



Department of
Purchasing

Mark A. Booker
Director

May 14, 2021

ADDENDUM #1, RFP#35-21-01, Recruiting Services

This addendum forms a part of the solicitation documents, modifies the original document as indicated in the Addendum 01 provided below and is hereby made part of any pursuant award. Acknowledge receipt of this Addendum below and as noted in the bid package submittal documents, Attachment 3.A.1. Failure to submit the acknowledgement of addenda will be used as an evaluated factor.

1. Addendum 1, Attachment 1, 4 pages.

*AS A REMINDER, THE SUBMITTAL DATE FOR THIS RFP REMAINS 10:30 AM, MAY 25, 2021 at the Garland ISD Purchasing Department, ATTN: Nancy Nunez, 501 S Jupiter Road, Garland, Texas 75042. This RFP is not a public opening.

The full document under Addendum 1 is attached and available at:
<https://www.garlandisd.net/connect/do-business/current-opportunities>

_____ Company Name		
_____ Address		
_____ City	_____ State	_____ Zip
_____ Name	_____ Title	
_____ Signature		
_____ Printed Name	_____ Email Address	
_____ Telephone #	_____ Fax #	

Mark A. Booker

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Executive Director of Purchasing

RFP #35-21-01
ADDENDUM 1
ATTACHMENT 1

1. QUESTION: Can you clarify whether this is recruiting for direct hire by the district or recruiting for positions as contractors to the district? It's not quite clear to me from reading the bid document. It appears to be perm placement but I thought I would double check.
ANSWER: **Direct Hire.**
2. QUESTION: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
ANSWER: **Yes, this is the first solicitation for this service.**
3. QUESTION: Can you please let us know the previous spending of this contract?
ANSWER: **No previous contract.**
4. QUESTION: Please confirm if we can get the proposals or pricing of the incumbent(s).
ANSWER: **Not available.**
5. QUESTION: Are there any pain points or issues with the current vendor(s)?
ANSWER: **The District is looking for your best value solutions for direct hire client services.**
6. QUESTION: Please confirm the anticipated number of awards.
ANSWER: **As noted in RFP #35-21-01, paragraph 1.2.2, the District “reserves the right to award to a single vendor, multiple vendors, each line separately or in any combination it determines to be in its best interest.”**
7. QUESTION: What is the anticipated annual volume (number of vacancies) expected?
ANSWER: **The District may have vacancies that occur throughout the year where the administration may use this contract to fulfill the need.**
8. QUESTION: What positions outside of those referenced in the Sample Proposal (Attachment 2) will be included in this scope?
ANSWER: **Any position in support of Garland ISD.**
9. QUESTION: How many vendors are expected to be awarded? We'd like to understand potential market share.
ANSWER: **As noted in RFP #35-21-01, paragraph 8, “(Note: Garland ISD anticipates selecting multiple firms for recommendation to the Board of Trustees for approval.)”**
10. QUESTION: Will there be levels of suppliers selected and engaged if a first tier supplier does not perform? Or will this RFP have the potential to be awarded to one sole supplier?
ANSWER: **The District anticipates a pool of suppliers, but reserves the right to have primary with secondary or “tiered” suppliers.**
11. QUESTION: If this is for direct hire only, I think that it will be very difficult with the EBS skills you are after. Would you consider bringing in a consultant on an interim basis while you recruit for direct hire?
ANSWER: **Consideration for consultants is separate from this solicitation and will be entertained at a later date if it is in the best interest of Garland ISD.**

12. QUESTION: Please confirm the response to be submitted as mentioned in RFP is One original paper copy, and 1 copy on Flash drive?
ANSWER: As noted in RFP #35-21-01, paragraph 1.1.3, "...provide the original and one copy of your "unbound" proposal with a complete proposal on one (1) flash drive. This means 2 hard copies (original and copy) with 1 flash drive.
13. QUESTION: Considering the ongoing pandemic situations, we are not in a position to send it out as hardcopy submissions, may we still request response submission by email?
ANSWER: Proposals are not to be submitted by email. Instructions for utilizing the drop box provided or delivery by the USPS or express mail are provided in RFP #35-21-01, paragraph 1.1.5.
14. QUESTION: Are we to submit the 46 page RFP in entirety by signing first page and associated forms apart from a response based submission?
ANSWER: The submittal requirements should include the entire RFP and forms as noted in "Attachment 3 Forms to Submit" to include your acknowledgement of addendums, letter of intent, sample agreement, all sample proposals, references, and forms listed. All pages with signature areas should be completed.
15. QUESTION: As per evaluation criteria on pricing to be attached, we are to provide the Fixed Fee for all occupation positions. Is it that we propose a list of positions or does GISD have positions list expected.
ANSWER: Garland ISD has a wide range of occupation positions that may require the use of this contract to fulfill those needs. Companies are encouraged to respond with a complete listing of jobs or occupations of which your company can provide. The pricing for the sample proposals should match up with your price list.
16. QUESTION: Does GISD anticipate positions will be opened apart from 5 listed in Sample Cost sheet in 2a?
ANSWER: The sample price proposals are some "types" of positions that may be needed. These samples are not the only positions that may be needed by the Garland ISD. Only positions needed to meet the needs of the District will be assigned to an awarded supplier.
17. QUESTION: Paragraph 9.1.3 asks for a sample agreement document. However, Paragraph 10.3.0 states that Proposer if requires use of a separate contract document may agree to provide one. Is it that we need provide a sample agreement document only if we desire to put forth a different contract document than what GISD currently has as part of this RFP? Please confirm.
ANSWER: Correct.
18. QUESTION: Are we to understand from Page 15/46 of RFP , **Tools/Equipment Used:-** that resource selected should possess their personal equipment as listed if selected to serve GISD?
ANSWER: The job description for the Senior Oracle Application Developer cites the equipment the person will be using, i.e. PC, etc. These items are Garland ISD provided.
19. QUESTION: Should a proposing Vendor submit a sample Pricing Proposal on Page 26/46 of RFP for all positions listed there?

ANSWER: The fee amount is to be submitted on Attachment 2a Sample Proposal. An Excel sheet is provided to enter your numbers and submit on your flash drive. A hard copy should be included with your “Original” and “Copy,” as well.

20. QUESTION: How many References in Texas School District and how many commercial client references are required specifically?

ANSWER: There is space for 3 references in Attachment 4; however, if you want to submit more than 3, copy the form. Approximately five (5) references with direct hire experience in the categories of the sample price proposal is preferred.

21. QUESTION: Does the scope of this RFP only cover Oracle e-business suite implementation?

ANSWER: No. RFP #35-21-01, paragraph 6.2 identifies Garland ISD staff/positions. Categories from any of those areas are included in this scope.

22. QUESTION: Are there incumbents providing services to this RFP and will they be given preference?

ANSWER: There is no incumbent.

23. QUESTION: Is there a budget estimate planned or alternatively a historical spend available?

ANSWER: Since the service is on an “as needed” basis, there will be a budget established; however, the spend is not available at this time.

24. QUESTION: Is it correct to understand positions are Full Time permanent as the fee is expected to be Fixed Cost?

ANSWER: Yes.

25. QUESTION: However can we charge in Time and Material basis or Fixed fee ?

ANSWER: This solicitation is for recruit to hire at a “Fixed Fee” for positions requested by GISD. Time and material would not be applicable to this RFP.

26. QUESTION: Please confirm the anticipated utilization of the resources will be 40 hours per week?

ANSWER: Each job description will identify the number of days rather than hours with the number of days ranging from 187 to 226.

27. QUESTION: What other IT Positions and Technology base maybe required?

ANSWER: There are a wide range of IT positions in support of Garland ISD.

28. QUESTION: Can the Schedule E-Hold Harmless Agreement – be submitted at Intent to Award. Please confirm.

ANSWER: No, it should be with the proposal package as noted in Attachment 3, Submittal Instructions.

a. If it is required mandatory at time of submission of response can it be notarized from Vendor's home State?

ANSWER: Yes, notary from vendor’s home state is acceptable.

29. QUESTION: Do you require the people to be in the usa or located onsite?

ANSWER: The RFP is for direct hire and will need to be accessible to work at Garland ISD.

30. QUESTION: Do you require the people to be in the usa or is india OK?
ANSWER: The RFP is for direct hire and will need to be accessible to work at Garland ISD.
31. QUESTION: Is the Oracle developer role general or does it require specific skills in payroll?
ANSWER: The job description is attached to the sample price proposal.
32. QUESTION: Do you want proposal submitted electronically and/or in person?
ANSWER: Hard copy proposal is required as stated in the solicitation.
33. QUESTION: Is each role 40 hours per week?
ANSWER: Each job description will identify the number of days rather than hours with the number of days ranging from 187 to 226.
34. QUESTION: Can we submit candidates to only 2 of the 5 roles or do we have to submit candidates for all 5 positions to be considered?
ANSWER: Garland ISD is interested in receiving all positions; however, if your firm provides specific types of occupations only, complete the sample price proposals that correspond to your list of occupations and fixed prices.