



**ADDENDUM #1
Office of the County Administrator
Disaster Recovery Staff Augmentation
RFP # 7327-22**

March 7, 2022

The attached addendum supersedes the original Information and Specifications regarding RFP # 7327-22 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: Is this a single award or multi-award?

ANSWER: The County anticipates a multi-award, with the number of awards to be determined.

2. Question: If it is a multiple-award contract, how many awards will be made under this contract?

ANSWER: See question #1

3. Question: How many awards will be made for each job position?

ANSWER: To be determined based on County needs.

4. Question: Is this a new contract or renewal of an existing contract?

ANSWER: New contract. The County has contracts for other temporary staffing services, which are separate from the services solicited through this RFP.

5. Question: If there is an existing contract, could you please share the name of the Current Suppliers (who are currently providing services to the County?)

ANSWER: See question #4

6. Question: Is there any issue with the Current Suppliers?

ANSWER: See question #4

7. Question: Could you please share the Current Suppliers' Pricing and Proposals?

ANSWER: See question #4

8. Question: Can you please share the email id/details where we can raise the public record request for the old RFP/contract?

ANSWER: See question #4. Requests for records can be submitted through the Boulder County Open Records Center at:

[https://bouldercountyco.govqa.us/WEBAPP/_rs/\(S\(qowsbonhlivefdq2vgz0s0qg\)\)/supporhome.aspx](https://bouldercountyco.govqa.us/WEBAPP/_rs/(S(qowsbonhlivefdq2vgz0s0qg))/supporhome.aspx)

9. Question: Can you please share the details from where we can get old RFP details?

ANSWER: See questions #4 and #8

10. Question: Can you please share the details from where we can see the records for the old contract?

ANSWER: See question #4 and #8

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

ANSWER: See question #4

12. Question: Please share the historical spend for the year 2021.

ANSWER: N/A see question #4

13. Question: Can you please share the no. of positions served in previous years under this contract?

ANSWER: N/A. See question #4.

14. Question: Can you please share the amount of business each vendor did under this contract in previous years?

ANSWER: See question #4

15. Question: In order to be responsive for this RFP, do we need to submit price for each job position Accounting Clerks, Community Engagement Specialists, Communication Specialists, Disaster Recovery Program Specialists, Energy Advisors/Specialists/Navigators, Grant Accountants, Land Use Planners, Land Use Plans Examiners/Reviewers, Public Information Officers, Project Managers, Project Specialists, Social Media Experts, and Zoom Webinar Experts?

ANSWER: Bidders must submit hourly rates or pay ranges for each position. A pay range must include a minimum and maximum rate.

16. Question: What is the expected annual budget of this contract? Please share the rough estimate?

ANSWER: To be determined based on County needs. The intent of this RFP is to have temporary staffing services readily available as needs arise.

17. Question: How many positions are expected to be filled under this contract?

ANSWER: To be determined based on County needs.

18. Question: Which job positions will be the most commonly filled under this contract?

ANSWER: To be determined based on County needs.

19. Question: What will be the minimum duration of work for any job position?

ANSWER: To be determined based on County needs.

20. Question: Please share the County policy for overtime, weekend and holiday shift hourly rates such as 1.5 times of general shift?

ANSWER: Contractors performing services pursuant to this RFP are not eligible for overtime pay under County Policy. Contractors are not eligible for weekend or holiday pay.

21. Question: Can you please share the job description and experience of each job position to be filled under this contract?

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

22. Question: Will you be giving preference to local bidders?

ANSWER: This RFP is not subject to a local purchasing preference. We do not foresee any on-site work.

23. Question: Is subcontracting mandatory for this RFP?

ANSWER: No

24. Question: Please confirm if our resources will be travelling from one location to another to perform the services under this contract, if yes, how will those travel expenses be reimbursed?

ANSWER: Traveling will not be required. See question #37. Remote work is preferred for all positions. Travel and travel reimbursement will only be allowed if specifically authorized in a contract.

25. Question: Do we need to submit a sample Certificate of Insurance with proposal response?

ANSWER: Yes. See checklist in RFP.

26. Question: **Information on the relevant experience of key personnel - Question:** Do we need to submit resumes of key personnel to suffice the above requirements

ANSWER: Submission of resumes is preferred.

27. Question: **A detailed project schedule with an all-inclusive total cost**

Question: Can you please share cost proposal format?

Question: Do we need to provide hourly bill rate of each job position/title to be invoiced to the County in cost proposal? Please confirm.

Question: Can we proposal minimum-maximum rates range for each listed position in Scope of Work?

Question: Do we need to provide pay rates and mark-up in pricing? Please confirm

ANSWER: See question #15. To the extent not otherwise requested, please submit any additional pricing information that is material to your bid (mark-up pricing, etc.)

28. Question: **Submit three references for similar projects your company has completed within the last three years and contact information**

- a. **Question:** Will you consider any temporary staffing project as a similar project?
- b. **Question:** Will you be considering references from commercial clients?

ANSWER: Yes

29. Question: The RFP indicates that the County is looking for a staffing agency, however our team brings specific specialization in disaster recovery that can be layered over simple staffing activities. Would Boulder County be supportive of these types of expanded capabilities and offerings in an RFP response?

ANSWER: Yes

30. Question: Our proposed team has provided disaster recovery-specific consulting and staffing solutions for decades and has a very strong grasp on the types of support many clients find themselves needing after an event occurs. Is Boulder County open to bidders offering additional capabilities and job titles based on our extensive experience staffing and managing disaster recovery activities nationally?

ANSWER: Yes

31. Question: Would you like an hourly rate per position required in the RFP? If not, what is the format requested by the County for the cost proposal?

ANSWER: see question #27

32. Question: How would you like the project schedule to be presented, since the project term is widely varied?

ANSWER: In consideration of outstanding project variables, the County does not have a preferred project schedule presentation. Bidders may use the project schedule format of their choice.

33. Question: Can resumes be included in the proposal submittal?

ANSWER: See question #26. The County will require candidate resumes for consideration as positions become available.

34. Question: For the Communications Specialist and Public Information Officer, what languages are important to the client as part of the bilingual requirement?

ANSWER: English, Spanish, Nepalese, Hmong, and others as determined by County needs

35. Question: Is the County aware of any immediate staffing needs or have any idea of the mobilization period upon NTP?

ANSWER: Many of the positions listed are immediate needs.

36. Question: Does the privacy/cyber security insurance requirement flow down to subs?

ANSWER: While Risk Management does not require a vendor to provide certificates of insurance referencing a subcontractor's insurance coverage, paragraph 23 of the Sample Contract states that the contractor is required to obtain written consent of the County in order to subcontract work, and that the contractor will remain liable to the County for a subcontractor's performance.

37. Question: Which of the requested positions require 100% on site work?

ANSWER: Remote work is preferred for all positions. We do not foresee any on-site work.

38. Question: Can any land-use, energy advisory and other technical support be remote and supported by site-visits?

ANSWER: Yes

39. Question: Can you provide further guidance on expectations for the provision of "A detailed schedule with all-inclusive cost" given the broad description of staff-timing: "short-term (several weeks) to longer-term (months to years)"

ANSWER: See question #32

40. Question: RFP/SOW Page Number – 7 - Temporary Staffing Services for Disaster Recovery for Boulder County

Will Boulder County or the selected vendor be responsible for defining the job description and professional requirement for each of the positions identified in its disaster recovery framework?

ANSWER: Boulder County

41. Question: RFP/SOW Page Number – 11 - This Checklist must be submitted as part of your proposal package

On the second line of the checklist there is a requirement to provide a detail project schedule with an all-inclusive total cost.

Please clarify if the all-inclusive total cost on an hourly or annual basis for each of Boulder County’s disaster recovery framework positions listed on pages 7 and 8.

ANSWER: see question #27 & #32

42. Question: RFP/SOW Page Number – 2 and 7 - Purpose/Background and Temporary Staffing Services for Disaster Recovery for Boulder County

On page 2, the RFP states “the staffing agency will work with department leads to hire for specific needs of their respective departments.”

On page 7, the RFP states, “we anticipate needing temporary staffing assignments to help with various recovery efforts in years to come.”

Please clarify if Boulder County is seeking to hire personnel or to contract with vendor for temporary staffing assignments to help with various recovery efforts.

ANSWER: temporary staffing assignments

43. Question: Page 7 – Specifications - What are the County's expectations for on-site vs. remote work?

ANSWER: see question #37

44. Question: Page 11 – Submittal Section -

- 1) The County is requesting a “detailed project schedule with an all-inclusive total cost”. As this is a request for staffing augmentation, where the requirements are fluid, can you please confirm that the all-inclusive total cost is not representative of the total contract price?
- 2) As this is a request for staffing augmentation, where the requirements are fluid, can a rate table be provided to satisfy the all-inclusive total cost, based on the positions identified in the solicitation?
- 3) If travel is required, may it be charged directly to the County at no mark-up?

- 4) Is the County open to the provider identifying additional positions that may be important to disaster recovery efforts, and providing rates for those positions?

ANSWER:

1. See question #27 & #32
2. Yes
3. See question #24. Travel reimbursement will be outlined per contract guidance.
4. Yes

45. Question: Page 12 – Evaluation Criteria

The County has assigned 15 points for “Any other relevant and appropriate factors as determined by the county.” Can the County identify what it may consider as "relevant and appropriate" so that we may focus our proposal appropriately?

ANSWER: Pursuant to the Boulder County Procedure Manual, the evaluation team must consider: 1) The ability of the bidder to perform the contract or provide the goods and services within the time specified. 2) The reputation, experience, and efficiency of the bidder. 3) The comparative quality of the goods and services bid. 4) The bidder’s past performance in compliance with laws and ordinances relating to the bidder’s service. 5) The sufficiency of the financial resources of the bidder to perform the contract or provide the goods and services. 6) The ability of the bidder to provide future maintenance and service. 7) The quality and responsiveness of the bid/RFP. 8) The quality of the bidder’s past performance on contracts with Boulder County or on projects of a similar nature outside the county. 9) The price of goods or services. 10) The quality, availability, and adaptability of the goods and services to the particular use required.

46. Question: Is the county intending on issuing awards to multiple vendors? If so, would the County be open to the idea of awarding vendors only part of the scope for certain positions, i.e. Disaster Recovery Program Specialist, Project Managers, Project Specialist?

ANSWER: Yes and yes. See question #1

47. Question: Is there a minimum duration for each position? For example, would a position be called in for three days or a minimum of 12 weeks?

ANSWER: See question #19

48. Question: Is this solicitation only for temporary staffing firms or is it open to professional consultants?

ANSWER: open to both

49. Question: Is the intention for work to be completed on-site or remotely, even partial remote work?

ANSWER: see question #37

50. Question: How is the total cost intended to be provided for the solicitation? Is merely an hourly rate sheet per position listed acceptable?

ANSWER: Hourly rates/ranges, without total costs, are acceptable. see question #27

51. Question: The language of the contract is written as if the proposer is supervising the contracted labor. The proposer would be recruiting based on your requirements, but the County would remain as the supervising agency of the employee's work and production quality. Therefore, it is not common for the contractor, as the recruiter only, to indemnify for work that may result to damages for equipment and/or property. Would the County be open to negotiating this language under award?

ANSWER: Yes

52. Question: Proposal states "Proposed approach to the candidate search to fulfill all the potential needs during the anticipated timeline". However, no anticipated timeline is provided? Can you please provide context to anticipated timeline, at a minimum for the first couple of task orders following an NTP?

ANSWER: To be determined based on County needs.

53. Question: In Section 2b, on page 14, the proposal states, "Contractor shall ensure that it has received all required approvals from the County and property owners before performing any Work on their property. Contractor shall not perform any Work on properties for which Contractor lacks sufficient consent and approvals." Could the County clarify if they will require specific forms to meet this requirement?

ANSWER: For certain properties, the County may have on file a Right of Entry form signed by the property owner authorizing the Contractor to perform work on such property. Contractor should promptly notify the County in writing if it

has any concerns regarding its authority to perform work on any private property as directed by County.

54. Question: In Section 5 Invoicing, on page 15, the proposal states that the county “ may recoup any damages incurred because of Contractor’s failure to submit invoices pursuant to the terms of this paragraph.” Could the County clarify what type of damages may incur and what the penalty would be?

ANSWER: This language is intended to broadly capture any damages that may be available to the County under applicable law.

55. Question: Please provide the previous spending of the Contract?

ANSWER: see question #4

56. Question: To offer you competitive pricing, could the County share incumbent’s cost proposal?

ANSWER: see question #4

57. Question: Describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the requirement process?

ANSWER: The County may solicit competitive bids for individual work assignments from vendors under contract. When staffing needs arise, the County will generally reach out to all applicable vendors and make a procurement decision as determined to be in the best interest of County.

58. Question: Please describe the issues/problems that the County is facing under the current contract?

ANSWER: see question #4

59. Question: How many temporaries are currently working under this contract?

ANSWER: see question #4

60. Question: Also, please specify whether the new vendor(s) can make the transition of all the current temporaries whose project is ongoing? If yes, how and when the transition of the employees will be done from incumbent to new vendor?

ANSWER: N/A. See question #4.

61. Question: How many temporaries have been hired by the County in the current contract?

ANSWER: N/A. See question #4

62. Question: Please explain how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process?

ANSWER: See question #57

63. Question: What is the anticipated budget for the contract?

ANSWER: To be determined based on County needs.

64. Question: Is there any local preference?

ANSWER: See question #22

65. Question: Could the County accept electronic proposal in view of the COVID situation arising again?

ANSWER: Submittals are due by electronic submission to email listed in submittal instructions.

66. Question: Please provide name of the current vendor providing the services with a copy of their proposal including cost sheet.

ANSWER: see question #4

67. Question: Kindly provide total number of temporary staffs on current assignment?

ANSWER: See question #4

68. Question: What is the average length of the assignment?

ANSWER: To be determined based on County needs.

69. Question: Is there any preference for local vendor?

ANSWER: See question #22

70. Question: Kindly specify total number of FTE's working and current \$ value spent.

ANSWER: See question #4

71. Question: Please share the names of current vendors providing these services.

ANSWER: see question #4

72. Question: What is the annual past spending under the current contract OR the estimated budget for the resulting contract?

ANSWER: see questions #4 and #16

73. Question: Is it possible to share the incumbent contracts and their pricing information? If yes, please share.

ANSWER: see question #4

74. Question: Throughout the tenure of the existing contract, please confirm the number of temp staff worked under the incumbent contracts and how many are active at this time?

ANSWER: See question #4

75. Question: Is there any challenge fulfilling the current staff needs with the existing contracts for related services or improvements required?

ANSWER: See question #4

76. Question: Is there any local preference for this contract?

ANSWER: See question #22

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 March 11, 2022.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

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 **RFP # 7327-22** 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 bid is received on time at the stated location(s). Any bid 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 bids, to waive any informalities or irregularities therein, and to accept the bid 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**

March 7, 2022

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7327-22, Disaster Recovery 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 _____

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