

	Richland County School District One REQUEST FOR PROPOSAL Amendment No. 1	Solicitation Number Date Issued Buyer Phone E-Mail Address	RFP 88-10-0986 August 11, 2009 LaShonda Outing, CPPB 803.231.7037 louting@richlandone.org
---	---	--	---

DESCRIPTION: Provide Temporary Information Technology Professional Positions

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **August 27, 2009 2:00 PM Eastern Time**

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original and Six (6) copies**

QUESTIONS MUST BE RECEIVED BY: **N/A**

SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS:

Procurement Services
201 Park Street
Room 209
Columbia, S. C. 29201

See provision entitled "Submitting Your Offer"

AWARD & AMENDMENTS	This solicitation, any amendments and award, will be posted at the following web address: www.richlandone.org
--------------------	---

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Choose one) <input type="checkbox"/> Small (15 employees of less) <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other _____ (See provision entitled "Signing Your Offer".)
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	
TITLE (Business title of person signing above)	
PRINTED NAME (Printed name of person signing above)	

Instructions regarding Offerors Name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror or above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

OFFEROR OFFICE ADDRESS		
CITY	STATE	ZIP CODE
PHONE	FACSIMILE	E-MAIL
STATE OF INCORPORATION (If Offeror is a corporation, identify the State of Incorporation.)		
TAXPAYER IDENTIFICATION NO. (See provision entitled Taxpayer Identification Number)		

NOTICE

Amendment No. 1
Issued – August 21, 2009

Solicitation No. 88-10-0986
Provide Temporary Information Technology Professional Positions

THE FOLLOWING INFORMATION SHALL BE INCORPORATED AS PART OF THE ABOVE MENTIONED SOLICITATION; ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME:

Questions:

1. Historically, what is your annual IT staffing spend with outside vendors?
 - 1A. The annual spend for IT staffing (internal and external contractors) during FY 2008-2009 is estimated at \$544,650.00.**
2. How many total IT staffing contractors did you have for 2006, 2007, 2008 and in 2009?
 - 2A. Projects vary widely across the District and this data is not tracked.**
3. What kind of flexibility is there with the wording of this potential contract, specifically with reference to INDEMNIFICATION?
 - 3A. When presented with questions regarding the wording of the "Indemnification" clause or other clauses, language must be reviewed by the District's Legal Counsel for consideration prior to being declared responsive to this solicitation. The District reserves the right to declare any offer as non-responsive if any exceptions are stated in the proposals submitted.**
4. Can we have some idea of the versions of the software platforms that are in use, at present, onsite? e.g. Visual Basic, Powerbuilder, Microfocus Cobol, PeopleTools, Peoplecode, PeopleSoft's Query Tool, SQR, Focus, Crystal Reports, Java, ,Net, C#, Informatica, ESRI Suite, AIX, Linux etc.
 - 4A. The District has 225 software packages in use. Specific, detailed information will be provided where it will be necessary for project specific work.**
5. Will Richland County provide CMC with access to the existing infrastructure / licenses etc. when deployed on this assignment?
 - 5A. Access to pertinent systems and information shall be provided as necessary for specific projects.**
6. Does Richland County want all tasks to be handled from onsite?
 - 6A. The majority of work will require onsite presence. If applicable, remote access can be provided.**

7. Can the offerors also provide Task and Project management services with near-shore and offshore support models?

7A. The majority of work will require onsite presence.

8. Will Richland County provide remote access to management and monitoring tools as well as servers, desktops, network equipment and other in-scope equipment/ software?

8A. See response to Question 6.

9. Will the estimated hours be spread over maximum time period on one year?

9A. The hours required will vary based on the projects and situations that may arise. Hours will fluctuate rather than being evenly spread over the year.

10. Can estimated hours be taken as minimum guaranteed hours per annum?

10A. No. Refer to Section III. A. Contract Details, 1 and 2.

11. In case a position description is requested by Richland County, what are the minimum numbers of hours guaranteed by the County per position description?

11A. See response to Question 10.

12. Pg 3- Section I. – How does RCSD1 define “specific, fixed-term projects” and “general staff augmentation”? Are either or both categories measured by deliverables and/or time?

12A. Specific, fixed-term projects and general staff augmentation is defined as various projects that may arise from time to time could have specific scopes of work and time-tables. The projects will be agreed upon at the time of commencement of the assigned project. An example would be projects assignments of one low-level technician for ½ day to several high-level engineers for several months.

13. Pg 4 – Section I. – Under Purpose and Scope of Solicitation – “The purpose of this solicitation...to establish a fixed price contract with offeror(s)...” What does fixed price mean? Hourly rate versus total project cost?

13A. Fixed price is defined as set hourly rate charged to District for services rendered for the term of the contract. The fixed rate of services shall remain firm for the duration of the contract. Hourly rates submitted must include normal and overtime rates.

14. Pg 11 – Section III. - #3 – Using historical data, how often is Emergency Assistance needed from RCSD1?

14A. Emergency Assistance is not tracked nor is it consistent; situations range from IT situations during Bond Construction projects, day-to-day operations, summer projects, etc. at any given time. Each one can have difference needs and durations.

15. Pg 12 – Section III. A - #7 - "...submit detailed invoices for all work completed within 48 hours."

15A. Detailed invoices shall include at a minimum job assignment, i.e. school, department, etc.; start time, end time, description of job, PO number, employee name, etc. Invoices must be submitted within 48 hours of job or project completion.

16. Pg 28 – Section VII. - #1 – "RCSD1 requires invoicing at the successful completion of each task." Should we invoice daily? Our standard practice is weekly.

16A. Upon completion of job or project, detailed invoices must be submitted within 48 hours.

17. Pg 12 – Section III. B. #2 – "Offerors must agree to have mobile phones, preferably Nextel push to talk capable..." Is this Offerors, or Subcontractors that should have the device?

17A. The person assigned to any job or project must have an active means to communicate and the offeror must identify what method of communication will be utilized.

18. Pg 12 – Section III. B. #5 – "Person(s) scheduled to report on a project..." If the person is out for pre-approved time off, or sick, does the Contractor still have to send a replacement? Or, is this if the person leaves the engagement for good?

18A. The offeror shall be requested to assign a person with the appropriate skill set as related to the assigned job or project. If the initial assigned person is no longer available, another qualified candidate must be assigned and subject to the District's approval before beginning work.

19. Pg 13 – Section III. B. #18 – How often and by what position (as stated in the roles of the RFQ) is the equipment to be supplied by the vendor?

19A. If the task requires use of any equipment, i.e. laptop, cable tester, etc., the offeror must provide the equipment, only as needed.

20. Pg 24 – Section B. – What percentages of past placements have been long- versus short-term?

20A. This information is not available as the District does not track this data.

21. Pg 25 – Section V. Subcontractor – Identification – If we need to use a partner to fill a position, when do we inform RCSD1 – with the candidate submittal? Is the 10% based on per placement, or average/aggregate of our business with RCSD1?

21A. Any potential partnering must be identified within the technical response submittal. After award, offerors shall not be allowed to identify unnamed subcontractors that have not been previously approved for this award. The 10% is aggregate.

Additionally, the District encourages partnering and supports the Small, Women, and Minority Business Enterprise (SWMBE) Philosophy which states:

It is the policy and believed to be in the best interest of the District to provide Small/Woman- Owned/Minority Business (SWMBE) businesses equal opportunities to participate in all aspects of contracting and purchasing programs, including, but not limited to, participation in purchasing programs, including, but not limited to, participation in procurement contracts for materials, services, construction and repair work activities, and lease agreements. It is the District's goal to utilize minority firms to the maximum extent possible. The District goal is that not less than 15 percent of the total controllable dollars expended for the procurement of supplies, services and construction be directed towards Small/Women-Owned/Minority Business and that the goal expressed in dollars not be less than the total dollars expended toward achievement of the goal in the previous year.

22. Pg 25 – Section VI. #3 – "...quality of resumes..." Will we need to submit a sample resume for each Job Category in the RFP?

22A. Yes, refer to Response on Question No. 32.

23. Under Topic B "Services Requested" on page 12 of 37, #4 is missing? Please provide information.

23A. This was a typographical error and item no. 4 was inadvertently omitted.

24. Under Topic B "Services Requested" on page 12 of 37, #5: We understand that if a teacher is out that the school district requests a substitute teacher to replace the teacher for the day. When you say The vendor will arrange for a substitute resource of equal skill to be available that day, are you referring to if the contractor is out sick one day an adequate replacement needs to be provided during the time the contractor is out? Or if a contractor does not show up for work on the first day that we get an adequate replacement for the assignment on that same day?

24A. This situation would depend on the nature of the project. In any case, a substitute may be required for longer absences. In the event of staff augmentation personnel being out sick, this may not be required.

25. Under Topic B "Information for Offerors to Submit - Volume I - Technical Proposal" on page 24 of 37, under Item #5 References: Five (5) applicable references and three (3) of those are to be K-12 school clients or entities whom the Offeror has acceptably contracted for work within the past three years. If we have five very good references, but none of them are from k-12 school clients or entities because we have not provided work for the District how will this impact the 20%?

25A. The evaluation criterion stated provides up to 20% out of 100% value, therefore scoring will be weighed by the information provided and scored accordingly.

26. In Section IV, Part A, the RFP states "Offeror shall submit a signed Cover Page and Page Two. Offeror should submit all other information in this part and..." What is meant by "in this part?" Does this refer to Section IV, part B? Also, we are asked to include information requested "in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section IX. Attachments and Solicitations." These sections do not contain any questions; does that mean we should submit these sections with the RFP? Or should we submit a statement stating that we comply with the information in these sections?

26A. No, do not submit any sections without a response; offerors must include a statement indicating that their company complies with the stated clause.

27. In Section IV, Part A.1 the RFP states "in order to be evaluated as responsive, the Offeror must design their proposal around the Award Criteria set forth in Section VI and format set forth in this Section."

A) Is the Award Criteria noted for the in effort to keep the information provided by the offeror focused?

Is the "format in the section," the information addressed in Section IV, Part B.1-5?

27A. Yes to both questions.

28. In Section IV, Part B.4 the RFP requests a financial statement for the last (2) fiscal years, and information reflecting current financial position. As a privately held organization it is against our company policy to provide a financial statement. We can however provide information regarding revenue, field offices, and number of internal and consultant employees. Is this acceptable?

28A. No. Failure of offeror to provide financial statement or certified comparable statement of financial stability for the past two (2) years shall be considered as non-responsive.

29. Should the Cost Proposal consist only of the completed form in Section VIII?

29A. Yes.

30. Section IV, B, 4, Financials on Page 24 of 37 asks for all Offeror's to "provide the most current financial statement for the last two (2) fiscal years." We will be happy to provide the District with copies of our financials; however, these documents tend to be a minimum of ten (10) pages long each. As the District is asking that responses be kept to a thirty (30) page maximum, may financials be submitted as an appendix and omitted from the page count?

30A. Yes.

31. Section VI, 3, Proven ability to meet requirements of position as stated (Page 25 of 37) states "quality of resumes" as an evaluation factor; however, the submittal of resumes has not been indicated elsewhere in the RFP. Are resumes, in fact, to be submitted with Offeror responses? If so, how many resumes does the District require?

31A. The District reserves the right to interview candidates for a specific position from those proposed by eligible vendors (i.e. those awarded the applicable contracts). The individual selected is subject to be assigned upon completing a satisfactory interview. The interview may be in person or by telephone. Resumes may be requested for review as well.

The following statement is also applicable to this section. Offerors shall submit resumes in responses of each candidate's skill set position of the person(s) that will be considered for assignment per skill set category. Specific job categories that require certification must be able to provide valid proof of certification if requested. Resumes must be submitted as Appendixes and labeled accordingly to the applicable category. District reserves the right to select the appropriate skill set in accordance with the potential project scope.

32. Page 25 of 37, Submitting Redacted Offers, for clarification: Is the District requesting a hardcopy of the redacted document or will an electronic copy suffice?

32A. An Electronic copy of the offerors redacted proposal will be sufficient.

33. Are items such as a cover page, cover letter, and table of contents included within the page count?

33A. No. Page numbering should start at the Table of Contents.

34. May Offerors submit additional information regarding recruiting procedures, account team structure, etc. as an appendix to their offer? If so are appendices included in the page count?

34A. Additional information can be provided and included in the appendices and does not have to be included in the page count of 30, however proposal must not be elaborate and provide all information as requested in Section IV. B. Information for Offerors to Submit Volume I.

35. Is RCSD1 services currently contracted-out or it currently in-house?

35A. The District' IT Department handles most IT-related service in-house but some work arises that requires additional resources as the issues arises

36. If the services are contracted-out, who is the incumbent service provider and what is the duration/value of the on-going contract?

36A. Alphanumeric Systems and Telcom Design Management are the two remaining providers awarded contracts in September, 2006 from a District issued solicitation. Additional providers were also utilized from the State Contract as and when needed. The value of each provider is not available at this time (See response to Question No. 1 for an estimate in value).

37. If the services are contracted-out, is this RFP is for replacement of existing service vendor or augmentation of services? If it is augmentation, please provide the percentage.

37A. This contract is not considered augmentation. The intent of this contract is to provide professional staff for services as needed when required in accordance with the job categories. This contract will replace the current contract which is expiring.

38. Page 5 BID / PROPOSAL AS OFFER TO CONTRACT (JAN 2004). Says "joint bids" are not allowed but page 8 - SIGNING YOUR OFFER – states that (d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations." We feel these two statements are contradictory and thus, needs further explanation.

38A. Joint bids are not allowed, the person responsible for binding this agreement on behalf of the offeror must take full ownership of the contract.

39. Page 5 BID / PROPOSAL AS OFFER TO CONTRACT (JAN 2004). What will be the minimum duration of each assignment during the contract period?

39A. The duration of each assignment can be not be forecasted as each assignment is based on as needed services.

40. It is our understanding that all Service Provider personnel will be located at Richland County School District One, Is it accurate? If not, please provide the break-up of locations and the number of support personnel for each location.

40A. Location of personnel would depend on the nature of the project or task. Personnel could be assigned to either the District offices or various schools sites. Specific information would be made available at the time of assignment.

41. Will RCSD1 provide transportation, if Service provider staff needs to visit out-station locations for service delivery?

41A. No. The District will not provide transportation. The Offeror must provide their own means of transportation to and from job sites.

42. Who will assign the calls to Service Provider? Is it RCSD1 Helpdesk or RCSD1 IT Management?

42A. The District's IT Management will contact the vendor for services needed and establish the scope of work. Specific tasks will be managed through the Help Desk or through a District assigned project manager.

43. Is this a Service Level Agreement (SLA) based contract (thus, Service provider will determine the team size) or the Full-time equivalent (FTE) based contract? How many individual does RCSD1 requires for each position or in total for their services?

43A. The number of staff to assign per project or task shall be determined and based upon the scope of the project or task.

44. Does RCSD1 maintain support agreement with all OEMs and are they current?

44A. Support agreements are maintained by the District. More specific information would be provided in accordance with the project or task when assigned.

45. "Page 13 point 18 - Any specialized equipment or software (for example a laptop, or MS Project software) needed to adequately perform the job functions associated with a service shall be the vendor's responsibility. Equipment subject to vary according to the project" We presume RCSD1 will provide the software/licenses/tools to the contract staff at RCSD1's cost that are required to support, manage and provide services required by this RFP?

45A. See response to Question No. 19.

46. We presume that offeror will have to provide the proof of background checks at beginning of the contract?

46A. Yes, a SLED check will be required for each candidate assigned prior to being on any District campus. The District reserves the right to reject candidates who do not have a valid SLED report on file prior to placement.

47. Please provide the breakdown of the issues that were reported last two years.

47A. Most issues varied widely and this information was not tracked and accumulated for reporting purposes.

48. Is the RFP for a single award or multiple –award RFP?

48A. Refer to Section VI. Award Criteria, Page 25.

49. What was the previous year budget for the last Temp IT contract?

49A. Information not available at this time as services are performed as and when needed.

A copy of the vendor sign-in roster from the Non-mandatory Pre-proposal Conference held on August 19, 2009 is provided as a separate linked document on the District Procurement Page found at:

http://www.richlandone.org/departments/procurement_services/purchasing/current_bids.htm

OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO DATE AND TIME SPECIFIED IN THE SOLICITATION, OR AS AMENDED, BY ONE OR THE FOLLOWING METHODS: (A) BY SIGNING AND RETURNING ONE COPY OF THIS AMENDMENT WITH YUR BID; (B) BY ACKNOWLEDGING RECEIPT OF THIS AMENDMENT ON EACH COPY OF THE OFFER SUBMITTED; OR (C) BY SEPARATE LETTER OR TELEGRAM WHICH INCLUDES A REFERENCE TO THE SOLICITATION AND AMENDMENT NUMBER(S). FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. IF, BY VIRTUE OF THIS AMENDMENT YOU DESIRE TO CHANGE AN OFFER ALREADY SUBMITTED, SUCH CHANGE MAY BE MADE BY LETTER OR TELEGRAM, PROVIDED SUCH LETTER OR TELEGRAM MAKES REFERENCE TO THE SOLICITATION AND THIS AMENDMENT AND IS RECEIVED PRIOR TO DATE AND TIME SPECIFIED.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

******* END OF AMENDMENT NO. 1 *******