



QUESTIONS & RESPONSES #01

RFP TITLE PA00000033 | Information Technology Temporary and Full-Time Placement Staffing Services

CONTACT ALEX COMPTON, PROCUREMENT

EMAIL procurement@portoftacoma.com

PHONE NUMBER 253-888-4741

SUBMITTAL DUE DATE Thu, 11/7/2024 - 02:00PM

Q&A ISSUE DATE Mon, 10/14/2024 - 3:00PM

QUESTION #	DATE RECEIVED	DATE ANSWERED	PROPOSER QUESTIONS	PORT RESPONSES
1	10/10/2024	10/14/2024	We would appreciate it if you could provide a sample skill set or job description for the five positions you anticipate utilizing the contracts for.	Sample skill sets will vary based on specific position requirements. See Attachment "D" in the RFP for an example of a typical position requirements.
2	10/10/2024	10/14/2024	Could you please confirm who the incumbent vendors are and if they will be eligible to participate in the bidding process for the RFP?	Incumbent vendors are eligible to participate. They include; Amplify Consulting Partners, LanceSoft, Inc, Redmond Technology Partners, LLC, Tek Systems, and Widenet Consulting.
3	10/10/2024	10/14/2024	What was the average spent on each position?	The majority of expenditures have been on the Project Manager and Business Analyst roles. See question 4 for total spend.
4	10/10/2024	10/14/2024	What is the total spent on the staff augmentation contracts?	\$1,807,786.44 since the previous set of contracts were established in 2019.
5	10/11/2024	10/14/2024	Do we need to submit resumes for positions such as Project Manager, Business Analyst, Systems Analyst, Software Engineer, Infrastructure Engineer, IT Cloud Data Engineer, and IT Support Specialist (Helpdesk) along with the proposal submission?	No, sample resumes are not requested. See section D. RFP ELEMENTS & EVALUATION CRITERIA for submittal requirements.
6	10/11/2024	10/14/2024	Does the agency need any sort of previous experience working with companies like yours?	No previous Port experience is necessary. See section D. RFP ELEMENTS & EVALUATION CRITERIA for submittal requirements and evaluation criteria.
7	10/11/2024	10/14/2024	Do we need to submit the company insurance with the bid?	Insurance is not required as part of the bid / proposal submission. It is required before the contract can be executed.
8	10/11/2024	10/14/2024	How many Temp's and FTE's positions are we expecting in 2025?	See RFP Page 2, "A. BACKGROUND" section.
9	10/11/2024	10/14/2024	How many agencies will be selected for this bid?	See section B. SCOPE OF SERVICES.
10	10/14/2024	10/14/2024	Please share the incumbent vendors and their pricing.	Incumbent vendors include; Amplify Consulting Partners, LanceSoft, Inc, Redmond Technology Partners, LLC, Tek Systems, and Widenet Consulting. For a specific vendors pricing please place a public records request (https://www.portoftacoma.com/about/public-records).
11	10/14/2024	10/14/2024	What is the budget for this bid? OR the estimated annual spending in the past under this contract for similar services?	Budget is approved on an as needed basis per position. See question 4 for historical spend.
12	10/14/2024	10/14/2024	Is there any challenge fulfilling the needs with the existing contracts for related services or any specific improvements you are looking for?	No specific challenges or improvements.
13	10/14/2024	10/14/2024	How many vendors would be awarded?	See section B. SCOPE OF SERVICES.
14	10/14/2024	10/14/2024	Is there any preference for the local vendor?	Local vendors are encouraged to apply. However, vendor location does not factor into scoring.

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15	10/14/2024	10/14/2024	What is the exact work location and the working hours?	<p>The primary work location is at the Port of Tacoma Admin building at One Sitcum Plaza in Tacoma, WA.</p> <p>The Port is currently working in a hybrid office/home arrangement. Staff, including temporary resources, are required to be in the office one day per week and may work from home other days unless there is a need to be in the office to support project or other work activities. This arrangement may change at any time with more days required to be in the office.</p> <p>Full-time and temporary staff are expected to work a professional work week, averaging 8 hours per day, but may need to work more hours on occasion to meet specific deliverables. Temporary staff are paid hourly and should bill for actual hours worked. Core office hours are 9:00 AM - 3:00 PM Pacific Time. Temporary and Full-time resources must notify their supervisor if they will arrive after 9:00 AM or leave before 3:00 PM.</p>
16	10/14/2024	10/14/2024	What are the overtime terms and orientation process if required for any role?	Full time positions are typically salaried (not hourly) positions. The hourly rate for temporary positions does not depend on the number of hours worked. We expect temporary resources to work only 40 hours per week without Port approval. Time spent in orientation activities is considered hours worked and paid at the normal rate for temporary resources.
17	10/14/2024	10/14/2024	Please share the type of background check and drug test required.	For Temporary resources, the staffing firm should conduct a standard criminal background check and conduct verification of employment and education history. For full-time placements, the Port will conduct these background checks. No drug screening is required for temporary resources or full-time placements.
18	10/14/2024	10/14/2024	Will there be a kick-off meeting once the contract is awarded?	Yes, We will meet with new staffing agencies once the contracts are awarded.
19	10/14/2024	10/14/2024	How many resources/candidates are currently active at this time under incumbent contracts? Please provide the breakdown of numbers under each incumbent vendor.	We currently have one temporary resource active. They were staffed through WideNet.
20	10/14/2024	10/14/2024	What is the spending to date against each of the incumbent vendors?	See question 4.
21	10/14/2024	10/14/2024	Will active candidates under the incumbent vendors be transitioned to the new vendors if the same incumbent vendors are not awarded the contract this time?	Temporary position(s) already in progress will continue with their current agency through the temporary resource's contract term and will not be transitioned to new vendors.