



CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

ADDENDUM NO. 1

City of Suffolk
RFP #15075-JS
March 11, 2015

Purchasing Division
442 Market Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for ERP Consulting Services has been amended as follows:

The following questions and answers are incorporated in the RFP:

- Q1: Can the City provide a list of positions or position descriptions for which it expects to procure services?
- A1: The City desires for the respondents to provide a list and descriptions for which positions it can provide services for as stated on page 9 of the RFP.
- Q2: Is there an incumbent? If so, what is the contract value?
- A2: There is not an incumbent. The City has been using multiple vendors. Due to various departments using multiple vendors, a contract value cannot be determined. As stated in the RFP, this is an as-needed contract, with no work guaranteed.
- Q3: Our firm only provides technology temp services. Will you accept proposals that only cover technology?
- A3: Yes. The City expects that some proposals will encompass services only within a specific employment sector (i.e. technology, clerical, trade, etc.). As stated in the proposal, the City reserves the right to award to multiple vendors.
- Q4: What is the anticipated annual volume of this contract? What was the City's spend on temporary staffing for the last two years?
- A4: As best that can be determined, the City spent approximately \$106,000 in FY2014 and has spent \$256,000 in FY2015 year to date. This is an as-needed contract. City does not budget for temporary services.

Q5: What is the current staffing use breakout by job category?

A5: The City does not have this information.

Q6: Will the supervisor we provide be strictly on-site at City offices or will telephone access during business hours suffice?

A6: Telephone access will suffice. However, the City reserves the right to require on-site supervision as needs dictate.

Q7: Regarding the fee schedule, does the City prefer a markup percentage per category, or hourly rates per position?

A7: Markups may be provided, but as stated in the RFP, the proposals should have hourly rates.

Q8: What is the average length of assignments?

A8: The City does not track this information.

Q9: What is the current mark-up percentages per position?

A9: The current markup is 55% and the department determines the salary within our compensation plan. Markups may be provided in the proposal, however, the RFP states that hourly bill rates shall be submitted.

Contract Officer:


Jay Smigielski, Purchasing Agent,

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us

It is the responsibility of the offeror to ensure that they have read and incorporate all addendums in their proposal.