



CITY OF SUFFOLK

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ADDENDUM NO. 2

City of Suffolk
RFP #21107-JA
May 26, 2021

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) 21107-JA for Temporary Labor Services I Information Technology has been amended. The following information and questions and answers are hereby made a part of the Contract Documents for RFP 21107-JA as fully and completely as if the same were fully set forth therein:

QUESTIONS

Q1: Will the City release a list of expected Job Titles for the current RFP?

A1: The vendor can provide a broad description of positions that they provide (i.e. administrative assistant; senior administrative assistant, etc.)

Q2: What is the proposal due date for RFP 21107-JA?

A2: Due date is June 3, 2021

Q3: Does an offerer need to provide a single fully loaded rate for the whole contract for each job title or separate labor rate for base year and optional periods for each job title?

A3: The initial rate will vary dependent on the skills needed. It is anticipated that the rate for the temp worker will remain unchanged throughout the assignment.

Q4: Can you provide us the years of experience expected for the position?

A4: This will vary on the position required.

Q5: Is the SCC certificate and SCC ID "Proof of Authority to do Business in Virginia" required on this bid?

A5: Yes, the SCC certificate and SCC ID "Proof of Authority to do Business in Virginia" is required on this bid?

Q6: What are the hourly rates of the incumbents?

A6: The hourly rate varies on the position.

Q7: Is the budget allocated for this contract?

A7: The City does not budget for temporary labor and does not project how much it will spend.

Q8: How many vendors does the City intend to award to?

A8: It is anticipated at least two vendors will be selected.

Q9: Are we required to provide benefits to our temporary employees? If so, what minimum benefits must we provide?

A9: Offerors must offer benefits in accordance with federal law and statute.

Q10: What holidays does the City observe?

A10: New Year's Day, Martin Luther King, Jr. Day, George Washington's Birthday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day

Q11: What kind of background checks are required by the City?

A11: The City requires a seven-year background check for all positions and drug and alcohol screenings for safety sensitive positions.

Q12: Are there any mandated paid time off/vacation, etc.?

A12: Offerors must offer paid time off benefits in accordance with federal law and statute.

Q13: If we do not have proprietary/confidential information in our proposal, do we still need to submit the proprietary/confidential information identification form (page 26)?

A13: Yes, the proprietary/ confidential information identification form on page 26 is required.

Q14: Will the City specify the positions the City is looking for and provide a job description?

A14: The vendor can provide a broad description of positions that they provide (i.e. administrative assistant; senior administrative assistant, etc.)

Q15: Will the IT Temporary positions released under the contract vehicle (CV) be related to IT Infrastructure or IT software application development as well.

A15: The IT temporary positions under this contract will be based on the needs of the department. Both may be required.

Q16: How many IT temporary positions were provided through the previous contract?

A16: The City has no way of knowing how many positions will be provided, it is need based.

Q17: Do all resources need to be on-site?

A17: This will depend on the needs of the task or position.

Q18: Does the City have any preference for local vendors?

A18: This RFP doesn't not have preference.

Q19: If the proposal is submitted via email, does an Offerer still need to submit electronic copies (thumb drive or CD) as well?

A19: The offerer is only required to submit one or the other.

Q20: Will the due date be extended?

A20: No, the due date will not be extended.

Q20: Please provide copies of the proposals submitted by the current vendors.

A20: See attachments.

Attachment 1 – Proposal submitted by Apex Systems

Attachment 2 – Proposal submitted by Tier PM

Attachment 3 – Proposal submitted by Insight Global

Q21: Is the Contractor Supervisor expected to be on-site?

A21: The Contractor Supervisor does not have to be on-site, unless circumstances require it. But the Supervisor does have to be accessible and available by phone or text.

All other information remains unchanged.

Contract Officer: *Julie Allison*
Julie Allison, VCA, Buyer

If you have any questions regarding this Addendum, please contact Julie Allison, VCA, Buyer at jallison@suffolkva.us.

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