



PIMA COUNTY PROCUREMENT DEPARTMENT

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Terri Spencer
Procurement Director

September 20, 2021

AMENDMENT NO. 02

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 has changed to October 5th, 2021 @ 2:00 PM Local Tucson Time.

CHANGES AND/OR ADDITIONS:

None

QUESTIONS/ANSWERS:

Q. 1) Under Exhibit D-Staffing Plans, Including Subcontractors (work schedules) - Do we need to submit a plan prior or after awarded on where work is performed by employees?

A. 1) Vendors will submit after award.

Q. 2) If resumes are required for all candidates, what resume would you submit for candidates not yet selected?

A. 2) In lieu of resume for current staff, Proposer may submit minimum and preferred qualifications for hire, Proposer will submit resume upon ordering of positions, not to be submitted with proposal.

Q. 3) Under Exhibit D-Staffing Plans, Including Subcontractors (work schedules) - when will the compliance officer interview employees and rate check, prior or after awarded?

A. 3) This will be done after award.

Q. 4) Under the list of Pima County Holidays, where is Juneteenth?

A. 4) County has not declared Juneteenth a holiday.

Q. 5) Our current staff have Level one fingerprint clearance cards issued by DPS; will this fulfill the RFP requirement for our staff other than teaching staff that hold an IVP fingerprint clearance card?

A. 5) Yes, this will fulfill the requirement.

Q. 6) As mentioned in the RFP document Offerors are to complete, execute and submit one original and six (6) copies digital copies on thumb drives (USB). So my question is, do we need to submit the "Pricing- Attachment A-Rates" separately in excel sheet or we can import the excel into the PDF format then submit 1 Original and 6 digital copies. Please clarify.

A. 6) The file for Attachment A- Rates is only required for the Original (hardcopy) response.

Q. 7) If we are submitting for multiple staff positions (for example: WDS and Intake), would I submit two separate proposals/questionnaires? Or would I consolidate the request into 1 proposal?

A. 7) One proposal is acceptable.

- Q. 8) Is there a page limit, suggested font size, or suggesting spacing on the narrative that will accompany the Questionnaire?
- A. 8) There is no page limit, suggested font size is 10-14, clearly legible.
- Q. 9) Which Job Description would "Workshops" fall under? Or will this be included in a separate RFP?
- A. 9) It is the instructor sheet for County designed workshops, a separate RFP will go out for specialized workshop needs.
- Q. 10) To confirm- a separate RFP will be released for WEX and WIOA staff positions? Or would they fall under WDS?
- A. 10) Separate RFP for WEX, OJT and TJ will go out and will be sub-recipient contracts as program administrator for the WIOA-specific WEX, OJT and TJ programs. There is no such thing as "WIOA staff positions" associated with this solicitation, County determines and allocates funding as appropriate.
- Q. 11) When determining level 1, 2 or 3 for staff positions, do the 'years of experience'- for instance 0-5 years- refer to years worked at the county? Or could it be years of experience in a similar role outside of the county?
- A. 11) Proposer could use similar role and experience as acceptable job qualifications.
- Q. 12) Since contracted staff follow Pima County's holiday schedule, are those holiday hours billable?
- A. 12) Yes, but Employer holiday times off not listed as County holidays will not be paid; i.e. Columbus day, etc.
- Q. 13) Who will approve contracted staff's vacation requests? Pima County or Agency?
- A. 13) The Agency will approve requests with notification policy to Pima County.
- Q. 14) Pima County has Pandemic Leave for their employees. Since Contracted staff will be stationed at a County facility and under the County's policy and procedures, will contracted staff receive those same benefits?
- A. 14) Leave, benefit policies, and procedures fall under Employer (Agency) responsibility and may be reimbursable if specifically included in the proposal. Pandemic related benefits are Federal American Recovery act or CARES policies, and contractors are not subject to the same benefits as Pima County employees. Agencies may apply for their own Pandemic relief funding for leave and other related expenses as is lawful based on your specific organization's eligibility.
- Q. 15) Exhibit C: Cost. Applicants need to complete a cost analysis for this section of the RFP, what information should be included here?
- A. 15) See Attachment A: Rates for additional information.
- Q. 16) Exhibit C: Cost, The Attachment A (Excel) Rates sheet. Should this document be included here? If not here, where should this item be included in the response.
- A. 16) See answer A. 6 above.
- Q. 17) To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will Pima County accept letters of attestation in lieu of actual background check results?
- A. 17) Yes, however; a copy of a recent and valid fingerprint clearance card in employee's file is still required.
- Q. 18) With respect to Affordable Care Act (ACA) costs, would Pima County prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?
- A. 18) This should be included into the respondent's proposed rates, but invoiced as a separate line item.
- Q. 19) Do the vendors need to provide the client references as well, If yes, how many?
- A. 19) No, not in the solicitation.

Q. 20) As per the addendum, the vendors need to provide resumes within the proposal. Please let us know under which section the vendors need to provide the resumes.

A. 20) Resumes will be required at the time the Delivery Order is issued, resumes are not required with submittal.

Q. 21) Do the vendors need to provide one resume per category (i.e. total seven resumes) or per level (i.e. total 21 resumes)?

A. 21) Refer to Answer 20.

Q. 22) Please provide grant information for bid opportunity.

A. 22) Grant funding information was provided in Amendment 01, grant funding will vary by need.

Q. 23) Do you want resumes for all positions presented in Attachment A?

A. 23) Refer to Answer 20.

Q. 24) Is the Service Contract Labor Standards, (SCLS), formerly known as the McNamara-O'Hara Service Contract Act of 1965 (SCA) applicable to any current job orders, or has it been applicable to any work previously done?

A. 24) No, this act is not applicable to this solicitation.

Q. 25) Will the Davis-Bacon Act (DBA) be applicable to any of your current or any potential future job orders, or has it been applied to any positions previously filled?

A. 25) No, these are non-construction positions.

Q. 26) Will the Walsh-Healey Public Contracts Act (PCA) be applicable to any of your current or any potential future job orders, or has it been applied to any positions previously filled?

A. 26) No, this act is not applicable to this solicitation.

Q. 27) Will the position(s) be entitled to Paid Sick Leave for Workers on Federal Contracts and Subcontracts per Executive Order 13706?

A. 27) Yes, these positions are entitled to paid sick leave, but are not considered federal contractors.

Q. 28) Will any type of Security Clearance be needed?

A. 28) No security clearance will be needed.

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.

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

/s/ Brandon Morgan

Brandon Morgan, Procurement Officer