Metropolitan Washington
Council of Governments

RFQ 21-005 IT STAFF AUGMENTATION SERVICES
ADDENDUM 1
July 12, 2021
Clarifications and Q&A

This Addendum answers questions submitted by July 9, 2021. The deadline for questions remains July 16, 2021.

Reminder: Questions must be submitted via email to purchasing@mwcog.org. COG will not answer questions submitted via telephone.

Questions are in bold, **Answers** are in red.

Where multiple questions were submitted addressing the same topic, they have been grouped under a single number.

1. **Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.**
   Who is the incumbent vendor(s) currently providing IT Staff Augmentation Services to the COG?
   Is there any incumbent companies that currently provide these services to the agency? If yes who are they?
   Is this a re-compete RFQ?
   Is there any incumbent working on this contract? If yes, can we get the incumbent name & pricing?
   a. This is a new procurement. There is no incumbent.

2. **Can you please let us know the previous spending of this contract?**
   How much has the COG spent for IT Staff Augmentation Services in 2019 and 2020?
   What are the historical volumes of spending annually in the program?
   What is the estimated spend on the last contract?
   What is the estimated budget for the resulting contract or the past expenditure of the existing contract?
   Throughout the tenure of the existing contract, how many temporary employees have worked, and how many (in numbers) are active at this time?
   Can you please confirm the most commonly filled positions of this contract?
   a. This is a new procurement. There is no previous budget.

3. **Please confirm if we can get the proposals or pricing of the incumbent(s).**
   What is the rates of the vendor(s) providing IT Staff Augmentation Services?
   Can we get a copy of the current contract the COG has with the vendor(s)?
   Is it possible to share the incumbent contracts and their pricing information?
   a. This is a new procurement. There is no incumbent.

4. Are there any pain points or issues with the current vendor(s)?
What are the specific challenges/pain points these 24 departments face to get qualified resources for their requirements?
Is there any challenge fulfilling the current temp needs with the existing contracts for related services?
   a. This is a cooperative procurement; as such, the twenty-four member jurisdictions, along with possible other users, have a range of situations. Qualified proposers should be able to address a range of situations. Follow the RFQ requirements in providing submissions.

5. If there is no incumbent, how was COG fulfilling its temp staffing need till now?
How all these 24 departments associated with COG are currently receiving services described in the RFQ?
   a. Individual COG member jurisdictions presently may or may not have existing agreements for augmentation services.

6. Please confirm the anticipated number of awards.
How many vendors agency is planning to select?
   a. The number of awards is not fixed.

7. How many positions we can expect under this contract throughout the given term?
What are the forecasted volumes of personnel needed in terms of quantity of staff and annual spending on personnel by labor category?
What would be the estimated hours for given positions?
   a. See Section VIII, Paragraph B. No guarantee is made regarding specific quantities of services which may be requested under this contract. There is no estimated number of hours for each position.

8. Can you please provide Job descriptions for each position listed in this RFQ?
   a. See Section VII of the RFQ, particularly Paragraphs B and C.

9. Do we need an in-house team to perform the services as described in RFQ?
   a. Proposers must be able to perform the services as described. This may be through in-house personnel or subcontracted personnel.

10. What are the various tool & technologies skillsets currently used (with the percentage of staff) by the 24 departments associated with COG?
   Too numerous to list. Please follow the RFQ as written. Later Task Orders will be specific on these needs.

11. Will these projects be running remotely by the COG or the work will be performed onsite?
   a. Individual projects will have their own varying requirements for personnel. Some Task Orders may require personnel to be on site, and others may permit remote work.

12. Will COG or any other associated departments require direct hire of consultants placed under this contract? if yes, can we provide our direct hire/conversion rates with our response?
   a. It is acceptable to provide direct hire/conversion rates as part of a submission. Please provide if this is available from your firm.

13. What will be the tenure of Projects under this contract?
   a. Individual Task Orders will vary in their period. See Section VIII.

14. Please confirm, Would the resulting IDIQ of this RFQ be releasing staffing services request or there will be any solutioning/consulting project-based task orders as well?
    a. Task Orders may vary and include both staffing service and project-based consulting/solutions.

15. Would there be transitioning of current temp staff after the award if any of the incumbent vendors lost the bid?
    a. This is a new procurement. There is no incumbent.

16. Is there any local preference for this contract?
    a. No; however, individual Task Orders issued by member jurisdictions may include local preference requirements. Task Orders issued directly by COG have Disadvantage Business Enterprise (DBE) preference points available.

17. Is it mandatory to have experience in completing information technology Projects in the National Capital Region areas?
    Is the requirement at Section XII, Paragraph 3 - "Experience successfully completing information technology projects in the National Capital Region" a hard requirement? Does federal and local government throughout the country still allow submission?
    a. Proposers who do not have experience in the National Capital Region are welcome to submit. However, having this experience will be advantageous.

18. Would you be accepting references/experience from public as well as commercial entities?
    a. References from public entities are preferred, demonstrating similar project types.

19. Demonstrated Technical Expertise, Education, and Certification of Augmentation Personnel (SCORING FACTOR CHART) PAGE#11 Question - Can you please confirm, if we need to provide the above information with regard to Key personnel for this contract or for the Consultants to be placed under the Contract to perform the work?
    a. Successful Proposers should be able to provide general information demonstrating the expertise, training, education, and certification of personnel as part of their submission. Individual Task Orders may have more specific requirements for personnel submitted under those Task Orders.

20. Can we combine File A – Technical Proposal and File B – Price into a single file and submit?
    a. The Response should be submitted in two files, as described at Section XII, Paragraph B. Submissions not matching that format will be considered nonresponsive.

21. In order to adhere the limit of 10 MB file size can we split the response into 2 files i.e. File A and File B and submit the proposal?
    a. The Response must be submitted in two files, as described at Section XII, Paragraph B. Submissions not matching that format will be considered nonresponsive.

22. Can you please confirm, apart from pricing in the proposal form what is required by the agency under the "Price Proposal" heading in the above statement?
    a. The pricing structure in the proposal form is required.