



**RFP 24-011 – TEMPORARY STAFFING SERVICES
ADDENDUM 1 - Q&A**

This addendum answers questions submitted by April 14, 2024. The due date for all questions remains April 24, 2024.

Questions are in bold, **Answers** are in red. Where questions materially identical have been submitted from multiple parties, the questions have been grouped together.

1. **Who are the current providers? Please provide response documents that have been submitted previously.**
Is there any incumbent?
Can you share the name of the incumbent or historical data on spending?
If this is not a new requirement, who are the vendors that are currently providing these services?
Is this a new requirement, or is this a recompetet?
 - a. A list of the contract awards for the previous RFP, 19-006, can be found at <https://www.mwcog.org/purchasing-and-bids/cog-bids-and-rfps/2019/01/22/rfp-19-006-outsourcing-services-and-temporary-staffing-agencies/>.

 COG will not provide the proposals of the incumbent vendors.

2. **Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets.**
Please share the incumbent vendors' current pricing.
 - a. COG declines to provide the proposals of the incumbent vendors, including pricing.

3. **What is the total budget?**
What is the estimated contract value?
What is the anticipated contract value?
Can you please provide us with an estimated or NTE budget allocated for this contract?
 - a. Staffing needs can change from year to year and project to project, and as such, COG cannot provide an annual budget for contracts awarded under this RFP. Individual task orders may contain a budget figure when issued.

4. **How much direct business does COG give?**
What is the total dollar amount of contract spending from COG in the past 3 years and from the outside agencies?
Could you please share the previous spending on this contract, if any?
 - a. Spending by COG was approximately \$695,000. COG did not track spending by outside agencies during the life of the previous contracts.

5. How many vendors will be awarded?
Is there a specific number of awards that COG intends to grant?
 - a. There is not a specific number of awards. COG will make a decision on how many awards to issue based upon the volume of responses received.
6. What is the anticipated RFP release date?
 - a. The RFP has been released. All dates relevant to the RFP can be found in Section I of the RFP, the Summary.
7. What is the anticipated acquisition strategy for upcoming solicitation?
 - a. Please review Section XIX, "Evaluation and Scoring Criteria".
8. How many positions has your organization requested in the last 3 years?
 - a. Eleven.
9. What has been the average or typical duration (in days, months, or hours) for positions requested in the past?
 - a. Ten months.
10. What are the expected labor hours for the mentioned labor categories?
 - a. Eighty hours biweekly.
11. What percentage of temporary personnel have been converted to full-time employees in the past?
 - a. One employee was converted.
12. How many incumbents are going to be hired from each position?
 - a. None are expected.
13. If we are not a DBE, then we will be losing 15 points?
 - a. Up to 15 points will be awarded for DBE participation, as set forth in Section XVIII, "Disadvantaged Business Enterprise (DBE)".
14. How can we present our experience to all groups A, B, C, D?
 - a. Demonstrated ability to recruit and fill personnel in those types of positions before.
15. Does COG intend to award contracts by Job Category group according to each proposer's specialization, or does it intend to have each firm cover all groups?
 - a. COG will award by category group, and a single vendor may be awarded in multiple category groups.
16. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?
 - a. It is necessary to submit pricing on an entire group to be considered responsive, but Proposers may submit pricing for one or multiple groups.
17. Please confirm that prices offered by Proposer are fixed for two years and therefore will have to account for potential minimum wage increases instituted by Washington, DC during the two-year period.
 - a. Confirmed.

18. Is SECRET clearance requirements are only at personnel level or facility clearance also required?
- a. COG does not typically require clearances for temporary employees. If clearances are required, they will be described in the individual task order.
19. Do proposers need to include three written past performance references in the technical proposal and complete the reference sheet for the price proposal?
Can the same client references be used in the write ups?
Can the client references provided in Attachment B also be used to provide reference letters?
- a. The three references must be stated on Attachment B **and** in the technical proposal, but only three references are required.
20. Could you provide more detail about the Planner roles?
21. Does this RFP cover healthcare and dental services that utilize staffing and recruitment agencies?
- a. Please see Section VIII, "Job Categories" for a list of positions, and Attachment E, "COG Cooperative Rider Clause", for a list of potential Participating Agencies.
22. How will you choose a candidate from one of the awarded vendors since vendors will have different rates and candidates with different skills and experience?
- a. Please see Section XIII, "Task Order Process", Paragraph D.
23. Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?
- a. Please see Section XX, "Proposal Instructions". The specification does not require resumes to be submitted at this time. Resumes of actual proposed candidates will be necessary when a task order is issued requesting a specific position be filled.
24. Are hourly rate ranges acceptable?
- a. Please see the Proposal Form. Pricing is to be submitted in a range for each position.
25. Could you please let us know the length of the contract?
- a. Please see Section I, "Summary", and Section XII, "Period of Performance".
26. Are there any local preferences?
- a. Please see Section V, "Specifications of Staffing Agencies", Paragraph C.