



ADDENDUM NO. 2 TO ALL OFFERORS:

Reference: Request for Proposal: **RFP# 09431MS**

Commodity: **IT Staffing Augmentation**

Dated: **February 28, 2024**

All offerors are required to acknowledge all RFP addenda in their proposals.

Clarification: The due date and time for RFP 09431MS IT Staffing Augmentation is, March 14, 2024; 03:00 PM.

1st Round of Questions and Answers

1. Q: Is the plan to still execute – for IT contract roles – 3 month contract-to-hire?

A: Not every position is contract to hire. Some positions are contracted for an estimated duration without a permanent hire component. Some positions in the past have had contracts extended after the first period ends.

2. Q: Can you please share filled sample of Request for proposal IT Staff Augmentation or previous awarded sample for reference.

A: This is not available, please see the instructions outlined in Section IV. Proposal Preparation and Submission Requirements.

3. Q: Please do let me know the process of working as a Subcontractor/ Supplier and allow some time to introduce our company and staffing capabilities.

A: Subcontractors are responsible for their own business agreements.

4. Q: Can you please clarify what is the correct due date for bid submission as on portal it is 3/14/2024 and in RFP document it is 3/07/2024?

A: Please see Addendum #1.

5. Q: After reading through the RFP, I noticed a statement on Section III, Bullet #1 that reads.....”Offeror shall have trained recruiters and a physical office located within a 60 mile radius of Lottery HQ, located in Richmond, Virginia, with the ability to provide staffing for the following categories. Is a physical location mandatory to bid on this RFP? We have done business with clients in the state of Virginia for over 20 years. Would that qualify us to bid on this solicitation?

A: Per the requirements a physical office needs to be located within 60 miles of Lottery HQ at 600 East Main Street, Richmond, VA 23219.



6. Q: We were reading the RFP document and we realized that there are 2 different due dates, we want to know if the final date to submit the response is 3/7/2024 or 3/14/2024. Also, are you so kind as to clarify to us the cut-off hour to send the questions on 2/21/2024?

A: See Addendum #1.

7. Q: The Cover page mentions two different Submission Dates(March 14th & March 7th). Could you please clarify what is actual due date for submission).

A: See addendum #1.

8. Q: As part of vendors' response, do Virginia Lottery required actual resumes or generic ones.

A: Please provide biographies for corporate staff who will be assigned to the Lottery account. Resumes for candidates are not required.

9. Q: Under the Virginia Freedom of Information Act, §2.2-3704 et seq., I request the following pertaining to contract number: Virginia Lottery IT Staffing Augmentation RFP - RFP 02544MS-3, contract summary: The Virginia Lottery requests sealed proposals to establish multiple contracts, through competitive negotiations, with qualified providers for Information Technology Services and Project Management staffing services on temporary basis, and:

- Rates and a copy of the current contract(s)

A: Response will be provided directly by Virginia Lottery Public Records.

10. Q: Upon reviewing the RFP documentation, we noted the requirement outlined in Section 2: Offeror Experience : 1. Offeror shall provide a detailed response to providing staffing for the detailed service areas as requested in Section III, Statement of Needs, 2 and 4. Additionally, Offeror shall complete the following chart with information pertaining to assignments within the Richmond-Metro area within the last three(3) years. While our company, Tech Smart Solutions, is two years of experience, we firmly believe that our accumulated experience and expertise make us well-suited to provide valuable services in response to the RFP. We would appreciate clarification on whether our proposal would be considered, given our unique circumstances.

A: Please complete the table to the best of your ability.

11. Q: Do you require Resumes of candidates attached to the RFP submission? If yes, do we need to submit actual resumes for selected candidates or sample resume?

A: Please see response to Question #8.

12. Q: What is the new budget for year for this RFP?

A: The Lottery does not provide budget information.



13. Q: What are your most commonly requested positions?

A: Business analyst and developers in the past, however that does impact future needs.

14. Q: Please provide the names of the Incumbent vendors for this contract?

A: Triumph, TEK Systems, Smart Resources, Rose IT, Apex Systems, Macon IT, Elegant Enterprise, DSS Group

15. Q: Please provide incumbent bid tabulation and/or pricing contract?

A: Response will be provided directly by Virginia Lottery Public Records.

16. Q: What is the total spend per incumbent for the duration of the previous contract?

A: Response will be provided directly by Virginia Lottery Public Records.

17. Q: What is the total spend per incumbent for the past 12 months of this contract?

A: Response will be provided directly by Virginia Lottery Public Records.

18. Q: Can you give the hourly rates for each of the roles requested from the incumbents?

A: Response will be provided directly by Virginia Lottery Public Records.

19. Q: What are any challenges or pain points with the present contract vendors?

A: Providing quality and qualified candidates in a timely manner.

20. Q: Do you intend to move these contractors to new vendors, if the incumbents are not awarded again?

A: No

21. Q: As per Section V.G., CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT, what documents do we have to submit as a proof of license for providing the goods/services specified?

A: Contractor should list any and all applicable licenses in Section 1.

22. Q: Do you accept out of state Good Standing letter and business certifications?

A: Good standing letters are not required.

23. Q: If we are a DSBSD-certified SWAM-owned business, can we self-perform to meet the goal of 50% purchases to be made from SWAM-owned businesses?



A: Yes

24. Q: Are the 50% purchases to be made from SWAM-owned businesses and mandatory goal the agency intends to achieve?

A: The goal is for all purchases across the Lottery, not necessarily just this Contract.

25. Q: Is this a re-compete RFP? If yes,

- Could you please share the name of Current Suppliers (who are currently providing services to Agency)?
- Could you please share current Supplier's pricing and Proposals?
- How many awards were made in the Past?
- When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?
- How many resources are currently engaged in the current contract?
- Can you please share the no. of positions served in previous years under this contract?
- Can you please share the amount of business each vendor did under this contract in previous years?
- Is there any issue that the agency is currently facing with the incumbents?
- Are incumbents allowed to bid on this RFP? Please confirm.
- Please share the historical spending for the year 2021, 2022 and 2023?
- How many positions were used in year 2021, 2022 and 2023?

A: Please see Question #14. Eight awards were made. No issues. Response will be provided directly by Virginia Lottery Public Records for remaining questions.

26. Q: What will be the estimated annual budget for this project?

A: Please see Question #12.

27. Q: Is this a single award or multiple award contract?

A: See page 10, Section B, the Lottery may select the Offeror(s) that in its opinion has made the best proposal...

28. Q: If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract?

A: Unknown

29. Q: How will job requests be shared among multiple awarded vendors?

A: An email will be sent to each vendor when a new job requisition is opened.



30. Q: Will all job requests be shared among all awarded vendors simultaneously?

A: That is the Lottery's intention.

31. Q: Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?

A: No, that is not the Lottery's intention.

32. Q: Can you share details from where we can get old RFP details?

A: Please contact publicrecords@valottery.com

33. Q: Can you please tell us where we can see the records for the old contract?

A: Please contact publicrecords@valottery.com

34. Q: Can you please share the email id/details where we can raise the public record request for old RFP?

A: Please contact publicrecords@valottery.com

35. Q: Would you be accepting references from large commercial entities?

A: Yes

36. Q: To be responsive, is it mandatory to have placed contractors within Richmond-Metro area within last three years?

A: No, however it is part of the evaluation criteria.

37. Q: How many positions are required under this contract?

A: It is unknown how many contract staff will be required under this contract.

38. Q: How many positions are currently open?

A: Open positions are posted on the VA Lottery website in the careers section.

39. Q: How many positions are currently used in a single day? Please give rough estimate.

A: Depends on the current requirements.

40. Q: Out of mentioned staffing positions, what are the most filled positions? Please share.

A: Please see question #13.



41. Q: To be responsive, is it mandatory to bid on all the positions? Please confirm.

A: Yes.

42. Q: Can you please provide Job descriptions and qualification for the all positions?

A: Job descriptions and qualifications vary based on Lottery needs.

43. Q: What would be the estimated hours for given positions?

A: Unknown, dependent on job requirements.

44. Q: Please confirm minimum guaranteed hours per week for these positions.

A: There is no guaranteed hours per week.

45. Q: What is weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm.

A: The Lottery is closed on major holidays and typically there is no requirement for weekend work. The majority of requests are for normal working hours. Any holiday or overtime pay above 40 hours per week would be pre-approved by the Lottery.

46. Q: Can you please share shift timings and location of services?

A: Shift and location will vary based on Lottery needs. All positions will be in the Richmond, VA metro area.

47. Q: What is average response time to provide resume of qualified resources?

A: We would like to receive your top 2-3 candidates for each role within three business days.

48. Q: Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.

A: No.

49. Q: Will the agency be giving any preference to local vendors? Please confirm.

A: Please see Question # 5.

50. Q: To be responsive, is it mandatory to have physical office within 60-mile radius of Lottery HQ, located at 600 E. Main Street, Richmond, VA? Please confirm.



A: Please see Question # 5.

51. Q: Our company is located at 21000 Atlantic Blvd, Sterling, VA. Are we eligible to bid on this opportunity?

A: Please see Question # 5.

52. Q: Are there any Subcontracting requirements to comply with the bid requirements? if yes, please confirm the subcontracting goal for the bid?

A: No, however SWaM usage is an evaluation criteria.

53. Q: We are a SWaM certified large business firm, are we qualified to bid as a prime and without using subcontractor?

A: Yes.

54. Q: Can we fulfill 10 points of evaluation without taking a subcontractor? Please confirm.

A: SWaM certified businesses will receive all 10 points.

55. Q: Will bidder be responsible for providing qualified staff and managing payroll of professionals or the Department will manage the projects? Please confirm.

A: Each selected vendor who is awarded a contract with Virginia Lottery will be responsible for providing qualified staff and will directly assume payroll functions with their contractors. Vendors who place candidates at Virginia Lottery will invoice the Lottery on set payroll cycles. Projects are determined by Virginia Lottery management.

56. Q: Can you tell me who the current incumbent(s) are?

A: Please see Question #14.

57. Q: Can you tell me if this is a new or existing contract?

A: New Contract.

58. Q: Can you tell me what the spend and utilization was for 2023?

A: Please contact publicrecords@valottery.com

59. Q: Can you tell me if there are any challenges?

A: Please see question # 14.



60. Q: Can you tell me if there is any flexibility with the location and hybrid schedule requirements?

A: Location and schedule requirements will vary based on Lottery requirements.

61. Q: We do not have a physical office in the state of VA or within 60 miles of Richmond. Does this disqualify us from responding?

A: Please see Question # 5.

62. Q: We are not a certified (SwaM) business. Does this disqualify us from responding?

A: No

63. Q: We have not done any staffing work with other companies/agencies in the Richmond area. Does this disqualify us from responding?

A: No.

64. Q: The case studies that are being requested, are these for projects we have staffed and executed for clients or responses to staff augmentation RFP's?

A: Case studies should be for projects you have staffed and executed for clients.

65. Q: In Section IV, Part B Specific Proposal Requirements, under Section 1: Signed Cover Page, Addenda, and/or Exceptions to T/Cs:

a. Part 1 asks for "Offeror shall include a cover sheet that indicates the page number(s) containing proprietary information.

b. Part 2 asks for "A fully completed Proprietary Information table which indicates the page number(s) containing proprietary information", and then provides the Proprietary information format

Please confirm that the Commonwealth of Virginia, VA Lottery is requesting for the first page of our submission to be the Cover Page from this solicitation, and that the following page will be the Table of Contents, then the next page would be the Acronym List, and then the fourth page of our submission would start Section 1 to include XI. Signature and Offeror Profile Sheet, with the Proprietary Information Table included within the section on a separate sheet.

A: Proposals need to include sections one (1) through six (6) as outlined in Specific Proposal requirements.

66. Q: Is the VA Lottery requesting a response to requirements for Special Terms and Conditions of Section V in the solicitation, including the table identified in Part G – Contractor/Subcontractor License Requirement, as well as Section VI General Terms and Conditions in Section 1 of offeror responses?

A: Please complete all sections of the RFP.



67. Q: In Section IV, Part B Specific Proposal Requirements, under Section 3: Capability, industry offerors are requested to provide “biographies of the staff that will be assigned to the Lottery’s account...”. Is the request for representative individuals that could be placed under each category requested?

A: No, please see Question #8.

68. Q: Can the VA Lottery please advise offerors regarding the number of biographies and the positions for placement of individuals to the account, as they fall under the requested categories?

A: Please see Question #8, biographies of contract staff are not required.

69. Q: Is Section 5 of our response to include the table from V, Paragraph Z Small, Women-and Minority-Owned (SWAM-Owned) Business Subcontracting and Evidence of Compliance?

A: Please complete the table provided in Section 5.

70. Q: However, just wanted to check, is it mandatory to have an office within 60 miles of Lottery HQ. Comtech LLC has an office within 150 miles. So can we bid for the opportunity. Page 4, Statement of Needs, Point 1. "Offeror shall have trained recruiters and a physical office located within a 60-mile radius of Lottery HQ, located in Richmond, Virginia."

A: See Question #5.

71. Q: What does 100 Hours mean in "Hours" column & "Extended Price" in the below mentioned table, request you to please explain.

A: The hours are used to evaluate price. The extended price is the senior level NTE rate multiplied by the hours.

72. Q: We are a Texas certified MBE. For this engagement, we are proposing to self-perform work as a Minority Business Enterprise (MBE). Kindly confirm if it helps Virginia Lottery to meet its M/W/DBE goal or we need to subcontract with a local (Virginia based) M/W/DBE?

A: In order to be classified as SWaM, organizations must be certified as such by the Virginia Department of Small Business and Supplier Diversity. Please contact Karsten Glover in the SBSD certification department at Karsten.Glover@SBSD.Virginia.Gov.

73. Q: As per the submission instructions, 15 Pages-limited response is specified in the RFP; we assume that the proposed candidates' biographies (resumes)' related information can be excluded from the specified Page limit. Kindly confirm.

A: Candidates biographies are not required, please see Question #8.



74. Q: Are you expecting the proposed candidates' biographies to be included in the form of actual resumes or the sample resumes are also be acceptable. Kindly Confirm

A: Please see Question #8.

75. Q: We are working on the response and want to include elements of the RFP but it's password protected, is there anyway to get a Word version or a pdf version that doesn't require a password?

A: Due to audit requirements, the Lottery is not authorized to do so.

76. Q: My office is currently researching IT staffing opportunities, and we are interested in knowing if there is a specific NAICs code(s) associated with the VA Lottery IT Staff Augmentation Contract that is listed on eVA. I do not see one listed in the contract's attached documentation. Please let me know if there is a specific NAICs code associated with the IT Staffing contract. Thank you.

A: The Lottery uses NIGP codes as opposed to NAIC codes.

77. Q: What section of the proposal would you like Section U: References to be placed? Is this in addition to the 3 required past performance examples in Section 2?

A: Section 1.

78. Q: Is the Signature and Offeror Profile Sheet (pg. 32 of RFP) to be completed in addition to a cover page? Or is this the cover page?

A: The Signature and Offeror Profile sheet should be included in Section 1.

79. Q: Can you please provide an editable version of the pricing tables for completion?

A: See Question #75.

80. Q: Will electronic signatures be accepted?

A: Yes.

81. Q: Are you accepting redlines/exceptions?

A: Only to Special Terms and Conditions.

82. Q: Is it necessary to respond to all categories outlined in the RFP?

A: Yes



83. Q: Could you please specify the required number of resumes for the response, if applicable?

A: The Lottery is only looking for biographies staff assigned to the Lottery account, not contract staff. There is no required number it is dependent on your solution.

84. Q: Will there be a provided response template for submissions?

A: No, please follow the instructions in the Specific Proposal Requirements.

85. Q: In Section III 1 of the RFP there is a requirement that "Offerors shall have trained recruiters and a physical office located within a 60-mile radius of lottery HQ, located in Richmond, Virginia". We respectfully request that you consider extending the geographic radius requirement from 60 miles to 100 miles for participation in responding to the RFP. This adjustment would enable our organization, located within 100 miles of the lottery HQ, to have the opportunity to contribute to the proposal process.

A: See Question #5.

86. Q: Is this a new opportunity or do you have an incumbent contractor?

A: The resulting Contract will be a new contract however there are incumbents.

87. Q: While we understand that the price table given on page number 30 has 100 hours only for evaluation purposes, we would like clarity on whether we expected to provide FTEs or need based consultants who would work part time for the Lottery?

A: The Contractor shall provide contract staff as required by the Lottery.

88. Q: Our company Creative Information Technology Inc. (CITI) is based in Virginia itself with headquarters at 7799 Leesburg Pike, Ste. 500 N, Falls Church, Virginia – 22043.

Our company HQ location is 110 miles from Lottery HQ (Richmond, VA) – we have highly trained recruiters, company executive management and our complete teams operating from HQ location – Falls Church, VA – remotely and in-person (hybrid) who are extensively working with and for Virginia state and Fairfax county with business experience of more than 27 years and counting.

Therefore, it is a kind request if the office location requirement can be waived or modified to be 110 miles instead of 60 miles radius of Lottery HQ ? (referring Sec. III on pg 4 – 1st point)

A: Please see Question #5.

89. Q: We are a VA SBSD certified SWAM, DBE & MBE IT consulting firm out of Virginia. In the RFP in Statement of Work item 1 (Page 4) and in Section-4 , 2 (Page 9) it states the vendor must have a office with in 60 miles Lottery HQ in



Richmond. By this clause VA lottery is disqualifying many experienced SWAM & MBE businesses from Northern and Western Commonwealth of Virginia while potentially giving the opportunity for companies from neighboring NC state to bid. We respectfully request the VA lottery remove this clause to provide a level playing field for all VA qualified vendors.

A: Please see Question #5.

90. Q: The cover page of the RFP states the RFP Due date is March 14, 2024 while on Page 10 Section C, 2 in the table it states the RFP due date is March 7, 2024. Which is the correct due date?

A: Please see Addendum 1.

91. Q: Could Lottery please confirm if the selected vendor can provide consultants remotely for the services requested in the RFP?

A: Please see Section II, Background, current schedule requires three days in office and two days work from home.

92. Q: Is it mandatory for the hired consultants to provide services physically from the vendor's VA office?

A: Please see Question #91.

93. Q: We are a staffing firm with a Primary office in California. Are we eligible to submit a proposal for this contract?

A: Please see Question #5.

94. Q: Will there be an inclination to award local firms?

A: Please see Question #5.

95. Q: Could Lottery share the purpose of having of firms having a physical local office in VA?

A: Please see question #5.

96. Q: Can a vendor's recruiters work remotely to provide the required consultants, or are the recruiters expected to be local and work out of the physical VA office requested in the solicitation?

A: Please see Question #91.

97. Q: Please confirm if it is mandatory for a vendor to provide parking for a placed consultant.



A: Yes.

98. Q: Will Lottery accept electronic signatures?

A: Yes.

99. Q: Under Section B: Specific Proposal Requirements, section 2 Offeror Experience, please confirm if it's mandatory for vendors to fill the table with local placements.

A: Yes

100. Q: Please confirm if the bid will be awarded to lowest priced vendor.

A: No

101. Q: Can firms provide hourly rate ranges?

A: Please provide not to exceed rate.

102. Q: Can firms provide ongoing contracts as references?

A: Yes.

103. Q: Can firms provide commercial references?

A: Yes.

104. Q: Is it mandatory for firms to provide government references?

A: No.

105. Q: Under Section B: Specific Proposal Requirements, section 2 Offeror Experience, please confirm if a vendor is eligible to bid on this RFP even if they have no placements in the past for Richmond area?

A: Yes.

106. Q: Is it mandatory to subcontract for this opportunity?

A: No.

107. Q: "The Lottery reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities."- Would the Lottery consider removing this requirement as some vendors might not have physical office in VA?

A: The Lottery reserves the right, however, it is not a requirement.



108. Q: Could Lottery please confirm if vendors should include page 1 of the RFP in the proposal response?

A: Please make sure the Signature and Offeror Profile Sheet is completed and included.

109. Q: Do vendors have to include proof of the physical office within the response? If yes, what information does the Lottery want vendors to include?

A: Address of physical office shall be provided on signed proposal.

110. Q: Could the Lottery please confirm whether vendors can choose how to submit the proposal, either physically or electronically?

A: Yes.

111. Q: What information should vendors include to acknowledge the requirement for providing parking near the Virginia Lottery Headquarters (600 E. Main Street, Richmond, VA) for potential placements, as outlined in Section III, Statement of Needs?

A: Provide information on your ability to meet this requirement.

112. Q: Do vendors need to subcontract with three separate firms (one minority-owned, one woman-owned, and one small business), or can vendors subcontract with just one firm that holds certification for any of the mentioned categories? Could you please clarify which scenario applies?

A: Offerors may subcontract with SWaM certified firms to receive scoring points.

113. Q: Is the Not-to-Exceed Hourly rate requested in the pricing all-inclusive rates?

A: Yes

114. Q: Is the Lottery looking for firms to recruit the requested positions or for firms to provide in-house personnel to perform the services?

A: The Lottery is seeking contract staff.

115. Q: Is this a new initiative? If not, could the Lottery please provide the incumbent information?

A: Please see Question #14.

116. Q: Are there any pain points from the current vendors performing these services?

A: Please see question # 19.



117. Q: Under Section 3: Capability, point 1 states that firms need to provide biographies of the staff that will be assigned. Could the Lottery please clarify if firms have to provide the personnel that will manage the contract or the personnel that will perform the services?

A: No, please see Question #8.

118. Q: 28. Under Section 5, "CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENTS," there is a table. Should vendors include this table in their proposal response? If so, in which section should it be included?

A: Please see question #21.

119. Q: How is the Lottery looking for firms to demonstrate the ability to have localized recruiters and a physical office within 60 miles of Lottery HQ? Is a statement sufficient, or are firms expected to show proof of office location?

A: See Question #109.

120. Q: Could the Lottery please clarify if the FIN number is the same as the Federal Tax ID Number?

A: Yes

121. Q: If a firm does not have a physical office in VA, will that disqualify them?

A: See Question #5.

122. Q: Is it allowed for firms to have a virtual office and still provide all the necessary services?

A: See Question # 5.

123. Q: Please confirm if a vendor's ability to not fulfill a requirement will deem them unresponsive or disqualified.

A: No, however, the evaluation will reflect areas of deficiency.

124. Q: Emerging Technologies- Could Lottery please share examples of the technologies that may come under this service category?

A: Emerging Technologies such as Artificial Intelligence, Internet of Things, Machine Learning, Remote Work Tools, etc.

125. Q: Is it mandatory to include all of the RFP document in the response? If so, in which section?

A: No, please only provide applicable sections.



126.Q: Are electronic signatures allowed?

A: Yes.

127.Q: Is the certificate of Insurance required with the response?

A: No.

128.Q: Could Lottery please confirm the required forms that must be submitted with the proposal?

A: Please see Question #65.

129.Q: Could Lottery please confirm that vendors can fill out proposal forms electronically?

A: Yes.

130.Q: Could the Lottery please confirm the link to find a directory for minority-owned, woman-owned, and small businesses? The link provided in the RFP appears to have an error.

A: <https://sbsd.virginia.gov/>

131.Q: Could vendors sign the proposal forms electronically?

A: Yes

132.Q: Does Lottery accept remote resources to work on this engagement?

A: Please see Question #91.

133.Q: Does Lottery accept offshore resources to work on this engagement?

A: Please see Question #91.

134.Q: Does Lottery prefer on-site resources to execute this engagement?

A: Please see Question #91.

135.Q: Could Lottery please confirm the anticipated number of requirements per year?

A: Unknown.

136.Q: Could Lottery please clarify how many vendors will be awarded?

A: Unknown.



137. Q: If vendors are unable to meet the established goal, can they present a Good Faith Effort? If so, how should vendors present it?

A: Unsure of the established goal being referenced.

138. Q: Will electronic signatures be acceptable?

A: Yes

139. Q: B.3.3 – Parking – will you please confirm if VA Lottery has a paid parking lot available to contractors, or if we will need to identify a public parking area for the contractor? If paid parking lot is available through VA Lottery, could the cost be provided?

A: Parking is not provided.

140. Q: Could you provide more information regarding the “past performance case studies”? We aren’t sure what you are asking for here.

A: Lottery is requiring a description of three examples where offerors have performed similar work in size and scope.

141. Q: Would Virginia Lottery like to see potential resumes of candidates for the RFP as well? If so, will this be included in the 15-page count?

A: No, please see Question #8.

142. Q: Can the IT work be performed remotely

A: No, please see Question #91.

143. Q: Our home office is in Herndon, VA are we eligible to submit and be awarded

A: See Question #5.

144. Q: Can you supply the estimated FTE hours

A: Unknown.

145. Q: Please provide the budget/contract value.

A: The Lottery does not provide budget information.

146. Q: Please confirm if you need security clearance from a particular department.

A: Depending on the requirements, contract staff may be required to undergo background checks.



147. Q: Are there any pain points from the current vendors.

A: Please see Question #19.

148. Q: Please confirm the anticipated number of awards.

A: Unknown.

149. Q: Can you please clarify whether or Virginia Lottery is requiring 50% of the cumulative contract value associated with this work to go to SWaM certified businesses? If not, can you kindly advise what the correct goal or requirement is?

A: No, there is no goal for this particular Contract, the 50% is in reference to cumulative Lottery spend.

150. Q: Can you please advise how many IT consultants Virginia Lottery has on staff today?

A: At this time all contractors have been converted to full time Lottery staff.

151. Q: Can you please advise how many IT staff augmentation requests (on average) Virginia Lottery releases on a monthly and/or annual basis?

A: Approximately 6 a year.

152. Q: Can you please advise what the average length of duration for an individual resource is under the existing contract?

A: 6 months

153. Q: Can you please share the names of incumbent vendors under the existing contract?

A: Please see Question #14.

154. Q: Could you provide information on the specified target for subcontracting under the SWaM (Small, Women-owned, and Minority-owned Business) requirement?

A: There is no required target, however, SWaM usage is part of the evaluation criteria.

155. Q: Is it a mandatory condition to maintain a physical office within a 60-mile radius of Lottery HQ in Richmond, Virginia? If possible, could the Government consider waiving this requirement?

A: Please see question #5.



156.Q: The purpose of this mail is to let you know that we (American Unit Inc) is intending to respond/participate in this RFP. We are a Texas based IT consulting company and don't have any physical location in VA. Please let us know if can we participate in this RFP.

A: See Question #5.

157.Q: Who are the incumbent firms?
What are their current bill rates and mark-ups by job title?
What was the spend for temporary staffing under this contract for each of the past 3 years by job title?

A: Please see Question #14 and a response will be provided directly by Virginia Lottery Public Records for the remaining portion of the question.

158.Q: What is the total not to exceed budget per year for this initiative?

A: The Lottery does not share budget information.

159.Q: **Pg 4 – III. STATEMENT OF NEEDS 1.:**

Offeror shall have trained recruiters and a physical office located within a 60-mile radius of Lottery HQ, located in Richmond, Virginia.

Will you award a contract to a supplier who does not have a physical office in Richmond at the time of proposal submission but commits to open an office prior to the commencement of services?

If not, isn't this narrowing the pool of potential bidders and not providing the Commonwealth with an opportunity to identify the best vendors for this initiative?

A: See Question # 5.

160. Q: **Pg 5 – III. STATEMENT OF NEEDS 4.:**

Offeror shall have the ability to provide parking for any candidate chosen to fill a placement.

a. What does “provide parking” mean?

How much does parking cost per day?

Would the Lottery prefer we include the cost of parking into our bill rates (which may lead to overestimated costs and the Lottery paying for costs not actually expended), or to bill as a separate line item as a pass-through cost?

A: The Lottery will not pay for or provide parking.



161.Q: Pg 7 – IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS A. GENERAL REQUIREMENTS 4. Page Limits:

Graphs, drawings, diagrams, supporting illustrations, or spreadsheets larger than 8 ½ by 11 inches will count as one page and shall not be greater than 11” by 17”.

Are supporting illustrations counted as one page each or one page, no matter how many pages they take up?

A: Each page is counted as one page.

162.Q: Pg 7 – IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS B. SPECIFIC PROPOSAL REQUIREMENTS – Section 2: Offeror Experience 4.:

Additionally, Offeror shall complete the following chart with information pertaining to assignments within the Richmond-Metro area within the last three years.

Our firm has extensive experience providing the types of contractors required, but not within the state of Virginia. So that the Lottery has the ability to contract with the best possible vendors, will experience in other states count towards this question or will a vendor be disadvantaged by not having Richmond experience?

A: See Question #5.

163.Q: Pg 9 – IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS B. SPECIFIC PROPOSAL REQUIREMENTS – Section 5: Small, Women-owned, and Minority-owned Business (SWaM) 1.:

Offeror shall provide a detailed description of participation of minority-owned, woman-owned, and small businesses in the performance of this Contract through subcontracting programs. Please complete the SWaM table below. Please note the Lottery only recognizes business certified by the Virginia Department of Small Business and Supplier Diversity (SBSD) as SWaM.

If we have subcontractors who are certified in other states who have the ability to perform services under this contract, will the Lottery allow those subcontractors to become registered through the Virginia Department of Small Business prior to the start of the contract? Otherwise the state will likely not have the ability to increase the pool of vendors to include those outside the Commonwealth as most SWaMs will not expend the efforts to become certified without knowing they have been awarded a subcontract.

A: Yes, firms may certify as SWaM at their discretion.

164.Q: Regarding the 50% goal, what happens if such a goal is not met because the Lottery selects candidates from the prime vendor not the SWaM subcontractors?



A: See Question #149.

165.Q: Pg 9 – IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS B. SPECIFIC PROPOSAL REQUIREMENTS – Section 6: Pricing 1.:

Offeror shall complete the pricing schedule on Page 30 of this RFP. Offerors are encouraged to submit alternative pricing schedules as long as the provided schedule is completed as well.

Can the lottery provide some examples of alternative pricing schedules?

A: No, the intent of the statement is to allow offerors other methodologies to submit pricing if they so wish.

166.Q: Pg 11 – V. SPECIAL TERMS AND CONDITIONS E. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:

The Contractor assures that information and data obtained at to personally-identifiable information and circumstances related to Lottery players/consumers, employees, retailers, vendors, applicants, and/or licensees will be collected and held confidential, during and following the term of this Contract, and will not be divulged without the individual's and the Lottery's written consent and only in accordance with federal law or the Code of Virginia.

Regarding personally-identifiable information, we assume our assigned Consultants will be storing all information on Lottery systems and equipment under the supervision of Lottery staff. Therefore, what information does the Lottery contemplate will be in the control of the Contractor for which the Contractor will be responsible?

Are you saying the Contractor is responsible for the data worked on by the Consultants who are under the supervision of the Lottery? If so, that would be a significant departure from Industry Standard which holds the Contractor responsible for activities of their internal staff, but not the assigned Consultants who are supervised directly by the client. Please clarify the intent.

A: As part of Section 1, Offeror may submit redlines to Special Terms and Conditions.

167.Q: Pg 12 – V. SPECIAL TERMS AND CONDITIONS G. CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:

With the signature of the Contractor's authorized representative on this solicitation, Contractor certifies that Contractor firm/individual and subcontractor are properly licensed for providing the goods/services specified.



Regarding licensure, will the Lottery award the contract to bidders who are not licensed at the time of proposal but commit to be licensed by the start of the contract?

If not, isn't the Lottery limiting the pool of qualified vendors from which to obtain optimum services, since firms not licensed in Virginia will likely not register unless they have a business opportunity in Virginia?

A: As part of Section 1, Offeror may submit redlines to Special Terms and Conditions.

168. Q: Pg 13 – V. SPECIAL TERMS AND CONDITIONS I. DATA BREACH:

Regarding responsibility for a data breach, since the assigned Consultants will be working under the supervision of Lottery staff, it would be Industry Standard for the Lottery to be responsible for any breaches caused by the assigned Consultants since the Lottery, not the Contractor is aware of the information provided and is supervising its access and use. Therefore, please explain to what information this indemnity applies.

a. If the Lottery is looking for the Contractor to be responsible, that would be a significant departure from Industry Standard which holds the Contractor responsible for activities of their internal staff, but not the assigned Consultants who are supervised directly by the client. Please clarify the intent.

A: If the Offeror is storing any Lottery data on Offeror systems this clause would apply.

169. Q: Pg 14 – V. SPECIAL TERMS AND CONDITIONS M. FINAL INSPECTION:

At the conclusion of the work, the Contractor shall demonstrate to the Lottery's representative(s) that the work is fully operational and in compliance with Contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of work.

This clause seems to be related to fixed price outsourced programming work, not contingent hourly based services. Industry Standard practice is that once the weekly hours are approved, there is no recourse on the part of the client for a refund. The only refund (which does not include rework), is to replace a consultant if the client is not satisfied, with no charge for the day of notification of the performance issues. Will the Lottery accept this standard practice?

A: Yes.

170. Q: Pg 16 – V. SPECIAL TERMS AND CONDITIONS P. INDEMNIFICATION:

Any act or omission of any employee, agent, or subcontractor of the Contractor



Regarding the first indemnity in this section, item (ii) would indicate that the Contractor would be responsible for any judgement awarded on behalf of an assigned Consultant who was sexually or otherwise unlawfully harassed by Lottery staff. To remove this issue, will the Lottery insert “negligent” in front of “act or omission?”

A: As part of Section 1, Offeror may submit redlines to Special Terms and Conditions.

171.Q: Pg 18 – V. SPECIAL TERMS AND CONDITIONS T. PRIME CONTRACTOR RESPONSIBILITIES:

The Contractor shall be responsible for completely supervising and directing the work under this Contract and all subcontractors that it may utilize, using its best skill and attention.

Please clarify the statement that the Contractor is “...responsible for completely supervising and directing the work under this Contract...” It is Industry Standard that the client is responsible for supervising the work of hourly contingent staff. Will the Lottery revise this statement to indicate that the Contractor is responsible for recruiting, screening, assigning and paying its Consultants but that the Lottery is responsible for supervising the Consultant’s work on the job?

A: As part of Section 1, Offeror may submit redlines to Special Terms and Conditions.

172.Q: Pg 20 – V. SPECIAL TERMS AND CONDITIONS X. SECURITY CLEARANCE – CAPITOL POLICE & Y. SECURITY CLEARANCE – VIRGINIA LOTTERY:

Would the lottery prefer we include the cost of security clearances into our bill rates (which may lead to overestimated costs which may mean the Lottery is paying for services not actually expended), or to bill as a separate line item as a pass-through cost with no mark-up?

A: The Lottery will perform background checks.

173.Q: Pg 28 – VI. GENERAL TERMS AND CONDITIONS T. PERSONNEL SECURITY CLEARANCES:

The Lottery requires that all Board members, officers, and employees working directly on a Contract with the Lottery for such goods or services shall be subject to a criminal background search to be conducted by the chief security officer of the Lottery.

Please confirm that the personnel security checks mentioned in this section are to be performed against the assigned Consultants working on site for the Lottery, not



the recruiters or Vendor management personnel who work to find the Consultants to assign to the Lottery.

A: Yes, confirmed.

174. Q: Under Section III, 4. Regarding providing parking for the candidate selected, does the required parking refer to parking vehicles onsite at the Virginia Lottery Office?

A: Offeror is required to provide parking for contract staff.

175. Q: Can past performance include the past performance of the subcontractor/s included in the proposal?

A: Yes

176. Q: Can offshore and onshore resources both perform the recruitment work?

A: Yes

177. Q: There is no signature on page 31 for receiving the addenda, is it fine to just number and date that section

A: Yes

178. Q: What are the license requirements for the contractor/subcontractor to perform the work? Does it refer to be registered in the Commonwealth of Virginia to transact business?

A: Contractor should list any and all applicable licenses

179. Q: Should the phase-in/ phase-out costs be addressed in the pricing section of the RFP?

A: All pricing should be included in the pricing section.

180. Q: What are the expected types of phase-in/phase-out costs that can be expected to be incurred?

A: The Lottery is not expecting any phase in or phase out cost.

181. Q: What details are expected in the past-performance case studies?

A: See Section 2; Offeror Experience, 2 Page 8 of the RFP.

182. Q: Can past-performance case studies be provided representing the subcontractor's past performance?



A: Yes.

183. Q: In terms of the subcontracting section, there is a certificate number required. What is the certificate for and how can we ensure our subcontractor has the right certificate?

A: If the Subcontractor is a SWaM, provide the SBSB certification number.

184. Q: Regarding the estimated contract dollars awarded to a subcontractor, does the Virginia lottery have a budgeted amount of dollars they expect to awarded a contractor?

A: Offerors may provide an estimated percentage of the work to be performed through subcontracting.

185. Q: How many positions and at what frequency does the Virginia Lottery expect to release positions? This will help us determine the subcontracting amount of dollars we expect to allocate to Planned Contract Dollars.

A: Unknown.

186. Q: The RFP states that the Pricing Proposal shall be submitted independently and separately to the rest of the offeror's proposal, does it still count towards the 15-page maximum?

A: Yes.

187. Q: If applicable, who is the incumbent for these services and for how long have they served Virginia Lottery in this capacity?

A: See Question #14. These Contracts were awarded in 2019.

188. Q: Could you confirm if the due date is March 7th, or if it is March 14th?

A: See Addendum 1.

189. Q: What is the anticipated annual and total spend for this contract?

A: Unknown.

190. Q: What are Virginia Lottery's current rates and mark-ups for the positions listed in the solicitation?

A: Response will be provided directly by Virginia Lottery Public Records.

191. Q: When does Virginia Lottery anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?



A: See Section C. Solicitation Questions and Procurement Timeline on page 10.

192. Q: Are respondents required to bid on all positions and categories in order to be deemed responsive?

A: See Question # 82.

193. Q: If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?

A: See Question #192.

194. Q: What specific background checks and/or drug screens are required of the temporary staff?

A: Dependent on requirement of job duties.

195. Q: Will Virginia Lottery provide detailed job descriptions for the positions listed in the solicitation?

A: Specific job requirements will be provided at time of need.

196. Q: To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will Virginia Lottery accept letters of attestation in lieu of actual background check results?

A: The Virginia Lottery must conduct its own background checks.

197. Q: Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to Virginia Lottery?

A: Please see question # 196.

198. Q: Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to Virginia Lottery?

A: No.

199. Q: With respect to Affordable Care Act (ACA) costs, would Virginia Lottery prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?

A: All cost should be incorporated into the proposed rates.

200. Q: Could we propose a temp to permanent hire conversion fee in our proposal?



A: Alternative pricing models are allowed, provided the instructions for Section 6; Pricing on Page 9 are followed.

201. Q: Will this be a cooperative contract with a piggybacking clause?

A: No

202. Q: If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

A: There are no anticipated additional costs or expenses.

203. Q: Are there any mandatory subcontracting requirements? If so, what are they?

A: No

204. Q: We are a certified MWBE under WBENC & NMSDC, can we satisfy the participation goals as the prime?

A: See Question #72.

205. Q: Will the Living Wage Ordinance (LWO) be applicable to this contract?

A: Yes. It is anticipated that all positions will be well above minimum wage.

206. Q: Is Federal Funding, SCA, or the Davis Bacon Act applicable to this contract?

A: No.

207. Q: How will orders be sent out for this contract?

A: Please see question #29. An email will be sent to each vendor when a new job requisition is opened.

208. Q: In Section 5: Small, Women-owned, and Minority-owned Business (SwaM) - What does "Planned Involvement" & "Planned Contract Dollars" meant in the Table on page No. 9. Below mentioned is the screenshot of the table.



Small Business Name and Certificate Number	Planned Involvement	Planned Contract Dollars
Certificate #:		\$
Certificate #:		\$
Total Planned Contract Dollars		\$

A: Planned involvement is which part of the statement of needs the subcontractor is anticipated to fulfil. Planned contract dollars can either dollars or a percentage that is anticipated to be subcontracted.

209.Q: In the Pricing section, on page 30, the agency had asked "Not to Exceed Hourly Rate", which cannot be the same for all the positions in a particular category. Like rate of Program Manager cannot be same as Business Analyst in "Project Management Services" category. So, proposer need to provide the rates for all positions in every category or single highest rate for that particular category.

Category	Job Title	Not to Exceed Hourly Rate
Project Management Services (for example: Project Manager, Program Manager, Scrum Master, Product Owner, Business Analyst, Business Analysis Manager, Quality Assurance Analyst, Quality Assurance Manager)	Senior Level	
	Mid-Level	
	Junior-Level	
Development, Architectural and Data Base Administration Services (for example: .Net Developer, Database Administrator and Database Architect)	Senior-Level	
	Mid-Level	
	Junior-Level	
Telecommunications and Network Services: (for example: Network Admin, Network Engineer, Telcom Engineer, Network Architect)	Senior Level	
	Mid-Level	
	Junior-Level	
Desktop Support and Computer Specialist (For example: tech support, systems analyst)	Senior Level	
	Mid-Level	
	Junior-Level	

A: Yes.

210.Q: In Section 6: Pricing agency have mentioned "Pricing proposals shall be submitted independently and separately of the rest of the Offer's response" whereas in "GENERAL REQUIREMENTS" Point 1, agency mentioned "Offeror must submit one (1) complete copy of the proposal and attachments". So need clarification that proposal & all attachments along with pricing sheet will be in one PDF or separate.



A: All proposal documents and attachments need to be submitted and do not need to be in one PDF.

211. Q: We have our corporate headquarters within the State of VA with all recruiters in and around Reston. Can we bid for this if we assure that we will open a fully equipped office within 60 miles of Richmond?

A: Please see Question #5.

212. Q: What would be the number of awards you intend to give (approximate number)?

A: Unknown.

213. Q: Please provide us with an estimated NTE budget allocated for this contract.

A: See Question # 12.

214. Q: Is this an old contract or new contract?

A: New Contract.

215. Q: What is the tentative start date of this engagement?

A: See Question #191.

216. Q: What is the work location of the proposed candidates?

A: Richmond, Virginia.

217. Q: 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?

A: See Question #14, yes they are eligible to submit again, and Public Records will respond to the remaining portion of the question.

218. Q: Are there any pain points or issues with the current vendor(s)?

A: Please see question # 19.

219. Q: Could you please share the previous spending on this contract, if any?

A: A response will be provided directly by Virginia Lottery Public Records.

220. Q: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?



A: No

221. Q: How many positions were used in the previous contract?

A: Please see Question #19.

222. Q: How many positions will be required per year or throughout the contract term?

A: Unknown.

223. Q: 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?

A: Awarded Contractors will be allowed time to find candidates once requirements are sent to the Contractor.

224. Q: Can we provide hourly rate ranges for the given positions?

A: No.

225. Q: 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?

A: See Question # 91.

226. Q: Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

A: Please see Question #8.

227. Q: Could you please provide the list of holidays?

A: Please see the following link: https://www.dhrm.virginia.gov/docs/default-source/default-document-library/payandholidaycalendar2024.pdf?sfvrsn=c566e044_0

228. Q: Since this is a multi-award contract, we would like to know if we need to provide a rate card for all the service areas defined in the RFP :

Project Management Services
Development, Architecture, Database Administration
Telecommunications and Networks Services
Desktop Support and Computer Specialist
Computer Operators
System Engineer and Systems Administrator
Help Desk Associate
Information Security Services
Emerging Technologies



If submitting in a few categories does not penalize our score, we may decide to submit only for the ones where we specialize. If it is required to fill out a full rate card we will look to partner with others.

A: Please see Question # 82.