



ADDENDUM NO.2 TO ALL OFFERORS:

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

Commodity: **IT Staffing Augmentation**

Dated: **February 13, 2019**

RFP Due Date	February 21, 2019
Addendum	February 5, 2019
Final Round of Questions due	February 11, 2019
Addendum 2	On February 13, 2019
Estimated Award	April 2019

Q1:B. SPECIFIC PROPOSAL REQUIREMENTS:

1. 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.

Please clarify if we need to add “VI. SIGNATURE AND OFFEROR PROFILE SHEET” there as coversheet or we can prepare the cover sheet/ cover letter covering the proprietary information, addenda acknowledgments, and company profile.

A1: Offeror’s must include the signature and offeror profile sheet but it does not need to be the coversheet.

Q2: Offeror’s Data Sheet and other specific items or data requested in the RFP.

Please let us know where we can find the data sheet? And also what to include in this section? Are we correct in understanding that we need to address VI. SIGNATURE AND OFFEROR PROFILE SHEET as Data Sheet and also to include F. CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT, O. REFERENCES and OFFERORS CHECKLIST as other specific items.

A2: Data sheet can be found on page 28. Please fully respond to all requirements found in Specific Proposal Requirements, as well as filling in all blanks found within the RFP.

Q3: V. EVALUATION AND AWARD CRITERIA:



Please clarify where do we need to address section 5 reference as this would be a part of Evaluation criteria

A3: Information to be included in your proposal can be found in Section IV Specific Proposal Requirements.

Q4: Also, please clarify where do we need to address section 2. Experience, as this will part of the Evaluation Criteria

A4: Information to be included in your proposal can be found in Section IV Specific Proposal Requirements.

Q5: Please share the anticipated budget or previous spending for this contract.

A5: The Lottery does not share budget information.

Q6: Offeror's Data Sheet and other specific items or data requested in the RFP.

Could you please clarify what VA lottery is looking as an explanation for this question?

A6: Data sheet can be found on page 28. Please fully respond to all requirements found in Specific Proposal Requirements, as well as filling in all blanks found within the RFP.

Q7: SWaM Utilization: As per the solicitation, Lottery is looking for the utilization of SWaM business enterprise, however, contracting is allowed only after the approval from Lottery. Please confirm how to be compliant to SWaM utilization. Also, is it mandate to subcontract with SWaM, but, there is no goal for subcontracting.

(U. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the Lottery. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the Lottery the names, qualifications and experience of their proposed subcontractors.)

A7: Please provide anticipated SWaM usage on any resulting contract.

Q8: T. SMALL, WOMEN- AND MINORITY-OWNED (SWAM-OWNED) BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE: It is the goal of the Lottery that 50% of purchases are made from SWAM- owned businesses.



As per the above statement, does Lottery has set 50% goal for subcontracting or is just the purchases should be done from SWAM- owned businesses? Please clarify.

A8: This referring to the Lottery's overall SWaM goal as an agency.

Q9: O References: Could you please clarify if it is important to have references from VA or it can from other state agencies who can verify the similar services.

A9: Please provide references who your company deems is most appropriate and most closely aligned with the Lottery's request.

Q10: Could you please share the current mark-up the vendors are providing as per the category.

A10: The Lottery does not have this information available.

Q11: Please confirm that we can use our own template for the forms within this RFP as long as we retain the layout and order listed under "Section B, Specific Proposal Requirements" on page 6 of 20 in the RFP. Since the PDF is password protected, we are unable to extract the pages and add the text necessary to enter information directly into the forms.

A11: This is correct.

Q12: As a prime, does completing the Contractor/Subcontractor License Requirement only apply if we plan to use subcontractors, or do we need to fill it out for ourselves as well?

A12: Please provide this information if applicable.

Q13: If any addenda are released, are the signed addenda acknowledgements that we need to return considered separate from the 20-page limit?

A13: Yes.

Q14: . As the solicitation the proposal has a page limit of 20 pages. And according to our understanding section III needs to be included in vender's response. Is it correct?

A14: Offerors response to the Lottery's requirements are included. Any Lottery forms are not included.



Q15: Also, could you please share what is not included in the page limit.

A15: Offerors response to the Lottery's requirements are included. Any Lottery forms are not included.

Q16: Do we have the ability to redline the RFP document? How should requested modifications to the general terms and conditions be submitted?

A16: Redlines to General Terms and Conditions are not accepted.

Q17: Will the Lottery provide job descriptions for all in-scope roles?

A17: The Lottery will provide a detailed job description when a need arises to fill a position.

Q18: What are the Lottery's primary business drivers and current pain points?

A18: The Lottery is a market driven organization focused on K-12 education. It is our responsibility to ensure staffing to achieve our goals. The Lottery mission statement and strategy game plan can be found on www.valottery.com

Q19: Will the Lottery provide a sample contract to suppliers prior to proposal due date? If so, will redlines be accepted?

A19: No. Any requested redlines will be discussed during negotiations.

Q20: Will any of the roles in scope be placed at the Pocahontas Building? In other words, will any of the in-scope roles require security clearances?

A20: Nobody will be placed at the Pocahontas Building. However, 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.

Q21: How will "Minority-owned, women-owned, and small business participation" be weighted in the Lottery's evaluation of proposals?

A21: The Lottery does not provide this information.

Q22: Can we get a breakdown of how each category will be weighted.

A22: The Lottery does not provide this information.



Q23: Page 4, Sec III, Line item 4: Does the offeror only have to have the ability to provide parking or will be required to provide parking and pay for it on behalf of the staffer?

A23: If the Offeror would like to provide parking for their clients, then they need to have the ability to do so. The Lottery will not be providing parking.

Q24: Page 6, Sec IV, para B, Item 5: Does the offeror only have to have the ability to recruit or actually have recruiters?

A24: The Offeror shall have the ability to provide this requirement. In the specific proposal requirements for the RFP the Offeror shall elaborate on how that will be completed.

Q25: Page 6, Sec IV, para. B, Item 8: Does the offeror only respond to the ability to provide parking (see above related question from page 4)?

A25: See above.

Q26: Page 25, Method of Payment: Was the lottery to fill in the two areas in red, not the offeror?

A26: Yes

Q27: Page 26: Can the offeror indicate 0% as the markup if the offerors markup is included in the hourly rate range? Some offerors may want to choose what they pay individuals out of the hourly rate without having to disclose how much is markup and how much each employee earns.

A27: No. As stated in the RFP, the hourly rate and markup shall be listed separately. Compensation points will be determined based solely on the markup.

Q28: Page 26: How will pricing be scored, will it be done using a hypothetical scenario that will be fair to all offerors?

A28: Please see question above.

Q29: Would you kindly define, "Emerging Technologies"?

A29: The Lottery views emerging technologies as any technologies that are being or have not yet been established. Some examples would be artificial



intelligence, machine learning, internet of things, cloud computing, big data, etc.

Q30: Can you provide an editable version of the RFP in order to complete table sections?

A30: Due to auditing purposes we cannot provide non-locked version of RFP

Q31: Pg. 7 #8- Will you clarify as to 'providing parking for potential placements?'

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

Q32: Pg. 14- 1st paragraph "click here" is referenced in 2 areas and pg. 15 in R. Renewal of Contract "click here" is again referenced. Is there a link which should appear here?

A32: Please see Addendum 1, 1. Special Terms and Conditions, Letter M, Price Escalation / De-Escalation has hereby been removed.

Q33: Pg. 24- T. Personnel Security Clearances- Parent/Subsidiary Corp of vendor- Will this clearance be required of ABS?

A33: 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.

Q34: Pg. 25-26- Please define/clarify job categories. For ex. Computer Operators

What is the VA Lottery's system of soliciting for new positions? What is the general IT environment?

A34: Our contracted vendors will be contacted with job descriptions, length of contract and other relevant details. IT Overview:

Technical Background:

The standard technologies used for application development and integrations at the Virginia Lottery are described as follows:

- * Microsoft Windows operating systems for development and deployment.
- * Active Directory identity management system. Windows domain authentication is the default authentication used by internal applications and services.



- * SQL Server RDBMS for development
- * Microsoft Visual Studio Team System Integrated Development Environment (IDE) and toolset used throughout the development cycle.
- * ASP.NET with AJAX development framework.
- * C#.NET programming language.
- * Web services for application integrations and application data access (through application services and shared enterprise services).
- * Windows Communication Foundation (WCF) with wsHttpBinding as the default service technology and binding protocol for service development.
- * IIS for application and service hosting, including AJAX services.
- * Microsoft Team Foundation Server (TFS) and its Source Control repository for storing project artifacts and source code.
- * SQL Server Reporting Services (SSRS) for developing application reports.
- * SQL Server Integration Services (SSIS) for data integrations.
- * SQL Server Analysis Services (SSAS) for developing multidimensional and tabular solutions
- * SharePoint for intranet portal.
- * Sitecore CEP for WCMS and DMS
- * Microsoft Dynamics AX as ERP

All technical solutions will be evaluated by an Architecture Review Board and may be required to submit architectural documentation. The required level of conformity to the above standards will be dependent upon the degree of application and data integrations and customizations necessary.

Technical Evaluation Criteria:

1. Technology Landscape Fit

Q35: Section III, #4 (Pages 4 & 7): Are there parking spaces/parking deck available at the Virginia Lottery Building or other locations where candidates may work?

A35: The Lottery will not provide parking for any potential placements, if parking is required during placement the Offeror is responsible for providing.

Q36: Section IV, Pricing (Pages 25-26): Please provide the specific criteria related to the requirements for Senior Level, Mid-Level and Junior-Level in terms of years of experience and knowledge. Please provide job qualifications for the job categories in this RFP.

A36: Criteria varies by position, qualifications and years of experience. Typically experience would fall approximately in the following range, Junior Level: 1-2 Years, Mid-Level: 3-4 Years, Senior Level: 5+ Years.

Q37: Will the task orders for the staff augmentation requests include job qualifications and experience requirements?



A37: Yes

Q38: Section III, Special Terms and Conditions (Item F) – Page 9: Does the license information include Business License?

A38: Yes

Q39: Section III, B1. Specific Proposal Requirements (Page 6): Is the entire Addendum (i.e. all pages) required to be included in the proposal submission or just the Addendum cover page and the signature page are required to be included in the proposal submission?

A39: All pages are required, this will not count against the 20 page limit.

Q40: Pricing – Pages 25 – 26: What are some examples of labor categories for the newly added Emerging Technologies?

A40: Any new emerging technologies such as artificial intelligence, machine learning, internet of things, cloud computing, big data etc.

Q41: 22nd Century is sub-contracting with a firm to fulfill the SWAM Utilization goal for this opportunity. Could you please clarify if a firm who is going Prime on this opportunity, also go with us as a sub-contractor as well?

A41: Yes

Q42: Could you confirm if the solicitation is a SWAM set-aside? Will this be a requirement?

A42: Please refer to Page 6, Specific Proposal Requirements, to confirm information necessary to include in proposals submitted.

Q43:Pg. 14- 1st paragraph “click here” is referenced in 2 areas and pg. 15 in R. Renewal of Contract “click here” is again referenced. Is there a link which should appear here?

A43:This section was removed as stated in 1. Of Addendum #1.

Q44: Pg. 25-26- Please define/clarify job categories with a description as to what the position entails. For ex. Computer Operators

A44: Our contracted vendors will be contacted with job descriptions, length of contract and other relevant details.



Q45: What is the VA Lottery's system of soliciting for new positions? What is the general IT environment?

A45: Our contracted vendors will be contacted with job descriptions, length of contract and other relevant details. IT Overview:

Technical Background:

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- * Web services for application integrations and application data access (through application services and shared enterprise services).
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- * Sitecore CEP for WCMS and DMS
- * Microsoft Dynamics AX as ERP

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Technical Evaluation Criteria:

1. Technology Landscape Fit

Q46: Good morning, on page 6 of the subject RFP under para. B., item 2, it asks for the Offeror's Data Sheet, but there was no Lottery generated data sheet attached to the RFP identifying specific data needed. Generally, public bodies in Virginia attach a data sheet, which may ask for number of years in business, references, etc., but I didn't find anything in the RFP or addendum that addressed the specifics. Please clarify.



A46: Data sheet can be found on page 28 of the RFP.

Q47: Are we allowed to use VA Lottery management for a reference?

A47: The Lottery does not determine who you choose as your reference.

Q48: What is the average assignment length of the past two (2) dozen placements?

A48: Length varies based on business needs, from a few months to multiple years.

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
