



THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ADDENDUM NO. 1

Proposal Invitation No. 774-25 Temporary Personnel Staffing and Workforce Management Services

The following addenda are issued to Proposal Invitation 774-25, Temporary Personnel Staffing and Workforce Management Services, and shall become a permanent part of the Proposal Invitation document:

Responses to Questions, Requests for Information, or Clarifications regarding this Proposal Invitation

1. Could the Texas Association of School Boards please clarify if vendors are not a HUB can put N/A in all the attributes that are requesting it?

Response: Yes

2. Is there any goal for this solicitation?

Response: If yes, what is the established goal? The intent of this Proposal Invitation is to solicit sealed Proposals to establish a contract for various types of Temporary Personnel Staffing and Workforce Management Services that may be procured by Cooperative members. Because individual members require different services, this Proposal Invitation is a request for a discount off of catalog or price list for vendors that specialize in providing temporary personnel staffing services and workforce management programs. Purchases can be made by a Cooperative member at any time during the Contract term.

3. Does the Texas Association of School Boards accept remote/offshore/onsite resources to work on this engagement?

Response: No.

4. Is the estimated budget meant for all the vendors collectively? If so, what is the allocated budget for each vendor?

Response: See Response to Question #2.

5. If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds?

Response: Ancillary agreements for services are on a per member basis.

6. Are the vendors allowed to subcontract at the Task Order Level?

Response: No.

7. Is subcontracting allowed?

Response: No.

8. Can firms meet the reference requirements enlisted under this solicitation by using also their subcontractor's references?

Response: No.



9. Can firms provide references from ongoing contracts/engagements?

Response: Yes.

10. Can firms provide references from former clients or only from current clients?

Response: Yes.

11. Can firms provide commercial references?

Response: Yes, but Governmental References are preferred.

12. Can firms provide the answers to the questions enlisted in the PROPOSAL INVITATION QUESTIONNAIRE in a separate file? Some of the questions included required a detailed response and the space given in the form does not allow to add too much information.

Response: Yes.

13. Are firms required to provide resumes from the personnel who will be assigned to manage the execution of this contract?

Response: Your company may provide resumes.

14. In the PROPOSAL INVITATION QUESTIONNAIRE, item 2, the following is asked: "Describe the resources Proposer has to manage staff and successfully perform the Work contemplated under this Contract." Could the Cooperative please elaborate further on what information vendors must provide to suffice this point (e.g. management approach, staffing approach, etc.)?

Response: Reference page 8 of 69 "Minimum Required Qualifications".

15. In the PROPOSAL INVITATION QUESTIONNAIRE, item 2, the following is asked: "State the number and summarize the experience of company personnel who may be utilized for the Work, including those who will be available to Cooperative members for assistance with project development, technical issues, and product selection for Work associated with this Contract." Could the Cooperative please clarify if by company personnel they mean the key personnel (the personnel who will manage the execution of this contract)?

Response: See response to question #14 above.

16. In the PROPOSAL INVITATION QUESTIONNAIRE, item 4, the following is asked: "Describe Proposer's financial capability to perform the Contract. State or describe the firm's financial strength and rating, bonding capacity, and insurance coverage limits." Could the Cooperative please elaborate further on what they mean by financial rating and bonding capacity?

Response: Provide documentation of the companies firm's financial strength and rating, bonding capacity, and insurance coverage limits.

17. Can firms provide rate ranges?

Response: Proposed pricing structure shall be inclusive of the service fee as stated on pages 8, 54, and 60.

18. Can firms submit a proposal only for Information Technology Services?

Response: Yes, see line #6 on page 38 of the proposal.



19. Could the Cooperative please clarify whether, in the proposal, firms must provide the following information that is enlisted under the BEST VALUE CRITERIA: "Vendor Past Performance"?

Response: No.

20. Can firms cite their experience in the private sector to showcase their past performance?

Response: See response to question #11 above.

21. Can firms cite their subcontractor's experience?

Response: No.

22. Are firms required to pay Holidays, PTO, Sick Leaves, etc., to the consultants placed?

Response: Services shall be inclusive of all wages, benefits, insurance, and/or equipment/supplies, if necessary, for contracted personnel to carry out the function on site and in a manner conforming to the highest standards of temporary personnel staffing service industry, applicable law, regulatory rules, and guidelines.

23. Are firms required to pay extra hours to the consultants placed? If yes, will the Cooperative reimburse firms for those additional hours?

Response: See response to question #22 above.

24. Is the Cooperative looking for firms to recruit the requested positions or for firms to provide in-house personnel to perform the services?

Response: See response to question #2 above.

25. How many hours are the consultants expected to work? Will there be any overtime involved?

Response: A specified scope of work will be determined by the Cooperative Member.

26. Is the Cooperative looking for staffing services?

Response: See response to question #2 above.

27. Does the Cooperative accept remote, nearshore, or offshore resources to perform the services required under this contract?

Response: See response to question #3 above.

28. Are the rates requested all-inclusive rates (including payroll costs, profit, sick leave, taxes, etc.)?

Response: See response to question #22 above.

29. Can firms provide a catalogue with only their markup percentage or are firms required to include also hourly rates?

Response: Proposed pricing structure shall be inclusive of the service fee as stated on page 8, 54, and 60.



30. Is it mandatory for firms to offer a discount % to be able to bid on this solicitation? Is there a minimum mandatory discount percentage?

Response: See response to question #29 above.

31. Is it mandatory for firms to bid on all the categories enlisted under section PROPOSAL SPECIFICATIONS SUMMARY?

Response: No, responding vendors may select one, multiple or all categories listed.

32. Can firms cite their experience from ongoing engagements to showcase their past performance?

Response: See response to question #11 above.

33. Could the Cooperative please clarify the specific information vendors are required to provide in Attribute #77, "Return Policy"? We understand that the Cooperative is seeking firms to offer staffing services, and additional details will help ensure our response aligns with your expectations.

Response: No return policy is required for this proposal.

34. Are there any mandatory subcontracting requirements for this solicitation? If yes, what is the percentages of subcontracting goals vendors need to meet?

Response: See response to question #6 and #8 above.

35. How many active contractors are working on this contract currently?

Response: 30 vendors were awarded on the current contract.

36. What is the total spend per incumbent for the duration of the previous contract?

Response: The estimated value of this contract is \$ 1,185,364; however, this estimate is based on prior contracts for similar types of products and services and should not be construed to be a guaranty of either a minimum or maximum amount since usage may be dependent upon multiple factors including Cooperative members' actual needs and available funding.

37. Are the roles you are looking to fill able to work remotely, Hybrid or on site?

Response: See response to question #25 above.

38. Where will the support personnel be primarily based and expected to work from?

Response: See response to question #25 above.

39. Please provide the list of all the certifications/Licensure which is necessary to attach in the proposal?

Response: See response to question #14 above.

40. Do you require Resumes of candidates attached to the RFP submission? If yes, do we need to submit actual resumes for selected candidates or sample resume?

Response: See response to question #13 above.



41. Does the bidder need to be registered with Secretary of State to submit response?

Response: By submitting a Proposal, the Proposer certifies that Proposer has provided its valid, proper and correct business entity name and information in its Proposal, that such entity is operating in good standing with the proper authority from whatever state or local jurisdiction is required, and Proposer has obtained, and, if awarded, will continue to maintain during the entire term of this Contract, all permits, approvals, and/or licenses necessary for lawful performance of its obligations under this Contract. Proposer further certifies that, if awarded, Proposer will comply with all applicable state, federal, and local laws, rules, and regulations in regard to awarded products and/or services.

42. Do you accept out of state Good Standing letter and business certifications?

Response: See response to question #41 above.

43. What would be the number of awards you intend to give (approximate number)?

Response: A Proposal submitted in accordance with this Proposal Invitation will initially be considered for award; however, initial consideration of a Proposal will not constitute an assessment of its meeting the necessary qualifications, and a Proposal may be disqualified at any time during the evaluation process for failure to meet any other terms or conditions contained anywhere else in this Proposal Invitation. As a general matter, the Cooperative seeks to make competitive and indefinite quantity awards to Proposers that give the same or better discounts/pricing than they give their best governmental clients and can provide best value to Cooperative members. Proposers should provide competitive pricing that is the same or better than the pricing provided their best governmental clients. Each Proposal is evaluated on its own merit and determined to be fair and reasonable, including by comparing the price/discounts that Vendor offers other governmental clients. If this Proposal Invitation requires discount pricing, discount practices may be examined and evaluated, in the Cooperative's sole discretion, based on historical data, sales information, discounts granted to other governmental clients, and/or other market research techniques. The Cooperative may award Contracts to multiple Proposers supplying comparable products or services, also known as a multiple award schedule, or award the Contract to a single Proposer. The Cooperative's decision to make multiple awards or a single award will be based upon the Cooperative's sole discretion regarding the type of award that provides best value to all Cooperative members.

44. What is the work location of the proposed candidates?

Response: See response to question #25 above.

45. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Response: The estimated value of this contract is \$ 1,185,364; however, this estimate is based on prior contracts for similar types of products and services and should not be construed to be a guaranty of either a minimum or maximum amount since usage may be dependent upon multiple factors including Cooperative members' actual needs and available funding. Proposal tabulations are available for review at <https://www.buyboard.com/vendor/proposal-tabulation-sheets>.

46. Are there any pain points or issues with the current vendor(s)?

Response: Not Applicable.

47. Could you please share the previous spending on this contract, if any?

Response: The estimated value of this contract is \$ 1,185,364; however, this estimate is based on prior contracts for similar types of products and services and should not be construed to be a guaranty of either a minimum or maximum amount since usage may be dependent upon multiple factors including Cooperative members' actual needs and available funding.



48. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Response: See response to question #8 and #21 above.

49. How many positions were used in the previous contract (approximate)?

Response: The Cooperative does not maintain this information. The estimated value of this contract is \$ 1,185,364; however, this estimate is based on prior contracts for similar types of products and services and should not be construed to be a guaranty of either a minimum or maximum amount since usage may be dependent upon multiple factors including Cooperative members' actual needs and available funding.

50. How many positions will be required per year or throughout the contract term?

Response: See response to question # 25 and also see the intent of scope.

51. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

Response: If awarded a Contract, Vendor may only offer under the Contract those products and services included in Vendor's Proposal and awarded to Vendor by the Cooperative. For awards based on catalogs or pricelists, Awarded Items shall include only those items within the specification category or categories awarded to Vendor that were included in the catalog(s) or pricelist(s) submitted with Vendor's Proposal or as updated when and if permitted by section E.8 (Product Updates and Substitutions). Any attempt by Vendor to sell items other than Awarded Items under the Contract shall be an event of default under the Contract.

52. Can we provide hourly rate ranges in the price proposal?

Response: Yes, Proposal Invitation is a request for a discount off of catalog or price list for vendors that specialize in providing temporary personnel staffing services and workforce management programs.

53. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Response: See response to question#3 and #25 above.

54. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Response: See response to question #13 above.

55. Could you please provide the list of holidays?

Response: See response to question #22 above.

56. Are there any mandated Paid Time Off, Vacation, etc.?

Response: See response to question #22 above.

57. Any template should be prepared?

Response: Please reference Instructions to Proposers referenced on pages 4-6 of the proposal invitation.



58. Pricing is to be provided for key personnel or any other parameters.

Response: Proposal Invitation is a request for a discount off of catalog or price list for vendors that specialize in providing temporary personnel staffing services and workforce management programs.

59. Please elaborate with an example on how to provide the information mentioned in Page 38 under PROPOSAL SPECIFICATION SUMMARY.

Response: See response to question #57 above.

Please sign and return one copy of this Addendum with your proposal as verification of your receipt and compliance with the information contained in this Addendum.

Company Name: _____

Address: _____

Signature of Authorized
Company Official: _____

Title: _____

Telephone Number: _____

Date: _____