

Addendum #2

Issue Date: 05.20.2021

Project: Temporary Employees

This addendum provides the following Offeror Questions and Answers:

- 1. Could EVMS confirm whether this is a single contract or multiple? If Multiple kindly elaborate how vendors under contract would receive a fair share of business without vendor rotation of job orders implemented in the requirement process?**

Per RFP Section 12.0-B, EVMS may make single award, multiple awards, or no award.
- 2. Could EVMS provide a format in which it seeks the proposal to be responded?**

Refer to RFP Section 7.0, Proposal Preparation and Submission Instructions. If submitting via email, PDF file format is preferred.
- 3. As per Point 12 on Page No. 31 it is mentioned that the “Offeror must be registered with an authorizing agency, such as the Small Business Administration or Department of Small Business and Supplier Diversity. A copy of the certificate(s) must be provided.**

 - **Is it mandatory for the offeror to be registered? if a Offeror is not registered, will it be still considered for the award?**

It is not mandatory for Offeror to be registered to be considered. This is for businesses claiming status as a Small, Woman-owned, Minority, etc. which must be certified by an authorizing agency. Only certified SWaM will receive the point value assigned on corresponding evaluation criteria.
- 4. Is there any preference to the offeror that is registered with the Small Business Administration or Department of Small Business?**

No, certified/registered offerors will be evaluated based on the criteria in RFP Section 8.0.
- 5. Is subcontracting mandatory? If yes, has EVMS set any goal for D/M/W/ESB firm for this contract, and please share name of the certifying agency/s.**

Not-mandatory but strongly encouraged where practicable. Submission of Small Business Subcontracting Plan may receive point value assigned on corresponding evaluation criteria. Please refer to Attachment F for additional information on EVMS’s support for Small or other disadvantaged Businesses. As a goal, minimum 42% spend with SWaM-certified businesses.
- 6. Which firms do EVMS prefer? Is there any defined percentage for preference?**

No preference.

- 7. Would the certified D/M/W/ESB firm will get any preference over the competitors during the evaluation for an award? If any vendor subcontracts with a certified D/M/W/ESB firm, then is the vendor eligible to get the preference for an award?**

Refer to Question 4.

- 8. Could EVMS specify minimum subcontracting goal, and to which category it prefers?**

No minimum. No preferred category.

- 9. Could EVMS specify where does it seek the response to various Points (1- 15) mentioned under the sub – heading “E. Specific Proposal Instructions” on page no. 11 of the RFP.**

Offeror is instructed to draft a written, clearly organized proposal, including completed Attachments A-G.

- 10. With Reference to Point No. 12 Mentioned on the Page 12 of the RFP i.e. “Offeror must provide a list of all accounts that have been lost during the past five (5) years including reasoning for cancellation or non-renewal”, being a nationwide contractor, having multiple contracts across all the 50 states, the length of such description may be unfeasible for Response. In addition, there are numerous scenarios where either the client or the contractor could not extend a contract, does EVMS intend to seek every detail of each such client. Not only there can be certain challenges a contractor may face mining every bit of such but for vendors this information can be too lengthy process. We want to request EVMS to help us how should we put such detailed information in the proposal?**

Offerors are instructed to list all accounts lost during past 5 years with short, concise summary of each (no more than a few words). If the sample size is too large Offeror may limit it to Virginia-based contracts.

- 11. EVMS has provided Attachment G for pricing, could EVMS suggest where does it seek the vendors to provide the breakdown of the pricing in point 14 on page 12 of the RFP.**

Attachment G serves to answer Point 14.

- 12. Could EVMS provide the list of Certificates it seeks to be provided?**

Certificate of Liability Insurance; Certificate of registration with an authorizing agency such as SBSB.

- 13. Please provide the previous spending for this contract?**

Total estimated annual spend on temporary staffing campus-wide is approximately \$1,900,000.00.

14. Please provide the incumbents' name and if possible please provide the incumbent proposals?

No, solicitation is to establish rate agreements for temporary staffing requirements, as needed. EVMS does not disclose contract or pricing information.

15. To offer you competitive pricing, please share the incumbents' cost proposal.

Refer to Question 14.

16. Please describe the issues/problems that EVMS is facing under the current contract?

None.

17. How many temporaries are currently working under this contract? Also, please specify whether the new vendor(s) could make the transition of all the current temporaries whose project is ongoing? If yes, how and when the transition of the employees will be done from incumbent to new vendor?

Per RFP Section 3.0 - There is no guarantee to the amount of hours or employees EVMS may use during the full term of the contract. Any temporary employees that are to be utilized by EVMS are at the discretion and needs of each department.

18. How many temporaries have been hired by EVMS in the current contract?

Total estimated annual spend on temporary staffing campus wide is approximately \$1,900,000.00.

19. What is the average time EVMS takes to hire temporary candidates?

It varies, depends on positions and time of requirement.