

**ALLENTOWN SCHOOL DISTRICT
31 SOUTH PENN STREET
ALLENTOWN, PA 18102**

ADDENDUM B TO REQUEST FOR PROPOSAL

To: Prospective Proposers:

This Addendum B forms a part of the Contract Documents and modifies the original Request for Proposals for Information Technology Staffing Services dated June 15, as noted below. Each prospective proposer shall acknowledge receipt of this Addendum B in the space provided.

Please be advised that the following questions have been asked of our team:

1. Is this open for bid for any business in any state in the United States?
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?
3. What if we do not have employees in the county currently working? Will that disqualify us for an award?
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?
5. Is this a re-compete RFP? If yes,
6. Could you please share the name of Current Suppliers (who are currently providing services to Agency)?
7. Could you please share current Supplier's pricing and Proposals?
8. How many awards were made in the Past?
9. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?
10. How many resources are currently engaged in the current contract?
11. Can you please share the no. of positions served in previous years under this contract?
12. Can you please share the amount of business each vendor did under this contract in previous years?
13. Is there any issue that the agency is currently facing with the incumbents?
14. Are incumbents allowed to bid on this RFP? Please confirm.
15. Please share the historical spending for the year 2021 and 2022?
16. How many positions were used in year 2021 and 2022?
17. What will be the estimated annual budget for this project?
18. Is this a single award or multiple award contract?
19. If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract?
20. How will job requests be shared among multiple awarded vendors?
21. Will all job requests be shared among all awarded vendors simultaneously?

22. Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?
23. Can you share details from where we can get old RFP details?
24. Can you please tell us where we can see the records for the old contract?
25. Can you please share the email id/details where we can raise the public record request for old RFP?
26. What is the term of the contract?
27. Do we have to provide references?
28. Would you be accepting references from large commercial entities?
29. How many positions are required under this contract?
30. How many positions are currently open?
31. How many positions are currently used in a single day? Please give rough estimate.
32. Out of mentioned staffing positions, what are the most filled positions? Please share.
33. To be responsive, is it mandatory to bid on all the positions? Please confirm.
34. What would be the estimated hours for given positions?
35. Please confirm minimum guaranteed hours per week for these positions.
36. What is weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm.
37. Can you please share shift timings and location of services?
38. What is average response time to provide resume of qualified resources?
39. Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.
40. Will the agency be giving any preference to local vendors? Please confirm.
41. To be responsive, is it mandatory to have physical office in Allen Town or in the State of Pennsylvania? Please confirm.
42. To be responsive, is it mandatory to provide Business Registration Certificate (BRC) with the proposal response? Please confirm.
43. Can we provide BRC certificate after the award? Please confirm.
44. To be responsive, is it mandatory to have active employees in Lehigh County and its neighboring counties? Please confirm.
45. Do we have to provide pricing?
46. Is there any specific format for pricing?
47. If yes, can you please share the pricing format?
48. Do we need to provide hourly rate?
49. Do we need to provide hourly bill rate or markup percentage?
50. Are there any Subcontracting requirements to comply with the bid requirements? if yes, please confirm the subcontracting goal for the bid?
51. We are a Virginia-based MBE firm certified by NMSDC, are we qualified to bid as an MBE?
52. If not, can you please share the list/directory of qualified MBE/WMBE?
53. Will bidder be responsible for providing qualified staff and managing payroll of professionals or the Department will manage the projects? Please confirm.

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?
55. Would the district consider a vendor who offers only virtual tutoring (no in-person option)?
56. How long will employees be under contract?
57. Is the district interested in the employees becoming district employees in the future?
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?
59. Is this Staffing RFP or Services based include (Equipments)
60. Could you please share the name of the Current Suppliers (who are currently providing services to the Agency)?
61. Could you please share the current Supplier's pricing and Proposals?
62. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?
63. How many resources are currently engaged in the current contract?
64. Can you please share the no. of positions served in previous years under this contract?
65. Can you please share the amount of business each vendor did under this contract in previous years?
66. What will be the estimated annual budget for this project?
67. Please share the historical spending of this contract since it has been started.
68. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
69. Can you please let us know the previous spending of this contract?
70. Please confirm if we can get the proposals or pricing of the incumbent(s).
71. Are there any pain points or issues with the current vendor(s)?
72. Please confirm the anticipated number of awards.
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?
74. Are resumes required as part of the response for this effort?
75. What is the format for the cost proposal? Can we use an MS Excel sheet to provide pricing?
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.

Due to the volume of questions posed, and in the interest of transparency and fairness, it is best to hold a meeting via Zoom for all those vendors interested in submitting proposals for this RFP in order to respond to these questions. The Zoom meeting will be scheduled for Tuesday, June 13, 2023, at 1:00 p.m.

If you would like the link for this meeting, please sign this Addendum and return via email along with the request to join the meeting to RFP@allentownsd.org.

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

Receipt Acknowledged By: _____

Print Name: _____

Company: _____

Date: _____