1. Solicitation No. 042823/AK
2. Solicitation Name IIE Staffing Agency Preferred Vendors
3. Issue Date April 28, 2023
4. Closing Date May 24, 2023
5. Solicitation Amendment No. 1
6. Solicitation Amendment Date May 15, 2023

7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ☒ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

1. What was the average length of assignment for those temporaries?
2. What is the average duration of a work assignment?
   a. Answer: Varies based on the position but, typically, 3-6 months.
3. What does the hybrid work schedule look like for contractors? Are they able to work in one city and report to an office in another city?
4. What is the current working schedule (i.e., in the office five days a week, hybrid schedule, or 100% remote)?
5. For all Temp positions is working model ONSite or Hybrid or remote? After Covid many companies follow different policies.
6. Is IIE receptive to temporary staff who work remotely or are all temporary staff members required to physically work at the locations listed on page 5?
   a. Answer: Location and schedule requirements are determined by the specific role and team. In general, IIE follows a hybrid work schedule for most roles where at least two days per week are required in the office, and three days may be telework. However, this could vary depending on the need.
7. Please share the most commonly filled position?
   a. Answer: IIE's most commonly filled temporary roles are for administrative and program support roles.
8. Based on the estimated 50-100 temporaries averaged over the past two years in your Washington DC offices: How many of those were administrative support? How many of those converted from temporary to permanent IIE employees?
   a. Answer: Approximately 50-60% of temporary employees hired in the Washington, DC office were for administrative and program support roles. We estimate 5-10 of those temps were converted into fulltime IIE employees.
9. How often do temporary candidates convert to permanent employees?
10. What percentage of positions converted from contract to hire by IIE?
   a. **Answer:** We estimate 15-20% of temps are converted into full-time IIE employees.
11. What is the average length of assignment before converting candidates permanent?
12. What is the typical timeframe for temp to perm?
   a. **Answer:** Typically, 4-6 months.
13. In regard to testing, what is the preferred software the candidates should be tested on?
   a. **Answer:** There is no preferred testing software.
14. Are there descriptions for skill set/experience levels desired for the administrative roles? It would be helpful to have those if at all possible as we work through providing rates for those roles.
15. To complete the requested rate schedule, please provide job descriptions for each of the Technical Staffing positions.
16. Please provide job descriptions for each position in scope.
17. Please provide a list of job titles and job descriptions for those positions that are in scope for this opportunity.
18. On page 3 of the RFP, there is a reference to technical roles including program, HR, finance, and IT. Could you provide definitions of those roles or the types of duties that those individuals may be asked to assist with?
19. Can we have job descriptions for us to provide rate schedule, point 17th of RFP Response
20. Qualification, Skills & Experience level for each of the mentioned speciality?
   a. **Answer:** Skill set/experience levels will vary depending on the need/team. Please provide your best estimate.
21. The cover page lists the contract time frame as 2023-2028. Will there be a chance to review bill rates after the first or second year to ensure that we are able to offer competitive pay rates as the market might change?
   a. **Answer:** Bill rates may be reviewed after the first or second year. However, we expect other terms of the agreement to remain consistent for the length of the contract. This includes but is not limited to: conversation schedule, direct hire fees, guarantee terms, and payroll markup.
22. In the past when we've run the OFAC check for other clients, we've run a Global Sanctions Search that included the following. Does this meet IIE's requirements for OFAC?
   - Office of Foreign Assets Control (OFAC)
   - FBI Most Wanted Lists
   - Terrorist Exclusion List (TEL)
   - World Bank Debarred Parties List
   - Bureau of Industry and Security List (BIS)
   - DTC Debarred
   - EU Consolidated List
   - OSFI Consolidated List
   a. **Answer:** IIE expects all agencies to comply with applicable local and federal regulations.
23. Can you give us an idea of 2022 Revenue? This will allow us to have a great idea of supporting the size & scope of your needs.
   a. **Answer:** IIE's financial statements are available on our website [www.iie.org](http://www.iie.org).

24. What is the anticipated total spend for this program?
25. What is the estimated annual spend and/or number of positions to be hired using this contract?
26. What was IIE’s overall total annual spend within the temp program for 2022? Can you provide a breakdown highlighting location & job function/classification?

27. Could you please share the previous spending on this contract, if any?
28. Can you please share the estimated budget per year for this contract?
29. Can you please let us know the previous spending on this contract? Please Confirm.
30. What is the annual spent value of the current contract since inception?
31. Can you please share the amount of business each Contractor did under this contract in previous years?
   a. **Answer:** In 2022, IIE spent approximately $1.4M on temp support in the US for all positions and locations. However, the spend for a particular agency would depend on a number of factors including, but not limited to, what positions are needed in what locations and what positions and locations that the agency supports.

32. Please share the historical and/or anticipated breakdown of spend by job title/category and location.

33. Number of positions in each category {Administrative (Data Entry & Administrative assistants) & Technical (Program., H.R.,Finance ,I.T. etc., ) } / Location wise.?

34. What is the percentage of roles filled both administrative (data entry, administrative assistant, etc.) and technical (Program, HR, Finance, IT, etc.) over the past 2 years?
35. What is the breakdown of temp skillsets from those 5 different work locations (New York City, Washington, D.C., Chicago, Houston, and San Francisco) over the past 2 years?
36. How large are the various teams? (Finance, Accounting, Accounts Payable, Grants, Payroll, Human Resources, and Technology teams)

37. Could you provide an estimate of how many temporary employees IIE typically requests for each of the administrative and technical roles listed on page 3 of the RFP?
   a. **Answer:** In the past two years, the approximate breakdown of temp roles was as follows:
      i. NY/DC – 80% admin/program support, 10% finance, 10% IT-related
      ii. Chicago/Houston/San Francisco – all program support roles

38. Regarding question #5, does your use of the term "turnaround time" in relation to temporary placement encompass the complete process (presenting candidates, screening them, conducting interviews, etc.) or are you specifically referring to the time that it would take to present candidates?“
   a. **Answer:** Turnaround time should include the time it takes to source candidates all the way through placement at IIE.

39. What is the current average timeline from candidate submission to start date?
   a. **Answer:** It is approximately 1-2 weeks from request to start date.

40. Are there incumbents presently supporting this contract? If yes, please share.
41. Currently how many vendors are servicing IIE? Also is this a new RFP or renewal of RFP.
42. Is this a new contract or are there any incumbents?
43. Is this a vendor optimization effort? If so, how many current vendors do you engage with?
44. Is this a new contract or renewal of an existing contract?
45. If there is an existing contract, could you please share the name of the Current Contractors?
46. When was the existing contract started?
   a. **Answer:** IIE currently has agreements with multiple staffing agencies which could support one or multiple locations and one or multiple position types. IIE’s Procurement Policy requires us to go through the competitive process every 5 years.
47. In order to be responsive, is it mandatory to bid on all job positions/titles?
   a. **Answer:** Per the RFP, offerors need not have specialties in all areas to submit proposals. Offerors are asked to clarify specialty area in RFP Response Template.
48. Please share any challenges or opportunities IIE would like to improve on with this new engagement.
49. Are there any specific pain points you are trying to address through this RFP?
50. Is there any issue with existing contractors?
51. What are the top 3 challenges your internal hiring managers have within contingent staffing?
   a. **Answer:** Please see RFP Attachment A Statement of Work.
52. Please share any company initiatives (diversity, veteran, etc.).
   a. **Answer:** Not relevant to this RFP.
53. Is the security questionnaire to be submitted with our proposals?
54. With respect to the Attachment C – Additional requirements, do we have to provide ISO 27001 Certification along with the proposal?
55. Will our attached security policy meet the qualifications as stated under Attachment C – Third-Party IT Risk Management Process (TPRM)?
   a. **Answer:** This is not required to be submitted with the proposal. It may be requested from offerors who have been selected.
56. Is it Mandatory to furnish ‘evidence of ISO 27001 Certification / System & Organisation Controls (SOC) 2 Type 2 Attestation?
57. To be responsive, it mandatory to have ISO 27001 Certification?
58. To be responsive, is it mandatory to provide a SOC 2 Type 2 attestation?
59. To be responsive, is it mandatory to and complete a security assessment that is mapped to the National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF)?
   a. **Answer:** Per the RFP, vendors who cannot furnish IIE with ISO 27001 Certification evidence will be asked to provide a SOC 2 Type 2 attestation and complete a security assessment that is mapped to the National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF). Nothing needs to be submitted with the Response Template.
60. Can you please describe your current temporary hiring process? Who reaches out to agencies? Does the agency partner/speak with hiring managers regarding open searches?
   a. Answer: Managers submit requests for temp support to IIE HR. IIE HR then partners with the manager to select an agency to work on the request. Once an agency is selected, IIE HR connects the manager with the agency via email. The manager and the agency will partner directly throughout the process to select candidates. IIE HR must be engaged no later than once a candidate is selected as HR will ensure compliance with IIE requirements and initiate the onboarding process.

61. How will job requests be shared among multiple awarded Contractors? Please confirm.
   a. Answer: IIE HR partners with managers to determine which agency would be the best fit for a particular request. A variety of factors are considered including, but not limited to, position needs, location, agency specialty, and manager preference.

62. What is the typical interview process (i.e., virtual, in-person, how many rounds, etc.)?
   a. Answer: Varies depending on the need/team.

63. Historically, what have been some of the toughest roles to fill?
   a. Answer: The toughest roles to fill are typically those requiring more technical expertise in IT, finance, etc.

64. For W2 employees / contractors is sick-time paid by the employer or by IIE? As per RFP most of Temp Positions are in NY and DC, in NYC for every 35 hours, we have to pay sick/PTO etc, this will help us come with a correct Mark up.
   a. Answer: IIE would pay for hours worked. Any costs associated with legal compliance or additional benefits offered by the agency are typically included in the markup.

65. What is the overtime policy for contractors working more than 40 hours, on weekends/holidays? Does IIE follow straight pay or 1.5 or 2 times based on NYC rules.
   a. Answer: IIE expects all agencies to comply with applicable local and federal regulations.

66. Can we view previous RFP/Responses or rates etc.
   a. Answer: Offerors should focus on the current RFP requirements when submitting with their proposal.

67. What is the ratio between contractor vs Direct hire in the last 2 years?
   a. Answer: The vast majority of IIE’s needs will be temporary. In the past two years, IIE has had approximately five direct placements.

68. To confirm, this RFP covers both Temporary & Permanent staffing support?
   a. Answer: Yes, the RFP covers both temporary staffing and direct placement.

69. How much weight will mark-up’s have in this RFP, and is there a set criteria or range IIE is looking to have for mark-ups?
   a. Answer: Please see Section 5 Evaluation of Proposals. Markups will be considered along with the other cost elements.
70. Due to NY Pay Equity act, our organization refrains from providing mark-ups to clients as this exposes candidate pay and could be a liability for our clients, should a permanent offer be made. We are happy to share bill rate ranges, as our concern with sharing markups, it will expose candidate pay rate, and violate the NY Pay Equity Act. Is IIE open to operating under this model?
   a. **Answer:** Yes, we are open to this model. Offerors should indicate this in their proposal.

71. Our current rate card includes the following language: Above-referenced table is for positions listed on rate card. Positions not found on the rate card will be negotiated on a case-by-case basis. [Agency] may exceed the Rate Card on a case-by-case basis, if necessary to hire the correct person for a given position, with hiring manager written approval (email is sufficient). Will this be applicable in the new RFP?
   a. **Answer:** This can be discussed as part of the agreement negotiation process with final candidates.

72. Rate Schedule says Pay Rate: Do candidates have to be our W2 employees or can they be our subcontractors too?
   a. **Answer:** IIE is potentially open to either arrangement. Before IIE would be able to engage with a subcontractor we may need to know more about the relationship between the agency and the proposed subcontractor. Please provide an explanation of these circumstances in your RFP response.

73. Point 11 of RFP response: Can you clarify what it means, we provide standard company benefits like negotiated pay, health care etc.
   a. **Answer:** IIE expects that all offerors will follow the requirements of the Affordable Care Act as well as any other local and federal regulations.

74. Will IIE allow an upcharge for employees that select ACA coverage?
   a. **Answer:** IIE will consider such situations. Please provide an explanation of these circumstances and upcharge in your response.

75. Do we have to provide the information of Section 3: Proposal Preparation Instructions in a separate file?
   a. **Answer:** Documents may be submitted as either separate files or the same file with different pages.

76. Will the proposal be awarded to the lowest bidders?
   a. **Answer:** Please see Section 5 Evaluation of Proposals.

77. Can we provide additional information relevant to Evaluation Criteria along with the proposal?
   a. **Answer:** Please see Section 3 Proposal Preparation Instructions.

78. Providing ‘guarantee terms’ for direct hires-Any format available?
   a. **Answer:** No.

79. Proposal Submission via electronically to : hr@iie.org” is limited to only 6.MB -Can there be any relaxation in this condition?
   a. **Answer:** Proposals should follow all guidelines in Section 3 Proposal Preparation Instructions.
80. Will there be any socio-economic set-asides?
   a. **Answer:** There are no set-asides. IIE strongly encourages small, women, and minority-owned businesses to submit a proposals. We encourage all such businesses to review the posted solicitations carefully.

81. Are there any citizenship requirements for the contractors? Are permanent residents/ H1 candidates ok to support IIE’s staffing needs?

82. Will IIE accept for contracting/Temp positions only US citizens / GC or do you accept Visa holders for difficult IT positions?
   a. **Answer:** All candidates should be authorized to work in the U.S. For most temp positions, there is not a citizenship or Green Card requirement. However, temp to hire or direct placement candidates must be legally authorized to work in the U.S. without sponsorship.

83. Will this proposal response require customer references to be included in this RFP?
   a. **Answer:** IIE may choose to contact organizations listed under #12 of the Response Template for a reference.

84. Is it permissible to use IIE as a reference?
   a. **Answer:** Agencies may include any organizations that fall under the criteria listed in #12 of the Response Template.

85. Would IIE be allowing vendors to submit similar experience with commercial clients? Please confirm.

86. Can we provide commercial references?

87. Can we provide references of large commercial clients?
   a. **Answer:** Agencies may include any organizations that fall under the criteria listed in #12 of the Response Template.

88. Would IIE be giving preference to those vendors who has similar experience with government clients? Please confirm.
   a. **Answer:** See Section 5 of RFP for Evaluation Criteria.

89. Would IIE be giving preference to vendors who has past experience with IIE? Please confirm.
   a. **Answer:** See Section 5 of RFP for Evaluation Criteria.

90. How many vendors are participating in this RFP process?

91. Please provide a list of all vendors who received the RFP.
   a. **Answer:** This RFP is publicly available and we expect multiple proposals.

92. Background checks-{ includes criminal check, SSN trace, education verification (highest degree), and employment verification (7 years).} / Involves Costs-Are those reimbursable?

93. Will IIE reimburse (straight passthrough) for the costs of background checks?
   a. **Answer:** Costs related to screening, interviewing, references, or background checks should be included in the markup price.

94. Many candidates prefer to provide their references once they have an offer. Will IIE be flexible to accommodate the preference of such candidates? Or, is the requirement for a reference check before submission of a candidate to IIE a must have?
   a. **Answer:** Offerors should response to #9 of the Response Template with their current or preferred process.
95. Is this a single award or multi-award contract? If it is multi-award contract, how many awards will be made under this contract?
   
   a. **Answer:** See RFP. IIE will select multiple preferred vendors.

96. Could you please share the current contractor’s pricing and Proposals? Can you share details from where we can get old proposal details? Can you please share the email id/details where we can raise the public record request for old RFP?
   
   a. **Answer:** Offerors should submit their pricing and proposals independent of IIE’s current agreements or prior RFPs.

97. How many positions are expected to fill under this contract?

98. Please share the total number of temporary staff placed annually under the ongoing contract?
   
   a. **Answer:** See RFP Attachment A under General Requirements.

99. To be responsive, is it mandatory to maintain a permanent place of business in New York, Washington D.C, San Francisco, Houston, and Chicago?

100. To be responsive, is it mandatory to have a local business office in New York, Washington D.C, San Francisco, Houston, and Chicago?

101. Is there any local preference?

102. Can we serve in any one business office location of IIE?

103. Can we bid for any one of the locations of IIE?
   
   a. **Answer:** Per the RFP, offerors need not support all locations to submit proposals. Offerors are asked to clarify specialty area in RFP Response Template.

104. Do we need to provide fully burdened hourly bill rate as part of pricing?
   
   a. **Answer:** Yes.

105. Please share the minimum estimated hours for all job positions?
   
   a. **Answer:** IIE has a standard 35 hour workweek but the hours may vary depending on the position needs.

106. Do we need to submit Business License with our response or after award? Please confirm.

107. Do we need to have business Licenses for all the Office locations of IIE to bid?

108. Do we need to submit Business License with our response? Please confirm.

109. If yes, to the above question, Kindly provide the details of which Business License we need to submit?
   
   a. **Answer:** Offerors do not need to include a copy of their business license with the proposal but IIE reserves the right to request a copy at a later stage.

END OF AMENDMENT