

	<b>SOLICITATION ADDENDUM</b>	<b>CITY OF PHOENIX</b> <b>ITS Department</b> <b>251 W. Washington St.</b> <b>6th Floor</b> <b>Phoenix, AZ 85003</b> <b>Phone: (602) 262-4481</b>
	Solicitation Number: ITS RFQu 22-002 Addendum #3 (Issued 11/12/2021) Page 1 of 22 Solicitation Due Date: Friday, November 19, 2021, 5:00 p.m. Local Phoenix Time	

**ITS RFQu 22-002 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

Please make the following changes to the above-referenced solicitation:

**CHANGE(S):**

**A. Remove and Replace Section IV – Submittals, Item 1. Offer Submittal format second paragraph (Offers submitted must contain the following documents) with the REVISED version below:**

Note: The City has revised the first bullet point to reflect the correct pages pertaining to Section IV – Submittals.

**REVISED:**

- **Section IV – Submittals (pages 21 - 25), completely filled out and signed as required in this solicitation;**

**B. Remove and Replace Section II – Scope of Work, Item 4.3. “The City will solicit written proposals from at least three QVL listed vendors.” with the REVISED version below:**

**REVISED**

4.3. The City will solicit written proposals from all companies awarded for a category(ies) of services that closely match the services needed. The City reserves the right to include additional requirements in the SOW to refine responses, which include but are not limited to any elements identified below (e.g. evaluation/selection criteria, Company and personnel requirements, qualifications and resumes, special licensing, etc.).

**C. Remove and Replace Section III – Special Provisions, Item 5. Offshore Consultants and/or Subcontractors with the REVISED version below:**

**REVISED:**

5. Should the Offeror(s) or Subcontractor(s) be outside of the United States will require prior written approval from the City.



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### QUESTIONS AND ANSWERS

In response to the Written Inquiries received by the deadline of October 29, 2021 by 5:00 PM local Phoenix time, below are the questions submitted as they were received by the vendor(s) and responses provided by the City.

Item No.	Question	Response
1	Who is current incumbent on this contract and how long they have been serving?	All vendors (approximately 205) awarded on the previous Qualified Vendors List (July 1, 2018-June 30, 2021) can be found at: <a href="https://www.phoenix.gov/its/qualified-vendor-list/candidates">https://www.phoenix.gov/its/qualified-vendor-list/candidates</a>
2	What is the current budget on the contract?	There is no specific budget for this solicitation and/or Qualified Vendor List (QVL).  The Request for Qualification (RFQu) solicitation will result in establishing a Qualified Vendor List for IT Professional Services. Those firms who are found to be responsive, responsible, and meet the minimum requirements will be awarded to form part of this QVL. Being recommended as a qualified vendor is not a contract. Should the City determine they will utilize the QVL, the department requiring IT Professional Services will identify the scope of work and may provide estimated budget details.
3	Do references need to be submitted?	No.
4	What type of references, do we need to submit?	References are not requested as part of your response to this RFQu.  References may be required as part of the Scope of Work issued by a City department.
5	Can you please let us know the previous spending of this contract?	This information is unavailable. The previous QVL could be used by multiple department(s). There was no centralized tracking of requests and/or spends.
6	Moving forward, for those vendors that are on the next QVL list, when future solicitations are sent out.....instead of it being received by the minimum amount of vendors of three.....can the solicitation be sent to all those that are qualified to respond to the solicitation. This would greatly increase the competitive landscape for the City of Phoenix, as well as provide the City with a much more diversified set of responses. Thank you for this consideration.	This item has been addressed per Addendum 3.



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Item No.	Question	Response
7	It was mentioned that there are other contract vehicles that the City of Phoenix utilizes that are specific to IT Staff Augmentation. Can you please send me any and all information regarding all the current IT Staff Augmentation contracts that the City of Phoenix leverages, as well as any pending/upcoming RFQs/RFPs that the City will be releasing in the present/future.	<p>Procurement within the City of Phoenix is decentralized, and contracts will vary by department. Based on ITS' knowledge, the City has a citywide cooperative for IT Professional Services contract number 148480.</p> <p>ITS also administers contracts for:</p> <ul style="list-style-type: none"> <li>• Oracle Professional Services QVL; Contract No. 144150, 144149, 144147, and 144148</li> <li>• Network Support Services QVL; Contract No. 145945; 145943; 145944, and 145942</li> <li>• Project Managers and Business Analysts QVL; Contract No. 144529, 144530; 144528, 144532, 144531 and 144533.</li> </ul> <p>For more information and/or contract records, please submit a public records request.</p> <p>Regarding pending or upcoming opportunities, please refer to the City's solicitations page found at: <a href="https://solicitations.phoenix.gov/">https://solicitations.phoenix.gov/</a></p>
8	Where can we find a recording of today's pre-offer conference?	The pre-offer conference was not recorded. The presentation for the pre-offer conference was made available and was attached to the City's solicitations website: <a href="https://solicitations.phoenix.gov/Solicitations/Details/1088">https://solicitations.phoenix.gov/Solicitations/Details/1088</a>
9	We are Adaps Inc an Adaps Group company delivering IT Services in Australia since 30plus years and have started US Operations recently and it has been 1year. In the Exhibit A Minimum Qualification it is mentioned that "Offeror should have been In operation for at least five years. We do have more than five years of experience in delivering the services across the listed categories. Kindly let us know if we are eligible to participate in the PFQu process.	Yes, you are eligible to participate. Please refer to Section I - Instructions, item 15.
10	Does the City wish to receive the completed Exhibit A and B in Microsoft files (Excel and Word, respectively)? Or should we export these to PDFs before submitting?	Exhibit A - Minimum Qualifications must be submitted as an Excel document. Exhibit B - Affidavit can be submitted as a PDF or Word document (either way is acceptable).



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Item No.	Question	Response
11	If the City wishes to receive PDFs instead of Microsoft files, does the City prefer that we combine all files into one master PDF, or should we submit separate files for each piece (Exhibits, Submittals, Addenda, etc.)?	Separate files would be acceptable.
12	We are an IT staffing firm and is having an experience in providing the resources to all the categories mentioned in the Exhibit A-Minimum Qualifications. Is staffing experience enough to bid for the categories or should we have experience even in implementation too, please clarify.	If your Company's primary business it to provide IT staffing, you should respond only the Category 1 - IT Staffing and Recruitment Services.
13	As a process of CITY'S VENDOR SELF-REGISTRATION we have come across Tax Jurisdiction code and we are not even one among the eleven (11) entries provided and there is no option given in the drop down as none. Please suggest.	Please contact our Vendor Support Team at: <a href="mailto:vendor.support@phoenix.gov">vendor.support@phoenix.gov</a> or call (602) 262-1819 to assist with your registration.
14	I wanted to reach out to request for an extension on the due date if that is possible.	This item has been addressed in Addendum 2.
15	Section IV – 3. Offer - The Screenshot is from the form that has to be submitted where specific details are required. Since we are out of state, do we just provide the tax number and leave the 'Arizona sales tax No', 'City of phoenix sales tax No.' and 'Arizona Corporation commission file No'. – Blank ?	Yes. These requirements will apply to Companies that will be recommended for award upon issuance of a Scope of Work. Offerors upon award must possess all applicable registration numbers, Tax IDs and/or be in compliance with all applicable Federal, State, and Local laws when performing under a contract. The City assumes no responsibility for the Offerors acts.
16	Also, in Exhibit A excel that has to be submitted- the 1st row says Companies whose primary business is to provide IT staffing should respond only to this category. Does this mean if we say Yes to point 1, we do not need to respond to the other 11 categories?	That is correct. If your Company's primary business it to provide IT staffing, you should only respond to Category 1 - IT Staffing and Recruitment Services.
17	We are primarily an IT Staffing firm providing personnel in almost all categories in Exhibit A and with more than ten years of experience. Please confirm if we should apply to IT Staffing and Recruitment Services only or if we can apply to any others as well.	Please refer to the response 12 and 16.



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Item No.	Question	Response
18	Hope it is okay that Certificate of good standing, in the state of Arizona by the Arizona Corporation Commission be submitted upon receiving an Award?	Yes. This requirement will apply to Companies who are recommended for award upon issuance of a Scope of Work. Please refer to the solicitation document, Section I - Instructions, item 9. Business in Arizona.
19	What are specific licenses that the RFP is looking for by this clause on Page 7 - Item 10 -"all valid certifications and/or licenses as required by federal, state, or local laws at the time of submittal."	Any specific certifications and/or licenses relevant to an engagement/request will be identified in the scope of work to be issued by the requesting department (if any).
20	Is it mandatory at time of submittal to have City's Registration System ID Number or any four of the Tax Numbers mentioned above on Page 23 of RFQu?	No. Please refer to the response 15.
21	Are there incumbent vendors who are already serving the City on a previous similar contract? If so, will they be given preference?	Please refer to response 1 and 5. The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services.
22	Where can we find the proposals previously submitted by them?	The previous QVL could be used by multiple departments. There was no centralized tracking of request(s), which could help determine who and/or when we may have reached out for responses to SOW request issued by the City. If you are seeking information on the Offers in response to the prior QVL, please note there were approximately 205 vendors on the prior list, and a public records request would need to be submitted.
23	Please confirm we need not include any pricing per category or rates in the proposal at time of submitting the response to ITS RFQu 22-002.	Correct. Prices/rates are not requested in response to this RFQu.  Prices/rates will be requested in response to the SOW issued by a given City department.
24	Please confirm that our understanding that we have to mandatorily self-register at time of submission.	Please refer to response 15.  We encourage all potential Offerors to register in the City's Vendor Self-Registration System. This allows you to receive notifications about open solicitations and potential business opportunities. To register please visit: <a href="https://www.phoenix.gov/procure">https://www.phoenix.gov/procure</a> .



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Item No.	Question	Response
25	<p>On the call it was brought up that there were some IT staffing contracts with current vendors that were coming up in the near future, and it was requested to reach out in writing to ask for more information about this avenue of supporting the City of Phoenix.</p> <p>We are eager to continue with the QVL process, but we specialize in health IT and IT staffing, and would love to learn more about any staffing contracts that would be applicable to our services?</p>	Please refer to response 7 and 24.
26	Is this vendor list already closed since a new RFQ was just released?	The prior QVL list expired on June 30, 2021. You are encouraged to respond to this solicitation, as a new QVL will be established. Please refer to Section III – Special provisions, Item 1 – Term of the Qualified Vendor List.
27	<p>If there is a current Vendor contract for similar services as requested in ITS RFQu 22-002?</p> <p>If so, please tell me how many vendors are on the current list?</p>	The previous QVL expired on June 30, 2021. For the list of vendors please refer to response 1.
28	<p>RFQu, pg. 6, #10 Licenses &amp; pg. 22 #3:</p> <p>a. Do the bidding vendors have to provide in their bids the AZ Sales Tax No, Use Tax No for Out-of-state Suppliers, City of Phoenix Sales Tax No, AZ Corp Commission File No?</p> <p>b. Or may the selected vendors for a new contract with the City provide the above information after selection for the City contract?</p>	Please refer to response 15.
29	RFQu, pg. 17, 4.3: “The City will solicit written proposals from at least three QVL listed vendors...” Would you please tell me on the average how many vendors currently receive the individual SOWs?	This information is unavailable. The notification requirement has changed and is addressed in Addendum 3.
30	Does the City usually send the individual SOWs to just three vendors?	Please refer to response 29.
31	Does the City rotate which vendors shall receive the SOWs?	The City has the discretion of selecting the vendors, which may receive notices for SOW(s). The notification requirement has changed and is addressed in Addendum 3.



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Item No.	Question	Response
32	RFQu, pg 20, 6: Will the City provide a desktop or laptop computer to the selected consultant (per SOW)?	If applicable, this may be identified in the SOW request to be issued by the department.
33	RFQu, pg 22, #3: I do not know what ID number you want the vendors to add in the box in the middle of page 22. I cannot find the "City's Registration System ID Number". Is this the Vendor's number the City gives to the vendor? I cannot find it.	Yes. The "City's Registration System ID Number" is a vendor number generated by our ProcurePHX system when you register.  Should you require assistance locating your vendor number, please refer to response 13.
34	RFQu. – Shall each released SOW state if the need is for Staffing (times based) or deliverable based?	Yes.
35	Exhibit C – Pg 5, #3.1: Will the City withhold 10% even for IT Staffing (times based) engagements?	The terms and conditions incorporated in Exhibit C - Technology Consulting Professional Services Agreement are a sample of what could be included in the resulting contract. The City reserves the right to change the terms based on the latest requirements and the type and scope of any project awarded. When a scope of work is issued, the requesting department will provide an updated Technology Consulting Professional Services Agreement with the applicable terms and conditions.
36	Exhibit C – Pg 5, #3: What if an IT Staffing engagement goes past 3, or 6 or 12 months, does the City plan to withhold 10% until the engagement is completed?	Please refer to response 35.
37	Exhibit C – Pg 29, If yes, is final payment due to vendor within 60 days after the engagement is completed?	Please refer to Exhibit C - Technology Consulting Professional Services Agreement, item 25.2 Final Payment. The City reserves the right to change the terms and conditions in the resulting contract. The requesting department will provide an updated Technology Consulting Professional Services Agreement with the applicable terms and conditions.



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Item No.	Question	Response
38	Exhibit C – Pg 8, #6: We were planning to provide a Letter of Credit instead of a Performance Bond. Our bank is not in Arizona or Phoenix. Will the City accept a Letter of Credit as long as the Bank is in the United States?	No. Please refer to Exhibit C - Technology Consulting Professional Services Agreement, item 6. Performance Bond or Irrevocable Standby Letter of Credit.  The terms and conditions incorporated in Exhibit C - Technology Consulting Professional Services Agreement are a sample of what could be included in the resulting contract. Should a Performance Bond or Irrevocable Letter of Credit be required it would be included in the draft agreement provided by the department.
39	Exhibit C – Pg 8, #6: Exhibit C states “See Exhibit F attached hereto for the City’s required Letter of Credit form.” There is no Exhibit F attached to Exhibit C.	If applicable, the City will provide Exhibit F - Letter of Credit form when a scope of work is issued.
40	Exhibit C – pg 47: Does the Vendor (in the bid response) submit their firm’s Certificate of Insurance in the bid? Or is the COI required once the vendor is selected for the new City Contract?	The Certificate of Insurance is required only from offerors recommended for award upon issuance of a scope of work. The Insurance and Indemnification requirements will be part of the Technology Agreement, which the City will provide along with the scope of work.
41	Would you please let me know the average number of months for an IT Staffing engagement for the current IT staffing contract per year?	This information is unavailable.
42	Would you please let me know the average number of SOWs (request for resumes) for IT staffing released per year on the current IT staffing contract?	This information is unavailable.
43	Would you please let me know the amount of dollars the City spent on IT Staffing needs, per year, for the last 4 years, on the current IT staffing contract?	This information is unavailable. Please refer to response 5 and 7
44	Will the current state of the GIS environment be made available to respondents prior to the RFQu submittal, i.e. servers, software licenses, applications, # of users?	No. If applicable, this information will be made available upon issuance of a scope of work for this category or related services.





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Item No.	Question	Response
45	Do you have the number of employees required for each position? • Temporary IT Staff Augmentation • IT Recruiting Services	This information is unavailable.
46	Are we supposed to be providing hourly rates in our response?	Please refer to response 23.
47	Since we will not be receiving answers to questions until sometime next week, would the City be willing to extend the due date from November 5th to a further out date?	This item has been addressed in Addendum 2.
48	Can we please ask for a one-week extension for the due date to have the bid submissions due Friday, November 12th?	This item has been addressed in Addendum 2.
49	Per Section III Special Provisions, Page 20, Section 5 "Offshore Consultants And/or Subcontractors", it reads as the following: None of the obligations and services under the resulting contract shall be performed or provided by the Offeror or its Subcontractors outside of the United States. - Since we have consultants, we would propose per the required scope based outside of the United States (in Canada) can the City please advise if we would be able to provide those services per this provision?	This item has been addressed above in Addendum 3.
50	Do we need to be registered to do business in AZ?	Please refer to response 18.
51	How many vendors are expected to be awarded?	The City anticipates awarding this solicitation/QVL to Offerors who's Offer is responsive, responsible, and meets the minimum requirements.
52	We are NY state M/WBE. Do we need to be SBE or DBE to respond to the RFQu?	No. However, should an Offeror be an SBE or DBE, who is certified through the City of Phoenix Equal Opportunity Department, a copy of the SBE/DBE certificate must be provided.
53	Is there will be any preference given to the local candidates?	No.



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Item No.	Question	Response
54	Is a bid re-compete of an ongoing contract? If yes, then please share the details of the incumbents?	Please refer to response 1.
55	How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.	This information is unavailable.
56	When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception?	Please refer to response 1 and 5.
57	Is there any defined Not-To-Exceed(NTE) budget of this bid for the base term?	No, not in response to this RFQu. Please refer to response 2.
58	How many vendors does the City intend to award?	Please refer to response to question 51.
59	What is the estimated budget of this contract?	Please refer to response 2.
60	What is process of after winning this contract?	If your company is recommended as a qualified vendor, please note this does not establish a contract with the City. Please refer to the solicitation document, Section II - Scope of Work, item 4. Procedures for Obtaining Services.
61	Any chance we can get a week extension?	This item was addressed in Addendum 2.
62	How many positions are filled each year throughout the City of Phoenix technology buying entities?	This information is unavailable.
63	What is the annual budget/Spend for IT Staff Augmentation Services?	This information is unavailable.
64	What is the average staffing project durations....example: 6 months, 12 moths, etc.?	This information is unavailable.
65	How many positions get posted or released to vendors on a monthly basis?	This information is unavailable.
66	Do we have to be based in Phoenix or the surrounding area to submit a bid/proposal for this RFQ?	No.
67	What is the location work status for any new and upcoming positions? Will consultants need to be on-site, remote or a hybrid model?	This could vary and should be identified in the scope(s) of work that will be issued by a given City department.



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Item No.	Question	Response
68	How many vendors will be selected as part of this RFQ?	Please refer to response to question 51.
69	“RFQu 22-002 IT Professional Services” - Is it possible to get Section IV in word (it was provided online as a PDF and you want responses to complete and return)?	No, please fill out the PDF document (Section IV - Submittal) that was published on the City's solicitations website and include it in your response.
70	“Exhibit A” – “Executive Summary” - Is the “Executive Summary” section limited to information that fits in that form or can we submit an Executive Summary in Word?	Please submit the Executive Summary in Exhibit A - Minimum Qualifications, tab 1.
71	“Exhibit A” – “Phone Number” fields E4, E5 and E6 has a drop down list formatted in the cell and does not allow any other entry.	This item was addressed in Addendum 1. Please refer to Exhibit A - Minimum Qualifications - REVISED.
72	RFP Page 4, Section I - Instructions, 4. Preparation of Offer: 4.1. All forms provided in Submittal Section must be completed and submitted with the offer. The signed and completed Solicitation Disclosure form must be included or your offer may be deemed non-responsive. There is no Solicitation Disclosure form provided in the RFQu attachments. Please provide the missing Solicitation Disclosure form for submission.	The "Solicitation Disclosure form" can be found in the solicitation document, Section IV - Submittals, item 4. Conflict of Interest and Solicitation Disclosure Form", pages 23-25.
73	RFP Page 22, Section IV - Submittals, 3. Offer Arizona Sales Tax No. _____ Use Tax No. for Out-of State Suppliers _____ City of Phoenix Sales Tax No. _____ Arizona Corporation Commission File No. _____ We don't have offices in Arizona and don't have the above tax numbers. Will this preclude us from bidding on this RFQu?	Please refer to response 15.
74	Are there any incumbents that currently provide these services to the City? If yes who are the incumbents?	Please refer to response 1.



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Item No.	Question	Response
75	What is the annual budget for the contract that would result from this solicitation?	Please refer to response 2.
76	How many awards do the City anticipate making under this contract?	Please refer to the response to question 51.
77	Does City want us to provide one response/category or can we submit a combined response for multiple categories we are interested in bidding?	Offerors may elect to respond on specific type of service(s) they can provide within any of the category definitions, or multiple categories of service according to the capabilities of the firm and minimum qualifications required.  Please also refer to response 12.
78	Is there any mandatory SBE/DBE goal?	No.
79	Is it mandatory to provide Arizona & City of Phoenix Sales Tax No. and Arizona Corporation Commission File No. with the response?	No. Please refer to response 15.
80	What is the estimated budget for this RFP? If unknown, please specify previous spending.	Please refer to the responses 2.
81	Is there any incumbent working on this contract? If yes, can we get the incumbent name & pricing?	Please refer to response 15, and 7.
82	Can Exhibit A be submitted in excel format?	Yes.
83	Are company references required to be submitted with the proposal? If yes, how many?	No. Please refer to response 4.
84	Considering the amount of efforts required in preparing the proposal, will the City consider extending the due date by 1 week?	This item has been addressed in Addendum 2.
85	How many vendors were previously qualified in the last QVL?	Please refer to response 1.
86	Could you please provide a list of previously qualified contractors as part of the addendum?	Please refer to response 1.
87	What was the overall spending via this program during the last term?	Please refer to response 5.
88	Can we bid for this being a foreign corporation? What registration do we need to bid for it.	Yes. Please refer to the response to question 15.



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Item No.	Question	Response
89	Is there a max cap for the dollar value of task orders that we receive as a result of this contract?	No.
90	As mentioned in point 4.3, the city will invite at least 3 QVL listed vendors. Does it mean that from the pool of vendors who meet the criteria and can fulfill the City's requirements, not all of them will be invited? If yes, then please share what criteria the city uses to determine the selection.	This item has been addressed in Addendum 3.
91	As it often happens in IT, skills and experiences can overlap and cover multiple categories. For example, a database administrator can work in at least 3 categories in the current solicitation. In view of this, can the City please consider a change in the process to release SOW to all the listed vendors?	When a City department determines they will utilize the QVL, the department requiring IT Professional Services will contact offerors whose service offering closely match the services needed. Please also refer to response 31.
92	Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.	No. Please refer to response 1.
93	Can you please let us know the previous spending of this contract?	Please refer to response 5
94	Please confirm if we can get the proposals or pricing of the incumbent(s).	Please refer to response 5, 7 and 22
95	Are there any pain points or issues with the current vendor(s)?	This information is unavailable.
96	Please confirm the anticipated number of awards.	Please refer to response 51.
97	In 12. SUBMISSION OF OFFER, please clarify the values required for: <ul style="list-style-type: none"> <li>• Solicitation Number</li> <li>• Solicitation Title</li> <li>• Offer Opening Date</li> </ul>	<p>This information is referenced on the first page of the solicitation document.</p> <p>Solicitation Number: ITS RFQu 22-002            Solicitation Title: Information Technology Professional Services 2021- 2023 Qualified Vendor List of RFQu (services requested)            Offer Opening Date: November 19, 2021 (as revised in Addendum 2)</p>



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**CITY OF PHOENIX**  
ITS Department  
251 W. Washington St.  
6th Floor  
Phoenix, AZ 85003  
Phone: (602) 262-4481

Item No.	Question	Response
98	In SECTION IV – SUBMITTALS, It states that Submittals (pages 22-26) should be included. Page 21 ask the Offeror to select payment terms and enter Offeror Name at the bottom. Should Page 21 also be included with the Submittal pages?	Yes. This item has been addressed in Addendum 3.
99	I could not find solicitation disclosure form. (IS IT PART OF THE PAGE 22- 26)	Please refer to response 72.
100	There is no required drawings.	No, not in response to this RFQu.
101	There is no section for verification for amount of offer surety.	Should a surety or irrevocable standby letter of credit be required, the amount will be identified in the Technology Agreement provided by the requesting department.
102	If the vendor is not on the QVL can the vendor use a cooperative purchasing or state of Arizona led contract for services opportunities in lieu of QVL for City of Phoenix service opportunities?	We encourage all potential vendors to submit an Offer in response to this RFQu. The City reserves the right in selecting the procurement vehicle/method to be used for a given request.  A Contractor/Consultant may provide services to the City off another contract or cooperative agreement, if it falls within the scope of the agreement. Please be reminded that on order to leverage a cooperative agreement, the vendor/agreement must be approved by Phoenix City Council.
103	On page no 21 of solicitation there is the section "COSTS AND PAYMENTS" do we need to submit with the response?	Yes. This item has been addressed in Addendum 3.
104	Kindly confirm do we need to provide pricing also with the response?	Please refer to response 23.
105	How many firms are expected to qualify and be part of the Qualified Vendor List?	Please refer to response 51.
106	How many firms were part of the QVL previously?	Please refer to response 1.
107	When there is an RFP released for work to be done, is it going to be shared with the entire QVL?	This item has been addressed in Addendum 3.  Please note that when a City department determines they will utilize the QVL, the department requiring IT Professional Services will issue a scope of work (not a Request for Proposal (RFP)).



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Item No.	Question	Response
108	What has been the total amount paid to the firms in the QVL for work done in the last 3 years?	Please refer to response 5
109	For Pricing, would you prefer a single hourly price rate for the services we intend to respond to, or an hourly price range?	Please refer to response 23.
110	Exhibit A. Tab 2 – Category Qualifications. “Offerors must select a response for all categories of services they can provide.” Does this mean that we can choose the categories that we can respond to? Please clarify.	Correct. Please refer to response 77.
111	Section IV – Submittals. Subsection 3 – Offer. It is required to provide an: <ul style="list-style-type: none"><li>• Arizona Sales Tax No.</li><li>• Use Tax No for Out of State Suppliers.</li><li>• City of Phoenix Sales Tax No.</li><li>• Arizona Corporation Commission File No.</li></ul> a. We are an out of state firm. Would we need to provide the Tax No. for Out of State Suppliers only? b. Would being an Out of State firm affect eligibility to be in the QVL?	a. Please refer to the response to question 15. b. No.
112	How many suppliers is the City planning on selecting/awarding for the QVL?	Please refer response 51.
113	Will the City waive the performance bond or irrevocable standby letter of credit requirement in section 6 of the Agreement?	The City reserves the right to change the terms based on the latest requirements and the type and scope of any project awarded. When a scope of work is issued, the requesting department will provide an updated Technology Consulting Professional Services Agreement with the applicable terms and conditions.
114	Will the City make the disclaimer of indirect damages in section 34 of the Agreement mutual so that the disclaimer runs to both the City and the Consultant?	The City reserves the right to change this term based on the latest requirements and the type and scope of any project awarded.
115	How many suppliers on the QVL receive orders from the City?	This information is unavailable. Please refer to response 5.
116	Do all suppliers on the QVL receive orders at the same time?	Please refer to response 31 and 91.



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Item No.	Question	Response
117	How many suppliers on the QVL have active headcounts?	This information is unavailable.
118	During the bidder's conference, the City indicated that at least two departments were interested in utilizing the QVL. Can the City please identify those two departments, and any others?	To ITS' knowledge, the Human Resources and Water Services Departments may be interested in utilizing the resulting QVL.
119	Is there a word or character limit to the narrative responses in the Category Qualifications tab of Exhibit A – Minimum Qualifications?	The City did not include a character limitation to Exhibit A. However, Microsoft Excel has a maximum limit of 32,767 characters per cell.
120	Will the City accept electronic signatures instead of the wet signatures?	Yes.
121	Does the Solicitation Response Checklist on page 2 need to be submitted with our response?	No.
122	In the final contract, does the City intend to include a liability cap applicable to the liability of the consultant? We are unable to respond to SOW requests unless the contract contains such a liability cap, subject to industry standard carve-outs.	The City reserves the right to change this term based on the latest requirements and the type and scope of any project awarded.
123	We have a parent company in Canada and an Amazon Web Services data centre in the European Union (Ireland). Will the City entertain an exception to the no-offshore requirement in Section III.5 of the RFP before the offer due date?	This has been addressed in Addendum 3.
124	Will the City issue a request before any of the regular risk background checks identified in the contract are required?	Scopes of work for the project/request will be issued by the department prior to conducting background checks. If an offeror is recommended for award the requesting department will work with the offeror to perform background checks, if applicable and based on the requirements included in the agreement provided by the department.
125	For regular risk background checks, will the City accept criminal and OFAC checks in lieu of police security clearance?	The City reserves the right to work with the awarded Contractor/Consultant and review the background check documentation to determine compliance with the City Policy.





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Item No.	Question	Response
126	Please confirm that Section 18 (CJIS Security Addendum) will be removed from contracts with consultants without access to criminal justice information.	Please refer to response 113.
127	Please confirm that no performance bond or letter of credit will be required.	Performance bonds or letter of credits are not requested as part of your submittal to this RFQu. However, if a City department determines they will utilize the QVL, the department requiring IT Professional Services will issue a scope of work and provide an updated Technology Consulting Professional Services Agreement with the applicable terms and conditions.
128	Our principal will not be performing services pursuant to the contract. Please confirm that Section 20.2 would be removed in this circumstance.	Please refer to response 113.
129	In the SOW request process, will the City entertain proposed additions to a statement of work that qualify relevant requirements of the RFP or contract (for instance, Section III(5) of the RFP) or add individual legal terms appropriate to the services (for instance, liability cap), in circumstances where such additions are acceptable to the relevant City department?	The City reserves the right to change the scope of work and/or Technology Consulting Professional Services Agreement terms based on the latest requirements and the type and scope of any project awarded.
130	Could we know is there's a character limitation for the response in each cell in Exhibit A? We understand Excel has a character limit of 32,767 characters in each cell, is the character limit the same for this document?	Please refer to the response to question 119.



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Item No.	Question	Response
131	<p>Do the following sections apply to staff augmentation? Page 19 - 3.7. If an Offeror's employee who is assigned to a specific work assignment, requiring "start-up" training and/or learning curve prior to becoming fully effective, terminates before the work assignment is completed, the Offeror will: 3.7.1. Whenever possible assign a new employee to work with the terminating employee for a period of at least one week; and 3.7.2. Not charge the City for the first two full weeks of the new employee's time. This condition does not apply if City requested the employee be relieved of City work assignments.</p>	<p>Yes, these may apply. The City reserves the right to work with the Contractor/Consultant to determine the most appropriate approach.</p>
132	<p>Will the vendor be compensated for recruiting costs, if the City of Phoenix hires the vendor's employee immediately after being placed in a staff augmentation role?</p>	<p>No. Please refer to Exhibit C - Technology Consulting Professional Services Agreement, item 46. Hiring of Each Other's Personnel.</p>
133	<p>Will the vendor be given an opportunity to recoup their recruiting costs associated with the City of Phoenix converting the vendor's employee after being placed in a staff augmentation role?</p>	<p>No. Please refer to response 132.</p>
134	<p>We are a Pennsylvania based company and are doing business all over the 50 states in the United States. Is it mandatory to have the Arizona Sales Tax No.? If yes, could the agency please clarify, if we need the Arizona Sales Tax No. at the time of submission or we could get the same after the award?</p>	<p>Please refer to response 15.</p>
135	<p>Is it mandatory to provide the following numbers? " Arizona Sales Tax No.; Use Tax No. for Out-of State Suppliers; City of Phoenix Sales Tax No. &amp; Arizona Corporation Commission File No. If we don't have anyone or a combination of these Numbers, does that make them not eligible to bid for this RFQU?</p>	<p>Please refer to response 15.</p>



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Item No.	Question	Response
136	Please clarify if we could use our Federal Identification No. as a substitute for the other Tax no. mentioned in the RFQu?	Please refer to response 15.
137	During the 10/28/21 "pre-offer conference" the City mentioned there is a City "IT Staffing" contract expiring in the "next few months". May I please see the current contract for the current IT Staffing contract?	Please refer to response 7.
138	How many vendors are on the current IT Staffing Contract?	Please refer to response 1 and 7.
139	Will the City be releasing a new RFP in the next few months for a new IT Staffing contract?	This information is unavailable.
140	Is this a re-compete RFQ? If yes, Could you please the name of Current Suppliers (who are currently providing services to the Agency)?	Please refer to response 1.
141	Could you please share current Supplier's pricing and Proposals?	Please refer to response 1, 7, and 22.
142	When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?	Please refer to response 1 and 5.
143	Can you please share the Category wise historical spend of the current contract since inception?	Please refer to response 5.
144	How many resources are currently engaged in the current contract?	Please refer to response 1 and 7.
145	Can you please share the no. of positions served in previous years under each category while delivering this contract?	This information is unavailable.
146	Can you please share the amount of business each vendor did under this contract in previous years under each category?	This information is unavailable. Please refer to response 5 and 22.
147	Is there any local preference for this contract?	No.



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Item No.	Question	Response
148	Is there any preference for Small Business Enterprise (SBE) or Disadvantage Business Enterprise (DBE) for the resulting award of the RFQ?	No.
149	What will be the estimated annual budget for this project for each category?	Please refer to response 2.
150	How many positions we can expect under the IT Staffing Category while executing this contract throughout the given term?	This information is unavailable.
151	Can you please confirm the most commonly filled positions of this contract?	This information is unavailable. Please refer to response 5.
152	Can you please provide Job descriptions for positions that are expected to work under each category listed in this RFQ?	No, as the City's needs vary. Should a City department publish a SOW request, the potential positions and job descriptions should be made available then.
153	What will be the expected tenure of projects under each category?	This information is unavailable and will vary based on the scope of the project.
154	How many Consultants are expected to work on each project under the given categories in the RFQ?	Please refer to response 153.
155	What scorecard criteria will be utilized to evaluate bidders?	Please refer to the solicitation document, Section I - Instructions, item 18. Evaluation and Selection.
156	PAGE#7, 10. LICENSES: If required by law for the operation of the business or work related to this Offer, Offeror must possess all valid certifications and/or licenses as required by federal, state, or local laws at the time of submittal. Please confirm, what all licenses are required to deliver the services under the resulting contract?	Please refer to response 19.
157	Please confirm if the State of Arizona BRC will suffice the above requirement?	Please refer to response 19.
158	Would these licenses be required at the time of proposal submission or is it required upon Intent to Award?	Please refer to response 19.



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Item No.	Question	Response
159	PAGE#9, 17. CONTENT OF RESPONSE Please confirm, do we need to submit the technical response in Exhibit A - the excel format only?	Yes.
160	Please confirm, do we need to submit Exhibit A & Submittals (pages 22 - 26) in PDF separately in email as part of response?	Please refer to response 10 and 11.
161	PAGE#23, 3. OFFER Arizona Sales Tax No. Use Tax No. for Out-of State Suppliers City of Phoenix Sales Tax No. Arizona Corporation Commission File No. Is the above information mandatorily required prior to award?	Please refer to response 15.
162	Can we submit the above-required information upon intent to award?	Please refer to response 15.
163	For the solicitation for IT Professional Services 2021-2023 QVL, RFQu 22-002, the Excel file provided for Exhibit A – Minimum Qualifications includes a required field for providing a phone number within the “Company Profile” tab. However, the spreadsheet has been programmed to make the Phone Number field only a Yes/No dropdown menu, meaning that respondents cannot type inside the field to enter a phone number. Would you be able to please provide a revised Exhibit A file with this field’s format corrected, or advise how respondents can go about correcting the field themselves?	Please refer to response 71.
164	What is the estimated budget for this contract?	Please refer to response 2.
165	What was the total spend for the previous contract?	Please refer to response 5.
166	Is there any incumbent for this contract or is this for a new contract?	Please refer to response 1.
167	What are the most frequently used job categories in this RFQ?	This information is unavailable.
168	We are a non-resident bidder. Is there any local preference for this solicitation?	No.



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Item No.	Question	Response
169	How many requirements can we expect annually?	This information is unavailable. Please refer to response 5.
170	We missed the pre-proposal conference. Was the conference recorded? If so, where can we view it or find pre-proposal conference documents?	Please refer to response 8.
171	In Exhibit A – Minimum Qualifications under “Category Qualification” there is a column named “narrative”. Is there any word limit to provide the narrative? If there is no word limit, are you looking for a simple brief narrative or a complete description of our experience based on the category?	Please refer to response 119.  Regarding the narrative information, please refer to Exhibit A - Minimum Qualifications, second tab Category Qualifications, “Sample Response”. Offeror should provide sufficient information to help the City understand your company’s skills and/or qualifications based on a given category.
172	In Exhibit A – Minimum Qualifications under “Company Profile” there is a question called “Is your company a Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)?”. Is this RFQu only for Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)? If not, then how does this impact the selection process?	No, this RFQu is not only for SBE’s or DBE’s. There shouldn’t be any impact in the notification and/or selection process.
173	Is this QVL intended to be used for both Staff Augmentation Services AND SOW (fixed price or milestone) services?	Yes.
174	In 2019 and 2020, can you find out how many Augmentation requirements were released using the existing QVL and how many were released under the cooperative agreement with the State of Arizona?	Regarding QVL usage, please refer to response 5 and 22.  Regarding cooperative agreement usage, please refer to response 7.

The balance of the specifications and instructions remain the same. Offeror must acknowledge receipt and acceptance of this addendum by signing and returning the entire addendum with the bid or proposal submittal.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_