

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

Dr. Scott R. Muri, Ed.D. Superintendent of Schools

**PURCHASING DEPARTMENT**

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Date: **April 12, 2018**

**RICHARD L. GAY, CPPO, RSBO, RTSBA**

Director of Purchasing Services

# NOTICE TO OFFERORS

## ADDENDA TO REQUEST FOR PROPOSAL

DATE: April 12, 2018

This Addenda forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: **ANNUAL CONTRACT FOR TECHNOLOGY AUGMENTED STAFFING**

Proposal Opening Date & Time: **April 17, 20.18 @ 1:30 PM**

ADDENDA NO.     2    

PROPOSAL NO.     12452    

Please make the following additions, revisions, and/or deletions to the Proposal Document:

**See Question and Answer below**

The offeror shall acknowledge receipt of this addenda in the Proposal Form.

## QUESTIONS AND ANSWERS

**Question #1:**

Please provide annual spend for this RFP?

**Answer #1:**

There is no annual spend at this time, if awarded, this will be the first time for SBISD.

**Question #2:**

Please provide past 2 years trend in terms of spend for Staff Augmentation services?

**Answer #2:**

There is no past history for this service, if awarded, this will be the first time for SBISD.

**Question #3:**

How many vendors would be awarded the contract after the evaluation?

**Answer #3:**

That decision has not been determined at the time.

**Question #4:**

What is name of vendor who has been awarded the staff augmentation contract for year- 2017

**Answer #4:**

There is no vendor, first time SBISD is seeking this type of service.

**Question #5:**

PART 1: Please clarify in the RFP document page No 26 point no. 6.3.0 Evaluation of Proposal point 8&9, does the place of business have to be in the state of Texas or employs at least 500 persons in the state of Texas.

PART 2: Please clarify page No. 30 Section B

**Answer #5:**

Part 1: Spring Branch ISD may take that into consideration when evaluating.

Part 2: This could be one of the requirements of the augmented staff.

**Question #6:**

Under 8.0 SPECIFICATIONS, Section B: Qualification Statement, is it mandatory to provide three (3) letters of recommendation from specific customers provided similar services?

**Answer #6:**

Yes, in addition to 10.0 REFERENCES.

ADDENDA No. 1

**Question #7:**

Which sections are to be followed?

Part 1: Section 7.0 INSTRUCTIONS TO VENDORS (SUBMITTALS) - list 7.1.0 through 7.5.0,  
Part 2: Section 8.0 SPECIFICATIONS - list Section A, B, C etc. – (K. Submission Requirements) list Proposal: 1, 2, 3 & 4 (no more than 10 pages)

What order and what sections are to be followed to build the proposal?

**Answer #7:**

Part 1: All of Section 7.0 is to be submitted with proposal.

Part 2: Section 8.0 - K. SUBMISSION REQUIREMENTS – Proposal 1-4: should be submitted with proposal, no more than ten (10) pages.

**Question #8:**

There are multiple places in the RFP document that describe the response format; section 4, section 7, section 8 and section 9. Which are to be followed for the proposal response? (Section 8 is the assumption)

**Answer #8:**

See Answer # 7.

**Question #9:**

Are rate ranges for each position acceptable for the pricing exhibit?

**Answer #9:**

Yes

**Question #10:**

The District is asking for staff augmentation, however the Section 8 SOW reads as an outsourced consulting engagement. Can the district clarify the intent?

**Answer #10:**

The intent is to seek Staff Augmentation.

**Question #11:**

The following sections appear to be non-applicable, can SBISD please validate the non-applicability of: 9.3.0, 9.4.0, 9.5.0, 9.6.0, 9.7.0

**Answer #11:**

That is correct, those areas would be non/applicable to this project.

**Question #12:**

RFP calls for three letters of reference, is there a specific format the District is looking for and/or will the District provide a sample of what they would like to see?

**Answer #12:**

No specific format is required. SBISD does not have a sample of what is requested.

ADDENDA No. 1

**Question #13:**

Item 10 calls for 5 references, is this in addition to the three letters of recommendation or is it superfluous?

**Answer #13:**

See answer # 6

**Question #14:**

Is item 19, the EDGAR form required as part of the proposal response or is it only necessary for an awarded vendor?

**Answer #14:**

It is a requirement of awarded vendors only

**Question #15:**

What type of software applications may require support?

**Answer #15:**

Not determined at this time.

**Question #16:**

Is Skyward the SIS that may require support?

**Answer #16:**

Not determined at this time.

**Question #17:**

What ERP will require support?

**Answer #17:**

Not determined at this time.

**Question #18:**

What type of telecom solution will require support? Cisco, Avaya, etc?

**Answer #18:**

Not determined at this time.

**Question #19:**

What type of storage solution will require support? EMC, Hitachi, HPE, Azure/AWS?

**Answer #19:**

Not determined at this time.

**Question #20:**

What type of security solutions will require support?

**Answer #20:**

Not determined at this time.

ADDENDA No. 1

**Question #21:**

Please share the details of previous spending and estimated current budget for this solicitation.

**Answer #21:**

See answer # 2.

**Question #22:**

Technology Augmentation service, could SBISD please share the maximum and minimum estimated working hours for the resources listed in Exhibit A.

**Answer #22:**

This will be an as needed contract.

**Question #23:**

Could SBISD please share the incumbent's names and responses to previous solicitation?

**Answer #23:**

See answer # 2.

**Question #24:**

Is performance bond or payment bond mandatory for this solicitation? If yes, could the district please clarify the amount and when to provide.

**Answer #24:**

Not Applicable

**Question #25:**

The answers to vendor questions will be out via an addenda by Apr 13<sup>th</sup>, 2018, moreover the response is due on Apr 17, 2017. Please consider a due date extension, as on the basis of the questions and answers, making changes or additions will not be possible in a day.

**Answer #25:**

Unfortunately, to maintain the integrity of the process an extension cannot be granted.

**END OF ADDENDA No.2**