



Department of Procurement Services

160 Glenn Rogers Sr. St · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS

RFP 032625DW IT Temporary Staffing Services

1. How many active contractors are working on this contract currently?
Currently none
2. Please provide the names of the Incumbent vendors for this contract?
Currently None
3. What is the total spend per incumbent for the duration of the previous contract?
It varies from project to project
4. What is the new budget for year for this RFP?
No currently set budget. The budget depends on the project needs.
5. Is it mandatory for vendors to have a Shelby County business license in order to be eligible to submit a response?
No
6. Is it mandatory for the offeror to be qualified as a local vendor? DataSoft does not have a presence located within Shelby County.
No
7. If No to bullet 1 above, Is it mandatory for the non local offeror to subcontract with a local SBE/MWBE?
No
8. Is Local Preference clause mandatory in nature?
No
9. Can a vendor based outside of Tennessee participate in this bid?
Yes

10. Can a subcontractor's local status satisfy the local preference clause, or must the prime bidder be local?

Per the Memphis-Shelby County Schools Local Preference Purchasing Board Policy 2011, local preference purchasing means giving preference to businesses located within Shelby County, Tennessee where local vendors must have a physical address located within the limits of Shelby County for at least six (6) months prior to the bid or proposal opening date. A Post Office Box is not acceptable.
The local preference refers to the prime contractor.

11. Does this RFP require a bid bond? If so, must it be submitted with the proposal, or can it be provided after the award? Please specify the required bond amount.

Please see page 7 section 18, bonding is not applicable for this proposal

12. Are there specific MBE/SBE/DBE/MWBE preferences?

There is no MBE/SBE/DBE/MWBE preference for this proposal

13. Do you require Resumes of candidates attached to the RFP submission? If yes, do we need to submit actual resumes for selected candidates or sample resumes?

No

14. Do you need one resume for each position or 3 resumes (Beginner, Mid-level and Expert) for each position?

No, resumes are only required when we send out job descriptions asking for temp staffing help.

15. How many active contractors are working on this contract currently?

None

16. Please provide the names of the Incumbent vendors for this contract?

None

17. What is the total spend per incumbent for the duration of the previous contract?

It varies based on the project and staffing need.

18. What is the anticipated budget for this contract?

No set budget. Budget varies based on project and staffing need.

19. How many roles do you anticipate to recruit for yearly during this contract?

It varies and is based on project and staffing need.

20. Are vendors required to bid on all positions/categories?

No

21. Does the bidder need to be registered with the Secretary of State to submit a response?
No
22. How many vendors do you intend to award?
No set number
23. Will you award the contract to the lowest responsive bidder?
This is an RFP. The vendor(s) will be awarded based on committee scoring. See pages 12-13.
24. When are you planning to announce the award?
An intent to award will be issued once the evaluation committee has completed scoring. The intent to award will be sent via email to all respondents.
25. Do you have incumbent vendors providing services in a similar contract?
Currently, No, we do not have any incumbent vendors.
26. Where or in what section should we place the SCBE Procurement Services Page (first page of the RFP) and our Business license within our proposal response?
There is no specific place, as long as they are included in the proposal.
27. Is this a new contract or a rebid?
New contract
28. In case of rebid, how many incumbents are there?
None
29. How many awards does the County anticipate?
We have no set number
30. What is the estimated budget for this contract?
No set budget. The budget depends on the project and staffing need
31. Is there a local preference? If yes, can it be fulfilled by subcontracting with a local firm?
Per the Memphis-Shelby County Schools Local Preference Purchasing Board Policy 2011, local preference purchasing means giving preference to businesses located within Shelby County, Tennessee where local vendors must have a physical address located within the limits of Shelby County for at least six (6) months prior to the bid or proposal opening date. A Post Office Box is not acceptable.
The local preference refers to the prime contractor.

32. Is there any preference to small businesses?
There is no SBE goal for this proposal
33. Is there a diversity goal? If yes, can you please list the recognized certifying agencies?
There is no diversity goal for this proposal
34. Do we need to sign Appendix A?
No. Only sign the Appendices that require a signature and notarization
35. Since the proposal requirements are quite subjective and it's a hard copy submission, can the County consider an extension in the submission date?
The submission date has been extended to April 1, 2025 @ 2pm
36. Can and will SCBE provide job descriptions for the 36 positions title?
SCBE will provide job descriptions for positions as they are needed.
37. Is the local preference requirement mandatory for submitting a bid on this contract?
No
38. Can we submit a valid Tennessee business license in place of the required Shelby County business license for this contract?
Yes
39. Is Shelby County business license a mandatory requirement?
No
40. Please confirm if a Shelby County physical office location is mandatory and the office should necessarily be held for at least six (6) months prior to the bid or proposal opening date.
No. This applies to the local preference.
41. What would be the number of awards you intend to give(approximate number)?
No set number at this time.
42. What are the estimated funds that are estimated to be allocated for this contract?
Budget will depend on project and staffing needs. No set budget at this time.
43. What is the tentative start date of this engagement?
TBD
44. What is the work location of the proposed candidates?
3772 Jackson Ave, Memphis, TN

45. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

New contract

46. Are there any pain points or issues with the current vendor(s)?

None

47. Could you please share the previous spending on this contract, if any?

This is a new contract so no spend on this contract.

48. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

No

49. How many positions were used in the previous contract (approximate)?

Approximately 6

50. How many positions will be required per year or throughout the contract term?

If will depend on projects and staffing needs.

51. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

Candidates should only be submitted when we solicit for staffing help. At that time, we expect only available candidates be submitted.

52. Can we provide hourly rate ranges in the price proposal?

Yes

53. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

On Site is preferred but will accept remote workers.

54. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Candidate resumes are only required when responding to staffing help solicitation.

55. Could you please provide the list of holidays?

Independence Day
Labor Day
Veterans Day
Thanksgiving
Martin Luther King Jr. Day
Good Friday
Memorial Day
Juneteenth

56. Are there any mandated Paid Time Off, Vacation, etc.?

No paid time off. Candidates will not work during district holidays.

57. Due to the hard copy submission requirement, can Memphis-Shelby County Schools extend the response due date by one week to April 2nd, 2025, to accommodate any delivery constraints and inconsistencies currently experienced with delivery carriers?

The submission date has been extended to April 1, 2025 @ 2pm. Please see Addendum II

58. Do you require Shelby county business license at the time of proposal submission?

No

59. Is there a local business preference for this bid?

Yes. There is local preference.

60. Do we need to have a local address within the Shelby County?

No

61. Do you require actual COI at the time of proposal submission or sample COI would be enough?

See pages 40-41. Complete form "CERTIFICATION OF INSURANCE COVERAGE" or Submit a Certificate of Insurance on a form provided by your Insurance Agent.

62. Regarding size of staff, page 15 (e) it is mentioned as Appendix C, are you referring to Appendix I?

This refers to Appendix C and size of staff that was utilized to support the listed references.

63. Is this a new contract or an existing ongoing contract?

New

64. If it is a re-compete of an existing contract, can you provide the following details:

- a. Who are the current incumbents?
- b. When are their associated contracts getting expired
- c. What is the annual spend on each of the Incumbent if there are multiple?
- d. How many FTEs are currently engaged within the annual spend with Incumbent
- e. Are the Incumbent(s) eligible to bid
- f. Is the County satisfied with the Incumbent(s) performance?

We currently have no contracts with Temp Staffing vendors for IT work.

65. What is the anticipated annual budget of this contract?

No annual budget set. Budget depends on project and staffing needs.

66. How many estimated FTEs would be needed annually?

It depends on projects and staffing needs of the projects

67. How many Contractors would be awarded for this contract?

No set number at this time

68. Does Memphis-Shelby County Schools (MSCS) accept 100% remote or hybrid or on-site only resources to work on this engagement?

On site is preferable but we do accept remote work if the project allows for it.

69. Referring to “20.0 SMALL, MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (2 CFR 200.321)” We are a Maryland-based BA 8(a) certified Disadvantaged Business, Economically Disadvantaged Women-Owned Small Business (EDWOSB), and Maryland MDOT certified DBE, MBE, SBE, SBR company:

- a. Are we eligible to bid on this contract as a prime vendor?
Yes
- b. Is there a specific diversity goal percentage? If so, please let us know the SBE and/or MWBE goal percentage?
There is no diversity goal for this project
- c. Is it mandatory to subcontract with a Memphis-Shelby County Schools' certified SBE/MWBE?

It's not mandatory to subcontract with a Memphis Shelby County School SBE/MWBE subcontractor

70. What are the work authorization requirements for resources? Specifically:
- a. Are all individuals legally authorized to work in the U.S. eligible?
Yes
 - b. Are resources on H1B, TN, H4B, EAD and other work visas allowed to work under this contract?
We do not sponsor H1Bs
71. Will there be any overtime pay and what will be the overtime pay rate?
We do not require overtime.
72. Please refer to "1.1 Requirements" under PART V: SCOPE OF SERVICES (DETAILS)- "Rates shall be defined between the minimum and maximum rate as per Appendix I – Billing Hourly Rate Sheet." Kindly clarify the following:
- a. Do we need to provide a range or fixed hourly rate?
Range will be fine
 - b. Do we need to quote strictly between the budgeted rate range provided by the County?
Please provide your hourly billing rate
73. We do not have a presence in Shelby County and nearby counties however we have strong staffing presence in other states & Federal agencies, would this be acceptable to Shelby County?
Yes
74. Referring to "Appendix I - IT Temporary Staffing Services Hourly Rates" at Page 44, it seems there is a typo in the heading of the second last column - MSCS Budgeted Mid-Level Rate". It should be expert. Kindly clarify
We have 3 categories Beginners, Mid-Level talent, and Expert.
75. Do you require wet signatures on all the forms or digital signatures allowed?
Digital signatures are allowed
76. Is there any page limit for the entire response?
No.
77. For the three required references (Appendix C, Pages 36-37), do private sector references suffice for MSCS requirements?
Private sector references are fine.

78. Would maintaining a business presence within Tennessee and fully supporting local operations and compliance satisfy the requirement for a “significant local presence”?
Having a business presence within Tennessee is not a mandatory requirement for this proposal.
79. Regarding Appendix I (Pages 45-47), are the listed rate ranges strict limits, or do they serve as guidelines that allow for flexibility in specialized roles?
Please provide your hourly billing rate
80. The RFP allows price decreases at any time but requires justification for increases at renewal. Will MSCS consider mid-contract adjustments if labor market conditions change unexpectedly?
We will not accept price changes once a candidate has been selected for a temp staffing position.
81. The pricing sheet defines Beginner, Mid-Level, and Expert roles but does not specify experience levels. Would MSCS confirm if these equate to: Beginner: 1-3 years, Mid-Level: 4-7 years, Expert: 8+ years. **Yes, those are correct.** Or should vendors propose their own classifications?
No
82. The optional cost sheets (Pages 46-47) suggest future pricing adjustments. If a vendor does not submit them, will MSCS still allow flexibility in Years 2 and 3, or would the vendor’s pricing be locked in?
Pricing is set at candidate selection and by project and staffing needs.
83. Can vendors propose alternative pricing structures, such as volume-based discounts or role-specific adjustments?
Yes
84. Are there any formatting requirements for proposals (e.g., font size, spacing, or margins)?
No
85. For the USB submission, should each section be in separate files, or does MSCS prefer a single combined document?
Combine file in one document
86. Can vendors include supplemental materials (e.g., case studies, whitepapers) even if not explicitly required?
Yes

87. Once background checks are cleared, what is the expected turnaround time for MSCS to issue Vendor ID Badges?

Security will issue badges upon cleared background checks

88. Is the annual renewal fee for ID Badges the vendor's responsibility, or will employees handle this directly?

The vendor's responsibility

89. Is there an incumbent vendor, and if so, are there service gaps MSCS seeks to improve?

No incumbent vendors currently.

90. If a new vendor is selected, what are the transition expectations?

MSA will be signed by vendor and MSCBE

91. The RFP provides a grading matrix outlining the evaluation criteria and weight distribution. Is there a more detailed rubric or specific scoring methodology that MSCS evaluators will use to assess proposals, and if so, can vendors receive access to this to ensure alignment with expectations?

We do not provide the detail level of the evaluation criteria to vendors.

92. Will any positions allow for remote work, or must all temporary staff be on-site?

On-site is preferred but we will accept remote work

93. How does SCBE define "successful retention" of temporary IT staff?

You are able to retain top talent and don't have a high turnover rate.

94. Does MSCS prefer vendors to invoice weekly, bi-weekly, or monthly for staffing services?

Monthly

95. Is there a page limit for the response document (excluding the Appendices)?

No

96. Is there a page limit for the Resumes?

No

97. What information do we need to add under Tab H?

Tab H refers to your USB drive

98. Under Tab C and Tab E, we are required to provide an Organizational Chart. What is the difference between the two?

Tab E does not require an Organizational Chart.

99. Can you please let us know the number of awards for this opportunity?
No set number of awards
100. What is the tentative start date of this engagement?
TBD
101. Is this a new contract, or are there any incumbents? If there are incumbents, please let us know who they are.
New contract
102. What would be the tentative annual budget for this contract?
No set annual budget. Budget is set per project and staffing needs.
103. Can you please share the previous spending?
\$890,000
104. How many positions were filled in the last two years?
4 to 10
105. Are all the positions remote or onsite?
On-site is preferred but we will accept remote work.
106. Does the vendor require resources to be onsite, or is there an option for offsite support, including locations such as India, as per Section 1.4 (Work Order) of Part V: Scope of Services?
On-site is preferred but we will accept remote work.
107. Could you specify the exact credentials required from the vendor, as outlined in Section 1.2 of Part V: Scope of Services?
Please explain what qualifies you to be able to provide adequate, qualified staffing.
108. Appendix A mentions special terms and conditions related to tangible goods or equipment. Are there any anticipated future requirements for providing such items?
No. Appendix A is included in all proposals. Please disregard if it does not apply to the services for which you are providing the District.
109. Is the FOB destination for delivery the same as the address specified for submitting the RFP proposal?
Yes
110. Are vendor employees or subcontractors required to undergo verification through the Federal Government's E-Verify system, either before or after the contract is awarded?
After the contract is awarded

111. Is this a new initiative? If no, could you kindly confirm the names of the current incumbents and contract budget?
This will be a new MSA.
112. What is the budget allocated to this contract?
No current set budget. Budget is set based on project and staffing needs.
113. Are there any mandatory compliance or regulatory obligations associated with this RFP?
No
114. Is there a preference for local vendors for this project?
Yes, there is a local preference. Please see Appendix H
115. What historically is Memphis-Shelby County Schools annual total spend for IT Temporary Staffing Services?
No set annual budget. Budgets are set based on project and staffing needs.
116. For the job titles listed for IT Temporary Staffing Services, can Memphis-Shelby County Schools provide job descriptions to help vendors further narrow down skill levels and expertise for RFP responses?
Job descriptions will be submitting based on project and staffing needs at time of solicitation for temp staffing help.
117. If applicable, who is the incumbent for these services and for how long have they served the Memphis-Shelby County Schools (MSCS) in this capacity?
This will be a new MSA so no incumbents.
118. What are MSCS's current rates and mark-ups for the positions listed in the solicitation?
See Appendix I
119. What is MSCS's historical usage and yearly spend for this contract during the past three (3) years?
\$1,000,000 average spend over past 3 years.
120. What is the anticipated annual and total spend for this contract?
No set annual budget at this time. Budget is set per project and staffing needs.
121. How many awards does MSCS anticipate making?
There is no set limit.
122. Are there any mandatory subcontracting requirements for this solicitation?
No
123. When does MSCS anticipate completing its evaluation and notifying respondents of its

recommended awardee(s)? If so, what are they?

TBD. Once the proposals are evaluated and scores, an intent to award will be emailed to all respondents.

124. Are respondents required to bid on all positions in order to be deemed responsive?

No

125. If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?

No

126. Could MSCS provide detailed job descriptions for the positions listed in the solicitation?

Job descriptions are provided at time of solicitation for temp staffing help and based on project and staffing needs.

127. What specific background checks and/or drug screens are required of the temporary staff?

The background checks are run through the Tennessee Bureau of Investigation (TBI)

128. To ensure FCRA compliance, is it our company's policy to provide Clients with an attestation of completion of background check pursuant to Clients' requirements, but not the actual results. Will MSCS accept letters of attestation in lieu of actual background check results?

No

129. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to MSCS?

No

130. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to MSCS?

The question requires more clarification. We are soliciting for the positions that are listed within the scope of services.

131. With respect to Affordable Care Act (ACA) costs, would MSCS prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?

We only pay hourly working rates for candidates.

132. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

No, once a contract is set for a specific temp staffing candidate the rate cannot be changed.

133. Could we propose a temp to permanent hire conversion fee in our proposal?

Yes

134. Does this bid/contract include bond requirements of any kind?

Please see page 7 section 18, bonding is not applicable for this proposal

135. Will the Living Wage Ordinance (LWO) be applicable to this contract?

Rates are set per candidate when soliciting for temp staffing needs.

136. Is Federal Funding, SCA, or the Davis Bacon Act applicable to this contract?

No

137. How will orders be released for this award? Is each department responsible for reaching out to awarded vendor(s) with their needs? Is ordering done from HR only via Email release or in a portal?

Each department will solicit all awarded vendors when temp staffing needs arise at MSCS.

138. If applicable, will the awarded vendor be allowed to bill overtime to the MSCS?

We do not require overtime. Our works weeks are no more than 40 hours.

139. Budget/ Scope allocated to the RFP?

There is no set budget. Budget is set based on project and staffing needs.

140. Is it a new contract or a re-bid?

New Contract.

141. Are there any incumbents? If yes, any reason or issues in the performance that the agency wants to rectify with this RFP.

No

142. Could you please clarify the Local Preference Criteria?

Please refer to Appendix H

143. Are there any mandatory bond requirements for this contract?

Please see page 7 section 18, bonding is not applicable for this proposal

144. Do we have to include Appendix H in the Technical response?

No

145. Is there a mandatory **set-aside goal** for this RFP?

No

146. If there is a mandatory set-aside goal, can an offeror utilize SBE/WMBE subcontractors

to satisfy the requirement?

No

147. Can an offeror quote **hourly rates** for **selected position titles** listed in **Appendix I – Hourly Rates Form** and be compliant? Or rate quotes are required for all positions?

Rate quotes are fine for the jobs your company staffs.

148. Should the **Vendor’s Beginner Rate, Mid-Level Rate, and Expert Rate** columns in Appendix I reflect **not-to-exceed hourly rates, or are hourly rate ranges acceptable?**

Please provide hourly rates ranges

149. Can MSCS clarify whether the proposal response should include **Onsite or Offsite** hourly rates?

On site is preferable but we do accept remote workers

150. **Tab C - Experience and Capabilities** states that offerors must provide the names and resumes of key personnel who will perform work under the contract.

Are we required to submit **our in-house staff personnel** names and resumes for individuals overseeing the contract?

Yes

151. We have an existing contract with MSCS but no task orders and no work performed. Can we quote **MSCS as a reference?**

No. At least three (3) recent references from customers who are capable of documenting the following: a) the Vendor’s ability to manage similar contracts, b) the quality and breadth of services provided by the Vendor under similar contracts

152. Is the offeror required to submit **Appendix A – Special Terms & Conditions** as part of the response, even though it does not contain fillable fields?

No

153. Can the offeror obtain a valid business license in Shelby County, Tennessee upon contract award rather than at the time of submission?

This solicitation is open to all vendors, not just Shelby County, TN vendors.

154. Can MSCS provide historical spend data and the most requested positions under the RFP 05012023AW – IT Temporary Staffing Services contract?

Spend was \$890.371 for IT Security Architect, Server Administrator, Server Administration Architect, Desktop/Field Support Analyst

155. Would MSCS consider a two-week extension to the proposal deadline to allow for a more comprehensive and robust submission?

No

156. We understand MSCS plans to award the contract to multiple vendors. What are the anticipated number of awardees?
No set number at this time.
157. We are an Illinois-based firm; can we apply for this RFP?
Yes
158. Can we still apply for the RFP if we are not local? The RFP states that there is a 5% local preference.
Yes
159. Do you require us to submit resumes of resources? If yes, should they be actual or sample resumes?
Resumes for resources are only required when responding to an MSCS Request for temp staffing needs.
160. Does this RFP have diversity goals? If yes, what certifications are acceptable?
There is no diversity goal for this RFP
161. Do we need to submit a redacted copy?
No
162. Do you require business licenses for this RFP?
Yes.
163. Will the resources perform work on-site or remotely?
On-site is preferred but we do accept remote work
164. Where and when will the RFP, amendments, and Q&A be posted?
All RFPs and amendments are posted on our MSCS procurement website (<http://www.scsk12.org/procurement/>)
165. Is this new contract? If not, could you please share information about the incumbent(s)?
This is a new contract.
166. Is the intent of the RFP to select multiple vendors? If not, please specify the total number of vendors that will be selected.
Yes, multiple vendors will be selected.
167. Is any financial data required for this RFP?
Please refer the PART V: Scope of Services page 14 under 1.2 Proposal should include
168. Is it acceptable for a vendor to submit only the Certificate of Insurance, which includes the required insurances and lists the Shelby County Board of Education as an additional

insured, without submitting the form in Appendix G?
Complete form “CERTIFICATION OF INSURANCE COVERAGE” or Submit a Certificate of Insurance on a form provided by your Insurance Agent

169. Can and will SCBE provide job descriptions for the 36 positions title?
SCBE will provide job descriptions for positions as they are needed.
170. Please confirm the years of experience for Beginner Rate; Mid-Level Rate; Expert Rate;
Beginner: 1-3 years
Mid-Level: 4-7 years
Expert: 8+ years
171. Is this a remote location or onsite?
On site is preferable but remote is allowed based on project and staffing need.
172. Is there an incumbent. If yes, please let us know the incumbent name and spending done on contract so far?
No
173. Is there any budget? If yes, please let us know.
No current set budget. Budget is set based on project and staffing need.
174. Could you please share the job description for each role?
Job descriptions vary based on project and staffing need.
175. Do you want us to submit the actual resume of the candidate?
No. We do not require resumes until we solicit for temp staffing help.
176. Do you want us to submit the sample resume with the proposal?
No. We do not require resumes until we solicit for temp staffing help.
177. Please clarify if the proposed candidate is not available at the time of the award.
Will the agency allow us to replace a candidate with a similar skill set.
Candidates should only be submitted when we solicit for staffing help. At that time, we expect only available candidates be submitted.
178. What is the anticipated start date of the contract?
TBD
179. Are you looking for local candidates only?
No
180. What should be the work location?
Work location will generally be 3772 Jackson Ave, Memphis, TN. Some remote work

may be allowed.

181. Is there any pricing format or we need to submit the hourly rates only in the given Appendix I ?

Submit pricing based on Appendix I.

182. Could SCBE please grant an extension on the due date?

Yes. The RFP due date is April 1, 2024 @ 2:00pm

183. Could SCBE please confirm if the proposal should be submitted in a specific format (e.g., binders, folders, or loose sheets)?

All formats are acceptable

184. Are there any specific requirements for sealing and labelling the submission package (e.g., company name, RFP number, etc.)?

Yes, the submission package must be sealed. Please refer to page 9 of the RFP package

185. Is an electronic copy of the submission required along with the physical copies?

Yes

186. Are there any specific packaging instructions, such as separate envelopes for different sections of the proposal?

Please refer to page 9 of the RFP package

187. Should vendors submit any USB copies?

Yes. Please refer to page 9 of the RFP package

188. How many copies of the proposal are required for submission (e.g., original, and duplicate copies)?

Please refer to page 9 of the RFP package

189. Should all forms and documents be signed in wet ink, or are electronic signatures acceptable?

Digital signatures are acceptable

190. "On the first page of the RFP, it is stated that ""Successful Vendors shall be paid only when delivery is complete."" Could SCBE please clarify whether this requirement is mandatory as written, or if there is any possibility for modification?"

Vendors will invoice SCBE for the hours their candidates have worked on a monthly basis.

191. In what section of the response should vendors include the first page of the RFP?

No specific area, as long as it is included.

192. In what section of the response should vendors attach the Shelby County Business License?
Please include a copy of your business license in each of your submitted proposal package
193. Is it mandatory to have a business license in Shelby county at the time of submission? If yes, could vendors attach proof that they are in the process of obtaining it?
No, a Shelby County business license is not mandatory
194. In case firms are submitting confidential information in the response, is it required to provide a redacted version?
No
195. Is it necessary to have business license in Shelby County at the time of the submission or is required post-award?
No
196. Could SCBE please clarify how many vendors will be awarded?
No set number.
197. Could SCBE please clarify if vendors should attach a Certificate of insurance? if yes, in what section should vendors attach it?
Complete form "CERTIFICATION OF INSURANCE COVERAGE" or Submit a Certificate of Insurance on a form provided by your Insurance Agent
198. Could SCBE please clarify in what section should vendors include Appendix G?
Complete form "CERTIFICATION OF INSURANCE COVERAGE" or Submit a Certificate of Insurance on a form provided by your Insurance Agent
199. Could SCBE please confirm if there is a mandatory subcontracting goal for this solicitation? If yes, could SCBE please provide the pertinent details?
There is no goal set for this proposal
200. We are a California MBE firm certified by NMSDC. Do we qualify to meet the MBE goal?
There is no diversity goal for this proposal
201. Could SCBE please clarify the certification that subcontractors need to have to comply with the SBEs/MWBEs goal for this solicitation?
There is no SBE/MWBE goal for this proposal

202. If vendors are unable to meet the established goal, can they present a Good Faith Effort?
If so, how should vendors present it?
There is no goal for this proposal
203. Could SCBE please clarify if the original and the three copies of the proposal should be submitted in the same envelope?
The proposals can be submitted in sealed envelope or a sealed/enclosed box
204. In section 1.0 GENERAL FORMAT, point A is stated "The electronic media must be a USB and shall bear a label on the outside containing the RFP number and name, as well as the name of the Vendor." Could SCBE please confirm if vendors should add this label to the USB or to the envelope?
Please add labels to both the envelope and USB
205. In TAB A. TRANSMITTAL LETTER is stated "Acknowledgement of all Addenda to this RFP". Could SCBE please confirm if vendors should attach all Addenda within this section?
No. Complete the addendum acknowledgement form – Appendix B.
206. Can a firm subcontract with various primes?
Yes
207. Can a firm bid both as a prime contractor and as a subcontractor?
Yes
208. Could SCBE please clarify if firms can utilize subcontractors to meet the requirements of this opportunity?
There is no MWBE/SBE requirements. More clarification is needed on what requirements are in question.
209. Could SCBE please clarify if subcontractor references are allowed to be used for the services provided?
No
210. Are the vendors allowed to subcontract at the Task Order Level?
Yes
211. Is there a page limit for the requested resumes?
No, there is no page limit for resumes
212. Could SCBE please clarify if vendors should submit all 6 methods stated in tab D or only one can be submitted?
Some acceptable methods include but are not limited to one or more of the following: a. Recently audited (or best available) financial statements b. Dunn and Bradstreet Rating

c. Standard and Poor's Rating d. Lines of credit e. Evidence of a successful financial track record f. Evidence of adequate working capital

213. Could SCBE please clarify what should vendors add/address under Tab H?

Tab H refers to the USB drive

214. Could SCBE please clarify what types of permits and licenses should vendors have at the time of the submission?

More clarification needed

215. In case vendors don't have the necessary permits and licenses can they add proof that they are in the process of obtaining it?

More clarification needed

216. Could SCBE please confirm if there is a bond for this solicitation?

Please see page 7 section 18, bonding is not applicable for this proposal

217. Does SCBE accept remote resources to work on this engagement?

On-site is preferred but we do accept remote work.

218. Does SCBE accept offshore resources to work on this engagement?

No

219. Does SCBE prefer on-site resources to execute this engagement?

On-site is preferred.

220. Are electronic signatures allowed?

Digital signatures are allowed

221. Under section 8. PROPOSAL SUBMISSION, point f. CORPORATIONS is stated "Anyone signing the proposal as agent shall file satisfactory evidence of authorization to do so." Could SCBE please clarify what can vendors provide to evidence this section?

Evidence is not required unless it is requested.

222. Could SCBE please clarify if vendors should attach Anti-Bribery Affidavit, Debarment Certificate, Sales Tax Certification, Minority Business Enterprise affidavit, and when applicable, Asbestos Free Certification? If yes, in what section should vendors attach it?

Please refer to page 11 of all the forms that need to be submitted with your proposal package.

223. Could SCBE kindly clarify whether a bond is required for this solicitation? If so, could you please specify the required percentage for bond?

Please see page 7 section 18, bonding is not applicable for this proposal

224. What is the required amount for the bond for this contract?
Please see page 7 section 18, bonding is not applicable for this proposal
225. Does the bond cover all subcontractors who supply labor or materials for the project?
Please see page 7 section 18, bonding is not applicable for this proposal
226. Are there specific guidelines or requirements regarding the bond that the contractor must Follow?
Please see page 7 section 18, bonding is not applicable for this proposal
227. If the contractor fails to pay subcontractors, how does the bond ensure protection for those subcontractors?
Please see page 7 section 18, bonding is not applicable for this proposal
228. What steps need to be taken to secure the bond for this project?
Please see page 7 section 18, bonding is not applicable for this proposal
229. Can the bond be waived under any circumstances, or is it mandatory for contracts?
Please see page 7 section 18, bonding is not applicable for this proposal
230. What is the required amount for the performance bond for this contract?
Please see page 7 section 18, bonding is not applicable for this proposal
231. What conditions must be met for the performance bond to be activated in case of contractor failure?
Please see page 7 section 18, bonding is not applicable for this proposal
232. Who is responsible for providing the performance bond — the contractor or another party?
Please see page 7 section 18, bonding is not applicable for this proposal
233. Are there any specific terms or clauses that should be included in the performance bond for this project?
Please see page 7 section 18, bonding is not applicable for this proposal
234. Could SCBE please confirm the number of documents to be submitted?
There is no required number of pages or documents to be submitted.
235. Could SCBE please clarify if vendors should attach Special Terms & Conditions for RFP'S (Appendix A) in the response? If yes, in what section should vendors attach it?
It is not required, as it does not require signature(s).
236. Could SCBE please clarify what should vendors add in the first blank space of form

APPENDIX F?

The name of the individual or officer of your organization

237. In case vendors have no information to add in the blank space of APPENDIX F, could vendors write N/A?

The name of the individual or officer of your organization

238. In APPENDIX G is requested name of surety, could SCBE please clarify if it's mandatory for vendors to have a surety?

No. You can have a surety or an agent.

239. Could SCBE please clarify if, in case vendors do not have a surety, can they add N/A to the blank space in APPENDIX G?

Yes

240. Could SCBE please clarify if vendors should attach Appendix H in the proposal? If yes, in what section should vendors include it?

No

241. Could SCBE please clarify what Appendixes should be included in the proposal?

Please refer to page 7 of the RFP to see what needs to be submitted with your proposal

242. In case vendors do not have an EDISON SUPPLIER IDENTIFICATION NUMBER could they add proof that they are in the process of obtaining it?

An Edison Supplier Identification Number is not required for this proposal

243. In Appendix L in the blank space FNS Grant/Cooperative Agreement, could SCBE please clarify what should vendors add there?

Nothing should be added. This is not an FNS/Cooperative Agreement proposal

244. What is the estimated budget for the contract?

No current set budget. The budget is set based on project and staffing needs.

245. Is the estimated budget meant for all the vendors collectively? If so, what is the allocated budget for each vendor?

No current set budget by vendor. The budget is set based on project and staffing needs.

246. If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds?

Yes

247. Is it mandatory to bid for all the staffing positions?

No

248. Are commercial references allowed?

Yes

249. Are references from a subcontractor allowed?

Yes

250. Are references from ongoing projects allowed?

Yes

251. "Under section 2.0 PROPOSAL FORMAT it is stated: ""he names of all key personnel who will perform work under this contract. Include each individual's resume."" Could MSCS please clarify of by key personnel they are referring to the key personnel who will be in charge to manage the MSCS's account?"

The staff of the prime contractor

252. Are there page limits for the references being requested?

Please refer to page 10 Tab C of the RFP, we require at least three (3) recent references for this proposal.

253. In the event MSCS is requesting resumes of the resources who will provide services directly to MSCS, could MSCS please clarify if these resumes can be sample?

No

254. Under section of the scope of work, 1.2. Proposal should include it is stated: "b. A brief narrative indicating the Proposer's credentials to deliver professional resources sought under this RFP." Could MSCS please clarify is there is any required certification in order to be responsive? If so, could MSCS please elaborate?

Certifications are not required

255. Under section 2.0 PROPOSAL FORMAT, TAB C. EXPERIENCE AND CAPABILITIES and section 1.2. Proposal should include under the scope of work; firms are asked to provide an organizational chart. Could MSCS kind confirm in which of the two sections should firms attach the Organizational chart?

Section 1.2 falls under TAB C. Please see one (1) organization chart

256. Under section 1.2. Proposal should include under the scope of work, it is stated: "e. Size of Staff. The number of Proposer's employees used for staffing resources." Could MSCS please confirm if this refers to the previous placements firms have made? If not, could MSCS please elaborate on what is needed in order to be responsive?

Previous Placements number is fine

257. Can firms meet any of the minimum requirements through a subcontractor?

The question requires more clarification

258. Is MSCS looking for firms to source, vet, and screen resources from the market or for firms to provide their inhouse personnel to provide the services?

Either is ok.

259. Will MSCS favor local firms?

Yes. Please see Appendix H

260. Can MSCS please clarify if firms are required to participate for the local preference through a subcontractor?

No

261. Are firms required to pay for holiday, PTO, etc.? If so, will firms be reimbursed?

Contracted resources will not work on MSCS holidays. MSCS pays for the hours a candidate works.

262. Are firms required to pay for health benefits? If so, will firms be reimbursed?

MSCS does not pay health benefits for contractors

263. Are firms required to provide all of their pricing inside MSCS budgeted rates?

This is the preference.

264. Are firms allowed to provide hourly rate ranges?

A set hourly rate is expected each candidate a vendor submits for a requested temp staffing need.

265. Are the rates being requested all-inclusive hourly rates (bill rates)?

Yes

266. In the event firms do not provide rates inside the budget, will firms be disqualified or marked as non-responsive?

No

267. Could MSCS please consider providing an MS Excel or Word of APPENDIX I in order to provide the responses to the pricing information better?

Please see Appendix I excel spreadsheet on posted under the RFP#032625DW on the procurement services website

268. Can firms provide their pricing information in their own format?

Yes

269. If the personnel proposed to provide the services is not available at the time of proposal submission, could MSCS please clarify if firms can replace then for an equally or better qualified one?

Vendors should only submit candidates who are available to work on the project or staffing needs submitted.

270. Are firms required to bid for all of the categories/positions?

No

271. Are firms required to have experience in the education field in order to be responsive?

No

272. Is there any mandatory subcontracting goal? If so, could MSCS please share the pertinent information?

No

Thank you,

Procurement Services