



# Department of Administrative Services

## Purchasing and Contracts

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### CLARK COUNTY, NEVADA

#### RFP NO. 603158-13

## TIER 1 SUPPORT FOR COMPUTER RELATED TEMPORARY TECHNICAL OR PROFESSIONAL SERVICES

December 11, 2013

#### ADDENDUM NO. 1

#### REQUEST FOR PROPOSAL

1. The RFP opening date of December 23, 2013 at 3:00:00 p.m. **remains unchanged.**

#### QUESTIONS AND ANSWERS

2. Q1 Pg 5, Section B,i, : In which category (Managerial or Administrative) would you like us to give the number of Recruiters and Sales people at our firm?  
A1 **That is not a question the County can answer for you. Please place them in the category where you deem most appropriate.**
- Q2 Does the County desire or require a Cover Letter with our Bid response?  
A2 **No, it is not a requirement, but we see it often in responses.**
- Q3 We are planning to open an office in Clark County, what all documents should we provide you as a proof? A lease document with a local Clark County address will do? Please suggest.  
A3 **We do not require a copy of proof or your lease documents. Simply state the address of your location.**
- Q4 If the project is taking too long to start after the selection of the candidate, in case of unavailability of the candidate can we submit replacement candidate with equal or better experience?  
A4 **If your candidate is the chosen candidate and becomes unavailable due to the time being extended by Clark County, you may submit a replacement candidate, but the final decision on whom to hire is the decision of the Clark County hiring manager or department.**
- Q5 We would like to request a copy of the minutes for the Pre-Proposal meeting held on December 3, 2013.  
A5 **Clark County did not keep minutes of the pre-proposal meeting.**
- Q6 Is this a new procurement or a scheduled procurement due to incumbent contract end dates??  
A6 **This is not a new contract. Our current contracts expire on June 30, 2014.**
- Q7 If this is a new procurement, what has prompted the need to go out for bid?  
A7 **See answer to A6 above. Additionally, this is not a bid, it is a Request for Proposals. Our Board requires us to go out for solicitations at least every 5 years.**
- Q8 Who are the current incumbents supporting this contract?  
A8 **22<sup>nd</sup> Century Staffing, Advantage Professional of Phoenix, LLC, Analysts International, Ciber, Inc., Dolomite Technology, eSystems, Inc., IT Strategies International Corp, Link Technologies, MSS Technologies, MTG Management Consultants, Genuent, Solutions II, Sterling Software.**

- Q9 Please describe the historical and anticipated spend for this contract.  
A9 **The historical spend is over \$2 million annually. Anticipated spend will vary depending on need and budgets of the requesting departments.**
- Q10 Please describe the historical and anticipated headcount on assignment for this contract.  
A10 **The County does not have the statistical reporting necessary to answer this question.**
- Q11 Please describe the anticipated frequency of requests for new personnel to fulfill temporary personnel needs.  
A11 **The County does not have the statistical reporting necessary to answer this question. Frequency of requests is variable based on needs and is not static. The frequency is very dynamic.**
- Q12 Could the County outline the historical and anticipated usage of temporary personnel by position as outlined in Form A or Form B?  
A12 **The County does not have the statistical reporting necessary to answer this question.**
- Q13 During the training call on 12/2 it was described that there are currently 13 incumbents supporting the current contract. Could the county provide details on headcount and/or spend YTD for each incumbent supplier? Or, could the County describe the % of incumbents that have or had active PO's YTD?  
A13 **The County does not have the statistical reporting necessary to answer this question.**
- Q14 Will the incumbent personnel continue with their current employers/firms if they are not awarded a new contract or will their employees/contractors transition to the new firm(s) selected from this procurement? If so, how will it be decided which firm their employees/contractors will transition too??  
A14 **At this time, all incumbent personnel are not scheduled on projects that are anticipated to continue beyond June 30, 2014. If incumbent personnel as required on a project that extends beyond June 30, 2014 and their employer does not receive a contract, they will be transitioned on a case by case basis, or the contract may be extended temporarily.**
- Q15 In the General Conditions – Item 1: Terms section it states ‘this procurement is intended to be available to multiple governmental agencies in, or about Clark County Nevada’, please describe which government agencies will be able to utilize this contract for similar services.  
A15 **Any government agency in Clark County may join this contract upon approval by that agency and the supplier. Agencies may include any of the cities, state, school district, water district, etc.**
- Q16 On the training call on 12/2 it was described that hiring managers will be sending out their specific requirements to the suppliers to bid/submit candidates. Are the hiring managers required to send their requirements to all contracted suppliers or do they have the option of selecting which suppliers receive their requirements?  
A16 **The request is sent to all contract suppliers via a single email.**
- Q17 Approximately how many hiring managers have the authority to distribute requirements to the supplier community?  
A17 **20-30**
- Q18 Will the selected suppliers have the ability to work directly with hiring managers in submitting candidates and discussing hiring requirements?  
A18 **Yes**
- Q19 What is the average length of assignment for these positions?  
A19 **The County does not have the statistical reporting necessary to answer this question.**
- Q20 Are the incumbent firms permitted to re-bid for this contract?  
A20 **Yes**
- Q21 Does the county have specific diverse supplier initiatives associated with this contract? If so, how will that be measured in the evaluation criteria?  
A21 **No.**

Q22 I am assuming that if a Vendor faxed the Receipt of RFP NO. 603158-13 "Confirmation Form" to the Clark County, the Vendor does not have to submit the "Confirmation Form" with the Vendor's bid response. Is the previous statement correct?

A22 Yes

Q23 Page 2, Section 8, Submittal Instructions: First Sentence: "The Proposal submitted should not exceed 15 pages." The RFP asks for financials on page 4, #19 Eval Criteria, Aii. Are the financials considered part of the 15 pages? Our financials are more than 15 pages.

A23 The financials are not considered part of the 15 pages.

Q24 Page 4 #19, EVAL Criteria, A, iv. I am confused by the following sentence: "Indicate if your firm is a minority-owned business.....or a Nevada business enterprise as defined in Exhibit C of the attached contract." In the text of our bid response we shall list what kind of firm we are, as defined in Exhibit C. However, Exhibit C does not ask whether or not our firm is a MBE, WBE, PBE, SBE or NBE. The form only asks if it is our intent to utilize a MBE, WBE, PBE, SBE or NBE. In some case we do NOT YET know the NBEs who we shall work with in the future. Also, Exhibit C only has a spot for the vendors to list only 3 potential subcontractors. What if we have more than 3?

A24 Exhibit C of the sample contract is for the submission of vendors with whom you will subcontract. It is only required to list these firms IF you are offered a contract. If you have more that 3 potential MBE, WBE, PBE, SBE or NBE subcontractors, then you can add additional pages.

Q25 Page 5, Section Bi, Executive Summary/Experience: For the below table does the County want the vendors to include the number of "Technical" staff they have working at or for their clients?

Company	Managerial	Technical	Administrative
Local Office (Clark County)			
Total Firm			

A25 Yes

Q26 Page 5, Section Bii, Executive Summary/Experience: May a vendor list a Clark County hiring manager(s) name, phone and email for representative Nevada projects in which we placed our IT staff at Clark County?

A26 Yes

Q27 Page 5, Section D, Maximum hourly rate: We shall complete Form B and include the maximum hourly rate for each Position.

The following questions relate to those vendors who will be selected to become one of the County's Tier 1 vendors for the new contract:

- a. Will the County have a separate not-to-exceed rate card, based upon each Vendor's completed Form B?
- b. Will each Vendor be required to submit resumes for individual Clark County Tier 1 requests at rates that do not exceed the rates in the Vendor's respective completed Form B?
- c. Will each Vendor submit resumes for individual Clark County Tier 1 requests, without regard to the rates the Vendor submitted in the completed Form B?

A27 a. No.  
b. Preferably, yes.  
c. Preferably, no.

Q28 Page 2, Section 7, last sentence: "The fees for the professional services will be negotiated with the PROPOSER(S) selected." Questions in regards to above sentence:

- a. Will negotiations occur based on the rates each vendor lists on the Form B, when the County is evaluating responses to the RFO No 603158-13?
- b. Or will negotiations occur at the time each vendor submits resume(s) with rate(s) to individual Tier 1 Request phase, after the selected vendors have been selected for RFO No 603158-13?

A28 a. No.  
b. Yes

Q29 Do the below forms count as count as part of the 15-page bid response limit?

- Form A (2 pgs)

- Form B (1 pg)
- Exhibit C (1 pg) - THIS PAGE could be extended if Vendor has more than 3 subcontractor firms to list
- Disclosure of Ownership Form – (3 pgs)

**A29 No**

**Q30** If the County receives additional faxes of the Vendor Receipt of RFP "Confirmation Forms", will the County update the list on the County procurement site?

**A30 The website is updated daily with all companies that fax in the Confirmation Form.**

**Q31** Does the County require an original wet signature in the bid response on the Disclosure of Ownership Form?

**A31 No.**

**Q32** What is the County's estimated future demand for IT third party staffing?

**A32 The historical spend is over \$2 million annually. Anticipated spend will vary depending on need and budgets of the requesting departments. (See Q9)**

**Q33** What is the County's definition of Tier 1 support? Are there other levels of support (i.e. Tier 2)? If so, how do they differ from Tier 1?

**A33 The County's definition of Tier 1 support is IT temp labor staffing. There are no other levels of support.**

**Q34** May we submit the required company financials as "Proprietary Information" following the guidelines set forth in the RFP document?

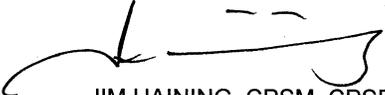
**A34 Yes. However, the financials may not be accessible to the evaluation committee as we are unable to guarantee confidentiality if released to them. They will only be available upon request in a controlled environment. We would prefer it not be confidential, but that is ultimately your decision.**

**Q35** Will Forms A and B be included as part of the total "not to exceed" page count of the proposal?

**A35 Yes. But remember the discussion in the pre-proposal meeting. The not to exceed page count is not an absolute.**

Should you have any questions, please contact me at (702) 455-4230 or via email at [jhaining@clarkcountynv.gov](mailto:jhaining@clarkcountynv.gov).

ISSUED BY:



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Attachment(s): None

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