



North Carolina Department of Public Safety

Purchasing and Logistics

Roy Cooper, Governor
Erik A. Hooks, Secretary

Casandra Skinner Hoekstra, Chief Deputy Secretary
Douglas Holbrook, Chief Financial Officer
Joanne B. Rowland, Director

Purchasing & Logistics IMPORTANT RFP ADDENDUM

April 13, 2020

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR REQUEST FOR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

RFP Number: 19-RFP-015046-GSX

COMMODITY/SERVICE: NCORR Staff Augmentation

ADDENDUM Number: 01
PURCHASER: Sherri Garte

USING AGENCY: NCORR
EXTEND OPENING DATE/TIME: **April 20, 2020, 2:00 pm**

QUESTIONS AND ANSWERS:

	<u>Reference</u>	<u>Vendor Question</u>	<u>Answer</u>
1		Can bids for only ONE essential services like technology support, policy analysts, or only project management be submitted?	<p>See section 3.1 Method of Award:</p> <p>While the intent of this RFP is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors, to not award one or more items, or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.</p> <p>(emphasis added)</p> <p>And Section 2.7, e.: Technical Response to the Scope of Work:</p> <p>Business plan to meet the Scope of Work detailing Vendor's unique ability to solve NCORR's business needs.</p>

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4227 Mail Service Center
Raleigh, NC 27699-4200
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3030 Hammond Business Place
Raleigh, NC 27603-3666
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2		Are offerors required to respond to all Task Areas?	See above and 3.3 Proposal Evaluation Process: Vendor must demonstrate to the complete satisfaction of NCORR that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner.
3		Although the solicitation notes the department's right to award to more than one vendor, is it the intention to actually do so or is a single source preferred?	See Response to Question 1
4		Confirm understanding: each task requires two resumes for consideration and an individual offered for one task cannot be listed for another.	Correct
5	General	What is the estimated budget for this RFP? If unknown, please specify previous spending.	Federal law does not allow NCORR to share its independent cost estimate.
6	General	Please provide name of the current vendor. Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?	NCORR encourages Vendors to review rebuild.nc.gov , the NCORR site of record. A copy of the current contract Amendment can be found at CDBG-DR Reporting and Compliance on this site. NCORR will not respond to "pain points."
7	General	Please provide the total number of temporary staffs on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.	See Response to Question #6
8	General	Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.	See Response to Question #6
9	General	What are the most frequently used job categories in the subject matter RFP?	NCORR does not understand the question. NCORR is seeking Tasks outlined in Section 5.0, Scope of Work.
10	General	What is the average length of the assignment?	Vendors are reminded to review the RFP in detail. See section 4.1, Contract Term.
11	General	List of benefits current employees receiving from the incumbent	NCORR does not have this information.
12	General	List of client mandates holidays	NCORR would review holidays with the assigned Project Manager after the Effective Date of the Contract. All proposal rates should be based on Attachment A: Pricing as presented. See Link for NC Holidays: https://oshr.nc.gov/state-employee-resources/benefits/leave/holidays
13	General	List of vacation and holidays current employees receiving from the incumbent.	See Response to Question 12
14	General	What is Mandate Living wage and Supplemental benefits?	NCORR does not provide benefits to contract staff. See Attachment A: Pricing:

			The Price Proposal should consist of hourly contract rates fully inclusive of salary, overhead, travel outside of the home office and expenses. No additional costs will be paid.
15	General	Details on benefits package current incumbent providing to temp staff.	See response to Question 14
16	General	Would request you to change the response mode from hard copy to email due to on-going COVID-19 pandemic.	No, the response mode remains as written. See Section 2.6 proposal submission.
17	General	Is this a multiple award RFP?	See response to Question 1
18	General	Is there any preference to local vendor?	Federal law prohibits local preference.
19	General	Is there any preference to small business?	No, The state has no laws that allow for small business preference.
20	General	Due to unforeseen events of COVID 19 pandemic, we would request you to extend the due date by at least two weeks.	NCORR will not be extending the bid responses due date specified in the RFP.
21	1.0; page 6	Can the Government confirm if this is a follow on contract to the April 5, 2019 procurement for Staff Augmentation for Community Development Block Grant – Disaster Recovery (CDBG-DR) Program Delivery and Program Oversight (RFP #19-RFP-014523-PTW)?	This is a new procurement which will follow the expiration of RFP-014523-PTW.
22	3.4; page 12	Please provide scoring or ranking criteria for each of the 3 evaluation criteria listed in 3.4	NCORR will evaluate all responses according to Section 3.4, Evaluation Criteria and Section 3.3, Proposal Evaluation Process exactly as presented. No numerical values are assigned to evaluation criteria. Criteria is listed in order of importance.
23	4.2, page 13	Confirm that pricing provided in Attachment A: Pricing Form will be used for evaluation between offerors and to set the contract ceiling and labor category rates of the selected offeror.	Correct
24	5.1, pg. 15	In light of the current COVID-19 pandemic, with social distancing and remote work conditions enacted in response, please confirm if NCORR will consider telework options for proposed staff.	NCORR would discuss project plans and telework with the assigned Project Manager after the Effective Date of the Contract.
25	5.1, page 15	The RFP states “NCORR may evaluate all “Primary” and “Secondary” personnel and accept personnel for a Task not proposed by Vendor.” If personnel are selected for a Task not proposed by the Vendor, please confirm that the offeror will have the opportunity to negotiate the task with NCORR prior to assignment, as it is indicated as not in scope.	NCORR will not be adding any Tasks not outlined in the Scope of Work during Evaluation, and would not add Tasks after the Effective Date of the Contract unless through a Contract Amendment.
26	Attachment A: Pricing; pages 24-26	Please confirm if the hours in each of the 6 month options are as listed, since they are the same as the hours listed for the full year base year. (2000 hours for year 1 and 2000 hours for 6 month option year)	See revision in this Addendum to Attachment A: Pricing.
27	General Attachment H, Section L, pg. 45	Do vendors who support implementation of the ReBuild NC housing recovery programs have a conflict of interest with also providing services under this solicitation?	NCORR may determine in evaluation of bids that the services provided in providing administrative support to NCORR staff may present a conflict

			of interest for Vendors providing other services.
28	General Question	It appears there is an existing contract for CDBG-DR staff augmentation that was awarded in June 2019 and is still active. If a new contractor is selected, what will be the timeframe for a transition of the existing workload from the current contractor?	The current contract ends 5/18/20. The current contract allows for a two month transition period.
29	Page 12, Section 3.4	Although there is a list of scoring criteria in priority order in the RFP, there does not appear to be any indication of how those criteria will be weighted. What will be the breakdown in terms of points or percentages for each scoring criterion?	See Response to Question #22
30	Page 15, Section 5.1	The RFP indicates that all contracting staff will be required to work on site at the NCORR office in Durham daily from 8:00am to 5:00pm. Given the current state of affairs under COVID-19 travel restrictions, is there any flexibility to have staff work remotely?	See Response to Question #24
31	Section 2.7, Item k, page 9.	The Attachment F referenced here is identified as "Supplemental Vendor Information," but this does not match the Table of Contents or the actual Attachment F provided, both of which appear as Attachment F: Historically Underutilized Businesses Information. Please confirm that Attachment F should be Historically Underutilized Businesses Information and not Supplemental Vendor Information.	Yes, Attachment F should be Historically Underutilized Businesses Information
32	Section 3.3, page 10.	This section refers the bidder to "the method of submission specified in Section 2.7 of this RFP." However, Section 2.7 is the Proposal Content section, while 2.6 is the Proposal Submission section. Should the text refer to Section 2.6 instead of 2.7?	Yes, the method of submission should refer to section 2.6
33	Section 5.2, Task 10, page 22, and Attachment A: Pricing, page 24.	Task 10 requests the position of As-Needed Project Managers. Since the number of these positions will be determined at a later date, should we assume one position and provide one primary and one secondary resume for this position? Or does NCORR require additional resumes for this position?	NCORR will not evaluate As-Needed Project Managers. No additional resumes are required for Evaluation for this Task.
34	Section 6.1, page 22.	Section 6.1 asks the bidder to designate a Project Manager to serve as the State's point of contact for contract-related issues and issues concerning performance, progress review, scheduling, and service. Do we need to provide one primary and one secondary resume for this position, or is one acceptable?	No, one identified representative for this role is sufficient.
35	Section 2.6, pages 7-8.	Would the North Carolina Department of Public Safety consider accepting fully electronic submission of proposals, in light of current safety concerns and disrupted courier delivery schedules?	See Response to Question #16
36	Section 2.6, pages 7-8.	If hard-copy submission is required, is it currently possible to hand-deliver our proposal submission to the North Carolina Department of Public Safety's offices, or has access been limited due to COVID-19?	Yes, you can hand deliver to the address indicated in the RFP.
37	Attachment A: Pricing, page 24-26.	Are all of the positions requested in the RFP intended to be full-time positions for the entire first year? If not, which are anticipated to be part-time, and for how many hours/week?	All positions are anticipated to be full time.

38	Attachment A: Pricing, page 25–26.	The pricing for the optional six-month extension lists estimated hours for each position as 2,000 hours. Should this be changed to 1,000 hours to reflect the six-month contract period?	See revision in this Addendum to Attachment A: Pricing.
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ATTACHMENT A: PRICING

Remove previous table and replace with this one.

ATTACHMENT A: PRICING

COST OF VENDOR'S OFFER

The Price Proposal should consist of hourly contract rates fully inclusive of salary, overhead, travel outside of the home office and expenses. No additional costs will be paid.

The Price Proposal must be submitted in the following form. The estimated maximum hours below are to be used only for the purposes of evaluation. The State does not guarantee minimum or maximum number of hours. Please note: no billing rate ranges will be accepted.

COST COMPONENTS OF INITIAL TERM- YEAR ONE

Task/Title	Hourly Billing Rate	Estimated Maximum Hours	Subtotal	Task Total	
Task 1					
DRGR Support Staff (1)	\$	2000	\$	\$	
DRGR Support Staff (2)	\$	2000	\$	\$	Task 1 Total
Task 2					
Relocation Specialist (1)	\$	2000	\$	\$	Task 2 Total
Task 3					
Buyout Subject Matter Expert (1)	\$	2000	\$	\$	Task 3 Total
Task 4					
Quality Assurance/Quality Control Specialist (1)	\$	2000	\$		
Quality Assurance/Quality Control Specialist (2)	\$	2000	\$		
Quality Assurance/Quality Control Specialist (3)	\$	2000	\$		
Quality Assurance/Quality Control Specialist (4)	\$	2000	\$		
Quality Assurance/Quality Control Specialist (5)	\$	2000	\$		
Quality Assurance/Quality Control Specialist (6)	\$	2000	\$	\$	Task 4 Total
Task 5					
5.a Finance and Compliance SME (1)	\$	2000	\$		

5.b Housing Programs SME (1)	\$	2000	\$		
5.b Housing Programs SME (1)	\$	2000	\$		
5.c Planning SME (1)	\$	2000	\$		
5.d Small Rental Repair SME (1)	\$	2000	\$		
5.e Affordable Housing SME (1)	\$	2000	\$		
5.f Construction Trades/Code Enforcement SME (1)	\$	2000	\$	\$	Task 5 Total
Task 6					
CDBG-DR Environmental Review Specialist (1)	\$	2000	\$	\$	Task 6 Total
Task 7					
CDBG-DR Infrastructure Specialist (1)	\$	2000	\$	\$	Task 7 Total
Task 8					
Reporting Specialist	\$	2000	\$	\$	Task 8 Total
Task 9					
Housing Recovery Program Specialist	\$	2000	\$	\$	Task 9 Total
Task 10					
As-Needed Project Managers	\$	4000	\$	\$	Task 10 Total
				\$	Initial Term NTE

COST COMPONENTS OF EACH OPTIONAL 6 MONTH EXTENSION

Task/Title	Hourly Billing Rate	Estimated Maximum Hours	Subtotal	Task Total	
Task 1					
DRGR Support Staff (1)	\$	1000	\$	\$	
DRGR Support Staff (2)	\$	1000	\$	\$	Task 1 Total
Task 2					
Relocation Specialist (1)	\$	1000	\$	\$	Task 2 Total
Task 3					
Buyout Subject Matter Expert (1)	\$	1000	\$	\$	Task 3 Total
Task 4					
Quality Assurance/Quality Control Specialist (1)	\$	1000	\$		
Quality Assurance/Quality Control Specialist (2)	\$	1000	\$		
Quality Assurance/Quality Control Specialist (3)	\$	1000	\$		

Quality Assurance/Quality Control Specialist (4)	\$	1000	\$		
Quality Assurance/Quality Control Specialist (5)	\$	1000	\$		
Quality Assurance/Quality Control Specialist (6)	\$	1000	\$	\$	Task 4 Total
Task 5					
5.a Finance and Compliance SME (1)	\$	1000	\$		
5.b Housing Programs SME (1)	\$	1000	\$		
5.b Housing Programs SME (1)	\$	1000	\$		
5.c Planning SME (1)	\$	1000	\$		
5.d Small Rental Repair SME (1)	\$	1000	\$		
5.e Affordable Housing SME (1)	\$	1000	\$		
5.f Construction Trades/Code Enforcement SME (1)	\$	1000	\$	\$	Task 5 Total
Task 6		1000			
CDBG-DR Environmental Review Specialist (1)	\$	1000	\$	\$	Task 6 Total
Task 7		1000			
CDBG-DR Infrastructure Specialist (1)	\$	1000	\$	\$	Task 7 Total
Task 8					
Reporting Specialist	\$	1000	\$	\$	Task 8 Total
Task 9		1000			
Housing Recovery Program Specialist	\$	1000	\$	\$	Task 9 Total
Task 10		1000			
As-Needed Project Managers	\$	2000	\$	\$	Task 10 Total
				\$	Each Optional Term NTE

	Total Estimated Maximum # of Hours of Effort for all five (5) potential Contract Terms	Total not-to-exceed price for all five (5) potential Contract Terms
Summation of Cost Components for all Five Potential Contract Terms		\$

INSTRUCTIONS:

1. Check ONLY one of the following categories and return one properly executed copy of this addendum prior to RFP opening time and date.

RFP has already been mailed. Changes resulting from this addendum are as follows:

RFP has already been mailed. NO CHANGES resulted from this addendum.

RFP has NOT been mailed and ANY CHANGES resulting from this addendum are included in our response.

Execute Addendum:

VENDOR: _____

ADDRESS (CITY & STATE): _____

AUTHORIZED SIGNATURE: _____

NAME and TITLE (Typed): _____

<u>DELIVERED BY US POSTAL SERVICE</u>
RFP NO. 19-RFP-015046-GSX Attn: Sherri Garte North Carolina Department of Public Safety Purchasing & Logistics 3030 Hammond Business Place Raleigh, NC 27603