Submitted Vendor Questions, RFP 1406 (Banner Contract Staffing Services); 11/21/17

Vendor A

1) **Question on Section 6.1 General Requirements – D. worksheet**
   Do the “available” resources have to be currently employed on the proposer payroll or can they reflect pipelined candidates, that the proposer has been in contact with, submitted recently to client positions or proposer ability to source. **OK to include pipelined candidates.**

2) **Question on Section 6.1 General Requirements – E. worksheet**
   Evidence of actual placements - If proposer has not placed resources with Banner software experience but has the ability to source qualified candidates demonstrated via available resources in section D, will that be considered **This will be considered as part of the proposal evaluation process.**

3) Under 6.1 General Requirements, question “Will application developers have access to a template program for relevant language through Proposer?” Does this mean project management templates? **No. This is merely an example scenario involving the provision of software tools for use by the consultant. Generally, it is the intent of the University to provide all software needed by the consultant for the engagement.**

Vendor B

1) Is it a new contract or a running contract? **New.**

2) Name of current service provider or providers for the similar service? **Not provided.**

3) Historical level of efforts or number of hours used for the similar services? **Not provided.**

4) Total $ value spend on similar services last year or in complete duration of agreement? **Not provided.**

5) Is there any budget limitations for the listed services or will that be as on need basis only? **This is on an as-needed basis.**

Vendor C

1) Is there an incumbent for this contract? **Not provided.**

2) How are the evaluation criteria weighted? Is there a percentage breakdown? **Evaluation criteria have been provided in general terms in the RFP. The methodology for scoring is an internal process and not subject to public disclosure.**

3) How many temporary personnel does Kent currently utilize? **Variable, based on the need at any given point in time.**
4) What is the estimated dollar value of this contract? **There is no estimate, it is a time and materials basis.**

5) In the format instructions on pg. 18, you ask us to provide Section VI documentation in both Point B and Point F. Can you clarify these instructions? **Point “b” refers to the information required in Section VI that you are being asked to complete and return in your proposal; point “f” refers to any related quotation outside the parameters of Section VI that you wish to include, as well as any additional documentation that would support your proposal.**

6) Per the instructions on pg. 18, where should the information requested on pg. 26 be located? There are multiple pages (19, 20, 21, and 26) requesting different pieces of technical information, but there is no clear section designated to the organization and reporting of this information. **As long as the required forms and requested information is provided and in the order it is requested, it can be “located” anywhere.**

**Vendor D**

1) This RFP seems oriented towards “placement firms”. Will consulting firms be considered for this work? **Yes.**
   
   If yes, then
   
   a. For Section 6E placement, may we provide staff counts versus placements? **No.**
   b. Pricing table- may we omit markup percentage and just provide hourly billing rates or indicate a 0% mark-up percentage? **No.**
   c. Invoices- may we omit pay rates for individuals? **No.**

2) Do references to sections VI and VII refer to sections 6 and 7? **Yes.**

3) In Section 5.1 of the RFP, the following are required components of proposals:

   b. **Section VI: Provide pricing and documentation as requested in Section VI.**
   
   f. **Provide cost proposal and/or price quotation where indicated in Section VI, and include any additional quotation documentation you deem necessary to support your proposal.**

Could you explain the differences between the information requested for b and f? **Point “b” refers to the information required in Section VI that you are being asked to complete and return in your proposal; point “f” refers to any related quotation outside the parameters of Section VI that you wish to include, as well as any additional documentation that would support your proposal.**