

DCAM-16-NC-0121
Exhibit C
QUESTIONS & ANSWERS

NO.	QUESTION	ANSWER
1	Some of the cell in the Bid Form Attachment A are not calculating correctly or allowing Contractors access in signature cells. Will the Department provide Contractors the password to make corrects and provide company name?	Please see REVISED Attachment A - Bid Form. Please refer to the Form Completion and Submission Instructions located on the first worksheet "Contractor Totals - All Ags"; Bidders are only required to complete the signature blocks on the first worksheet - all other worksheet will be formatted to auto populate.
2	In the executive summary, it states "awards will be made to the lowest bid per Aggregate Group" and in the Section B Scope of Work it states "the District contemplates awarding one or more contracts to the lowest responsive and responsible bidder for each Aggregate Group". The two statements represent different award criteria; please clarify. Are all awards for each Aggregate Group based solely on lowest price?	The Department will make award(s) to the lowest bidder(s) who are determined to be responsive and responsible per aggregate group.
3	Please provide more information regarding the bid opening meeting process- Are you announcing the lowest price winner at that time?	No the lowest price winner will not be announced at the Public Bid Opening. However, each Bidder's price offering, by group will be publicly announced as per the Public Bid Opening rules. Bidders will be informed that the awards will be made upon further review of the submissions for responsiveness and a determination of Contractor responsibility.
4	When will a compliance audit be? Will that change the lowest bid awardee?	The Bid Evaluation process typically takes a minimum of ten (10) business days following the submission deadline, which includes Tax Compliance confirmation from both the Department of Employment Services (DOES) and Office of Tax & Revenue (OTR). During this time CBE Preference Points are applied where applicable (in accordance IFB Section C.1). The application of CBE Preference Points can change the Bidder ranking.
5	Will CBE preference points be recognized?	Yes, CBE preference points will be applied per IFB Section C.1.
6	Which positions are Service Contract Act applicable?	All positions are subject to the most current Service Contract Act Wage Determination.
7	Is the vendors' past performance evaluation taken into consideration for this solicitation?	A Contractor's past performance will be utilized at the discretion of the Contracting Officer per Chapter 47 of title 27 of the DCMR and in accordance with the PPRA Section 302 Determination of Contractor Responsibility.

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8	Is the Department using the DSS schedule or GSA schedule for any of the aggregate group pricing? If so do we need to include the funding fee in the total pricing?	The contracts pursuant to this IFB will not be issued against any DCSS or GSA schedule.
9	Is it permissible to respond with a "no-bid" for certain Aggregate Groups?	Yes, a Contractor may bid on one (1) or all Aggregate Groups or any other combination chosen. NOTE: Bidders are required to provide pricing for <u>ALL CLINS</u> within an aggregate group of which they are bidding.
10	What was the approximate annual spend for temporary staffing in 2014 and 2015?	Request for information regarding current and or previous contracts must be submitted via a formal FOIA request to the Department. Information on submitting a FOIA request can be located on the Department of General Services website www.dgs.dc.gov .
11	Attachment G includes the Wage Determination Schedule from the US Department of Labor. In order to ensure transparency, accuracy and compliance with SCA regulations, can DC Government please provide mapping to the appropriate Wage Determination (WD) CLIN for each Job Title? In past solicitations with DC Government, we have found it challenging to price WD-eligible positions without the CLIN being provided by the government.	No, it is the Departments expectation that the Contractor (subject matter expert) pay the applicable rates based on the provided Job Descriptions and Qualifications in accordance with the current Wage Determination schedule.
12	In section F.5 Attachments (page 16), (c) states that the IFB pages 2-42 should be included in a bid packet. Is there a signature/acknowledgement page that should be included, or should we simply print and include a copy of the solicitation with the bid packet?	The Award Signature Page can be located in Attachment H.
13	Please provide clarification on where the "Bidder-Offeror Certification Form" is located.	Please find attached Attachment K - Bidder/Offeror Certification Form.
14	Please provide clarification on where the LSDBE Certification Letter is located.	Bidders should contact DSLBD regarding CBE certification letters.

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15	Is this a new requirement? If not, who is the incumbent?	No, temporary staffing services is not a new requirement though some aspects are new to the requirement. Request for information regarding current and or previous contracts must be submitted via a formal FOIA request to the Department. Information on submitting a FOIA request can be located on the Department of General Services website www.dgs.dc.gov .
16	If there is an incumbent, can current personnel be transitioned under the new team?	Yes, however, arrangements between the incumbent employee and the awarded Contractor would be the responsibility of the awarded Contractor.
17	If a CBE firm is a Prime Contractor, are we required to submit a subcontracting plan with the proposal?	Yes, all Bidders shall submit a subcontracting plan for all solicitations over \$250,000. The LSDBE Subcontracting form allows the Bidder to specify its intent to subcontract or self-perform.
18	Are any key personnel resumes required with quote submission?	Bidders are not required to submit resumes at the time of Bid submission.
19	For the First Source Employment Agreement requirement, is the \$300K contract amount for the prime and subs for contracts with DC government or for any of its clients?	Pursuant to this Agreement, the EMPLOYER (Prime Contractor) shall use DOES as its first source for recruitment, referral, and placement of new hires or employees for all new jobs as a result of the subject Contract.
20	Is the Certificate of Insurance required at proposal submission or after contract award?	The Certificate of insurance shall be provided upon request at time of award.
21	For FY16, DGS asked for special vacation/time off provisions for contractors. An example of this was paying all contractors for Emancipation Day. Will this happen again?	No, DGS will not make any special request regarding special vacation/time off provisions for Contractors.
22	Are we able to include a proposal that will include past performance, references, etc.?	Yes, however the Contractor shall provide the requested documents in Section F5.
23	The RFP included attachments A thru J. Of these, attachment B is a non-disclosure form, but there appears to be no requirement in section F of the IFB to submit this attachment. Can you confirm this is correct?	This solicitation is an IFB, not an RFP. The Contractor and its employees shall submit a completed non-disclosure form upon request at time of award.
24	What is the expected start date for this requirement?	The Department anticipates a start date of October 1, 2016.

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25	Are any positions under the current contract covered by a Collective Bargaining Agreement?	No.
26	Does Executive Order 13495 Non-displacement of Qualified Workers apply to this contract?	Yes, Executive Order 13495 Non-displacement of Qualified Workers does apply to this contract. Current incumbant Contrated employes will be offered first right of refusal.
27	Section A.4 states that Offeror prices should be all-inclusive, explicitly including supervision and materials. Section B.1.1.4 states that DGS will "provide all necessary supervision, supplies, equipment and workspace...". Should Offeror prices include supervision, materials and supplies, and equipment?	The Department shall supply the tools (paper, workspace, computer (when needed), writing utensils, etc...) and daily work supervision. The Contractor is responsible for managing its Candidates Human Resources related issues.
28	Section A.4 states that the offer prices should be all-inclusive, explicitly including materials. For the positions involving maintenance and repairs of plumbing, electrical, and other building systems, should the Offeror include in the price the estimated cost of repair supplies, such as electrical components, plumbing parts, etc.? If so, can the government supply historic information about the number and type of such repairs?	No, the hourly rates provided by the Contractor shall not include estimated prices for parts, equipment or repairs. It is the Department's expectation that the Contractor provide applicable rates for Candidates qualified to perform all aspect of the work as described in the applicable job descriptions.
29	Is this engagement similar to an IDIQ?	The Contract awarded pursuant to this solicitation will be an IDIQ (Indefinite Delivery, Indefinite Quantity) contract. See Section A.1 Contract Type of REVISED IFB, dated 26-August-2016.
30	Will all the positions be filled at the start of the fiscal year or as needed?	Starting October 1, 2016 positions will be filled on an as needed basis.
31	Does DGS intend to make multiple awards to one contractor or multiple contractors?	The Department intends to make up to five (5) contract awards to the lowest bidder found responsive and responsible in each Aggregate Group.
32	Are Contractors required to submit bids on all Aggregate Groups or select Groups	Bidders may bid on one (1) or all five (5) Aggregate Groups. NOTE: Bidders are required to provide pricing for ALL CLINS within an aggregate group of which they are bidding.
33	Are the positions currently filled by incumbents. If so, will they guarantee first right of refusal?	Yes, some positions are currently filled by incumbents that will be granted first right of refusal.

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34	There are multiple job descriptions under each of the Aggregate Groups which represent various labor categories with various skill levels who normally are be paid at various rates. Are we to assume that regardless of the skill level of the temporary staff personnel, the contractor will be allowed to bill one rate based on the Aggregate Group rather than based on a labor category?	It is DGS expectation that the Bidders quote each CLINs rate, relevant to the labor category and in accordance with the job description and required experience level provided.
35	Is "total bill rate" defined as the total hours that could be worked in that year multiplied by the total number of people that worked that year?	The "Total Bill Rate" refers to the accumulative total of billable rates by aggregate group for the Base Period and each Option Period one (1) and Two (2).
36	Can you provide estimated hours for each labor category? Or Can you provide estimated hours for each Aggregate Group?	The estimated hours are provided and based on a 40 hour work week.
37	Page 3, states that The Bidders shall complete the Bid Form Attachment A. The annual estimated hours on the Bid Form Attachment A, are the equivalent of 40 hours per week positions. Page 7, paragraph K states that if a contractor cannot fill a position in the given time, DGS may request a Temp from a different contractor. Are these positions for 40 hours a week or on-call? Please identify which labor categories per Aggregate Group are 40 hours per week and which are or on-call.	There are no on-call rate requirements in this contract. In the event of a Candidates absence or early dismissal, DGS expects the Contractor to provide a replacement candidate. All positions including those replaced are scheduled for a 40 hour work week.
38	Bid Form Attachment A indicates annual estimated hours for each labor category/Job Title. The number of hours remains the same when the number of positions increases. Does the Hours column reflect the total hours per one position or the total hours to be shared over the total number of positions per labor category? For example, Attachment A, Aggregate Group B, CLIN 004B, Job Title Purchasing Agent (PSB) indicates 2080 Hours for a total of four (4) positions. Should we divide the 2080 Hours by four (4) positions or multiply 2080 Hours by four (4) positions?	The Bid Form is equipped with formulas to atomically calculate the extended rate base on the rate multiplied by number of hours (2080), multiplied by the number of positions (1). This is an IDIQ Contract and the Department does not know how many positions by labor category will be ordered during the term of the contract.
39	What are your current challenges?	DGS is unclear of what the Contractor is asking.

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40	Why are you going out to bid at this time?	The Department anticipates the need for various Temporary Staffing Services beginning October 1, 2016.
41	What is your payment method i.e. check, ACH, credit card?	The Department receives and pays invoices through the Department's EASI Pay system. Please refer to IFB Section I.3 Payments of the REVISED IFB, dated 26-August-2016.
42	What type of drug testing needs to be administered – 5 or 10 panel?	The Contractor shall follow their company hiring screening policy and practices.
43	What type of background screens need to be administered?	The Contractor shall follow their company hiring screening policy and practices.
44	Regarding C.3.1 would you please clarify if the 51% of bidder's team shall be residents of the District of Columbia are direct employees of the vendor, or temporary employees of the vendor?	As per the DOES First Source Agreement requirements, the Contractor will hire 51% District of Columbia residents (DC residents) for all new jobs created by the Contract. Please refer to Attachment F - First Source Agreement.
45	Are changes allowed to the Section J – Miscellaneous Provisions? If so, is redlining acceptable?	No, all Bidders are required to accept the District Governments Provisions in consideration for contract award.
46	Our company is ACA compliant with healthcare benefits for our associates. Is it mandatory to give the health benefits listed in the Service Contract Act Wage Determination?	Bidders are required to comply with all applicable local, state and government rules and regulations including but not limited to, DC Governments Sick & Safe Leave Act - revised 22-February-2014, See Attachment L - Accrued Sick and Safe Leave Act of 2008
47	The following documents were not listed in "F.5 Attachments", which are the documents we must return in our response. Please confirm that the below Attachments are for the information only at this time: 1.) Attachment B - Non Disclosure & Confidentiality Agreement. 2.) Attachment - E Notice/Living Wage. 3.) Attachment G - Service Contract Act Wage Determination. 4.) Attachment I Standard Contract Provisions.	Only the documents listed in section F.5 of the REVISED IFB, dated 26-August-2016 are REQUIRED as par of the Bidders submission.

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48	Can you advise if you are not a CBE, do you have to subcontract to a CBE?	All non CBE Contractors are required to submit a subcontracting plan for contracts with value over \$250,000.00. Please Refer to Section C.2 LSDBE Utilization of the REVISED IFB, dated 26-August-2016 and Attachment D - Subcontracting Plan Form.
49	Is George G. Lewis, CPPO, Interim Associate Director, C&P located at the address provided in the IFB Section I.2.1?	George G. Lewis, CPPO Interim Associate Director is located at the address provided in the Section I.2.1. Please refer to the REVISED IFB, dated 26-August-2016 DCAM-16-NC-0121 for all applicable changes.
50	It appears that the only change to the solicitation is the removal of Aggregate Group D (Facilities Management) and Aggregate Group E (Protective Services Division) and that there were no other modification to the position descriptions, qualifications, or hours. Is this correct?	<p>This is correct, Aggregate Group D - Facilities Management and Group E - Protective Service Division were removed from IFB DCAM-16-NC-0121 requirements and are now being solicited in the Set Aside Market under IFB DCAM-16-NC-0143. IFB DCAM-16-NC-0121 Aggregate Groups have been relabeled as follows and no other changes have been made.</p> <p>Aggregate Group A - Executive Office of the Director Aggregate Group B - Contracts and Procurement Aggregate Group C - Capital Construction Aggregate Group D - Sustainability & Energy Aggregate Group E - Information Technology</p>
51	Has this procurement action been approved by the City Administrator/Chief Procurement Officer/DGS Director for issuance since it seems to be in violation of the FTE ceiling approved by the DC Council in the FY17 budget? A potential 3 year contract is not a "temporary" staffing requirement.	City Council approval prior to advertising is not required as this is an IDIQ Contract with a base year period and two (2) options periods. The temporary staffing services are procured for the purpose of augmenting current staffing deficiencies and are not intended to replace current and or any future FTE vacancies. The inclusion of option periods within the solicitation is not a guarantee of the continuance of the services. Finally, it is at the discretion of the Department to determine whether or not to exercise future option periods. See, Section A.3.2 of the IFB.