RFP #010826
REQUEST FOR PROPOSALS
for
IT Managed Workforce and IT Staff Augmentation Solutions

Proposal Due Date: January 8, 2026, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for IT Managed Workforce and Staff Augmentation Solutions to result in a procurement 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 January 8, 2026, at 4:30 p.m. Central Time, and late proposals will not be considered.

SOLICITATION SCHEDULE

Public Notice of RFP Published:	November 20, 2025
Pre-proposal Conference:	December 9, 2025, 10:00 a.m., Central Time
Question Submission Deadline:	December 31, 2025, 4:30 p.m., Central Time
Proposal Due Date:	**January 8, 2026, 4:30 p.m., Central Time** Late responses will not be considered.
Opening:	January 8, 2026, 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 master agreement 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 master agreement expanding the reach of awarded 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 MASTER AGREEMENTS

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

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

The following entities are listed in this solicitation to satisfy the procurement requirements of Oregon, Utah, and Virginia [Political Subdivision List - Oregon, Utah, and Virginia].

In Canada, Sourcewell's master agreements are available for use by current and future members including:

- Federal, 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 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
- Canoe procurement group of Canada's current and future members. Canoe members include:
    - Federal, provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
    - Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
    - Indigenous self-governing bodies;
    - Airport authorities;
    - Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service 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; and
    - Canoe procurement group of Canada's current and future 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, Northwest Territories Association of Communities, Association of Yukon Communities, CivicInfo BC, Association and their current and future 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 master agreements for equipment, products, or services through a purchase order issued directly to the awarded supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell master agreements 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.

C. INTERGOVERNMENTAL SUPPORT AGREEMENTS

Pursuant to 10 U.S.C. § 2679, United States Department of Defense authorized installations may access Sourcewell's awarded cooperative purchasing master agreements through an Intergovernmental Support Agreement with Sourcewell. All transactions completed through this Intergovernmental Support program are directly facilitated by Sourcewell and may be subject to additional terms and conditions.

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 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, school district, or regional cooperative.

Definitions (for the purpose of this solicitation):

- **IT Managed Workforce Solutions**. Centralized management and oversight of multiple IT staffing suppliers. This DOES NOT include managed IT services or outcome-based IT service delivery models.

- **IT Staff Augmentation Services**. Delivery of IT professionals on a temporary, project-based, long-term, or direct-hire basis to support a full range of IT roles.

1. Sourcewell is seeking proposals for IT Managed Workforce and IT Staff Augmentation Solutions. Proposers may submit solutions within a. or b. below, or both:

    a. **IT Managed Workforce Solutions**, such as;
        i. Coordination and oversight of multiple staffing suppliers to meet IT talent needs.
        ii. Management of supplier performance, compliance, and contractual obligations.
        iii. Administration of workforce processes and support of strategic IT workforce planning and alignment.

iv. Providing tools, resources, and processes to manage statement of work (SOW) engagements with IT staffing suppliers.

b. **IT Staff Augmentation Services**, such as;
   i. Providing temporary, project-based, long-term staff augmentation, or direct-hire IT professionals across a full range of IT roles.

Proposers may include complementary offerings of related services, software, and technology solutions to the extent that these solutions are directly related to the solutions proposed in a. and b. above.

2. The primary focus of this solicitation is on IT Managed Workforce Solutions and IT Staff Augmentation Services, including related roles that directly support IT projects, functions, or departments.

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

   a. Unified Communications and Contact Center Solutions (RFP #120122);
   b. Technology Products and Services with Related Solutions (RFP #121923); and,
   c. Software Solutions with Related Services for Public Sector and Education Administration (RFP #060624).

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.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting master agreement. 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 master agreement.

Sourcewell 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 Sourcewell 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 MASTER AGREEMENT TERM

The term of any resulting master agreement(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 MASTER AGREEMENT VALUE AND USAGE

Based on past volume of similar master agreements, the estimated annual value of all transactions from master agreements resulting from this RFP are anticipated to be USD 70 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the master agreement(s) awarded from this RFP; however, sales and sales volume from any resulting master agreement 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 master agreement award.

G. ADDITIONAL CONSIDERATIONS

1. Master agreements 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 master agreement 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 service**.** Each line must indicate the proposer's published "List Price," as well as the "Master Agreement 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 master agreement 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 agreed upon 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 master agreement are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting master agreements. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all 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. MASTER AGREEMENT

Proposers awarded a master agreement will be required to execute a master agreement 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 Master Agreement 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 master agreement terms, conditions, or specifications, a proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement 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 master agreement document provided to the awarded supplier for signature.

If a proposer receives a master agreement award resulting from this solicitation it will have up to 30 days to sign and return the master agreement. After that time, at Sourcewell's sole discretion, the master agreement 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 procurement 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:

1. make any required adjustments to its proposal;
2. acknowledge the addenda; and
3. 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 master agreement award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a master agreement award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

1. In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
2. Complete. A proposal will be rejected if it is conditional or incomplete.
3. Submitted in English.
4. Valid and irrevocable for 150 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

It is the intent of Sourcewell to award one or more master agreements 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 master agreements to be awarded in any category may include the following:

1. Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);
2. The number and geographic location of highest-scoring proposers that offer:
   a. A comprehensive selection of the requested equipment, products, or services;
   b. A sales and service network ensuring availability and coverage for Participating Entities' use; and

c. 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	Pass/Fail
Financial Viability and Marketplace Success	50
Ability to Sell and Deliver Solutions	150
Marketing Plan	75
Value Added Attributes	75
Depth and Breadth of Offered Solutions	250
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 master agreement 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 master agreement, 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 master agreements 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 master agreement if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a master agreement 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 Chapter 13, after negotiations are complete, including pricing and financial data. Sourcewell considers negotiations complete upon execution of a resulting master agreement.

Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.

11/20/2025

Addendum No. 1
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and IT Staff Augmentation Solutions

Pursuant to Section VI.D. of the above-titled solicitation, Sourcewell reserves the right to modify the RFP at any time. Due to a clerical error in the Specifications/Questionnaire, Sourcewell is publishing this correction to be part of the above-titled solicitation documents. The remainder of the solicitation documents remain unchanged.

Specifications/Questionnaire Amendment:

Table 2A – Financial Viability and Marketplace Success, question 19, shall be modified to read as follows:

> Tell us your Canadian market share for your proposed Solutions.
>
> OR, provide the number of Canadian Education and Government entities you have served over the past three (3) years, your retention rates, along with the number of provinces where you have made sales.

End of Amendment

Acknowledgement of this Amendment to RFP 010826, posted to the Sourcewell Procurement Portal on 11/20/2025, is required at the time of proposal submittal.

11/21/2025
Addendum No.1
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and Staff Augmentation Solutions

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

Question 1:

Can Sourcewell clarify whether AI-based matching and automated workforce analytics qualify as “value-added attributes”?

Answer 1:

Sourcewell will not pre-qualify any products or services. It is left to the discretion of each Proposer to determine if its products or services meet the scope of RFP II. B. Requested Equipment, Products, or Services. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation.

Also refer to the Frequently Asked Questions (FAQ) guide posted to the Sourcewell Procurement portal homepage and included in the Bid Documents section.

Question 2:

Is a unified MSP/VMS technology platform acceptable as a complementary offering?

Answer 2:

Refer to Answer 1.

Question 3:

Are suppliers allowed to propose tiered pricing based on annual spend volume?

Answer 3:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. Each proposer, in its discretion, will determine and articulate the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP. All proposed pricing must be clearly understandable, complete, and fully describe the total cost of acquisition. Proposals are evaluated based on the criteria stated in the RFP.

Pricing is addressed in the FAQ and RFP documents.

Question 4:

Are there minimum vendor performance reporting formats required?

Answer 4:

Refer to the Sourcewell Master Agreement, Article 2, Section 6, for reporting requirements.

Question 5:

Can subcontractor staffing partners be included in the initial proposal?

Answer 5:

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 and satisfy all the requirements included in the questionnaire tables. If a proposer may require the use of subcontractors, reference the section regarding the Requested Equipment, Products, or Services in the RFP II. B. “If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.”

The use of subcontractors is also addressed in the FAQ, Section III**.**

Question 6:

Is bilingual staffing (French/English for Canadian entities) required?

Answer 6:

Refer to Answer 1.

Question 7:

Can Sourcewell provide anticipated annual usage estimates by region?

Answer 7:

Refer to RFP section II.E. Estimated Master Agreement Value and Usage, “The estimated annual value of all transactions from master agreements resulting from this RFP are anticipated to be USD 70 Million.” Sourcewell is not able to provide region-specific estimates at this time.

Question 8:

Will Sourcewell allow optional modules (CRM, procurement, onboarding) as part of the offering?

Answer 8:

Refer to Answer 1.

Question 9:

Can you clarify whether the evaluation team places more weight on demonstrated capability to source hard to fill IT roles or on total organizational size.

Answer 9:

Refer to RFP section VI. Evaluation and Award for information on award intent and evaluation criteria. Proposal evaluations will be based on the identified criteria, the

expectations and requirements of the individual scoring attribute (e.g., Depth and Breadth of Solutions Offered) as described in the RFP, and the Sourcewell Evaluator Scoring Guide available on the homepage under the “Resource Materials” section of the Sourcewell Procurement Portal.

Question 10:

In situations where a participating entity requires rapid deployment, is there an expected timeframe that Sourcewell considers competitive for presenting qualified candidates.

Answer 10:

Sourcewell is requesting proposals to meet the various needs of its 50,000+ Participating Entities as a whole, across the United States and Canada, NOT individual entities’ needs. Participating Entities’ unique needs and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

Question 11:

Are participating entities open to remote first staffing for technical roles when it increases the available talent pool and decreases time to fill.

Answer 11:

Refer to Answers 1 and 10.

Question 12:

When responding to a multi role request from a participating entity, is it acceptable to propose a combined delivery plan for all roles, or do entities prefer independent submissions per role.

Answer 12:

Refer to Answers 1 and 10.

Question 13:

For agencies operating under strict security or compliance environments, is there a preferred background check standard that proposers should be prepared to follow universally.

Answer 13:

Refer to Answers 1 and 10.

Question 14:

For roles that require significantly above market pay due to scarcity, is it acceptable to provide custom rates on request as long as the not to exceed pricing is honored.

Answer 14:

Refer to Answer 3.

Question 15:

Does Sourcewell encourage awarded suppliers to proactively introduce new technologies, new role categories, or new staffing solutions to participating entities throughout the term.

Answer 15:

Refer to Answer 3.

Question 16:

Is there any expectation that proposers outline how they will manage periods of unexpected surges in staffing demand, and if so, what level of detail is preferred.

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 satisfy all requirements of the questionnaire tables.

Question 17:

For participating entities with no existing MSP or VMS, does Sourcewell expect the awarded supplier to guide them through intake and process structuring, or will Sourcewell provide guidance.

Answer 17:

Refer to Answers 1 and 10.

Question 18:

If a proposer demonstrates a structured national sourcing network supported by selective partnerships, is there a preferred way to document this to help the evaluation team understand coverage and capacity.

Answer 18:

In the competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when participating entities choose to utilize a contract resulting from this solicitation.

Question 19:

[Amendment] 1 asks for Canadian market share for your proposed Solutions. OR, provide the number of Canadian Education and Government entities you have served over the past three (3) years. If a proposer does not have Canadian market share or Canadian Education & Government entities served, can they still participate?

Answer 19:

Sourcewell is seeking solutions to serve the largest possible cross-section of current and potential Sourcewell participating entities. Refer to the Use of Resulting Contracts section in the RFP I. B.

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

Question 20:

We would like to request a one or two-week extension of the closing date to this RFP. With the current deadline occurring right after the holiday season, 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 20:

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

Question 21:

Could you please clarify what portion of the anticipated contract volume is expected to come from Canadian participating entities? The RFP outlines overall estimated annual value, but it would be helpful to understand the approximate share associated specifically with Canadian organizations in order to scope resources and pricing appropriately.

Answer 21:

Refer to Answer 7. This is anticipated annual volume of the category as a whole and not specific spend by country, state, or entity. Canadian volume represents 7-8% of total spend across *all* Sourcewell contracts.

Question 22:

What are the roles/JD for which we need to provide cost? Are there specific roles?

Answer 22:

Refer to Answer 3.

Sourcewell is requesting proposals to meet the various needs of its 50,000+ Participating Entities as a whole, across the United States and Canada, NOT individual entities' needs. Participating Entities' unique needs and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

Question 23:

How many vendors will be awarded?

Answer 23:

Refer to Answer 9.

Question 24:

Who are the current providers? Please provide current providers response documents that they have submitted previously for the same. If applicable.

Answer 24:

Master Agreements for RFP #071321 IT Managed Service and Staff Augmentation Solutions was awarded to five (5) suppliers: 22nd Century Technologies, CDW-G, Computer Air, Inc., Infojini, and Judge Technical Services.

Awarded categories and their respective bid documents can be located on the Sourcewell website (https://www.sourcewell-mn.gov/). Use the search function to look for past documents using key words or the previous six-digit solicitation number. Once the category is located (e.g., a supplier page), view the information posted under the Documents section.

This guidance is also provided in the FAQ.

Question 25:

What is the total budget?

Answer 25:

Refer to Answer 7.

Question 26:

Are there preferences to local vendors?

Answer 26:

Refer to Answer 9. Proposals are evaluated based on the criteria stated in the RFP.

Question 27:

Our firms intend to submit as a Joint Venture. Could you please confirm whether Joint Venture proposals are acceptable under this RFP?

Answer 27:

Refer to RFP Section II. G. 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."

If the Proposer plans to utilize the joint venture entity as a dealer, reseller, or subcontractor, refer to Question 5.

Question 28:

I received the invite to participate in the above RFP. I have registered with Sourcewell and have read through the RFP, Master Agreement and FAQ, however, I'm unable to locate a pricing sheet as well as positions that are being requested for this proposal. Is this something you can help me with? Or am I missing something?

Answer 28:

Refer to Answers 3 and 22.

Question 29:

Hello! Hope you are well! For pricing it keeps talking about tables, however I'm not seeing one in the documents provided. Is there a place to see the IT jobs we can provide pricing on? If not, how are you wanting us to propose pricing? Appreciate any clarification.

Answer 29:

Refer to Answers 3 and 22.

Question 30:

We never did in Canada and wont be able to provide services in Canada, do you accept proposal for USA only, or you are expecting international firms to participate instead of USA firms, naturally we can not meet international firms pricing, please clarify.

Answer 30:

Refer to Answers 19.

End of Addendum

Acknowledgement of this Addendum to RFP 010826 posted to the Sourcewell Procurement Portal on 11/21/2025, is required at the time of proposal submittal.

11/26/2025
Addendum No.2
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and Staff Augmentation Solutions

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

Question 1:

What financial statements, certifications, or evidence should be included?

Answer 1:

Each proposer, in its discretion, will determine the information necessary to best demonstrate its financial viability/success to Sourcewell. Examples of potential supporting material are identified in the text of the question on financial strength and stability in the specification tables (questionnaire). All proposals are evaluated on the content submitted.

Financial information is considered public information according to Minnesota state statute. Proposers are advised NOT to include any tax-specific information or personally identifiable information. Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.

Financials are also addressed in the Frequently Asked Questions (FAQ) guide.

Question 2:

The RFP states typically 1-2%, but what is standard for IT staffing?

Answer 2:

Refer to the Administrative Fees section of the RFP III. B. for directions on proposing an

administrative fee. It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business practices and industry.

Administrative fees are also addressed in the Frequently Asked Questions (FAQ) guide.

Question 3:

What specific terms in the Master Agreement Template are non-negotiable vs. open for redline exceptions?

Answer 3:

To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the "Bid Documents" section. Proposer must upload the redline in the "Requested Exceptions" upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Master Agreement.

Question 4:

What insurance requirements (types, minimum coverage amounts) are required for awarded suppliers?

Answer 4:

Refer to the Master Agreement template. An awarded supplier will be expected to carry the insurance coverage as stated in the Master Agreement, Article 2, 22. upon agreement execution.

Question 5:

Is a performance bond or protest bond (beyond the $20,000 protest bond) required?

Answer 5:

Sourcewell does not require a performance or protest bond for this solicitation. However, per RFP section I. B. Use of Resulting Contracts, "A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell master agreements is voluntary and Participating Entities retain the right to obtain similar

equipment, products, or services from other sources."

Refer to RFP section VI. C. Protest of Awards for the application of a protest bond.

Question 6:

For Responsiveness Criteria RC1 and RC2, can the Prime use the experience of a subcontractor or delivery partner (e.g., their public-sector MSP or staff-augmentation contracts) to meet the required contract evidence?

Answer 6:

No, the Prime proposer must demonstrate its own qualified contracting experience and provide the required contract evidence directly. Experience from a subcontractor, delivery partner, or other third party **cannot be used** to satisfy the responsiveness criteria.

The only exception applies if the proposer is an owned subsidiary or division within a larger corporate entity that holds the qualifying contract(s). In such cases, documentation demonstrating that ownership or divisional relationship **must be** included with the proposal.

Question 7:

Is it permissible for a supplier to bid if the supplier only provides services to one of the member sectors? e.g. higher education

Answer 7:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of the proposer to provide the information and documentation they deem necessary to best reflect their proposal.

Question 8:

Could Sourcewell please confirm whether this RFP is seeking an MSP provider?

Answer 8:

Refer to RFP section II.B. Requested Equipment, Products, or Services for the definition

of IT Managed Workforce Solutions and IT Staff Augmentation Services.

The primary focus of this solicitation is on IT Managed Workforce Solutions and IT Staff Augmentation Services, including related roles that directly support IT projects, functions, or departments.

Question 9:

Question 24 from addendum 1 requesting information about current providers refers to RFP #071321 (IT Managed Service and Staff Augmentation Solutions). The scope of that RFP appears to include 'IT managed service providers', while the current solicitation specifically notes that 'managed IT services/outcome-based IT service delivery models' are not included.

The documents associated with the current solicitation note that "this solicitation does not include…services…covered under categories included in pending or planned Sourcewell solicitations, or in master agreements currently maintained by Sourcewell" with no reference to managed IT services.

Are we correct in our understanding that 'IT managed service providers' (as defined in RFP #071321) are not in scope of this solicitation?

Will the service providers awarded under RFP #071321 be able to continue to provide 'IT managed services' after this RFP is awarded?

Does Sourcewell anticipate running a separate RFP for 'IT managed services'?

Answer 9:

Correct. The previous solicitation and active resulting master agreements (RFP #071321) cover IT Managed Service and Staff Augmentation Solutions.

This solicitation, IT Managed Workforce and Staff Augmentation Solutions, has a distinct scope. Refer to RFP Section II. B. Requested Equipment, Products, or Services for the following definitions (for the purpose of this solicitation):

- **IT Managed Workforce Solutions.** Centralized management and oversight of multiple IT staffing suppliers. This DOES NOT include managed IT services or outcome-based IT service delivery models.
- **IT Staff Augmentation Services.** Delivery of IT professionals on a temporary, project-based, long-term, or direct-hire basis to support a full range of IT roles.

Questions or information related to other Sourcewell solicitations or existing master agreements are outside the scope of this solicitation.

Question 10:

Would Sourcewell consider allowing proposers to meet the responsiveness criteria (Table RC1 and Table RC2) using a combination of active public-sector and commercial contracts, provided the commercial contracts are equivalent in size, scope and complexity to the services described in this RFP?

Answer 10:

No. For this solicitation, Sourcewell requires proposers to demonstrate public sector contracting experience to meet the responsiveness criteria. Commercial contracts, even if similar in size or scope, cannot be used to satisfy these requirements. This ensures that all responsive proposers have recent, direct experience working within the expectations, structures, and compliance standards of public-sector environments.

Question 11:

Given the complexity of the requested products or services, would Sourcewell consider extending the RFP response deadline by four (4) weeks to allow vendors to develop a comprehensive proposal?

Answer 11:

Refer to Addendum 1, Answer20.

End of Addendum
Acknowledgement of this Addendum to RFP 010826, posted to the Sourcewell Procurement Portal on 11/26/2025, is required at the time of proposal submittal.

12/2/2025
Addendum No.3
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and Staff Augmentation Solutions

Consider the following Question(s) and Answer(s) 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:

There is no single project start date because this solicitation is for a master agreement rather than a specific engagement. Participating Entities will independently determine their needs and may utilize any resulting agreement at their discretion.

Question 2:

Could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Answer 2:

All current and potential suppliers, including incumbents, are eligible to submit a proposal. Incumbents are referenced in Addendum 1 and 2 previously posted to the Sourcewell Procurement Portal.

Question 3:

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

Answer 3:

Sourcewell does not provide comments on supplier performance.

Question 4:

How many positions were used in the previous contract (approximate)?

Answer 4:

Sourcewell does not track or collect this level of finite data.

Question 5:

Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates) during the three-year term, and if so, under what conditions?

Answer 5:

Price adjustments are permitted during the term of an awarded agreement. The process and conditions for requesting product or price changes are detailed in the Master Agreement, Article 2, 2. A downloadable version of the Master Agreement is found on the "Bid Details" page within the Sourcewell Procurement Portal. Additional guidance on pricing adjustments is also provided in the Frequently Asked Questions (FAQ) guide.

Refer to Answer 1 for information regarding agreement term lengths.

Question 6:

If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?

Answer 6:

Any mechanisms for price adjustments, including review processes, are outlined in the Master Agreement as referenced in Answer 5.

Question 7:

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 7:

Resumes are not required as part of the proposal submission. All submission requirements are detailed in the RFP, Master Agreement template, and Questionnaire/Specifications.

Question 8:

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

Answer 8:

Sourcewell does not establish or prescribe holiday schedules, paid time off, vacation requirements, or similar policies for participating entities.

Question 9:

Could Sourcewell please confirm if vendors can provide commercial references?

Answer 9:

Per Table 2B: References located in the Specifications/Questionnaire, proposers are to supply reference information from three customers who are eligible to be Sourcewell participating entities.

Question 10:

Are we permitted to submit a proposal as a prime contractor while also participating as a subcontractor on another team's prime submission.

Answer 10:

Yes. Sourcewell understands that proposers may be able to perform duties under either IT Managed Workforce Solutions or IT Staff Augmentation Services or both. All responsiveness criteria must be met in order to move into the evaluation process.

Question 11:

For Question 31
To clarify, when the RFP refers to a "network of Authorized Sellers," are you asking how we deliver our services and software solutions (e.g., internal teams, subcontractor partners, implementation partners), rather than a dealer/distributor network? We do not operate a traditional reseller model, so we want to confirm your intent.

Answer 11:

Question 31 states, "Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods."

Question 12:

Q41 – Marketing Strategy
For Category B proposals, does "marketing strategy" mean how we will promote the awarded Sourcewell contract as a procurement vehicle for our services/software, rather than marketing staffing roles or job postings? Please confirm.

Answer 12:

Table 4: Marketing Plan refers to the proposer's strategy to promote the awarded agreement and its awarded Solutions.

Question 13:

For Question 42
Can you confirm that this question refers to our use of digital tools (CRM, analytics, email automation, website metrics, social media, etc.) to promote the Sourcewell contract to Participating Entities, rather than tools used for recruiting or advertising job roles?

Answer 13:

Refer to Answer 12.

Question 14:

For Question 44
Should this question be interpreted as whether we can support electronic purchasing processes (e.g., accepting digital POs, online requests for services, digital onboarding, or online procurement of our software products), rather than requiring an e-commerce product catalog?

Answer 14:

Question 44 states, "Are your Solutions available through an e-Procurement **or** e-Commerce ordering process? If so, describe your system(s) and provide one (1) example of how governmental and educational customers have used them."

Question 15:

For Question 45
Is this question asking about training programs provided to Participating Entities for our services and software products (e.g., onboarding, product training for formsflow.ai/Caseflow, knowledge transfer), rather than product-equipment training? Please confirm.

Answer 15:

Question 45 states, "Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities."

Question 16:

For Question 46
Can you confirm that this question refers to the technologies and tools we use in delivering our consulting services and software solutions (e.g., cloud-native platforms, digital onboarding systems, AI-enabled matching, modern data engineering technologies), rather than innovations in manufactured products?

Answer 16:

It is left to the discretion of each proposer to articulate its value-added attributes that align with their business methods and satisfies the requirements the RFP. Proposals are evaluated based on the criteria stated in the RFP.

Question 17:

For Question 47
For a services-and-software company, should this question focus on operational environmental practices (remote-first work, paperless processes, cloud-based delivery) and sustainability aspects of our software solutions, rather than physical product manufacturing?

Answer 17:

Refer to Answer 16.

Question 18:

For Question 48
Is it acceptable for the bidder to state that we do not hold physical product-related eco-labels, since our offerings are consulting services and software platforms? Please confirm this meets your expectations.

Answer 18:

Refer to Answer 16.

Question 19:

For Question 49
Should this answer focus on what differentiates bidder's consulting services and software solutions (such as our public-sector specialization, rapid deployment capability, low-code platforms like formsflow.ai, and our blended delivery model), rather than product-specific uniqueness? Please confirm the intended focus.

Answer 19:

Refer to Answer 16.

Question 20:

- General – Use of the term “Solutions”
For proposals submitted only under Category B (IT Staff Augmentation Services), can you confirm that the term “Solutions” should be interpreted as staff augmentation services and talent supply/delivery models, rather than product-

based solutions?

Answer 20:

The Sourcewell RFP is an open and competitive solicitation process. It is left to the discretion of each potential proposer to determine whether to submit a competitive proposal and whether their equipment, products, and services fall within Sourcewell's requested equipment, products, and services as described in RFP Section II. B. Requested Equipment, Products, Or Services. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of this solicitation and each Proposal will be evaluated based on the criteria stated in the RFP.

Question 21:

- Pricing Sheet Template
The portal indicates that an updated pricing sheet must be completed and uploaded; however, we do not see a pricing template included in the RFP package. Could you please share the pricing sheet/template that Category B bidders are expected to complete and upload?

Answer 21:

Pricing is proposer-generated and a specific format is not required for submission, though Excel is preferred. Each supplier will propose pricing in the format that makes sense for their industry. Each proposer, in its discretion, will determine and articulate the pricing approach that aligns with its business methods and satisfies all the requirements of RFP Section III. Pricing. Proposals are evaluated based on the criteria stated in the RFP.

Pricing is described and discussed in the RFP, Master Agreement, and in depth within the Frequently Asked Questions (FAQ) guide.

End of Addendum
Acknowledgement of this Addendum to RFP 010826, posted to the Sourcewell Procurement Portal on 12/2/2025, is required at the time of proposal submittal.

12/12/2025
Addendum No.4
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and Staff Augmentation Solutions

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

Question 1:

Submission process (Instructions to Bidders)
Step:1 – Specifications
Table 1: Proposer Identity & Authorized Representatives
13.Proposer's primary contact for this proposal (name, title, address, email address & phone):*

Can the Authorized Representative and the proposer's primary contact be different persons?

Answer 1:

Yes.

Question 2:

Could you please provide additional information regarding exactly how pricing will be quantified/scored? For instance, assume that three companies (A, B, and C) responding to this RFP provide the following rates for a Computer Programmer...which company in the hypothetical scenario below would receive the most points?
Company A: Jr = $50/hr, Mid = $80/hr, Sr. = $120/hr
Company B: Not to Exceed price of $115/hr
Company C: Set price of $110/hr (regardless of experience level)

Answer 2:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. Each proposer, in its discretion, will determine and articulate the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP. All proposed pricing must be clearly understandable, complete, and fully describe the total cost of acquisition. Proposals are evaluated based on the criteria stated in the RFP.

Pricing is addressed in the RFP, FAQ guide, the Pre-Proposal Conference recording, and in previously issued Addenda posted to the Sourcewell Procurement Portal.

Question 3:

"As per sub-category 'Table RC2: Responsiveness Criteria – IT Staff Augmentation Services,' line item 3 states: 'Proposers must demonstrate experience holding at least three (3) active public sector contracts directly as a prime contractor within the last 24 months of the RFP release, for solutions within the scope of this RFP.'

Could you please clarify whether a bidder may submit more than one contract reference from the same client to meet the requirement for three (3) active public-sector prime contracts within the past 24 months?"

Answer 3:

To meet the requirement of providing three (3) active public-sector prime contracts within the past 24 months, each submitted contract must be a separate and distinct qualifying contract. The same contract cannot be submitted more than once. A proposer may submit contracts from the same client (e.g., City of XYZ) as long as each submitted contract is different and falls within the required timeframe.

Question 4:

"As per sub-category 'Table RC2: Responsiveness Criteria – IT Staff Augmentation Services,' line item 3 states: 'Proposers must demonstrate experience holding at least three (3) active public sector contracts directly as a prime contractor within the last 24 months of the RFP release, for solutions within the scope of this RFP."

Our organization can provide evidence of only two (2) active public-sector contracts. Would it be possible to relax this responsiveness criteria?

Answer 4:

To meet the responsiveness criteria, proposers are expected to hold at least three (3) active public sector contracts directly as the prime contractor within the past 24 months from the RFP release date.

Question 5:

Do we have to be under a sourcewell master agreement to bid on this?

Answer 5:

No, a Master Agreement is not required to submit a proposal.

End of Addendum
Acknowledgement of this Addendum to RFP 010826, posted to the Sourcewell Procurement Portal on 12/12/2025, is required at the time of proposal submittal.

12/16/2025
Addendum No.5
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and Staff Augmentation Solutions

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

Question 1:

Could Sourcewell please clarify question 27? Specifically, should proposers list all state AND cooperative purchasing agreements or only state cooperative purchasing agreements?

Answer 1:

Table 2A, Question 27 states, "List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?" It is left to the discretion of the proposer to demonstrate its marketplace success and public sector contracting experience. All proposals are evaluated on the content submitted.

Question 2:

If you respond to all three options are you able to be awarded individually or is it all or nothing?

Answer 2:

Refer to Addendum 1 and the pre-proposal conference recording.

Question 3:

Could you please confirm the exact response information we need to submit under Step 2: Documents - Responsiveness?

Answer 3:

The following Tables clearly outline the responsiveness criteria and how to submit the requested documentation in Step 2 – Documents:

Located in Step 1, Specifications:

- Responsiveness Criteria
- Table RC1: Responsiveness Criteria – IT Managed Workforce Solutions
- Table RC2: Responsiveness Criteria – IT Staff Augmentation Services
- Responsiveness Criteria – Instructions for Submitting Documents.

Question 4:

Do we need to submit three Public Sector Contract Evidence only under the responsiveness section under step 2 Documents?

Answer 4:

Refer to Answer 3.

Question 5:

Does this agreement allow us to support Sourcewell partners in both the U.S. and Canada, or will we be required to sign separate agreements for both countries?

Answer 5:

If selected for an award, a proposer will sign one (1) Master Agreement.

Question 6:

For Section 8, Account Team and Support, regarding the question, “Explain the review process for client deliverables, including what types of deliverables require a technical/editorial/peer review,” could you specify which deliverables are included? We are unclear about what qualifies.

Answer 6:

This question has no direct correlation to any questions located within the Questionnaire/Specifications, the RFP, or Master Agreement for RFP 010826.

Question 7:

In Table RC2, question 3, Could you kindly confirm if providing the first and signature page of the agreement would suffice as the proof requested in question 3? Your assistance in clarifying this matter is greatly appreciated.

Answer 7:

Refer to Answer 3. It is left to the discretion of the proposer to demonstrate and document that the requested responsiveness criteria have been met.

End of Addendum

Acknowledgement of this Addendum to RFP 010826, posted to the Sourcewell Procurement Portal on 12/16/2025, is required at the time of proposal submittal.

12/19/2025
Addendum No.6
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and Staff Augmentation Solutions

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

Question 1:

Could Sourcewell please confirm if vendors are required to hold any specific licenses for this submission?

Answer 1:

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

Question 2:

Are electronic signatures allowed?

Answer 2:

As part of the submittal process, an authorized party of the proposer will sign the proposal electronically.

Question 3:

Is it mandatory to provide a certifying agency/certifications for green initiatives that a vendor follows?

Answer 3:

It is left to the discretion of each proposer to articulate its value-added attributes that align with their business methods and satisfies the requirements of the RFP. In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Question 4:

Please clarify the difference between Sales and Service.

Answer 4:

It is left to the discretion of each proposer to articulate its sales and service force that aligns with their business methods and satisfies the requirements of the RFP. In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Question 5:

If in case vendors are only providing IT Staff Augmentation Services, how are they required to respond to Sales force section under Table 3: Ability to Sell and Deliver Solutions ?

Answer 5:

Refer to Answer 4. All awarded suppliers are required to market and promote an awarded Master Agreement.

Question 6:

Would it affect the vendors negatively if their services are not available through ordering process via e-commerce?

Answer 6:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Question 7:

Please suggest how vendors are supposed to keep our clients' information, such as phone numbers and emails, confidential?

Answer 7:

It is left to the discretion of the proposer. Sourcewell does not prescribe authority over a proposers' data practices regarding client information.

Question 8:

Our organization oversees multiple vendors for a variety of contracts for Federal government. We would like clarification on whether this qualifies us to submit proposals for managed services, or if only our SLED-related experience will be evaluated.

Answer 8:

Sourcewell will not pre-qualify any products or services. It is left to the discretion of each Proposer to determine if its products or services meet the scope of RFP II. B. Requested Equipment, Products, or Services. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation.

This is also addressed in the pre-proposal conference. The recording/link is posted to the Bid Details page in the Sourcewell Procurement Portal.

Question 9:

If we determine that content complies with Minnesota Statue 2025 13.37 General Nonpublic Data, and we elected to provide trade secret information, do the tables in the portal allow for content to be redacted or would the redacted content need to be attached in support of our response.

Answer 9:

The text fields within the portal tables do not allow for content redaction. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Refer to Section VI. E. of the RFP, “Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.”

Question 10:

According to the FAQ document, responses are limited to approximately 32,000 characters. If a response exceeds this length, how should offerors go about submitting their full response.

Answer 10:

EACH text field in the questionnaire/specifications accommodates up to 32,000 characters, which is roughly the equivalent of 10-typed pages. Sourcewell encourages proposers to focus on clarity and relevance in their narrative responses. While the character limit provides ample space, thoroughness and quality of content are valued over length; additional words do not necessarily enhance evaluation outcomes.

Question 11:

For companies who are only bidding on the staffing portion of the RFP, can we put in rates for non IT roles as well as product prices.

Answer 11:

Refer to RFP section II. B. Requested Equipment, Products, or Services. Proposers should also review all exclusions listed within the RFP by visiting sourcewell-mn.gov and searching for the RFP six-digit number. If a proposer includes excluded products or services in their proposal, those products and services will be excluded from the Master Agreement.

End of Addendum
Acknowledgement of this Addendum to RFP 010826, posted to the Sourcewell Procurement Portal on 12/19/2025, is required at the time of proposal submittal.

12/24/2025
Addendum No.7
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and Staff Augmentation Solutions

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

Question 1:

What is the current admin free [sic] for the incumbent vendor?

Answer 1:

Awarded categories and their respective bid documents, including suppliers responses (e.g. administrative fees) can be located on Sourcewell website (https://www.sourcewell-mn.gov/). Use the search function to look for past documents using key words or the previous six-digit solicitation number (RFP #071321). Once the category is located (e.g., a supplier page), view the Contract documentation posted under the Documents section.

For this solicitation, it is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business practices and industry standards.

Administrative fees are proposed and **are not evaluated or scored** as part of the evaluation process.

Question 2:

Will the selected candidate(s) be on the agency's payroll or remain on the contractor's payroll?

Answer 2:

Under this solicitation, all personnel provided through IT Managed Workforce or IT Staff Augmentation arrangements will remain on the contractor's payroll. The contractor is responsible for all employment-related obligations. Personnel provided under this solicitation are not considered employees of the participating entity.

Question 3:

If we are not planning to bid on the IT Managed Workforce Solutions section, how should we respond to the questions in the tabs that are specific to that section? Should we mark each question as "N/A", or is there a preferred way to address them? Please advise on the correct approach.

Answer 3:

Proposers who do not intend to submit a response for IT Managed Workforce Solutions or IT Staff Augmentation should select the option "**We will not be submitting for…**" in the applicable section(s) of Table 7B and/or Table 7C.

When this option is selected, the corresponding table will be disabled and cannot be completed. This selection will indicate to Sourcewell that the proposer does not intend to offer those services or solutions as part of their proposal. Proposers should not mark individual questions as "N/A," but instead use the opt-out selection tool described above.

Question 4:

Please confirm whether we can submit a response for only one category, based on our choice, or are required to submit proposals for both categories: IT Managed Workforce Solutions and IT Staff Augmentation Services.

Answer 4:

Refer to RFP section II. B. 1., "Sourcewell is seeking proposals for IT Managed Workforce and IT Staff Augmentation Solutions. Proposers may submit solutions within a. or b. below, or both…".

Also refer to Answer 3 and the FAQ.

Question 5:

You referenced a question related to subcategories; however, we were unable to locate any defined subcategories in the solicitation. Please clarify which subcategories apply.

Answer 5:

In Table 7A of the questionnaire/specifications, line 76 states, "Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services." This is a proposer generated list.

Question 6:

Responsiveness Criteria RC1 / RC2 – MSP-Administered State Agency Contracts

In certain engagements, our firm has placed candidates directly with State agencies, where the State agency is the end client and work is performed under the agency's supervision, but the agency utilizes a Managed Service Provider (MSP) solely to administer and manage its temporary staff augmentation program (e.g., onboarding, timekeeping, invoicing).

In these cases:
The services are delivered to the State agency,
The work supports the agency's mission and operations, and
Our firm has contractual documentation evidencing performance for the State agency engagement, even though the MSP provides administrative oversight.

For purposes of Responsiveness Criteria RC1 and RC2, will Sourcewell consider such experience as Prime proposer experience, provided the proposer can submit documentation demonstrating direct placement, delivery of services to the State agency, and performance under the agency's direction—even where an MSP is used by the State solely for program administration? Criteria RC1 / RC2 – MSP-Administered State Agency Contracts

Answer 6:

No. For purposes of Responsiveness Criteria RC1 and RC2, the prime proposer **must be** the entity that holds the qualifying contract directly with the public-sector agency and is contractually responsible for delivering the services.

RC1 and RC2 requirements, with requested supporting documentation to establish meeting the requirements, have been defined in the questionnaire/specifications and must be met as stated.

Question 7:

Can you please give us an extension of 2-3 weeks to submit our proposal?

Answer 7:

With the solicitation available for 7 weeks and the Sourcewell Procurement Portal allowing for 24/7 remote access, extensions are not typically approved or deemed necessary.

End of Addendum

Acknowledgement of this Addendum to RFP 010826, posted to the Sourcewell Procurement Portal on 12/24/2025, is required at the time of proposal submittal.

12/31/2025
Addendum No.8
Solicitation Number: RFP 010826
Solicitation Name: IT Managed Workforce and Staff Augmentation Solutions

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

Question 1:

Our proposal is for professional services only and does not involve the shipment, freight, or physical delivery. Please confirm that responding "N/A" for Questions 68, 69, and 70 is acceptable and compliant with the RFP requirements.

Answer 1:

Refer to the General Instructions above Questionnaire Table 1 (specifications). Respond "N/A" if a question does not apply, **preferably with an explanation**.

Question 2:

We have offices in Europe, India, and Southeast Asia for various talent pools and pricing structures. Does the talent have to be US based or can we offer a more competitive bid with folks from Europe / India?

Answer 2:

In the competitive process, 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, including their own project methodology and structure that they believe is most competitive and meets all RFP requirements.

Question 3:

There is a field named Standard Transaction Document Samples in the Step 2 Documents on the Sourcewell portal. What information do you expect to be uploaded here? There are no instructions in the RFP about this topic.

Answer 3:

A proposer may include any standard transaction documents they propose to include in connection with an awarded agreement. Standard transaction documents are addressed in the RFP questionnaire/specifications, Table 6, Question 61. The upload link in Step 2 Documents is listed as “optional”, **NOT** “mandatory” for submission.

End of Addendum
Acknowledgement of this Addendum to RFP 010826, posted to the Sourcewell Procurement Portal on 12/31/2025, is required at the time of proposal submittal.