



**RFP 24-011 – TEMPORARY STAFFING SERVICES
ADDENDUM 3 - Q&A**

This addendum answers questions submitted by April 24, 2024. No further questions will be accepted. As per Addendum 2, the due date for submissions has been extended to **2:00pm Eastern Time, May 10, 2023**.

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. **Does the 3% administrative fee apply solely to COG, or does it also extend to other agencies that may request employee services through this specification?**
 - a. The fee will apply to all services provided by the use of this contract by Participating Agencies. See Section XVII, Paragraph D.

2. **Can we bid for only certain job categories, or is it advised to bid on all the job categories specified in the solicitation?**
Can we bid only on a single group of positions?
If vendors are to bid for just one group of the job categories, could COG confirm if vendors should write N/A in the pricing matrix for groups that will be not bid for?
Will COG favor firms that provide temporary staffing services for all categories?
 - a. Proposers can provide proposed pricing for one or more categories; if a Proposer is awarded a contract it will be for only the categories for which the Proposer indicated they would be able to provide as part of their Proposal.

3. **Can the agency confirm if the Disadvantaged Business Enterprise (DBE) Certificate requirement is confined to a particular state, or if we can provide the DBE certificate from any state, irrespective of location?**
 - a. A DBE certificate is acceptable from any federal, state, or local government agency, as per Section XVIII, Paragraph A.

4. **If the prime is DBE certified, are they able to fulfill the DBE goal?**
 - a. Yes.

5. **Can a self-certified federal Small Disadvantaged Business (SDB) certification fulfill the requirement for the DBE certification required for this RFP?**
 - a. No. See Section XVIII, Paragraph A.

6. **Would a DC CBE certification or Women's Business Enterprise National Council (WBENC) certification serve as an alternative to the DBE certification for this opportunity?**
 - a. No. See Section XVIII, Paragraph A.

7. **As an 8(a) Disadvantaged Small Business and WOSB, are we required to collaborate with additional DBEs to meet the 15% participation target?**
 - a. No. Scoring for DBE participation is as described in Section XVIII, Paragraph D.

8. Is DBE participation mandatory?
 - a. No, but it is a scoring factor.
9. Would a pending DBE certification or screenshot of certification be accepted as a certification of a DBE vendor?
 - a. The certification must be valid and current. Pending certifications will not be accepted.
10. Could vendors get the 15 points if they subcontract with a DBE Firm?
 - a. Yes. They would have to commit to the percentage of participation for fifteen points – that is, thirty-five percent of payments will be to the DBE firm.
11. Could you please clarify the certification that subcontractors need to have in order to comply with the DBE goal for this solicitation?
 - a. See Section XVIII, Paragraph A: DBE certification sufficient to meet the requirements of 49 CFR Part 26 is required to be considered a certified DBE.
12. Can a firm subcontract with various primes?
 - a. Yes.
13. In the Scope of Work section, it states the following: 'Subcontracting is not permitted unless Contractor receives prior written approval from COG or the Participating Agency.' However, in the Disadvantaged Business Enterprise section, it is required to subcontract with a firm. Could COG please clarify which section is correct?
Is subcontracting mandatory?
 - a. Subcontracting is not mandatory, and Section XVIII does not require subcontracting. However, a Proposer who is not a DBE and does not have any DBE participation via subcontracting will not receive any of the points in the DBE Participation Scoring Factor.
14. The requirement stipulates that proposer(s) must maintain at least one branch office within a 20-mile radius of Washington DC. While we don't currently have an office situated within this proximity, we are fully committed to establishing a presence in the designated area. Would our commitment to setting up an office within the specified radius after being awarded the bid make us eligible for participation?
 - a. No.
15. Proposer(s) must have at least one (1) branch office located within a 20-mile radius of Washington, D.C. or otherwise demonstrate in its proposal to the satisfaction of COG that Proposer is able to respond to the requirements in this RFP regarding the urgency of temporary staffing and familiarity with the National Capital Region in order to service COG in providing sufficient temporary workers to fill order requests. Proposer shall state location and hours of the branch office meeting the 20-mile radius requirement and all other applicable information regarding capability to respond to this RFP if it does not have a branch office within a 20-mile radius. Could the agency please clarify if subcontractors can be used to fulfill our capability gaps according to this directive?

Under section V. SPECIFICATIONS OF STAFFING AGENCIES, point C, it states: "Proposer(s) must have at least one (1) branch office located within a 20-mile radius of Washington, D.C." Could COG please clarify if prime vendors can meet these requirements through a subcontractor?

- a. As part of the proposal, it would have to be made clear how the subcontractor would fulfill the capability gaps and be able to present personnel and address COG's needs in a timely fashion, as an exception to Section V, Paragraph C.
16. Under section V. SPECIFICATIONS OF STAFFING AGENCIES, point C, it states: "Proposer shall state location and hours of the branch office meeting the 20-mile radius requirement and all other applicable information regarding capability to respond to this RFP if it does not have a branch office within a 20-mile radius." Could COG please share what information should proposers submit in order to meet the requirement of "information regarding capability to respond to this RFP if it does not have a branch office within a 20-mile radius"?
- a. As part of the proposal, the proposer would have to provide demonstrated history of being able to supply personnel in the District of Columbia, and ability to respond to requests for personnel in a timely fashion. At the least, the nearest office, the expected response time, and accessibility of communications during COG's business hours, both via phone and electronic medium should all be clearly laid out.
17. Is it mandatory to have an office in Washington, DC?
- a. No. See Section V, Paragraph B.
18. Would the bidder have to be a registered business in Washington D.C in order to acquire an award for that location based on this contract?
- a. No.
19. Are there job descriptions for the below job categories or any additional job categories that are not listed below in Groups A, B, C or D?
Will you be providing job descriptions for each LCAT in RFP NO 24-011?
Could you please provide job descriptions for the positions provided in the pricing?
- a. Please see attached Addendum 3A.
20. Which position is required the most?
- a. Historically, receptionist, followed by the homeland security planner categories.
21. Under section IV. SCOPE OF WORK, point 6, it states "Before assigning a temporary worker to COG, Contractor(s) shall provide testing for skills and knowledge such as typing test, computer-based skills test and other job-related assessments, to verify that the temporary worker meets the requirements of the position." Could COG confirm if all tests' format/indications will be provided by COG?
- a. No. COG expects that Contractor(s) have verified that the candidates they supply meet the requirements of a given staffing Task Order.
22. Could COG please confirm if prime vendors can meet the requirements under section V. SPECIFICATIONS OF STAFFING AGENCIES through a subcontractor?
- a. The requirements of Section V must be met by the prime Proposer.
23. Are firms required to pay Holidays, PTO, Sick Leaves, etc., to the temporary workers placed?
- a. Except in conformance with any future District or other Federal laws, no.
24. Under section XIII. TASK ORDER PROCESS, point A, it states "The process set forth herein is applicable to COG-administered Task Orders only. Other Participating Agencies may have slightly different processes." Could COG confirm if by "Other Participating Agencies" it refers

to the agencies presented under section II. INTRODUCTION AND BACKGROUND, point A and B? Are there any other agencies outside the ones already mentioned?

a. Participating Agencies include any and all agencies listed in Attachment E.

25. Under section XX. PROPOSAL INSTRUCTIONS, point 2, it states "Proposer's local branch offices within twenty miles of Washington, DC, including the Proposer's personnel to be assigned as contact person(s) for management of an awarded contract." Could COG please clarify if key personnel resumes are required? If not, what information about key personnel should be included in the proposal?

a. Names and contact details, along with a brief description of past work. A full resume is not required.

26. Are there any pain points or issues with the current vendors?

Is there any challenge COG has faced with the incumbents? Are there any improvements COG is looking for in terms of performance, communication, or other aspects?

a. Historically, there have been concerns about the quality of candidates and the depth of some Contractors' recruiting pools, particularly in meeting specific job requirements.

27. Could COG please provide how many positions within job category Group C were requested in the last 3 years?

a. None.

28. Could COG please confirm that in the event vendors are sharing confidential information a redacted copy is required? If not, how could vendors mark the confidential information? In case firms are submitting confidential information in the response, is it required to provide a redacted version?

a. Please provide a redacted copy or otherwise indicate which pages or portions of the Proposal are considered confidential. Please note that pricing will be incorporated into the Contract and provided to Participating Agencies and cannot be considered confidential.

29. Do you allow for H1B and non-US Citizen candidates?

a. Yes. COG does not, however, typically provide sponsorship for candidates.

30. Could COG elaborate more on what should be presented under section XX. PROPOSAL INSTRUCTIONS, section B, point 4 "Proposer's Prior Experience and Background"? Aside from the references asked what other information does COG prefer to see in this section?

One of the scores presented in the Scoring Factor Chart states "Demonstrated Direct Relevant Experience of the Firm, Key Personnel, and any Subcontractors." Could COG confirm if details about the key personnel should be attached under section 4. PROPOSER'S PRIOR EXPERIENCE AND BACKGROUND? Are resumes required or is general information enough to suffice this statement?

a. A description of Proposer's history, beyond merely the references. A description of years in business, what sort of positions they historically have filled in the past, and any further details that Proposer feels would demonstrate the quality of their work in the staffing field.

31. Under section IV Scope of Work, point 3, it states "Contractor(s) shall provide its replacement policy for replacing unacceptable temporary workers with its proposal." Could COG please confirm if a statement would be enough to meet this requirement?
- Proposers must provide a description of their policy, including speed of response and how quickly they would be able to replace an unacceptable worker.
32. Under section VII. SPECIFICATIONS FOR TEMPORARY WORKERS, point G, point 1, it states "Proposers must certify that they conduct comprehensive references and background checks and that more in-depth background checks are conducted on sensitive positions such as human resources, accounting and other job classifications handling confidential/sensitive data." Could COG please clarify if a statement would be enough to meet this requirement?
- A description of the background checks the Proposer normally conducts for personnel would be acceptable.
33. One of the scores presented in the Scoring Factor Chart states "Cost and Pricing Analysis." Could COG confirm if providing the rates in the Proposal Form is enough to suffice this statement? If not, could COG please clarify what is needed to suffice this scoring factor?
- Confirmed. Cost and Pricing Analysis will be based upon the rates given on the Proposal Form.
34. Could COG please confirm if ZIP files are acceptable to submit the proposal?
- They are not.
35. Could COG please clarify if vendors must submit two separate attachments for the proposal?
- Yes.
36. Could COG please confirm what information vendors should add in the Bid line in Attachment C?
- The RFP Number, RFP 24-011.
37. What information should vendors add in the Total Proposed Budget line in Attachment D if the budget is not disclosed?
- That line can be left blank.
38. What information should vendors add in the Total Proposed Participating Agency Name in Attachment E?
- Nothing in Attachment E requires completion.
39. Could COG please clarify if the questions on page 35 are related to the contract with Metropolitan Washington or with any agency listed on page 33?
- The questions on page 35 are part of the sample Rider Clause Approval Form. They do not need to be completed.
40. Are electronic signatures allowed?
- Yes.
41. Could COG please confirm the link to find a directory for DBE companies?
- A link was not provided in the specification.

42. Please elaborate the positions that may be included under “Other Specialties as Necessary” in the proposal pricing so that we can provide the bill rates accordingly.
- a. Please see revised proposal form in Addendum 3A.
43. Could COG confirm that all work must be done on site? If not, could COG confirm if remote positions are available for temporary staff?
Does COG accept remote resources to work on this engagement?
Does COG accept offshore resources to work on this engagement?
Does COG prefer on-site resources to execute this engagement?
- a. It is unlikely that COG’s needs will be for remote personnel. If remote personnel are acceptable, it will be indicated in a specific Task Order. It is presumed that personnel will be on-site.
44. Could COG please confirm the anticipated number of requirements per year?
- a. For COG, it is expected between five and ten requirements will be issued per year. The number of positions required by Participating Agencies has not historically been tracked.
45. Could COG clarify the exact number of attached files needed for the response?
- a. Two, as described in Section XX, Paragraph B.
46. Could COG provide information regarding the anticipated form in which task orders will be released, specifying whether it will be through email, portal, or any other designated method?
- a. Task Order requests will be via email.
47. Is there any other position that might be required?
- a. If other positions are required, they will be described in individual Task Orders, and pricing can be determined for those positions at that time.
48. When does COG anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?
- a. It is anticipated that evaluation will be completed by May 31, 2024. This may vary depending on the number of proposals received.
49. What is the tentative start date of this engagement?
- a. The anticipated start date will be June 1, 2024, but may vary depending on the evaluation period and the time to sign contracts.
50. In page 3 of the RFP, it is mentioned “COG’s Office of Human Resources Management (“OHRM”) is inviting qualified temporary staffing agencies to be a part of COG’s authorized Master Contracts of Staffing Agencies, providing such services to both COG and its member jurisdictions.” What are the Master Contracts that are being referred to?
- a. Contracts awarded under this solicitation.
51. Will the award of this RFP result into a cooperative contract?
- a. Contracts awarded under this solicitation will be available to Participating Agencies as described in Section XVI.
52. Can different rates be proposed for the other Participating Agencies, depending on their location?
- a. No.

53. Under section V. SPECIFICATIONS OF STAFFING AGENCIES, point D, it states “The Proposer shall include in their Proposal at least three (3) professional letters of reference that confirm successful performance of contracts similar in nature and volume to this RFP within the past three (3) years in order to assess the background, experience, and stability of the firm.” Could COG please confirm if these three professional letters must be signed? If so, do COG accept electronic signatures?
- a. The letters should be signed. Electronic signatures are acceptable.
54. Are commercial references accepted?
Can the reference be from commercial agencies as well?
- a. Yes. See Section V, Paragraph D.
55. Can firms provide references from ongoing contracts?
- a. Yes.
56. Under section V. SPECIFICATIONS OF STAFFING AGENCIES, point D, it states “The Proposer shall include in their Proposal at least three (3) professional letters of reference that confirm successful performance of contracts similar in nature and volume to this RFP within the past three (3) years in order to assess the background, experience, and stability of the firm.” Could COG confirm if the letters are required or can firms add the same reference information required in Attachment B in the technical proposal?
Will providing references with contact information in attachment B suffice in place of letter of references?
- a. Letters are required. The contact information in Attachment B should be for the same references as the letters provide.
57. Under section V. SPECIFICATIONS OF STAFFING AGENCIES, point D, it states “The Proposer shall include in their Proposal at least three (3) professional letters of reference that confirm successful performance of contracts similar in nature and volume to this RFP within the past three (3) years in order to assess the background, experience, and stability of the firm.” Could COG please clarify what needs to be included in these letters?
- a. The letters should attest to Proposer’s successful provision of services similar to those required in the RFP, including mention of the length of relationship, services provided, etc.
58. As per addendum 1, question 19, “The three references must be stated on Attachment B and in the technical proposal, but only three references are required.” Please confirm if we need to provide references in the technical proposal as well, apart from Attachment B in File 2.
- a. Confirmed. The references should be provided in both files: the letters in File 1 and the contact information in File 2.
59. Can the proposers provide COG as reference?
- a. No.

60. Under “V. SPECIFICATIONS OF STAFFING AGENCIES”, it is mentioned that “E. Proposer shall supply a minimum of three (3) large commercial firms or government agencies who shall attest to the Proposer’s ability to successfully provide the services and skills requested.” Is it similar to the references requested in “D. The Proposer shall include in their Proposal at least three (3) professional letters of reference that confirm successful performance of contracts similar in nature and volume to this RFP”?
- a. Section V, Paragraphs D and E, should be considered to refer to the same references.
61. What is COG looking for in “E. Proposer shall supply a minimum of three (3) large commercial firms or government agencies who shall attest to the Proposer’s ability to successfully provide the services and skills requested.”?
- a. Section V, Paragraphs D and E, should be considered to refer to the same references.
62. What is the minimum wage that needs to be provided to the temporary employees? Please provide the minimum wage schedule attachment for the Contract.
- a. Minimum wage should be as required by law of the District of Columbia.
63. As per our understanding, Attachment F is not required along with the proposal, please confirm.
- a. There is no Attachment F.
64. As per our understanding, we do not need to provide COG Rider Clause Approval Form in page 34 – 35 of the RFP along with the proposal. Please confirm.
- a. Confirmed. The Rider Clause Approval Form is provided as a sample, as described on page 32. It will be completed by COG and a Participating Agency, not by a Contractor.
65. Do we need to provide Certificate of Insurance for both proposer and the subcontractor along with the proposal?
- a. Yes.
66. Please provide the spending of COG per Contractor for the current contract.
- a. See Addendum #1.
67. Do we have to provide resumes for the proposed candidates with our response?
- a. Resumes will be required in response to specific Task Orders. Resumes are not required at this time.
68. Do we have to provide any onsite supervisor?
- a. No.