



Rhode Island Airport Corporation

May 1, 2023

**ADDENDUM NO. 004
Request for Qualifications No. 33783
On Call Information Technology Consulting Services
Rhode Island T. F. Green International Airport**

Prospective proposers and all concerned are hereby notified of the following changes in the Request for Proposals (RFP) document related to RFP No. 33783. These changes shall be incorporated in and shall become an integral part of the contract documents.

Deadline for Proposals extended:

- The deadline to submit proposals has been **extended to May 12, 2023, 2pm EDT**

Responses to Questions in bold.

1. Are there any limitations on the OH rates to be used for billing rates? Should we assume standard FAR rates apply? **No, there are no limitations on the OH rates but should be reasonable based on the services.**
2. Referencing the indemnification clause 9(c) contained in the Professional Services Agreement, we would seek to agree with RIAC a reasonable limit of liability in proportion to the value of services related to each Task Order. Would this be acceptable? **Per the RFP, RIAC cannot accept changes to this section.**
3. With reference to the Scope of services section, we request a clarification on the roles that require on site, full time support with staff providing response levels in the order of 1 - 2 hours, 24/7, including holidays. Would the proposal be considered responsive if we were to exclude such roles and focus our response on select IT consulting services defined in the list of services (1 -11) on (pg 4 of 40) that would not require on site support/technician roles? **Yes, it would be considered responsive.**
4. Is there a preferred DBE list that can be shared? **RIAC does not have a preferred list. The directory of registered MBE/WBE can be found here: <https://dedi.ri.gov/>**
5. Can the DBE percentage be defined on a per Task Order basis? **DBE participation is at the discretion of the proposer. Task Orders will be issued and awarded on an as-needed basis.**
6. From the listed services, can group of services be prioritized and define timeline required for completion? **This is not available, and therefore will not be shared as part of this solicitation for proposals.**
7. On page 2 of the RFP, under the RFP Requirements, it states that "Fee Schedule (Attachment B)" is required, but the attachment is not included in the document nor on the



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procurement portal. Could you confirm that this is needed and if so, could you provide.
Please refer to Attachment B to Addendum 03.

8. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services. **This information will not be shared as part of this solicitation for proposals.**
9. Can you please let us know the previous spending of this contract? **This information will not be provided as part of this solicitation for proposals.**
10. Please confirm if we can get the proposals or pricing of the incumbent(s). **This information will not be provided as part of this solicitation for proposals.**
11. Are there any pain points or issues with the current vendor(s)? **This information will not be provided as part of this solicitation for proposals.**
12. Please confirm the anticipated number of awards. **This is for an on-call consultant pool, on an as-needed basis, and as such, this information will not be provided as part of this solicitation for proposals.**
13. The RFP states that: Firm(s) will provide professional services on an as-needed basis primarily during normal business hours: M-F 8:00 a.m. to 5:00 p.m. either remotely or on-site. However, it is preferred that the firm must be available 24 hours a day 7 days a week, including holidays. This includes a required response time within one (1) hour from the time contacted by RIAC, and if necessary, be on-site within two (2) hours from the time contacted by RIAC. Question: Does the consultant have adhere to this service level agreement (SLA) if we are not providing managed services and only providing consulting services? **No, this would only apply to managed services.**
14. Please disclose the incumbent vendor name(s) if applicable and, if possible, please share their proposal(s). **This information will not be provided as part of this solicitation for proposals.**
15. If there are incumbents, are they eligible for contract award on this solicitation? If not, or if some are and some are not, what is the reason? **Yes, the incumbents are welcome to submit proposals, and if awarded, the current RFP and PSA will supersede the previous solicitation and agreement. Otherwise, the incumbent agreements are still valid per the terms of the executed agreement.**
16. What service challenges are you experiencing with the current contract arrangement? **This information will not be provided as part of this solicitation for proposals.**
17. What was the spend on the previous contract? **This information will not be provided as part of this solicitation for proposals.**
18. What is the estimated budget for this solicitation? This is for a solicitation for **This information will not be provided as part of this solicitation for proposals.**
19. Are the roles for this solicitation required to be available for on-site work or is this role permitted to be remote? **Remote work may be permitted depending on the proposed services offered by the firm.**
20. If the roles for this solicitation are permitted to be remote, are you open to off-shore as well as US based remote work? **Remote work may be permitted depending on the proposed services offered by the firm. Off-shore work requires compliance with any RIAC held government contract.**



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21. If all or some of the roles for this solicitation will be performed on-site, what are the physical location(s) where work is to be performed? **Rhode Island T.F. Green International Airport in Warwick, Rhode Island.**
22. Are you seeking local vendors or are you equally open to awarding an out of state vendor? **RIAC is open to awarding to all vendors.**
23. What is the anticipated contract award date? **Approximately June 2023.**
24. What is the anticipated contract start date? **Approximately June 2023.**
25. If you are seeking both Resource and Vendor experience/qualifications, please elaborate on the Vendor experience/qualifications that you require. **Firms should provide information allowing RIAC to assess its capabilities to performed the services being proposed by the firm.**
26. What applications are in scope, and can RIAC provide any details on sizing, load, or other details? **This information will not be provided as part of this solicitation for proposals.**
27. Does RIAC currently have a cloud footprint, and/or a preference for a specific cloud platform for future moves to the cloud? **RIAC has an O365 Tennant and has some applications in the cloud, but has not fully committed to the cloud and as of yet does not have a cloud platform preference.**
28. Is RIAC looking for vendors with certain partnership levels (e.g., AWS Premier, Microsoft Gold, etc.)? **RIAC would expect partnership levels should there be any high level project requiring it.**
29. Are there any current pain points for any of the in-scope services that are priorities for RIAC? **This information will not be provided as part of this solicitation for proposals.**
30. Does RIAC have any incumbent vendors currently providing any of the in-scope services? **Yes, however, this information will not be provided as part of this solicitation for proposals.**
31. What are the strengths and weaknesses of your current program? **S This information will not be provided as part of this solicitation for proposals.**
32. Has worker quality been an issue for you? **This information will not be provided as part of this solicitation for proposals.**
33. Are rates standardized across your program? **No.**
34. Who is (are) the incumbent? **This information will not be provided as part of this solicitation for proposals.**
35. What is the skill breakdown and spend by location? **Most projects will occur at Rhode Island T.F. Green International Airport (PVD). G.A. airport IT projects may be part of RIAC's future spend.**
36. What is the mix of business? (i.e. industrial, contact center, clerical, IT, finance, professional, etc.) **IT, datacenter, virtualization, user assistance, airport specific technology and airport operational technologies.**
37. Can you please provide job descriptions? **This information will not be provided as part of this solicitation for proposals.**
38. Would the selected supplier be expected to transition contingent workers currently on assignment? **No.**



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39. How many suppliers are currently participating in the program? **This information will not be provided as part of this solicitation for proposals.**
40. What is the total spend across all suppliers? **This information will not be provided as part of this solicitation for proposals.**
41. Is it your intent to award the contract to one or multiple suppliers? **Yes, the intent is to award contracts to a pool of on-call consultants, any of which can be utilized by RIAC on an as-needed basis; at times requiring a quick turn-around in executing a specific scope work, for a defined fee, via an approved Task Order.**
42. Do you have background and drug screening requirements? **If a firm provides on-site resources, this would require a TSA 10-year criminal background check to access secured areas of the airport. Depending on the services, RIAC may also require additional background screening. No drug screening is required.**
43. What is your conversion rate percentage (staffing agency associates converted to regular employees of your company)? **This information will not be provided as part of this solicitation for proposals.**
44. What is the average length of assignment? **This is for an on-call consultant pool, on an as-needed basis, and as such, this information will not be provided as part of this solicitation for proposals.**
45. What kind of turnover levels are you currently experiencing within your program? **This information will not be provided as part of this solicitation for proposals.**
46. What are the job titles they anticipate using Staff Aug for? **This information will not be provided as part of this solicitation for proposals, however, job titles can encompass the full breadth of IT services.**
47. Is there preferred pricing a markup or a maximum rate card? **This information will not be provided as part of this solicitation for proposals.**
48. Can they estimate the volume for us? **This information will not be provided as part of this solicitation for proposals.**
49. Do they anticipate work needed to be done onsite or remotely? **There will be projects requesting both onsite and remote.**
50. Ideally, when do they anticipate awarding this work? **Approximately June 2023.**
51. How critical is supporting airports in your evaluation criteria? **Airports are by their nature, a different environment. There may be projects needing the services of those familiar with airfield or common use technologies besides those of standard networking/office or server applications. However, airport experience is not a requirement. Firms should list airport experience in their response for RIAC's awareness.**
52. How do you see this clause being relevant for a Staff Aug only response? **This information will not be provided as part of this solicitation for proposals.**
53. How many vendors will be awarded? **The number of awards will be at the sole discretion of the RIAC selection committee, and therefore is not defined, and will not be shared as part of this solicitation for proposals.**
54. Please provide details about the incumbents? **This information will not be provided as part of this solicitation for proposals.**



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55. Is it Mandatory to have an office in Rhode Island? **No.**
56. Are you looking for in-house resources for all the services? **No, but firms should list any work they intend to subcontract.**
57. Can we bid only on IT Staff Augmentation? **Yes, proposers can bid on one, some, or all of the requested areas.**
58. Can we provide references other than Airport Authorities? **Yes.**
59. Is there any preference for those who have experience with Airport Authorities? **Airport experience is preferred, however, the proposals will be evaluated in their entirety, and any contracts awarded will be at the sole discretion of the selection committee's determination.**
60. Can you please extend the due date for submission? **The submission date has been extended to May 12, 2023.**
61. In the cost section it is mentioned to provide pricing for key personnel. Does this mean we have to provide pricing of our internal - in-house team only?
62. Can we bid on only 1 service? **Yes. Proposers can submit proposals for one, none, or all of the services requested.**
63. There is no Rate sheet attached with the RFP. Do we have to provide costs for services or positions like Application developer, Network administrator etc. **Yes, see Attachment B to Addendum 3.**
64. Please clarify what we need to provide in the pricing section? **Please see Attachment B to Addendum 3.**
65. Is there preference for local vendors? **No, however it does impact response times if on-site work is needed.**
66. We do not qualify as ISBE, If we subcontract with an ISBE firm will we receive 6 points as a prime contractor? **If the proposing firms is not considered ISBE, then the ISBE participation rate shall be expressed as a percentage of work anticipated to be subcontracted to ISBEs based on the proposing firm's total work on the project.**

####END OF ADDENDUM###