



PIMA COUNTY PROCUREMENT DEPARTMENT
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Terri Spencer
Procurement Director

September 28, 2021

AMENDMENT NO. 03

SOLICITATION NO. RFP-PO-2200006 Specialized Professional Staffing

Be advised of the following changes, clarifications and/or additions to the above-referenced Solicitation as stated in the following Amendment.

SOLICITATION DUE DATE:

Please note that the Solicitation due date remains unchanged.

CHANGES AND/OR ADDITIONS:

1. Replace Amendment No. 1 Attachment A: Rates in its entirety with Attachment A: Rates, Amendment No. 3 (1 page) attached herein.

QUESTIONS/ANSWERS:

- Q. 1) Can contracted staff stationed at their agency exchange a holiday for one that is observed by the agency? Example: September 16th (Mexican Independence Day) is observed by staff at agency but not stationed staff, are we allowed to bill for this day in exchange for Columbus Day; now the day after Thanksgiving? What if agency stationed staff do not get the day after Thanksgiving off?
- A. 1) No, staff will not be working during County observed holidays.
- Q. 2) Currently we are operating at Net 10-day Payment Terms with Pima County, is this still going to be a possibility? We are aware the rates sheet states Net 30-day.
- A. 2) Proposers could request different payment terms than those stated in the solicitation by completing Section 7 of the Offer Agreement, which may or may not include a discount percentage.
- Q. 3) Should mileage and staff development costs be included in the Billing rate or will these cost be assumed by the county?
- A. 3) Staff development provided by County will be assumed by County. Other than that, the Billing Rate must include the Labor Rate per hour (amount paid to employee) plus indirect cost, overhead and profit margin, as well as subcontractor's total costs, if appropriate.
- Q. 4) For example, under Intake Specialist (Level 1), the estimated annual usage quantity is 10,400. When you take that and divide it by 2,080, it equals 5 (5 staff positions). My question is, let's say I have 6 intake positions at level 1, but there are only 5 available based on the estimated annual usage. Do I enter the total hours for the 6 since that's what I need or just 5 because that's all that is available? Also, if I enter for the 5 only, should I add the 1 extra to another level?
- A. 4) You should enter the total hours for the 5 staff positions as required in the proposal. Also, Attachment A: Rates sheet has been revised to include an "Estimated full-time employee" usage column. The revised Rates sheet is attached to this Amendment.

- Q. 5) Contractor certifies that any and all employees and/or volunteers, assigned to this Pima County contract, have and will maintain current and active IVP fingerprint clearance cards issued through the AZDPS. Please confirm if the above requirement is applicable after award upon the start of the resulting contract?
- A. 5) Yes, this is still applicable throughout the life of the contract.
- Q. 6) In Addendum #1, Q. 35, County responded that the estimated budget for this RFP is approximately \$5,000,000.00, can you please confirm, if the provided estimated Budget for the RFP is for 1 year or for the whole term i.e. 1 year+ 4 annual extensions?
- A. 6) The majority is grant funded; the contract will have four (4) one year extensions with the above yearly budget.
- Q. 7) Under minimum qualifications the RFP requires that the “contractor must have a minimum of 3 consecutive years...of providing Staffing Services”. We have been operating since 1996, and for many years we have provided employment coaching and assistance in the application and onboarding process, but we have not operated as a staffing agency per se. The employment specialists have been working for OPCS at OPCS. Is there a way we clearly determine eligibility before staff take the time to construct a proposal?
- A. 7) Each position is less about “on boarding” or hr. job application processes and about getting customers prepared to get to that point by overcoming barriers, homelessness, other low income related barriers, layoffs in occupations/industries no longer viable in this community for long term sustainability, basic skills deficiency, ability to identify existing transferable skills, etc.
- Q. 8) How many consultants we can expect for each position under this contract throughout the given term?
- A. 8) The estimated need is represented by hours (2080= 1 full time employee FTE). These numbers are flexible and needs may change throughout the year(s).
- Q. 9) How many vendors is the agency planning to select?
- A. 9) The number of vendor selected depends on qualified, overall scores and final panel selections.
- Q. 10) Can you please confirm the most commonly filled positions of this contract
- A. 10) All positions will be filled as needed.
- Q. 11) Minimum guaranteed hrs. per week for these positions?
- A. 11) Orders will be placed quarterly for 40 hours per week for one year unless the need is for part time, which is rare. However, there is no guarantee of hours if there are any extenuating circumstances that arise such as a natural disaster, health emergency, or performance issues.
- Q. 12) We are a Virginia-based staffing firm, please confirm if submitting VA business license will suffice the above requirement?
- A. 12) Yes, assuming you have a business in Arizona.
- Q. 13) In case the agency is looking for Arizona business license? if yes, please confirm submitting State of Arizona Business registration certification will suffice the requirement?
- A. 13) Yes, either would suffice.
- Q. 14) Please confirm, do we need to provide our approach to consultants with regard to career planning, social and support services, behavioral health, and services?
- A. 14) Yes, as they would apply to working with customers in the community.
- Q. 15) Please confirm if the above information is with context to the consultants who are going to be placed under the resulting contract? if not, please guide.
- A. 15) Your consultants placed in the contract should be experienced assisting customers in the community to overcome barriers that prevent them from being self-sufficient.
- Q. 16) As it is a Non-Construction contract i.e. staffing, please confirm do we need to provide the above-referred information?
- A. 16) As per Exhibit: D the information must be provided with the submittal.

Q. 17) Please confirm do we need to provide the above-referred information upon checking any of the two checkboxes provided on the form?

A. 17) Yes, you must check whatever box applies to your proposal and submit completed form.

Q. 18) We do provide retirement plans, Healthcare plans, 401k plans, and many more benefits to our consultants, please confirm do we need to provide information regarding the same to suffice the above-referred requirement? If not, please brief what kind of information is required to suffice the above requirement?

A. 18) Please refer to 11.38 Exhibit: Exhibit D, upon contract award, Program Coordinator will contact vendor regarding cycle of reporting on required paperwork.

Q. 19) Please share the Anti-Byrd Lobbying Certification for Pima County.

A. 19) (G) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the non-Federal award.

(H) See § 200.323, Procurement of recovered materials.

(I) See § 200.216, Prohibition on certain telecommunications and video surveillance services or equipment.

(J) See § 200.322, Domestic preference for procurements.

All other requirements and terms of the Solicitation remain unchanged. Failure to include acknowledgment of all amendments may be cause for rejection.

This Amendment is a total of 4 pages including Attachment A: Rates.

If any questions, please contact me via e-mail at brandon.morgan@pima.gov.

/s/ Brandon Morgan

Brandon Morgan, Procurement Officer