

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

REQUEST FOR PROPOSALS NO. 23-HRD-RFP-467

ADDENDUM NO. 1

Arlington County Request for Proposals No. 23-HRD-RFP-467 for Employment Recruitment Services is amended as follows:

ELECTRONIC SEALED PROPOSALS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY UNTIL 5:00 P.M. ON THURSDAY, MAY 25

QUESTIONS REGARDING ADDENDUM 1 MUST BE SUBMITTED BY THURSDAY, MAY 18, 2023 at 5:00 P.M. EASTERN TIME TO BE CONSIDERED FOR ADDENDUM. All QUESTIONS RECEIVED BY THE QUESTION DEADLINE WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL OFFERORS. THE SYSTEM WILL NOT ACCEPT ANY QUESTIONS AFTER THIS DATE AND TIME.

SECTION II. INFORMATION FOR OFFERORS, PARAGRAPH 16. COVID-19 VACCINATION POLICY FOR CONTRACTORS IS DELETED IN ITS ENTIRETY

SECTION VII. CONTRACT TERMS AND CONDITIONS, PARAGRAPH 20. COVID-19 VACCINATION POLICY FOR CONTRACTORS IS DELETED IN ITS ENTIRETY

ATTACHMENT A – COST PROPOSAL IS DELETED IN ITS ENTIRETY AND REPLACED WITH THE ATTACHED UPDATED ATTACHMENT A – COST PROPOSAL

Arlington County Request for Proposals No. 23-HRD-RFP-467 for Employment Recruitment Services received the following questions:

- How many positions we can expect to be open for recruitment annually.
 - The number of positions is based upon the current labor market and the needs of the organization.
- What is anticipated/Not to Exceed budget for this RFP.
 - Arlington County does not share this information during the solicitation process.
- Can we request you to share the name of incumbent vendors (If any), total number of positions filled by incumbents, their pricing and total previous spending of the contract?
 - The current contracts, including the identity of the current Contractors and pricing are available on the County's public contract register located on Vendor Registry.
- We are incorporated in State of NJ, is it mandatory to have ARLINGTON COUNTY BUSINESS LICENSES.

- Arlington County Business Licenses are required of all businesses that have a physical office within the County. The requirement can be waived if that is not the case. Additionally, registration with the Virginia State Corporation is required for award.
- Can we propose our cost as a fixed % of the annual salary of employee hired by County OR we only need to follow the cost format as given in “Attachment-A- Cost Proposal Form”?
 - Offeror’s must fill out the cost proposal form. Please see Updated Attachment A – Cost Proposal
- Please confirm the anticipated number of awards.
 - The total number of awards is dependent upon the qualifications of the vendor(s).
- Are there any pain points or issues with the current vendor(s)?
 - For all recruitments the time involved in advertising and finding diverse qualified candidates from throughout the nation is often most challenging.
- Please confirm if we can get the proposals or pricing of the incumbent(s).
 - The current contracts, including the identity of the current Contractors and pricing are available on the County’s public contract register located on Vendor Registry.
- Can you please let us know the previous spending of this contract?
 - Arlington County does not share this information during the solicitation process.
- Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
 - This is not a new initiative.
- Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?
 - Employee Holiday Schedules is found here: Official Website of Arlington County Virginia Government (arlingtonva.us)
- Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?
 - It is anticipated that all services performed by the vendor will be handled off-site or at the vendor’s place of employment.
- If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?
 - As this solicitation is ongoing, there will be no proposed candidates until after a contract has been awarded and the County has issued a Scope of Work for an individual recruitment.
- How many requisitions were filled in the previous contract?
 - Arlington County does not share this information during the solicitation process.
- How many requisitions will be required per year or throughout the contract?
 - The number of positions is based upon the current labor market and the needs of the organization.
- Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
 - There is no subcontracting requirement.
- Could you please share the previous spending on this contract, if any?
 - Arlington County does not share this information during the solicitation process.
- Are there any pain points or issues with the current vendor(s)?
 - For all recruitments the time involved in advertising and finding diverse qualified candidates from throughout the nation is often most challenging.

- Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?
 - This is not a new initiative. However, this is a new contracting opportunity, therefore, current incumbents are able to submit a new proposal if they wish to be considered for future work. The current contracts, including the identity of the current Contractors and pricing are available on the County's public contract register located on Vendor Registry.
- What is the work location of the proposed candidates?
 - Candidates' work is typically performed in Arlington County, Virginia. The County offers some hybrid remote/physical positions.
- What is the tentative start date of this engagement?
 - 9/1/23, subject to change.
- Please provide us with an estimated or NTE budget allocated for this contract.
 - Arlington County does not share this information during the solicitation process.
- What would be the number of awards you intend to give (approximate number)?
 - The total number of awards is dependent upon the qualifications of the vendor(s).
- Per 23-HRD-RFP-467, clause 14. If the county seeks direct hires for this bid, is the insurance a requirement for the employees of the Offeror?
 - The insurance requirements listed in the draft agreement are for the offeror. The proposed candidates will not be required to maintain the insurance requirements.
- Per 23-HRD-RFP-467 Employment Recruitment Services, clause 15. Is an Arlington County business license required to bid on this opportunity?
 - Arlington County Business Licenses are required of all businesses that have a physical office within the County. The requirement can be waived if that is not the case. Additionally, registration with the Virginia State Corporation is required for award.
- Per 23-HRD-RFP-467 Employment Recruitment Services, clause 16. In reference to this clause, was it stated in the pre-bid Microsoft Teams meeting held 4/28/2023 that the Covid-19 policy of the county recently changed. Will an addendum be put out to reflect an update from the language on this clause?
 - The COVID-19 language has been removed from the solicitation document.
- Per 23-HRD-RFP-467 Employment Recruitment Services. Is a subcontractor to a prime contractor required for this bid?
 - There is no subcontracting requirement.
- What positions are included in the scope of work for this RFP?
 - There are no specific positions included in the Scope of Work. Each recruitment process will be unique.
- Are you looking for our firm's hourly rate to fill the indicated positions?
 - Please see updated Cost Proposal form.
- On Section 5 on the Cost Proposal, can you please provide clarification on the 10% discounted price during the 12-month period?
 - Please see updated Cost Proposal form.
- For past performance, what specifics are you looking for? Is it just the 5 roles listed at the bottom of the Cost Proposal?
 - Please refer to Section V Proposal Requirements, Clause 5 Past Performance.
- For past performance, could you clarify the diversity efforts?
 - Please refer to Section V Proposal Requirements, Clause 5 Past Performance.
- What is the process if the awarded vendor cannot recruit on a specific skillset?

- If an awardee cannot recruit for a specific category, the County would have made an award to a different firm for that category.
- Can you please clarify what you mean by a "licensed professional" as one of the categories on page 10 of the RFP?
 - Licensed Professional is defined as work requiring any specific license or certification.
- Cost Proposal, Section 4: can you clarify what payment will look like if another offer is made during one of the middle phases? For example, if we are at Phase II in recruiting, and an offer is made via a referral, will we be paid up until the phase we stop recruiting?
 - Please see updated Cost Proposal form.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Lucas Alexander, VCO/A
 Procurement Officer
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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____