

**ADDENDUM AND ACKNOWLEDGMENT FORM #1
INVITATION TO BID (ITB)
2021-2022-01 Temporary Staffing Services
September 16, 2021**

Proposal No: ITB 2021-2022-01

Proposal Title: Temporary Staffing Services

Proposal Due Date: September 20, 2021 @ 12:00 PM CST

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED ITB. A CITATION TO A SPECIFIC SECTION OF THE ITB DOES NOT MODIFY OR OBTVIATE OTHER PROVISIONS OF THE ITB; BIDDER MUST COMPLY WITH EACH PROVISION OF THE ITB.

This addendum includes the following:

- AMENDMENTS TO EXHIBIT E, SECTION 1, SECTION 2.5, AND SECTION 2.9.
- RESPONSE TO QUESTIONS RECEIVED OR ADDITIONAL BID DOCUMENTS

AMENDMENTS (Per Section 4.12)

Exhibit E is amended for clarity of how to bid rates for categories. The aim of this clarification is to permit simplified instructions for straightforward, directly comparable bids.

Section 1.0 Schedule is amended to clarify that the Date of Award Posting is September 30, 2021, by 4:30 p.m.

Section 2.5 Bid Evaluation is amended to clarify the evaluation standard:

The College intends to contract, if any, with the responsive and responsible Bidder whose bid is determined by the end user's department and Purchasing to be the lowest price bid to provide the services, according to the terms of this solicitation document. With Board of Trustees approval, the College reserves the right to award none, one (1), or more contracts for these services, as is in the best interest of the College.

Initial Review of Bids: Bidders will submit the solicitation package as outlined in this Section 2.0 Scope of Work and consistent with all requirements of this solicitation. Purchasing will then review for responsiveness.

Evaluation of Bids: After the initial screening by Purchasing, all packages will be sent to the responsible end-user. In partnership with Purchasing, the end-user will evaluate the offers to make sure they are responsive, responsible, and price-ranked.

Evaluation Method: The end-user department will designate a reviewer to review each submittal for responsiveness, responsibility, and price. Among responsive and responsible bids, lowest price is the

determining factor, absent written justification for why deviating from the lowest-price bid is in the College's best interest.

Authority to Award: Contract(s), if any, will be awarded according to College policies and procedures.

Bid Tabulation and Results: Bid tabulations will be available for review by interested parties once the notice of an intended decision is posted or thirty (30) days after opening the bids.

Section 2.9 is amended only as to its first sentence: "Bidder must provide the base rate for each category listed in Exhibit E." All other Section 2.9 language remains the same.

RESPONSES TO QUESTIONS

1. Is this a single award or multiple award contract?

The College currently anticipates a single-award contract; provided, however, that the ITB at Sections 2.5, 2.9, 4.19, and 4.43, reserves to the College the authority to award zero, one, or multiple awards.

2. What is the anticipated date of award and contract execution?

Date of Award Posting is listed in ITB Section 1. Contract execution is anticipated to follow shortly after the mandatory 72-hour protest period expires, prior to the first performance listed in Exhibit A.

3. What will be the budget for this contract?

See Section 2.9 Price.

4. Is Subcontracting allowed for this opportunity, if so, are there any specific participation goals to be met?

See Section 2.3 Bidder Minimum Requirements regarding Subcontractors and Exhibit D

5. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

The immediate previous contract was with LandrumHR Workforce Solutions. This is a new solicitation and new, anticipated contract for 2021-2022.

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

See Question 3 above. Generally, previous spending has ranged from \$50,000 to \$80,000.

7. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

No resources currently working, as of April 2021. See Exhibit A for the anticipated 2021-2022 needs.

8. Do we need to provide actual resumes of proposed candidates or can we provide sample resumes of proposed candidates?

No candidate resumes needed. See Section 2.3 and Section 2.6. .

9. Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

During contract performance, the ability to replace personnel with those with similar or more skills sets may be available, dependent upon the position and the performance.

10. Are hourly rate ranges acceptable for proposed personnel?

The College prefers that Bidder quotes a single applicable rate for each category in amended Exhibit E. If a bidder chooses to quote a range for any category, the **highest quoted rate** is the rate applicable to calculating price. An amended Exhibit E is attached to assist Bidders with clarity in proposing prices.

11. 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?

Labor performed by assigned personnel for each Performance (Exhibit A) is onsite only. The contractor's employee processing work (see Section 2.6) is offsite.

12. How many people are currently working onsite and offsite?

See Questions 7 and 11.

13. Could you please provide the list of holidays observed by the Health Care Authority?

This question appears to be inapplicable to this solicitation. No holidays are required by the College for these services; see Section 2.6 for services to be provided.

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

See Question 13.

15. Could we please get clarification on a breakdown of the skilled, unskilled, and union positions based upon Exhibit E Price List provided on page 20; with job category list?

See amended Exhibit E. See Section 2.9 regarding union workers.

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL INVITATION TO BID.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

Exhibit E Price List

REQUIRED

First, list the hourly base rate for each staffing category listed below (without reference to the estimated number of staff needed in that category as listed in Exhibit A): Unskilled; Skilled; and Experienced.

The positions listed in Exhibit A are grouped beneath each category for your reference and direction on the College's experience with pay rates for each position. Also listed for your convenience are definitions of the College's experience of its needs for each category.

Next, list the applicable Employee Agency Fee applicable to each category; if the employee agency fee for all categories is equal, list the fee rate only once in the blank: _____

Finally, calculate the hourly bill rate.

Add more rows as needed for specific specialty rates. If Bidder has proposed a different pricing model that is consistent with this solicitation, include concise, clear explanation of such model; such pricing model **must** include a comparable quote for each category below or be considered non-responsive.

Category by Skill Level *	Hourly Base Rate	Employee Agency Fee	Hourly Bill Rate (Multiply Column 2 by Column 3)
Unskilled Relevant positions: Prop management, wardrobe, video, truck and pusher, dishwasher, stagehand, technician, runner, pushers, and cashier			
Skilled Relevant positions: Carpentry, electrician, audio, follow spot, sound, and spotlight			
Experienced Relevant positions: Rigger, hair and makeup, crew head, flyrail, up rigger, ground rigger, lighting, sound, flyman, and loaders			

*Skill Levels:

Unskilled – The personnel need never have worked a show to accomplish the tasks.

Skilled – The personnel has the appropriate certifications, experience, or training in the technical area.

Experienced – The personnel has been part of a house crew or worked shows previously; experience is generally needed to accomplish the tasks.