

DCAM-21-NC-RFP-0011
ADDENDUM NO. 02 - EXHIBIT A

NO.	QUESTION	ANSWER
1	Under the Technical Group Section C.6.3, the positions Multimedia Specialist and Webmaster positions indicate 20 hours. Can you please clarify if these are full time roles with 40 hours each?	See Addendum No. 02 Item Numbers 7 and 8. For the avoidance of doubt and to provide clarification, these positions are part time.
2	On the Pricing Schedule, the CLINs 001- Multimedia Specialist, 002- Webmaster, 008- Data Analyst and 009- Special project and Communications Analyst show 32 hours, can you reconfirm the hours?	See Addendum No. 02 Item No. 02.
3	Can we have both 1099 and W2 employees for the Technical positions ?	The Department has no opinion on whether the Temporary Staffing Company employs 1099 or W2 employees. This is a business decision to be made by the Staffing Contractor.
4	We plan to submit for “Group C – Technical”. Do we need to price out each of the positions in Group C, or can we select which CLINs to submit prices for?	The Department has revised the Price Schedules, CLINs are no longer categorized by award group. Offerors are only required to submit pricing for the CLINs in which they intend to be considered for award. See Addendum No. 02 Item No. 02.
5	Will we need to submit resumes for the positions with our RFP response due 3/15, or after 3/15?	Resumes for Key Personnel should be submitted with the technical proposal by the RFP submission due date. Resumes for potential temporary staff will be requested upon contract award and the Department's need to fill that CLIN.
6	If we were to respond to only section C of the proposal, the IT Technical part, do we have to bid on every CLIN/ Temporary Staffing position in that section?	The Department has revised the Price Schedules, CLINs are no longer categorized by award group. Offerors are only required to submit pricing for the CLINs in which they intend to be considered for award. See Addendum No. 02 Item No. 02.
7	Was the Pre-proposal Conference a Mandatory requirement? If we didn't attend, will our proposal still be considered?	The Pre-proposal conference was not a mandatory requirement. All proposals submitted by the proposal closing date and time in accordance with Section [L.4] of the RFP will be considered.
8	We have Government Evaluations (CPARS evaluations) from several of our Government Clients whom we have performed similar services for. These evaluations are recent and much more detailed in nature than the information presented in the provided Past Performance References (Attachment J.12). Is it possible that CPARS be considered for evaluation in lieu of Attachment J.12?	A minimum of three (3) Past Performance Evaluation Forms (Attachment J.12) shall be provided by the offeror's past clients who can document the Offeror's ability to provide services specified in this RFP. The evaluations must be submitted via Attachment J.12 for consideration. However, Offeror can submit any additional documentation they would like the Department to review as part of their technical proposal.
9	Regarding the past performance evaluation, there are up to 5 points available graded for this segment of the proposal. You require a minimum of 3 evaluation forms to be submitted per group. There is a maximum of 5 forms that can be submitted. In order to qualify for the 5 points, do we have to submit 5 forms or can we achieve 5 points with only 3 past performance evaluations?	Per Section M.3.1 1a – Offerors are required to submit a minimum of (3) Past Performance Evaluation Forms to be considered for the maximum available points and may submit no more than (5) completed evaluations. The rating of Past Performance assigned to the Offeror is based on (i) submitting no less than (3) completed past performance evaluations and (ii) the context of those evaluations submitted.

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10	Are you expected to provide all of the service areas in the different categories? For example in the skilled area are you expected to provide every single service or can you strictly provide maintenance?	The Department has revised the Price Schedules. CLINs are no longer categorized by award group. Offerors are only required to submit pricing for the CLINs in which they intend to be considered for award. See Addendum No. 02 Item No. 02.
11	Is the resume requirement for this solicitation for key personnel from our company or for each position in the solicitation?	Resumes for Key Personnel should be submitted with the technical proposal by the RFP submission due date. Resumes for potential temporary staff will be requested upon contract award and the Department's need to fill that CLIN.
12	Do we have to submit resumes for the positions identified in each group or just for the company key resources that would provide support to DGS for the contract management?	Resumes for Key Personnel should be submitted with the technical proposal by the RFP submission due date. Resumes for potential temporary staff will be requested upon contract award and the Department's need to fill that CLIN.
13	Some of the positions, most specifically the Technical positions, are not Wage Determination positions. Can you confirm that not all positions must be priced in accordance with Wage Determination?	While all positions may not be listed in the U.S. Wage Determination as the same labor description and or title referenced in the Department's Price Schedule, Attachment J.11v.3.5.21. However it is the Department's expectation that the Temporary Staffing firm use the U.S. Wage Determination as a guide to price those CLINS applicable.
14	If we do not plan to subcontract, do we still need to submit the subcontracting plan forms?	If the SBE prime is planning to self-perform 100% of the services and the proposed contract value is \$250,000 or more, yes, a Subcontracting Plan will be required. The SBE Contractor shall complete the form indicating its intent to self perform.
15	Please verify that all of the monthly hours listed in the Price Schedule are correct.	See Addendum No. 02 Item No. 02
16	What are the COVID requirements for personnel?	The Contractor must follow the District's rules regarding the coronavirus ("COVID-19") of wearing appropriate facial coverings in the work place and/or other Personal Protective Equipment if needed and maintaining six feet distance from other colleagues at all possible times by practicing active social distancing. Please visit https://coronavirus.dc.gov/ for up to date information regarding the COVID-19 pandemic.
17	In previous years CCC employees required different wages depending on the time of the shift (e.g. midnight vs. day). Will that be a requirement for this contract?	The Department has no opinion on whether the awarded Temporary Staffing Company pays its employee's shift premiums. This is a business decision to be made by the Staffing Company.

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18	We understand that the completed Past Performance Evaluation Forms are to be emailed to Kianna Shepherd, however in section L.2.8 past performance is also listed as a component of the Technical Proposal. Should we also include the past performance information in the Technical Proposal?	Your Past Performance Evaluation Forms shall be submitted via email to DGS.GOODS-SERVICES@DC.GOV Attention Kianna Shepherd, no later than the time of the proposal due date. They can be submitted with your Technical Proposal.
19	Subsection M.3.1.4f (Proposed Work Plan) specifies that assignment/placement requests must be filled within 24 hours as stated in Section C.5. However, Section C.5.3 indicates and subsection C.5.3.3 affirms that the contractor(s) will have a maximum of two (2) business days to provide a viable temporary employee or resumes of a viable temporary employee available for assignment. Please clarify.	See Addendum No. 02 Item No. 05
20	Please confirm and/or clarify if the majority of positions across the three (3) award groups will be performed virtually.	The Department is currently teleworking, however some temporary positions are performing services on site i.e. grounds and janitorial services.
21	(a) Are any of the positions described in Section C.5 currently occupied by temporary DGS employees or contractors? (b) If "yes," will DGS expect those employees or contractors who have met DGS performance standards/requirements to possibly transition to the successful contractor(s), pending the results of whatever screening procedures the new contractor(s) implement?	The Department will recommend current temporary staff who are performing to the Departments satisfaction to be considered for employment with the Awarded Contractor(s).
22	Do you plan to keep any of the incumbent contractors on the new contract or will you be staffing this contract with all new personnel?	The Department will recommend current temporary staff who are performing to the Departments satisfaction to be considered for employment with the Awarded Contractor(s).
23	Is there a minimum requirements of submissions per position?	The Department does not understand this question.
24	Is there a requirement for resume formats?	The RFP does not have a requirement for resume format.