

April 20, 2026

## **ADDENDUM NO. 2**

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

The following questions have been submitted by prospective proposers, and the District’s responses are provided below for clarification purposes. These responses are intended to clarify the RFP and do not alter the requirements.

### **Questions and Responses**

#### **A. Procurement Overview & Background**

**Is this a new initiative or a re-bid of an existing contract?**

This is a new solicitation. There are no current incumbent providers for these services.

**How long is the contract term?**

The contract term is three years as specified in the RFP.

**Could you please confirm how many vendors will be awarded under this solicitation?**

The District has not established a fixed number of awards. The District reserves the right to award a contract to a single proposer or multiple proposers, as determined to be in the best interest of the District. (RFP pp. 3, 12)

**Who are the current incumbent providers for this contract? Additionally, would it be possible to review any response documents previously submitted by incumbents for reference?**

There are no current incumbent providers for these services. Accordingly, there are no prior response documents available for review.

**Could you share the budget or anticipated contract value for this RFP? / Could you provide historical spending?**

The District has not established a specific budget or anticipated contract value, and there is no historical spending data available; however, the estimated annual spend is approximately \$1M–\$2M over the life of the contract. Actual expenditures will be driven

by District needs. Services will be provided on an on-call, as-needed basis, and no minimum amount of work is guaranteed.

**What is the anticipated timeline for award notification and the tentative start date for this engagement?**

Please refer to the Calendar of Events on pages 11-12 of RFP.

**Could you please confirm whether this RFP is intended for staffing firms or consulting firms?**

This RFP is intended to solicit proposals from firms qualified to provide on-call, as-needed temporary information technology staffing services. (RFP, p. 3)

**Which specific ERP platform(s) are currently in use for Finance and HR (e.g., PeopleSoft version 9.2)?**

The District's FIS (Financial Information System) is Oracle Fusion Cloud Financials which is SaaS. The District's HRIS (Human Resources Information System) is PeopleSoft 8.x which has been highly customized.

**Are there any planned migrations or implementations of new ERP platforms (such as Workday, Oracle Cloud, or SAP) during the three-year contract term?**

Yes. The District has planned and ongoing system initiatives, including potential migrations and implementations of enterprise platforms, which are at various stages of planning and execution.

**Which specific PeopleSoft modules are currently prioritized for staffing support?**

Human Resources, Payroll, Time and Labor

**Can the District clarify whether "staff" refers to key personnel in Section B (a) or all proposed IT professionals?**

It refers to key personnel.

**B. Scope of Work & Staffing**

**Can the District share historical roles, provider structure, or prior staffing approach?**

Not applicable. There are no incumbent providers or prior contract history.

**Are there any particular IT roles the District is looking for? / Could you provide job categories or disciplines?**

The RFP identifies a broad range of IT disciplines (e.g., software development, cloud, cybersecurity, GIS, ERP). Specific roles will be defined in each Request for Temporary Staff (RTS). (RFP pp. 3, 8)

**Can the District provide the anticipated mix of roles, skill levels, and volumes?**

The District has not established an anticipated mix of roles, skill levels, or volumes. Services will be requested on an as-needed basis, with no guarantee regarding the volume, frequency, or value of work.

**Are there minimum qualifications, certifications, or preferred vendors for specialized roles such as cybersecurity, GIS, cloud, or ERP?**

The RFP establishes general qualification requirements. Role-specific qualifications and certifications will be identified, as applicable, in each Request for Temporary Staff (RTS) or Scope of Work. The District has not identified preferred vendors for specialized disciplines.

**Will work be on-site, remote, or hybrid? / What percentage of positions are onsite vs remote?**

Work location, including onsite requirements, will be defined in each Request for Temporary Staff (RTS) or Scope of Work on an as-needed basis. The District has not established anticipated percentages. (RFP p. 8)

**How will work be distributed among awarded vendors?**

Work assignments may be distributed among awarded proposers based on qualifications, availability, past performance, and price, at the District's sole discretion. (RFP p. 3)

**Can vendors use direct employees only?**

Yes. Vendors may use direct employees or subcontractors and remain responsible for all personnel.

**Will vendors be allowed to directly engage with departments upon award?**

All staffing requests will be issued by the District through Requests for Temporary Staff (RTS). Vendors shall not directly solicit or accept assignments related to this RFP outside of this process. (RFP p. 8)

**Can vendors recruit candidates after award, or must they already be employees?**

The RFP does not require personnel to be employees at proposal submission.

**Could you please confirm whether vendors are required to maintain continuous on-call availability?**

No.

**Are response times required for staffing requests?**

The standard response time is up to one (1) week unless otherwise specified. Expedited timelines will be defined in the RTS.

**For the Staffing Response Packet, what level of background screening documentation does the District require for proposed personnel?**

Unless otherwise requested by the District, a signed screening attestation from the staffing agency is sufficient.

**Will the District provide a standard SOW template? Or should vendors use their own format?**

Vendors may use their own format, provided it meets the requirements outlined in the RFP.

**Are there roles that have historically been hard-to-fill or high-turnover for EBMUD ISD?**

No.

### **C. Operations & Requirements**

**Are background check standards fixed by the District?**

The contractor is responsible for conducting background checks, including verification of education, work experience, and references. Additional requirements may be specified in each RTS. The District reserves the right to conduct its own background checks. (RFP pp. 6–7)

**Does the District require a specific SOW/timesheet platform?**

No, the District does not require a specific platform. The Contractor must provide an electronic workflow system for SOW approvals and timesheets that meet the RFP requirements, including online approvals, no manual downloads, and automated document distribution. (RFP pp. 10–11)

**Can email be used for approvals?**

No. Email-only processes do not meet RFP requirements. (RFP pp. 10–11)

**Will equipment be provided?**

District-issued devices will be provided as necessary based on operational and statutory requirements. Contractors shall ensure personnel have standard tools. (RFP pp. 6–7)

**Will there be an employee conversion policy?**

No.

**D. Proposal Requirements**

**Can the vendor bid on one of the services areas or is it mandatory to bid on all?**

Proposers are not required to provide all services and may propose to provide any combination of these services.

**What must be submitted with the proposal?**

Proposers must submit Exhibit A – RFP Response Packet and required forms. (RFP p. 20)

**Are Exhibit B (Insurance) and Exhibit C (Agreement) required at proposal submission?**

No. Exhibit B is required upon award. Exhibit C is for review and execution upon award. (RFP p. 20)

**Are the insurance requirements outlined under Exhibit B applicable to this solicitation, or are they included as standard boilerplate language?**

The insurance requirements in Exhibit B are applicable to this solicitation.

**Is Exhibit E (IT Security Information) required at proposal submission?**

No. Exhibit E is not required. Any information submitted outside of Exhibit E may be released in response to a CA Public Records Act request.

**Can vendors use their own templates for responses?**

No. Exhibit A must be completed and submitted.

**Are resumes required with the proposal?**

No. Resumes are not required as part of the initial proposal submission but shall be provided in response to each RTS. (RFP pp. 8–9)

**Are licenses or credentials required at submission?**

Proposers must possess all required licenses, permits, and credentials at the time of submission. The RFP does not require submission of copies with the proposal. (RFP p. 4)

**Must proposers be in good standing in California?**

Yes. Proposers must be in good standing and properly authorized to do business in the State of California at the time of submission.

**Is it mandatory to have a local office or a business registered in California to qualify for this RFP?**

A local office is not required. However, proposers must be in good standing in the State of California and possess all necessary licenses, permits, and authorizations required to perform the services at the time of proposal submission.

**Are references required? /Can they include both MSP clients and private sector clients?**

Yes. At least three references are required; public agency references are preferred but not mandatory.

**Can references be utilized from current ongoing contracts?**

Yes.

**What form of proof is acceptable for the requirement to demonstrate at least three current billing clients?**

Proposers shall provide references using the template in Exhibit A – RFP Response Packet.

**Is a Department of Industrial Relations (DIR) Registration Number required at time of proposal submission?**

The RFP does not require a DIR registration number.

**May proposers provide anonymized references at the proposal stage, with client names and contact information withheld until a later stage due to NDAs?**

No. Proposers are required to provide complete reference information, including client names and contact details, using Exhibit A – RFP Response Packet.

**Are bonds or certified checks required?**

No. The RFP does not require a bid bond or certified check

**Is there a page limit to the response?**

No.

**Will digital signatures be accepted for all required forms or does a wet signature need to be applied?**

Yes. The District will accept digital, electronic, or wet signatures for required forms, provided the signatures are legally valid and comply with applicable requirements.

**E. Pricing, Billing, and Reporting**

**Is pricing required in the proposal or later?**

Pricing shall be included as part of the proposal. Assignment-specific pricing will also be provided in response to each RTS. (RFP pp. 9, 14)

**Is there a predefined pricing format or template?**

No specific format or template is required.

**Where in the proposal shall pricing be submitted?**

For clarity and ease of evaluation, the District prefers that pricing be included as a clearly labeled section within the proposal (e.g., "Pricing" or "Rate Information") for ease of review.

**How and when will pricing be evaluated?**

Pricing will be considered at the assignment level in response to each Request for Temporary Staff (RTS) and will consider whether all pricing components are provided and reasonableness in relation to the RTS.

**Can vendors submit indicative hourly rates, including pricing ranges based on candidate experience or skill level?**

Yes. Final pricing will be determined at the RTS level.

**Should rates be fully burdened?**

Billing rates are expected to be fully burdened and inclusive of all costs, including administrative and overhead costs associated with service delivery.

**Are labor categories or rate cards required?**

No. The RFP does not prescribe labor categories or rate card formats.

**Are rate increases or other price adjustments permitted during the contract term, including after any initial firm pricing period, and if so, under what conditions?**

Any changes to pricing are subject to mutual written agreement of the parties in accordance with the Agreement.

**Can the District clarify what is meant by “payment incentives” in the Pricing section, and how they should be presented in the proposal?**

“Payment incentives” refers to any discounts, rebates, credits, or other pricing concessions offered by the proposer that would result in cost savings to the District.

**What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?**

Refer to pages 17 and 59-61 of the RFP.

**What are the reporting requirements?**

Refer to pages 10-11 and 56 of the RFP.

**During the assessment period, will assigned personnel be compensated for hours worked at an approved billable rate, and if the District determines that a different job title or rate is appropriate, will any adjusted rate apply only after written notice?**

Assigned personnel will be compensated for hours worked; however, if the District determines that performance is not at the expected level, the District will provide written notice during the assessment period and may adjust the applicable billable rate, applied retroactively to the start date, to reflect the work performed and quality delivered.

## **F. Administrative / Miscellaneous**

**Is there a preferred naming convention for multiple email submissions?**

There is no required naming convention; however, proposers are encouraged to use a clear and consistent naming convention.

**Could you please share the evaluation criteria and the relative weighting for each component?**

The evaluation criteria and scoring methodology are described in Addendum No.1.

**Will vendor performance be measured through defined KPIs or SLAs?**

Performance expectations will be managed through contract requirements and assignment-specific expectations.

**Is there a pre-proposal conference?**

No. Refer to the RFP Calendar of Events. (RFP pp. 11–12)

**Should the Primary Contact person be local?**

There is no location requirement.

**Could you please provide the list of District holidays?**

New Year's Day (Jan), Martin Luther King, Jr. Day (Jan), Lincoln's Birthday (Feb), Washington's Birthday (Observed) (Feb), Farmworkers Day (Mar), Memorial Day (Observed) (May), Juneteenth (June), Independence Day (July), Labor Day (Sep), Veterans' Day (Nov), Thanksgiving Day (Nov), Day After Thanksgiving (Nov), Christmas Day (Dec), Day After Christmas (Dec).

**G. Contract Equity & Preferences**

**Are non-SBE/DVBE firms eligible to submit a proposal?**

Yes.

**Is there a local vendor preference or incentive?**

Vendors headquartered in EBMUD local area will receive 2 points and those with offices in EBMUD local area will receive 1 point.

**Are there subcontracting goals?**

No.

**Are there any contract equity preference points available to firms with MBE certification?**

No.

**Is a firm located outside of the District's local area eligible to participate in the Contract Equity Program (CEP), and is submission of the CEP form required?**

Yes, all firms, regardless of their location, are eligible to participate in the CEP and are required to submit CEP forms.

**Are proposers required to extract the CEP and EEO forms from the hyperlinked document and submit them separately as part of the RFP packet?**

Yes.

**Will a proposer who is not itself a certified SBE or DVBE qualify for the 5 preference points by utilizing certified SBE/DVBE subcontractors?**

Non-SBE/DVBE firms that use at least 25% SBE/DVBEs will be eligible for preference points.

**Can the EBMUD please provide the link to current SBE/VSBE vendors?**

No, we cannot provide a link. However, you can send an email indicating the category of work you would like a listing of firms from our business database to [contract.equity@ebmud.com](mailto:contract.equity@ebmud.com).

**Please confirm that only P-025 SUPPLEMENT form needs to be completed under section CONTRACT EQUITY PROGRAM.**

The P-025 and P-040 should be completed and submitted.

**Could the District please confirm if there is a white-men owned businesses, white-women owned businesses, and ethnic minority owned businesses subcontracting goal? If yes, could the District please confirm by what agency should this companies be certified by?**

The District has overall contract objectives that applies to prime and subcontractors for all of its contracts. When a firm is looking for subcontractors, they are encouraged to solicit participation from firms with various types of ownership.

**Do vendors need to subcontract with three firms (one for white-men owned businesses, one for white-women owned businesses and one for ethnic minority owned businesses), or can vendors subcontract with one firm that has only one of the certifications?**

No, vendors do not need to subcontract with three firms or with any firm(s).

**Could the District please clarify the percentage amount of the contract to be given to white-men owned businesses, white-women owned businesses, and ethnic minority owned businesses?**

The District does not require any amount of the contract to be given to any business.

**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.**

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