

## **RFP #23RFP8468 Vendor Q&A**

1. The total contract amount indicates a Not to Exceed of \$350,000. Is that for the initial 2 year award period? Is there any ability if necessary to extend funding beyond that?

Answer: The maximum total contract amount of \$350,00 applies to whatever time frame the contract is in effect, whether that be the initial 2-year term or any extensions. If the contract is extended beyond the initial 2-year award period, additional funding may be extended if necessary. Also, contract funding depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. See section 2.10 of the RFP.

2. Is all support expected to be performed Onsite or depends on SOW?

Answer: LRC anticipates that the contractor can work remote at least 80% of the time. The timeframe when most onsite work will be required is January through March. There will be occasional onsite meetings April through December.

3. 5.5.6 Cost Proposal-Please advise the structure of the Cost Proposal when the specifics of each SOW's are to be determined at a later date? Are you requesting cost per hour for each skill set listed on 1.1.1 Description of Components?

Answer: LRC will be scoring proposals based on cost per hour of staff augmentation services rendered. Proposed cost per hour can be dependent on the skill sets listed in *1.1.1 Description of Components*, the types of work listed in *3.0 Scope of Work*, or different positions the Offeror proposes to perform the work. The offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted.

4. Is there any maximum length of response?

Answer: There is no maximum length of response.

5. If we have any requested modifications for Agreement, where should we include?

Answer: Any proposed modifications or additions to *2.0 STANDARD CONTRACT TERMS AND CONDITIONS* can be attached as an appendix. Please reference the appendix in the table of contents.

6. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer: This is a continuation of an existing initiative. The vendor currently providing services is Developing Today LLC.

7. Can you please let us know the previous spending of this contract?

Answer: This RFP will result in a new contract therefore there is no previous spending. If you would like to know about previous spending for the contract resulting from the previous RFP, the inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

8. Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer: This question is not specific to RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

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

Answer: This question is not relevant to providing clarification of the RFP response requirements.

10. Please confirm the anticipated number of awards.

Answer: There will be one award.

11. Can out of state firms participate in this solicitation?

Answer: Yes, out of state firms can participate in this solicitation.

12. Should we(out of state firm) be registered with South Dakota State Government to participate in this solicitation ?

Answer: All corporations, limited liability companies, limited liability partnerships, limited partnerships, cooperatives, and business trusts, must comply with the corporate registration requirements of the South Dakota Secretary of State as outlined in SDCL title 47, before transacting any business in the State of South Dakota. Any vendor interested in doing business with the LRC must register with the Secretary of State before any contract can be awarded, or provide a statement with their bid or proposal providing specific details supporting the exemption the vendor is claiming. Exemptions to the corporate registration requirement can be found in SDCL 47-1A-1501. It is the bidder's responsibility to determine what they must do to comply with this requirement through consultation with their own legal counsel.

13. Are there any incumbents?

Answer: Yes. The vendor currently providing services is Developing Today LLC.

14. What is the format for cost proposal?

Answer: Specific formatting for the cost proposal section is not required for this RFP. No template is available.

LRC will be scoring proposals based on cost per hour of staff augmentation services rendered. Proposed cost per hour can be dependent on the skill sets listed in *1.1.1 Description of Components*, the types of work listed in *3.0 Scope of Work*, or different positions the Offeror proposes to perform the work. The offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted.

15. For how many hours we should quote ?

Answer: This RFP does not require a quote for hours. There is no guarantee of work hours. LRC will be scoring proposals based on cost per hour of staff augmentation services rendered.

16. What are the Labor Categories that has to be included?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

17. How many vendors is the agency looking forward to awarding for Information Technology Staff Augmentation Services?

Answer: One vendor will be awarded.

18. What are the anticipated job titles/designations for the opportunity?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

19. Is it possible to get more information on the scope of work?

Answer: There are no further details at this time. The scope of work is to be used as a general guide and is not intended to be an exact list of all work that will occur. The Statement of Work (SOW) will expand on the scope of work. The awarded vendor will participate in developing SOWs that include specific tasks, deliverables, effort estimates, milestones, and deadlines.

20. Is this opportunity a multiple-award contract or a single supplier/vendor will be awarded?

Answer: A single vendor will be awarded.

21. Will the work be remote or onsite?

Answer: LRC anticipates that the contractor can work remote at least 80% of the time. The timeframe when most onsite work will be required is January through March. There will be occasional onsite meetings April through December.

22. What is the estimated budget for this RFP?

Answer: \$350,000

23. How many vendors does the agency intend to award?

Answer: One vendor will be awarded.

24. Is this a new contract? If not, please share the names and the dollar contract value of each contract.

Answer: This RFP will result in a new contract. The initiative is not new. Services are currently being provide by Developing Today LLC. The dollar contract value for the previous contract is not a question about RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in

section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

25. How many FTEs are expected to be utilized under this contract?

Answer: There is no guarantee of work. Specific SOWs with specific terms and scopes of work will be created on an as needed basis.

26. There isn't any clarity regarding the cost proposal. Since there aren't any positions mentioned, do we just need to provide our mark-up %age for IT staffing?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

LRC will be scoring proposals based on cost per hour of staff augmentation services rendered. Proposed cost per hour can be dependent on the skill sets listed in 1.1.1 Description of Components, the types of work listed in 3.0 Scope of Work, or different positions the Offeror proposes to perform the work. The Offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted.

27. Is there any local preference?

Answer: Scoring criteria for proposals includes:

- Availability to the project locale
- Familiarity with the project locale

28. Please share the roles / titles of the resources to be staffed.

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

29. Is this intended for future work on an As-Needed basis? Or, is this the first actual need request?

Answer: This RFP is intended for future work on an as-needed basis.

30. Is this intended to be time and materials hourly billing and invoiced once per month?

Answer: The contract resulting from this RFP will incorporate a labor-hour pay rate invoiced monthly. Payments will be made for labor hours invoiced for work specified in the Statement of Work (SOW).

31. Is there an incumbent currently providing these services?

Answer: Yes. The vendor currently providing services is Developing Today LLC.

32. Is this remote work?

Answer: LRC anticipates that the contractor can work remote at least 80% of the time. The timeframe when most onsite work will be required is January through March. There will be occasional onsite meetings April through December.

33. The scope of work does not outline specific details with regards to team size, specific tasks, deliverables etc. How many key staff are expected to perform these services?

Answer: There is no guarantee of work. Specific SOWs with specific terms and scopes of work will be created on an as needed basis.

34. There are no specific qualifications for key staff or references. Please confirm this is the case.

Answer: Correct, there are no specific qualification requirements specified in the RFP. Per section 6.3, "The qualifications of the personnel proposed by the Offeror to perform the requirements of this RFP, whether from the Offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the Offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel."

35. Since there is not a team identified in the solicitation, are resumes expected? Are these sample resumes of key staff that have performed projects for us on recent projects?

Answer: Yes, resumes for proposed personnel are expected as implied in section 6.3 of the RFP. Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

36. Are non-local vendors eligible to submit to this solicitation?

Answer: Yes.

37. Will you please clarify what this key action date is: *Deadline for Offeror to provide Email Address of Authorized Officer* March 10, 2023 (5:00PM CST). Is the vendor to email you the person's name and email address who will be writing the proposal, or at least who will be submitting the proposal?

Answer: Offeror must provide the email address of a representative of their organization who is authorized to sign and submit the proposal. LRC will use this email address to request an electronic signature via DocuSign. The Offeror will then attach the signed RFP cover page and submit with their proposal. If the Offeror does not wish to sign electronically, a signed hardcopy of the proposal must be sent to LRC.

38. Please share a portal link, where this RFP has been posted, we got this from one of our client.

Answer: <https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>

39. Please include us for future amendments and changes.

Answer: LRC will not be maintaining a list of parties interested in the RFP and will not be sending email communications about amendments to vendors who have not submitted a proposal. Please check the State's central bid exchange website for updates to the RFP.

<https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>

For vendors who have submitted a proposal, LRC will send email communications necessary to advance the RFP process, including updates and amendments.

40. Can you clearly share the names of staffing positions and their job descriptions?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

41. Do you need individual positions per hour rate in cost proposal or we have to just quote for our recruitment services?

Answer: LRC will be scoring proposals based on cost per hour of staff augmentation services rendered. Proposed cost per hour can be dependent on the skill sets listed in 1.1.1 Description of Components, the types of work listed in 3.0 Scope of Work, or different positions the Offeror proposes to perform the work. The Offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted.

42. Hardcopy submission is mandatory, or we can submit it to email?

Answer: Email submission is preferred. Hardcopy submission is required only if the Offeror does not wish to sign their proposal electronically.

43. Pricing – Do you have any type of cost proposal template?

Answer: Specific formatting for the cost proposal section is not required for this RFP. No template is available.

44. Pricing – Are you looking for mark-up percentages?

Answer: No.

45. Pricing – Are you seeking hourly rates, if so do you have the job titles and descriptions?

Answer: LRC will be scoring proposals based on cost per hour of staff augmentation services rendered. Proposed cost per hour can be dependent on the skill sets listed in 1.1.1 Description of Components, the types of work listed in 3.0 Scope of Work, or different positions the Offeror proposes to perform the work. The Offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted. Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

46. The SOW does not note employment authorization requirements for professionals performing under this contract. Can the government please clarify its acceptance of employees hired under this contract that are legally permitted/authorized to work in the U.S.?

Answer: Any personnel proposed by the Offeror will be required to verify identity and eligibility to work in the United States regardless of citizenship status.

47. The SOW does not note the place of performance for professionals performing under this contract. Can the Government please clarify if employees hired under this contract are permitted to perform the required support services remotely within the U.S.?

Answer: Resources performing the technical work must be located in the U.S. Offshore resources are not permitted. LRC anticipates that the contractor can work remote at least 80% of the time. The timeframe when most onsite work will be required is January through March. There will be occasional onsite meetings April through December.

48. For information deemed as confidential and not for public view, should we provide a document identifying those areas or mark within the proposal?

Answer: Per section *1.9 PROPRIETARY INFORMATION*

"Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected."

49. Are there any labor categories for us to use for the cost proposal or are we supposed to suggest labor categories for this?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

50. Can any of these jobs be performed remotely?

Answer: LRC anticipates that the contractor can work remote at least 80% of the time. The timeframe when most onsite work will be required is January through March. There will be occasional onsite meetings April through December.

51. What is the citizenship status requirement, if any, for employees?

Answer: Any personnel provided by the vendor will be required to verify identity and eligibility to work in the United States regardless of citizenship status.

52. How many awards will be given out?

Answer: One vendor will be awarded.

53. Could you please share the respective roles and relevant experience for which the rates are required? Is there any format for the cost proposal?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

Specific formatting for the cost proposal section is not required for this RFP. No template is available.

54. Could you please clarify if this is an existing or a new engagement? Is there a tentative idea of the engagement budget?

Answer: The RFP will result in a new contract for an existing initiative. Budget is \$350,000

55. Are there any minority participation goals or preferences for the State of South Dakota?

Answer: No.

56. Is there an incumbent for this contract? If so, please provide the incumbent name, current contract number, duration, historical level of effort and value of the contract.

Answer: Services are currently being provided by Developing Today LLC. The additional information requested is not specific to RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

57. Is US citizenship required to work on this project?

Answer: Any personnel proposed by the Offeror will be required to verify identity and eligibility to work in the United States regardless of citizenship status.

58. Can Permanent Residents (Green Card) and H1 VISA holders work on this project?

Answer: Any personnel proposed by the Offeror will be required to verify identity and eligibility to work in the United States regardless of citizenship status.

59. Can the work be performed from offshore locations such as India, Singapore, & Canada?

Answer: Work cannot be performed offshore. Contractor must be based in the United States.

60. Is telework/remote work allowed?

Answer: LRC anticipates that the contractor can work remote at least 80% of the time. The timeframe when most onsite work will be required is January through March. There will be occasional onsite meetings April through December.

61. Is the government expecting the offerors to provide resumes?

Answer: Yes, resumes for proposed personnel are expected as implied in section 6.3 of the RFP. Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

62. Does LRC require actual resumes or sample resumes?

Answer: Actual resumes.

63. There is no pricing template provided. Can the offeror provide pricing in an MS Excel sheet in our own format?

Answer: Specific formatting for the cost proposal section is not required for this RFP. Offeror is free to use whatever format they choose.

64. Can the LRC provide the required Job Titles and Job Descriptions for this effort?



Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

65. Is the requirement a single award or Multiple awards?

Answer: Single award.

66. Is this a pure staff augmentation proposal or a solution-based requirement?

Answer: Staff augmentation.

67. Does the vendor need to have experience in the technology mentioned in section 1.1.1 as a service provider or providing technical consultant with the required experience will work?

Answer: The individual(s) the Offeror proposes to place, who will be performing the technical work, must have the required experience.

68. Is South Dakota registration necessary for submitting a response?

Answer: No registration is necessary to submit a response, but corporate registration requirements must be met to be awarded a contract. All corporations, limited liability companies, limited liability partnerships, limited partnerships, cooperatives, and business trusts, must comply with the corporate registration requirements of the South Dakota Secretary of State as outlined in SDCL title 47, before transacting any business in the State of South Dakota. Any vendor interested in doing business with the State of South Dakota must register with the Secretary of State before any contract can be awarded, or provide a statement with their bid or proposal providing specific details supporting the exemption the vendor is claiming. Exemptions to the corporate registration requirement can be found in SDCL 47-1A-1501. It is the bidder's responsibility to determine what they must do to comply with this requirement through consultation with their own legal counsel.

69. Do you have preferences set for local vendors?

Answer: Scoring criteria for proposals includes:

- Availability to the project locale
- Familiarity with the project locale

70. Do you have diversity goals for small and minority owned businesses? If yes, can you share the eligibility criteria?

Answer: No.

71. Can you share the name(s) of the current incumbent(s)?

Developing Today, LLC

72. What is the dollar value allocated for this engagement?

Answer: Budget is \$350,000

73. Is the State looking for IT Staff Augmentations Services?

Answer: Yes.

74. In Section 1 - Point 1.1.2 ENGAGEMENT STRUCTURE - It says that "The deliverables, timeframes, deadlines, and methodology of the engagement will be determined based on the specific tasks and projects assigned to the consultant". Could the State clarify if this RFP is a deliverable base pay rate?

Answer: The contract resulting from this RFP will incorporate a labor-hour pay rate.

75. Could the State clarify, do we have to provide an hourly rate range or fix rates? If yes, could the State provide a Template or clarify on how it would like the pricing to be presented by the vendors?

Answer: Specific formatting for the cost proposal section is not required for this RFP. No template is available.

LRC will be scoring proposals based on cost per hour of staff augmentation services rendered. Proposed cost per hour can be dependent on the skill sets listed in 1.1.1 Description of Components, the types of work listed in 3.0 Scope of Work, or different positions the Offeror proposes to perform the work. The Offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted.

76. In section 1.1. DESCRIPTION OF COMPONENTS - It says that "the consultant must have experience in software engineering and application development", is the State looking for companies with this experience or individuals with this experience?

Answer: The individuals the Offeror proposes to place, who will be performing the technical work, must have the required experience.

77. In Section 1 - Point 1.1.2 ENGAGEMENT STRUCTURE - It says that "There is no guarantee of work. Specific SOWs with specific terms and scopes of work will be created on an as needed basis." Could the State clarify how the task orders will be released to the awarded vendors?

Answer: The selected vendor will be invited to planning meetings and will be involved in developing the SOWs.

78. Under section 1.12 Discussions with Offerors - It says that "oral presentation will be made at the offerors expense." Could the State clarify if this oral presentation will be on-site or if it could occur remotely via Microsoft Teams or another electronic way?

Answer: If oral presentations are requested, LRC would prefer that they be on-site.

79. Could the State clarify if they will have a preference for candidates that work on-site or will be a consideration for off-site work?

Answer: LRC anticipates that the contractor can work remote at least 80% of the time. The timeframe when most onsite work will be required is January through March. There will be occasional onsite meetings April through December.

80. Under section 2.0 Standard Contract terms and conditions - Point 2.3 - It says that "the contractor will not use State equipment, supplies, or Facilities", Could the State clarify if they are looking for Candidates that work remotely?

Answer: LRC anticipates that the contractor can work remote at least 80% of the time. The timeframe when most onsite work will be required is January through March. There will be occasional onsite meetings April through December.

81. Under section 2.0 - Point 2.4 - It says that "The LRC will make payment for services upon satisfactory completion of the services." Could the State clarify what you mean by "payment for services upon satisfactory completion of Services"?

Answer: Payments will be made for labor hours invoiced for work specified in the Statement of Work (SOW).

82. Could the State clarify if they are looking for companies that have in-house capabilities/personnel to deliver these services or is the State looking for IT Staffing Companies who can provide the required personnel when needed?

Answer: LRC is open to both as long as the provider maintains continuity with the familiarity of our systems without the need of LRC having to constantly onboard new personnel.

83. Could the State clarify if they are looking to hire in-house personnel or hire a vendor to provide IT Staff Augmentation personnel to complete the tasks and projects necessary regarding this RFP contract?

Answer: LRC is looking to engage with a vendor who will provide IT staff augmentation personnel.

84. Could the State clarify if they are looking to hire a vendor to provide a team of professionals or are looking for one candidate to address the project?

Answer: The LRC is looking to hire a vendor to provide staff augmentation personnel on a as-needed basis. There is no guarantee of work. Specific SOWs with specific terms and scopes of work will be created on an as-needed basis.

85. In section 5.0 - Point 5.4 - the State says that "the proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number." Could the state mention if they have a preferred font type or size or any other format to the response of this RFP to be delivered by the vendors?

Answer: There is no font type or size preference.

86. In section 5.0 - Point 5.5.3.2 - The State says that they would like the vendors to provide "A clear description of any options or alternatives proposed." Could the State clarify what they are looking for in this requirement?

Answer: LRC is not looking for anything specific in this section. LRC is open to Offerors proposing alternatives solutions to what LRC is requesting in the detailed response to the RFP. If the Offeror does not have to propose or offer any alternatives if it has none to offer.

87. In Section 6.0 PROPOSAL EVALUATION AND AWARD PROCESS - Point 6.1 - It says that "After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria" and at Point 6.1.4 - it is mentioned the "Availability to the project locale"; could the State clarify if local vendors will be preferred for this RFP Contract?

A vendor who has the ability to place resources onsite when needed is preferred.

88. Could the State clarify if we have to submit any form with this RFP response? if es, could the State kindly provide them.

Answer: Please see *5.5.1 RFP Cover Sheet*. "The state's Request for Proposal cover sheet completed and signed. The RFP cover sheet is provided as page 1 of this RFP."

89. Could the State clarify if there is any specific format for cost proposal? if yes, kindly provide the template.

Answer: Specific formatting for the cost proposal section is not required for this RFP. No template is available.

90. Could the State clarify if they are looking for an hourly rate of key personnel in the cost proposal? if yes, Could the State provide us a list of job titles/positions that will be needed for this contract.?

Answer: LRC will be scoring proposals based on cost per hour of staff augmentation services rendered. Proposed cost per hour can be dependent on the skill sets listed in *1.1.1 Description of Components*, the types of work listed in *3.0 Scope of Work*, or different positions the Offeror proposes to perform the work. The Offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted.  
Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

91. "The consultant must have experience in software engineering and application development planning, design, coding, and maintenance, in a technology environment that includes:

- C#;
- .Net;
- Microsoft APIs (Graph & VSTO);
- JavaScript; etc.

Could the State clarify if they are looking for the vendor to have the above experience or individuals that will be placed on this contract?"

Answer: The individual(s) the Offeror proposes to place, who will be performing the technical work, must have the required experience.

92. Are electronic signatures allowed?

Answer: Yes. See 1.4 Submitting your proposal. " To facilitate the electronic signature of proposals, Offerors shall provide the email address of the officer legally authorized to bind the Offeror to the proposal by 5:00PM CST, March 10, 2023.

93. Could the State please clarify if the submission is physical, by email or portal?

Answer: Submission by email is preferred. Physical hard copy is required only if Offeror does not wish to sign electronically.

94. Could the State please confirm the required forms that must be submitted with the proposal?

Answer: The cover sheet provided in Page 1 of the RFP document.

95. Is there a tentative budget assigned for the resultant contract?

Answer: \$350,000

96. Is there any SBE/MBE/WBE goal for this solicitation? If yes, what is the establish goal?

Answer: No.

97. Is this a new contract or an existing contract?

Answer: The RFP will result in a new contract for an existing initiative.

98. Are there scores for the evaluation criteria? If yes, could you please disclose it?

Answer: Scoring methodology for an active RFP will not be disclosed.

99. How many firms is the Agency looking to award?

Answer: One vendor will be awarded.

100. Could you please grant an extension on the due date?

Answer: As of now, there are no plans for extending the submission deadline. Revisions to the schedule of activities or any other amendments will be posted to the State's central bid exchange website <https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>

101. Is mandatory to include the financial statements in the response?

Answer: Financial statements are not a requirement in the response but may be requested by LRC at a later time.

102. In section 5.0 PROPOSAL RESPONSE FORMAT - Pont 5.5.5 Background Checks. - It says that "The Offeror must include the following statement in their proposal: (Company name here) acknowledges and affirms that it understands that the (company name here) employees who have access to production Personally Identifiable Information (PII), data protected under the Family Educational Rights and Privacy Act (FERPA), Protected Health Information (PHI), Federal Tax Information (FTI), any information defined under state statute as confidential or have access to secure facilities will have fingerprint-based background checks. These background checks will be used to check the criminal history records of the State as well as the Federal Bureau of Investigation's records. (Company name here) acknowledges and affirms that this requirement will extend to include any Subcontractor's, Agents, Assigns and or Affiliated Entities employees." Could the State clarify if they would like to see the vendor's Background process or the statement would be sufficient?

Answer: The statement is needed in the proposal. LRC will conduct backgrounds checks for any personnel the vendor offers to place.

103. Is this a Temporary hire contract?

Answer: This RFP will result in a contract for staff augmentation services.

104. As per our understanding, could the State provide a list of positions that would be required thru this contract?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

105. Could the State clarify if they are looking for IT Staffing companies as an when needed?

Answer: LRC is looking to engage with a vendor who will provide IT staff augmentation personnel.

106. Is this a new requirement or an existing requirement?

This RFP will result in a new contract for an existing initiative.

107. How many incumbents are there performing this work?

Answer: One.

108. What are the incumbent names, contract #s, and revenues received under the incumbent contract?

Answer: Services are currently being provide by Developing Today LLC. Requests for information regarding the previous contract is not an inquiry about RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

109. How many FTEs were on the previous contract? Has the PWS Changed?

Answer: This question is not specific to RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

110. What did you like about the previous contract? Dislikes?

Answer: This question is not relevant to providing clarification of the RFP response requirements.

111. What are your KPIs?

Answer: KPIs are not part of this RFP. Specific terms and performance indicators will be included in the Statement of Work (SOW) developed between LRC and the vendor awarded the contract.

112. Is there a format that the government would like to cost proposal to conform to? Labor categories that we should be pricing?

Answer: Specific formatting for the cost proposal section is not required for this RFP. No template is available. LRC will be scoring proposals based on cost per hour of staff augmentation services rendered. Proposed cost per hour can be dependent on the skill sets listed in 1.1.1 Description of Components, the types of work listed in 3.0 Scope of Work, or different positions the Offeror

proposes to perform the work. The Offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted.

113. What is the government's budget for this opportunity?

Answer: \$350,000

114. If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime?

Answer: Yes. The individual(s) the Offeror proposes to place, who will be performing the technical work, must have the required experience.

115. Could you please confirm if this is a new contract for IT staff augmentation services?

Answer: This RFP will result in a new contract for an existing initiative.

116. If this is an existing contract? Please share the names of all the incumbent suppliers. Please share the number of incumbents, if you are unable to disclose the name of incumbent suppliers.

Answer: This RFP will result in a new contract for an existing initiative. Services are currently being provided by Developing Today LLC.

117. What was State's last year's expenditure for this contract?

Answer: This question is not specific to RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

118. What was the number of requisitions (headcount of temp staff) made by the State in the past years?

Answer: This question is not specific to RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

119. What is the number of vendors the State intends to choose?

Answer: One vendor will be awarded.

120. What would be the minimum project tenure of the resources?

Answer: Tenure of resources would depend on the Statement of Work (SOW). The awarded vendor will participate in developing SOWs that include specific tasks, deliverables, effort estimates, milestones, and deadlines.

121. Could you please share the list of positions and comprehensive job description to assist us with pricing?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of

work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

122. Could you please confirm if proposers are permitted to submit Hourly Bill Rate range for both the Onsite & Offsite locations in their proposal?

Answer: Yes. The Offeror is free to choose the cost structure and format. Multiple cost proposals can be submitted.

123. If this is for an actual project, or future as-needed work when it arises?

Answer: This RFP is intended for future work on an as-needed basis.

124. Are there any resumes required?

Answer: Yes, resumes for proposed personnel are expected as implied in section 6.3 of the RFP. Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

125. Cost Proposal - Is there any format for submitting a cost proposal? Is there any template for this?

Answer: Specific formatting for the cost proposal section is not required for this RFP. No template is available.

126. A clear description of any options or alternatives proposed - Which alternatives you are looking for, please clarify

Answer: LRC is not looking for anything specific in this section. LRC is open to Offerors proposing alternatives solutions to what LRC is requesting in the detailed response to the RFP. If the Offeror does not have to propose or offer any alternatives if it has none to offer.

127. There is a section in the detailed response-.1.1 Description of Components • 1.1.2 Engagement Structure • 3.0 Scope of Work. Do we have to address it individually or can we submit a combined response?

Answer: Please address individually.

128. Evaluation Criteria - can you please provide the points assigned for each evaluation criteria?

Answer: Scoring methodology for an active RFP will not be disclosed.

129. Is there any local preference?

Answer: Scoring criteria for proposals includes:

- Availability to the project locale
- Familiarity with the project locale

130. Is this a new contract?

Answer: This RFP will result in a new contract for an existing initiative.

131. What is the estimated budget for this project?



Answer: \$350,000

132. Can you please share the incumbent's details?

Answer: Services are currently being provided by Developing Today LLC.

133. Engagement Structure - can you please clarify what information LRC is seeking for this section?

Answer: LRC is seeking the Offeror's detailed response regarding the Offeror's approach and ability to provide services in this type of engagement structure in which there is no guarantee of work and specific SOWs will be created on an as-needed basis.

134. Proposal Submission - we understand that we need to submit one (1) hard copy and one (1) electronic copy via email. Please confirm.

Answer: Email submission is preferred. Hardcopy submission is required only if the Offeror does not wish to sign their proposal electronically.

135. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services

Answer: This RFP is for an existing initiative. Services are currently being provided by Developing Today LLC.

136. Can you please let us know the previous spending of this contract?

Answer: This RFP will result in a new contract therefore there is no previous spending. If you would like to know about previous spending for the contract resulting from the previous RFP, the inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

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

Answer: This question is not relevant to providing clarification of the RFP response requirements.

138. Please confirm if we can get the proposals or pricing of the incumbent(s)

Answer: This question is not specific to RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

139. What is the estimated budget?

Answer: \$350,000

140. Can you please let us know the titles for the positions?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of

work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

141. To facilitate the electronic signature of proposals, Offerors shall provide the email address of the officer legally authorized to bind the Offeror to the proposal by 5:00PM CST, March 10, 2023. Could you please explain this point.

Answer: Offeror must provide the email address of a representative of their organization who is authorized to sign and submit the proposal. LRC will use this email address to request an electronic signature via DocuSign. The Offeror will then attach the signed RFP cover page and submit with their proposal. If the Offeror does not wish to sign electronically, a signed hardcopy of the proposal must be sent to LRC.

142. Could LRC confirm the positions sought in this solicitation?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

143. "The deliverables, timeframes, deadlines, and methodology of the engagement will be determined based on the specific tasks and projects assigned to the consultant. These details will be provided in a detailed Statement of Work (SOW)." Would LRC provide the above details in another document after the award of the contract?

Answer: Yes. The awarded vendor will participate in developing SOWs that include specific tasks, deliverables, effort estimates, milestones, and deadlines.

144. As per sections 5.5.3.1 "A complete narrative of the Offeror's assessment of the work to be performed, the Offeror's ability and approach, and the resources necessary to fulfill the requirements stated in the following sections of this RFP:" Is LRC seeking the vendors to provide names of the positions required as per the roles and environment?

Answer: Yes.  
Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.

145. It is very difficult for the vendors to determine the required resources necessary to fulfill the requirements until a thorough review of the software and requirements is conducted. Could LRC provide in-depth detail of the requirement?

Answer: There are no further details at this time. *1.1.1 DESCRIPTION OF COMPONENTS* gives an overview of the technology environment. The scope of work is to be used as a general guide and is not intended to be an exact list of all work that will occur. The Statement of Work (SOW) will expand on the scope of work. The awarded vendor will participate in developing SOWs that include specific tasks, deliverables, effort estimates, milestones, and deadlines.

146. Is LRC seeking No. of resources required as per section 5.5.3.1

Answer: LRC is not seeking a specific number of resources in the response.

147. What information does the LRC seek under 1.1.2 ENGAGEMENT STRUCTURE, could LRC provide more information?

Answer: LRC is seeking the Offeror's detailed response regarding the Offeror's approach and ability to provide services in this type of engagement structure in which there is no guarantee of work and specific SOWs will be created on an as-needed basis.

148. As per section 5.5.4 Relevant Experience. Could the vendor provide references for the current contracts we are presently working on?

Answer: Yes.

149. Could LRC be more specific for the information sought in section 5.5.3.2 A clear description of any options or alternatives proposed. What alternatives does the LRC seek?

Answer: LRC is not looking for anything specific in this section. LRC is open to Offerors proposing alternatives solutions to what LRC is requesting in the detailed response to the RFP. If the Offeror does not have to propose or offer any alternatives if it has none to offer.

150. Is LRC seeking information for both current and expired contracts under section 5.5.4 Relevant Experience?

Answer: Yes

151. Is LRC seeking a separate cost proposal document?

Answer: The cost proposal must be a section within in the same document as outlined in section 5.5 of the RFP.

152. What is the overall budget for this contract?

Answer: \$350,000

153. Please provide the previous spending of the Contract.

Answer: This RFP will result in a new contract therefore there is no previous spending. If you would like to know about previous spending for the contract resulting from the previous RFP, the inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

154. To offer you competitive pricing, could the LRC share incumbent's cost proposal?

Answer: This question is not specific to RFP # 23RFP8468 but rather an inquiry of a previous RFP and resulting contract. This inquiry will be treated as a public records request for information regarding RFP # 1714 and will be handled separately from any questions about RFP # 23RFP8468. The deadline for Responses to Offeror Inquiries stated in section 1.3 of RFP # 23RFP8468 does not apply to this inquiry. LRC will provide the requested information as soon as feasibly possible.

155. Please describe the issues/problems that the LRC is facing under the current contract.

Answer: This question is not relevant to providing clarification of the RFP response requirements.

156. How many temporaries are currently working under this contract?

Answer: This RFP will result in a new contract. Developing Today is the vendor providing services under a previous contract.

157. Is there any local preference?

Answer: Scoring criteria for proposals includes:

- Availability to the project locale
- Familiarity with the project locale

158. Could the LRC confirm no. of awards it intends?

Answer: One award.

159. Does the LRC has set any goal for D/M/W/ESB firm for this contract?

Answer: No.

160. Does the LRC a single proposal or volume proposals separate for technical and cost?

Answer: The LRC is requesting a single proposal.

161. Could the LRC confirm the Title of the Positions it seeks?

Answer: Recommended labor categories are Full Stack Engineer and Senior Software Engineer. The Offeror can propose any other positions believed to be necessary to perform the types of work listed in *3.0 Scope of Work*, in an environment that includes the technology listed in *1.1.1 DESCRIPTION OF COMPONENTS*.