**ALLENTOWN SCHOOL DISTRICT**

**31 SOUTH PENN STREET**

**ALLENTOWN, PA 18102**

***ADDENDUM B Rev. 1* TO REQUEST FOR PROPOSAL – Revised to include answers to questions.**

To: Prospective Proposers:

*This Addendum B Rev. 1 forms a part of the Contract Documents and modifies the original Request for Proposals for Information Technology Staffing Services dated June 22, as noted below. Each prospective proposer shall acknowledge receipt of this Addendum B Rev. 1 in the space provided.*

Please be advised that the following responses to the questions asked of our team:

1. Is this open for bid for any business in any state in the United States? Yes
2. Do you allow us to propose a teaming partner that would be a subcontractor? If so, what are the proposal instructions on how to propose a subcontractor? Yes, just simply indicate this in your bid response with the complete information regarding the sub-contractor. Both the prime bidder and sub-contractor will be responsible for adhering to the specifications of the bid requirements and applicable Pennsylvania laws.
3. What if we do not have employees in the county currently working? Will that disqualify us for an award? This bid is for onsite work within the Allentown School District. Workers will be required to be on site within the district school buildings.
4. Will that disqualify us for an award? Also, do you require sample resumes of proposed staff? Or just our process for how we would source? Bidders for this RFP should have qualified staff for the positions required. Sample resumes of the staff being placed should be provided.
5. Is this a re-compete RFP? If yes, No.
6. Could you please share the name of Current Suppliers (who are currently providing services to Agency)? We currently have a few IT staff members (as well as other non IT staff) that have been placed with us from Robert Half.
7. Could you please share current Supplier’s pricing and Proposals? These are just a few temporary staff that have been placed with us.
8. How many awards were made in the Past? To my knowledge just Robert Half who have been placed in a few of our school buildings.
9. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception? N/A
10. How many resources are currently engaged in the current contract? N/A
11. Can you please share the no. of positions served in previous years under this contract? 4 I believe for just filling building support positions.
12. Can you please share the amount of business each vendor did under this contract in previous years? N/A
13. Is there any issue that the agency is currently facing with the incumbents? No
14. Are incumbents allowed to bid on this RFP? Please confirm. Yes if they desire to.
15. Please share the historical spending for the year 2021 and 2022? N/A
16. How many positions were used in year 2021 and 2022? N/A, I believe just the 4 current temp staff.
17. What will be the estimated annual budget for this project? This would depend on the response submitted by the vendor.
18. Is this a single award or multiple award contract? Single award, but we may wish to retain the existing 4 positions that have been staffed with us.
19. If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract? N/A
20. How will job requests be shared among multiple awarded vendors? N/A
21. Will all job requests be shared among all awarded vendors simultaneously? N/A
22. Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders? N/A
23. Can you share details from where we can get old RFP details? N/A
24. Can you please tell us where we can see the records for the old contract? N/A
25. Can you please share the email id/details where we can raise the public record request for old RFP? N/A
26. What is the term of the contract? To be determined based on completing the needed work.
27. Do we have to provide references? Yes please.
28. Would you be accepting references from large commercial entities? Yes
29. How many positions are required under this contract? Up to possibly 14 depending on completing the work needed.
30. How many positions are currently open? N/A this will need to be determined in the future.
31. How many positions are currently used in a single day? Please give rough estimate. About 17 – 20.
32. Out of mentioned staffing positions, what are the most filled positions? Please share. Building level tech support.
33. To be responsive, is it mandatory to bid on all the positions? Please confirm. Yes, this is the goal.
34. What would be the estimated hours for given positions? 8 hours per day with some after hours work when needed. July will be switching to a 10 hour – four days per week for the summer. July 3 – August 11, 2023 for summer hours.
35. Please confirm minimum guaranteed hours per week for these positions. Blocks of time can be submitted with hourly rates.
36. What is weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm. This should be based on prevailing wage required in Pennsylvania.
37. Can you please share shift timings and location of services? Basically, on shift with some after hours work when needed to fulfill needs. Services will be required in all building locations within the School district.
38. What is average response time to provide resume of qualified resources? Sample resumes of qualified personnel should be submitted with the RFP.
39. Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm. Yes, this should be standard to protect the school district and the vendor. Attachments should be submitted. Cost proposal with bill rates as a template to complete in the same format for all bidders by labor category for each position for regular time, over time, and conversation rate to become full time on our payroll.
40. Will the agency be giving any preference to local vendors? Please confirm. No. Award will be based on the vendors ability to support the needs of the school district with the positions required to complete the work needed on site.
41. To be responsive, is it mandatory to have physical office in Allen Town or in the State of Pennsylvania? Please confirm. No.
42. To be responsive, is it mandatory to provide Business Registration Certificate (BRC) with the proposal response? Please confirm. All local laws and ordinances must be adhered to.
43. Can we provide BRC certificate after the award? Please confirm. Vendor should be eligible to do business in the state of Pennsylvania and the county in which the school district is located.
44. To be responsive, is it mandatory to have active employees in Lehigh County and its neighboring counties? Please confirm. This would be ideal but not required. Vendor must be able to support the district with the needed onsite staff proposed in the RFP.
45. Do we have to provide pricing? Yes, pricing per each position is required.
46. Is there any specific format for pricing? Hourly billable rates for each staff member provided by the vendor. This would be part of the template to be completed by the vendor.
47. If yes, can you please share the pricing format? Same as above.
48. Do we need to provide hourly rate? Yes.Yes per position to be billed to the school district.
49. Do we need to provide hourly bill rate or markup percentage? Hourly billed rate to the school district.
50. Are there any Subcontracting requirements to comply with the bid requirements? if yes, please confirm the subcontracting goal for the bid? No, see above.
51. We are a Virginia-based MBE firm certified by NMSDC, are we qualified to bid as an MBE? Yes, as long as you meet the RFP requirements.
52. If not, can you please share the list/directory of qualified MBE/WMBE? N/A
53. Will bidder be responsible for providing qualified staff and managing payroll of professionals or the Department will manage the projects? Please confirm. Bidder will be responsible for providing the qualified staff and the payroll of the staff provided. Current employed IT manager for Allentown School District manage projects.
54. Does the district intend to award one vendor or is this solicitation to establish a list of tutoring providers who may be utilized as needed? One Vendor is the goal.
55. Would the district consider a vendor who offers only virtual tutoring (no in-person option)? No
56. How long will employees be under contract? This depends on the ability for the district to hire permanent employees in the future when projects are completed.
57. Is the district interested in the employees becoming district employees in the future? Yes
58. Under Network Engineer: When it comes to needing a 2nd person for replacing heavy equipment, will the district provide that 2nd person from their existing team or would we need to provide a 2nd person to complete that project? Vendor is expected to work with exisiting network staff for these types of issues. If the need arises, the vendor can request the district to approve an additional person to assist.
59. Is this Staffing RFP or Services based include (Equipments) No, needed equipment is already onsite within the district.
60. Could you please share the name of the Current Suppliers (who are currently providing services to the Agency)? Robert Half
61. Could you please share the current Supplier’s pricing and Proposals? N/A
62. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception? There is no existing contract to my knowledge. Robert Half is only supplying temporary employees for various positions within the district.
63. How many resources are currently engaged in the current contract? About 4 staff members filling open IT positions.
64. Can you please share the no. of positions served in previous years under this contract? N/A
65. Can you please share the amount of business each vendor did under this contract in previous years? N/A
66. What will be the estimated annual budget for this project? N/A
67. Please share the historical spending of this contract since it has been started. N/A
68. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services. This is a new initiative.
69. Can you please let us know the previous spending of this contract? N/A
70. Please confirm if we can get the proposals or pricing of the incumbent(s). There are none.
71. Are there any pain points or issues with the current vendor(s)? No.
72. Please confirm the anticipated number of awards. One
73. Is there an incumbent on this contract? If so, please provide the incumbent name, current contract number, duration, historical level of effort, and value of the contract. Also, is the incumbent eligible to bid on this project? There is no incumbent.
74. Are resumes required as part of the response for this effort? Sample resumes representing qualifications for each position is needed.
75. What is the format for the cost proposal? Can we use an MS Excel sheet to provide pricing? specific format will be supplied in the addendum, hourly rates for each position is needed and Excel is appropriate.
76. According to the RFP Evaluation Criteria Section, Financial Stability holds a weight of 20%. Please provide details the offeror is required to furnish in this regard. The vendor should provide assurances that they can meet their payroll and applicable benefits for the provided staff while billing the school district for the services provided. Financial line of credit and/or a financial statement from previous years.
77. Do we need to submit the Non-Collusion Affidavit with the proposal response or can we provide the same after award? This signed document should be submitted with the proposal.

**NOTE: ALL PROPOSERS MUST SUBMIT WITH THEIR RESPECTIVE PROPOSALS THIS CONFIRMATION OF RECEIPT OF THIS ADDENDUM B Rev. 1. PLEASE PRINT COMPANY NAME, SIGN AND DATE THIS PAGE.**

Receipt Acknowledged By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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