

**THE SCHOOL DISTRICT OF PHILADELPHIA  
SCHOOL REFORM COMMISSION  
Office of Capital Programs  
440 North Broad Street, 3<sup>rd</sup> Floor – Suite 371  
Philadelphia, PA 19130**

TELEPHONE: (215) 400-4730

**Addendum No. 01**

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**This Addendum, dated 3rd of June, 2021, shall modify and become part of the Contract Documents for the work of this project. Any items not mentioned herein, or affected by this addendum, shall be performed strictly in accordance with the original documents.**

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**Subject: Responses to Questions about Supplemental Staffing Services RFP 051721**

1. Please share the incumbent's name for this contract or is this for a new contract?
  - a. Multiple firms.
2. To provide competitive pricing, please share the incumbents' Fee rates.
  - a. No.
3. How many vendors do you intend to award this contract to?
  - a. This will be determined by the amount of qualified firms.
4. If multiple vendors are awarded, how will the OCP ensure fair share of business to all the multiple awarded vendors?
  - a. School District has a right to share the funds in our best interest.
5. What is the estimated budget for this contract? If the budget is not available please share and historical spending?
  - a. \$3,000,000.00.
6. How many temporary employees are currently working under this contract?
  - a. 15.
7. Will you transit candidates from your current supplier to your new supplier?
  - a. Possibly.
8. Refer to RFP document 1. Subject, paragraph 6 "When the need for temporary staffing services arises, the OCP will perform an evaluation of available candidates and then select the candidate that will best serve the interests of the OCP." When does the OCP seeks to receive candidates from the vendors?
  - a. As the need arises.
9. Does the OCP seek the client references of the vendor firm as well?
  - a. No.
10. Please clarify what all references does OCP seeks to be provide by the vendor other than the Key Personnel- Architect Engineer?
  - a. Just key personnel.

11. What specific background checks and/or drug screens are required of the temporary staff?
  - a. Will supply when candidate is selected.
12. What is the current mark-up percentage for the services requested?
  - a. The School District does not control your markup. We just want the all-inclusive rate.
13. Please clarify if the Primary vendor is M/WBE firm, will the vendor then get the same M/WBE preference and meet the M/WBE goals of OCP?
  - a. Yes
14. Refer to "7. Selection Procedures and Evaluation Criteria: d. The quality of references from past or current clients for proposed staff" please clarify what references are required here?
  - a. Recent references for each candidate.
15. In the Standard form description, If we propose one Architect engineer, do we need fill this entire form?
  - a. Yes.
16. Will the required architect engineer be also the representative of the vendor firm?
  - a. Yes.
17. It is our understanding that the vendor shall provide only architect engineer as the key representative, please clarify if OCP seeks for more than one key representative?
  - a. There may be more than one.
18. Does the vendor need to provide a sample copy of the certificate of insurance along with the response?
  - a. Yes.
19. Please Clarify that in attachments B and D, can the vendor's seal and principal owner's signature be electronic?
  - a. The must be a signature either electronic or actual. Digital signature (not the persons actual signature) are not accepted.
20. In the Fee proposal, Attachment F, please clarify what is required in the Columns, "Company" and "person"?
  - a. The name of the company proposing and the person being proposed by the company.
21. Please clarify if the vendor needs to provide the Vendor's name in the "Company column" as it is already required above the Table as "proposing firm".
  - a. Yes.
22. Refer to Attachment- F, Fee Proposal, please define what does OCP mean by "Person" as asked in "Person" column.
  - a. The person being proposed.
23. Does OCP requires names of the Candidates who might work in future in the "Person" column in Fee Proposal, Attachment-F?
  - a. If possible.
24. Does the OCP require the quantity number in the "Person" column in Fee proposal?
  - a. Just the name.
25. Please clarify the instructions for the Fee Proposal.
  - a. Company and person were answered above. Hourly rate is the all-inclusive rate for that individual for the selected service.

26. We would like to request OCP to amend the mode of submission from Hardcopy to electronic/email in light of COVID-19 Pandemic as it may be difficult and pose a health risk.
  - a. No.
27. Please provide an anticipated date of addendum release.
  - a. June 3<sup>rd</sup>, 2021.
28. Is OCP planning to extend the due date of the response?
  - a. No.
29. Refer to "5. Proposal Requirements, Describe the firm's success at placing supplemental staffing resources in design and construction organizations similar to the SDP through a brief summary of the firm's general relevant experience, type of positions filled and the scope of services provided." Does OCP seeks this with Client References of the Vendor?
  - a. Yes.

End of Addendum