



Request for Qualifications Title:	On-Call Temporary Personnel Services
Solicitation Number:	RFQ #19-03
Addendum Number:	03
Issue Date of this Addendum:	November 19, 2019
Solicitation Coordinator:	Breanna Rodriquez, Senior Project/Program Specialist
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Date Proposals are Due:	November 21, 2019 at 2:00 pm

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## 1.0 PURPOSE OF THIS ADDENDUM

Prosper Portland is issuing this Addendum to the Request for Qualifications named-above (the "RFQ") to respond to questions Prosper Portland received about the RFQ and change a part of the RFQ.

## 2.0 CHANGES TO THE RFQ

Section 5.4.1 of the RFQ, concerning the submission of hourly rates, is hereby deleted in its entirety and replaced with the following:

"5.4.1 **Cost Proposal.** Proposers are asked to complete and return a copy of EXHIBIT D as part of their proposal. Proposers who do not complete EXHIBIT D must provide the requested information in a format substantially similar to that listed in EXHIBIT D (e.g., mark-up rates for straight-time and overtime pay, buy-out fees, and other anticipated expenses)."

## 3.0 CLARIFICATION OF THE RFQ

The following questions were asked by potential respondents to the RFQ. Prosper Portland's answers are in **bold blue**.

1. Are you interested in receiving proposals from a full-service consulting company?  
**Prosper Portland Response: No. Prosper Portland is requesting proposals to provide temporary personnel services that will predominantly be for lower-level, administrative work. Full-service consulting is outside the scope of this RFQ.**
2. What are other types of job descriptions, beyond administrative specialist, might you be seeking to fill through this contract?  
**Prosper Portland Response: It's difficult to say, but administrative support is the most likely skill-set we would be seeking.**

3. Does the vendor need to obtain the City of Portland Business License before submitting the proposal? Or can this step occur after the award notice is released, and apply only to the successful proposers?

**Prosper Portland Response: Per Section 4.7 of the RFQ, the City of Portland Business License requirement applies only to the business(es) awarded a contract from this RFQ.**

4. Section 4.8.3 says that the contractor shall maintain coverage for hired and non-owned automobiles. Will you except an exemption on this if the company does not own automobiles directly?

**Prosper Portland Response: If the firm does own automobiles, coverage for “owned” auto is not required; however, coverage for hired and non-owned automobiles is still required and often provided through a business’ general liability insurance. You might check with your insurance broker if you’re uncertain whether you have this coverage.**

5. Further description/clarification on “Key Personnel” in section 5.4.1 needed.

**Prosper Portland Response: This refers to the firm’s key point of contact with Prosper Portland.**

6. In 5.4.1, it says to provide an hourly fee schedule for personnel without using a range of hourly rates. Do you want hourly rates for all our consultants?

**Prosper Portland Response: See Section 2.0 of this Addendum above. Prosper Portland is only requesting mark-up rates applied to the temporary personnel’s wages.**

7. Section 5.4.1 states, “Given the broad range of services that may be requested or ordered under a Flexible Services Contract, proposers are encouraged to propose a comprehensive range of personnel and skills in their fee schedule.” Would it be possible to identify the current and previous staff positions to give the bidder a better perspective of the wide range of services that are expected under this scope of work?

**Prosper Portland Response: See above. This is no longer required.**

8. Section 5.4.5 states, “Proposed fee schedules will be compared to the fee schedules proposed by competing firms and to available information regarding current market rates.” In order to make the best comparisons of competing firms, please identify how contractor overhead should be priced (i.e., included within Mark-up percentage rates or defined separately)?

**Prosper Portland Response: Please see Exhibit D of the RFQ.**

9. Do all proposals and photocopies need to be submitted in person by delivering them in person on a CD-ROM to the Prosper Portland office? Is it ok to deliver the proposal on USB instead of CD-ROM?

**Prosper Portland Response: All proposals need to be submitted in person, by 2pm on November 21, 2019. An original hard copy, with an electronic copy on either USB or CD-ROM are required.**

10. Exhibit D refers to RFQ section 5.3.1. This section was not included within the RFQ.

**Prosper Portland Response: This was an error on Prosper Portland's behalf. Prosper Portland did not intend to include, nor reference this section.**

**11.** Is subcontracting mandatory?

**Prosper Portland Response: Prosper Portland does not require subcontracting.**

**12.** We are MBE firm certified from Maryland DOT. Are we eligible for the 10 points mentioned in the evaluation criteria for Promotion of Certified Firms?

**Prosper Portland Response: Points for this criterion will only be awarded to businesses certified by the State of Oregon's Certification Office for Business Inclusion and Diversity (COBID). Out-of-state businesses are referred to COBID for eligibility requirements that may pertain to them. ([link](#))**

**13.** How many vendors are going to be awarded under this solicitation?

**Prosper Portland Response: That has not been determined.**

**14.** What would be the average number of temporary staffing requests per month or year?

**Prosper Portland Response: It is difficult to gauge anticipated usage. Please see Addendum 1, Question 2 for historical usage. ([link](#))**

### **3.0 TERMS OF THIS ADDENDUM**

This Addendum constitutes an integral part of the RFQ and is to be read in conjunction with the RFQ. Unless specifically changed by this Addendum, all other requirements and terms of the RFQ remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFQ. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

**END OF THIS ADDENDUM**