

ADDENDUM No. 01

SUBJECT Questions and Answers

DATE ISSUED September 16, 2022

Q. Is the 20 page limit just the write up or is it inclusive of exhibits?

A. It is for the write up but if you need more than 20 pages please do so.

Q. Can the Exhibits be made electronically fillable? If so, can they be sent to us?

A. Yes, I can send a word document if requested.

Q. Questions are due in by September 15, 2022, is there a specific time or is it end of business day?

A. End of Day

Q. How will the quarterly staffed position count be determined and is there an allowance for decreased staff during summer months?

A. It's intended to determine staff position counts by the number of positions that were filled for a minimum of 2 weeks during the quarter. Within the contract negotiations, we will define the process for the quarterly counts. We will not penalize administrative payments for planned reductions within the summer months.

Q. Is there a planned annual escalation clause to the billable rates and/or administrative fees or is that open to negotiation?

A. Annual escalation on rates and fees may be negotiated. Our plan is to ensure staffing costs stay at market level.

Q. Are the Staffing Description and Employee Training Exhibits intended to be on all staff of the organization or just the administrative staff for this contract?

A. Just the administrative staff that will support this contracted work

Q. Can we attach letters of recommendation instead of the form provided in the Exhibits?

A. Absolutely, the form is just to allow a place to answer but you can attach all of your answers just leave a "see attached" note in the appropriate sections.



Q. What components of the RFP are negotiable? Are there any that are not negotiable?

A. Procedures and operational items are components that may be negotiable in the execution of an awarded contract. If there are specific components of the RFP that you are wanting to know if they're negotiable please ask. The cost of services submitted are not negotiable with the exception annual inflation adjustment to rates and admin fee. The general requirements are also not negotiable.

Q. Why is the administrative payment tied to employee count?

A. ESD112 recognizes a base administrative fee is necessary as employee count goes up, the administrative cost to manage the staff should go up in tandem. The RFP establishes not to exceed thresholds based on the recognized administrative needs and the ESD financial capacity available to fund a contract award.

Q. Why isn't the administrative payment tied to the cost of doing business?

A. We expect proposals to request the administrative payment tied to their agency cost of doing business, but the request cannot exceed the administrative maximum in the RFP.

Q. Why is the quarterly staff count tied to the administrative payment? This would create instability in the administrative workforce that is charged with recruiting and onboarding staff.

A. The quarterly count is not meant to penalize the staffing agency. Our goal is to create a system that allows us to increase the administrative rate as staffing needs increase. We anticipate contract negotiations will establish the time frame of more than one quarter of decreased employee counts before a decrease the administrative payment would happen. If employee counts go up the contract will address a payment increase without delays.

Q. Is this a new contract and if not, please share the last spending of this contract?

A. We still have a few small items to finalize but our spend last year was approximately \$6,171,230 in staffing and administrative fees.

Q. Are there any incumbents on the contract? If yes, please share the name of the incumbent?

A. Incumbent is SELF (Support for Early Learning & Families) in Washington

Q. Are there any pain points that the ESD needs to highlight for this contract?

A. No

Q. Please confirm the maximum No. of vendors that the ESD intends to award?

A. This will be awarded to one vendor

Q. Referring to form “STAFFING DESCRIPTION – D” Pg. No. 34, could you please elaborate which “list of individual technicians with their certifications” is the ESD looking for? Will it be our management staff or staff we will be providing to the ESD as per the “Table 2”?

A. Just the management staff that will support this contracted work

Q. Referring to the section “Submittal Forms”, Pg No. 27, Could you please clarify what exactly is the ESD looking for? In reference to the same, can you please confirm if we need to provide the performance capacity bond, or do we need to provide an official statement with the commitment that we shall comply to the bonding capacity.

A. Page 27 is just a list of the documents we would like included in your response which are basically the following pages 28-37. A statement will be fine for now, we can work out additional paperwork and details during the contracting phase.

Q. Referring to the section “Submittal Forms”, Pg No. 27, Can you please clarify, how much shall be the bonding capacity we need to submit along with the response?

A. We can clarify during the contracting phase if necessary.

Q. As per the “Table 1 - Current Estimated Staffing Levels”, Pg. 8 there are different “School year positions”. Do we need to provide the bill rate according to the table 1? If yes, do we need to provide separate bill rates for the “school year positions” and “non-school year positions”?

A. When establishing a billable rate, we anticipate the proposal to recognize the fully loaded cost of the position, to include salaries, mandatory benefits, and any benefit package that will be proposed.

School year staff and non-school year-round staff may have similar benefit packages. Because school year staff do not work year-round, their annual benefits package (medical, EAP, etc), are spread out in fewer hours, causing the benefits loads to be higher than non-school year staff. Due to these factors, it is suggested that school year positions be called out and have a separate billable rate that non-school year positions.

We will follow up with you to clarify information once we receive your proposal if we find anything lacking the detail we expected.

End of Questions

Important Note to Bidders:

Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of RFP ESD 112-18-22 shall remain the same.

Instructions to Bidders:

Bidders shall sign, date and submit the form on this page with the rest of your company's bid materials.

Name of Company _____

Name of Authorized Representative (Please print) _____

Signature of Authorized Representative _____

Date Signed _____

Thank you.



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