

Addendum 1

To: Potential Proposers

From: Hennepin County Purchasing and Contract Services

Date: September 18, 2020

RFQ: 2021 IT Consulting Services Program

Event ID: PFI0000006

Re: Vendor-submitted questions answered

This addendum is comprised of questions interested vendors submitted by the RFP questions due date of September 16, 2020. Vendor questions are verbatim or paraphrased.

#	Question	Answer
1	How many suppliers are in the current program?	See page 3 of the RFQ document, Program numbers section.
2	How many suppliers are you anticipating you'll select post current RFP?	We don't have a number we anticipate will apply. We will select all vendors that have applied successfully.
3	Will candidate submittals run through a VMS tool/portal or will they be emailed?	If you mean how the county will request resources from pre-qualified businesses, the county currently uses email to reach out to pre-qualified businesses but there is an intent to utilize the Supplier Portal in the future.
4	Are staffing suppliers allowed to have direct contact with hiring managers to learn more about things like; their team structure, what they look for in	When the county has a need for work under the program, they will send out a Statement of Work (SOW) to prequalified businesses. Businesses can reach out to the contact listed

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	candidates, qualify requisitions, et cetera?	on Statements of Work (SOWs) with any questions pertaining to the specific work order.
5	In the past, we've run into several instances where we receive a new opening from the County, we start working on the position immediately, but we run into candidates that were submitted to the role by other staffing suppliers already (directly to the Manager) several days before the role opened up to us. Is there a way to stop this from happening so that all suppliers are on an even playing field?	When we issue work order SOWs out to the businesses in the program, they are open competitively to all of the businesses in the program. Businesses should submit their best qualified candidates for all open SOWs.
6	We have a contract signed with county that started on January 2020 and valid for 3 years until Dec 2022. Do we have to respond to the solicitation?	If you have a contract signed by you and the county that doesn't expire until December 31, 2022, you don't need to respond to this solicitation. Multiple email lists were used to send invitations out. It looks like only some of the lists removed existing pre-qualified vendors, so an invitation to submit does not mean you are no longer qualified.
7	We are interested in providing consulting services, like cybersecurity, to the county. Do we need to enter this program in order to do so? I ask because I'm not sure if this is just for small businesses or for contract amounts lower than \$100,000 or less than 12 months.	This program is not limited to small businesses, so all businesses are welcome to apply. The program also doesn't have a dollar or time period limit for work order contracts. This program covers all types of IT consulting services, so we recommend all businesses apply. If there is a type of professional service that cannot be covered by the IT Consulting Services program, the county will likely issue a competitive RFP.
8	Our SBE certification expires at the end of 2021. How and when do we need to provide an updated certificate to Hennepin County?	Your business does not need to provide the county your renewed certificate. We will check the CERT website for your renewal status.
9	We've attached the required documents to this email.	We cannot accept your emailed response. See page 4 of the RFQ document, Application Requirements on how to submit your materials to the county's Supplier Portal. If you are experiencing difficulties with the Portal, contact the Supplier Portal support team at: supplierportal@hennepin.us ; 612-543-5412 M-F, 8 a.m. to 4:30 p.m.
10	How do I find out what my Supplier ID is?	Contact the Supplier Portal support team for assistance at: supplierportal@hennepin.us ; 612-

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		543-5412 M-F, 8 a.m. to 4:30 p.m.
11	Is this solicitation only for Small Business Enterprises (SBEs) firms only?	No, it is not. All businesses are welcome.
12	Are we able to request changes to the sample Master Agreement?	As this is a master program, all businesses must accept the agreement terms and conditions as is. The insurance coverages and minimum limits are placeholders and will be determined when a prequalified business bids on a work order SOW. The insurance coverages and limits will depend on the type of IT consulting work. The county cannot stop you from requesting changes to the agreement, but it will likely result in your disqualification to them IT Consulting Services Program.
13	I'm receiving an error page on the Supplier Portal upon clicking the event.	Contact the Supplier Portal support team for assistance at: supplierportal@hennepin.us ; 612-543-5412 M-F, 8 a.m. to 4:30 p.m.
14	Regarding the "Sourcing Event Summary" document, is there an editable form of this that you can provide – or is it acceptable to hand-write answers on this form? Or, do you have any other advice for me to insure I provide a professionally created document? All other forms can be edited except this one.	This form is auto generated by the Supplier Portal. See page 4 of the RFQ document. Under Application requirements, it states "On the Event page, scroll down to Step 1: Answer General Event Questions. You will be asked to type in and/or upload the following information:" You are able to type in your answers here.
15	Am I reading it correctly, we only need to put \$1 in the pricing and that pricing will be determined later?	That is correct. The master contract is a zero-dollar agreement; it does not guarantee a work order contract. Pre-qualified businesses will provide costs when they bid on specific work order SOWs.

Sincerely,

Tina Wong

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