



ADDENDUM NO.1 TO ALL OFFERORS:

Reference: Request for Proposal: **RFP#02544MS**

Commodity: **IT Staffing Augmentation**

Dated: **February 5, 2019**

RFP Due Date	February 21, 2019
Addendum	February 5, 2019
Final Round of Questions due	February 11, 2019
Addendum	On or near February 14, 2019
Estimated Award	April 2019

1. Special Terms and Conditions, Letter M, Price Escalation / De-Escalation has hereby been removed.

~~PRICE ESCALATION/DE-ESCALATION:~~

~~Price adjustments may be permitted for changes in the Contractor's cost of materials not to exceed the increase in the following index/indices: [click here](#). No price increases will be authorized for [click here](#) calendar days after the effective date of the Contract. Price escalation may be permitted only at the end of this period and each [click here](#) days thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Lottery.~~

~~Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The Contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the Contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Lottery; and (2) verify the amount or percentage of increase which is being passed on to the Contractor by the Contractor's suppliers.~~

~~The purchasing office will notify the using agencies and Contractor in writing of the effective date of any increase which it approves. However, the Contractor shall fill all purchase orders received prior to the effective date of~~



~~the price adjustment at the old Contract prices. The Contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.~~

2. Section IV, Pricing – The following language has been amended. Amended language is highlighted in yellow

PRICING:

Please provide a bill rate range for any and all categories listed below which you choose to bid:

- A. Project Management Services (project management, business analysis, and quality assurance)
- B. Development, Architectural, Database Administration Services
- C. Telecommunications and Network Services
- D. Desktop Support and Computer Specialist
- E. Computer Operators
- F. System Engineer and Systems Administrator
- G. Help Desk Associate
- H. Information Security Services
- I. Emerging Technologies

Category	Job Title	Bill Rate Range
1. Project Management Services (for example: Project Manager, Program Manager, Scrum Master, Business Analyst, Business Analysis Manager, Quality Assurance Analyst, Quality Assurance Manager)	Senior Level	
	Mid-Level	
	Junior-Level	
2. Development, Architectural and Data Base Administration Services (for example: .Net Developer, Database Administrator and Database Architect)	Senior-Level	
	Mid-Level	
	Junior-Level	
3. Telecommunications and Network Services: (for example: Network Admin, Network Engineer, Telcom Engineer, Network Architect)	Senior Level	
	Mid-Level	
	Junior-Level	
	Senior Level	
	Mid-Level	



Category	Job Title	Bill Rate Range
4. Desktop Support and Computer Specialist (For example: tech support, systems analyst)	Junior-Level	
5. Computer Operators	Senior Level	
	Mid-Level	
	Junior-Level	
6. System Engineer and System Administrator	Senior Level	
	Mid-Level	
	Junior-Level	
7. Help Desk Associate	Senior Level	
	Mid-Level	
	Junior-Level	
8. Information Security Services (for example: security analyst, security architect, security auditor)	Senior Level	
	Mid-Level	
	Junior-Level	
9. Emerging Technologies	Senior Level	
	Mid-Level	
	Junior-Level	

Offeror shall provide the **average** markup percentage per employee bill rate. Markup percentage shall be defined as percentage rate added to the bill rate to provide for the administration of services. Markup percentage will be used when-scoring price criteria. Above table is for reference only and not scoring purposes.

_____ %

Questions and Answers:

Q1: According the data accessible, earlier this contract (RFP No. 10710TN - IT Staffing Augmentation) was awarded to 12 vendors in 2015 which is due to expire in 2019. Could you please confirm if this RFP has been issued to continue these services or this RFP is entirely a different new one?

A1: This is an entirely new RFP

Q2: Also, please share the name of incumbent vendors.



A2: The Lottery does not have incumbents, however staffing vendors are utilized as a result of a different competitive negotiation. The Staffing firms currently under contract are: Apex Systems, Inc., DSS Group Inc., Rose International, SMART Resources, Inc., Metro Systems, Inc., Signature Consultants, Abacus Service Corporation.

Q3: What budget is allocated to this or the past spending for this contract?

A3: The Lottery does not share budget information.

Q4: Any related data of usage of this contract, if available would be of great help.

A4: The Lottery has used staffing agencies for approximately two (2) dozen placements over the past four (4) years.

Q5: Is there any currently service provider for similar services, If yes, kindly share the name along with last year expenditure.

A5: The Lottery does not have incumbents, however staffing vendors are utilized as a result of a different competitive negotiation. The Staffing firms currently under contract are: Apex Systems, Inc., DSS Group Inc., Rose International, SMART Resources, Inc., Metro Systems, Inc., Signature Consultants, Abacus Service Corporation.

Q6: Could you let us know total how many placements made in last contract.

A6: The Lottery has used staffing agencies for approximately two (2) dozen placements over the past four (4) years.

Q7: Is it mandatory to have SWaM utilization?

A7: Please refer to Page 6, Specific Proposal Requirements, to confirm information necessary to include in proposals submitted.

Q8: Is there any budget limitations for this project?

A8: The Lottery does not share budget information.

Q9: Is this a new procurement or a re-compete of an existing program?

A9: This is considered a new procurement.

Q10: If yes to #1, can you please share the incumbent name and contract number?

A10: We currently have staffing contracts which are structured different from this RFP. Please see above for list of currently utilized vendors.



Q11: Any idea of the estimated # of staff and \$ amount each year?

A11: The Lottery has used staffing agencies for approximately two (2) dozen placements over the past four (4) years. The Lottery does not share budget information.

Q12: Any idea of the # of awardees?

A12: The Lottery will award to those vendors deemed to provide best value to the Lottery based on criteria listed in the solicitation.

Q13: Does the Lottery have an estimated annual budget or spend information available that can be shared?

A13: No

Q14: Can the Lottery provide historical information on how many positions / resources were staffed in the past?

A14: The Lottery has used staffing agencies for approximately two (2) dozen placements over the past four (4) years.

Q15: Can the Lottery provide name of the incumbent contractor doing the current work?

A15: The Lottery does not have incumbents, however staffing vendors are utilized as a result of a different competitive negotiation. The Staffing firms currently under contract are: Apex Systems, Inc., DSS Group Inc., Rose International, SMART Resources, Inc., Metro Systems, Inc., Signature Consultants, Abacus Service Corporation.

Q16: In "Section M. PRICE ESCALATION / DE-ESCALATION" (pages 13/14) there are two "click here" references tied to a price adjustment increase index and to a limit on when price increases (if any) can occur. The link is not accessible. Please provide additional information regarding these two areas so we can ensure compliance with The Virginia Lottery terms and conditions.

A16: This section is hereby removed as stated in 1. of this Addendum.

Q17: Please confirm number of USB drives required with offeror's response. Is it one USB drive, and is it 5 USB drives.

A17: The requirement is, 5 hard copies and 5 USB drives with an additional 1 USB which includes a redacted version of the Offeror's response.



Q18: Chart on page 7 of the RFP requires number of resources placed by offeror in Richmond-metro. Will you relax this requirement, and allow us to provide resources placed in Commonwealth of Virginia or Virginia, Maryland and DC?

A18: It is in the best interest of the Lottery to maintain the requirements as originally included in the solicitation.

Q19: Cover page, price sheet, references, and Offeror profile sheet - are these documents included in the 20 page limit count or are these excluded?

A19: No

Q20: Can you please clarify how we are required to show signatures on page 9 of the RFP for licenses.

A20: As stated in Special Term and Condition F, Contractor / Subcontractor License Requirement, signature on solicitation confirms accuracy of chart

Q21: Does pricing range mean that we could provide a lowest rate and highest rate for each position?

A21: Yes

Q22: Can you explain what is meant by average markup percentage per employee rate? How does Virginia Lottery plan to validate average markup percentage per employee bill rate?

A22: This section has been reworded to clarify our intent.

Q23: Can Virginia Lottery please clarify if any resumes are required part of our response

A23: No

Q24: Can we request soft copies of the forms to be completed including references and pricing?

A24: Due to auditing purposes we can only provide a PDF version.

Q25: Do you want our response to start with I and continue through sections II- VI including each subsection or just respond to relevant sections? Example, page 24, section U- this section seems to make a statement that doesn't require a response, more of an agreement. Please clarify.



A25: Please refer to Page 6, Specific Proposal Requirements, to confirm information necessary to include in response.

Q26: Does vendor can submit their proposal response if vendor currently does not have trained recruiters' located in the Commonwealth of Virginia or their proposal will be rejected? please confirm.

A26: Please refer to Section III, Number 1 for requirements

Q27: Does Lottery will give more weightage to the Vendor who currently have trained recruiters' located in Commonwealth of Virginia

A27: Please refer to Section III, Number 1 for requirements

Q28: Does vendor can respond to any of the categories mentioned under Statement of Needs section on page no. 4 of this RFP document or it is mandatory to respond all the categories as described under Statement of Needs section.

A28: Please respond to the RFP in full.

Q29: If a vendor who have not done any assignments within the Richmond-Metro area within the last three years can submit their proposal response.

A29: Yes

Q30: Does Lottery will give more weightage to the Vendor who has done assignments within the Richmond-Metro area within the last three years. Please Confirm

A30: Please refer to Section III, Statement of Needs for requirements

Q31: On Page no. 4, Section III of this RFP, under point no. 4 it is mentioned that **“Offeror shall have the ability to provide parking for any candidate chosen to fill a placement.”** Can you please elaborate more about the exact requirement for this? Does vendor will need to provide the vehicles parking for potential placements at mentioned address as discussed in Section III, Statement of Needs?

A31: The Lottery will not provide parking for any potential placements, if parking is required during placement the Offeror is responsible for providing.

Q32: On Page no. 6, under **Section B Specific Proposal Requirements** of this RFP It is mentioned that **“Offeror shall include a cover sheet that indicates the page number(s) containing**



proprietary information and return the RFP cover sheet and all addenda acknowledgments, if any, completed and signed as required”. Does lottery referring to page no. 1 or page no. 27 **“Signature and Offeror Profile Sheet”** of this RFP document that needs to be completed and send with the proposal or vendor will need to create a cover sheet filling required details and send with the proposal response. Please confirm?

A32: Both pages mentioned in this questions need to be completed.

Q33: On Page no. 6, **under sub point 2 of Section B Specific Proposal Requirements** of this RFP it is mentioned that **“Offeror Data sheet and other specific items or data requested in the RFP”**. What information is required under this section. Please Confirm?

A33: Please fully respond to all requirements as found in Specific Proposal Requirements, as well as filling all blanks found within the RFP

Q34: Does vendor will need to submit the Offerors Checklist available on page no. 28 of this RFP with their proposal response?

A34: No

Q35: Is there an approved budget for this RFP? If so, how much is the budget?

A35: The Lottery does not share budget information.

Q36: Please confirm submitted proposals need to be double-sided or blank on the back side for every page?

A36: One sided

Q37: We would like to know if there is an incumbent on RFP 02544MS solicitation. If there is, we appreciate if you could share the name of the incumbent and the contact number and any more information you can share regarding the solicitation.

A37: The Lottery does not have incumbents, however staffing vendors are utilized as a result of a different competitive negotiation. The Staffing firms currently under contract are: Apex Systems, Inc., DSS Group Inc., Rose International, SMART Resources, Inc., Metro Systems, Inc., Signature Consultants, Abacus Service Corporation.

Q38: The RFP states **“Offeror shall provide the average markup percentage per employee bill rate. Markup percentage will be used when scoring price criteria”**, could you please clearly define markup? With different labor categories being asked and a range of price, this would help in calculating.



A38: This section has been reworded to clarify our intent.

Q39: In statement of Needs, Item 1. "Offeror shall have trained recruiters located in the commonwealth of Virginia with the ability to provide staffing.." – Is it mandatory recruiter should be local to Commonwealth of VA ?

A39: Please refer to Section III, Number 1 for requirements

Q40: "Offeror shall have the ability to provide parking for any candidate chosen to fill the placement." Is it mandatory requirement, can you provide clarity?

A40: The Lottery will not provide parking for any potential placements, if parking is required during placement the Offeror is responsible for providing.

Q41: Do we need to provide name of sub-contractors under SWAM utilization?

A42: Yes, please complete form

Q43: Is it mandatory to utilize SWAM before offer the contract or we can use them once awarded the offer?

A43: SWAM utilization refers to SWAM vendors and dollar associated that will be utilized to any awarded Contracts as a result of this solicitation.

Q44: Do we need to be local presence to Commonwealth of VA?

A44: Please refer to Section III, Number 1 for requirements.

Q45: Are there any incumbent positions through this RFP? If yes, how many?

A45: The Lottery does not have incumbents, however staffing vendors are utilized as a result of a different competitive negotiation. The Staffing firms currently under contract are: Apex Systems, Inc., DSS Group Inc., Rose International, SMART Resources, Inc., Metro Systems, Inc., Signature Consultants, Abacus Service Corporation.

Q46: I have a question regarding the submittal of hard copies. I understand that you require one original and four copies. Do you need a separate jump drive for each copy of the proposal or just one?

A46: The requirement is, 5 hard copies and 5 USB drives with an additional 1 USB which includes a redacted version of the Offeror's response.

Q47: Please clarify if the Cover Sheet, RFP Cover Sheet and addenda acknowledgement are included in the twenty pages limit or not.

A47: No



Q48: Offeror shall provide a detailed response describing the methodology and process used when recruiting and screening candidates as requested in Section II, Statement of Needs, 1. Please clarify if this is correct or we need to respond to Statement of Needs 2.

A48: Please responds to specific proposal requirements found on page 6 of the solicitation.

Q49: Offeror shall provide a response to the ability to provide parking in proximity to Virginia Lottery Headquarters (600 E. Main Street, Richmond, VA) for potential placements as required in Section III, Statement of Needs, 3. Please clarify if this is correct or we need to respond to Statement of Needs 4.

A49: Please responds to specific proposal requirements found on page 6 of the solicitation.

Q50: Offeror shall respond to this request completely and within twenty (20) pages or less. Please clarify what is excluded from the page limit.

A50: The RFP itself and any forms found therein are excluded from the page count.

Q51: Is there an estimate available for the number of staff anticipated in each of the eight labor categories and/or by skill-level?

A51: No

Q52: Must all personnel supplied be employees of the either the prime or subcontractor (if used) or are independent contractors acceptable?

A52: Yes, all staffing must be supplied through the prime or subcontractor

Q53: In regard to the table at the top of page 7 that pertains to assignments within the Richmond-Metro area within the past three years. Unless we engage a qualified teammate, be it prime or sub, we have zero assignments in the Richmond -Metro area. First, is that a disqualifier? Will you consider multiple federal government contracts, successfully executed, for similar work but outside the Richmond-Metro area?

A53: Please provide the information as requested in the solicitation.

Q54: We are familiar with the parking limitations near the Lottery headquarters (I attended VCU!), can we expense the cost of parking for each of our employees or must that come out of our overhead markup?



A54: The Lottery will not provide parking for any potential placements, if parking is required during placement the Offeror is responsible for providing.

Q55: What is the last year spend and incumbent detail if any?

A55: The Lottery does not share budget information.

Q56: Is there any local preference?

A56: Please refer to Section III, Number 1 for requirements

Q57: Maximum number of awards?

A57: The Lottery will award to those vendors deemed to provide best value to the Lottery based on criteria listed in the solicitation.

Q58: Is this a new requirement?

A58: This is an entirely new RFP

Q59: Do you plan on having a pre-proposal conference? If so, when and where?

A59: We do not intend to have a pre-proposal conference for this solicitation.

Q60: Are you looking for companies to bid on this work that are only local to Richmond ?

A60: Please refer to Section III, Statement of Needs to find requirements

Q61: On page 15, you mention Security Clearance required. Can you please explain further?

A61: Anyone who accepts a staffing position with the Lottery through any resulting contract shall pass a background check prior to employment as stated in the section mentioned in this question.

Q62: Is this a new requirement? If not, could you please provide incumbents information?

A62: The Lottery does not have incumbents, however staffing vendors are utilized as a result of a different competitive negotiation. The Staffing firms currently under contract are: Apex Systems, Inc., DSS Group Inc., Rose International, SMART Resources, Inc., Metro Systems, Inc., Signature Consultants, Abacus Service Corporation.



Q63: On page 4, Section III – Statement of Needs, part 1, government provide eight labor categories. Could you please provide an estimate number of placements needed for each labor categories?

A63: See above for historical usage of staffing agencies.

Q64: What is the average turnaround time government will give to contractor to fill each position? E.g. 2 days, 3 days?

A64: Varies by position, most positions are required immediately

Q65: How soon after each position submission deadline can contractor expect feedback (e.g. interview schedule or not selected notice) from the government?

A65: Varies by position, most positions are required immediately.

Q66: What is the anticipated award date for this solicitation?

A66: See table at the top of this Addendum.

Q67: When requesting a Bill Rate range for each level of each labor category is it the expectation of VA Lottery to hold proposing vendors to the bill rates bid in their proposal?

A67: Yes

Q68: With regards to Pricing, does VA Lottery plan to provide the general labor category information and technological environment to allow proposing vendors to provide accurate pricing and generate an accurate pay rate based on technologies utilized, as emerging technologies will require higher bill rates to support staff augmentation requirements?

A68: Please see adjusted labor categories chart above to include emerging technologies.

Q69: In support of the Average Markup requested in the pricing section, does VA Lottery expect to see documentation supporting the pay rates utilized for the categories in question to show how average markup was obtained?

A69: This section has been reworded to clarify intent, see above.

Q70: Can VA Lottery provide an editable or non-locked version of the RFP PDF to allow for completion of the required forms and tables or is it the expectation of VA Lottery that these sections get manually replicated by proposing vendors or filled out by hand?

A70: Due to auditing purposes we cannot provide non-locked version of RFP



Q71: Section A, #1, a, (2): is it the expectation of VA Lottery that an individual Jump or Thumb drive hold the electronic redacted version of this RFP?

A71: The requirement is, 5 hard copies and 5 USB drives with an additional 1 USB which includes a redacted version of the Offeror's response.

Sincerely,

Matthew Sullivan

Strategic Sourcing Specialist

IMPORTANT NOTE: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Name of Firm

Signature/Title

Date