copy in our response.?

Scanned Forms are ok.

6. We have office in Maryland.... Are we eligible for 20mile radius of Washington, D.C?

Please check Google Maps for this information using 777 N. Capitol Street, Washington, DC as the central point.

If it indicates that your firm is within 20 miles either in a straight line or via radius circle then your firm is eligible. There are no exceptions to this requirement.

7. What is the last year spend and incumbent detail if any?

See Addendum #1.

8. Is there any local preference?

No. The only set aside points are for DBE.

9. Maximum number of awards?

Unknown.

10. Is there any price range available with previous contracts if any?

No. See Addendum #1, Question #8.

11. When does COG anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

We hope to have the evaluations completed and awards announced within 30 days.

12. Can COG provide detailed job descriptions for the positions listed in the solicitation?

No. As part of their submissions proposers may provide brief summaries of their job descriptions.

13. To ensure FCRA compliance, is it our company's policy to provide Clients with an attestation of completion of background check pursuant to Clients' requirements, but not the actual results. Will COG accept letters of attestation in lieu of actual background check results?

The attestation document will be sufficient.

14. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to COG?

This depends upon the exception(s) taken.

15. With respect to Affordable Care Act (ACA) costs, would COG prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.

As per previous addenda, COG wants a pricing fully loaded.

16. 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?

See addendum #1, Question #20 (sentence #2).

17. Does COG have a sample contract that respondents can review?

No. The Terms and Conditions in this solicitation will be the same as those in the contract.

18. Can COG clarify what specific jurisdictions of DBE certification it will accept in order to meet its DBE Participation goal?

COG requires DBE Certification only. It is preferred that the jurisdiction be Washington, DC, however we are willing to accept another State DBE program if the DBE Certification can be verified.

19. Can COG confirm that there is no “minimum wage schedule attachment for the Contract” and thus respondents shall utilize the minimum wage set by the US Department of Labor or by the DC wage and hour regulations, whichever is higher?

See previous Addendum #1, Question #20.

20. Labor and Wage Requirements 4.b. “The hourly rate specified for the purpose of this RFP shall be the bill rate to be paid to the Staffing Agency(s) and shall include the hourly rate paid to the temporary worker.” Can COG confirm that the above means respondents must provide a single range of rates for each position they are bidding, but which includes pay rate + markup?

COG directs that respondents must provide a single range of rates for each position they are bidding, which includes pay rate + markup (fully loaded).

See Addendum #1, Question #38.

21. What is COG’s standard period of time for waiving rights to a conversion fee?

COG does not have a set requirement for this and each proposer needs to provide their policy.

22. Can COG confirm that if an electronic submission is made at COG’s “lockbox”, that a hard-copy submission is not required?

See above question #2.

23. On page 28, which reads: “Section D. Group D – Others: Please list other outsourcing services that your firm provides along with the minimum and maximum rates. Indicate in your proposal which of the below positions your organization could assist in filling.”

With the term “outsourcing services,” it wasn’t clear if the request is for traditional outsourcing or temporary staffing. Please confirm.

It is temporary staffing.