

ADDENDUM No. 1

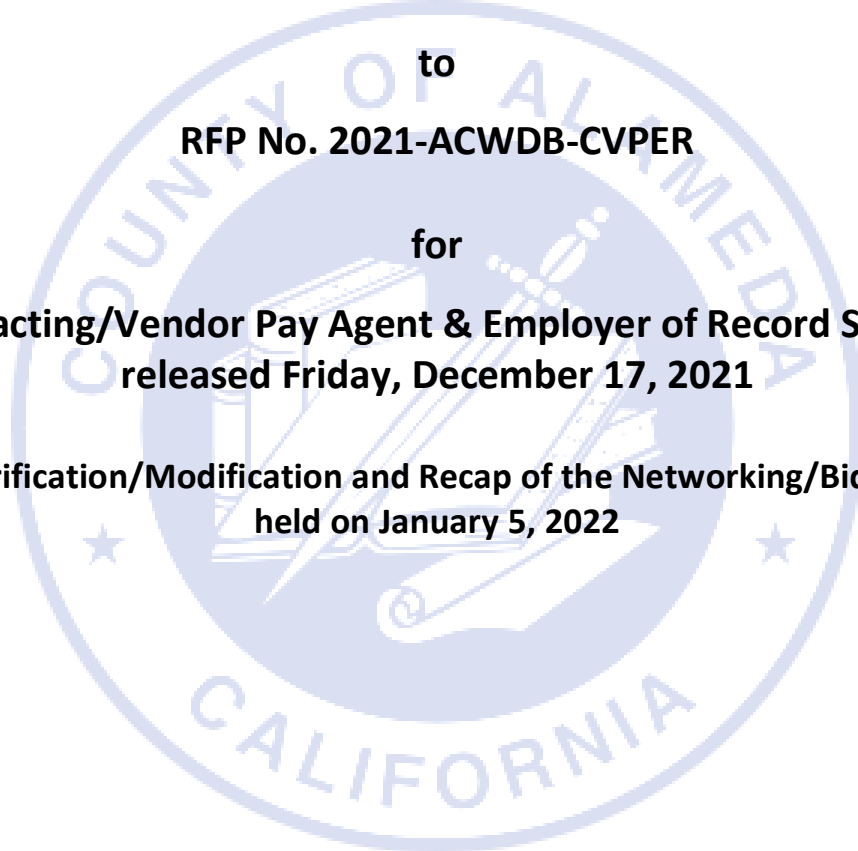
to

RFP No. 2021-ACWDB-CVPER

for

**Contracting/Vendor Pay Agent & Employer of Record Services
released Friday, December 17, 2021**

**Specification Clarification/Modification and Recap of the Networking/Bidders Conferences
held on January 5, 2022**



**County of Alameda, General Services Agency – Purchasing
RFP No. 900977, Addendum No. 2**

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.



The following Sections have been modified to read as shown below. Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~.

No Changes.

Responses to Written Questions

- Q1) Is there an online portal for submittal or is just the PDF response submission?
A1) **Bids are to be submitted electronically to Jennifer Mitchell, Fiscal/Grants Manager, addressed, and delivered as follows: E-mail: jennifer.mitchell@acgov.org. – Bidder's name and the RFP number must appear in the subject line (See RFP Specifications, Section III.C.2., page 13). There is no portal for submission of RFP responses.**
- Q2) Is there a date and time tomorrow to connect by phone?
A2) **All communication regarding the RFP must be in writing.**
- Q3) Is a bidding agency allowed to include indirect and profit into their proposed budget?
A3) **Yes, indirect cost and profit are allowable items of cost and may be included in proposal budgets.**
- Q4) Will we be responsible for recruiting and training the board staff, or just paying them?
A4) **ACWDB will select a Contractor who will carry out all of the common payroll functions as the Employer of Record for individuals who fall under the employer of record function. In addition, all employees selected under this function will be eligible for the same benefits offered to the Contractor's regular employees. ACWDB will be responsible for recruitment, interviewing, and selection of these individuals (See RFP Specifications, Section II.D.2., page 10). ACWDB will be responsible for training.**
- Q5) Are we able to mark up our indirect and or profit on the 1.1 million pass-through?
A5) **No. Indirect and profit mark-ups are limited to actual costs incurred by the bidder organization to provide the payment, contracting and employer of record services described in this RFP.**
- Q6) The RFP references Attachment 2. We were unable to find it. Would you please send it to us, or tell us where it can be found?
A6) Attachment 2 lists the Alameda County contract documents included in the Standard Services **Agreement that will be issued to the awarded bidder (See RFP Specifications, Section IV.C., page 24). These documents can be accessed at <https://www.acwdb.org/doingbusiness.page>.**
- Q7) Please provide the local WDB's ITA policy.
A7) **All ACWDB policies, including the ACWDB ITA policy, can be accessed at <https://www.acwdb.org/wioa-program-policies.page>**

Q8) What is the maximum per participant for OJT and ITAs respectively?

A8) Please review the [ACWDB ITA/OJT policy](#).

Q9) Attachment 01, pg. 8: Can lines be added to the bid form if needed? For example, if proposers have more staff than lines available.

A9) Yes, lines can be added to the bid form within each section. Please note that the bid form cannot exceed two pages in length (See RFP Response Packet, Bid Form, page 8).

Q10) Please confirm where costs should be reflected if the item is not a cost as listed in the line items in the non-personnel section of the form. For example, can a line be added as an “other” category?

A10) Yes, lines can be added to the bid form within each section. If a new line item is added, it should read Other: (description of expense). Please note that the bid form cannot exceed two pages in length (See RFP Response Packet, Bid Form, page 8).

Q11) Attachment 01, pg. 8 states “Do not include the \$1,100,000 allocation for vendor, contract and employee payments.”. Please confirm that the \$1,100,000 is part of the available \$1,250,000, and bidders are only to submit a budget for the difference of \$150,000.

A11) Bidders should submit a project budget based on providing/issuing \$1,100,000 in vendor, contractor, and employee payments. The budget should include a projection of actual costs incurred by the bidder organization to provide the services described in this RFP at that level. Budgets are not limited to \$150,000.

Q12) Attachment 01, pg. 8 states “Bidders should submit a project budget at the level needed to cover all Contractor wages, benefits and business costs for the provision of Contracting/Vendor Pay Agent and Employer of Record services.” Please confirm that bidders are to complete the bid form on pg. 8 as their project budget.

A11) Yes, bidders must complete the Bid Form on page 8 of the RFP Response Packet as their project budget.

Q12) As a state entity, along with having union employees, we cannot hire external employees directly into the district. However, we have a professional employer organization (PEO) that we would run them through which could supply large company benefits and services to the employees you bring on. We would sign an agreement with the PEO to act as co-employers with us. Does this option meet with your expectations?

A12) Bidders must address their ability to provide both service functions (Contracting/Vendor Pay Agent and Employer of Record) in order for proposals to be considered responsive. Proposals that address only one service function will not be considered (See RFP Specifications, Section II.B., page 7). ACWDB cannot advise or assist individual bidders regarding proposal content or service delivery models.

RFP Bidders Conference Zoom Meeting Attendees – 1/5/22

NAME	TITLE	ORGANIZATION	EMAIL	PHONE
Danita Romero	Fiscal Agent & Economic Development Manager	Chabot-Las Positas Community College District	dromero@clpccd.org	925.416.5143
Julia Dozier	District Executive Director of Economic Development and Contract Education	Chabot-Las Positas Community College District	jdozier@clpccd.org	925.416.5139
Eric Walker	Regional Director	Equus Workforce Solutions	Eric.Walker@equusworks.com	805.714.4589
Teresa Augustyniak	Director, Business Development	RightSourcing	taugustyniak@rightsourcingusa.com	516.404.7535
Nicole Snell	Sr Director, Business Development	RightSourcing	nsmell@rightsourcingusa.com	612.427.2069

