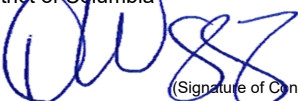


|   |                                      |  |   |                                |  |
|---|--------------------------------------|--|---|--------------------------------|--|
| <b>AMENDMENT OF SOLICITATION /<br/>MODIFICATION OF CONTRACT</b>   |                                      | 1. Solicitation Number<br>CFOPD-21-R-028 |   | Page of Pages<br>1 Attachments |  |
| 2. Amendment/Modification Number<br><br>Amendment No. 3   | 3. Effective Date<br><br>See Box 16C | 4. Requisition/Purchase Request No.      | 5. Solicitation Caption<br><br>OCFO Staff Augmentation Managed Service Provider   |                                |  |
| 6. Issued by:<br><br>Office of the Chief Financial Officer<br>Office of Contracts<br>1100 4 <sup>th</sup> Street SW Suite E620<br>Washington, DC 20024  |                                      | Code                                     | 7. Administered by (If other than line 6)   |                                |  |
| 8. Name and Address of Contractor (No. street, city, county, state and zip code)<br><br>ALL POTENTIAL OFFERORS  |                                      | X  | 9A. Amendment of Solicitation No.<br>CFOPD-21-R-028   |                                |  |
| Code  |                                      |  | 9B. Dated (See Item 11)<br>August 11, 2021  |                                |  |
| Facility  |                                      |  | 10A. Modification of Contract/Order No.   |                                |  |
|   |                                      |  | 10B. Dated (See Item 13)  |                                |  |
| 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 a <u>1</u> written 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 CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14   |                                      |  |   |                                |  |
| A. This change order is issued pursuant to (Specify Authority):   |                                      |  |   |                                |  |
| B. The above numbered contract/order is modified to reflect the administrative changes.   |                                      |  |   |                                |  |
| C. This supplemental agreement is entered into pursuant to authority of:  |                                      |  |   |                                |  |
| D. Other (Specify type of modification and authority)<br>Administrative   |                                      |  |   |                                |  |
| <b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 1 copy to the issuing office.  |                                      |  |   |                                |  |
| 14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)<br><br>The above referenced solicitation to provide OCFO Staff Augmentation Managed Service Provider is hereby amended to reflect the following changes (Attachment A) and response to inquiries received (Attachment B).<br><br><b>ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED</b>   |                                      |  |   |                                |  |
| Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.  |                                      |  |   |                                |  |
| 15A. Name and Title of Signer (Type or print)   |                                      |  | 16A. Name of Contracting Officer  |                                |  |
|   |                                      |  | Drakus Wiggins  |                                |  |
| 15B. Name of Contractor<br><br>(Signature of person authorized to sign)   |                                      | 15C. Date Signed                         | 16B. District of Columbia<br><br>(Signature of Contracting Officer) |                                | 16C. Date Signed<br>September 14, 2021 |

## Attachment A

**The following changes are hereby incorporated into the solicitation.**

1. Section L.1.8 is hereby amended as follow to:
  - a. **Extend the Proposals Due Date to October 8, 2021 at 2:00PM EST;** and
  - b. Add the milestones for an additional round of vendor questions.

| Procurement Milestones  | Anticipated Dates                 |
|---|-----------------------------------|
| 6a) Deadline for Receipt of Vendor Round 3 Questions                        | September 21, 2021,<br>2:00PM EST |
| 6b) District Response to Vendor Questions Posted via Solicitation Amendment | September 24, 2021                |
| 7) Proposals Due Date   | October 8, 2021,<br>2:00PM EST    |

2. Section C.2.8 is hereby replaced as follows to change the definition:

Invoice Period: Monthly, either every four weeks or on the last calendar day of the month, based on the timesheet system utilized by the Prime Contractor.

3. Section C.5.23 is hereby replaced as follows to revise the timesheet submittal period:

The Prime Contractor shall ensure that a timesheet for each Resource is submitted at least monthly, but no more than weekly, dependent on the timesheet system utilized by the Prime Contractor, to their OCFO Program Manager for approval. All timesheets shall be submitted at the same frequency, and on the Friday of the cycle, unless the cycle is monthly on the last day of the month. The OCFO Program Manager, or designee, will respond by no later than two (2) business days in response to a request for timesheet approval. The Prime Contractor shall notify the COTR of timesheets that remain unapproved and not denied on the third (3<sup>rd</sup>) business day.

4. Section C.5.24 is hereby replaced as follows:

Each Invoice Period, the Prime Contractor shall submit invoices with the OCFO Program Manager approved timesheets on a per purchase order/Resource basis in accordance with Section G.

5. Section C.5.28 is hereby replaced as follows:

The OCFO hereby imposes limitations on subcontractor layering. All candidates submitted by the Prime Contractor for consideration must have a W-2 or 1099

relationship with the Subcontractor or Prime Contractor and be no more than a one (1) tier subcontracting layer down. If instances of additional layering are discovered by the OCFO, the Resource shall be either removed or hired as a W-2 or 1099 within five (5) business days and the Prime Contractor shall remove the corresponding total MSP fee amount for the Resource from the next invoice following the discovery. All employer and/or Subcontracting details must be reported accurately through the VMS.

6. Section C.7.4.8 and C.7.4.9 are replaced as follows to revise the Targets:

| <b>Measures</b>       | <b>Minimum Timeframe</b>   | <b>Target</b> | <b>Description</b>   | <b>Calculation</b>   |
|-----------------------|--|---------------|--|--|
| 8. Reporting          | Pursuant to Section C.7.8, Reporting Delivery Schedule           | 95%           | Measures delivery of reports according to the Reporting Delivery Schedule. | Number of reports received within the minimum timeframe divided by the total number of reports required.                       |
| 9. Invoice Submission | Five (5) business days from the timesheet approval for the month | 95%           | Measures submission of proper invoices for approval by the COTR.           | Number of proper invoices submitted by the minimum timeframe divided by the total number of invoices required to be submitted. |

7. Section C.7.8 is deleted in its entirety and replaced as follows to change “calendar day” to “business day”:

C.7.8 The Prime Contractor shall perform the activities required to successfully complete the OCFO’s requirements and submit electronically, or otherwise make available, reports to the COTR in accordance with the Reporting Delivery Schedule below:

| <b>Report</b>              | <b>Description</b>  | <b>Reporting Delivery Schedule</b> |
|----------------------------|---|------------------------------------|
| 1. Active Engagements List | List of all engaged Resources with Prime Contractor or Subcontractor information, as applicable. For each Resource, this report shall identify all contractors in the payment chain from the Prime Contractor to the Resource and the hourly rate being paid for the Resource without the MSP Fee amount and the MSP Fee dollar amount to the Prime Contractor. | Daily                              |

| <b>Report</b>                 | <b>Description</b>   | <b>Reporting Delivery Schedule</b>   |
|-------------------------------|--|--|
| 2. Executive Dashboard Report | High-level summary of program spend, projected spend, hours utilization, award data, and placement rates for first-tier Subcontractor and the Prime Contractor   | Weekly on Fridays  |
| 3. Submitted Timesheet Report | Listing of all timesheet data at a Resource level showing hours worked per day that have been submitted to the appropriate OCFO Program Manager.   | Monthly on the 5 <sup>th</sup> business day after the Invoice Period                   |
| 3. Missing Timesheet Report   | Listing of all missing timesheets at a Resource level – timesheet is considered missing if Prime Contractor records indicate an active assignment for a Resource for a given week, but no timesheet was entered.   | Monthly on the 5 <sup>th</sup> business day after the Invoice Period                   |
| 4. Disengagement Report       | Listing of all Resources disengaged in the reporting month with reason for disengagement including removal at the request of the OCFO Program Manager or Prime Contractor and attrition.   | Monthly on the 5 <sup>th</sup> business day after the Invoice Period                   |
| 5. CBE Utilization Report     | List of all payments disbursed to CBE subcontractors under the Contract. Data must be pulled from the Prime Contractor and CBE’s billing or the VMS system. The information must include the Resource name and purchase order number.                            | Monthly on the 5 <sup>th</sup> business day after the Invoice Period                   |
| 6. Certified Payroll Reports  | Verification of payment information to Subcontractor and Resources including certified Checks, if applicable.  | Monthly on the 5 <sup>th</sup> business day after the Invoice Period                   |
| 7. Monthly SLA Report         | Monthly report of SLAs that provides the performance under the Contract and measures the Prime Contractor against all the 14 required service level targets as identified in the SLA Measures table.   | Monthly on the 5 <sup>th</sup> business day after the Invoice Period                   |
| 8. Quarterly SLA Report       | Quarterly report of SLAs that provides the performance under the Contract and measures the Prime Contractor against the 42 metrics for the quarter, derived from the 14 required service level targets as identified in the SLA Measures table for three months. | Quarterly on the 5 <sup>th</sup> business day after the Invoice Period after a quarter |
| 9. Ad Hoc Reports             | Ad Hoc reports available from the VMS (without customization to the VMS) as specified by the OCFO.   | As Needed  |

8. Section L.3.2.3 is hereby deleted in its entirety and replaced as follows to amend the sections of the Offeror's Technical Proposal:

- 3) The Offeror's Technical Proposal shall be organized and presented in the following clearly marked separate sections:

### **I. Section: Overall Technical Approach**

Describe the Offeror's approach and methodology to provide staff augmentation managed service provider services that meets the requirements of Section C. Include in the description details regarding the Offeror's qualification standards and process for selecting Subcontractors, the description the tools and methods the Offeror plans to utilize for Candidate resume screening, approach to disengagement of Resources, approach to adhere to the OCFO's limitation on subcontractor layering and to manage and provide Subcontractor support for the best Subcontractor performance, approach to meet SLA targets, and approach to avoid a conflict of interest by the Offeror, the Offeror's Subcontractors and the Resources.

### **II. Section: VMS Solution**

1. Provide a description, product information, and, if applicable, the software user agreement for the Offeror's proposed COTS VMS to manage and fully support the facilitation of the terms and conditions as outlined in Section C and explain why the VMS is the best VMS for the OCFO. Include a description of the Offeror's dedicated support to provide the OCFO and the Subcontractors support with VMS help desk calls, VMS issues and to address "how to" questions to meet the requirements of Section C.6.7.
2. Provide a detailed description and workflow on how the VMS will accomplish the CSR procedure requirements in accordance with Section C.5. In the description, explain steps from the OCFO Program Manager and COTR viewpoints through the full lifecycle of a CSR involving, at least rejections, selections and reports and explain how the VMS will ensure that the Candidate names and resumes released to the OCFO Program Manager do not identify any Subcontractor or Prime Contractor information as being the source of the Candidate pursuant to Section C.5.10.

### **III. Section: Implementation Plan**

Provide a detailed, draft implementation plan to meet the requirements of Section C.10. Include in the plan the Offeror's approach to ensure continuity of operations and the Offeror's communication plan.

### **IV. Section: Training Plan**

Provide a detailed, draft training plan to meet the requirements of Section C.9. Include in the plan the tools and training methods the Offeror plans to utilize.

#### **V. Section: Key Personnel Expertise**

1. Provide a description of the Offeror's expertise and capacity to provide the required services, as referenced in Section C.
2. Provide a description or resumes of the Offeror's Key Personnel that clearly demonstrate the qualifications of the Key Personnel's experience with the requirements in Section C.6 and providing consulting services pursuant to Section C.11. Include in the description the role the Key Personnel will provide in delivering the requirements of the resultant contract.

#### **VI. Section: Experience and Past Performance**

1. Provide a description of the Offeror's experience as a staff augmentation managed service provider utilizing the proposed VMS and describe the Offeror's use of the proposed VMS with other Offeror clients with similar functional requirements and quantity of labor categories to the OCFO.
2. Provide a reference list of at least three (3) public sector contracts or subcontracts the Offeror has satisfactorily performed within the past five (5) years that are similar in size and scope as the required services described in Section C utilizing the proposed VMS. "Similar in size and scope" refers to staff augmentation managed service provider services with VMS functional requirements and equivalent range and quantity of labor categories as described in Section C. The Offeror's list shall include the following information for each contract or subcontract:
  - i. Contact Person name, phone, and e-mail address
  - ii. Contract Title
  - iii. Contract number
  - iv. Contract duration (or Period)
  - v. Total contract value
  - vi. Quantity of labor categories under the contract
  - vii. Whether the Offeror was the prime contractor or a subcontractor
  - viii. Description of work performed, to include:
    - a. The name and source of the VMS used to manage the staff augmentation process
    - b. Duration of Implementation
    - c. The annual number of Resources managed by the Offeror
    - d. The annual number of Resources placed
    - e. The annual number of resumes received and reviewed
    - f. The range of skill sets of the various Resources placed

The District may contact listed references.

3. Provide at least three (3) client completed Attachment J.8, Past Performance Evaluation Forms from the list of references identified in response to Item (2) above.

9. Section M.2 is hereby deleted in its entirety and replaced as follows to change the technical rating scale and guidelines:

**M.2 TECHNICAL RATING**

- M.2.1 The technical rating scale and guidelines for each technical evaluation factor identified in the solicitation is as follows:

| <b>Rating</b> | <b>Adjective</b> | <b>Guidelines</b>  |
|---------------|------------------|--|
| 5             | Excellent        | The response to the factor is complete and well defined, providing relevant supporting details and examples. The response to this factor indicates a high prospect for outstanding performance on the resulting contract. The expectations for this factor are clearly exceeded.   |
| 4             | Good             | The response to the factor is generally complete and well defined, providing reasonably well-developed responses with a good amount of relevant supporting details and examples. The response to this factor indicates a moderate to high prospect for good performance on the resulting contract. The expectations are met and some are exceeded for this factor.   |
| 3             | Acceptable       | The response to the factor is considerably complete and defined, providing reasonably developed responses with an acceptable amount of relevant supporting details and examples. The response to this factor indicates a moderate prospect for good performance on the resulting contract. The expectations are met for this factor.   |
| 2             | Fair             | The response to the factor is fairly complete, but lacking some definition or clarity. The response is not well developed to address the factor and provides limited supporting details and examples. The response to this factor indicates a prospect of achieving satisfactory performance on the resulting contract, but there may also be some risk. Few of the expectations are demonstrated to be met for this factor. |

| Rating | Adjective    | Guidelines   |
|--------|--------------|--|
| 1      | Poor         | The response to the factor is not complete or provides minimal information, lacking sufficient details and examples. The response to this factor indicates a moderate to high risk of not achieving satisfactory performance on the resulting contract. Does not demonstrate ability to meet expectations for this factor. |
| 0      | Unacceptable | The response to this factor fails to provide information, details, or examples to demonstrate an approach or indication of capability of meeting any requirements or objectives.   |

M.2.2 The technical rating is a guideline that will be applied to the maximum point value for each technical evaluation factor to determine the offeror’s score for each factor. For example, if an evaluation factor has a maximum point value of 40, using the technical rating guidelines above, if the District evaluates the offeror’s response as “Good,” then the score for that evaluation factor is 4/5 of 40 or 32. The offeror’s total technical score will be determined by adding the offeror’s scores from each technical evaluation factor.

10. Section M.3.1 is hereby deleted in its entirety and replaced as follows to change the Technical Evaluation Factors:

**M.3.1 Technical Evaluation Factors (80 Points Maximum)**

The technical evaluation will be subjective. The technical proposal will be scored up to the maximum possible points based on the rating guidelines. The technical proposal will be evaluated based on the following factors:

**1. Overall Technical Approach (10 Points Maximum)**

This factor evaluates how complete and well defined is the Offeror’s approach and methodology to satisfactorily meet the requirements of Section C, effectively screen Candidate resumes, efficiently disengage of Resources, and soundly approach adherence to the OCFO’s limitation on subcontractor layering, and successfully meet SLA targets and avoid conflicts of interest based on Offeror’s information in response to Section L.3.2.3.I.

**2. VMS Solution (10 Points Maximum)**

This factor evaluates the fitness of the Offeror’s proposed COTS VMS to meet the requirements, provide satisfactory VMS support, and successfully process CRSs based on Offeror’s information in response to Section L.3.2.3.II.

**3. Implementation Plan (15 Points Maximum)**



This factor evaluates how complete and well defined is the Offeror's draft implementation plan to meet the requirements and ensure continuity of operations based on Offeror's information in response to Section L.3.2.3.III.

**4. Training Plan (5 Points Maximum)**

This factor evaluates how complete and well defined is the Offeror's draft training plan to satisfactorily meet the requirements based on Offeror's information in response to Section L.3.2.3.IV.

**5. Key Personnel Expertise (15 Points Maximum)**

This factor evaluates the Offeror's level of technical expertise and capacity and the qualifications of the Offeror's Key Personnel to meet the requirements and provide outstanding performance of the required services in Section C based on Offeror's information in response to Section L.3.2.3.V.

**8. Experience and Past Performance (25 Points Maximum)**

This factor evaluates the Offeror's relevant experience and satisfactorily performed services as a staff augmentation managed service provider in services "similar in size and scope" as required in Section C that indicates a prospect for similar performance on the resulting contract based on Offeror's information in response to Section L.3.2.3.VI.

## Attachment B

### The following are responses to inquiries received.

Question 1. Is subcontracting mandatory for a goal of at least 35% of the dollar volume with small business enterprises?

Response 1. Subcontracting is mandatory for non-CBE Prime Contractors. The District's COVID-19 emergency remains active, therefore, Section H.3.16(a) applies and requires at least 50% subcontracting of the dollar volume of the contract to small business enterprises or CBE's if there are insufficient small business enterprises.

Subcontracting is not mandatory for CBE Prime Contractors. However, if a CBE Prime Contractors subcontracts, Section H.3.16(a-1) applies and requires the CBE Prime to perform at least 35% of the contracting effort using its own organization and resources and ensure that 50% of the subcontracted effort be with CBEs.

Also see Amendment No. 1, Attachment B, Response 14 and Response 16. All subcontracting must be documented using the Attachment J.9 Subcontracting Plan Form and must be submitted as part of the proposal response on the due date to demonstrate compliance with H.3.16.

Question 2. Please let us know the incumbent names and their associated pricing on current contract till date.

Response 2. The OCFO has no incumbent MSP contract. The OCFO's referenced FY21 temporary staff contracts are as follows and the contracts can be downloaded from:

| Contract Number | Online Location   |
|-----------------|---|
| CFOPD-17-C-035  | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-18-C-014  | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-19-C-021A | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-19-C-021B | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-19-C-034A | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-20-C-015A | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-20-C-015B | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-20-C-015C | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-16-C-046  | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-16-C-048  | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-18-C-011  | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-18-C-022  | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-18-C-033  | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |
| CFOPD-19-C-018A | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a> |

|                 |   |
|-----------------|---|
| CFOPD-19-C-018B | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a>     |
| CFOPD-19-C-018C | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a>     |
| CFOPD-19-C-021C | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a>     |
| CFOPD-19-C-034B | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a>     |
| CFOPD-21-C-015A | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a>     |
| CFOPD-21-C-015B | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a>     |
| CFOPD-21-C-015C | <a href="https://dc.cobblestonesystems.com/public/default.aspx">https://dc.cobblestonesystems.com/public/default.aspx</a>     |
| CW46503         | <a href="http://app.ocp.dc.gov/RUI/information/award/search.aspx">http://app.ocp.dc.gov/RUI/information/award/search.aspx</a> |

Question 3. Do you want us to get the “Past Performance Evaluation forms” filled from our clients whom we are showing as references and then include it in the proposal?

Response 3. Yes.

Question 4. We are not a LSDBE company, do we need to subcontract with a LSDBE firm for a goal of 50%? Is this mandatory.

Response 4. Yes, see Response 1.

Question 5. Page 77 Section III.2: If our references are for a client that only included Information Technology labor categories will it qualify as “similar in size and scope?”

Response 5. No. As stated in Section L.3.2.3.VI.2 (See Attachment A, Item 8), “Similar in size and scope” refers to staff augmentation managed service provider services with VMS functional requirements and quantity of labor categories as described in Section C. Section C.4.1 states, “The Prime Contractor shall provide Resources, from the list of Labor Categories in Attachment J.5, Price Schedule – NTE Hourly Rates that meets the corresponding requirements of the positions descriptions (PDs) in Attachment J.4,…”

The quantity of labor categories, as used in Section L.3.2.3.VI, includes the variety of labor categories and estimated number of resources. As such, (1) Offerors should respond with references of clients to whom the Offeror provides the clients an equivalent range of labor categories and the quantity of resources provided to the client is equivalent to the estimated number of resources as required in the RFP or (2) Offerors may respond with a combination of references of clients that demonstrates the Offeror simultaneously provides an equivalent range of labor categories and an overall quantity of resources to the clients that is equivalent to the estimated number of resources as required in the RFP across the multiple client contracts. The VMS functional requirements must also be provided in the reference’s information.

Question 6. Page 77 Section III.2: If our references are for a client that only included Finance, Administrative and Clerical labor categories will it qualify as “similar in size and scope?”

Response 6. No. See Response 5.

Question 7. Page 77 Section III.2: If our reference is a subcontractor providing Staff Augmentation services (not an MSP with a VMS) will it still qualify as being of “similar in size and scope?”

Response 7. No. As the subcontractor, the Offeror would need to have provided the client with the VMS and an equivalent range of labor categories and resources for the reference to be considered for similar size and scope.

Question 8. Page 77 Section III.2: Do our references need to include the VMS system we are including in this bid to qualify as being of “similar in size and scope?”

Response 8. Yes, in accordance with Section L.3.2.3.VI, provide a reference list utilizing the proposed VMS.

Question 9. Page 10 Section C.5.21: The OCFO is requiring that the contractor securely provide the OCFO with the resources personal information necessary to conduct additional background checks. Does this mean that the VMS system must be validated as a secure system by either FedRAMP or StateRAMP?

Response 9. No. The contractor must provide a secure method that protects the Resource’s personal information such as encrypted email exchange, a password-protected spreadsheet, etc.

Question 10. Page 10 Section C.5.23 The OCFO requires that timesheets be submitted monthly. Considering the fact that most contractors are required to be W-2 employees based on Federal and District regulations and as such their employers are required to pay them more frequently than once per month, with the OCFO agree to approve timesheets within two (2) days on a weekly basis?

Response 10. See Attachment A, Items 2, 3 & 4. The OCFO will review timesheets for approval weekly based on the contractor’s timesheet approval system. To revise Amendment No. 1, Attachment B, Response 1.C: the contractor’s timesheet may be submitted in PASS or the contractor’s VMS. The OCFO confirms that the set-up for time to be submitted in PASS will be available for the resultant contract of this RFP. The OCFO requirement to pay for all resources on a monthly basis remains unchanged (See Attachment A, Item 2). The OCFO expects the contractor to have knowledge of all applicable Federal and District labor laws, including with regards to frequency of employee payments under regulations, and to have the financial resources to comply with employee payment regulations with the OCFO monthly invoice requirement.

Question 11. C.5.24 Each billing period, the Prime Contractor shall submit invoices with the OCFO Program Manager and approved timesheets on a per purchase order/Resource basis in accordance with Section G.

a. Please confirm, per section G.3.1, that invoices are to be submitted into the vendor portal along with supporting documentation and that invoices do not need to be sent directly to the OCFO Program Manager.

b. Round 1 Q&A confirmed timesheets must be included with the invoice. Assuming timesheet entry and approval is facilitated through the VMS, would OCFO accept a report that is generated from the VMS that lists the timesheet detail including the OCFO PM approvers name and date of approval in lieu of a printout of the actual timesheet?

Response 11.A) Confirmed, invoices are to be submitted into the vendor portal; not directly to the OCFO Program Manager. See Attachment A, Item 2.

B) Yes.

Question 12. C.7.4 The Required Service Level Measures are as follows:

a. 8. Reporting and 9. Invoice Submission: Given the number of both invoices and reports that will flow through the resulting contract, requiring a target of 100% for SLAs 8 and 9 is onerous. We request it be changed to a more reasonable target of 95%.

b. 11. CBE Subcontract Goal Reporting: The calculation was updated in the RFP but what is the intent of this SLA? If it is to track that the Prime Contractor is meeting the CBE commitment goal each month, then the calculation should be “Amount paid to CBEs (1a) in the month and (2a) to date divided by total amount paid by the OCFO to the Prime Contractor (1b) in the month and (2b) to date meets the contractual CBE goal”. Please update formula as appropriate.

c. Reporting Delivery Schedule: Amendment 2 changed many of the delivery schedules to the “5th calendar day”. Can this be changed to “5th business day” to account for those months that end close to or on a weekend or holiday?

Response 12.A) See Attachment A, Item 3.

B) The intent of the calculation is to accurately monitor the percentage of contract payment that is going to CBEs each month and throughout the contract. It is not the OCFO’s intent to utilize the CBE Subcontract Goal Reporting report to replace or supplement the quarterly report required in accordance with Section H.3.9. The Department of Small and Local Business Development (DSLBD) enforces CBE subcontracting compliance and can be contacted at (202) 727-3900 or [dslbd@dc.gov](mailto:dslbd@dc.gov) for any questions regarding DSLBD’s approach to monitoring CBE subcontracting compliance. The CBE Subcontract Goal Reporting calculation remains unchanged as amended in Amendment No. 1.

C) See Attachment A, Item 4.

Question 13. There are multiple CBEs who can prime this solicitation. Can OCFO set-aside this solicitation only for CBEs?

Response 13.D.C. Code § 2-218.44 requires each agency, except as otherwise provided in the Code, to set aside contracts or procurements of \$250,000 or less for qualified small business enterprises. This procurement exceeds that dollar amount and is therefore solicited in the open market.

Question 14. Can OCFO consider the past performances that are similar in size, to meet the past performance and experience requirements?

Response 14.The OCFO will consider references of similar in size and scope as specified in L.3.2.3.III. See Responses 5 – 8.

Question 15. What is the breakdown of requirements based on skillsets (IT, Professional, Admin, Other)?

Response 15.Section C.4.1 states, “The Prime Contractor shall provide Resources, from the list of Labor Categories in Attachment J.5, Price Schedule – NTE Hourly Rates that meets the corresponding requirements of the positions descriptions (PDs) in Attachment J.4,...” The PDs range in requirements from technical software skills and certifications to written and oral communications skills, dependent on the specific Labor Category. Attachment J.4 provides the estimated number of resources needed for each labor category.

Question 16. What is the average tenure of contingent workers engaged by the OCFO?

Response 16.The OCFO does not have this data. The OCFO has utilized staffing contracts for various positions for many years.

Question 17. Standard work week is 40 hours, will hours worked in excess of 40/week be paid OT and is the OT rate to be assumed at 1.5X?

Response 17.In accordance with Section C.2.20, the Contractor shall invoice the Contract rate for each hour worked by a Resource regardless of the day and how many hours the Resource worked in a Work Week. The individual’s employer will be responsible paying in compliance with federal and District regulations.

Question 18. Section C.4.5 states “The District reserves the right to hire any Resource, whether from the Prime Contractor or a Subcontractor, as an employee of the OCFO at any time without any additional charge to the OCFO and at no additional cost or penalty to the OCFO”. Is there a minimum timeframe the CSR will serve as temp staff before being hired full time by OCFO?

Response 18.No.

Question 19. Section C.5.2 states “The Prime Contractor shall review the CSR for clarity and completeness and work with the OCFO Program Manager to clarify any ambiguities or to resolve any issues in a CSR. The Prime Contractor shall release all CSRs within the minimum timeframe specified in Section C.7.4.3, CSR Release Deadline, inclusive of any time to work with the OCFO Program Manager to resolve any issues with the CSR”. So, does this mean we have a total of seven days to resolve any CSR ambiguities and issues and to release the actual CSR or seven days plus the days it takes to resolve any CSR issues?

Response 19. The requirement is a total of seven days, inclusive of any time to resolve any CSR ambiguities and issues and to release the actual CSR. The OCFO expects the Prime Contractor to have an effective training plan that would minimize issues.

Question 20. Per section C.5.3, The OCFO Program Manager may specify a shorter minimum timeframe, no less than three (3) business days, or longer minimum timeframe as part of the CSR at the OCFO Program Manager’s discretion based on internal needs or in response to a request from the Contractor. How much advance notice will be given for the change to the delivery timeframe?

Response 20. As stated in the section, the default time or Program Manager’s adjusted time should be part of the CSR when it is created.

Question 21. Per section C.5.11 The Prime Contractor shall ensure that each qualified Candidate submitted in response to a CSR is available to start working on the planned start date for the position. What is the anticipated lead time between notice of CSR acceptance and work start?

Response 21. As stated in Section C.5.1, the Program Manager will provide the planned start date for the Resource at the time the CSR is created.

Question 22. Per the instruction mentioned under section L.3, sub-section 3 – Experience and Past Performance, is it mandatory to provide references of three (3) public sector contracts or subcontracts only or an offeror can also use references of private/commercial contracts or subcontracts?

Response 22. The requested information for the evaluation factor is to provide references of three (3) public sector contracts or subcontracts.

Question 23. Section C.5.28 - Will the MSP fee be removed even if the Resource is hired within five business days?

Response 23. Yes, the MSP Fee will be removed for the immediately next invoice for the Resource, following the discovery. See Attachment A, Item 6.

Question 24. Amendment No. 1, Attachment B, Response 5 – Shouldn't this be 5 business days from approval to be consistent with the update in Attachment A?

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Amendment No. 3

Response 24. Yes, you are correct, it should be from approval as amended via Amendment No. 1,  
Attachment A, Item 4 (See Attachment A, Item 5).