



ADDENDUM #2
Information Technology
Information Technology Staff Augmentation
SOQ # 7182-20

November 20, 2020

The attached addendum supersedes the original Information and Specifications regarding SOQ # 7182-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: When you says you require a detailed project schedule, what exactly do you mean by that as this is a requirement for Staff Augmentation.

ANSWER: Please omit this checklist item.

2. Question: An all-inclusive project cost refers to an all-inclusive hourly rate for the staff augmentation positions that are listed. Correct?

ANSWER: Yes

3. Question: In the "Submittal Section" on page 9, the RFP requests, *A detailed project schedule with an all-inclusive total cost*, but there are no details regarding a potential project in this SOQ. Please clarify what you mean by detailed project schedule and all-inclusive total costs?

ANSWER: See question #1.

4. Question: There is a list of skill sets provided on page 6. Would you like us to respond with an hourly bill rate range for each of these positions, as well as any

other skill sets that our firm has on staff? Please clarify how you would like us to provide pricing in our proposal response.

ANSWER: Yes. Please provide an hourly bill range for each of the positions (or as many as you have) along with any other skill sets that your firm has on staff.

5. Question: On page 6 of the RFP, it states that Boulder County IT is seeking firms to provide professional and technical staff for assignments that may be short-term (one day) to a longer term of several weeks or months. Can you please provide some background on the types of projects that require support and specifics regarding the professional and technical staff you are looking for to augment your team?

ANSWER: We have used staff augmentation for multi-year large projects (ERP implementation) to temporary help desk support for a month. We are looking for professional and technical staff that are able to provide expertise in these areas and we don't have to train staff in their skill set. Depending upon what projects are active, we may have several staffing requests or go months without staffing requests.

6. Question: Is this BID different from RFP 02-2020?

ANSWER: Yes. RFP 02-2020 is a City of Boulder RFP, not Boulder County.

7. Question: Do we have to submit resumes for this?

ANSWER: Please submit sample resumes. Candidate resumes will be required for evaluation when positions become available.

8. Question: And is there a price sheet or do we just have to mention the total project cost for yearly basis?

ANSWER: See question #2.

9. Question: What are the technologies requested in this SOQ? are you requesting resumes for below job titles

- Project Manager
- Business Analyst
- Data Analyst
- Data Reporting Engineer
- Desktop Support
- Network Engineer
- Oracle DBA
- Security Engineer

- SharePoint Developer
- Service Desk
- SQL DBA
- System Administrator
- Administrative

ANSWER: Staff will be hired on a project-specific basis. Please submit sample resumes. Specific technology information is not publicly available.

10. Question: Can we submit for a subset of roles?

As you can guess, Oracle doesn't have SharePoint Developers or Microsoft SQL DBA's....

We would propose expertise in the roles highlighted

- Project Manager
- Business Analyst
- Data Analyst
- Data Reporting Engineer
- Desktop Support
- Network Engineer
- Oracle DBA
- Security Engineer
- SharePoint Developer
- Service Desk
- SQL DBA
- System Administrator
- Administrative

ANSWER: Yes.

11. Question: Can we submit "representative" resumes (as you can guess we cannot guarantee resource availability as our consultants are in high demand)

ANSWER: Yes. See #7

12. Question: Are you folks asking for a "rate card"?

ANSWER: Yes.

13. Question: Is it appropriate (thanks to Covid) to submit rates for "Off-shore" resources for consideration?

ANSWER: No. Some resources may be required on-site (pending CDPHE guidelines at the time of contracting).

14. Question: Can all work be done remotely? (i.e. Covid) Or does the resource need to be located only in Colorado?

ANSWER: Colorado

15. Question: Is it mandatory to provide the business license with the response or we can submit at the time of award?

ANSWER: Please submit with your response.

16. Question: Who is the current incumbent on this contract?

ANSWER: There are 5 current vendors:

22nd Century

Compri

Dataman

Insight Global

KG Lewis

17. Question: What is the current pricing on the contract?

ANSWER: It's not clear what pricing you are referring to.

18. Question: What is the budget allocated to this contract?

ANSWER: Staff will be hired on a project-specific basis. We are looking for competitive hourly rates on contract staff.

19. Question: How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?

ANSWER: This cannot accurately be determined at this time.

20. Question: Is it a multiple award contract?

ANSWER: Yes

21. Question: Does the responding vendor need to provide sample resumes? If yes, how many per classification?

ANSWER: Yes – one resume for each classification you can accommodate. See #7.

22. Question: Does the County have a yearly IT spending budget for staff augmentation for 2021?

ANSWER: No. Project budgets and the supplemental staff to support the projects are determined on a project-by-project basis.

23. Question: What was the previous year budget?

ANSWER: See question #22.

24. Question: The SOQ does not have a Cost Worksheet. Does the County intend to provide one?

ANSWER: No. See question #2.

25. Question: The SOQ does not have a project schedule form. Does the County intend to provide one?

ANSWER: See question #1

26. Question: How many requirements are anticipated to release for the physical year 2020 to 2021?

ANSWER: We don't know at this time.

27. Question: If we use third party suppliers to fulfill the staffing requirements, do we need to list those suppliers in the proposals?

ANSWER: Yes.

28. Question: Can we hire independent contractors to perform the work?

ANSWER: Yes.

29. Question: Do you have any standard State hourly rates for each labor category?

ANSWER: N/A

30. Question: What is the county screening process once the contractor submitted the candidate/Consultant for the requirement?

ANSWER: Phone/video interview. Background check and fingerprinting.

31. Question: Page 6 - Can the County provide us sample Job Descriptions for each of the listed position that would include list of responsibilities, minimum qualification and number of years in terms of experience needed? This would help us screen the most suitable candidates for each position.

ANSWER: A job description will be provided with each new request for services.

32. Question: Page 6 - Can the County elaborate on “Administrative” – is this an Administrative Assistant, or Administrative Analyst?

ANSWER: Administrative Assistant

33. Question: Page 6 - Can you provide us a rubric for hourly rate range/Not-to-exceed rate for these roles broken down in categories such as: Entry Level, Mid-Career, Senior Level?

ANSWER: Hourly/NTE rate will be provided on a project basis.

34. Question: Page 6: Can the County provide a brief description of current IT environment?

ANSWER: Roughly 60 people.

35. Question: Page 9: The second row in the Table under “ITEM”, it says: “A detailed project schedule with an all-inclusive total cost”. Was the row listed by mistake given that this is a SOQ with no identified project?

ANSWER: See questions #1 and #2.

36. Question: Page 9: Can the County disclose what is the maximum number of goals of listed vendors it has in mind in terms qualifying to be in the pool?

ANSWER: See answer #65.

37. Question: What is the pricing the County is anticipating as part of this response?

ANSWER: See question #2.

38. Question: What is the implementation schedule they are expecting as part of this response?

ANSWER: See question #1.

39. Question: What is the information needed for relevant experience of key personnel, if there are multiple personnel for the role?

ANSWER: See question #100.

40. Question: Question on the deliverable items for the above SOQ. We read the requirements being for as needed Staff Augmentation for the positions listed. However, the second item on the Checklist for Submission (Page 9) reads as follows:

“A detailed project schedule with an all-inclusive total cost”

Is this an oversight? Or is there a project that you are currently implementing that we should create a schedule for? In which case details of the project would be helpful.

ANSWER: See question #1.

41. Question: Whether companies from Outside USA can apply for this? (like, from India or Canada)

ANSWER: See question #13.

42. Question: Whether we need to come over there for meetings?

ANSWER: Onsite and/or remote meetings may be required on a project-by-project basis.

43. Question: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

ANSWER: See question #13.

44. Question: Can we submit the proposals via email?

ANSWER: Proposals are only accepted by email at purchasing@bouldercounty.org

45. Question: For the short-term resources needed only for a couple of days, are you expecting them to be on onsite? Or can they work remotely?

ANSWER: Onsite and/or remote work will be on a project-by-project basis.

46. Question: What project is the following statement referring to?

“A detailed project schedule with an all-inclusive total cost”

ANSWER: See question #1.

47. Question: What key personnel is the following statement referring to?

“Information on the relevant experience of key personnel”

Are you asking us to present information on key personnel that will be filling the following roles?

- Project Manager
- Business Analyst
- Data Analyst
- Data Reporting Engineer
- Desktop Support
- Network Engineer
- Oracle DBA
- Security Engineer
- SharePoint Developer
- Service Desk
- SQL DBA
- System Administrator
- Administrative

ANSWER: Yes.

48. Question: In “Proposed pricing”, are you asking us to present “Not To Exceed” rates for the listed roles? Or do you prefer “Cost” + “Markup” pricing?

ANSWER: Please submit a rate card.

49. Question: Can you please provide the draft format in which Boulder County accept the SOQ Number: 7182-20 - Information Technology Staff Augmentation?

ANSWER: Please refer to our submittal instructions:

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to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above.

50. Question: Can Boulder County provide a list of Incumbents on the current Information Technology Staff Augmentation Contract and any contractual pricing or rate card that is in place to identify the labor categories and pay rates/Bill rates for those LCATs?

ANSWER: See question #16.

51. Question: What was Boulder County's spend in relation to its Current IT Staff Augmentation Contract for the year 2019?

ANSWER: Estimate of \$216,000.

52. Question: How many current IT Staff Augmentation Contractors does the County currently have working?

ANSWER: See question #16.

53. Question: How many requests for IT Staff Augmentation Contractors did the county send to its approved vendors in 2019?

ANSWER: We are unable to answer this question at this time as multiple departments and offices requested staff.

54. Question: Does the County's inbox for Submittal of these RFPs provide read/delivered receipts back to the proposing vendor? Or will the county confirm receipt prior to COB on the 6th for all proposals submitted before the deadline?

ANSWER: ANSWER: Please refer to our submittal instructions: Emails are limited to a maximum of 50MB capacity. NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. Electronic submittals must be received in the purchasing@bouldercounty.org email box. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above.

55. Question: Specifications, Page 6: In this section the County requests vendor "Pre-Screen" all proposed candidates, is the County expecting vendor to

complete a costly Background Check/Compliance process prior to submittal or by “Pre-Screen” does the County expect Technical Screening, References Checks be completed prior to submittal to the County?

ANSWER: Yes. Technical screening and reference checks.

56. Question: Specifications, Page 6: Are there specific Job Descriptions or Departments at the County that would require the County’s Security Clearance prior to starting work?

ANSWER: All positions will require a background check and fingerprinting.

57. Question: Submittal Section, Page 9: The County is requesting a “Detailed Project Schedule with all-inclusive total cost”, is the vendor expected that for this specific SOQ that the actual “project schedule” is more applicable to how we support any IT Staff Augmentation Requirements from the County and the “all-inclusive total cost” is actually some format of Bill Rate per Hour?

ANSWER: See question #1.

58. Question: Does the County have any questions they would like to ask vendors to respond to to-gauge their experience and qualifications? None were included in the SOQ document provided.

ANSWER: Questions will ask questions based on the project requirements at the time of interview.

59. Question: Does the County have a Rate Table or Pricing Attachment that they would like for vendors to respond to or would the county like to see Market related data for the associated labor categories provided in the SOQ?

ANSWER: Market related data please.

60. Question: Insurance and W-9 Requirements, Page 7: The County does not request “Sexual Abuse and Molestation Insurance” but the Sample Contract does include that Insurance. Can the City confirm if this type of insurance is a requirement for this Contract?

ANSWER: The sample contract is a sample only. Please refer to the insurance requirements on Page 7 of the SOQ document.

61. Question: What is the estimated budget of this SOQ/Contract?

ANSWER: See question #18.

62. Question: As stated on Page 6 (assignments that may be short-term (one day) to a longer term of several weeks or months), can you please clarify a Specific duration for this contract?

ANSWER: It's a one year initial contract with the option to renew for up to an additional four years.

63. Question: Please confirm if there is any local preference?

ANSWER: Unclear if the question is referring to a local purchasing preference or a local staffing preference.

64. Question: Are there any Incumbents? If yes, can you please name the Incumbents?

ANSWER: Yes. See question #16.

65. Question: How many awards to be made under this contract?

ANSWER: Up to 5.

66. Question: The City of Boulder released one RFP titled "Information Technology Staff Augmentation" RFP 02-2020, Finance Department / Purchasing Division, which was due on October, 13th. Please Clarify if this is for a different department, if not what was the reason to release a new RFP for the similar services?

ANSWER: The City of Boulder and Boulder County are different government entities. This request is not related to the City of Boulder request.

67. Question: The County has not provided any pricing format. Can we utilize our own pricing format?

ANSWER: Yes.

68. Question: Please confirm we are required to provide pricing for the positions specified on Page No. 6.

ANSWER: Yes. Please provide a rate card for positions you provide candidates for.

69. Question: Are there any job descriptions available for the positions specified?

ANSWER: See question #31.

70. Question: Can we provide a rate range?

ANSWER: Yes.

71. Question: What is the anticipated award date?

ANSWER: Early 2021.

72. Question: Is there any incumbent for this contract or is this for a new contract? If yes, can you please let us know the name of incumbent, their hourly rate and historical spend?

ANSWER: See question #16.

73. Question: Is budget allocated for this contract? If yes, can you please let us know the same?

ANSWER: See question #18.

74. Question: Are we required to provide any benefits? if yes can you please let us know what benefits are required.

ANSWER: No.

75. Question: Can you please provide us the list of County observed Holidays and Vacations?

ANSWER:

New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Election Day

Veterans' Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve (half day)

Christmas Day

New Year's Eve (half day)

76. Question: Is this bid a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.

ANSWER: Yes. See question #16.

77. Question: How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.

ANSWER: Currently, there are no resources engaged in the current contract. We have used the incumbents for project management, business analysis, desktop support, service desk and administrative assistant help.

78. Question: When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception?

ANSWER: Total spend from inception is not available at this time, however we have spent about \$216,000 this year.

79. Question: Is there any defined Not-To-Exceed (NTE) budget of this bid for the base term?

ANSWER: We anticipate a NTE budget of \$50,000.

80. Question: Is there will be any preference given to local vendors?

ANSWER: Unclear if the question is referring to a local purchasing preference or a local staffing preference.

81. Question: How many vendors does the county intend to award?

ANSWER: See question #65.

82. Question: What type of pricing a vendor should mention in the response? Is the county expecting hourly rates or mark-up percentage?

ANSWER: Hourly rates.

83. Question: Is this a new contract or a re-compete of an existing contract?

ANSWER: Re-compete.

84. Question: Please provide the list of current incumbents and the pricing details.

ANSWER: See question #16.

85. Question: How many vendors will be awarded as a result of this solicitation?

ANSWER: See question #65.

86. Question: How many temp employees currently work under this contract?

ANSWER: See question #77.

87. Question: What is the budget allocated to this contract?

ANSWER: See question #18.

88. Question: Can you provide the total spend for the past 5 years broken down annually?

ANSWER: See question #78.

89. Question: From the list of Job titles will you provide us the Job descriptions?

ANSWER: Yes. Each new request for support staff will be accompanied by a job description.

90. Question: What is the average length of an assignment?

ANSWER: See question #5.

91. Question: We are an NJ based MBE, shall we bid for this contract? Or will the County give preference to local companies?

ANSWER: See question #14.

92. Question: on page 9, under the checklist: We are submitting the proposal as an LLC company, what details do we need to submit for "Name and Address of the Partners and Subcontractors if applicable"?

ANSWER: Name and Address of the Partners and Subcontractors if applicable.

93. Question: on Page 6 under Specifications, What do you mean by a detailed project schedule with all-inclusive cost - does it mean we have to provide a price quote for the job positions listed?

ANSWER: See questions #1 and #2.

94. Question: on Page 6: Vendor must pre-screen all proposed candidates and perform reference checks in advance and the Vendor must perform a technical assessment for all proposed candidates in advance. Please clarify when we need to conduct pre-screen, technical assessment, and perform reference checks?

ANSWER: Prior to submission of candidate resumes to the county.

95. Question: Pricing. The RFP asks only for pricing. We would like to submit 3 tier pricing models to cover any skills or experience contingency that Boulder County may be seeking for this RFP.

ANSWER: Ok.

96. Question: **Project Schedule and Cost - A detailed project schedule with an all-inclusive total cost** (Mentioned in page no 9 in the checklist) - How to provide a detailed schedule without knowing the project details?

ANSWER: See question #1.

97. Question: **Pricing** - Do we need to provide per hour proposed billing price listed positions in the page no 6 in the 23 pages RFP document? or any other pricing document that we need to fill this pricing info

ANSWER: See question #2.

98. Question: **Resumes** - Do we need to provide any sample resumes

ANSWER: See question #7.

99. Question: **E- Verify** - Is it mandatory to complete E-Verify program before submitting the RFP response

ANSWER: No.

100. Question: Please clarify if you need Key Personnel experience: Are you referring to the Key Personnel (Recruitment staff) of the vendor or of the IT Professional that your 'll are looking at

ANSWER: IT Professional.

101. Question: Refers to the Price Proposal- Please mention the Key skills that you need the price proposal for? is there any specific format (Jr , Mid--level, or Senior)?

ANSWER: Key skills are for the positions listed on page six. Please submit a rate card for any of the positions you generally staff.

102. Question: Is there a current incumbent?

ANSWER: See question #16.

103. Question: This is a wide range of Technical Skill Sets. Can we carve out and bid on the roles we are strongest in recruiting or do we need to bid on all of them?

ANSWER: You can carve out an bid on the roles you are strongest in recruiting.

104. Question: Can you provide the typical length of contract need requests?

ANSWER: See question #5.

105. Question: We can provide a better price quote if we can get some information about the volume of work/rate. Based upon the last few years of data, can you please provide the following two information: what is the hourly rate the current vendor is charging for the skillsets mentioned on page -6?

ANSWER: Vendor rates are not public information.

106. Question: Can we get a copy of the city's contract with the vendor providing similar (or same functionality)?

ANSWER: This information is available via CORA request.

107. Question: In the last fiscal year, how much city spent on completing the work mentioned in this SOQ? Or how many total hours spent annually to complete the work identified in this SOQ?

ANSWER: See question #51.

108. Question: Is there any specific format we need to follow for our SCQ-response?

**ANSWER: Please refer to the submittal instructions:
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109. Question: In page 7 it states, "THE ADDITIONAL INSURED WORDING SHOULD BE AS FOLLOWS: *County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insureds.*" We do have all these insurance mention in the SOQ. Do we need to provide this now or we can provide this when we sign the contract?

ANSWER: You are NOT required to include additional insured status until the time a contract is executed.

110. Question: Page 9, Table 1, Row 3: "Proposer must provide with submittal "A detailed project schedule with an all-inclusive total cost" - This item is unclear what the County is requesting and how it applies to this RFP. Since this RFP is for staff augmentation, and we have been provided no details about any specific projects in the RFP, are you looking for a sample detailed project schedule? And, by all-inclusive total cost, are you referring to a rate card for the positions listed on Page 6 that might need to be filled?

ANSWER: See questions #1 and #2.

111. Question: Page 9, Table 1, Row 4: Proposer must provide with submittal "Information on the relevant experience of key personnel" - Is the reference to "key personnel" in this question with regards to personnel that will be involved in the management and execution of the resulting contract for Information Technology Staff Augmentation or is it in reference to recruiting personnel?

ANSWER: See question #101.

112. Question: During the previous term of this contract, how many contractors were staffed on a temporary basis through this contract vehicle?

ANSWER: See question #53.

113. Question: How many vendors were on the qualified vendor list during the previous term of this contract?

ANSWER: 5.

114. Question: Is this a new contract or a re-compete of an existing contract?

ANSWER: See question #16.

115. Question: On average how many temporary IT staff are deployed at any given time?

ANSWER: 0-5

116. Question: If it's a re-compete, how many vendors are currently supporting the contract?

ANSWER: 5

117. Question: What was the annual spend during the previous term of this contract?

ANSWER: See question #51.

118. Question: The RFP mentioned only using the contract for short-term contractor needs. Do you anticipate using the contract at all for positions that are more than 6 months in length?

ANSWER: Yes. Staffing length will be determined by the length of the project they are assigned to.

119. Question: How many vendors does the County anticipate awarding for this contract?

ANSWER: See question #65.

120. Question: How many positions were filled using this contract during 2019?

ANSWER: See question #53.

121. Question: Are there any upcoming IT projects that are driving the need for this contract?

ANSWER: Not currently.

122. Question: Are we to provide the County with a rate card of our hourly bill rates, and if so, where should we insert this inside the proposal?

ANSWER: Yes. No preference on where it's submitted.

123. Question: Will selected vendors be allowed direct access to IT managers?

ANSWER: This is role dependent.

124. Question: What is the size of the City's current IT department? How many are city employees? How many are contingent staff?

ANSWER: Approximate 60 county employees. We are not currently using contingent staff.

125. Question: Could you please provide the below information for the Current Incumbent:

- Name of bidders who sent their proposals in response to the RFP
- Bid evaluation sheet
- Price quoted by each bidder
- A copy of proposal submitted by awarded vendor

ANSWER: This information is available via CORA request.

126. Question: Item number two on the proposal checklist request a detailed project schedule with an all-inclusive total cost. We were prepared to submit an hourly rate range for the IT positions named in the RFP. Since a specific project hasn't been identified, I don't know how else to submit a detailed project schedule and quote an all-inclusive cost. Will you please clarify the question or give me some direction so our response will be accepted? We were awarded a contract for BRETSA and enjoyed working with Boulder County in the past.

ANSWER: See questions #1 and #2.

127. Question: Do you want vendor to submit proposed personnel resumes? Is there any page limit for resumes?

ANSWER: Sample resumes are acceptable. No page limit.

128. Question: Do you want vendor to submit proposed personnel references? If so, how many?

ANSWER: Please submit sample resumes for any positions you generally provide staffing for.

129. Question: Could you please elaborate your question "Detailed project schedule with an all-inclusive total cost"? We understand that project assignments will be informed after award of this contract and hence project schedule will be given at that time. Kindly clarify

ANSWER: See questions #1 and #2.

130. Question: What is the estimated budget?

ANSWER: See question #18.

131. Question: Is there any local preference?

ANSWER: Unclear if the question is referring to a local purchasing preference or a local staffing preference.

132. Question: Do you want any proof of e - verify?

ANSWER: Yes.

133. Question: Do you have any incumbent for this project?

ANSWER: See question #16.

134. Question: Insurance Certificate, W-9, Signature Page – Do we need to provide these documents in the same proposal response or as separate attachments.

ANSWER: No preference.

135. Question: Page 8, Insurance Requirements: Proof of current insurance must be provided with your proposal in the form of a sample certificate. You are NOT required to include additional insured status until the time a contract is executed. - *For the sample certificate, please clarify who should be listed as the sample certificate?*

ANSWER: We are looking for a sample only and do not require additional insured wording on a sample certificate.

136. Question: What is the expected lead time for vendor to provide requested contracted staff?

ANSWER: Preferably two weeks but flexible.

137. Question: Does Boulder County require contracted staff to work on site or is remote work allowed?

ANSWER: See question #45.

138. Question: Can vendor provide a hourly cost range for listed roles based on experience level, or is Boulder County seeking a specific level of experience?

ANSWER: Hourly cost range is ok.

139. Question: Boulder County stated “additional staffing support would be in line with, but not limited to the following job descriptions”; can vendor provide cost information for other IT roles not listed?

ANSWER: Yes.

140. Question: The Boulder County Project Checklist directs the vendor to provide “A detailed project schedule with an all-inclusive total cost.” Since the type of projects/work are not yet defined, should we focus on providing only the total cost based on IT role.

ANSWER: See questions #1 and #2.

141. Question: Does boulder county has any expectation on experience level like 1-3 years: Junior, 3-7 : Mid-level and 8 -12 : Senior consultant.

ANSWER: Yes.

142. Question: Rate card will vary according to experience level VS skill sets. Do we need to provide rate card for all 3 levels?

ANSWER: Yes.

143. Question: Page 6, Technical assessment: What type of details are you looking for in the technical assessment?

ANSWER: Will be provided when the request for candidates is made.

144. Question: Page 6, Technical Assessment: Do you want us to provide our screening process, and/or the types of outside technical tests we provide as an organization?

ANSWER: Yes.

145. Question: Page 9, Submission Checklist: Should we leave this blank if we are not planning on using any subcontractors?

ANSWER: This checklist must be submitted as part of your proposal package. You can mark N/A on the Name and Address of the Partners and Subcontractors if applicable.

146. Question: Will the County accept proposal to specific skill areas or are we required to provide services in all listed skill sets?

ANSWER: Specific skill areas are ok.

147. Question: Is there an estimated Level of Effort (LOE) and budget for the initial year?

ANSWER: In the past, previous contracts have had NTE amounts of \$100,000 but that could change as staff is requested on a project basis.

148. Question: Is this a new requirement or is there a current incumbent(s) providing the listed services?

ANSWER: See question #16.

149. Question: It is noted that there will be multiple awards made for this solicitation. How many companies do you expect to award to initially? Will there be opportunities for other companies to get "on the list" during the course of the contracts five-year life span?

ANSWER: For Part 1: See question #65. For Part 2: No.

150. Question: Is there a expected timeline between the task orders release and start of the work?

ANSWER: See question #136.

151. Question: The submission checklist includes an item "detailed project schedule with all-inclusive project cost". What is expected to be provided for this item?

ANSWER: See question # 1.

152. Question: SOQ Section: Specifications, Pg. 6 - Does the Government have specific qualifications for each of the 13 positions listed?

ANSWER: Yes. A job description with specific qualifications will be provided at the time of request for candidates.

153. Question: SOQ Section: Submittal Section, Pg. 9 - The SOQ Checklist requires "information on the relevant experience of key personnel"; however the SOQ does not identify any key personnel. Will the Government please identify the key personnel required?

ANSWER: Key personnel are the IT professionals listed on page 6.

154. Question: SOQ Section: Submittal Section, Pg. 9 - The SOQ Checklist requires “a detailed project schedule with an all-inclusive total cost.” Given that this is an on-demand type of contract, can the Government please prescribe what information is required to satisfy this requirement? Would proposing hourly rates for each role meet the requirement?

ANSWER: See questions #1 and #2.

155. Question: SOQ Section: Submittal Section, Pg. 9 - The checklist asks contractors to “State your compliance with the Terms and Conditions in the Sample Contract contained in this SOQ. Specifically list any deviations and provide justification for each deviation.” Page 4-5 lists Terms and Conditions but the Sample Contract also lists Terms and Conditions. Can the Government please identify which set of Terms and Conditions the contractor should use to state compliance?

ANSWER: Sample Contract.

156. Question: SOQ Section: Boulder County Sample Contract, Pg. 12 - The “Boulder County Sample Contract” has a few sections bolded, including “Details Summary”, “Contract Documents”, “Contract Term”, and “Invoice Contact.” These section titles are not used anywhere on the Specifications page (pg. 6). Can the Government please clarify how the contractor should reference these sections in their proposals?

ANSWER: To be able to submit a proposal to the SOQ, the specifications must be met. These specifications will be incorporated into the contract language after award.

157. Question: Do you require written references from our client(s) or just the contact information. Happy to provide either

ANSWER: We require that the recruiting firms complete reference checks.

158. Question: We noticed this is a request for staff augmentation (short and long term contracts) and we also noticed the mention of project based work. Do you want pricing on two separate requests or just the cost of staff augmentation per the positions listed in the RFP?

ANSWER: Please provide cost of staff augmentation per the positions listed in the SOQ.

159. Question: Is it possible to get clarification on the request for a detailed project proposal. Meaning, what type of project should we propose? Is this a time and expense for an entire project for an integration or implementation of some kind

ANSWER: See question #1.

160. Question: How many vendors are you planning to select as a result of this SOQ process?

ANSWER: See question #65.

161. Question: Is this a new contract or renewal to an existing contract? If existing, please answer the following:

- Share the number and list of incumbents.
- County's last year expenditure for similar services.
- County's total expenditure on the previous contract.

ANSWER: This contract will be new.

162. Question: What is the expected spend/budget for this contract?

ANSWER: We don't know at this time.

163. Question: Would we be required to submit resumes for the roles mentioned in the "Specifications" section of shared SOQ?

- If yes, do we need to submit resume for each role?
- If yes, do we need to submit resume for each role?

ANSWER: Please submit resumes for the positions for which you provide candidates.

164. Question: What does County mean by Key personnel? We assume that we need to provide qualifications of our Account Manager and other Account Management Team who would be dedicated to this contract, not the technology SMEs. Please confirm.

ANSWER: See question #100.

165. Question: What does County mean by Key personnel? We assume that we need to provide qualifications of our Account Manager and other Account Management Team who would be dedicated to this contract, not the technology SMEs. Please confirm.

ANSWER: See question #100.

166. Question: Can the County provide a template for submitting Cost information?

ANSWER: Please submit an hourly rate card for the positions you generally provide candidates.

167. Question: Will the projects/task orders/resume requests that might come in during this contract term be on Time & Material basis, Fixed cost or both?

ANSWER: Both.

168. Question: Can we provide a range of proposed Hourly/Bill Rate or we can only provide a single rate for each role?

ANSWER: Range is acceptable.

169. Question: Who would bear the cost for the reference checks - County or selected vendors? If vendor, should we include the cost in our proposed all-inclusive Hourly Rate or as a separate line item. Please Confirm.

ANSWER: Selected vendors. Include in hourly rate.

170. Question: What does County expect in response to the "Project Schedule"? As this is an as-needed services contract, we expect that multiple projects/task orders/resume requests might come in during the contract term and specific schedules might be needed then. For this response, should we provide an Engagement/Service plan on how we will work under this contract?

ANSWER: See question #1.

171. Question: We assume that signed "Contractor's Certificate of Compliance" will be required upon contract award and not with the response proposal now. Please confirm.

ANSWER: Yes. Upon contract award.

172. Question: Does Boulder wish for us to provide an hourly rate card and staffing timeline in order to fulfill requirement two? (A detailed project schedule with an all-inclusive total cost)

ANSWER: See questions #1 and #2.

173. Question: Does Boulder wish for each item in the proposal package to be submitted separately or would one document containing the relevant forms be acceptable?

ANSWER: No preference.

174. Question: Insurance - Can we submit SOQ with current insurance and procure additional insurances (E&O and Privacy/Cyber Liability) at the time of award of contract?

ANSWER: No.

175. Question: Since this is an SOQ for IT Staff Augmentation for assignments that may be short-term (one day) to a longer term of several weeks or months, how do we provide a Project Schedule with an all-inclusive total cost? Does this mean, we have to provide a range of cost?

ANSWER: See questions #1 and #2.

176. Question: We are a non-resident bidder from California. Is there any additional process or documentation required, while responding to this SOQ?

ANSWER: No.

177. Question: What is the percentage disadvantage of being a non-resident bidder?

ANSWER: None.

178. Question: What format would you like to see your pricing in?

ANSWER: Rate card.

179. Question: Would you like a max bill rate, a range of bill rates, or a mark up percentage?

ANSWER: Rate card with range of bill rates.

180. Question: What information would you like to see included in the project schedule?

ANSWER: See question #1.

181. Question: What factors would you like to be included in an all-inclusive total cost?

ANSWER: See questions #1 and #2.

182. Question: Is this solicitation regarding a new requirement or is there an incumbent(s) provider?

ANSWER: See question #16.

183. Question: How many vendors are providing these services currently?

ANSWER: See question #16.

184. Question: What is the anticipated and previous spend on this contract?

ANSWER: See question #51.

185. Question: Are these positions need candidates to be present Onsite at Boulder, CO facility, or remote is ok? If remote, what is the plan post covid.

ANSWER: See question #45.

186. Question: What is the minimum duration of each contract position or task order?

ANSWER: See question #5.

187. Question: What is the total spend on Information Technology Division from Boulder County for 2020

ANSWER: Our project budget was approximately \$5M.

188. Question: How many task orders can we expect for each vendor.

ANSWER: We don't have this information at this time.

189. Question: Is the county expecting vendors to provide the list of candidates' names and resumes or just the number of staff we deployed or have on our bench?

ANSWER: Sample resumes.

190. Question: Is the reference checks in the checklist means candidates reference checks or client reference of the vendor in the past.

ANSWER: Client reference of the vendor.

191. Question: Do we need to have public sector past experience or we are good with private sector references

ANSWER: Private sector is ok.

192. Question: What is the minimum number of experience level you are anticipating for this project under each category PM, BA, etc

ANSWER: Minimum experience level will be determined on a project need basis and communicated at the time of request for candidates.

193. Question: Under Terms and condition could you please give clarity on this section - The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.

ANSWER: Boulder County is tax exempt.

194. Question: Scoring matrix - "Any other relevant and appropriate factors as determined by the county": Provide clarity on what other factors relevant to this RFP?

ANSWER: This will be determined by the evaluation committee at time of review.

195. Question: How many resources are required under each job title? should we propose entry, Midlevel, and senior-level resources we have or deployed in the past?

ANSWER: The number of resources will be determined on a project need basis and will be communicated at the time of request for candidates.

196. Question: "Information on the relevant experience of key personnel" - Should we include candidates' experience we are proposing for tech stack or the vendor staff personnel who are dedicated to supporting county needs.

ANSWER: See question #100.

197. Question: Do you have a format or template for the price proposal?

ANSWER: Please submit a rate card.

198. Question: Could you clarify the Data Reporting Engineer role - can a JD be shared? Is it the same as a Data Analytics/ Visualization Engineer?

ANSWER: It's the same.

199. Question: Are there any incumbents here? What roles are currently supported by the incumbents - if any?

ANSWER: See question #16.

200. Question: How many awards are planned here?

ANSWER: See question #65.

201. Question: Could you also share the average historic stint (duration of assignment) per role?

ANSWER: See question # 5.

202. Question: Can the extended term (or even range of term) of the assignments be provided by role?

ANSWER: See question # 5.

203. Question: Would the assignments be full-time always?

ANSWER: No.

204. Question: If multiple vendors are selected here, could you please clarify how the orders for the different staff augmentation needs would work? eg., Would they be done in a rotational model to the selected vendors in the order of ranking?

ANSWER: We send staffing requests out to all approved vendors at the same time. The strongest candidates are interviewed.

205. Question: Are there any specific expectations on the pre-screening and technical assessments?

ANSWER: The county relies on vendors to provide services in line with the SOQ and the contract requirements.

206. Question: What is the worksite location?

ANSWER: Our offices are in Boulder, Colorado. Remote work could be required on a project-by-project basis.

207. Question: Can a JD be provided for each role?

ANSWER: We will send job description with each new staffing request.

208. Question: Can the tech stack and/or architecture/technologies used at the County be provided?

ANSWER: This information is not publicly available.

209. Question: Are any cloud technologies or systems in use?

ANSWER: Yes.

210. Question: Checklist | Detailed project schedule - Could you please clarify the expectation here?

ANSWER: See question #1.

211. Question: Project manager - What type of development process does the county follow? eg., Waterfall, Scrum, Agile SAFE etc

ANSWER: Mainly Waterfall.

212. Question: Business Analyst, Data Analyst, Data Reporting Engineer, Desktop Support, Network Engineer, Security Engineer, SQL DBA, System Administrator, Administrative - Could you clarify the top 3 required skills here?

ANSWER: N/A. Skills would be dependent on project needs and we will send a job description with each new request.

213. Question: Could you clarify the Data technology stacks in use at the County? eg., PowerBI, Tableau, OBIEE etc?

ANSWER: This information is not publicly available.

214. Question: SQL DBA role - Is the Database referenced here MySQL or Microsoft SqlServer?

ANSWER: This information is not publicly available.

215. Question: System Admin - could you clarify the infrastructure technologies & systems that will need administration?

ANSWER: This information is not publicly available.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on December 16, 2020**.

Please note that email responses to this solicitation are preferred, but are limited to a maximum of 50MB capacity. NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **SOQ # 7182-20** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their proposal is received on time at the stated location(s). Any proposal received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all proposals, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

November 20, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for SOQ #7182-20, **Information Technology Staff Augmentation**.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that due to COVID-19, **BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org**.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ Date: _____

Name of Company _____

End of Document