



RFP #061324
REQUEST FOR PROPOSALS
for
Staffing with Related Services and Solutions

Proposal Due Date: June 13, 2024, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Staffing with Related Services and Solutions to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than June 13, 2024, at 4:30 p.m. Central Time, and late proposals will not be considered.

SOLICITATION SCHEDULE

Public Notice of RFP Published:	April 25, 2024
Pre-proposal Conference:	May 23, 2024, 10:00 a.m., Central Time
Question Submission Deadline:	June 5, 2024, 4:30 p.m., Central Time
Proposal Due Date:	June 13, 2024, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	June 13, 2024, 4:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities¹;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Indigenous self-governing bodies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service

¹ Pursuant to HAR §3-128-2, the State of Hawaii, Department of Accounting and General Services, State Procurement Office, on behalf of the State of Hawaii and participating jurisdictions, has provided notice of its Intent to Participate in the solicitation as a participating entity.

entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest; and
- Members of the Canoe procurement group of Canada, and their partner associations: Canoe members are regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities in Alberta and across Canada, as well as any corporation or entity owned or controlled by one or more of the preceding entities – as well as partner associations, including Saskatchewan Association of Rural Municipalities, Association of Manitoba Municipalities, Local Authorities Services/Association of Municipalities Ontario, Nova Scotia Federation of Municipalities, Federation of Prince Edward Island Municipalities, Municipalities Newfoundland Labrador, Union of New Brunswick Municipalities, North West Territories Association of Communities, CivicInfo BC, and their members.

For a listing of current United States and Canadian Participating Entities visit Sourcewell’s website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities’ needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In addition, where applicable, other purchasing cooperatives and procurement officials receive notice and are encouraged to re-post the solicitation opportunity.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcwell is seeking proposals for Staffing with Related Services and Solutions, including but not limited to:
 - a. Staffing for labor types and roles:
 - i. Professional services, such as accounting and finance, executive search, procurement, clerical, administrative, and legal and compliance;
 - ii. Public sector and education health, such as nursing, occupational therapy, speech language pathology, social work, pharmaceuticals, dental, and support roles;
 - iii. Instructional and non-instructional education, such as teaching, interpreting, paraprofessionals, special and alternative education, custodial, food & nutrition, and education administration; and,
 - iv. Skilled trade and general labor, such as construction, electricians, HVAC technicians, machinists, technicians, welders, mechanics, groundskeepers, painters, custodians, security guards and traffic management.
 - b. Related Services and Solutions that support the staffing solutions above:
 - i. Managed service program and vendor managed solutions, such as procurement, coordination, technology, and management of staffing services provided by various vendors;
 - ii. Recruitment process outsourcing, such as sourcing, screening, and hiring candidates;
 - iii. Employer of record (EOR) services;
 - iv. Other related services or solutions that support the staffing process.
2. This RFP should NOT be construed to include IT staffing-only solutions. Proposers may offer IT staffing solutions, provided proposers also include a broader range of labor or service types from 1. a. and b. above.
3. This solicitation does not include equipment, products, or services covered under categories included in pending or planned Sourcwell solicitations, or in contracts currently maintained by Sourcwell, identified below:
 - a. Teletherapy Services (RFP #102821) with the exception of those ancillary or complementary to a proposer's overall solutions offered in 1. a. and b. above; and,
 - b. IT Managed Service and Staff Augmentation Solutions (RFP #071321) with the exception of those ancillary or complementary to a proposer's overall solutions offered in 1. a. and b. above.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment-only or products-only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcwell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcwell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcwell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. PROSPECTIVE CONTRACT TERM

The term of any resulting contract(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD 150 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.
3. If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.
4. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
5. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
6. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any contract resulting from this RFP.
2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers awarded a contract are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be

available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To identify any exception, or to request any modification, to Sourcewell's standard Contract terms, conditions, or specifications, a proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal and uploaded as part of its response. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted in the Sourcewell Procurement Portal immediately following the proposal due date and time. To view the list of proposers resulting from the opening, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed."

Members of the public may attend the Opening at Sourcewell's office located at 202 12th Street NE, Staples, MN to hear the results.

VI. EVALUATION AND AWARD

A. EVALUATION

Rev. 3/2022

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);
- The number and geographic location of highest-scoring proposers that offer:
 - A comprehensive selection of the requested equipment, products, or services;
 - A sales and service network ensuring availability and coverage for Participating Entities' use; and
 - Other attributes of the proposer or contents of its proposal that assist Participating Entities in achieving environmental and social requirements, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received, and time stamped at the Sourcewell office by 4:30 p.m., Central Time, no later than 10 calendar days following Sourcewell's notice of contract award(s) or non-award. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;

- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



4/29/2024

Addendum No. 1

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Please confirm the anticipated number of awards.

Answer 1:

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Question 2:

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

Answer 2:

There are no current vendors as this is a new solicitation.

Question 3:

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

Answer 3:

See answer to question #2.

Question 4:

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

Answer 4:

See answer to question #2.

Question 5:

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

Answer 5:

See answer to question #2.

Question 6:

Can you re-confirm that vendors approved for teletherapy services (RFP #102821) are not required to respond to this solicitation if they are not offering any other ancillary or complementary services outlined in 1.a and 1.b?

Answer 6:

Each solicitation is independent from others. Each proposal is evaluated based on the criteria stated in the RFP.

Question 7:

What is the allocation for budget spending?

Answer 7:

Refer to RFP section II. Solicitation details, E. Estimated Contract Value and Usage, "Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD 150 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed."

Question 8:

Does Sourcewell intends to primarily engage with large and MSP-staffing firms only?

Answer 8:

The Sourcewell RFP is an open and competitive solicitation process. A proposer is allowed to propose the entire line of equipment, products, and services falling within

the requested equipment, products, or services of the subject solicitation regardless of their size. Proposals are evaluated based on the criteria stated in the RFP.

Question 9:

Please share pricing and technical proposal of all incumbent /awardee vendors?

Answer 9:

See answer to question #2.

Question 10:

How many vendors do you plan to award?

Answer 10:

See answer to question #1.

Question 11:

Are there preferences for diversity certified vendors in the procurement processes?

Answer 11:

Each proposal is evaluated based on the criteria stated in the RFP.

Question 12: Is it possible to submit bids exclusively for projects within the United States or Canada?

Answer 12:

A proposer is not required to cover every geographic region to be considered for award. Each proposal is evaluated based on the criteria stated in the RFP.

Question 13:

How do we get information for the informational call?

Answer 13:

Registered plan takers will receive log-in instructions via email approximately two business days prior to the online conference.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 4/29/2024, is required at the time of proposal submittal.



4/30/2024

Addendum No. 2

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

The RFP refers to STAFFING services and employee categories, but it does not provide detailed information. We would like to clarify what you mean by 'staffing.' Are we discussing short-term staffing, where the resource remains an employee of the vendor and is allocated to client projects on an hourly rate basis? Or are you referring to recruiting, where the resource is sourced, screened by the vendor, and then hired directly by the client?

Answer 1:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in RFP Section II. B. - Requested Equipment, Products or Services. However, only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of this solicitation.

Question 2:

Please correct me if I'm wrong, but it appears that the only bid documents currently posted on the portal for this RFP are the contract template and the 'RFP_061324_Staffing_Services_Solutions' PDF document. As such, it seems that the only requirements for the bid are to submit the pricing and the percentage discount from catalog categories. Are there any templates available for this? Additionally, the RFP mentions that vendors will be assessed based on other criteria. Could you specify what these criteria are? Are there any checklists or templates available for these assessments?

Answer 2:

All proposals must be submitted through the Sourcewell Procurement Portal. Guidance on preparing a response in the Portal can be found in the “Submit Response Guide” and the “Sourcewell Evaluator Scoring Guide” located on the “Bids Homepage” in the Resource Materials section. Additional guidance specific to the RFP will be offered during the Pre-Proposal Conference.

Question 3:

Once the prequalified vendors are awarded, they will be granted access to a portal where clients demand are posted. Then the vendors will need to bid again for those demands. Is my understanding correct?

Answer 3:

Guidance on “Sourcewell Cooperative Purchasing: How it Works” located on the “Bids Homepage” in the Resource Materials section. Additional guidance specific to the RFP will be offered during the Pre-Proposal Conference.

Question 4:

Please confirm what you would like included in the proposal - the solicitation is not very clear.

Answer 4:

See answer to question #1 above.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 4/30/2024, is required at the time of proposal submittal.



5/2/2024

Addendum No. 3

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is it a requirement to have to have a physical location in Minnesota?

Answer 1:

The Sourcewell RFP is an open and competitive solicitation process. Sourcewell does not restrict a proposer's ability to submit a proposal based on their physical location. It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell participating entities. Proposals are evaluated based on the criteria stated in the RFP.

Question 2:

For section four: Supply reference information from three customers who are eligible to be Sourcewell participating entities. Please advise on what classifies an entity to be Sourcewell participating entities. Do they need to have ties to Minnesota? Do they need to be non-profit, government, or education institutions? One would hesitate to list an entity and it not be an entity that qualifies as a Sourcewell participating entity. Is there a list that can be provided? Thanks.

Answer 2:

Refer to RFP Section I. B. – Use of Resulting Contracts, for a list of the types of entities eligible to participate in Sourcewell cooperative purchasing. Participation in Sourcewell is available at no cost or obligation.

Question 3:

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

Answer 3:

Refer to Sourcewell contract template Section 6. B. – Additional Terms and Conditions/Participating Addendum. “Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.”

Question 4:

Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Answer 4:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best demonstrate their financial viability and marketplace success and that they are willing to include. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Question 5:

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?

Answer 5:

Sourcewell utilizes a competitive, solutions-based approach that is not based on detailed specifications or finite quantities. A proposer can propose its entire line of equipment, products, and services falling within the requested equipment, products, and services as described in RFP section II.B. Requested Equipment, Products or Services.

Question 6:

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?

Answer 6:

See answer to question #5.

Question 7:

How many positions will be required per year or throughout the contract term?

Answer 7:

See answer to question #5.

Question 8:

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

Answer 8:

Refer to RFP section II.B. Requested Equipment, Products or Services, "Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract."

Question 9:

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

Answer 9:

Redundant question answered in Addendum #1.

Question 10:

What is the work location of the proposed candidates?

Answer 10:

See answer to question #5.

Question 11:

What is the tentative start date of this engagement?

Answer 11:

See answer to question #5.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 5/2/2024, is required at the time of proposal submittal.



5/7/2024

Addendum No. 4

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

If two different service/solutions are submitted in the same proposal response, is it possible to be awarded one service/solution, but not the other?

Answer 1:

Refer to RFP Article VI. – Evaluation and Award - for details on the proposal scoring criteria. Additional guidance can be found in the “Sourcewell Evaluator Scoring Guide” found on the [“Bids Homepage”](#) in the Resource Materials section of the Sourcewell Procurement Portal.

Question 2:

If two separate services/solutions are submitted in the same proposal response, will Sourcewell please clarify how scoring will be handled separately, inclusive of pricing? For example, if one service/solution scores favorably (in comparison to other services in that same category), but the other service/solution does not, how will that impact the overall score?

Answer 2:

See answer to question #1 above.

Question 3:

Will the staffing placements be for the state of Minnesota or for Hawaii?

Answer 3:

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Other agencies sometimes repost Sourcewell solicitations. Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities for our cooperative contract awards. A respondent is allowed to propose the entire line of products and services falling within the scope of the RFP. Section II. B. of the RFP addresses the requested equipment, products or services for this solicitation.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 5/7/2024, is required at the time of proposal submittal.



5/8/2024

Addendum No. 5

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

If a proposer has more than 1 solution and one of the proposed solutions falls under a subsidiary would Sourcewell prefer one response from the parent company encompassing both solutions or two separate proposal submissions?

Answer 1:

Refer to RFP section II. Solicitation Details, G. Additional Considerations, 2. "A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion." In the competitive process, Sourcewell will not advise a proposer on the content of their proposal. It is left to the discretion of each proposer to determine how to best articulate its ability to serve Sourcewell participating entities.

Question 2:

RFP, Page 4, Section II, B, Item 1, a: Are staffing requirements primarily on a temporary, contract, or permanent basis? Roughly, what is the percentage breakdown by placement type? (I.e. % temporary vs % contract vs % permanent)

Answer 2:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in RFP Section II. B. - Requested Equipment, Products or Services. However, only those products within the

scope of the RFP will be included in any contract awarded by Sourcewell as a result of this solicitation.

Question 3:

RFP, Page 4, Section II, B, Item 1, a: What is the percentage breakdown of requirements by labour types / roles? (I.e., % professional services vs. % health vs. % education vs. % skilled trade and general labour)

Answer 3:

See answer to question #2.

Question 4:

RFP, Page 4, Section II, B, Item 1, b, iii: Please confirm that 'Employer of Record' (EOR) services refers to the payrolling of employees sourced and referred to the Vendor by Participating Entities.

Answer 4:

See answer to question #2.

Question 5:

RFP, Page 4, Section II, B: What is the percentage breakdown of requirements by service / solution type? (I.e., % staffing vs. % MSP vs. % outsourcing vs %EOR, etc.)

Answer 5:

See answer to question #2.

Question 6:

RFP, Page 4, Section II, B: Which services and solutions are primarily required by Participating Entities in Ontario?

Answer 6:

See answer to question #2.

Question 7:

RFP, Page 4, Section II, B: Which services and solutions are primarily required by Participating Entities in Alberta?

Answer 7:

See answer to question #2.

Question 8:

RFP, Page 4, Section II, B: Which services and solutions are primarily required by Participating Entities in British Colombia?

Answer 8:

See answer to question #2.

Question 9:

RFP, Page 4, Section II, B: Which services and solutions are primarily required by Participating Entities in Saskatchewan?

Answer 9:

See answer to question #2.

Question 10:

RFP, Page 4, Section II, B: Which services and solutions are primarily required by Participating Entities in British Colombia?

Answer 10:

See answer to question #2.

Question 11:

RFP, Page 6, Section II, E: We note that the estimated contract value is \$150 million USD. Please confirm how much of that volume will be in Canada vs. the U.S.

Answer 11:

See answer to question #2.

Question 12:

RFP, Page 6, Section II, E: Please provide the anticipated breakdown of the contract value by province / state.

Answer 12:

See answer to question #2.

Question 13:

Sourcewell Procurement Portal, Tables 1-15: Please confirm if there is a character limit for Proposal responses on the Sourcewell Procurement Portal.

Answer 13:

There is sufficient space for the proposer to provide a brief but thorough response to each question. The platform designer indicates the character limit of a text field is 32,000 characters.

Question 14:

Sourcewell Procurement Portal, Tables 1-15: Is it possible to provide the Vendors with a Microsoft Word version of the Question Tables? Currently, only a PDF format is available on the Sourcewell Procurement Portal.

Answer 14:

Refer to the Frequently Asked Questions document provided on the Bids Homepage, "After selecting "Start Submission," a proposer may navigate to Step 4 – "Preview Bid" and select "Preview My Bid in PDF,...". A PDF is the only format available through the Sourcewell Procurement Portal.

Question 15:

Sourcewell Procurement Portal, Table 1, Question 4: Please confirm that a CAGE or SAM only applies to U.S. based firms and whether there is a Canadian equivalent that Sourcewell would like Canadian vendors to provide.

Answer 15:

A CAGE or Unique Entity Identifier (SAM) code is not required to be considered for or awarded a Sourcewell contract. Proposals are evaluated based on the criteria as stated in the RFP.

Question 16:

Sourcewell Procurement Portal, Table 2, Questions 13 and 14: Please elaborate on how our market share should be expressed and what information Sourcewell would like to see included under this header.

Answer 16:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine how to best articulate its market share.

Question 17:

Sourcewell Procurement Portal, Table 6, Questions 26 and 28: Please clarify what the question is an elaborate on what information Sourcewell would like to see included under these headers.

Answer 17:

Refer to the instructions for Table 6, “Describe your company’s capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.” In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine how to best articulate its ability to serve Sourcewell participating entities.

Question 18:

Sourcewell Cooperative Purchasing: How It Works: Despite reviewing this document, the relationship and communication channels between all parties post-award is still somewhat unclear. Please describe the process that Participating Entities will follow when they wish to issue a service request, step by step. I.e., How will they select which vendors to work with? Will they issue a second-stage competitive request for service that all qualified vendors are invited to bid on? Etc.

Answer 18:

Sourcewell provides information beyond the Resource Materials in the Sourcewell Procurement Portal on the Sourcewell website [Understanding How Cooperative Purchasing Contracts Work I Sourcewell \(sourcewell-mn.gov\)](https://www.sourcewell-mn.gov/Understanding-How-Cooperative-Purchasing-Contracts-Work-I-Sourcewell).

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 5/8/2024, is required at the time of proposal submittal.



5/10/2024

Addendum No. 6

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Referring to question Number 2 from addendum 3: Could you please provide clarity on any reference requirements outlined for this RFP? Specifically, are there any criteria or details regarding references that need to be provided? Additionally, could you direct us to where we can find more information regarding these requirements, if available?

Answer 1:

Reference requirements can be found within the submission process. Please refer to step 1, table 4 to see requested reference information. It is left to the discretion of each proposer to determine how to best demonstrate their experience in serving the types of entities that would be eligible for Sourcewell membership and in satisfying the requirements included in the questionnaire tables.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 5/10/2024, is required at the time of proposal submittal.



5/20/2024

Addendum No. 7

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

What is the tentative start date of this engagement?

Answer 1:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in RFP Section II. B. - Requested Equipment, Products or Services. However, only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of this solicitation.

Question 2:

How long does it take from submitted a resume to interview to offer?

Answer 2:

Refer to the Contract Template Section 6. Participating Entity Use and Purchasing, B. Additional Terms and Conditions/Participating Addendum, "Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements."

Question 3:

How will the job requests be shared among multiple awarded contractors?

Answer 3:

See the answer to Question 2.

Question 4:

How many interviews happen prior to offer?

Answer 4:

See the answer to Question 2.

Question 5:

Will you award the contract to lowest responsive bidder?

Answer 5:

Refer to Addendum 1, Question 1.

Question 6:

How many vendors do you intend to award?

Answer 6:

Refer to Addendum 1, Question 1.

Question 7:

Please provide the list of all the certifications/Licensure which is necessary to attach in the proposal.

Answer 7:

All proposals must be submitted through the Sourcewell Procurement Portal. Guidance on preparing a response in the Portal can be found in the "Submit Response Guide" and the "Sourcewell Evaluator Scoring Guide" located on the "Bids Homepage" in the Resource Materials section. Additional guidance specific to the RFP will be offered during the Pre-Proposal Conference.

Question 8:

Where will the support personnel be primarily based and expected to work from?

Answer 8:

See the answer to Question 1.

Question 9:

Are the roles you are looking to fill able to work remotely, Hybrid or on site?

Answer 9:

See the answer to Question 1.

Question 10:

Are vendors required to bid on all positions/categories?

Answer 10:

A proposer is not required to offer all possible items or services within the Requested Equipment, Products, or Services of the solicitation, or cover every geographic region, to be considered for award. However, the RFP is a competitive process, and proposals will be evaluated based on the criteria as stated in the RFP, Section II Solicitation Details, B. Requested Equipment, Products, or Services.

Question 11:

Can you please share the minimum estimated hours per week for all job positions?

Answer 11:

See the answer to Question 1.

Question 12:

How many roles do you anticipate to recruit for yearly during this contract?

Answer 12:

See the answer to Question 1.

Question 13:

Are pay/bill rate ranges allowed, or are you looking for a single rate per role?

Answer 13:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best articulate your company's pricing structure. The solicitation is a competitive process, and proposals are evaluated on the content submitted.

Question 14:

Do you have a template/preference to submit Pricing/Rates/Fees?

Answer 14:

See the answer to Question 13.

Question 15:

Can you please clarify what do you expect to see in responses from vendors as there is no response format specified?

Answer 15:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to sell and service participating entities. The solicitation is a competitive process, and proposals are evaluated on the content submitted.

Question 16:

Is there a reason why Sourcewell has listed the requirement as a MSP contract over a temporary staffing contract?

Answer 16:

Refer to RFP Section B. Requested Equipment, Products, or Services. The Sourcewell RFP is an open and competitive solicitation process. A proposer is allowed to propose the entire line of equipment, products, and services falling within the requested equipment, products, or services of the subject solicitation regardless of their size. Proposals are evaluated based on the criteria stated in the RFP.

Question 17:

We are a staffing agency, we would like clarification if this requirement is a staffing bid only?

Answer 17:

See the answer to Question 16.

Question 18:

Is a Vendor Management System and a Managed Service Program a mandatory requirement for vendors to submit a response for this requirement?

Answer 18:

See the answer to Question 16.

Question 19:

Can we propose to offer IT staffing solutions in our bid response in addition to the requirements listed in Section II.B.1.a and b)?

Answer 19:

See the answer to Question 10.

Question 20:

Can we bid on staffing component (Section II.B.1.a. Staffing for labor types and roles) of the scope only? Or is it mandatory to bid on staffing related services and solutions part of the scope as well?

Answer 20:

See the answer to Question 10.

Question 21:

Does this bid include Occupational Therapy positions for BC Wildfire Service camps?

Answer 21:

See the answer to Question 1.

Question 22:

Can Sourcewell please breakdown/expand on the estimated \$150M?

Answer 22:

The estimated value of all resultant contracts is based on market research and similar contracts available in the government space. No sales or sales volume are guaranteed.

Question 23:

Regarding Table 8, Item 44 - Can Sourcewell please clarify if we have to provide documentation for only HUBZONE partners or for all partners? Is Sourcewell looking for information on small business subcontractor partnerships?

Answer 23:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information

necessary to best demonstrate their value-added attributes to Sourcewell participating entities, including socio-economic partnerships. The solicitation is a competitive process, and proposals are evaluated on the content submitted.

Question 24:

Regarding Table 8, Item 43 - Can Sourcewell please remove this line item, as it does not relate to the services requested in this RFP?

Answer 24:

Refer to RFP Section IV. Contract, "To identify any exception, or to request any modification, to Sourcewell's standard Contract terms, conditions, or specifications, a proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal and uploaded as part of its response. Only those exceptions noted at the time of the proposal submission will be considered."

Question 25:

Will vendors lose points if they are unable to provide services in Canada?

Answer 25:

A proposer is not required to offer all possible items or services within the Requested Equipment, Products, or Services of the solicitation, or cover every geographic region, to be considered for award. However, the RFP is a competitive process and proposals will be evaluated based on the criteria as stated in the RFP.

Question 26:

Regarding Table 6, Item 29 - If the vendor has multiple processes that can be tailored per participating agency, should they list them all?

Answer 26:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to sell and service participating entities. The solicitation is a competitive process, and proposals are evaluated on the content submitted.

Question 27:

Can Sourcewell clarify if they are requiring vendors to identify all individual state contracts and all individual cooperative purchasing contracts?

Answer 27:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best demonstrate their industry recognition and marketplace success. The solicitation is a competitive process, and proposals are evaluated on the content submitted.

Question 28:

Regarding Table 2, Item 11 - can Sourcewell please expand on what expectations that are referring to? Ex. Minimum guarantees, etc.?

Answer 28:

See the answer to Question 27.

Question 29:

If a vendor has an existing contract with a participating agency, will they be subject to the 1-2% administrative fee?

Answer 29:

Refer to RFP section, I. About Sourcewell, B. Use of Resulting Contracts, "Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources."

Question 30:

If vendors currently hold a contract with a participating entity under Sourcewell, will Sourcewell rates and/or terms and conditions supersede direct contracts with those entities?

Answer 30:

See the answer to Question 29.

Question 31:

As this solicitation covers a large geographic region – would Sourcewell consider pricing across regions for not to exceed rates?

Answer 31:

See the answer to Question 13.

Question 32:

Will Sourcewell promote or provide any communication to customers about this new contracting vehicle once awarded?

Answer 32:

Refer to RFP Section II. Solicitation Details, F. Marketing Plan, "Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award."

Question 33:

Could Sourcewell customers bypass public solicitations if they purchased off of this awarded contract?

Answer 33:

See the answer to Question 2.

Question 34:

EMBROIDERY ,ESCREEN PRINTING UNIFORMS AND PROMOTIONAL ITEMS IS IN THIS BID?

Answer 34:

See the answer to Question 16.

Question 35:

Our firm is registered in Dallas (TX). Can we deliver these services from our offshore location to leverage lower project costs?

Answer 35:

See the answer to Question 1 of Addendum 3.

Question 36:

{sic}directly with the provider, how does that impact the provider's contract with Sourcewell?

Answer 36:

Incomplete question submitted.

Question 37:

3. If MSP or EOR services are selected to target a region or segment, will the chosen provider be the exclusive provider of these services if adopted?

Answer 37:

Refer to Addendum 1, Question 1.

Question 38:

Is Sourcewell open to awarding services to multiple vendors for this RFP?

Answer 38:

Refer to Addendum 1, Question 1.

Question 39:

Is there an incumbent for this scope of work? Is there a single MSP and/or a single VMS in use?

Answer 39:

Refer to Addendum 1, Question 2.

Question 40:

In our response are we able to clearly identify the specific services and industry type of your Participating Entities that we are solely interested in supporting? Does that include a geography as well?

Answer 40:

There is sufficient space for the proposer to provide a brief but thorough response to each question. The platform designer indicates the character limit of a text field is 32,000. The text boxes do not support the insertion of images or graphics.

Question 41:

Section 1E. You state, "Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD 150 Million". Will you please provide the anticipated annual value by your industry type and then sub-type? Can you also provide the number of workers that make up the anticipated value of 150 million dollars (USD)? As well as # of workers by entity?

Answer 41:

See the answer to Question 22.

Question 42:

Section IIIA. It is not uncommon for some staffing services prices to be stated as a mark up over the wage rate. Is that an acceptable pricing format for our response?

Answer 42:

See the answer to Question 13.

Question 43:

Are you seeking the respondents to provide the administrative fee or will you specify that at some point? If you are to specify, what will that fee be?

Answer 43:

Refer to RFP Section III. Pricing, B. Administrative Fees, "Proposers awarded a contract are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative."

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 5/20/2024, is required at the time of proposal submittal.



5/24/2024

Addendum No. 8

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is this RFP for re-contracting? If so, can you provide the contract number for current vendors under this contract?

Answer 1:

Refer to Addendum 1, Question 2.

Question 2:

If this is re-contracting, can you describe why this RFP is being re-contracted? Thank you.

Answer 2:

Refer to Addendum 1, Question 2.

Question 3:

An awarded Sourcewell Contract #102821 (Teletherapy services) has a maturity date of 12/2025, and it is understood that each solicitation is independent of others. Does RFP sic [#062324-(should be #061324)] contain services that would overlap with the existing contract for teletherapy services that would warrant a separate submission to remain approved for teletherapy services (e.g., SLP, OT, Psychologists, Social Workers, Counselors, etc.)?

Answer 3:

Refer to RFP Section II. Solicitation Details, 3.b. for further explanation.

Question 4:

We would like to request a two (2) week extension of the closing date to June 27th, 2024. With the large number of bids currently out to tender, we believe that an extension will give Proponents the time needed to properly reach out to clients for references and put together a high-quality proposal for Sourcewell's review.

Answer 4:

With the availability of the Sourcewell Procurement Portal allowing for 24/7 remote access, extensions are not typically deemed necessary.

Question 5:

Is the Teletherapy Services Contract #102821 still active separately from this RFP, and will teletherapy services go to bid once it matures in December 2025?

Answer 5:

Refer to Addendum 1, Question 6.

Question 6:

Referring to 1.b ii screening and iv other related services, can we bid specifically to provide Pre-employment testing services to support the hiring process? Is this a service your clients are interested in purchasing?

Answer 6:

Refer to Addendum 2, Question 1.

Question 7:

Please clarify what question 56 is referring to. What would be examples of sourced products or related services?

Answer 7:

Sourced products would be products or services that are "open market or nonstandard options", but a participating entity requests them, and your company chooses to offer them.

Question 8:

If the question submission deadline for vendors is June 5th, when can we expect responses by from Sourcewell if the RFP is due June 13th?

Answer 8:

Sourcewell will answer questions as soon as possible, giving respondents maximum time to respond.

Question 9:

Are they asking if they can essentially pick a specific candidate out from online and do the whole transaction online and never have to work with an actual person to fulfill the req? Or simply submit the req online?

Answer 9:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best articulate their ability to sell and serve Sourcewell participating entities.

Question 10:

For the proper's authorized representative, does that need to be an executive officer? Or can that be someone who has authority to sign a master services agreement?

Answer 10:

A Proposer's authorized representative is to be identified in Question 7, and must execute or direct the execution of the Affidavit and the submittal of the Proposal.

Question 11:

Can you provide an example of what you mean by subcategories and subcategory titles?

Answer 11:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best articulate the proposal and best represent their equipment, products, or services.

Question 12:

What type of discount are you looking for?

Answer 12:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best articulate your company's pricing structure. The solicitation is a competitive process, and proposals are evaluated on the content submitted.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 5/24/2024, is required at the time of proposal submittal.



05/29/2024

Addendum No. 9

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Are all awarded vendors and their rates listed out for participating entities to see all at once?

Answer 1:

Refer to RFP Section VI. Evaluation and Award, E. Disposition of Proposals.

Question 2:

How does Sourcewell plan to evaluate proposed pricing models?

Answer 2:

Refer to Addendum 4, Question 1.

Question 3:

If we choose to offer volume based discounts, will discounts be paid to the public agency or Sourcewell?

Answer 3:

Refer to RFP Section III. Pricing, where pricing and administration fees are discussed.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 5/29/2024, is required at the time of proposal submittal.



5/30/2024

Addendum No. 10

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

I believe we asked this question, yet have not received an answer to date:
Section 1B. You state, "Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources." In the event we are contracted with Sourcewell to support these services, and a Participating Entity desires to contract directly with the provider, how does that impact the provider's contract with Sourcewell?

Answer 1:

See Addendum 7, Question 36, this question was incomplete when submitted. Refer to the RFP, section 1.B. Use of Resulting Contracts, "Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources."

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 5/30/2024, is required at the time of proposal submittal.



6/04/2024

Addendum No. 11

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

The fee - is it 1-2% or flat fee for our category for Special Education Services?

Answer 1:

Refer to RFP Section III. Pricing, where pricing and administration fees are discussed.

Question 2:

OT, SLP, SW mentioned (included, not limited to) – Can we provide pricing for other services as well? SC and PSY?

Answer 2:

Refer to Addendum 1, Question 8.

Question 3:

What is the anticipated dollar value to be awarded each year by company for the category of special education services?

Answer 3:

Refer to Addendum 1, Question 7.

Question 4:

Please confirm whether we are eligible to bid for only one category of the Scope of Service or is it mandatory to provide services for both the categories?

Answer 4:

Refer to Addendum 7, Question 10.

Question 5:

Do we just need to respond to the titles outlined within the Documents section on the portal, or is there anything else that needs to be added while preparing the proposal response?

Answer 5:

Refer to Addendum 2, Question 2.

Question 6:

Could you clarify which specific positions you are seeking pricing from the respondent firm?

Answer 6:

Refer to Addendum 3, Question 5.

Question 7:

In pricing, should we propose all possible job titles under various sub-categories?

Answer 7:

Refer to Question 2.

Question 8:

Can a vendor bid on only a. Staffing for labor types or is it mandatory to bid for both a. Staffing and b. Related services?

Answer 8:

Refer to Question 2.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 6/04/2024, is required at the time of proposal submittal.



6/6/2024

Addendum No. 12

Solicitation Number: RFP 061324

Solicitation Name: Staffing with Related Services and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Do we need to provide pricing in our own format?

Answer 1:

Refer to Addendum 7, Question 13.

Question 2:

Is there any pricing sheet applicable to this contract that we need to fill with the proposal?

Answer 2:

Refer to Addendum 7, Question 13.

Question 3:

Can we submit markup applicable on pay rate for staffing positions?

Answer 3:

Refer to Addendum 7, Question 13.

Question 4:

Can we submit markup applicable on pay rate for staffing positions?

Answer 4:

Refer to Addendum 7, Question 13.

Question 5:

Employer of Record (EOR) services

Can you please elaborate in detail on this service?

Answer 5:

An employer of record (EOR) is an entity that legally employs workers on behalf of another business. An EOR takes full responsibility for all aspects of employment including compliance, payroll, taxes, and benefits.

Question 6:

Is there an incumbent for this scope of work?

Answer 6:

Refer to Addendum 1, Question 2.

Question 7:

Is there a single MSP?

Answer 7:

Redundant question. Exact question was answered in Addendum 7, Question 39.

Question 8:

Is there a single VMS?

Answer 8:

Redundant question. Exact question was answered in Addendum 7, Question 39.

Question 9:

If MSP or EOR services are selected to target a region or segment, will the chosen provider be the exclusive provider of these services if adopted?

Answer 9:

Redundant question. Exact question was answered in Addendum 7, Question 37.

Question 10:

Section 1B. You state, "Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources." In the event we are contracted with Sourcewell to support these services, and

a Participating Entity desires to contract directly with the provider, how does that impact the provider's contract with Sourcewell?

Answer 10:

Redundant question. Exact question was answered in Addendum 10, Question 1.

Question 11:

In our response are we able to clearly identify the specific services and industry type of your Participating Entities that we are solely interested in supporting? Does that include a geography as well?

Answer 11:

Redundant question. Exact question was answered in Addendum 7, Question 40.

Question 12:

Section 1E. You state, "Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD 150 Million". Will you please provide the anticipated annual value by your industry type and then sub-type?

Answer 12:

Redundant question. Exact question was answered in Addendum 7, Question 41.

Question 13:

Can you provide the number of workers that make up the anticipated value of 150 million dollars (USD)? As well as # of workers by entity?

Answer 13:

Redundant question. Exact question was answered in Addendum 7, Question 41.

Question 14:

Section IIIA. It is not uncommon for some staffing services prices to be stated as a mark up over the wage rate. Is that an acceptable pricing format for our response?

Answer 14:

Redundant question. Exact question was answered in Addendum 7, Question 42.

Question 15:

Section IIIB. Are you seeking the respondents to provide the administrative fee or will you specify that at some point? If you are to specify, what will that fee be?

Answer 15:

Redundant question. Exact question was answered in Addendum 7, Question 43.

Question 16:

On average how many awarded Sourcewell contracts is each member taking advantage of?

Answer 16:

Use of Sourcewell contracts is voluntary and usage varies by entity and contract.

Question 17:

Section 1B. You state, "Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources." In the event we are contracted with Sourcewell to support these services, and a Participating Entity desires to contract directly with the provider, how does that impact the provider's contract with Sourcewell?

Answer 17:

Redundant question. Exact question was answered in Addendum 10, Question 1.

Question 18:

Skilled trade and general labor, such as construction, electricians, HVAC technicians, machinists, technicians, welders, mechanics, groundskeepers, painters, custodians, security guards and traffic management

For pricing, do we need to provide a markup % on the pay rate or bill rate in the proposal?

Answer 18:

Refer to Addendum 7, Question 13.

Question 19:

Do we need to upload pricing as a separate document?

Answer 19:

Refer to Addendum 2, Question 2.

Question 20:

As given in below paragraph, we don't have standard Catalog Pricing or Manufacturer's Suggested Retail Price (MSRP). Can we provide our pricing in our own format, like a standard markup % pay rate?

Can we submit markup % or do we need to submit an hourly bill rate?

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. Line-item Pricing is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
 - b. Percentage Discount from Catalog or Category is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any contract resulting from this RFP.

Answer 20:

Refer to Addendum 7, Question 13.

Question 21:

Are you having issues with your submission site today? Every time I try to open and edit, I get an error box with the HTML code for the page in the box. Unable to work on bid submission documents. Please advise if others are having the same issue. Thank you.

Answer 21:

Technical support for the Sourcewell Procurement Portal is provided by bids&tenders. If you encounter technical issues, please contact support@bidsandtenders.ca.

Question 22:

How many contracts are you expecting to provide?

Answer 22:

Refer to Addendum 1, Question 1.

Question 23:

Can we provide references that are already participating entities?

Answer 23:

Refer to Addendum 6, Question 1.

Question 24:

What equipment do you expect us to provide?

Answer 24:

Refer to Addendum 2, Question 1.

Question 25:

Are there set-aside requirements or preferences at the task order level? If yes, what is the estimated percentage?

Answer 25:

Refer to Addendum 5, Question 18.

Question 26:

In the pre-proposal conference meeting, it was mentioned not to include a lot of attachments as buying stakeholders would not be able to view them. And it was suggested giving a BLUF within the table and then attachments serve as supporting information. Pricing being of utmost importance will be an attached spreadsheet. If we are submitting as an attachment, how would you recommend us making this available for all stakeholders to review or will pricing automatically be available for buying entities to view? We understand it becomes public record after award, but will they be able to view it readily with our response?

Answer 26:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their financial viability and marketplace success and that they are willing to include. The solicitation is a competitive process and proposals are evaluated on the content submitted. Refer to RFP Section VI. Evaluation and Award, E. Disposition of Proposals, "All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected.

Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.”

Question 27:

Do you anticipate LPTA awards?

Answer 27:

Refer to Addendum 1, Question 1.

Question 28:

Would Sourcewell be willing to postpone the deadline?

Answer 28:

Refer to Addendum 8, Question 4.

Question 29:

We don't see any dates for evaluation period and result announcement date. We would request a date for each of the following?

1. Evaluation Period
2. Award/ Result Announcement

Answer 29:

Per the Pre-Proposal slides and presentation, Sourcewell anticipates approximately 45-60-day evaluation period after which, ALL respondents will be notified of award or non-award.

Question 30:

In step 2 of bid submission, what is required as part of Financial strength and Stability? A report of annual financial statement or narrative of financial strength of our organization?

Answer 30:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their financial viability and marketplace success and that

they are willing to include. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Question 31:

In step 2 of bid submission, Is it mandatory to upload corresponding documents in all the fields? Can we ignore some upload sections such as Requested Exception leaving blank without uploading any document here?

Answer 31:

Refer to Question 30 above.

Question 32:

Can you clarify what you mean by the following: Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services

Answer 32:

Refer to Addendum 8, Question 11.

Question 33:

In item 38, it asks “in your view, what is Sourcewell’s role in promoting contracts arising out of the RFP?” I am interested in understanding better what Sourcewell typically does to promote contracts to their 50,000 clients. What happens once the bids are awarded? Does Sourcewell notify the clients and/or post a list of available services. I would like to understand better the role of Sourcewell once a contract is awarded. Could you please expand upon this beyond information in the bid documents?

Answer 33:

Refer Addendum 2, Question 3.

Question 34:

In regard to references, do you want letters or a specific form completed from the customers or only the information requested in the charts?

Answer 34:

Refer to Addendum 6, Question 1.

Question 35:

The instructions mention being able to upload additional documents. Where and when is this done in the submission process?

Answer 35:

Supporting documentation can be uploaded in Step 2 DOCUMENTS of the Sourcewell Procurement Portal process.

Question 36:

We have been working on our submission for RFP 061324 - Staffing with Related Services and Solutions since then, however in a detailed review of the RFP document today we noticed, in Section II, item B, # 3.a :

3. This solicitation does not include equipment, products, or services covered under categories included in pending or planned Sourcewell solicitations, or in contracts currently maintained by Sourcewell, identified below:

a. Teletherapy Services (RFP #102821) with the exception of those ancillary or complementary to a proposer's overall solutions offered in 1. a. and b. above;

It reads to us that we should not be submitting this new RFP 061324 - Staffing with Related Services and Solutions if we are already under the Teletherapy Services (RFP #102821) contract currently maintained by Sourcewell. (the exceptions don't apply)

Can you please confirm this is true; that we should not submit RFP 061324? We have been devoting some time and resources to it and don't want to submit for something we are not supposed to.

Answer 36:

Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in RFP Section II. B. - Requested Equipment, Products or Services. However, only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of this solicitation.

Question 37:

If we only do IT Managed Service, Staff Augmentation Solutions and Recruitment for IT Staff, can we submit a proposal for this?

Answer 37:

Refer to Question 36.

Question 38:

Can Sourcewell please provide specific details on how it will facilitate, manage, and promote the Sourcewell Contract, as referenced in question 64?

Answer 38:

Refer Addendum 2, Question 3.

Question 39:

If multiple suppliers are being awarded, what role does Sourcwell play in the selection of a successful supplier for a Participating Entity?

Answer 39:

Refer Addendum 2, Question 3.

Question 40:

Will all suppliers be measured against a standardized set of service level agreements?

Answer 40:

Refer to RFP Section VI. Evaluation and Award, B. Awards, "Proposal evaluation will be based on the following scoring criteria and the Sourcwell Evaluator Scoring Guide (a copy is available in the Sourcwell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

Question 41:

In order to propose the best fee, can Sourcwell share what is inclusive of the administrative fee that suppliers will pay to Sourcwell?

Answer 41:

Refer to Sourcwell Contract Template, Section 8. Report on Contract Sales Activity and Administrative Fee Payment, B. Administrative Fee, "In consideration for the support and services provided by Sourcwell, the Supplier will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee. "

Question 42:

Will payment terms vary by Participating Agency?

Answer 42:

Refer to Addendum 3, Question 3.

End of Addendum

Acknowledgement of this Addendum to RFP 061324 posted to the Sourcewell Procurement Portal on 6/6/2024, is required at the time of proposal submittal.