



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

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Request for Proposals (RFP)

**Information Technology
Staff Augmentation Services Re-Bid**

No. 5-80101507-SA-D

ADDENDUM NO. 1

**Questions and Answers
RFP Amendments**

Contained herein are the responses to the questions submitted to the Department of Management Services (Department). The Department hereby amends Request for Proposals No. 5-80101507-SA-D as noted within this Addendum. In the event of a conflict between previously released information and the information contained herein, the information herein shall control. The information included in this addendum is now made part of this solicitation.

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN §120.57(3), FLORIDA STATUTES, OR FAILURE TO FILE A BOND OR OTHER SECURITY WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Any protest must be timely filed with the Department of Management Services' Agency Clerk.

Please Note: This Addendum No. 1 does not need to be returned with the Reply.

The Department has received the following questions from the vendor community through the MFMP Sourcing Tool and answers are provided in the following table:

#	Question	Answer
1.	Please lets know what happened to earlier RFP and what has changed in this new rfp.	<p>The Department has Re-bid the RFP to revise and clarify the bid specifications. Carefully read and respond to this Re-bid RFP No. 5-80101507-SA-D.</p> <p>There have been a number of changes from RFP No. 14-80101507-SA-D, including <u>but not limited to</u>, changes in:</p> <p>Section 3, Instructions; Section 4, Respondent Submission; Section 5, Evaluation Methodology.</p> <p>There have also been changes to the Attachments.</p> <p>This is a new solicitation, carefully read the entire Re-bid RFP document.</p>
2.	Could you explain why this is being rebid? Are there specific changes in the submittal requirements from the previous bid documents? If so, please identify what these are.	See answer to Question # 1.
3.	Regarding RFP No. 5-80101507-SA-D, I have gone over the first pages, one by one, looking for the differences from the previous RFP No. 14-	See answer to Question #1

	80101507-SA-D. My question at this time is regarding pages 26 – 50, the Draft Contract. Are there any changes to this content from RFP No. 14-80101507-SA-D? There is no easy way to know definitively, as I'm afraid I'll miss something if I just physically compare the two documents.	
4.	<p>Is RFP No. 5-80101507-SA-D Information Technology Staff Augmentation Services Re-bid different or the same advertisement for RFP No. 14-80101507-SA-D?</p> <p>MARLIN submitted an RFP (14-80101507-SA-D) for Information Technology Staff Augmentation Services on August 28th. Now there's another RFP (5-80101507-SA-D) for the same services. Does MARLIN have to resubmit another RFP for the new advertisement?</p>	<p>Yes, the Re-bid is different from the previous RFP 14-80101507-SA-D. See answer to Question #1. This is a new solicitation.</p> <p>Submit the response, based on the requirements in this RFP 5-80101507-SA-D.</p>
5.	<p>Section 5.2.2, Page 21 of 64, Subsection A and 1st and 5th bullet point. Could you please clarify if 'Staff' (1st bullet point) and 'Employee' (5th bullet point) have the same meaning or different meaning wrt to this RFP? Per our understanding 'staff' is any individual who shall work onsite at State of Florida designated work location. And does State of Florida provide any formal training or reading material to vendor staff/employees to educate, guide them on how to protect, safeguard State of Florida confidential information? If yes, could you please share the link/documentation for our review so that we can provide a relevant response to the question? Thanks.</p>	<p>There is no distinction in section 5.2.2 between the words staff and employee in this subsection. There is no requirement regarding an onsite designated work location. These staff requirements will be determined by the Customer.</p> <p>The State of Florida does not provide any formal training or reading material to the vendors' employees for protecting confidential information. However, individual agencies may have trainings or literature on the subject based on the type of information they collect.</p>
6.	<p>Hi, I noticed that the forms has different letters than the original proposal. Can we use the original proposal certified forms or will we need to have the new forms certified?</p>	<p>This is a new solicitation. Submit responses, based on the requirements in this RFP No. 5-80101507-SA-D. Also, see answer to Question #1.</p>
7.	<p>Are you able to provide any updates/revisions to this rebid highlighted in yellow or somehow indicate otherwise compared to original bid request?</p> <p>What was the reason/purpose for rebid?</p>	<p>See answer to Question #1.</p>
8.	<p>1. Can you let us know why the earlier bid was canceled?</p> <p>2. Is attachment F a required document to upload in MFMP at the time of submission?</p>	<p>1. See answer to Question #1</p> <p>2. Attachment F, Respondent Response Checklist, is provided to help Respondents verify that all elements of the proposal are complete. It does not have to be submitted with the proposal.</p>

	3. Is the Department wanting the vendor to put their Staffing Resource Management Plan into the Contract Exhibit C document provided in MFMP?	3. Respondents may, but do not have to, use the supplied form "Contract Exhibit C" for their Staffing Resource Management Plan. If Respondents do not use that form, they should provide the title, "Contract Exhibit C" at the top of the first page of their Staffing Resource Management Plan.
9.	Section 3.2.7 (Price Sheet Instructions) states that "All prices must be in U.S. Dollars, whole (\$USD; e.g. \$99,999.00)". However, the Ceiling Rates in the Attachment E Price sheet are not in whole dollars (rather they contain cents in many entries). Are bidders permitted to enter prices with cents included?	Yes. See updated Section 3.2.7, Price Sheet Instructions, at the end of this document.
10.	<p>Mandatory Question No 1: Does the Respondent certify that it has an ACTIVE registration with the Florida Department of State, Division of Corporations?</p> <p>Can an out of state vendor register with the Florida Department of State, Division of Corporations if an award is made?</p> <p>Is it mandatory for an out of state vendor to have an active registration at the time of proposal submission?</p> <p>Why was RFP canceled? Are there differences in the current RFP and old one (One got canceled a month ago)?</p> <p>How many proposals were received in the canceled RFP?</p>	<p>In order to be a responsive vendor, the Respondent must certify that it has an active registration with the Florida Department of State, Division of Corporations at the time it submits the proposal.</p> <p>See answer to Question #1.</p> <p>The Department received 339 proposals in response to RFP 14-80101507-SA-D.</p>
11.	We have a question regarding a paragraph in section 9.2 Warranty of Security that reads: "Unless otherwise agreed in writing, the Contractor and its subcontractors will not perform any of the services from outside of the United States, and the Contractor will not allow any State of Florida data to be sent by any medium, transmitted, or accessed outside of the United States.". Whilst we understand that the best option is that the services are provided within the United States, the first part of the paragraph: "Unless otherwise agreed in writing" leads us to understand that it could be possible to provide services outside the United States by means of a written agreement. Is our interpretation correct? If so, what is the procedure to be followed to get a written agreement? We look forward to your response.	These staff requirements will be determined by the Customer. Any such written agreement would be between the Customer and the Contractor.
12.	1. Could you please let us know, whether we need to submit resumes with the proposal? If so, how many resumes can we submit per each position	1. Resumes are required post-award only. See Sections 13 and 14 of Additional Special Contract Conditions.

	<p>and any Candidate references are required to be submitted with the resumes?</p> <p>2. What is the Place of Performance for this Contract?</p>	<p>2. Any place of performance requirements will be determined by the Customer.</p>
13.	<p>What is the driving reason behind the cancellation and re-post?</p> <p>What's the difference between this RFP and the other on that was released in August 2018.</p>	<p>See answer to Question #1.</p>
14.	<p>1. As the old contract will be expired next year, all the current vendors need to participate in this rebid in order to provide IT staff augmentation service to the State. Is it correct?</p> <p>2. Will the State intend to have the same number of qualified vendors like before in the new contract?</p> <p>3. What is the estimated annual spending for this new contract?</p> <p>4. From the past contract, which agency utilizes the most IT staff augmentation services?</p> <p>5. Will all qualified awarded vendors for a job title receive a job requisition/a task order from the State at the same time?</p> <p>6. What would the State like to make changes in the new contract in comparison with the old contract?</p> <p>7. Will the submitted rates of each vendor be not- to- exceed rates of each vendor when working with the State's future task orders/ job requisitions?</p> <p>8. How many vendors will the State intend to award the contract to?</p> <p>9. Is there any preference for local vendors?</p> <p>10. What are the challenges in the old contract and how does the State make changes in this new contract?</p>	<p>1. Yes, in order to provide IT staff augmentation services on a Florida State Term Contract after STC #80101507 expires, Vendors must bid and be awarded a contract from this procurement.</p> <p>2. See RFP Section 5.3, Basis of Award.</p> <p>3. See RFP Section 1, Introduction.</p> <p>4. The Department does not have this information.</p> <p>5. See Section 13 of Contract Exhibit B, Additional Special Contract Conditions.</p> <p>6. The question is unclear.</p> <p>7. Yes, see updated Section 3.2.7, Price Sheet Instructions, at the end of this document.</p> <p>8. See RFP Section 5.3, Basis of Award.</p> <p>9. The Evaluation Methodology is located in Section 5 of the RFP.</p> <p>10. The current contract can be found at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state</p>

		term contracts/information technology staff augmentation services2. ____ The draft contract is provided in Attachment B (For information regarding the procurements, see answer to Question #1.)
15.	Please provide the specific reason(s) for this opportunity going back out for rebid. Was a formal dispute submitted on RFP 14-80101507-SA-D? What are the estimated number of hours by role listed in Attachment E - Price Sheet? What occurs during the “Public Meeting: Proposal Opening” listed in Attachment G Timeline of Events? What attributes, factors, etc. have made current vendors most successful with the State? Are there other criteria considered when evaluating proposals aside from the items listed in “5.2 Respondent Proposal Evaluation”? For example, in alignment with the Governor’s plan of putting maximum Florida residents to work, will respondents’ headquarters location be a factor in the decision criteria? How can vendors improve their standings with the State and increase the number of roles awarded? Can agency preference influence the number of job codes a vendor is awarded? How are job code awards evaluated?	See answer to Question #1. No. The Department does not have this information. The Department reads the name of each Respondent. The Department does not have this information. The Evaluation Methodology is in Section 5 of the RFP. The Evaluation Methodology is in Section 5 of the RFP. This question is unclear. However, for the evaluation methodology, see Section 5 of the RFP. See RFP Section 5, Evaluation Methodology.
16.	What was the reason for cancelling the prior RFP?	See answer to Question #1
17.	1. who are the current vendors? are they eligible for Rebid. Can you share a copy of the current? incumbents contract?	1. The list of awarded vendors for the current contract can be found here: https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/information_technology_staff_augment

<p>2. We have applied for Business/ ACTIVE registration with the Florida Department of State, Division of Corporations, can we still bid for the RFP?also currently we are registered with Department of Revenue and Unemployment for payroll.</p> <p>3. What was the total budget last year for this contract? What is the anticipated budget for this year?</p> <p>4. Can you please let us know the name of the incumbent, their hourly rate, and historical spend? Also, is budget allocated for this contract? If yes, can you please let us know the same?</p> <p>5. Is this RFP awarded to single company or multiple companies?</p> <p>6. What is your lead time to fulfill any unplanned requirement/request?</p> <p>7. Can out of state companies with national presence can bid on this RFP? OR preference given to only local Florida companies?</p> <p>8. On the RFP document it states as “Staff Augmentation Services Re-bid”, What does Re-bid means?</p>	<p>ation services2. Current Vendors are eligible to Respond if they meet the requirements in RFP Section 1.8, Who May Respond.</p> <p>2. Please see RFP Section 4.1.1, Mandatory Requirement Questions. In order to be found Responsive to this Solicitation, Respondents must certify that they have an active registration with the Florida Department of State, Division of Corporations at the time of Proposal submission.</p> <p>3. See RFP Section 1, Introduction, for the estimated average annual spend volume, which is for informational purposes only.</p> <p>4. The list of awarded vendors and pricing for the current contract can be found here: https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/information_technology_staff_augmentation_services2</p> <p>5. See RFP Section 5.3, Basis of Award.</p> <p>6. This question is unclear.</p> <p>7. There is no prohibition in this procurement against out- of -state companies. Respondents must certify to having an active registration with the Florida Department of State, Division of Corporations. See RFP subsection 4.1 Responsiveness Requirements, and RFP Section 5, Evaluation Methodology.</p> <p>8. A previous RFP for staff augmentation services was cancelled without any awards being made. This Re-bid is a new and different RFP for staff augmentation services.</p>
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	<p>9. 1.3.5 and 1.3.6 - it mentioned as IT Experience and IT Staff Augmentation Contract Experience, however in job family descriptions it's just asking staff augmentation with IT experience wanted a clarification, if this going to be staff augmentation with time and martial basis or, IT project work?</p> <p>10. We should submit the response online only? Through MFMP Sourcing</p>	<p>9. This question is unclear, however, see Attachment A, Statement of Work.</p> <p>10. See RFP Section 3.2.3, Submitting a Proposal, and Section 3.2.2, MFMP Registration.</p>
<p>18.</p>	<p>Why were all previously submitted proposals rejected?</p> <p>What major changes were made to the solicitation that we should be aware of?</p>	<p>See answer to Question #1.</p>
<p>19.</p>	<p>Can the State please provide the current number of incumbent vendors performing work under this contract?</p> <p>Does the State have a target number of vendors or plans to reduce the current number of vendors under contract?</p> <p>How does the State see the fulfillment process working? For example, will there be a primary/secondary/tertiary approach to filling requisitions where priority awarded vendors have an established fill time before proceeding to the next vendor? Or will a requisition (or series of requisitions) be presented to all awarded vendors simultaneously? Is DMS open to vendor suggestions regarding the anticipated approach, or has the process already been established?</p>	<p>The list of awarded vendors for the current contract can be found here: https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/information_technology_staff_augmentation_services2</p> <p>See RFP Section 5.3, Basis of Award.</p> <p>See Section 13 of Contract Exhibit B, Additional Special Contract Conditions, where the process has been established.</p>
<p>20.</p>	<p>Question 1: Does the Respondent certify that it has an ACTIVE registration with the Florida Department of State, Division of Corporations?</p> <p>Answer: Yes.</p> <p>Question 2: Does Respondent certify that it is not a Discriminatory Vendor or Convicted Vendor, as defined in sections 7 and 8 of the PUR 1001?</p> <p>Answer: Yes.</p>	<p>Submitting answers to the Mandatory Requirements Questions on this "Messages" board will not fulfill the requirement.</p> <p>Once the solicitation enters "Open" status within MFMP Sourcing, Respondents will be able to answer these questions in Section 4 of the MFMP Sourcing tool.</p>

	<p>Question 3: Does Respondent certify that it is not on the Scrutinized Companies with Activities in Sudan List pursuant to section 215.473, Florida Statutes, is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List pursuant to section 215.473, Florida Statutes, is not on the Scrutinized Companies that Boycott Israel List pursuant to section 215.4725, Florida Statutes, and is not participating in a boycott of Israel?</p> <p>Answer: Yes.</p> <p>Question 4: Does Respondent certify that it is not on the Suspended Vendor list, pursuant to Rule 60A-1.006, F.A.C.? Click on this link to confirm: lists</p> <p>Answer: Yes.</p> <p>Question 5: Does Respondent certify that it has read the entire solicitation document and agrees to all terms and conditions, without qualification or exception, including but not limited to Section 3.2.1?</p> <p>Answer: Yes.</p>	<p>The answers must be submitted through the MFMP Sourcing tool according to Attachment G, Timeline of Events, and as directed in RFP Section 4.1.1, Mandatory Requirement Questions.</p>
<p>21.</p>	<p>Below are the Questions, we have regarding the RFP 5-80101507-SA-D - Information Technology Staff Augmentation Services Re-bid.</p> <p>1. Could you please let us know, whether we need to submit resumes with the proposal submission? If so, how many resumes can we submit per each position and any Candidate references are required to be submitted with the resumes?</p> <p>2. What is the Place of Performance for this Contract?</p> <p>3. Could you Please Provide us a Clarity regarding the Correct due timings of the below timelines: a) As per the MFMP Sourcing updated Version of documents http://sourcing.myfloridamarketplace.com/Sourcing/Main/ad/webjumper?passwordadapter=SourcingSupplierUser&username=amzurtech1&itemID=dy2inx.fd&awcharset=UTF-8 , from the "Review Event Details" tab the</p>	<p>1. Resumes are required post-award only. See Sections 13 and 14 of Exhibit B, Additional Special Contract Conditions.</p> <p>2. Any place of performance requirements will be determined by the Customer in the RFQ process.</p> <p>3. Refer to Attachment G, Timeline of Events, for all key dates and times. If there are any timeline changes, an addendum will be posted to VBS and MFMP Sourcing. It is the responsibility of the Respondent to check VBS for any changes.</p>

	<p>timelines are: Response Start date - 11/5/2018 10:32 PM and Due date - 11/13/2018 11:32 PM</p> <p>b)But as per the Updated Solicitation document - On page no. 63 written on the document, we can still see that: Solicitation opens in MFMP Sourcing in Open Status and Respondents May Begin Submitting Proposals in MFMP Sourcing - November 5, 2018 - 12 pm EST and Proposals Due in MFMP Sourcing - November 13, 2018 - 1 pm EST.</p>	
22.	Does Section 14 of Exhibit A apply to the services procured in this RFP?	Yes.
23.	<p>Please accept the following questions related to Information Technology Staff Augmentation Services - Rebid RFP.</p> <p>1. Please explain why the original Information Technology Staff Augmentation Services RFP was recently cancelled.</p> <p>2. What are the differences between the original Information Technology Staff Augmentation Services RFP and the Rebid?</p>	See answer to Question #1.
24.	<p>Would the agency consider adding a job code specific to Staff Augmentation that would assist in labor intensive clerical tasks that involve information technology? Often times agencies are tasked with special projects that require detail oriented staff with various levels of experience in technology / software experience. These tasks would be priced at hourly rates consistent with the necessary skillsets and include but are not limited to the following:</p> <p><input type="checkbox"/>Optical Character Recognition (OCR) clean up and editing</p> <p><input type="checkbox"/>Redaction services</p> <p><input type="checkbox"/>Document Conversion</p> <p><input type="checkbox"/>Metadata retention review</p> <p><input type="checkbox"/>Metadata Input</p> <p><input type="checkbox"/>Metadata review (for various reasons including data migrations)</p> <p><input type="checkbox"/>Data archival</p> <p><input type="checkbox"/>Document Management (proof and edit of data fields and folder structures)</p> <p><input type="checkbox"/>Repository review (proof of accuracy, additions, deletions, etc...)</p> <p><input type="checkbox"/>Overall metadata cleansing</p>	<p>All of the Job Families, Job Titles, and Scope Variants requested for this RFP have been established and can be found on Attachment E, Price Sheet.</p> <p>A description of the Job Families can be found in Section 1, Attachment A, Statement of Work, and in the MFMP Sourcing tool, Section 2.</p>

<p>25.</p>	<p>1. If applicable, who is the incumbent for these services and for how long have they served the Florida Department of Management Services (DMS) in this capacity?</p> <p>2. What are the DMS' current rates for the positions listed in the solicitation?</p> <p>3. What is the anticipated annual and total spend for this contract?</p> <p>4. How many vendors does the DMS anticipate selecting for award?</p> <p>5. What specific background checks and/or drug screens are required of the temporary staff?</p> <p>6. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the DMS?</p> <p>7. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the DMS?</p> <p>8. With respect to Affordable Care Act (ACA) costs, would the DMS prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.</p>	<p>1. The list of awarded vendors for the current contract can be found here: https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/information_technology_staff_augmentation_services2</p> <p>2. The pricing for the current contract can be found here: https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/information_technology_staff_augmentation_services2</p> <p>3. See RFP Section 1, Introduction.</p> <p>4. See RFP Section 5.3, Basis of Award.</p> <p>5. This will be determined by the Customer.</p> <p>6. The Contractor shall, at its own expense, be responsible for adhering to the Contract background screening requirements, testing, evaluations, advertising, recruitment, and disciplinary actions of Contractor's information technology staff. See Attachment A, Statement of Work. Also, see updated Section 3.2.7, Price Sheet Instructions, at the end of this document.</p> <p>7. It is a mandatory requirement to this solicitation that Respondents certify they agree to all terms and conditions without qualification or exception. See RFP Section 4.1.1, Mandatory Requirement Questions.</p> <p>8. Do not include any costs as a separate line item. See updated Section 3.2.7, Price Sheet Instructions, at the end of this document.</p>
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The following requirements supplement or replace those found in the RFP. The variations between the new and the old requirements are highlighted in **yellow**.

1. **Section 3.2.7, Price Sheet Instructions, is hereby replaced in its entirety as follows:**

3.2.7 Price Sheet Instructions

Descriptions of "Job Families" are displayed in the left columns of the Pricing Spreadsheet. Within each Job Family are a number of Job Titles. The Job Title is often, but not always, broken down into "Scope Variants," which are gradations of experience within that Job Title.

Insert proposed prices in the provided RFP No. 5-80101507-SA-D Re-bid **Attachment E, Price Sheet, in an Excel file**. All prices must be in U.S. Dollars, **whole** (\$USD; e.g. \$99,999.00), and price ranges will not be accepted. A Respondent's proposed prices will be for the entire Contract term.

AWARDS WILL BE MADE BY JOB TITLE. A RESPONDENT IS NOT REQUIRED TO RESPOND TO EVERY JOB FAMILY OR EVERY JOB TITLE, HOWEVER A RESPONDENT IS REQUIRED TO PROVIDE A PRICE FOR EVERY SCOPE VARIANT WITHIN THE JOB TITLES THEY CHOOSE.

THE RESPONDENT IS REQUIRED TO PROVIDE A PRICE FOR EVERY SCOPE VARIANT FOR EACH JOB TITLE FOR WHICH THE RESPONDENT SEEKS TO RECEIVE AN AWARD. THE DEPARTMENT WILL NOT CONSIDER OR EVALUATE A RESPONDENT'S JOB TITLE THAT FAILS TO CONTAIN PRICES FOR EVERY SCOPE VARIANT WITHIN THAT JOB TITLE.

THE RESPONDENT'S HOURLY RATE SHALL NOT EXCEED THE CEILING RATE LISTED NEXT TO EACH SCOPE VARIANT. THE DEPARTMENT WILL NOT CONSIDER OR EVALUATE A RESPONDENT'S JOB TITLE THAT CONTAINS ANY PRICE FOR ANY SCOPE VARIANT THAT IS HIGHER THAN THE APPLICABLE CEILING RATE.

Prices shall not increase for the entire Contract term.