

April 17, 2026

**ADDENDUM NO. 1**

TO PROSPECTIVE PROPOSERS OF RFP “ON-CALL AS-NEEDED TEMPORARY INFORMATION TECHNOLOGY STAFFING SERVICES, RFP NO. ISD-2026-01”

Notice is hereby given that the subject RFP of the East Bay Municipal Utility District has been revised as set forth below:

1. EVALUATION CRITERIA/SELECTION COMMITTEE section, page 13, is revised as follows:

**B. EVALUATION CRITERIA/SELECTION COMMITTEE**

All proposals will be evaluated by a Selection Committee. The Selection Committee may be composed of District staff and/or other individuals with relevant expertise or experience related to this procurement. The Selection Committee will evaluate and rank Proposers in accordance with the criteria set forth in this RFP. All evaluations and determinations shall be within the sole judgment and discretion of the Selection Committee.

The Selection Committee will evaluate each RFP response that meets the minimum qualification requirements set forth in this RFP. Proposers are advised that RFP responses demonstrating an unrealistic or impractical service delivery approach may be deemed reflective of an inherent lack of service capability or a failure to comprehend the complexity and risk inherent in the general services engagement described by the District’s requirements as set forth in this RFP, and may result in a lower evaluation score or disqualification.

Each responsive proposal will be evaluated using the Evaluation Criteria set forth below. Criterial A through F will be scored on a scale of zero (0) to five (5), where 0 indicates the response does not meet requirements and 5 indicates the response fully meets or exceeds requirements.

Each evaluation criterion is assigned a percentage weight to reflect its relative importance. The score for each criterion will be multiplied by its assigned weight to calculate a weighted score. Weighted scores for all criteria will be summed to determine a total score for each proposal. The maximum possible score is one hundred (100) points.

Proposals must achieve a minimum total score of seventy (70) points to be considered eligible for award.

Eligible Proposers may receive preference points in accordance with the District’s Contract Equity Program, as described in this RFP. Any applicable preference points will be **included in** the total score **during** the initial evaluation.

Final rankings will be based on the total score, with higher-scoring proposals ranked more favorably.

The Evaluation Criteria are as follows:

	<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Max Weighted Points</b>
<b>A.</b>	<p><b>Completeness of Responses</b> Responses will be evaluated on the extent to which they fully and clearly address all requirements of this RFP.</p> <p>Consideration may include the following:</p> <ol style="list-style-type: none"> <li>1. Are all required sections, questions, and requirements of the RFP addressed?</li> <li>2. Is the required proposal format, organization, and submission structure followed?</li> <li>3. Are all mandatory forms, certifications, and acknowledgments completed and included?</li> <li>4. Are all requested pricing components and supporting details provided?</li> <li>5. Are the responses clear, complete, and self-contained without excessive reliance on external references?</li> </ol>	<b>10%</b>	<b>10</b>
<b>B.</b>	<p><b>Relevant Experience and Qualifications:</b> Responses will be evaluated based on demonstrated experience and qualifications in providing the services outlined in the RFP.</p> <p>Consideration may include the following:</p> <ol style="list-style-type: none"> <li>1. Does the Proposer have relevant experience providing services to organizations of comparable size and complexity?</li> <li>2. Does the proposer show expertise in sourcing and placing candidates across one or more IT job classifications and skill sets?</li> <li>3. Does the proposer demonstrate organizational stability and longevity in the staffing industry?</li> <li>4. Does the proposer demonstrate experience in regulated, public-sector, or mission-critical environments?</li> </ol>	<b>10%</b>	<b>10</b>

<p><b>C.</b></p>	<p><b>Technical Criteria:</b> Responses will be evaluated based on technical qualifications, capabilities, and expertise.</p> <p>Consideration may include the following:</p> <ol style="list-style-type: none"> <li>1. Is technical expertise demonstrated in sourcing and placing IT professionals across various job classifications and skill sets?</li> <li>2. Is experience demonstrated with technologies, platforms, or environments relevant to District’s needs?</li> <li>3. How effective are the technical screening and assessment methods used to evaluate candidate skills and qualifications?</li> <li>4. What tools, systems, or technologies are used to identify, track, and manage qualified technical candidates?</li> <li>5. Is evidence provided of Proposer’s ability to maintain a pool of technically qualified candidates?</li> <li>6. Does the proposal demonstrate the ability to meet technical requirements on an ongoing basis?</li> </ol>	<p><b>25%</b></p>	<p><b>25</b></p>
<p><b>D.</b></p>	<p><b>Methodology:</b> Responses will be evaluated based on the proposed approach and methodology for delivering services.</p> <p>Consideration may include the following:</p> <ol style="list-style-type: none"> <li>1. How clearly is the recruitment and sourcing process described, from request intake through candidate submission?</li> <li>2. How effective is the described onboarding process, including background checks, compliance, and start coordination?</li> <li>3. How well-defined are timelines for candidate submission, placement, and start dates?</li> <li>4. How effective is the described process for replacing candidates who do not meet performance expectations?</li> <li>5. How clearly are communication, escalation, and issue-resolution procedures defined?</li> <li>6. How appropriate is the proposed account management structure and service delivery model?</li> </ol>	<p><b>20%</b></p>	<p><b>20</b></p>
<p><b>E.</b></p>	<p><b>References (See Exhibit A – RFP Response Packet):</b> Responses will be evaluated based on the relevance, quality, and verification of references provided by Proposer.</p>	<p><b>10%</b></p>	<p><b>10</b></p>
<p><b>F.</b></p>	<p><b>Compliance with Terms and Conditions</b> Responses will be evaluated on compliance with District’s standard contractual and legal requirements.</p> <p>Consideration may include the following:</p> <ol style="list-style-type: none"> <li>1. To what extent are District’s standard contract terms and conditions accepted?</li> <li>2. Are any assumptions, exceptions, or deviations from RFP requirements clearly identified?</li> <li>3. Are insurance requirements addressed?</li> </ol>	<p><b>15%</b></p>	<p><b>15</b></p>

G.	<b>Contract Equity Program:</b> Proposer shall be eligible for SBE or DVBE preference points if they are a certified small business entity, as described in the guidelines contained in Exhibit A-Contract Equity Program, <u>and</u> they check the appropriate box, requesting preference, in Exhibit A-Proposer Information and Acceptance. Qualified DVBEs and/or SBEs will receive an additional <b>10</b> points to their total score.	<b>10%</b>	<b>10</b>
<b>Total Possible Score</b>		<b>100%</b>	<b>100</b>

ACKNOWLEDGMENT OF RECEIPT OF THIS ADDENDUM SHALL BE INDICATED BY LISTING THE ADDENDUM NUMBER AND ITS DATE ON THE FORM LABELED "PROPOSER INFORMATION AND ACCEPTANCE" IN EXHIBIT A - RFP RESPONSE PACKET.

*Shané Johnson*

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