

**ADDENDUM NO. 1**  
August 10, 2018

RE: **RFP 015.19.B5, Technology Support Flexible Staffing Services**

FROM: **Purchasing Office  
Howard County Public Schools  
10910 Clarksville Pike  
Ellicott City, MD 21042  
(410) 313-5644  
(410) 313-6789 fax**

TO: **PROSPECTIVE BIDDERS**

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

1. **INSERT:** Corrected Bid Schedule as follows:

Date	Event
Bid Advertised	Monday August 6, 2018
Last Date for Questions	Wednesday, August 15, 2018
Bid Due	Monday, August 20, 2018 2:00 pm EST
Bid Evaluation Complete	Monday, August 30, 2018
Board Approval	Thursday, September 20, 2018
Contract Execution	Friday, September 21, 2018

2. **INSERT:** Questions and Answers – August 10, 2018

Question No.	Question/Comment	Answer
1	Does the government have an assumption of hours per labor category they may require?	20-40 hours per week per candidate
2	Does the government have an assumption on availability/response to work requirements?	No
3	Is this a new requirement or has the government had these requirements in the past?	HCPSS has not established previous contracts for the as-needed professional services identified in the RFP prior to this solicitation.
4	What is the annual budget for this solicitation?	A budget has not been established
5	It is a new solicitation or a rebid?	New solicitation
6	If it is a rebid, how many incumbent vendors under this solicitation?	N/A
7	How many vendors will the HCPSS intend to give contract awards to?	To be determined
8	Is it local preference solicitation? Can a firm with a local sales office in MD participate in the solicitation?	Local businesses are preferred but not required
9	Do we need to submit Certificate of Insurance along with the proposal or when are awarded the contract?	No. A Certificate of Insurance is requested after a contract award recommendation has been approved by the Board of Education.

10	What kind of exams do the potential candidates need to take before working at HCPSS?	Hands-on, basic, practical exam (10 – 15 minutes). Here are examples: 1. Network Wiring: Crimp a Cat 5 end on a cable. Make a loop back cable. 2. Field Services: Go to CMOS and create a boot password. Replace a hard drive or keyboard on a PC/Mac/Chromebook 3. Audio Visual: Describe steps you will take to install a short throw projector
11	Will HCPSS accept the MBE certificate certified by a national agency other than MD agency?	Yes
12	For the resumes for positions in the Attachment A, how many resumes per job title?	5-10
13	Will HCPSS provide the formatted Price Proposal or will a vendor provide its own price list/cost proposal?	Proposer shall provide a Price Proposal in a format that addresses requirements. See paragraph 6.7 Price Proposal
14	Will HCPSS consider extending the due date of the proposal due to the uncleared date for the answers?	The Due Date remains as indicated on the RFP cover page.
15	Shall the Price Proposal also be in PDF form? Shall it also be submitted on the same USB Flash Drive as the Technical Proposal?	The Price Proposal shall be saved in a pdf format. Both the Technical Proposal and Price Proposal may be submitted on one USB Flash Drive.
16	Is there a particular template that HCPSS wants vendors to use for the Price Proposal?	Proposer shall provide a Price Proposal in a format that addresses requirements. See paragraph 6.7 Price Proposal
17	Are the Field Services Technician, Audio-Visual Electronics Technician, and Network Wiring Technician to be considered key personnel?	No
18	Are vendors expected to be registered with Howard County to be eligible for this effort?	No
19	Who are the current vendors and rates?	HCPSS has not established previous contracts for the as-needed professional services identified in the RFP prior to this solicitation
20	What is the historical usage per classification?	Not available
21	Do the successful vendors supply the work tools?	Not available
22	What is the typical length of assignment?	Not available
23	Is billing weekly, bi-weekly or monthly?	Monthly
24	What is the projected number of contract vendors?	See answer to #7.
25	Is the staffing support year-round, or only during the school year?	Year round, however, there will be a higher demand during summer and winter breaks
26	Is the work "on call", or will our employees be working 40 hours a week?	Not on call, 20 – 40 hours a week
27	What is the estimated number of people you'll need for each labor category in Attachment A?	5
28	What is the estimated length of assignment for each placement?	2 – 6 months
29	Is there an incumbent?	No
30	This is not a set-aside for MD small businesses, correct?	Correct
31	The days listed on the cover sheet are discrepant – Monday, August 15 (this is actually a Wednesday); Thursday, August 20 (this is actually a Monday). Could you confirm the days / dates in the schedule, most especially the Bid Due date?	Corrected in this addendum
32	Can the bids be emailed in PDF format, or must they be mailed / hand delivered?	Bids must be mailed in a sealed envelope
33	Page 14, Technical Proposal, 3.2 Staffing Qualifications – several questions:	
33	a. Do the resumes of proposed staff need to be from individuals actually available to support the contract, or should the resumes simply be representative of the skill sets in Attachment A?	Provide resumes of individuals you will use to staff the contract
33	b. If the answer to this is "resumes of proposed staff need to be available to support the contract", we have a follow up question - Page 16, Oral Presentations / Discussion Sessions, 3.2 Format - do we need to bring the personnel we propose for field services, AV, and network wiring, or is this discussion with our company and internal account representatives only?	See answer to #10
33	c. How many resumes for each skill set / position in Attachment A do we need to provide?	See answer to #12
34	Do you anticipate that our resources will be employed on a steady 40 hour a week schedule, or alternatively, for just a few hours at a time, on an intermittent or irregular basis??	20 – 40 hours a week on a 2 – 6 months basis
35	We have requisite insurance coverages already in place. Do we need to add HCPSS as a named payee at the time we submit our bid or at a future date depending on an award?	Name the school system as additionally insured upon award of contract
36	The RFP seems clear, but just to confirm, in addition to the flash drive, do we need to submit hardcopies of our response?	Hardcopies are not necessary
37	How many proposed staff resumes would you deem adequate for each position, pursuant to Section 5, paragraph 3.2 of the RFP?	See answer to #12
38	Does HCPSS have a form Bid Proposal Summary Sheet or are we free to submit our own?	Proposers may submit a Price Proposal in their won format
39	Do you need resumes of candidates for all positions?	Proposers are not required to provide resumes for all positions

**END OF ADDENDUM**