![Metropolitan Washington Council of Governments]

**RFQ 21-005 IT STAFF AUGMENTATION SERVICES
ADDENDUM 2
July 23, 2021
Clarifications and Q&A**

This Addendum answers questions submitted by the deadline for questions, July 16, 2021.

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. **Can we bid for selected job/labor categories or should we bid for all?**

   Is the vendor expected to propose for all the roles or can we bid for partial list of roles?

   Please confirm if we need to provide experience details and pricing for all the labor categories as mentioned in Section XIV. Can we just leave blank or say "N/A" in case we do not wish to provide rates/ services for certain occupational classification?

   a. Pricing may be submitted for selected job/labor categories; however, award preference will be given to Proposers able to provide the full scope of positions.

2. **In the evaluation and scoring criteria, one of the scoring factor is "demonstrated technical expertise, education, certification of augmented personnel". Does this mean that we have to provide resumes of our own staff who are on our payroll or would representative resumes suffice?**

   Is it required to submit the resumes of the candidates for the roles that the vendor is proposing for? Nowhere in the RFP there is an explicit mention of the requirement of resumes of candidates. Please confirm.

   What is expected in 'Education, and Certification of Augmentation Personnel'? Are we required to propose resumes?

   In the RFQ, Page 11, under Section XIII, Evaluation and Scoring Criteria, MWCOG weighs 40% of the scoring factor for "demonstrating technical expertise, education, and certification of augmentation personnel". Is it the intent of MWCOG to have proposers provide staff resumes with education and certifications at the RFQ response level? In reading the RFQ, it is our understanding, that resumes will be provided at the future independent Task Order level. Please clarify.

   Section XII- Proposal Instructions- A - Do you want us to provide sample resumes of technical resources? If yes, how many? If resumes are included, then is there a page limit on the resumes, and are resumes counted against the overall page limit?

Is the Metropolitan Washington Council of Governments (COG) expecting prospective offerors to submit representative resumes with their proposal submission?

There is 40% against Demonstrated Technical Expertise, Education, and Certification of Augmentation Personnel. Please confirm if you are expecting resumes of the personnel proposed? If yes, please confirm if it is ok that we submit only the Proposed Key Personnel details and not the actual resource?
If we are required to give resumes of the personnel, 30 pages will be a bit too less to cover all. In that case can we submit resumes as a separate appendix or can you increase the page limit.

a. If Proposer maintains its own team for solutions work, resumes of staff should be submitted. If Proposer contracts staffing, representative resumes will be sufficient; however, individual Task Orders will require the resumes of the personnel who will directly work on that Task Order.

3. If we have successfully completed IT projects in the National Capital Region can we score any additional points in the evaluation criteria? Or Does successfully completing IT projects in the National Capital Region have any impact in the evaluation criteria?
    a. Points for projects in the National Capital Region are captured under the "Past Project Performance and References" scoring factor.

4. Is there a projected Award Date?
    We see that the period of performance will commence as of September 2021. PLease let us know by when will the contract be awarded?
    a. Announcement of Awards is projected to be the week of August 30, 2021.

5. With the understanding that this is a new procurement, did COG previously issue an RFQ for IT Staff Augmentation Services? If so, what was that solicitation/contract number?
    a. No prior solicitation has been issued.

6. If a prospect offeror has been awarded an active contract by a Local government and agency with a COG Rider Clause, does that offeror have the ability to separately bid on any resulting Task Order from this Request for Qualification, NO. 21—005?
    a. No.

7. Regarding Attachment E: References; is the Council looking for reference signatures?
    a. No.

8. Can MWCOG provide a list of Active Cooperative Agencies that are sponsoring this scope?
    a. No. Task Orders have not yet been formulated.

9. Does MWCOG has an expected annual revenue for services from participating entities that they are estimating or expecting based on previous utilization of Temporary Services Contracts that are active?
    a. No.

10. Are bidders required to complete Attachment F? If so, which proposal volume and where should the completed Attachment F be included?
    a. Attachment F must be <u>acknowledged</u> in the Proposal Form. There is nothing required in Attachment F to complete. An acknowledgement means the proposer understands and agrees to the information in the Attachment.

11. The proposal instructions (page 8) state "Experience with providing information technology services of the types described in the specification, for federal, state and/or local governments with of similar type and size to COG members." Please confirm that "providing IT services of the types described in the specification…" means staff augmentation services (i.e., placing IT professionals in contract/contingent roles), and not IT consulting services.
    a. Both are acceptable. See Question 3 above.

12. Are bidders required to submit the Required Document Checklist (page 14)? If so, which proposal volume and where should the completed Required Document Checklist be included?

    Please confirm if (the Required Document checklist) has to be submitted as part of Technical proposal or Price proposal?

    FILE B (Pricing and Forms), point a- Please confirm what needs to be included here?

    Proposal Form- Please confirm if this is where we need to input the price matrix from Section XIV?

    The XII. Proposal Instructions, page 8, section B.2. FILE B lists a 'a. Price Proposal' and a 'b. Proposal Form' to be attached separately. The Proposal Form in section XIV. includes a pricing table and the Required Document Checklist. There is no "Price Proposal" document identified. Is the intent for the pricing tables from the Proposal Form to be included in the 'a. Price Proposal' section and the Required Document Checklist included in the 'b. Proposal Form' section?

    a. The Required Document Checklist is part of XIV, the Proposal Form. The entirety of the Proposal Form should be submitted as part of File B.

13. What is the anticipated turnaround time between publishing a future task order from a COG member agency, awarding the task order to the vendor and requiring IT staff to begin work?
    a. That will vary depending on the needs of the individual Task Order.

14. In the RFQ, Page 12, under Occupational Classifications, "Computer and Information Research Scientist" is listed twice under SOC Category 11-3021 and 15-1221. Is it the intent of MWCOG for SOC Category 11-3021 to be listed as "Computer and Information Systems Manager"?
    a. That is correct. A revised Excel format pricing sheet has been uploaded at the same time as this Addendum.

15. In the RFQ, Page 4, under Scope of Services the sections A, B and G are generic statements related to SOW, while C,D,E,F are the actual services required. The functional requirements are heavily focused on "Analysis and Documentation Services" and the labor categories generally applicable to "Business/Systems Analysts" role. There is no actual development required as a result of this contract. Can COG confirm this understanding?
    a. The functional requirements are sample requirements only. Individual task orders may request development work.

16. In the RFQ, Page 12, under section XIV. Proposal Form, skill set required for a typical governmental process may be missing, such as a Business Analyst for IT Governance

Process Development or Capital Planning and Investment Control support and Ethnographic Research.
   a. Individual task orders may request skill sets beyond those listed; in those cases, pricing specific to that task order may be required.

17. In the RFQ, Page 6, under Section VIII.B, Period of Performance, it states "COG may, at its own discretion, based upon successful performance, extend any contract awarded as a result of this procurement for up to three (3) additional one (1) year periods." Can we apply an escalation on labor rates of those potential three additional one-year periods? Should we include the escalation rate in our price response?
   a. Proposers may provide annual projected escalation rates with their proposal, based on a percentage increase.

18. Has MWCOG marketed this contract vehicle to any of the 24 member agencies? Is there any guarantee or forecast that any of the agencies will utilize this contract vehicle to procure services listed in the scope of work?
   a. See Section IV, Paragraph C. There is no guarantee to any contractor of specific amounts of work.

19. Do we need to provide the actual certificate of insurance (COI) or we can provide sample insurance certificate and at the time of award will provide the actual certificate?
   a. Proof of insurance via an ACORD 25 "for information only" is acceptable; a certificate of insurance specifically naming COG as an insured party will be necessary after award.

20. In Section XII – B – 2 (File B) agency have specified "a. Price Proposal and b. Proposal Form". Just wanted to confirm how is price proposal different from proposal form in terms of the nature of information requested.

    Are sections (a: Price Proposal) and (b: Proposal Form) two different sections to be filled out from proposal response perspective?
   a. No. The Price Proposal is included as part of the Proposal Form; however, the complete Proposal Form must be submitted, including acknowledgements and signatures.

21. As mentioned in the RFQ#21—005, Page#8 Tab XII: Proposal Instructions, The written Proposal shall be organized with File A (Technical Proposal) and File B (Pricing and Forms) . Please confirm if we need to submit two separate pdfs or one single pdf with two sections and the headings as mentioned in the RFQ#21—005.
   a. Two separate files, as described.

22. As mentioned in the RFQ#21—005, Page#11 Tab XIII: Evaluations and Scoring Criteria, Demonstrated Technical Expertise, Education, and Certification of Augmentation Personnel will hold 40% of the total scoring criteria. Please confirm if we can put the Technical Expertise, Education, and Certification of our Key Personnel under the Background and Organizational History section of our response.
   a. Confirmed.

23. As mentioned in the RFQ#21—005, Page#12 Tab XIV: Proposal Form, can you please explain the terms, "Year 1 Fully Loaded Pricing" and "Year 2 Fully Loaded Pricing" and how many working hours will be there?

    a. The requested pricing is an hourly rate for that specific labor category. Working hours may vary.

24. In Attachment B: Proposer's Qualifications, Tab#5: "HOW MANY YEARS HAVE YOU ENGAGED IN BUSINESS UNDER YOUR PRESENT FIRM?", Can you please explain if you referring to the firm or any augmentation personnel?
    a. The "you" refers to the Proposer, not any specific personnel.

25. Please elaborate on the technology stack, environment and infrastructure of the council to provide the appropriate candidate resumes along with proposal?

    Will WMCOG advise of the systems the Council and/or Governments are currently using?
    a. See Addendum #1, Question #4.

26. What is the expected level of estimated effort involved for the roles mentioned in the RFP?
    a. This is a request for qualifications (RFQ), not an RFP. As such, the level of effort will vary based upon the Task Order issued to awardees.

27. Can we consider placements made in the last 5 years for the requested roles as reference and to showcase experience?
    a. Yes.

28. Can we get a word version of the complete solicitation file?
    a. No.

29. Does COG have any formatting specifications/ preference in terms of font type and size for the File A-Technical Proposal?
    a. No less than 10-point font.

30. Is COG open to having the resources perform the work remote/ offsite?
Does all the position required to be onsite or is there any flexibility to work from home (remote)? Will the client provide laptop and other equipment for the contractors to execute the work remotely?
    a. See Addendum #1, Question #11.

31. COG will respond to the clarification questions only 3 days before submission i.e 27th July. The response to clarification questions may have an impact on our overall proposal response. Considering this, will COG be able to extend the proposal submission deadline? Will the COG consider extending the 7/30/21 Response Due Date for RFQ 21-005 IT Staff Augmentation Services?
    a. Not at this time. This Addendum answers all questions submitted prior to the deadline.

32. Do you anticipate long term or short term Task Order Requests?
    a. Both.

33. We understand that we need to submit 2 files as part of the submission. Are there any file naming conventions to be followed whilst submitting the Technical and Price Proposal?
    a. No. The Lockbox will encrypt the files and rename them after submission based upon their category on upload; as such, any file names will be lost.

34. Do you need the 2 files in Word format or PDF format?
    a. PDF.

35. Will there be any orals/ demonstartions prior to contract award?
    a. That is not anticipated.

36. There is a form on the last page with a few Yes/No questions and signature fields. Pls confirm if this needs to be submitted with the proposal?
    a. The last page of the specification is part of the Sample Rider Clause Approval Form included in Attachment F. It does not require signatures.

37. Do these completed forms need to be submitted "AS-IS" at the end of File B or do we need to incorporate this in word format within the File B- Pricing & Forms
    a. They should be submitted as part of File B.

38. Is there existing documentation of the current processes?
    a. A variety of processes are used across COG and its member jurisdictions. At this time, there is no single comprehensive documentation.

39. Are there protocols in place for who will prioritize the final captured requirements if there are conflicting priorities/requirements?
    a. Individual Task Orders will list their requirements.

40. How many approximate or total departments are involved in the projects from whom requirements will need to be gathered?
    a. Individual Task Orders will be issued and may be issued either by individual jurisdictions or by COG on behalf of multiple jurisdictions.

41. The Senior labor category requires a MA/MS degree; can relevant experience be substituted?
    a. See Section VII, Paragraph D.

42. What holidays does the client observe?
    a. The specific holidays vary slightly between jurisdictions, but generally all legal holidays are observed. Jurisdictions may specify holidays in their Task Orders.

43. Are there any mandated Paid Time Off, Vacation, etc.?
    a. No.

44. Will you share who the awardees are?
    a. Awardees will be announced on COG's website after the determination of awards has been made.

45. The Required Document Checklist, page 14 identifies Attachment A: Terms and Conditions as the first line item and provides a Yes or No response to Acknowledgment/Attached. The proposal response format does not include a section for attaching Attachment A, but it does for Attachments B to E and Proof of Insurance. Would an Attachment A line item 'Yes' checkmark be sufficient for the Acknowledgment/Attached response or should Attachment A also be attached to the FILE B (Pricing and Forms) document after 'd. Proposer's Certificate of Insurance (ACORD Form 25)'?
    a. The acknowledgement checkmark is sufficient.

46. Can you please provide the job description for each role and years of experience required for Junior, Journeyman and Senior level?
    a. All definitions of job descriptions and labor categories can be found in Section VII, "Labor Categories".

47. Is there any VMS fees?
    a. There is no specific vendor management system being employed.

48. Can we submit foreign nationals?
    a. In some cases. In the event that a given task order will require U.S. citizens only, it will be made clear in the task order.

49. How many past performance examples would you like vendors to include in the proposal?
    a. That is up to the proposer's discretion.

50. Is teaming allowed for this RFP response and can we include subcontractors in our team?
    a. Yes.