


AMENDMENT OF SOLICITATION			1. Solicitation Number: DCRB-2024-RFP-0300 v1		Page of Pages 1 4	
2. Amendment/Modification Number A0001		3. Effective Date See Block 16C	4. Requisition/Purchase Request No.		5. Solicitation Caption Temporary Staffing Services	
6. Issued by: Procurement Office District of Columbia Retirement Board 900 7th Street, NW, 2nd Floor Washington, DC 20001			7. Administered by (If other than line 6) Benefits Department District of Columbia Retirement Board 900 7th Street, NW, 2nd Floor Washington, DC 20001			
8. Name and Address of Offeror (No. street, city, county, state and zip code) PROSPECTIVE OFFERORS			x	9A. Amendment of Solicitation No.: DCRB-2024-RFP-0300		9B. Dated (See Item 11) 05-09-2024
8a. UEID #			8b. FEIN #	10A. Modification of Contractor/Order No.		10B. Dated (See Item 13)
8c. DUNS #			11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15 and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. Accounting and Appropriation Data (If Required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14						
A. This change order is issued pursuant to (Specify Authority): 7 DCMR, 1604.2. The changes set forth in Item 14 are made in the contract/order no. in item 10A.						
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 7 DCMR, 1604.2						
C. This supplemental agreement is entered into pursuant to authority of:						
X D. Other (Specify type of modification and authority): 7 DCMR 1606.6 REQUEST FOR PROPOSALS						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and submit one (1) copy with proposal submission to the issuing office.						
14. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.). Solicitation DCRB-2024-RFP-0300 is amended to provide responses to questions submitted (Section 14.A.) and make minor edits to the solicitation document, as shown in Section 14.B. below. The Proposal due Date is extended to 2:00 pm on Tuesday, May 28, 2024.						
15A. Name and Title of Signer (Type or print) N/A			16A. Name of Chief Contracting Officer Gianpiero JP Balestrieri, Executive Director			
15B. Name of Contractor N/A		15C. Date Signed	16B. District of Columbia Retirement Board		16C. Date Signed 5/22/2024	
(Signature of person authorized to sign)			(Signature of Contracting Officer)			

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3. Effective Date See Block 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption DCRB Temporary Staffing Services			

14A. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.).

A. QUESTIONS AND ANSWERS:

1. Will the past performance evaluation be submitted to the vendor or the evaluating client?

A1: Submit as part of the proposal.

2. Will this be a multi-or-single award?

A2: Multiple award anticipated.

3. If multi-award, how many vendors does DCRB anticipate to award?

A3: Decision will be made upon completion of the evaluation.

4. What in particular is DCRB looking for in the "Code of Ethics and Compliance Manual"?

A4: Copy of the Offeror's policy.

5. Is it required to put the candidate's age on their resume as requested in the RFP, section L.2.7.2.2 Section II - B. Staffing Plan and Qualifications of Personnel?

A5: Age is not required. The section has been modified to remove this provision.

6. What is the required response time from when DCRB makes a request for a temporary contractor to when a vendor is expected provide candidates?

A6: Response time varies depending on needs and urgency. Contractors will be provided with a reasonable time to respond. Lead time for any DCRB requests for staff augmentation personnel can range from 2 weeks to 4 weeks depending on the complexity of the project. Additionally, DCRB requires interview and background check of potential contractor staff augmentation personnel, resulting in an automatic notification to vendor that a resource is needed and the anticipated start date.

7. Will that contract allow a vendor to bill for overtime, even in just cases of travel?

A7: Travel is not anticipated. Overtime eligibility is based on regulatory requirements and if requested by DCRB and approved in advance.

8. What is most important to DCRB when choosing a temporary staffing vendor to partner with?

A8: Please refer to the evaluation criteria in Section L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS and Section M - EVALUATION FACTORS

9. What would be the number of awards you intend to give(approximate number)?

A9: Decision will be made upon completion of the evaluation.

10. What is the tentative start date of this engagement?

A10: Projected start of the contract(s): Early/Mid-August 2024.

11. What is the work location of the proposed candidates?

A11: Work location is at DCRB offices located at 900 7th Street, NW, Second Floor, Washington, DC 20001.

12. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

A12: Existing contracts will be expiring. The Solicitation will result in new contract(s) award(s). Incumbent contractors are Midtown Group and V-Tech Solutions. Not-to-exceed contracts at \$100K each. Yes, prior contractors are eligible to submit proposals. We do not provide vendor pricing to competitors.

13. Are there any pain points or issues with the current vendor(s)?

A13: Past performance is an evaluative factor and will be considered for each individual Offeror.

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

A14: See answer to Question #12.

15. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

A15: There are no mandatory subcontracting requirements or goals.

16. How many positions were used in the previous contract?

A16: Number of positions varied depending on seasonal workload and staffing requirements due to special projects and/or initiatives. During certain engagement periods, DCRB employed 2-3 FTE contractors.

17. How many positions will be required per year or throughout the contract term?

A17: Decision will be made upon completion of the evaluation.

18. 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?

A18: Yes. The candidates must meet the minimum requirements stated.

19. Can we provide hourly rate ranges for the given positions?

A19: Please complete Schedule B for proposed personnel that best meet the requirements. Provide one hourly rate per position.

20. 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?

A20: See section C.1 BACKGROUND, 2nd paragraph that states : "Temporary personnel may be eligible to work a hybrid schedule with three (3) days on-site and two (2) days remotely, at the discretion of the DCRB supervisor. Such hybrid schedule is subject to adjustment based on staffing

needs and workloads and DCRB may require temporary personnel to work on-site five (5) days per week.”

21. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

A21: Submit resumes for representative candidates based on requirements in the Solicitation.

22. Could you please provide the list of holidays?

A22: DCRB follows the District of Columbia holiday schedule, which can be found at the following link: <https://dchr.dc.gov/page/holiday-schedules>

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

A23: DCRB does not pay for paid time off such as sick leave, vacation, holiday time off, personal time off, funeral leave, jury duty, etc. As the Contactor firm, if awarded the Contract, you are responsible for any benefits offerings to your contracted employees. Any time the DCRB offices are closed due to holidays, contractors will not be working.

14.B. The above-referenced RFP is modified as follows:

I. Section L.2.7.2.2 Section II - **B. Staffing Plan and Qualifications of Personnel**, Item #6 is replaced in its entirety with the following:

“6. The staffing plan shall identify the name, title, responsibilities, educational background, professional background, number of years’ experience in the industry, and number of years’ tenure with the firm. Please provide this information for all categories of personnel identified in Section B pricing.”

II. Section L.2.1 **Proposal Organization, Content, and Submission**. Add the following sentence :

“Technical and Price Proposals must be submitted to the Contract Specialist, via email to ovidiu.puscas@dc.gov, before the closing date and time. “