

DCAM-16-NC-0143 - TEMPORARY STAFFING SERVICES
SET-ASIDE MARKET
QUESTIONS & ANSWERS

NO.	QUESTION	ANSWER
1	Attachment A Group A requests separate prices for Management Analyst I and Management Analyst II. The job description in Attachment J-1 does not distinguish between these two positions. What are the differences in these two positions?	Please see REVISED Attachment J1 Aggregate Group A and B Facilities Division.
2	Several of the job descriptions in Attachment J-1 contain requirements for specific prior experience with DGS systems and practices. For example, in the Qualifications for the position of Management Analyst – the first qualification is for expert knowledge of “...the customer's business processes and operations...”. The Program Support Assistant is required to have specific knowledge of “...the programs, goals, priorities, policies, and administrative procedures of the organizational entity to which assigned...”. The Program Analyst is required to have “Expert knowledge of the substantive nature of DGS programs and activities, agency missions, policies, goals, and objectives; management principles and processes; governing laws, technical requirements, and pertinent guidelines necessary for the implementation and monitoring of agency programs.” These very specific requirements/qualifications could suggest that the incumbent contractor has a significant advantage.	The Department has listed the current responsibilities and duties for each role in the Job Descriptions. The Department understands that any current incumbent Temporary Staffer will have a familiarity with the Division and the daily duties of the Candidate. The Department also understands and anticipates training requirements for all new Temporary Staffers. The Contractor shall offer candidates qualified to perform all duties as described in the job descriptions for each role.
3	Are there any current temporary employees working in the roles?	Yes
4	Can you provide information relevant to current and or previous temporary staffing contracts?	All questions related to previous and or current contracts should be submitted

NO.	QUESTION	ANSWER
5	Are any positions under the current contract covered by a Collective Bargaining Agreement?	No.
6	J.6 states that "All federal and District of Columbia laws and regulations, and all Department procedures now or hereafter in effect, whether or not expressly provided for or referred to in the Contract, are incorporated by reference herein..." Under this provision, 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 incumbent Contracted employees will be offered first right of refusal.
7	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...". Performance of maintenance work often requires supplies such as plumbing parts, electrical components, paint, carpeting, tiles, water treatment chemicals, etc. The IFB does not provide information on the quantity or frequency of such repair requirements. Will DGS supply maintenance parts and materials? If not, can the government supply historic information about the number and type of such repairs, so that our pricing for maintenance positions can properly include the cost of parts, supplies, and materials?	Yes, DGS will provide all supplies, materials, tools and equipment required to perform all duties as described in the job descriptions provided in Attachments J1 and J2.
8	The pricing schedule in the original IFB, DCAM-16-NC-0121, for Maintenance Workers I and II, required 9 Maintenance Workers I and 13 Maintenance Workers II. The current IFB requires one person in each of these positions. How many temporary positions are there in each of these job categories? This question is important to pricing for small businesses, in order to determine whether a subcontracting arrangement or joint venture is likely to be appropriate.	This is an IDIQ Contract, indefinite delivery, indefinite quantity. The Department does not know how many or how often temporary staffers will be required during the term of the contract.

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9	Section B.2(k) states that the contractor will have eight hours to confirm the availability of a Temp for a requested assignment. What is the duration of a typical assignment?	This is an IDIQ Contract, indefinite delivery, indefinite quantity. The Department does not have a set duration for assignments filled by temporary staffers.
10	Is this a new requirement?	No, temporary staffing services is not a new requirement though some aspects are new to the requirement.
11	If there are incumbent employees, will they be required to be given the right of first refusal for the current positions they hold?	Yes, in accordance with Executive Order 13495 Non-displacement of Qualified Workers the current incumbent contracted employees will be offered first right of refusal.
12	If there are incumbent employees, are there any employees that have been working on this requirement for more than five (5) years as they will earn vacation at a higher rate. If so, please identify how many employees this will affect and the respective labor category.	None of the incumbent Temporary Staffers have occupied the current positions for more than five years.
13	IFB page 2 of 42, Section A, Executive Summary, paragraph 2. Please confirm that there will be no more than one contract per Aggregate Group.	The Department will make award(s) to the lowest bidder(s) who are determined to be responsive and responsible per aggregate group.
14	IFB page 5 of 42, Section B.1.2, Hours indicates that there may be requirements for evening, weekend, and overtime work. Where should we show these rates on Attachment A (there is no CLIN)? B.1.3 states that overtime will be paid at 1 ½ times the contracted rate – how will the contractor invoice for this if there is no CLIN for it?	Overtime will only be requested if approved by the COTR and the Contractor (Awardee) will be compensated for overtime at time and a half, based on the awarded bid rate.
15	IFB page 6 of 42, Section B.2.b – is the contractor required to provide random prescreen drug testing and complete background checks on all candidates assigned to DGS?	The Contractor shall follow their company hiring screening policy and practices.

NO.	QUESTION	ANSWER
16	<p>IFB page 7 of 42, Section B.2 – are paragraphs k) and l) relevant to this IFB?</p> <p>Are contractor staff intended to fill in temporarily (e.g., a government employee who calls out sick or takes leave)? OR - Are contractor staff intended to augment the current government staff?</p>	<p>DGS is requesting Temporary Staffing Services to augment current government staffing needs.</p>
17	<p>If a Contractor employee is out on leave (even for one day), is the contractor expected to replace the employee (for one day)? Some of the positions do not lend themselves to temporary coverage (e.g., Data Analyst, Systems Integrator).</p>	<p>In most cases DGS will not request the Contractor to provide incremental replacements of positions for short-term absences.</p>
18	<p>IFB page 7 of 42, Section B.2, paragraph m) states that the Contractor is required to provide transportation to the required location. If contractor staff are required to go from one site to another site once they report to work, will the government provide that transportation or will the government be reimbursing for mileage? If the government expects to reimburse for mileage, is there a CLIN for travel?</p>	<p>The Contractor's employees are responsible for transportation to their assigned work site. The Department will provide transportation of Temporary Staffers between multiple work sites.</p>
19	<p>Attachment J1 page 9, bullet 2: “Serve as the day-to-day facilities event manager, from the hours of 9AM-6PM Monday-Saturday at Gateway DC and the R.I.S.E. Demonstration Center.” In general, is the facilities events manager expected to work 40 hours per week? Or is the contractor expected to have someone providing these services for 48 hours per week?</p>	<p>The typical work hours for the Facilities Events Manager position is 40 hours per week; however, on occasion the requirement may include a 48 hour work week which, in accordance to applicable local, state and government laws the Contractor will be compensated at 1.5 times the billable rate awarded.</p>