



El Paso County
Contracts and Procurement Division
15 East Vermijo Avenue
Colorado Springs, Colorado 80903
REQUEST FOR PROPOSALS RFP #22-041
Addendum #1 – April 15, 2022

**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION
AND MUST BE ACKNOWLEDGED**

REQUEST FOR PROPOSALS RFP #22-041- Temporary/Permanent Staffing Services- dated March 30, 2022

CLARIFICATIONS:

Please see the attached Attachment A: Insurance Checklist for detailed insurance requirements. The completed certificate of insurance shall be named and sent to:

El Paso County
Board of County Commissioners
Attn: Contracts and Procurement Division
15 East Vermijo Avenue
Colorado Springs, Colorado 80901

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

If the submittal arrives late, it will not be included in the electronic lockbox.

ADMINISTRATION:

- The question period has expired
- Responses should follow the Response Format on pages 17 and include all responses to all mandatory requirements.
- We will be verifying submittals include the following:
 - Submittal properly acknowledged (Cover Sheet)
 - Addendum acknowledged
 - Required Documentation
 - Evaluation Criteria Documentation
 - Submission Form
 - Completed W9
 - Fee Schedule

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.

RESPONSE TO QUESTIONS:

1. **Q.** What was the previous 2 years of annual spend for this Contract with DST? What is the anticipated future annual spend?
A. 2020-\$285k, 2021-\$1,085,000. Depending on current and future staffing needs and annual County budget.
2. **Q.** What is the current estimated project size?
A. The project size will depend on current and future staffing needs and annual County budget.
3. **Q.** What was the previous spent on the contract?
A. Please refer to response to Question 1.
4. **Q.** Who is current incumbent on this contract and how long they have been serving?
A. The current incumbents are Revision, Inc., Point Solutions Commercial LLC, TEK Systems, and they've been serving since 2016.
5. **Q.** How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?
A. The County currently has 8 temps working. The transitioning to new vendors will depend on the award of contract.
6. **Q.** Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
A. No this is not a new initiative. Please refer to response to Question 4 for information regarding current vendors.
7. **Q.** Can you please let us know the previous spending of this contract?
A. Please refer to response to Question 1.
8. **Q.** Please confirm if we can get the proposals or pricing of the incumbent(s).
A. The County will not disclose previous proposals or the individual incumbents' current rates. All vendors who are interested in previous proposals can submit a formal CORA request. The pricing range for Revision, Inc. was from \$15-\$85. Tek System's pricing ranged from \$30-\$85. Lastly, the pricing range for Point Solutions ranged from \$31-\$136.
9. **Q.** Are there any pain points or issues with the current vendor(s)?
A. No.
10. **Q.** Please confirm the anticipated number of awards.
A. The number of awards is currently unknown. Awards will depend on qualified vendors and the evaluation outcome.
11. **Q.** Is this is a new/fresh contract OR is there any previous contract that is going to expire and this contract is going to replace the previous contract? (IF YES), So can we request for the information of Incumbents, their proposals, pricing (Hourly Rate, Long Term Rate and any other discounts provided by existing vendors)?
A. Please refer to response to Question 8.
12. **Q.** All the 22 Positions titles given "Price Schedule" We are not able to see the Position Description, Skills, Education, Cortication requirements in the RFP. Can we request County to provide the description of these positions.
A. Once we have awarded contracts to approved vendors and when we have a vacancy to fill, we will send out the request to each approved contractor along with the desired job description. Because of the ever-changing job duties of the IT environment.

13. **Q.** Under existing contract how many personnel were placed for each Position category given in Price Schedule.
 - A.** Most personnel were placed in our PMO, Customer Support Analyst & Systems Engineers. Others are filled when vacancies arise or new positions are created.
14. **Q.** Under existing contract what was the duration and spent for each position category?
 - A.** The County's goal is to have candidates on contract no more than 6 months with the intent to hire them as FT employees of El Paso County. Unable to determine the spend for each category.
15. **Q.** Under existing contract what was the average length of each contract assignment and spent for each position category (Average working hours for each personnel working under this contract and amount spent)?
 - A.** Please refer to response to Question 14.
16. **Q.** What was to total previous contract spent?
 - A.** Please refer to response to Question 1.
17. **Q.** In the new contract how many personnel are require for each position category?
 - A.** Please refer to response to Question 2.
18. **Q.** What is the Not to Exceed Budget/Contract Amount for the new contract?
 - A.** Please refer to response to Question 2.
19. **Q.** To how many vendors County is going to award the contract and add in vendor pool?
 - A.** Please refer to response to Question 10.
20. **Q.** Is there any preference for Local vendors?
 - A.** Yes, per the Special Terms and Conditions, Section 18, the County requires all Contractors to have a local office. It is the County's preference that the Contractor maintains a local corporate office but it is not required.
21. **Q.** What is the place of performance (On how many locations vendors needs to provide the resources) Can we have the list of locations?
 - A.** Per Special Terms and Conditions, section 19, the place of work will vary per position. Candidates will either be required to work remotely or report to the Digital, Strategy and Technology office located at 325 S Cascade Avenue, Colorado Springs, CO 90803.
22. **Q.** Is there any need of vendor On-site coordinator to assist County?
 - A.** No
23. **Q.** As requested in Page no Page 21 of 37 of the RFP in document. In Attachment "REQUEST FOR PROPOSAL #RFP-22-041 CONTRACTOR INFORMATION" Section# 12. STAFF EXPERIENCE (key members of your company's staff who will be assigned to this project)". In this section do we need to provide the information of our Staffing and Recruiting Personnel or Do we need to provide the information of the Position classifications requested in Scope of Work (Project Manager, Business Analyst, etc.), Please clarify.
 - A.** In regards to section 12 "Staff Experience", Contractors shall provide the information of Staffing and/or Recruiting Personnel.
24. **Q.** Is this a new initiative? If not, who are the current vendors?
 - A.** Please refer to response to Question 4.
25. **Q.** What are the job titles for this post? Is the Vendor required to submit for all job titles?
 - A.** The job titles for this RFP can be found in the Attached Fee Schedule Form.

26. **Q.** What is the estimated budget for this contract? 2What was the client's spending in relation to the Current IT Staff Augmentation Contract for the previous year? Is there any incumbent for this contract? If yes, can you please let us know the name of the incumbent, their hourly rate, and historical spending? How many requirements are anticipated to be released annually? Is it mandatory to have an office in the mentioned area? Please confirm if there is any local preference? What is the minimum duration of each contract position or task order? How many task orders can we expect for each vendor? Please provide us with the Job Description of each category mentioned. Is an electronic signature acceptable?
- A.** Please refer to the response to Question 1 for the estimated budget and previous spending. Please refer to the response to Question 4 and 1 for current incumbent information. Please refer to the response to Question 1 for annual requirements information. Please refer to the response to Question 20 for local office requirements. Please refer to the response to Question 14 for duration of each position details. Task orders will depend on current and future staffing needs. Please see response to Question 12 for job description details. Per Preparation and Submission of Offer, section 3.1.3, verifiable electronic signatures are acceptable.
27. **Q.** What are the County's current rates for the positions listed in the solicitation?
- A.** The County will not disclose current rates. Expected rates are to be inline with current market/salary range.
28. **Q.** What is the anticipated annual and total spend for this contract?
- A.** Please refer to response to Question 1.
29. **Q.** When does the County anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?
- A.** The County anticipates completing evaluations and issuing notices of intent to award in June 2022.
30. **Q.** Will El Paso County provide detailed job descriptions for the positions listed in the solicitation?
- A.** Please refer to response to Question 1.
31. **Q.** What specific background checks and/or drug screens are required of the placed staff?
- A.** The County will require that each selected candidate pass a conditional background investigation, motor vehicle record check, drug screen and some selected candidates may be required to complete a Criminal Justice Information Services (CJIS) certification. All checks, investigations and certifications are to be paid by the Contractor. Additionally, some positions may require access to sensitive County data and the selected candidate may be required to participate in the Criminal Justice Information Services (CJIS) Contractor Management Program (VMP) administrated by the Colorado Bureaus of Investigation (CBI). The County will provide necessary information to successful Contractors for enrollment in VMP.
32. **Q.** To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will El Paso County accept letters of attestation in lieu of actual background check results?
- A.** Yes.
33. **Q.** Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to El Paso County?
- A.** No.
34. **Q.** Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to El Paso County?
- A.** No.
35. **Q.** With respect to Affordable Care Act (ACA) costs, would the County prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?
- A.** ACA charges shall be incorporated directly into each respondent's proposed rate.
36. **Q.** We do not have employees in Colorado, will this exclude us from bidding?
- A.** Yes. Per the Scope of Work, Section 3, the Contractor must have employee's residing in Colorado.

37. **Q.** The requirement of local office in specified area is a post award requirement or do we need to have local office at the time of submitting the response?
A. The County requires Vendors to have a local office at the time of submitting the response.
38. **Q.** Do we need to provide a list of our key personnel for background check assigned to this project?
A. Yes.
39. **Q.** We are required to include a blue ink hand signed Cover Sheet in our response and that sheet has an El Paso County logo. We are also required to provide a response without reference to the El Paso County logo. In order to meet both requirements, are we to remove the logo from the cover sheet? Or, is the cover sheet not considered part of our response?
A. No, County logos do not have to be removed from the cover sheet.
40. **Q.** On page 12 in Section 21 BACKGROUND CHECK it states, "Contractor and all subcontractors providing services under this Agreement shall submit a list of all employees, who will be working on this project, with their Response to include full name, date of birth, social security number, and driver's license number for background check." Should this personally identifiable information be included in the response to this proposal (RFP), or should this information be provided once a Contractor is selected for award?
A. Contractor shall submit this information once a contractor/subcontractor/candidate is selected to work.

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Request For Proposals and therefore, this signed document shall become consideration and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____ Fax: _____
Address: _____ City/State/Zip: _____
Contact Person: _____ Title: _____
Email: _____ Phone: _____
Authorized Representative's Signature: _____ Date: _____
Printed Name: _____ Title: _____
Email: _____ Phone: _____