Procurement and Contracting Services

ADDENDUM # 1
RFP L171401

Request for Proposals
For
Enterprise Application Services
Staff Augmentation

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L171401
Due on January 24, 2013 at 5:00 PM, MST
Request for Clarification
RFP #L171401, Enterprise Application Services Staff Augmentation

1) The instructions in Section 3.8.3 are to “submit one (3) originals. The instructions incorrectly request vendors to submit ‘one (3) originals’. Vendors are to submit 3 hardcopies, and one (1) electronic copy on a CD, Flash Drive or other removable storage devise. See Section 3.8.3.

2) Which of the Certification & Forms listed in Section 6 are required for this RFP?
   Required forms are:
   6.1 - Certification of Proposal
   6.2 - Legal Workers Certification
   No other forms from Section 6 are required

3) What version of ARCHIBUS is being used?
   V20.2

4) Is Web Central Deployed?
   Yes

5) May we have an overview the software configuration/modules deployed?
   Lease Portfolio Management and Real-estate Portfolio Management

6) Can we please have a user count and their roles?
   20 active users. Roles are Space data administrator, Lease data administrator and Technical support

7) Can we get a building/floor count? Total Sq. ft?
   UA has 824 active buildings (93 deleted/pending), 43,251 Rooms, 1,543 Total Floors, 16,575,611 Total Gross Area and 10,079,744 Net Assignable Square Feet

8) Occupancy tracked to individuals? Depts?
   Yes to both

9) Are CAD drawings linked to the database?
   Yes for 95% of our Buildings

10) If CAD drawings are linked, can you please provide the following:
    -Total Square Footage: N/A
    -Number of Files: 998
    -Are all the docs in AutoCAD or other format? AutoCAD
    -Are CAD Standards in place? Not at this time

11) Are there integrations with other systems? Is so, which systems?
    There is a batch integration to our analytics system for reporting purposes

12) Do all vendors need to be certified in compliance with PCIDSS and PABP?
    PCI DSS and PABP compliance certification requirement applies only if the vendor is to provide services in which credit card processing is included. If a vendor is asked to provide this type of service, compliance certification will be requested of the vendor.
13) Page 25, under 5.3 Form of Your Proposal - states that: If your proposal is selected, you will be asked to provide a resume for each candidates staff member named on your proposal with 48 hours. The names on resume must match the names in your proposal. If you are not able to produce matching resume matching resumes with the detail below, you will be disqualified for that role/skill/position. Resumes are being requested in order to review the capabilities and talents of the candidates. UA is not looking to employ them right away nor is the expectation that resources be available at the time of the proposal submission. When an opportunity presents itself UA will look to the vendor to assist in obtaining the services of the individual believed to possess the talent to assist, but the understanding is that other resumes may need to be submitted due to attrition or other commitments of the desired candidate.

14) When is the projected date of the award?
As stated on 3.3, Schedule of Events, the proposed date of award notification is February 21, 2014.

15) Can you please define the requirements for 7.1 Social Media Integration?
The integration of social media into websites and mobile apps. This integration should include sharing information on Facebook, Twitter, LinkedIn, and email.

16) Can you please define the requirements for 7.2 Branding, Marketing, Design and Digital?
The ability to adhere to the University of Arizona's branding, marketing, design, and digital assets in the creation of websites and mobile apps.

17) Can you please define the costs associated with all parking permits and/or decals as referenced in Section 4.29?
The costs associated with parking permits and/or decals as referenced in Section 4.29 are as follows:
- $11.00 - Daily
- $26.00 - Weekly
- $52.00 - Monthly

18) In section 5.3.1 of the RFP you mention that the complete response should be limited to 40 pages. Please confirm whether the client references and criteria spreadsheet are included in the 40 page limitation?
The criteria spreadsheet is included in the 40 page limitation. Resumes and references can be submitted as an addendum.

19) In section 3.7.10 it states that at a minimum the vendor should include the original required sections from the RFP. Can you provide which specific section numbers are required?
Whichever sections apply to this proposal.

20) There are several sections (including 4.23) asking for information provided in an existing agreement. This RFP is completely separate and not impacted by any existing contracts/agreements vendors may currently have in place with the University. Any requested forms or information must be provided.

21) Would the University consider a purely recruiting and staffing service provider to fulfill both direct hire and staff augmentation responsibilities, and would the University consider a liability and risk philosophy that is more appropriate to staffing and recruiting than to IT consulting and IT service providers (i.e. no liability for deliverables, University staff having ownership of supervision and ensuring quality workmanship, etc.)?
Yes
22) Will the University seriously consider a bid solely for staff search and recruitment for hire, commonly referred to as “direct hire” services, and not staff augmentation?
   Yes

23) Will the University seriously consider a bid for staff augmentation where virtually all of the pricing is populated while there are few or no names included, such as a staffing firm that has a low number of people on staff at any one time, but historically has done a lot of work in these areas?
   Yes

24) Section 4.24 – Is this RFP (staff augmentation AND search/recruitment for hire) considered to be subject to this requirement; in other words is this considered “consulting services” as opposed to the possibility of “staffing services” when you speak of “staff augmentation”?
   This is meant to allow UA to use headhunters to fill hiring positions as well as engaging consultants for temporary needs.

25) Section 4.41 – Does this only apply to staff augmentation? Can a vendor be exempt from the FERPA and HIPAA requirement under any circumstances, such as when working on University computers rather than their own? Or can a vendor bid and simply abstain from having its staff do any work that requires access to FERPA or HIPAA covered information?
   If a vendor is engaged to provide services which would include access to student/employee information, contractor or sub-contractor must fulfill the required trainings for FERPA, HIPAA, Elevated Privilege Training or any other designation of training required for accessing data containing Personal Identifying Information.

26) Section 4.42 - Does this only apply to staff augmentation? If the University would consider a recruiting and staffing service, rather than a consulting service, would the University be willing to disregard Section 4.42 “PCI DSS AND PABP COMPLIANCE”?
   See response to #12

27) Section 4.43 (and 5.3(2)(d)(i))– This mandates that ALL computing resources are supplied by the vendor in staff augmentation. If a particular position at the University allows for the University to supply the computer, will the University consider allowing that as an option (will they allow for exceptions to this if the University has, and is willing to provide, the computing resources)?
   Yes

28) Section 5.2.1 – Is informal or on-the-job training, or years of experience sufficient to satisfy the requirement for secure web application development training rather than formal, structured training?
   Yes

29) 6.6, 6.7 and 6.8 – is this correct that this proposal and the resulting work is subject to these bonding requirements? What dollar value is to be used for each since this is will be awarded to multiple vendors and no actual work is guaranteed?
   As stated in Section 3.7.14 (Proposal Bond), Section 3.7.15 (Performance and Payment Bond) neither is applicable to this RFP.

All else remains the same.