

Kent State University RFP 1888 (General Staffing for the Division of Information Technology)
Vendor Questions and University Answers

PLEASE NOTE THAT DUE TO AN OVERWHELMING AMOUNT OF QUESTIONS RECEIVED FROM POTENTIAL VENDORS, ONLY CERTAIN QUESTIONS RECEIVED ARE BEING ANSWERED HERE. MOST ARE REPETITIVE AND ANSWERS BELOW SHOULD BE SUFFICIENT FOR ALL INQUIRING BIDDERS.

Vendor 1

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

Yes, this is a new contract.

- 2) Can you please let us know the previous spending of this contract?

See answer to question 1. As this is a new contract, there is no historical spend to report.

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

See answer to question 1. As this is a new contract, there are no previous proposals or incumbents.

- 4) Are there any pain points or issues with the current vendor(s)?

See answer to question 1. As this is a new contract, there are no current vendors/incumbents.

- 5) Please confirm the anticipated number of awards.

As noted in the RFP, selection and award of contract(s) will be made to single or multiple suppliers as the University deems appropriate, or no award will be made at all. Without foreseeing the potential number of proposals we may receive, we will award either to at least one vendor or no vendors.

Vendor 2

- 1) Can you please provide us with an estimated or NTE budget allocated for this contract?

Budget is allocated for the contract resulting from this RFP, but that actual amount is not subject to public review while an RFP is open.

- 2) Could you please share the previous spending on this contract, if any?

As this is a new contract, there is no historical spend to report.

- 3) Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Actual résumés are preferred.

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- 4) Are hourly rate ranges acceptable?

Hourly rates may be submitted.

- 5) Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets.

As this is a new contract, there are no previous proposals or incumbents.

- 6) Please share the incumbent vendors current pricing.

As this is a new contract, there are no previous proposals or incumbents.

- 7) How many incumbents are going to be hired from each position.

As this is a new contract, there are no previous proposals or incumbents.

- 8) Could you please let us know the length of the contract.

As noted in §4.2 of the RFP, the term of the agreement shall be for two (2) years from the date of execution by the University, beginning on or about January 1, 2023 and terminating December 31, 2024. After the initial two (2)-year term, Kent State University reserves the right to renew the contract for two (2) additional one (1) year terms, with mutual assent, for a full potential contract duration of four (4) years.

Vendor 3

- 1) What are the historical volumes of spending annually in the program?

As this is a new contract, there is no historical spend to report.

- 2) Are there any incumbent companies that currently provide these services to the agency? If yes, who are they?

As this is a new contract, there are no previous proposals or incumbents.

- 3) Is there any forecasted/approved budget for this opportunity?

Budget is allocated for the contract resulting from this RFP, but that actual amount is not subject to public review while an RFP is open.

- 4) How many resources were placed in this program?

This is a new contract.

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Vendor 4

- 1) How many vendors will be awarded?

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- 2) Can you please provide us with an estimated or NTE budget allocated for this contract?

Budget is allocated for the contract resulting from this RFP, but that actual amount is not subject to public review while an RFP is open.

- 3) What is the tentative start date of this engagement?

January 1, 2023

- 4) What is the job location of the proposed candidates?

Kent State University's Kent, Ohio campus.

- 5) Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

As this is a new contract, there are no previous proposals or incumbents.

- 6) If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?

As this is a new contract, there are no previous proposals or incumbents.

- 7) Are there any pain points or issues with the current vendor(s)?

As this is a new contract, there are no previous proposals or incumbents.

- 8) Could you please share the previous spending on this contract, if any?

As this is a new contract, there is no historical spend to report.

- 9) Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

No.

- 10) Could you please let us know how many positions were filled in the last contract? and How many positions do we expect in the current contract?

As this is a new contract, there are no previous proposals or incumbents.

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- 11) What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

As this is a new contract, there are no previous proposals or incumbents.

- 12) If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

That is a minimum expectation.

- 13) Are hourly rate ranges acceptable?

Hourly rates may be submitted.

- 14) Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Please propose both scenarios.

- 15) Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Actual résumés are preferred.

- 16) How many people are currently working onsite and offsite?

As this is a new contract, there are no previous proposals or incumbents.

- 17) Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

Information may be found at the following link: <https://www.kent.edu/hr/holiday-calendar>

Vendor 5

- 1) Is it mandatory to complete Higher Education Cloud Vendor Assessment Tool Lite (HECVAT) as part of the proposal?

Yes.

- 2) Is it mandatory to complete Voluntary Product Accessibility Template (VPAT) as part of the proposal?

Yes.

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- 3) Under the financial proposal and general pricing requirements, the table represents columns which are 2021 Cost per Hour and 2020 Cost per Hour; what does that mean?

What is the hourly cost for employees in that type of role in 2021 and in 2020. We are looking to develop an understanding of what your organization uplifts year over year for consultants in different roles.

- 4) Describe the period of acceptance for the University after work is completed. Could you please clarify this statement?

If we onboard a consultant, we want to make sure the duties performed are in line with what is defined in an SOW. How does your organization measure success and how does your organization indicate a successful engagement?

- 5) Describe from the University's initial contact to "boots on the ground." Could you please clarify this statement?

Describe the typical lead time needed from initial request for staff augmentation before a candidate can do work.

Vendor 6

- 1) Is it a mandatory requirement for the bidding company to have a local Ohio business Registration or does the bidding company need to be a local Ohio based company?

Ohio-based companies are preferred but not required.

- 2) The candidates to be placed - do they need to be Ohio state local candidates?

Ohio residency is preferred.

- 3) Is there any mandatory Ohio participation goal to be fulfilled to bid for this RFP?

No.

Vendor 7

- 1) Is this a re-compete RFP? If yes,
- Could you please the name of Current Suppliers (who are currently providing services to Agency)?
 - Could you please share current Suppliers pricing and Proposals?
 - When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?
 - How many resources are currently engaged in the current contract?
 - Can you please share the no. of positions served in previous years under this contract?

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- f. Can you please share the amount of business each vendor did under this contract in previous years?

No.

- 2) What will be the estimated annual budget for this project?

Budget is allocated for the contract resulting from this RFP, but that actual amount is not subject to public review while an RFP is open.

- 3) Would you be accepting references from public as well as commercial entities?

Yes.

- 4) How many staff under each required position we can expect under this contract throughout the given term?

Since this is for staff augmentation for burst work (projects, staff turnover, staff unavailability, etc.), there is not a set number of staff needed.

- 5) Can you please confirm the most commonly filled positions of this contract?

Desktop support and development roles are the most common needs.

- 6) Can you please provide Job descriptions for each position listed in this RFP?

All Kent State University job descriptions can be found here:

<https://apps.kent.edu/JobDescriptions/>

The job descriptions for common positions can be found here:

IT User Support

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=11100>

AV Support

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=10658>

Application Developer

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=11107>

Network Design Engineer

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=11122>

Data Engineer

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=12257>

Most other titles referenced fit the above, but indicate various tiers of expertise. Specific needs would be determined through an SOW.

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- 7) What scorecard criteria that will be utilized to evaluate bidders?

Evaluation criteria are noted in the RFP.

- 8) What would be the estimated hours per week for given positions?

Given that this is for burst work or staff augmentation, it is impossible to give a hard answer. There is no guarantee that we will hire anyone in these job families. Should someone be placed, typically it is 40 hours/week per position.

- 9) Please confirm, if the agency intends to award only 1 supplier for this contract?

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- 10) **PAGE#14, 4.32 Dun and Bradstreet Data**

Kent State University reserves the right to request data from Dun and Bradstreet concerning history of company's financial and payment statistics. Proposals from companies failing to provide the requested data to Dun and Bradstreet will not be considered.

Question: Please confirm, if we can submit Dun and Bradstreet Data upon award of the contract?

The University may request your company data from D&B. It is not necessary to include it in your submission.

- 11) **PAGE#15, 4.39 Supplier Diversity**

Question: Please confirm if subcontracting is mandatorily required under the resulting contract?
No.

Question: Please confirm what are the respective subcontracting goals for the resulting contract?
There are none.

Question: Please confirm if we subcontract with Ohio based firms, are we eligible for 5% preference over the lowest price "non-Ohio" based firms?

No, if you are not yourself an Ohio-based company.

- 12) **PAGE#20, CRITICAL SUCCESS FACTORS**

Proposers will be selected based upon the ability to execute the requirements set forth in this RFP, the quality of service offered, knowledge of the higher education environment, ancillary services and support available, and pricing considerations.

PAGE#21, Minimum Provisions: 1) Explanation of higher education experience and overall methodology to providing consultant services;

Question: Please confirm if it is mandatory to have experience with higher education environment to provide services under the resulting contract?

Higher education experience is preferred but not required.

Question: Will the agency prefer bidders who have experience with higher education clients over the bidders who don't have experience with higher education clients?

Higher education experience is preferred.

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13) PAGE#21, CANDIDATE POOL INFORMATION

Question: Can you please provide specific job titles of the positions mentioned in the Type of IT Personnel in the respective table.

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The job descriptions for common positions can be found here:

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AV Support

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=10658>

Application Developer

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=11107>

Network Design Engineer

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=11122>

Data Engineer

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Most other titles referenced fit the above, but indicate various tiers of expertise. Specific needs would be determined through an SOW.

14) PAGE#22 FINANCIAL PROPOSAL AND GENERAL PRICING REQUIREMENTS

Question: In the provided table, what is required to be submitted in the “2021 Cost per Hour” & “2020 Cost per Hour” columns?

Question: Can you please provide a detailed job description of each position mentioned in the respective table?

All Kent State University job descriptions can be found here:

<https://apps.kent.edu/JobDescriptions/>

The job descriptions for common positions can be found here:

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AV Support

<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=10658>

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<https://apps.kent.edu/JobDescriptions/FullJobDescription.aspx?JobId=12257>

Most other titles referenced fit the above, but indicate various tiers of expertise. Specific needs would be determined through an SOW.

- 15) **PAGE#29 Form 6:** Standard Affirmation and Disclosure Form for Executive Order 2010-09S Banning the Expenditure of Public Funds on Offshore Services

2. Location where services will be performed by Contractor

Question: Please confirm if the services under the resulting contract are required to be delivered at the agency's facilities? If yes, what is agency expecting in the provided question?

This depends on the role. In the cases of developers, remote work is acceptable. Where positions require in person work (i.e. desktop support, AV, etc.) it must be at the Kent campus of Kent State University. This would be determined during the creation of an SOW.

Question: If the response to above question is "No", Where the services are required to be delivered under the resulting contract?

Answered above.

Question: Please confirm, if agency require to the resulting supplier to provide separate business space to deliver the services under the resulting contract?

If on location work is required, we provide appropriate workspace.

- 16) **PAGE#31, Form 7:** Electronic Information Technology ("EIT") Compliance Form

Question: As per our understanding, General Staffing for the Division of Information Technology is not covered under EIT product or service. Please confirm the same.

Correct.

- 17) **Form 8: Data Security Requirements/PCI Compliance Form**

Question: Please confirm if the respective form is applicable for this RFP?

This would be satisfied by submission of the HECVAT, which is required.