



UNIVERSITY OF MARYLAND GLOBAL CAMPUS

DATE: January 26, 2021

TO: All Prospective Proposers

FROM: Lauren Jaber
Senior Buyer, Technology Procurement
301-985-7415

and

Eric Pfister
Assistant Director, Technology Procurement
301-985-7095

RE: RFP # 91846 – Creative and Marketing Staff Augmentation Services
REVISED Addendum #1 dated 1/26/2021

The following amends the above-referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal.

1. Attached, please find the RFP Questions Log that provides answers to all questions received about this RFP prior to the deadline.
2. The due date and time for the Technical and Price Proposals are **Wednesday, February 3, 2021, on or before 2:00 PM ET**. Proposals must be submitted electronically in accordance with Section I., paragraph 5 at page 5 of the RFP document. **Late proposals cannot be accepted.**
3. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal.

End of **REVISED** Addendum 1 dated 1-26-2021

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

Solicitation: RFP # 91846 – Creative and Marketing Staff Augmentation Services

TECHNICAL PROPOSAL DUE DATE: Wednesday, February 3, 2021 at 2:00 PM ET

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. <u>1</u>	dated <u>1/26/2021</u>
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____

Signature

Name Printed

Title

RFP 91846 Creative and Marketing Staff Augmentation Services
Question Log

#	Potential Proposer Question	UMGC Response
1	Do you anticipate extending the bid due date?	UMGC does not anticipate extending the bid due date at this time.
2	What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?	The awarded vendor(s) will be identified on the UMGC Procurement Bid Board (https://www.umgc.edu/business-partners/procurement.cfm) when the contracts have been finalized
3	Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?	No. It was posted on eMMa (eMaryland Marketplace Advantage) and the UMGC Procurement bid board
4	Other than your own website, where was this bid posted?	See response to Question 3.
5	Please share the names of the incumbents.	This is not relevant for an RFP response.
6	Please provide the historical data, spending on this contract till now.	This is not relevant for an RFP response.
7	Are there any pain points or issues with the current vendor?	There are no pain points with the current vendors.
8	Please let us know if we can get the proposals or pricing of the incumbent.	See Response to Question 5 and 6.
9	Is there any Incubment of this RFP? If Yes, please share the name?	See Response to Question 5.
10	What is the estimate Budget for this contract?	See Section of the RFP document, Section I. General Information, 7. Contractual Agreement and Term: The aggregate maximum fee for all contacts resulting from this Solicitation shall not exceed \$1,000,000.
11	We do not have small opportunity experience, still we can bid on this or we need to find subcontractor?	Small business is not a requirement for this RFP.
12	We understand that the service is requested predominantly for Creative and Marketing sector. What will be the percentage of IT Requirements for the given scope?	This is an RFP for Creative and Marketing Staff Augmentation roles. See response to Question 27.
13	Can UM[G]C please provide a list of the current vendors for this contract?	See Response to Question 5.
14	Can UM[G]C please provide the current pricing for this contract?	See Response to Question 10.
15	Section III, 2.5 Firm Profile states: "Provide...annual sales volume for 2015 and 2016." Is UM[G]C indeed looking for data from 2015 and 2016, or are more recent sales volume preferred?	UMGC is looking for annual sales volume for 2018 and 2019
16	What is desired for the requirement of a digital portfolio? A link to a portfolio? PDFs of sample work? Other requirements?	A link or PDF's sample of work is acceptable.
17	What specifically is UM[G]C looking for in a portfolio for the UX Designer?	Reference the Job Description for UX Designer requirements in Appendix A.6 of the RFP Document
18	What is the annual spend for this contract?	See Response to Question 10.

19	Can you describe your current structure?	For the UMGC Leadership and Governance structure, reference this link: https://www.umgc.edu/administration/leadership-and-governance/index.cfm
20	What is driving this RFP, is there a need to consolidate?	UMGC needs staff augmentation services on an as needed basis. Reference the RFP Document, Section II, Scope of Work for additional details.
21	How many agencies do you plan to select?	Per the RFP Document, Section II, Scope of Work, Section 1. Purpose/Description UMGC is seeking multiple staffing firms to provide Creative and Marketing professional staffing services
22	How will requisitions be distributed once the program is in place?	Reference the RFP Document, Section II, Scope of Work, Section 2.1 Staff Requests and 2.2. Responding to Staff Requests for requisition process details.
23	Can you share your anticipated volume?	See Response to Question 10.
24	Can you share a breakdown in skillset?	See Response to Question 25 and 27.
25	Can you share job descriptions for all roles?	Job descriptions will be provided to the awarded vendors, in accordance with Section II Scope of Work, 2.1 Staff Request of the RFP Document.
26	What is the average length of assignment?	The average length of assignment varies for each staff request.
27	In addition to the nine skill sets listed, what other roles could we possibly be filling?	For possible roles, reference the RFP Document, Section II, Scope of Work, Section 1.3 Sample positions.
28	Will there be any transition of existing contractors to your new partners?	This is not relevant for an RFP response.
29	Can you please clarify what this statement means: The aggregate maximum fee for all contacts resulting from this Solicitation shall not exceed \$1,000,000.	The total spend under the Contract shall not exceed \$1,000,000.00
30	Who is the current incumbent on this contract?	See response to Question 5.
31	What is the budget allocated to this contract?	See response to Question 10.
32	Is it mandatory to have Registration with the Maryland State Department of Assessments and Taxation, and resident agent?	It is required that vendors are registered with the Maryland State Department of Assessments and Taxation. It is not required to be a Maryland resident.
33	Throughout the RFP you reference financials for 2015 and 2016. Can you confirm these are the years you're requesting or is that from the previous proposal? Are you looking for 2019 and 2020? Will you accept 2019 reviewed and 2020 interim?	See response to Question 15.
34	Can you please define what you mean by hourly market rate justification? In contract 2.2	Hourly Market Rate Justification includes a summary of the candidates skills and abilities commensurate with the proposed hourly rate.
35	Procurement Card Payments: Do we need to accept credit cards? How is "smaller assignments" defined? In contract 2.14	Smaller assignments are defined as any engagement with spend under \$4,999.99. If Pcards aren't accepted by a vendor, Purchase Orders are issued.

36	How often should a contractor (or employee) be expected to complete training (whether mandatory and/or specialized training)? What is the typical cost for specialized training illustrated in the contract? Can rates be increased in year 2 and 3? In 2.9	Trainings are very rare. Any rate increase requests after Year 1 are subject to negotiation and prior written approval by UMGC.
37	Please define "Long Term" in the Long Term Personnel Discount. What is considered "Long Term" (days, months, or hours)? In contract 2.11	Reference Appendix B.2 Pricing Form - Long Term Percentage Discount for assignments 640 hours (approximately four (4) months), or longer.
38	In 2.12, why would a hiring manager convert a contractor that they were unsure about? Can this clause be removed? Typically, if there is uncertainty, the hiring manager holds off on converting the contractor.	An converted employee can leave for a variety of reasons. No, this clause cannot be removed. Per the RFP Document, Section II Scope of Work Section 2.12 Conversion at Page 9, It is preferred that temporary personnel that are converted to a UMGC hire shall be on probation for a period of at least 90 days after conversion. Proposing Firms may provide their own warranty period in Appendix B.2 Pricing Form.
39	Prior to providing a prorated refund, is the Contractor able to secure a replacement candidate for consideration? See 2.13. Appendix B.2 does not align with 2.13 related to fund reimbursement.	Per the RFP Document, Section II Scope of Work Section 2.13 Direct Hire Placements at Page 10, It is preferred that permanent placements are warranted for at least 90 days. Proposing Firms may provide their own warranty period in Appendix B.2 Pricing Form.
40	You asked for annual sales volume for 2015 and 2016 (if available). Do you require 2018 and 2019 instead? In Attachment E, question #27 and Attachment A3.	See response to Question 15.
41	How is equipment handled in a virtual setting, ie receiving and returning?	Equipment is typically sent via Fed Ex. UMGC will provide a return mailing label.
42	Appendix A.3 #3 what basic skills are you looking for? These are not administrative positions.	UMGC is looking for potential proposers to confirm if they provide basic skills proficiency testing, and if so, to list the basic skill tests used for proficiency testing applicants prior to assigning them.
43	What is the budget of the Project?	See Response to Question 10.
44	Is this a new contract or re-bid? If rebid, please provide the incumbent name and the copy of the contract.	See Response to Question 5.
45	What was the spending in previous contract?	This is not relevant for an RFP response.
46	How many contractors/Staffing Companies does the Contracting Officer plan to award?	See Response to Question 21
47	Please clarify if UMGC /The Government expects to receive actual resumes within 48 Hours upon confirmation receipt of requests.	Per The RFP Document, Section II Scope of Work Section 2.1 Staffing Requests: Candidate resumes shall be provided within two (2) business days, unless otherwise agreed upon.
48	Will UMGC/The Government allow contractor to provide requested resume with a Tracking number and exclude the candidates name?	Yes, UMGC will accept a tracking number and exclude candidates name.
49	UMGC/The Government has provided Job descriptions for only 2 (Two) Labor Categories: UX Designer and Senior Graphic Designer. When will UMGC/The Government provide Job Descriptions for all Labor Categories?	See response to Question 25.

50	If we have exceptions to the agreement, are they to be submitted with the proposal? Or do we wait until the bid is awarded to us and we then enter contract negotiations?	Reference Section I. General Information, paragraph 6. Acceptance of Terms and Conditions at Page 6 of the RFP Document. By submitting a Proposal, an Offeror shall be deemed to have accepted the terms, conditions, and requirements set forth in the Contract included in this RFP. (See Appendix C). The RFP including all addenda in total shall be incorporated into the Contract by reference. A Proposal that takes exception to these terms may be rejected. Any exceptions that a Proposer has should be provided in the Technical Proposal for UMGC's review.
51	If any exceptions are to be submitted with our proposal, how would you like us to do that? We typically mark them up in Word.	Exceptions to any of the terms and conditions should be provided in the Technical Proposal response. See Section III. Procurement Phases and Evaluation Process, paragraph 2.10 Acknowledgement of Review of Contract.