

Question Number	Question	Answers
1	With reference to B.2.1, G.1, Invoicing for Fees: How do we invoice for the service fee? Is it added to the bill rate? Is it added to each invoice and billed to each agency? Is it billed to OCP?	The Prime Contractor shall add the service fee to the Resource bill rate.
2	With respect to C.1, CBE Participation: Are CBE's restricted to firms within the District, or can they be firms from within the Washington Metropolitan Statistical Area?	The term "CBE" is clearly defined in section C.1.1.6. CBEs are certified by DSLBD. Generally speaking, CBEs are based in the District.
3	With respect to C.3.1.3, Candidate Selection: The Program Manager can specify selection and ranking requirements. What are the factors and the weight of factors that the Program Manager will use for ranking, e.g., rate, technology, business subject matter expertise?	The Program Manager will establish ranking factors for each Candidate request to select the best qualified candidate at the best value.
4	With respect to C.3.1.6, Number of Candidates from Each Subcontractor: "The Prime Contractor shall not accept more than one Candidate by a Subcontracting vendor." Does this mean we have to limit the submissions by each vendor to only one or does this mean we can only forward one candidate for each vendor for a particular requisition?	The Prime Contractor must limit the number of submissions by each vendor to only one per Candidate request. Since the contract prohibits the Prime Contractor from making qualitative evaluations of Candidates on behalf of the District (other than that they meet minimum objective qualifications), the Prime Contractor must enforce the submission limit by preventing Subcontracting Vendors from making multiple submissions for a particular Request. It is therefore the responsibility of each Subcontracting Vendor to choose their best Candidate to submit.
5	With respect to Section C.3.1.8, Number of candidates released: "... the Prime Contractor shall release all acceptable Candidate names and resumes." (1) Please define a "round" with respect to SLAs, and (2) Do we release by rounds?	1. A "round" consists of all acceptable Candidates that the Prime Contractor must send to the Program Manager. If the Program Manager does not select a Candidate, the Program Manager may request another round with a new response deadline, as defined by section C.3.1.9 (i.e., reissue the staffing request). 2. Yes, the Prime Contractor will release resumes for all acceptable Candidates together after each response deadline (i.e., by round).
6	With respect to section C.1.1.9, Program Managers: 1. Please describe the role and responsibilities of your Program Managers. 2. Does each agency have its own PM? 3. Are the PMs responsible for ensuring that requirements are appropriately scoped/described and are they responsible for screening the 10 candidates on behalf of the hiring manager within the agency?	1. Program Managers, for the purpose of this contract, can be a Project Manager (i.e., responsible for the completion of a project), a Program Manager (responsible for the completion of several projects or a program), a Deputy Director or Agency Director. Program Managers are Full Time Employees of the District. 2. Each agency has several PMs. 3. Yes, Program Managers are responsible for ensuring that requirements are appropriately scoped/described and are responsible for screening acceptable Candidates. This RFP does not mention a "hiring manager". The Prime Contractor will work directly with the PMs.
7	With respect to C.3.4, SLA #15: What is the monthly deadline for the submission of sales report?	The District will consult with the Prime Contractor after the award of the contract to determine the monthly deadline for the sales report.

8	With respect to section C.3.1.10, Purchase Order: "...the Program Manager will issue an award authorization and PASS purchase order number in the web tool." Can you elaborate on how the PO number is issued and the process for passing it from PASS to the Candidate Request Application?	For the foreseeable future, the Program Manager will issue the PO in PASS, which will in turn notify the Prime Contractor through the Ariba Supplier Network. Integration with PASS is out of scope for this contract. If the District decides to integrate PASS with the Candidate Request Application, it will issue a separate contract for the integration.
9	With respect to C.3.4.8, Removal of Resources: "...the Prime Contractor will replace a resource that lacks qualifications immediately." Is there a time constraint on this (e.g., within 5 business days)?	Section C.3.4.8 is primarily concerned with releasing the District from the obligation of paying for inadequate resources. The Prime Contractor can use the normal staffing request process to replace Resources that are removed under this Section.
10	With respect to C.3.6.1, Template Subcontracting Vendor Agreement: Is this the District's template, or are you requiring us to share our template with you?	The Prime Contractor must share this template with the District and obtain District approval before entering into the Subcontractor Agreement with any Subcontracting Vendor.
11	With respect to C.3.9.1, # 7, PASS requisition number: What does '...with Support for the PASS requisition number...' mean?	The Candidate Request Application must require a PASS requisition number before releasing a Candidate Request to Subcontracting Vendors. The PASS requisition number represents the intent of the District to award a purchase order and establishes that funds are available and tentatively committed to the award of a PO. A valid PASS requisition number therefore indicates to the Prime Contractor that the District has set aside funds for this Request.
12	With respect to section C.3.4, SLA #11:1. What is the monthly deadline for invoices? 2. Are invoices to be prepared for a calendar month?	1. The District will consult with the Prime Contractor after the award of the contract to determine the monthly deadline for invoices. 2. Yes, according to section C.3.1.12. It should be noted that the District requires an invoice for each PO, not a single invoice for all Resources.
13	With respect to C.3.9.1, Requisition Workflow: Please provide a workflow that describes the 'life of a requisition' from creation to the fulfillment of contracted hours, including the roles and responsibilities of persons involved with the workflow.	A Program Manager initiates a Purchase Request (i.e., Requisition) in PASS and submits it for approval, which pre-encumbers funds. After receiving management and budget approval, the Program Manager uses the Candidate Request Application to request a Resource. After selecting a Candidate, the Requisition is fully approved. PASS automatically creates a Purchase Order from the fully-approved Requisition and sends it to the Prime Contractor via the Ariba Supplier Network. The workflow requirements for the Candidate Request Application are given in Section C.3.9. The District will consult with the Prime Contractor to finalize the details of the workflow after the award of the contract.
14	With respect to G.1.3.1 and C.3.1.12, Invoicing: 1) Do we submit both a paper invoice and the "PO flip"? 2) Are we required to use PO Flip if it is available? 3) How will we know when to use PO Flip vs. paper invoicing?	(1) The Prime Contractor will submit one or the other, at the District's option, but not both. (2) The Prime Contractor will be required to use the PO Flip if it is available and the District requires its use. (3) The District will communicate whether to use PO Flip to the Prime Contractor after PO Flip has been implemented.

15	With respect to H.1, Apprenticeship Requirement: 1. Does the apprenticeship requirement apply to this contract? 2. What is expected of us with respect to this requirement? 3. Please identify which job categories fall within your definition of apprentice.	Apprenticeship registration requirement under the District government mandatory law (DC Law 2-156) does include occupations in the information technology field. Prime contractors and subcontractors, whose contract amount is \$500,000 or more, are subject to this law. Occupations in the IT area that are apprenticeable include: computer programmer, program analyst, desktop specialist, technical support specialist, data based specialist, network support specialist, communication-computer system, computer-peripheral EQ-op. If the vendor will be performing occupation as a supplier, or if the occupation(s) require a college degree in engineering, software, etc. apprenticeship registration is not required.
16	With respect to H.5.1.4, 51% District New Hire and First Source requirement: Does the 51% District New Hire and First Source requirement apply to all contracted resources placed with the District under this contract, or just to the bidder's project team?	All contractors, including prime, general, and subcontractors, with contracts in the amount of \$100,000 or more are required to comply with First Source requirements.
17	With respect to L.4, Deadline for Question Submittal: Please confirm that the deadline for question submittal is close of business (COB) May 12, 2008.	The deadline for question submittal was 2 pm on May 12, 2008.
18	With respect to section L.2.1.11, Required Forms: Please confirm that we are required to submit executed copies of each of the four forms listed (a. J.2.1, b. J.2.3, c.J.2.2, and Section K) in our response.	Yes. All Offerors must provide completed copies of each of the forms requested.
19	With respect to C.3.1.11, Timesheet Entry: Our tool can be configured to match the District's timesheet approval rules. It is used to drive our invoices. Would the District be open to resources entering their timesheets in our tool and feeding that data into PASS, rather than extracting data from PASS into our tool? If not, is the district willing and able to create a file extract of timesheet data for us to use for invoicing, reporting, and SLA tracking.	PASS has timesheet entry that is integrated with its invoicing and payment functionality. Therefore, timesheet data must be entered into PASS. Building an integration to import timesheet data into PASS is out-of-scope for this contract. The District is willing to discuss options of providing data extracts to the Prime Contractor or of supporting an interface to send the Prime Contractor's timesheet data to PASS.
20	With respect to C.3.1.3, Response Deadline: Are vendors allowed to submit resumes beyond this date, or does it signify the closing of submissions for round 1?	The District requires that the Prime Contractor forward to the Program Manager all acceptable Candidates that were submitted by the response deadline. The Prime Contractor may, at its option, continue to accept resumes from Subcontracting Vendors, particularly if it believes that an additional round will be necessary to fill the position (e.g., 10 resumes were not received before the Response Deadline). However, the Prime Contractor shall not forward Candidates submitted after the response deadline unless an additional round is requested by the Program Manager.
21	With respect to C.3.6.1, Template Subcontracting Agreement: Are we required to include a template subcontractor agreement with our submission?	The RFP does not require submission of a template agreement for Subcontracting Vendors. The actual template will be reviewed and approved after an award is made. However, Section M.2.2 evaluates the ability of the Prime Contractor to manage relationships with the Subcontracting Vendor. A sample template agreement may be evidence of this ability.

22	With respect to C.3.4 #5, "Round": What is the definition of a 'round' of résumés? Is it 10 or is it the total number of résumés forwarded to the PM within the response deadline?	A round consists of all acceptable Candidates received by the Candidate Request Application by the response deadline and forwarded to the Program Manager. The quantity of 10 only represents the default minimum number of Candidates that a Program Manager should expect to receive.
23	With respect to L.19, Question and Answer Period: Please confirm that the last day to submit questions is May 12, 2008.	The deadline for question submittal was 2 pm on May 12, 2008.
24	With respect to C.3.1.16, Number of Candidates Submitted by Each Vendor: In C.3.1.6, you state "The Prime Contractor shall not accept more than one Candidate by a Subcontracting Vendor for each request." Would you reconsider allowing more than one candidate per vendor?	The District reaffirms this requirement. Part of the efficiency gained in this contract is to have the Subcontracting Vendors put forth their very best candidate instead of sending several resumes that may not be their best offering. However, the District may consider a modification to this requirement after the contract is awarded if, after meeting with the Prime Contractor and Subcontracting Vendors, and reviewing performance metrics, that a modification of this requirement is beneficial to the District, the Subcontracting Vendors, and the Prime Contractor.
25	With respect to C.1.1.14, Web Application Availability: Is the web application availability defined as 8 AM to 8 PM as in C.1.1.14, or during the normal working hours, 8 AM to 6 PM, as described in C.3.4.2? Are you open to calculating web availability on a 24-hour/day basis?	The definition in section C.1.1.14 is the proper definition of Web Application Availability (i.e., 8 am to 8 pm). Web availability is calculated on this basis, not a 24 hour/day basis. If, in the case of a COTS or hosted application, the application is normally available on a 24x7 basis, the District does not require the Prime Contractor to bring down the application just for the District. In that case, Web Application Availability will still be calculated from 8 am to 8 pm.
26	With respect to C.1, CBE Vendors: Can you provide the list of 240 IT CBE firms that was mentioned in the pre-proposal conference?	This information can be obtained from the DSLBD website at lsdbe.dslbd.dc.gov .
27	Is there an incumbent/existing company performing the services? And if so, what is the company's name?	There is no incumbent/existing company performing the services.
28	When do you intend on awarding this contract?	The proposed award date of this contract is late July 2008.
29	What is the contract amount in dollars?	There is a yearly ceiling of \$150,000,000.00. However, the District expects to spend approximately 33% of this amount in the first year.
30	How long is the contract for?	This contract has a one-year base period with four option years.
31	Is there is an incumbent contractor? If there is an incumbent contractor what is the government experience? (i.e., did the quality the resource meet the quality objectives as reflected in the solicitation document? Did the contractor supply the proper resource within the time constraints as set forth in the RFP?) What is the total estimated value of the contract?	There is no incumbent contractor. Because this is an IDIQ contract, the total estimated value is difficult to calculate. However, the District expects to issue approximately \$50,000,000.00 in purchase orders against this contract in the first year, with usage staying relatively consistent over the next two option years (if they are exercised).
32	Will the sign-in sheet of the attendees who attended the Presolicitation Conference be posted? If so, please state where it will be posted.	Sign_in_sheet.pdf was posted on 5/7/2008 on the Documents page at itsa.dc.gov .

33	<p>C.3.1.7. page 12 of Sol, In the pre-posal conference a question was asked about a candidate being disqualified if submitted by more than one company and concerns raise by other attendee's at the conference. The answer was that OCP/OCTO will review and look into this section to see if something else can be done. The candidate can still sign more than one exclusivity document. Will OCP/OCTO come up with another solution, other then the candidate being disqualified ?</p>	<p>The District affirms the requirement that duplicate Candidates shall not be submitted for consideration. However, section C.3.1.7 has been modified to require the Prime Contractor to define a methodology to handle duplicate Candidate submissions by Subcontracting Vendors.</p>
34	<p>Do you anticipate this RFP response due date to be being extended beyond May 27, 2008 at 2:00 pm?</p>	<p>The District does not expect to extend the Response Due Date beyond May 27, 2008 at 2:00 pm.</p>
35	<p>Giving 5% of the total hourly rate PLUS an hourly "service charge" does not help reduce overall contracting costs for OCTO. It doesn't help because the effort will squeeze the rates for small companies without ensuring fair pay for the contractor's workers. In fact, a likely outcome is a dramatic increase in H-1B holders being put forward by small companies. My question is, why hasn't OCTO gone after the larger problem of trying to ensure that the money paid by OCTO goes primarily to the contract workers themselves, with limitations not on *rates* but on *margins*? If the companies providing contractors are limited to a specific \$/hour margin on top of whatever rate they charge the District, this: (1) Eliminates profiteering at the expense of contractor workers (2) Provides transparency to the contractor / worker relationship, and (3) Provides a natural limit to rates.</p>	<p>The ITSA contract brings efficiency, price competitiveness, and transparency to the IT Staff Augmentation process for the District. The ITSA contract removes many time-consuming activities from the staff augmentation process for vendor and District alike. The ITSA pricing model is based on pricing models that are successful in other states, with some modification to ensure 95% or more CBE participation.</p>
36	<p>As it stands, an OCTO Manager seeking a contractor will put out an RFQ and get back less than a dozen responses. This is because of a combination of factors: too few contracting agencies hear of the RFQ, OCP will limit the applicants sent on to the OCTO Manager, etc. With ITSA in place, it seems that every job applicant that meets the listed skills will be passed on to the OCTO Manager for review. Based on a single applicant per contracting agency (or Vendor), this could be over 50 Resumes, maybe as many as 100 Resumes, that need to be reviewed by the OCTO Manager.</p> <p>Two questions follow on from this:</p> <p>(1) Is there is a mistaken assumption in the above comment? (2) Is there an obligation upon the OCTO Manager to read, rate, and report on the match of ALL of the Resumes that are received to the requisition?</p> <p>This question goes to the heart of how effective and how *fair* the replacement recruiting process will be.</p>	<p>1. Based on the experience of other states, the District believes that a typical request may result in 20 to 50 Candidate submissions. 2. Program Managers will have sole responsibility under the ITSA contract for evaluating Candidate submissions in order to select the best Candidate at the best value. The District will work with Program Managers to guide them in an efficient, fair, and effective evaluation process.</p>

<p>37</p>	<p>The statistical data provided in Section B dances around a key data point: how many people are actually recruited annually, on average. The number of POs and PO Lines, the number of hours and the \$\$ values. All these are indicative only, and the data is not internally consistent, meaning there are many people who stay for a long time and many people who leave at the of or during their first Option Period. Ignoring the execution of subsequent PO Option Periods, how many times on average per year, for the last two years, has OCTO executed (with or without result) a "recruitment process"?</p> <p>The intention of the question is to figure how often the new recruiting process will actually be recruiting people. Based on the provided data, the answer might be anywhere between 200 and 1000 times per year. The average determines the administrative costs for the Prime.</p>	<p>OCTO's analysis of FY2007 showed that 765 of 1,278 IT staff augmentation purchase order lines were for new procurements, while 513 were modifications of an existing purchase order, including exercises of option periods. Recently at OCTO, there are generally from 150 to 200 contractors working at any given time.</p>
<p>38</p>	<p>Please more adequately define "Core", "Emerging" and "Legacy" in the Job Categories.</p>	<p>Section C.3.3 clearly defines Legacy, Core and Emerging Technology Types as a way of categorizing technologies and skills require a cost premium (i.e., Emerging Technology Type) or which can be typically purchased at a cost discount (Legacy) compared to the rest of the technologies and skills (Core). The actual assignment of technologies and skills will vary over time as Candidates train to learn new skills, the skills become more common in the market, and as new technologies emerge that few Candidates are trained to provide.</p>
<p>39</p>	<p>There is a problem with the RFP in the usage/existence of "Extended Price". The stated assumption is that competition will drive down the hourly rates for a given expertise level.</p> <p>If so, OCTO does not expect that all Subcontractors will provide staff at the highest "not-to-exceed" rate, yet that is being used to "calculate" the total price.</p> <p>I would prefer us to bid with some high rates for the senior levels just in case top-notch people are needed to solve difficult problems. Ordinarily, however, the actual rates being offered would -- as a result of the stated competition assumption -- be substantially lower. If I do this, there is the very good chance I will be priced out of the RFP despite the likely reality that I would be able to deliver the same effective prices as anyone else.</p> <p>Can you explain why this extended price is being used, when you already state as an assumption that it should not be necessary?</p>	<p>The use of estimated quantities in the CLINs allows for a fair evaluation of Not-To-Exceed Rates across all responses. It is not the intention of the evaluation to arrive at an accurate projection of eventual costs under the contract.</p>

40	<p>In the FAQs, it says that the Prime will screen candidates to ensure that "each candidate meets minimum objective criteria as defined by each Labor Category and the Program Manager submitting the Candidate Request." The first 'question' is:==> A *clarification* of this is required. It could be as simple as providing check boxes for skill levels and/or years of experience, and an electronic confirmation that the candidate meets the defined criteria.</p> <p>(For example, for a Senior Java Developer, the web-based offering made available by the Prime might require the Subcontractors to confirm, by manual data entry on the web page, the level of experience with Oracle JDeveloper. The Prime's back-end software can match this with the specified criteria and confirm if the candidate meets the required skill levels).</p> <p>Or it could be as complicated as requiring the Prime to manually read and score each Resume, based on the defined skills criteria. This end of the continuum poses problems for the Prime: they may not have anyone on staff with Oracle skills, and may not be able to determine that Oracle Fusion Middleware experience is a superset of JDeveloper experience. And, if you think</p>	<p>The District understands that "objective criteria" may lend themselves well to an automated validation process. It is the Prime Contractor's responsibility to establish an effective procedure for enforcing this requirement, using either a manual or automated process or a combination of both. The Service Level Agreement, particularly the Customer Satisfaction score, will be used to track the Prime Contractor's success at meeting this requirement.</p>
41	<p>-What are the criteria for CBEs to participate in the CBE vendor network to be developed by the Prime Contractor?</p>	<p>The Prime Contractor is required to invite all CBEs to participate in the ITSA. CBEs will be required to agree to the Subcontracting Vendor agreement in order to participate.</p>
42	<p>-Can CBEs register ahead of the contract award to be part of the CBE Vendor Network? If so, where should we send our application?</p>	<p>The Subcontracting Vendor network will not be established until after this contract is awarded. Both the District and the Prime Contractor will conduct events to inform CBEs of how to join the network.</p>
43	<p>-Are the same LSDBE preference considerations going to be afforded to CBEs in evaluating resource contract awards?</p>	<p>Preference points are not applied to subcontractors, according to 27 DCMR. Therefore they will not be factored into Candidate evaluation. Candidates will be evaluated solely on the basis of finding the best candidate at the best value.</p>
44	<p>-Will there be a limit to the number of CBEs that can participate in the CBE vendor network?</p>	<p>No, there is no limit to the number of vendors that can be Subcontracting Vendors.</p>

<p>45</p>	<p>Regarding C.3.1.7, the intention to reject all Candidates marked as dupliates, although other people commented on this at the recent meeting, and there are other questions, there are still thoughts not documented:</p> <p><<< Question 1 >>>How can OCTO know someone is a duplicate? People do have the same names, so no automated rejection would be possible.</p> <p><<< Question 2 >>></p> <p>A Subcontractor acting in good faith can submit Howard Johnson for a position, after negotiating with Howard, and discussing the position with Howard.</p> <p>At the same time, another Subcontractor, who has Howard's Resume from two years ago, can struggle to contact Howard (because he is dealing with the first Subcontractor only), but can go ahead and put him forward hoping to one day to call Howard and say "Hey, got you a DC contract!"</p> <p>This scenario used to be common-place in Europe some years ago. Removing the candidate from the pool is not helpful to OCTO because Howard might The Guy for this particular position, and it's not helpful to the Subcontractor who acted in good faith, perhaps even signing</p>	<p>1. The District believes that a comparison of resumes for candidates with similar or identical names can provide a high degree of certainty that two submissions are from the same person. If there is doubt, a minimal investigation can verify the conclusion.</p> <p>2. The District requires the Prime Contractor to carry out the function of identifying duplicate submissions and preventing them from being submitted to the District.</p>
<p>46</p>	<p>Re: C.3.1.13.Since there is a real cost to Subcontractors to finding staff, will OCTO reconsider and ensure a minimum contract period before converting someone to employment? Suggestion: 6 months.</p>	<p>The District affirms this requirement.</p>

<p>47</p>	<p>Re: C.3..4.5 and C.3.4.6. There is an interaction between the following:</p> <ul style="list-style-type: none"> (1) Not-to-exceed rates (2) Skills requested by the OCTO Manager (3) The timeliness of responses by Subcontractors (4) The timeliness of OCTO in processing received Resumes and making a determination as to the outcome. <p>These combine to determine the actual number of Resumes received by OCTO for a given Requisition, and the speed with which placements are made.</p> <p>However, only the not-to-exceed rate is in the hands of the Prime, and this is only set once during the bidding for the RFP.</p> <p>Yet the timely delivery of Resumes to OCTO, and the timely placement of candidates places up to 50% of the Hourly Service Fee at risk (only 50%, not 75%, because Web application availability is a proper responsibility of the Prime).</p> <p>Is it fair to place so much financial risk on a Prime that could be performing acceptably in every respect, yet not have sufficient Resumes for an OCTO Manager, or might be dealing with slow-recruiting OCTO Managers (and, historically, many take their blessed time to review</p>	<p>There is a difference between standard Service Level metrics and Critical Service Level metrics.</p> <p>For example, the standard Service Level requires the Prime Contractor to respond to 92% of Request within 3 days. Other states have found this to be an attainable goal. The Critical Metric requires the Prime Contractor to respond to 50% of Requests within 5 days. If the Prime Contractor is unable to meet this 50%/5-day standard, it represents a fundamental failure to meet a core requirement of the ITSA contract and results in a fair deduction of 25% of the Hourly Service Fee for the next quarter.</p> <p>The District has set Service Levels based on experience in other states and believes that they are attainable by a qualified Prime Contractor.</p>
<p>48</p>	<p>Re C.3.7.4.</p> <p>The Prime "at its sole discretion" can disqualify a Subcontractor from future participation in the submission of Candidates.</p> <p>Justifications for this include (as per the RFP):</p> <ul style="list-style-type: none"> - Quality: Does the Subcontracting Vendor submit quality Candidates that get interviewed? - Placement: Does the Subcontracting Vendor have Candidates placed? <p>Does OCTO agree that this can be manifestly unfair?</p> <p>Justifications for this position include, but are not limited to:</p> <ul style="list-style-type: none"> (a) With potentially 50-100 Resumes being submitted for positions, sufficient "Placement" could be hard to achieve consistently (b) With potentially 50-100 Resumes being submitted for positions, the "Quality" can be objectively good but the interview pool could be limited enough that many well-matched candidates cannot be considered for interview (c) With potentially 50-100 Resumes being submitted for positions, it is possible that OCTO Manager will favor Resumes from Subcontractors they are familiar with, and upcoming Subcontractor could end up excluded from the whole process. (d) Often OCTO Managers provide vague and incomplete specifications for positions, or they fa 	<p>The District intends that the Performance Standards for Subcontracting Vendors provide incentives to submit acceptable candidates and to provide disincentives for matters that interfere with the IT Staff Augmentation process (i.e., submitting Resources with falsified resumes and who must be removed, or submitting duplicate candidates without authorization from the Candidate).</p> <p>The District does not intend that Subcontracting Vendors be removed from participation simply because their acceptable Candidates are not interviewed or awarded. The "Quality" and "Placement" categories are only two of five performance categories.</p> <p>The District will review the details of the Performance Standards for Subcontracting Vendors as part of the review and approval of the Subcontracting Vendors agreement template.</p>

49	<p>Re: C.3.10. To avoid onerous demands on the Prime, the RFP should be clarified to confirm that the Prime is responsible for engaging an organization to satisfactorily complete the required background checks of candidates, but will not be required to hold sensitive data about the candidates.</p> <p>If, for some reason, OCTO believes the Prime should store any personal data about candidates, OCTO should provide complete details of the requirements for privacy, the duration for which data should be held, etc.</p> <p>It should also be noted that errors are always possible. A candidate might provide a false SSN, or be using someone else's identity, a security check might provide a false positive or false negative, the candidate might not be a legal immigrant.</p> <p>If background checks are the responsibility of the Prime, it cannot be glossed over. The are real \$\$\$ costs with higer levels of background checks, and these need to be priced in accurately. This can only be done if OCTO is clearer about the requirement, and clearer about responsibility for the occasional unavoidable error.</p>	<p>Section C.3.10.2 does not define a required methodology for background checks. It only defines the areas that must be checked, but not how they are checked. This contract has no requirement for data retention of background checks.</p>
50	<p>With respect to L.2.2.3, Cost/Price Data and Certification: Because of the following: a) the indefinite number of hours that will be ordered by the District b) the not-to-exceed rates per hour c) the variable hourly service fee, and d) our dependence on the CBE Subcontracting Vendors, we believe Attachment J.2.4, Cost/Price Disclosure Certification is not applicable to this proposal effort. Please confirm.</p>	<p>Attachment J.2.4, Cost/Price Disclosure Certification is applicable to this procurement.</p>
51	<p>1) With reference to Section C.3.6.2; How long does the Prime Contractor have to submit the Initial Sub Contractor vendor network? 2) With reference to Section L.2.1.1;How long does the Prime Contractor have to develop an interface with PASS ?</p>	<p>1. The Prime Contractor has eight weeks from the date of award to implement the initial Subcontracting Vendor network. Additional vendors may continue to be added to the network after that date. 2. There is no deliverable for an interface under this contract, only a requirement for interface capability. If the District decides to implement an interface, a separate statement of work will be issued.</p>
52	<p>Is the Prime Contractor precluded from also acting as a Sub-Contracting vendor? This situation was alluded to by Mr. Palmer in remarks at the bidders conference. Please indicate where this is spelled out in the RFP, so we may proceed accordingly.</p>	<p>Section C.3.5 requires that 95% of total dollars paid for Resources be paid to CBE Subcontracting Vendors, and that CBE Subcontracting Vendors always have first opportunity to respond. By definition, the Prime Contractor cannot also be a CBE Subcontracting Vendor. The Prime Contractor will be allowed to provide Resources for up to 5% of the total dollars awarded in those cases where a suitable Candidate is not found in the first round of the Request.</p>

**DCTO-2008-R-0135 - ITSA
Attachment B**

1. Delete Section C.3.1.7 and replace with the following:

C.3.1.7 The Prime Contractor will review submitted Candidates and their resume to ensure that the Candidate is acceptable (i.e., the Candidate meets minimum objective qualifications as requested by the Program Manager), and that the Subcontracting Vendor is in good standing with the District according to the terms of the contract. The Prime Contractor shall ensure that no Candidate is submitted by more than one Subcontracting Vendor. The Prime Contractor shall submit a procedure for District approval to enforce this requirement.

2. Insert the following:

C.3.17 SUBCONTRACTING VENDOR FEEDBACK SESSIONS

The Prime Contractor shall hold feedback sessions with Subcontracting Vendors and the District every six months to discuss operational and process issues related to the IT Staff Augmentation process covered under this contract.

3. Delete Section G.1.3.1 and replace with the following:

G.1.3.1 The Prime Contractor shall submit proper invoices for each purchase order on a monthly basis. If the online invoice (“PO flip”) is available through the Ariba Supplier Network, the Prime Contractor shall use it.

4. Delete Section H.5.1.9 and replace with the following:

H.5.1.9 The provisions of sections H.5.1.4 do not apply to nonprofit organizations with less than fifty employees.