

Village of Oak Park IT Staff Augmentation RFP

Addendum 1 – Questions and Answers

Issued 3-24-2023

Q1: The proposed agreement is a general professional services agreement that doesn't contain staffing specific provisions (such as a conversion schedule, etc.). Do you have a different agreement that includes staffing provisions?

A1: We do not have a different agreement. Contractors should propose staffing specific provisions in their proposal.

Q2: At the bottom of page 4 (attached a screenshot of the section too), we are confused on what this is asking / what you are looking for. Can you please clarify?

A2: This is to indicate if your company provides services via any Illinois State-wide purchasing contracts

Q3: Is the Village only looking for part-time consultants?

A3: At this time - yes

Q4: Is the village looking for vendors that provide in-house personnel?

A4: Yes

Q5: Is the village looking for vendors to provide IT Staff Augmentations services to provide personnel on as needed basis?

A5: Personnel will be on-site on agreed/proposed number of days per week.

Q6: Is the Village looking for personnel that will work on-site or will they consider off-site personnel for this solicitation?

A6: On-site

Q7: Could the Village clarify if we have to provide resumes for the mentioned/proposed Job categories? If yes, do we have to provide actual resumes or sample resumes?

A7: For optional job categories sample resumes are sufficient.

Q8: Could the Village clarify, post-award if task orders will be released for the work to be performed or do we have to provide the candidate as soon as the award is made?

A8: Candidate should start after contract award.

Q9: Under Section III. Award of Contract Point A. Contract Term it says "The contract period commences on the date the Professional Services Agreement in substantially the form attached is fully executed and will end when the services are completed." Could the Village clarify the term of this contract? Is there an estimated time for the completion of services?

A9: The Request for Proposals provides that the initial term would be for six (6) months from the effective date with an option to renew by the Village for an additional six (6) months.

Q 10: Could the Village clarify the budget for this solicitation?

A10: Currently allocated \$61,000 and additional amount is currently submitted for approval.

Q11: Under section IX References and List of Municipalities/Government Agencies, it says "Contractors shall furnish at least three (3) entities, preferably municipalities, that have used the Contractor's for similar services within the last three (3) years." Could the Village clarify if preference will be given to vendors that provide Municipalities references?

A11: Preference will be given to vendors who best matches RFP requirements.

Q12: Could the Village clarify, if we can provide commercial references?

A12: Yes

Q13: Could the Village clarify if a vendor can provide references from other experiences with government entities?

A13: We do not understand what other experiences are.

Q14: Under Section IV. DELIVERABLES It says that the Village is only seeking seeks one IT (Information Technology) professional to perform the services. Could the Village clarify is they only want the vendors to provide one IT Operations support professional?

A14: Correct

Q15: Under section V. PROPOSAL SUBMITTALS point V.5 Pricing, there are three (3) slots. Could the Village clarify if they are looking for vendors to provide 3 consultants for IT Operations Support?

A15: No – one consultant only and pricing would be for consultant on-site for 1 day, 2 days or 3 days

Q16: Could the Village clarify if they are looking for a vendor to provide their Catalog of positions?

A16: We not looking for full catalog of positions offered by vendor. Just few that are listed as examples in RFP or close match to them.

Q17: Could the Village clarify if we can provide hourly ranges instead of fixed hourly rates for the Catalog of positions?

A17: Yes

Q18: Could the Village clarify if this is a new opportunity?

A18: Yes

Q19: Could the Village clarify if there is an incumbent related to these solicitations?

A19: No

Q20: Could the Village clarify if they have a font or size letter preference for this solicitation?

A20: No preference

Q21: Are electronic signatures allowed?

A21: Yes. Notary signatures must be provided where required.

Q22: Could the Village please confirm that we can fill out proposal forms electronically?

A22: Yes. Notary signatures must be provided where required.

Q23: What is the estimated budget for the contract?

A23: Currently allocated \$61,000 and additional amount is currently submitted for approval.

Q24: Is this a new contract or an existing contract?

A24: New contract

Q25: Are there any evaluation criteria? if yes, could you please provide it?

A25: Qualifications of pool of candidates and cost are main factors.

Q26: What will be the period for the executed contract?

A26: The Request for Proposals provides that the initial term would be for six (6) months from the effective date with an option to renew by the Village for an additional six (6) months.

Q27: Could the Village please clarify if the COI is required with the response?

A27: The COI is not required with the response but will be required of the selected contractor prior to the entry into the Professional Services Agreement.

Q28: Is the license to do business in the State of Illinois required with the response?

A28: No. It will be required of the selected contractor prior to the entry into the Professional Services Agreement.

Q29: Is it a mandatory requirement to be registered with the Cook County Clerk at the time of submission?

A29: No

Q30: Could the Village please grant an extension on the due date?

A30: Not at this time

Q31: In the RFP, form Section VI Organization of Firm its requested the following information:

Registered Agent Name and Address

Could the Village please elaborate on the above? Which Agent Name needs to be stated in the blank space?

A31: Individual that receives service of process, legal documents and official notices on your business's behalf

Q32: What are the roles (positions) are you looking for?

A32: Examples of duties are listed in RFP

Q33: Can we provide additional roles and their pricing with our understanding?

A33: Please list them in second table in Section V - Pricing of the RFP.

Q34: Are all the services on-site?

A34: Yes

Q35: How many vendors will be selected?

A35: One

Q36: Who are the incumbents?

A36: None