



June 7, 2022

ADDENDUM NO.1 TO ALL OFFERORS:

Invitation to Bid: ITB 7933

Description: NON-MEDICAL TEMPORARY & PERMANENT STAFFING SERVICES

ITB Dated: May 31, 2022

Invitation to Bids Due: June 13, 2022, 3:00 PM EST

THE ITB IS HEREBY MODIFIED AS FOLLOWS: **RESPONSES TO THE FOLLOWING QUESTIONS**

1. Please disclose the incumbent vendor name(s) if applicable and, if possible, please share their proposal(s). **ANSWER: Alegis Group Holdings, The Kandellen Group, SNI Companies Corp, kForce Professional Staffing, Allied Instructional Services, Delta T Group, Progressus Therapy, Mindfinders Inc, Sunbelt Staffing, Spur Employment, Randstad General Partner, Temporary Solution Inc, Protiviti Government Services. Proposals can acquired by submitting a FIOA request.**

Vendor	Contract Term	Spend
ALEGIS GROUP HOLDINGS, INC.	FY18-FY21	\$671,364
DELTA T GROUP VIRGINIA, INC.	FY18-FY21	\$20,136
THE KANDELLEN GROUP, LLC	FY18-FY22	\$536,423
PROGRESSUS THERAPY	FY18-FY22	\$119,029
KFORCE PROFESSIONAL	FY18-FY 22	\$51,298
SUNBELT STAFFING, LLC	FY18-FY22	\$111,212
EBS HEALTHCARE, INC	FY18-FY22	\$134,561
ALLIED INSTRUCTIONAL SERVICES	FY 18-FY22	\$103,972
MAXIM HEALTHCARE SERVICES HOLDINGS, INC	FY18-FY22	\$1,125,312

2. If there are incumbents, are they eligible for contract award on this solicitation? If not, or if some are and some are not, what is the reason? **ANSWER: Yes. The incumbent vendors are eligible for contract award.**
3. What service challenges are you experiencing with the current contract arrangement? **ANSWER: None.**
4. What was the spend for Information Technology roles on the previous contract? **ANSWER: ACPS endeavors to award to the Offeror that can provide the most advantageous support to ACPS, providing a budget would adversely impact ACPS negotiations.**

5. What is the estimated budget for Information Technology roles in this solicitation? **ANSWER: ACPS endeavors to award to the Offeror that can provide the most advantageous support to ACPS, providing a budget would adversely impact ACPS negotiations.**
6. Are the Information Technology roles for this solicitation required to be available for on-site work or is this role permitted to be remote? **ANSWER: Some roles may be remote, however most of Technology Temp roles are required to be on site.**
7. If the Information Technology roles for this solicitation are permitted to be remote, are you open to off-shore as well as US based remote work? **ANSWER: In the rare instance where remote may be permitted, staffing may have to report on site from time to time.**
8. Are you seeking local vendors or are you equally open to awarding an out of state vendor? **ANSWER: ACPS solicitations are open to the public, however bidders shall be registered to do business in the Commonwealth of Virginia and provide their SCC ID No. Online registration can be found at: <https://cis.scc.virginia.gov/Account/Register>.**

The contractor maybe expected to work on site at an ACPS school/office to complete the services and will have a designated space to work at the site.

9. What is the anticipated contract award date? **ANSWER: On or before June 30, 2022.**
10. What is the anticipated contract start date? **ANSWER: On or before June 30, 2022.**
11. Please provide detailed job descriptions for Information technology roles. **ANSWER: Please Bid a list of job roles that you offer.**
12. As mentioned on page no. 23 under Section F.24.1 in the main RFP document. Please let us know if there is an inclusion of performance and payment Bond for this ITB? **ANSWER: Payment Bond is not required for this ITB.**
13. Page 10: G. The following is a list of ACPS positions which are most often requested. Bidders should list areas of additional capabilities and services with rates for each service, if applicable, on Attachment G – Bid Sheet submitted in Excel format only.

QUESTION: If there are some positions that we may not bid on should we leave that information blank or notate "N/A" on Attachment G – Bid Sheet? **ANSWER: Please notate N/A on Non-Bid items.**

14. Page 11:
 - I. Personnel Information & Policy and Procedures
 - f. Provide employer with negative tuberculosis test prior to employment, test must have been administered within the last 12 months.

QUESTION: Who conducts the TB test and who pays for it? **ANSWER: TB test can be administered at a local Doctors' office or Urgent Care facilities. The bidder shall pay for this service.**

Question: Please clarify if this compliance is in regard to healthcare-related positions only or to any position that may require or have licensure and/or certification options? **ANSWER: To all positions that may require licensing or certification.**

15. g. Provide documentation that employee has been fully vaccinated against COVID-19.

QUESTION: Please clarify what "fully vaccinated" means: Just the original - or boosters when eligible? Do you have any allowance for exemptions? **ANSWER: Employees shall provide a vaccination card or disclose that he or she has not been vaccinated.**

16. Page 15:

B. Scope of Work

The Vendor will furnish all labor, materials, and equipment to provide Non-Medical Temporary & Permanent Staffing Services (the "Project") and all other work shown, described and required in the Agreement Documents (hereinafter "the Work").

QUESTION: Will Vendor provide laptops and associated peripherals or will ACPS? **ANSWER: ACPS will provide laptops and associated peripherals.**

QUESTION: Where are current employees/contractors working? Are there remote work options in some/all labor categories? **ANSWER: ACPS currently has remote work options, but that is subject to change. If awarded, details for each assignment will be provided by the requesting Department.**

The contractor may be expected to work on site at an ACPS school/Office to complete the services and will have a designated space to work at the site.

17. Are out-of-state firms allowed to submit proposals? ANSWER: See response to #8.

18. Can we enter prices for particular jobs we support? ANSWER: Yes. Enter N/A on non-bid items.

19. What is the estimated contract value? ANSWER: See response to # 1 & 4.

20. Is there any preference for MBE-certified firms? ANSWER: ACPS tracks the number of MBE firms award, but does not give any other preferences.

21. How many vendors are going to be awarded? ANSWER: ACPS is looking to award for multiple facilities for Alexandria City Public Schools (ACPS). The number has not been determined, selection shall be made of two or more offerors.

22. Can you send me the current contract with rates? ANSWER: See response to #1 & 4.

23. Do we have to be able to staff all of the positions or can we staff the ones we feel best suited for? ANSWER: Please enter N/A for non-bid items and add additional services to the pricing sheet Attachment G.

24. Is it mandatory to have an office in Virginia? ANSWER: See response to #8.

25. Do we need to provide a local Point of contact? ANSWER: No.

26. Is it necessary to bid on all the positions? ANSWER: No. Enter N/A on non-bid items.

27. Do we only need to provide a response to the questions on page 11 and 12 of the ITB? ANSWER: Bidder(s) shall respond to all scope of work, bid sheet and fully executed forms.

28. Do we need to provide the insurance with the response? ANSWER: Yes. Your certificate of insurance is required.

29. Is it mandatory to provide school or education sector references only? ANSWER: No.

30. Is it mandatory to provide government references only? **ANSWER: No.**
31. Can you provide more specific information regarding which roles were needed the most during recent fiscal years? How much of the \$400,000 was clerical, IT, other? **ANSWER: Please see response to #1 and provide additional services offered on your bid form.**
32. Because contract will be awarded to two or more vendors, how will orders for staffing services be distributed to those vendors? **ANSWER: ACPS has not defined exactly how the work will be disseminated. Positions are filled based on need, skill set, availability and compensatory skills.**
- Example: It may be Bidder B's turn to fill our next vacancy for a Admirative Assistant, but if you do not have anyone available during that timeframe with the skill set, we will move to contact Bidder C. This is need based and not all firms will be able to fill all positions we are seeking to fill.**
33. Will you consider vendors that do not bid on all the positions listed? **ANSWER: Yes. Enter N/A on all non-bid items.**
34. Does ACPS intend to hire any of the temps on a permanent basis? **ANSWER: ACPS is soliciting for these services in a temporary and permanent capacity, as positions open and needs arise permanent placement of positions will be communicated with the consultants at that particular time.**
35. Are we required to bid on all labor categories? **ANSWER: No. Enter N/A on all non-bid items.**
36. What are your most commonly requested positions? **ANSWER: This contract is on an as needed basis. ACPS cannot guarantee that all positions will be needed. Over the past years not all contractors were used as some could not provide staffing services.**
37. How many workers under each job classification are required on a weekly basis? **ANSWER: Assignments for each job classification are on an as needed basis.**
38. Are vendors required to bid on all positions/categories? **ANSWER: See response to #35.**
39. How many vendors do you intend to award? **ANSWER: See response to #21**
40. Who are your current vendors? **ANSWER: See response to #1**
41. What are the bill rates and pay rates of your current vendors? **ANSWER: Rates vary depending on the skill level, certifications, and experience. ACPS are looking for the most competitive wages. ACPS endeavors to award to the bidder(s) that can provide the most advantageous support to ACPS, providing rates would adversely impact, ACPS negotiations**
42. What are any challenges or pain points with the present contract vendors? **ANSWER: None.**
43. Why is this solicitation being put out to bid? **ANSWER: Current contract is expiring.**
44. Are pay/bill ranges allowed? **ANSWER: Specify your hourly rate.**
45. If multiple vendors are awarded, how are job tasks distributed? **ANSWER: See response to #32**
46. Are rates locked in the length of the entire potential term (1 year + 4 1-year extensions)? Will there be a cost-of-living adjustment for each of the four, 1-year extensions?

ANSWER: Consultants can submit price increases for approval during the subsequent renewal periods, the decision to accept your increase is solely based upon ACPS availability of funds.

- 47.** Why is the district utilizing a solicitation for the services requested in this bid? **ANSWER: A solicitation is the required purchasing method per the Virginia Public Procurement Act (VPPA).**
- 48.** Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award (i.e. current providers first, lowest priced vendors first, all vendors at the same time, etc.)? **ANSWER: See response to #32**
- 49.** Can the district please provide evaluation criteria, with points or percentages for the determining areas of focus? **ANSWER: Bids submitted in response to this ITB will be reviewed by the Procurement Office for responsiveness prior to referral to a selection committee or person. ACPS reserves the right to reject any bid, to waive any informality or irregularity in the bid(s) received.**

All items listed in this solicitation will be awarded on the basis of the lowest responsive responsible bidder meeting the requirements of the technical specifications.

- 50.** When is the estimated contract award date, and how will the district communicate award status to vendors? **ANSWER: On or before June 30, 2022. Notice of Award and Non-Awards will be sent from the Procurement Office via email.**
- 51.** Can the district please provide incumbent information and current bill rates for all contracts in place for similar services? **ANSWER: See response to #41.**
- 52.** What is the expected amount of full-time, vendor supplied personnel needed for the upcoming 22-23SY, broken down by modality? **ANSWER: That has not been determined yet.**
- 53.** Can the district please clarify what supplies, equipment, and materials the awarded vendor is expected to provide? **ANSWER: See response to #16.**
- 54.** What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services? **ANSWER: Medicaid Reimbursement Services are not a requirement of this ITB.**
- 55.** What is the caseload size for the providers requested in this solicitation? **ANSWER: That cannot be determined at this time.**
- 56.** Will the district accept SLP Clinical Fellows (CFs)? **ANSWER: No. SLP Clinical Fellows was listed in another solicitation for Medical Staffing.**
- a. If yes, can the district please clarify if supervision will be provided? **N/A**
- b. If no, will the district accept CFs if vendor is able to provide supervision?
- 57.** Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation? **ANSWER: Up to 7.25-8 hours daily, maximum of 40 hours weekly.**
- 58.** Is there a performance bond requirement? **ANSWER: See response to #12.**
- a. If yes, what is it, and when is it due? **N/A**

59. The positions listed on page 10 of the RFP differ than those listed in Attachment G. Can the district please confirm what positions are being requested in this solicitation? **ANSWER: Please include additional services offered, not listed, on your Bid Sheet Attachment A.**

60. Can the district please define "temp employees"?

- a. Is the district looking for full-time contracted employees, or is the expectation that these employees will be needed per diem? **ANSWER: ACPS is soliciting for these services in a temporary (full-time contracted employee) and permanent capacity. As positions open and needs arise permanent placement of positions will be communicated with the consultants at that particular time.**

61. Regarding Attachment C - workers compensation "All States" endorsement required:

- a. Is an "All States" endorsement on the workers compensation policy a mandatory requirement? **ANSWER: Yes**
- b. Offeror maintains workers compensation policies with coverage for all states in which it is licensed to do business. All policies are evidenced on the certificate of insurance.

62. Regarding Attachment C Insurance:

- a. #2 - Is ACPS able to accept general liability general aggregate applicable per policy? Offerors insurance is written with per policy aggregate limits. **ANSWER: ACPS will consult our insurance advisor with any exceptions presented in response to the ITB.**
- b. #s 8 & 10 - Is ACPS able to confirm that crime liability, garage liability and pollution liability coverage are not applicable to the services described in this ITB? **ANSWER: Confirmed.**

All other items remain unchanged.

Note: A signed acknowledgment of this addendum should be received at the location indicated on the ITB either prior to the due date and or attached to your response. Signature on this addendum does not substitute for your signature on the original ITB document. The original ITB document must be signed.

Best Regards,

Angela Queen

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Senior Buyer
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Name of Firm/Contractor

Signature/Title

Date