



NOTICE

ADDENDUM 1 QUESTIONS AND ANSWERS

FLORIDA VIRTUAL SCHOOL

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RFP01-2202032B1-ITMTRX-XXXXXX; Information Technology Project Services is hereby amended by the following change(s):

A. Section 6.2 Hourly Rates Table which reads as follows:

Job Title	Experience Level	Unit Cost (Hourly rate)
		\$

Changed to read as follows:

Job Title	Experience Level	On-Shore/Off-shore	Unit Cost (Hourly rate)
			\$

B. Exhibit C – Job Specs has been updated to include Scrum Master. See Exhibit C – Job Specs version 2 uploaded to Bonfire and flvs.net.

1.

What policies do you have regarding price volatility?

Proposers shall provide their not to exceed rates within their response.

2.

What will happen to competitive responses once the proposals are submitted?

Please review section 2 of the RFP document. Following the Contracting process, individual projects shall be awarded through individual RFQs and Statements of Work. The specifics of the assignment will be defined based upon the scope/requirements. If the question is asking what happens to the proposal submissions, all documents are subject to Public Record.

3.

What remote locations are acceptable?

FLVS does not have a preference.

4.

Can we utilize Green Card and Visa Candidates?

All respondents must utilize the Department of Homeland Security's E-Verify system to verify employment

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eligibility.

5.

Is the intention to award multiple vendors as a result of this RFP?

Yes.

6.

Does overtime work need approval?

There is no overtime paid by FLVS.

7.

Can we propose redlines to the terms and conditions?

See RFP page 19, Section 5.4 Exceptions/Alternatives to FLVS Master Service Agreement Terms and Conditions. Also see Section 7 paragraph 1 and Section 7.1.

8.

Can you please provide a list of incumbent vendors?

No. This is a new solicitation.

9.

What was the IT staff augmentation headcount in 2021?

This is NOT IT Staff Augmentation; this is IT Project work therefore this question is not relevant to this RFP.

10.

What was the total IT staff augmentation program spend in 2021?

This is NOT IT Staff Augmentation; this is IT Project work therefore this question is not relevant to this RFP.

11.

Will the contracts resulting from this RFP process replace existing staff augmentation contracts or should this be considered a separate program?

This RFP is not IT Staff Augmentation. This is a separate program. FLVS will be hiring responding companies to provide services, not individual staff on assignment.

12.

Our firm offers personnel for several hundred IT roles, which labor categories should we list in Section 6.2 in order to best align with FLVS needs?

The primary roles are listed within Exhibit C to this RFP. You may include as many additional resources/positions that have relevance.

13.

Section 3.1.5 requests a letter from a CPA, are publicly traded firms able to provide audited financial statements instead?

Financial statements may be provided for consideration. FLVS reserves the right to request additional information prior to award of contract.

14.

Will FLVS provide reimbursement for required equipment or should those costs be factored into our rates?

FLVS will not reimburse for equipment. See RFP Section 5 paragraph 2.

15.

Is FLVS tax exempt? If so, can you provide the certificate of exemption for our files?

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FLVS is a tax-exempt agency. A tax exempt certificate may be provided upon award if necessary.

16.

Is there a supplier manual? If so, can you provide for our files, please?

No. There is no manual available at this time. Awarded Contractor's will be provided documentation necessary to the specific engagement.

17.

Section 5.1 Minimum Requirements, question 3, states that all work should be performed remotely at the contractor's location and the contractor is responsible for providing developer with their own technology, workspace, and connectivity. Is FLVS open to alternative solutions to deliver various projects, such as providing a proposer resource with an FLVS workspace and computer hardware to connect to FLVS information systems to perform services, or the ability for a resource to perform services remotely and not within the proposing supplier's workspace?

No.

18.

Regarding Section 5.1.5 Warranty of Deliverables, we do not warranty our deliverables in such capacity, and most services are provided within a time and materials (T&M) framework without warranty. Will FLVS consider such alternatives to a twelve-month warranty?

Respondent shall provide their exception within their response for consideration.

19.

Regarding 3.1.5, we are a privately held limited liability company (LLC). As such, our financials are confidential and proprietary. With a signed, mutual non-disclosure agreement (NDA) in place, and an identified FLVS contact, we are happy to provide financial information to that contact upon request via secure file transfer. Is this acceptable to FLVS?

Proposer shall provide some form of proof of financial stability. FLVS will not sign and NDA to obtain this information. Proposers are encouraged to submit information that is already a matter of public record.

20.

Regarding 3.1.1 Proposal Structure, please confirm our understanding of the Proposal Structure listed below. If it is incorrect, please advise on the correct format. 3.1.2 Table of Contents 3.1.3 Section 1—Cover Letter and Compliance Information 3.1.4 Required Forms Packet Response Checklist (Section 3) Compliance Information Sheet (Section 3) Certificate of Insurance (Section 7.8) Contractors Statement of Qualifications (Appendix A) Acknowledgement of Business Type (Appendix B) Statement of Affirmation and Intent (Appendix C) Mutual Non-disclosure Agreement (Appendix D) Addenda Form / Dispute Resolution Clause (Appendix E) Fair Labor Act / Public Crimes / Federal Debarment Certifications (Appendix F) Drug Free Workplace Certification (Appendix G) Public Records Act / Chapter 119 Requirements (Appendix H) Anti-lobbying Certificate (Appendix I) E-Verify Certification Form, Vendor Application, and W-9 Form (Appendix K) 3.1.5 Financial Stability 3.1.6 Cybersecurity Compliance 3.1.7 Accessibility Requirements 3.2 Section 2—Qualifications, Background, References, and Case Studies 3.2.1 Background (Qualifications 3.2.2 Experience 3.2.3 References 3.2.4 Case Studies and Samples of Work Section 3—Response to the Scope of Work Requirements 5 Scope of Work 5.1 Minimum Requirements for Proposer 5.3 Exceptions / Alternatives to the RFP 5.4 Exceptions / Alternatives to FLVS Master Services Agreement Terms and Conditions Section 4—Cost Proposal 6 Cost Proposal Forms 6.1 Hourly Rates Table 6.2 Hourly Rates 6.3 P-Card Acceptance 6.4 Alternate Pricing 6.5 Additional Services 6.6 Cost Proposal General Notes

The above is acceptable.

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21.

Regarding 3.1.1 Proposal Structure, please clarify: Are Section 3 Response to the Scope of Work (page eight of the RFP) Requirements and Section 3 Response Checklist (page two of the Required Forms Packet) the same document?

If so, does FLVS want us to include this checklist both in 3.1.3 Section 1 of the Required Forms Packet (3.1.4) AND in Section 3—Response to the Scope of Work Requirements? If not, please clarify.

Are Section 3.2.1 Background (Qualifications) (page ten of the RFP) and 3.1.4 Required Forms Packet: 2. Compliance Information Sheet (page nine of the RFP; page three of the Required Forms Packet) the same document? If so, does FLVS want us to include page nine of the Required Forms Packet both in 3.1.3 Section 1 of the Required Forms Packet (3.2.1) AND in Section 2—Qualifications, Background, and References Instructions (3.2.1)? If not, please clarify.

Page 8 of the RFP provides instruction that detail how to format the proposal and what must be included. The main proposal document shall contain sections that align with the scoring criteria (including Sections 1-4 as referenced).

Proposers need to upload the following individual items:

One copy of the main proposal including all contents as a single contiguous document.

One REDACTED copy of the proposal

Proof of Financial Stability

Cost Proposal

Required Forms Packet

22.

Is there a 5.2 section missing from the Scope of Work?

There is no Section 5.2 included. This was a numbering error.

23.

Where should we include the Respondent Questionnaire (page 17 of the RFP document) in our response?

The Respondent questionnaire should be included directly after the requirements table and before the exceptions and alternatives.

24.

We understand that FLVS is requesting that, if we do not agree with the terms of the master services agreement (MSA) as-is, we list any exceptions or alternatives to the MSA. It is considered a best practice in our industry to not provide redlines, exceptions, or alternatives to any proposed contractual terms and conditions at the RFP stage. We have found that it is a best practice to negotiate with our clients upon selection, so that we can clearly understand your needs and reach mutually beneficial, agreed upon terms. Given this best practice, will FLVS:

Accept no redlines based on the agreement and understanding our firms will negotiate to mutually agreeable terms; or Accept a sample list of points, with the expectation our firms will negotiate the complete MSA (not limited to our sample list of points) to mutually agreeable terms?

All exceptions and alternatives must be provided within the proposal response. Exceptions and alternatives may impact the decision-making process and therefore require disclosure within the response.

25.

Do we need to complete Exhibits A, B, and C, or are these samples of potential projects to be awarded under this contract? If we are to complete these exhibits, where in our response should they be located?

Exhibits A and B are representative of the types of projects FLVS may seek external resources to support. These

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are not projects you are responding to. They were provided for informational purposes only. Exhibit C includes the job descriptions and skillsets of the types of resources typically needed to work the projects that would be competed under this RFP.

26.

How many projects does FLVS expect to issue from this contract? On average, what is the estimated spend and / or number of positions by project?

This has yet to be determined. Requests for Quote (RFQs) shall be issued on an as needed basis.

27.

We understand FLVS is planning on answering vendor questions five days before the due date giving participating vendors a very short timeframe to incorporate your feedback into proposals before they are due. For requests that are similar in nature (size and scope of requested information) to this engagement, we typically see a minimum of ten business days following the issuance of a Q&A to submit a proposal. This helps ensure that FLVS will receive comprehensive, competitive proposals to review. Will FLVS consider adjusting the timeline, as needed, to align with this best practice?

Florida Statute requires a lead time of five business days prior to the due date. FLVS is posting the completed Q&A as soon as the data is available. We do not anticipate extending the due date at this time.

28.

If we are already an approved vendor, do we need to submit all the forms in the required packet? If not, what, if any, forms are required?

All proposers must provide the information required within the RFP even if the information has been previously provided for other reasons. The proposals shall be evaluated based upon their content. The Proposal Evaluation Committee will not be seeking documentation outside of the submitted response.

29.

Can you accept services or do you require services for the following; 1.) On Site 2.) Remote US 3.) Remote offshore

For this RFP, FLVS shall consider resources both on and offshore. ALL work shall be performed remotely, meaning FLVS does not anticipate any work being performed on premise at FLVS.

30.

Can we utilize offshore resources? How does it affect the bidder's qualification?

While some projects may have specific requirements for on-shore resources or a mix of on-shore and off-shore resources, FLVS will not disqualify proposers with offshore resources.

31.

As this project is more like resource augmentation, is it mandatory to submit the VPAT report along with the proposal response?

This is NOT staff augmentation. FLVS will be contacting with the proposer organization. The proposer organization shall provide and manage their resources for the duration of an awarded project. The VPAT is requested to ensure the contracted organization supports WCAG and 508 compliances within their deliverables when appropriate.

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Do we need to submit both the "Reference Release Form" and the "Letter of Reference" along with our proposal response? If yes, does the letter of reference need to be submitted directly to FLVS by our clients?

Yes. Referenced letters should be written by the organization providing the reference and included within the Proposal. Part of the evaluation process is to review letters of reference provided by the clients you have supported in order to better understand your prior experience of similar size and scope. The Reference release form provides FLVS with authorization to verify the letters of reference.

33.

Can you please also share the template for the letter of reference?

FLVS does not provide a template for references. References must be written by the organization providing the letter of reference.

34.

Do all the proposed resources will get engaged for 40hrs per week each, or the proposed resources will be utilized only based on the project requirements?

This is not a staff augmentation RFP. Each project shall have its own requirements which shall either reflect a not to exceed project cost or a not to exceed number of hours for project completion. This shall be determined based upon the specific project requirements. There are no minimums guaranteed under this Agreement.

35.

Please specify the number of resumes, that need to be submit for each role.
In the section 6.1, do we need to give the Hourly Rates for Onsite or Remote (Onshore).
Can we also submit Hourly rates for Offshore?
In the section 6.2, what is the expectation with the pricing table?
Apart from the specified roles, can we include pricing for additional roles?

Ideally, proposers may provide two sample blind resumes that demonstrate the skillsets for each type of resource listed in Exhibit C.
FLVS anticipates all work to be performed remotely.
Rates in table should reflect the not to exceed, most competitive rates. Proposers shall **clearly** indicate if the pricing is for on-shore vs off-shore resources for clarification purposes.
Additional pricing/rates shall be provided within the "Hourly Rates" section.

36.

Proposer understands that FLVS is seeking experienced resources for various IT projects to be determined - if possible, can you please share the estimated total # of engagement hours by resource type?
Can you please share the estimated average lead time FLVS will provide proposer for project resource ramp up?

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FLVS cannot provide a response to this question at this time. The number of engagements is to be determined and shall be in response to business needs as they arise. Every engagement will have its own specific requirements which shall be fully defined within the RFQ process. Average lead times for workflows, ramp up, training and other variables shall be determined on a project-by-project basis through the RFQ process.

37.

Do you have incumbent vendors currently on this contract? If so, who are the vendors? There are so many other positions and skills that can be listed under section 6.2. What type of additional positions and how many would you like to see? Will the cost evaluation consist of pricing in 6.1 only or will the evaluation also include any additional rates provided in section 6.2?

This is a new RFP so there are no incumbent providers.
See Exhibit C for the most frequent positions that will be needed to support FLVS projects.
Respondents may include as many additional positions for which they have resources available provided they are relevant to IT Project work.
The cost evaluation will be based upon Section 6.1 as stated within the RFP. Additional titles provided will not be factored into the evaluation.

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