



Addendum III

SUBJECT: Professional Staffing Services

SOLICITATION: RFP 2020-002

DATE: March 12, 2020

A. THE ABOVE MENTIONED IS HEREBY AMENDED AS FOLLOWS:

Q1. Are non-IT needs in scope for this RFP? Will there be a separate RFP for non-IT needs?

A1. The scope of this RFP is IT Professional Staffing Services, it does not include non-IT needs. If needed, a separate RFP for non-IT needs will be released at a later date.

Q2. Please indicate the anticipated total spend of the professional staffing needs outlined in the RFP annually.

A2. Unknown at this time.

Q3. Attachment A - Please provide historical volumes of the job families outlined in Attachment A.

A3. Approximately 5 Contractors in total.

Q4. Attachment B – Pricing:

- **Applications Developer: Please provide the qualifications that differentiate Senior and Lead.**
- **Applications Specialist: Please provide the qualifications that differentiate a Senior and Principal**
- **Business Planning/Analysis: Please provide the qualifications that differentiate Senior and Lead.**
- **Database Administration: Please provide the qualifications that differentiate Senior and Lead.**
- **Network Administration: Please provide the qualifications that differentiate Senior and Lead.**
- **Systems Architect: Please provide the qualifications that differentiate Senior and Lead.**
- **Systems Administration: Please provide the qualifications that differentiate Senior and Lead.**
- **Storage Administrator: Please provide the qualifications that differentiate Senior and Lead.**
- **Service Desk/Help Desk Administrator: Please provide the qualifications that differentiate Level 1, Level 2 and Level 3.**
- **Network Technician: Please provide the qualifications that differentiate Level 1, Level 2 and Level 3.**

A4. As an experienced staffing provider, please use your best judgement.

Q5. Attachment B Pricing – Please describe whether PEC will be working off a markup or rate card.

- **If markup, please describe how PEC will be tracking the markup.**

A5. This may be a mixture of the two. Each staffing situation will be unique.

Q6. Attachment K - Please clarify whether offerors should provide exceptions to the standard agreement attached or attach our existing CSA on file with PEC.

A6. See RFP No. 2020-002 Professional Staffing Services, Section 4.1 Exceptions and Qualifications.

Q7. Factor 2, Operating Plan - Please describe the metrics PEC expects offerors to report upon weekly.

A7. Actual hours worked that will then be verified by PEC personnel prior to approval and then billed.

Q8. Can we get job descriptions for some of the more technical positions? The application developers and Business Intelligence Analysts, and Database Administrators for example, would have wide rate discrepancies based on the specifics of the position.

A8. As an experienced staffing provider, please use your best judgement. Each staffing situation will be unique. PEC understands that rates may be based on experience.

Q9. Attachment E Reference Form states: Offeror must provide a customer reference for each of the projects submitted for Factor 2. Could you please clarify if the Factor 2 referred in the previous statement is as typo error as, Factor 2 requirements do not request for our project experience as it has been requested in Factor 1.

A9. Correct. See replacement language as follows:

Attachment E Reference Form:

Currently reads: Offeror must provide a customer reference for each of the projects submitted for Factor 2. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Replace with: Offeror must provide a customer reference for each of the projects submitted for **Factor 1**. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Q10. (a.) Is there any incumbent for this contract or is this for a new contract? (b.) If yes, can you please let us know the name of incumbent, their hourly rate and historical spend?

A10. (a.) We are currently utilizing professional staffing service agencies.

(b.) PEC is not a government entity and is therefore not bound by the state Public Information Act or the Federal Freedom of Information Act.

PEC does release certain Cooperative documents to Members of the Cooperative, under a voluntarily adopted Open Records Policy. However, certain competitive matters are not disclosed, including those that would harm the business interests of PEC or a third party. As such, we respectfully decline to release the requested materials.

Q11. Is budget allocated for this contract? If yes, can you please let us know the same? What is the past spending or estimated budget for this contract?

A11. Budgetary information will not be disclosed.

Q12. Are there any job descriptions available for the positions specified in the price sheet?

A12. As an experienced staffing provider, please use your best judgement.

Q13. Is there any weightage allocated to the factors specified in the qualification criteria? If, yes could you please provide us with the same?

A13. See RFP No. 2020-002 Professional Staffing Services, Section 3.2 Evaluation Factors. It states, "*Factors 1 through 3 are approximately equal in importance to each other. The non-price factors when combined are approximately equal to the total price for evaluation.*"

Q14. Please share the headcount for temporary employees currently working under this contract.

A14. Approximately 5.

Q15. If the incumbent vendors are not awarded this time, will there be transitioning of current employees.

A15. PEC will make this internal decision at its own discretion.

Q16. Please share the minimum number of references PEC needs for the contract?

A16. Please submit a minimum of three references on Attachment E Reference Form.

Q17. Attachment B Pricing Schedule is empty, could you please share the list of positions we would offer pricing for?

A17. The pricing sheet is provided as a separate Excel file, Attachment B: Pricing sheet for RFP 2020-002 Professional Staffing Services. Please visit the PEC website for all the necessary RFP documents, <https://www.pec.coop/vendor/>.

Q18. Is it permissible for us to send the Annual Reports (PDF files) in a separate zip file when we submit the electronic version of our RFP response? The annual reports are quite lengthy.

A18. Yes. It is permissible for you to send the Annual Reports in a separate zip file when you submit the electronic version of your RFP response.

Q19. Is it permissible for us to NOT send hard copies of our annual reports with the six hard copies of our RFP response? The annual reports are quite lengthy (for example, our most recent annual report is 169 pages and includes extensive color graphics). It would be environmentally irresponsible for us to send 6 copies of the last 3 annual reports.

A19. Yes. It is permissible for you to NOT send hard copies of your annual reports with the six hard copies of your RFP response.