



DATE: July 21, 2016

TO: All Prospective Proposers

FROM: Wendy Johnson
Eric Pfister

RE: RFP 91408 – Temporary Staffing for Administrative Services
Addendum #1 dated 07/21/2016

This Addendum is the result of questions received from prospective proposers and amends the above referenced Solicitation document. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal.

1) Section 2.1.11 Conversion states *"UMUC shall not be responsible for any additional charges beyond the hourly rate for time worked."* However the following sentence seems to contradict the previous statement *"Conversion rates shall be based on the length of the temporary assignment"* Question: Will the additional charge (a conversion rate) be permitted?

Answer: Yes

2) Appendix E Living Wage Requirement states that *"An offeror must identify in it's Proposal the location(s) from which services will be provided"* Question: Should that statement be provided in the technical proposal or the price proposal?

Answer: Living Wage is submitted with the Price Proposal.

3) Who is your current vendor and their bill rate?

Answer: The University has multiple firms under several different contracts with numerous rates. Pricing is typically obtained on an as needed basis.

4) What was last year's expenditure?

Answer: Expenditure by year is not available since there are multiple contracts and awards.

5) What is the minimum length of performance for a staffing assignment? Please provide a historical workload, if available, to include number of FTEs and period of performance.

Answer: Currently, there is not a minimum length of performance. A historical workload is not available.

6) How many contracts will be awarded?

Answer: It is anticipated that multiple contracts will be awarded. It is not possible to predict the outcome of the Evaluation at this stage.

7) Who is/are the incumbent contractor(s) currently performing the work?

Answer: Manpower, Sparks, Kennedy, InGenesis, Contemporaries, AdNet, Temporary Solutions, 22nd Century, and Robert Half/The Creative Group.

- 8) If a contractor is given a Staffing Request (SR), is the contractor required to respond to the request, or can the contractor defer the opportunity to another contract awardee?
Answer: Although it is in the contractor's best interest, contractors are not required to respond to a request.
- 9) What is the period of performance for this RFP?
Answer: The term is identified on page 6 of the RFP. Any Contract(s) arising from this RFP action shall commence on the date the Contract is executed on behalf of UMUC, or such other date as UMUC and the Contractor shall agree. The initial term of the Contract is anticipated to start on or around September 12, 2016, and continue through June 30, 2017. There will be three (3) one-year renewal options at the sole discretion of UMUC.
- 10) How many placements were done last year under this program?
Answer: The number of placements is not available at this time.
- 11) Is the requirement new or follow-on?
Answer: This is a new Request for Proposal for Administrative Staffing. The RFP is being issued because the current contract is expiring.
- 12) If the requirement is follow on, how many vendor are currently serving them?
Answer: There are currently 9 firms under contract for Administrative Staffing. There are 17 firms under contract for IT Staffing.
- 13) Historical spending data?
Answer: Historical spend is not available at this time.
- 14) If the requirement is new, how many vendors are going to select for award?
Forecast on usage of the contract?
Answer: There is no way to predict the number of awards at this time or provide a forecast of usage.
- 15) Who received the last award for this contract? What is the annual spend amount for last contract?
Answer: See Answer 7
- 16) Is it possible to receive the current Employee Pay Rate, Bill rate and Markup for the current contract?
Answer: This information is not available.
- 17) Is it single award or multiple award contract?
Answer: This question is answered in the RFP. It is anticipated, but not guaranteed, that multiple awards will be made.
- 18) What is the annual budget for this contract?
Answer: An annual budget has not been forecasted. Keep in mind that it is anticipated that multiple contracts will be in place for several years as a result of the RFP.
- 19) How many temps do you have currently?
Answer: This information is not available at this time.
- 20) Can you please provide the approximate spend for each job class covered by in last contract?
Answer: This detail of information is not available.

- 21) If these services are currently being performed under contract
- a. Who is the current vendor or vendors? See Question 7
 - b. What is the current contract value?
Answer: In accordance with the University System of Maryland Procurement Policies and Procedures, the total combined value of the contracts cannot exceed \$1,000,000.00
 - c. When does the contract expire?
Answer: The contract currently expires September 30, 2016
 - d. What is the contract number?
Answer: 91091
- 22) Is there a page limit for the technical and any particular formatting requirements?
Answer: There is not a page limit. Clear, concise, yet detailed responses are required.
- 23) Article 1 – 1.2 states “If submitted by a corporation, a proposal shall be signed by an officer and attested by the corporate secretary or an assistant corporate secretary”. We are an LLC, but we do not have either a corporate secretary or assistant corporate secretary, will the signature of the President/CEO as an Officer of the organization who has the authority to bind the company suffice?
Answer: Yes
- 24) Will UMUC accept references from clients who may not have current active contracts with the offeror, but have had active contracts within the past 1-2 years?
Answer: Older client references will be accepted, although it is preferred that current/recent clients are provided.
- 25) Given the statement in 2.1.1 “Staffing Requests” and understanding that this is a Requirements based solicitation, how will UMUC ensure equal opportunity in the selection of vendors used per need or make certain that opportunities are balanced throughout the contracting process as it relates to staffing request awards?
Answer: Refer to Section II, 2.1.1 Staffing Requests.
- 26) What is the anticipated volume of need for a period of one year (on average)?
Answer: The University does not currently have an anticipated volume. Exact usage will be on an as needed basis.
- 27) Can you explain the following statement in 5.1 “as well as listed on the cover of this RFP.”
Answer: The cover of the RFP has the due date and time for proposals.
- 28) With regard to 2.1.7, can UMUC provide more information on the types of “Additional Positions,” needs that may occur and can resumes be provided in the response to the RFP that are suitable for those positions?
Answer: Please refer to the Pricing pages in Appendix B.2. Resumes are not required for the additional positions listed.
- 29) Under what situations would an offeror be shortlisted?
Answer: A firm must pass the Technical Evaluation phase in order to be shortlisted. Refer to Section III Article 2. Technical Evaluation Process.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91408

PROPOSAL DUE DATE: August 1, 2016, 2:00 p.m.

RFP FOR: Temporary Staffing for Administrative Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. <u> 1 </u>	dated <u> 7/21/2016 </u>
Addendum No. <u> </u>	dated <u> </u>
Addendum No. <u> </u>	dated <u> </u>
Addendum No. <u> </u>	dated <u> </u>
Addendum No. <u> </u>	dated <u> </u>

As stated in the RFP documents, this form is included in our Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM