



DATE: September 30, 2016
TO: All Prospective Proposers
FROM: Wendy Johnson
RE: RFP 91439 –
Addendum #1 dated 09/30/2016

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. Is this a new requirement? If not, can you please provide the name of the incumbent?

Answer: This is a new requirement.

2. Does this opportunity contain Local Preference? If yes, please provide the details.

Answer: Proposers should have experience in placing similar professional creative staff in the metropolitan Washington, DC area. A local office/branch is preferred in order to provide the level of customer service expected by UMUC.

3. Please specify how many references are required for each vendor?

Answer: This information can be found in the RFP document.

4. Work can be perform on-site / off-site?

Answer: It is not anticipated that work will be performed off-site.

5. What is the number of positions available for each job title?

Answer: This information is not available at this time. Requests for personnel will be made on an as needed basis.

Continued on next page

6. Firm Experience and Reference Section: at least three (3) local clients with which you have placed Creative/Marketing personnel in the past year. List any experience with the University System of Maryland, or other Universities/colleges.

Do you need only local University clients references or can we use any other Universities, Educational, Commercial & Public Sector Clients references?

Answer: Proposers should have experience in placing similar professional creative staff in the metropolitan Washington, DC area. A local office/branch is preferred in order to provide the level of customer service expected by UMUC.

7. How many creative contractors has this RFP been sent to?

Answer: Since the RFP is advertised on UMUC's electronic bid board and e-Maryland Marketplace, it is difficult to know the number of potential proposers.

8. What does the Personal Identifying Information (PII) encompass? (Besides name, should we eliminate previous employer information as well?)

Answer: PII is information which can be used to distinguish or trace an individual's identity.

9. Can you please clarify what you mean by hourly rate and hourly market rate justification?

Answer: Hourly rate is the rate charged to UMUC for a specific candidate. Firms are to provide a justification and explanation behind all hourly rates. How do your proposed rates compare to the local marketplace?

10. How many examples of creative personnel are you seeking? All positions OR just creative? Contract positions or are we to include direct hire? Besides placed job title, what other

Answer: The Request for Proposal is only for Creative and Marketing positions, and not direct hire. Provide examples of creative personnel that have been placed with other local clients. Include type of position and length of assignment.

11. Appendix A.3 Can you clarify what you consider basic skills proficiency testing?

Answer: Firms are to identify the type of tests (if any) that are offered or required from candidates.

12. How do you define billing problems?

Answer: Any situation that may arise from invoicing, payments, timesheet discrepancies, etc.

13. Appendix B.2: Can we create ranges of hourly rates to note level of skillsets? (ie. Junior/Mid-level/Senior)

Answer: The Pricing Form contains instructions on how to complete the form and what is required.

14. How many firms are bidding on the RFP?
Answer: Since the RFP is advertised on UMUC's electronic bid board and e-Maryland Marketplace, it is difficult to know the number of potential proposers.
15. Are there staffing firms participating who are not current vendors?
Answer: Yes
16. Do you know what the estimated total annual spend will be for this RFP?
Answer: No, the spend will be based on actual need. The aggregate maximum spend for all contracts resulting from this RFP shall not exceed \$1,000,000
17. What was the total number of positions filled last year in Creative?
Answer: This information is not available.
18. How many vendors are actively filling positions for you today?
Answer: This question is not clear. There are currently 17 contracts for IT related positions, and 4 contracts for Administrative type positions.
19. What are the top three challenges your managers have with contingent staffing?
Answer: This answer is not available.
20. Will UMUC be able to leverage this contract outside of the Creative category?
Answer: The resulting contracts will be solely for Creative and Marketing positions.
21. Who are the key stakeholders; will they be involved in the decision process for the selection of the vendors?
Answer: This information is provided in the RFP on page 7 under the Scope of Work. A list is provided of the UMUC departments that will be the users and decision makers.
22. What is the average length of assignments?
Answer: This information is not available. It varies depending on need.
23. What percentage of temporary/contract employees is converted?
Answer: This information is not available
24. What specific drug and background screens do you require? Are you looking for the supplier to propose their standard package or do we need to verify scope through the Q&A?
Answer: This answer is clearly outlined in the RFP. Refer to 2.1.6. Background and Reference Checks.
25. Do you expect the cost for any required drug and background screens to be billed back to you or built into the pricing we are providing?

Answer: This answer is clearly outlined in the RFP. Refer to 2.1.6 Background and Reference Checks.

26. Will we be locked into the rates we supply on the Bill Rate Matrix, or will you be creating a standard rate card based off of the average of all the responses?

Answer: This information is provided in the RFP on page 9, 2.1.8. Hourly Rate and Rate Escalation.

27. Will you accept redlines to your contract?

Answer: No, this is answered in three places on the RFP. Refer to page 6, Acceptance of Terms and Conditions, and pages 13 and 47 of the RFP.

28. How many firms do you plan on selecting?

Answer: There is no plan on the number of firms that will be selected. Selection is determined by the Evaluation process. Please refer to Section III, Technical and Evaluation Process. It is anticipated that multiple awards will be made.

29. Do the vendors have direct contact with hiring managers when a requisition is opened?

Answer: Yes

30. How will orders be distributed to the staffing vendors?

Answer: This is answered on page 8 of the RFP, 2.1.1 Staffing Requests.

31. Will all of your locations be mandated to utilize the awarded preferred suppliers?

Answer: The resulting contracts will be utilized by the appropriate designated department.

32. How will you announce/communicate the new vendor program internally?

Answer: Communication of award will be made internally to the Marketing and Communication departments.

33. Given the following requirement, "It is mandatory that proposing firms have a minimum of three (3) years of experience with Creative professional staffing." Is Marketing consider to be part of Creative professional staffing?

Answer: Yes

34. Is there a length limit for assignments, i.e. does a contractor assignment have a time limit on assignment?

Answer: No

35. Will UMUC provide contractors with specific confidentiality/non-disclosure agreements or will the agency's agreement be acceptable?

Answer: This will be considered on an individual basis.

36. Are chosen contract agencies required to provide staff in all 10 roles?
Answer: It is highly desirable that agencies are able to provide all roles as outlined in the Solicitation.
37. Project Manager Role - Is WorkFront software required? Will candidates with other project management software be considered?
Answer: The hiring managers are looking for the Required Education and Experience as outlined in the Job Descriptions.
38. Page 8 - What are the factors for hourly rate justification? What specifically is UMUC looking for?
Answer: How do your proposed rates compare to other local agency rates for the same positions.
39. Page 9 - 2.1.6 – Can you clarify when the background check on a candidate must be completed? Is it prior to presentation or after selection for assignment?
Answer: Background checks are typically completed near or upon selection.
40. 2.1.8 – How often do you anticipate there being training for specific assignments? Would it be a one-time thing or multiple times?
Answer: It is highly unlikely that training will be required.
41. 2.1.10 – Can you define “long-term placements”?
Answer: When the length of an assignment is intended to be for a long period of time. UMUC does not have a specific period of time to define a long term placement.
42. 2.1.13 – “p-cards” – do we have to be in a position to accept those as payment in order to be eligible?
Answer: It is highly preferred that firms accept credit cards as a method of payment.
43. 2.5 – audited financial statements – will a letter from our bank or outside tax accountant suffice to meet this requirement?
Answer: All documents submitted by firms will be reviewed and considered as part of the evaluation.
44. Page 16 – section 3 – if other statutory increases are enacted, would we be able to factor those in as justifications for price increases?
Answer: This can be reviewed as needed. There is no guarantee of acceptance of increase.
45. Page 25 – we renew our benefit programs on December 1, as such, is it appropriate, if there are increases in our rates, to factor those in at a later date?
Answer: Price increases are typically not considered. Please refer to the RFP, Section III, Price Proposals.

46. How many staffing requests should be anticipated on a monthly basis?
Answer: This information is not available.
47. What additional onboarding expenses should we anticipate ie, drug test?
Answer: It is highly unlikely that drug testing will be required.
48. How many contractors (vendors) will be selected from this RFP?
Answer: There is no plan on the number of firms that will be selected. Selection is determined by the Evaluation process. Please refer to Section III, Technical and Evaluation Process. It is anticipated that multiple awards will be made.
49. Given that there are no reimbursables, if training is mandatory for the role, will travel and training costs both be considered for reimbursement?
Answer: This is answered in the RFP, but it is highly unlikely that training will be required.
50. Given that there is generally no communication with hiring managers, will the assigned project coordinator be capable of answering detailed questions about specific skills being requested? Will this person have experience in creative services and marketing?
Answer: There will an opportunity to communicate with the hiring managers.
51. If we are unable to submit resumes within a period of two days, what are the consequences?
Answer: This can be reviewed on a case by case basis, depending on the needs and urgency of the hiring manager. Two days is highly preferred. The hiring manager can seek the services elsewhere.
52. Will there be some sort of routine contractor evaluation? i.e. like a scorecard?
Answer: No, currently there is not a formal evaluation process in place.
53. Will we be expected to respond to all 10 positions listed in the RFP?
Answer: The types and number of positions provided in your response will be reviewed by the Evaluation Committee.
54. Page 51-please define “materially conform”.
Answer: In relation to this RFP, materially conforms means the evaluation and acceptance of candidates that are placed.
55. What are the drivers behind the release of this RFP?
Answer: This is a new RFP and is based on a request and need by UMUC’s Marketing and Communication departments.
56. What are the top three challenges your managers face in your current staffing program?
Answer: This information is not available.
57. Can you provide the demand over the last six months by skill area?
Answer: This information is not available.

58. What is the total number of active contingent workers supporting this program today? Are these active workers onsite at UMUC or do you have other sites/locations where workers reside?

Answer: This information is not available. There are several buildings associated with UMUC where candidates may be needed. The majority of candidates will be placed at the Adelphi, Maryland location.

59. Is there an ideal number of vendors you're targeting for your program?

Answer: No

60. How many current vendors are supporting UMUC today?

Answer: This question is unclear. There are literally hundreds of vendors supporting UMUC.

61. Are there any skill areas where you have struggled to find qualified candidates over the past three years? If so, which skillsets have proved most challenging?

Answer: This information is not available.

62. How many suppliers make up your current program?

Answer: This is a new program.

63. Is the sample agreement provided with the RFP negotiable upon award of contract?

Answer: No, this is answered in three places on the RFP. Refer to page 6, Acceptance of Terms and Conditions, and pages 13 and 47 of the RFP.

64. Can you please clarify the language for Section 5 Evaluation and Acceptance Procedure, specifically 5.2 'deliverable Materially Conforms'. It is unclear whether this applicable to the worker or the project deliverable. Is this requirement flexible?

Answer: This relates to the performance of placed candidates.

65. How will suppliers be measured and will there be any anticipated SLA's?

Answer: SLA's are not anticipated at this time. Suppliers will be measured based on rates, performance, eligibility and level of proposed candidates, etc.

66. Are we required to complete Appendices D and E as part of our technical proposal? Are these forms considered Addenda to the RFP such that we would also be required to submit Appendix A.1, Acknowledgement of Receipt of Addenda Form?

Answer: Appendix D does not need to be returned with the Technical Proposal. You are required to return Appendix E and A.1 with the Technical Proposal.

67. How many temporary assignments will UMUC require for the year?

Answer: This information is not predictable.

68. Will vendors be able to meet and work directly with hiring managers in person to discuss staffing requirements, feedback on contractors, and other various needs?

Answer: The option to meet with contractors is decided by each individual hiring manager.

69. Does UMUC utilize preferred vendors or are looking for an exclusive vendor partnership?
Answer: This question is not clear. The purpose of this RFP is to contract with multiple non-exclusive staffing agencies.
70. Does UMUC utilize a 3rd party Vendor Management System?
Answer: No
71. Do all vendors receive positions?
Answer: There is no guarantee of the number of positions or the amount of requests given to any of the contracted firms.
72. Are specific bill rates or a range of rates for requested roles preferred?
Answer: This information is provided in the RFP. Please refer to the Pricing Form.
73. What rates should be given in the cost breakdown?
Answer: This question is unclear.
74. What is the annual budget set for temporary staffing needs?
Answer: The annual budget is not known at this time. Although, the total aggregate spend on all contracts cannot exceed \$1,000,000 during the contract term.
75. Does UMUC have a preferred template for calculating the complete cost and pricing breakdown?
Answer: This question is unclear. Please refer to the Pricing Form to be completed.
76. Who at UMUC is involved in the hiring decisions?
Answer: The hiring managers.
77. Is a background check required of all temporary staff?
Answer: This answer is provided in the RFP.
78. Are direct hire opportunities available?
Answer: At this time, direct hires will not be part of the awarded contracts.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91439

PROPOSAL DUE DATE: October 13, 2016, no later than 2:00 p.m.

RFP FOR: Staff Augmentation for Creative and Marketing Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 9/30/2016

Addendum No. dated

Addendum No. dated

Addendum No. dated

Addendum No. dated

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

Signature

Name Printed

Title

Date

END OF FORM