



## ADDENDUM NUMBER ONE FOR FY2016-005

**DATE:** May 28, 2015

**TO:** ALL BIDDERS OF RECORD

**FROM:** LYN MAJESKI, ACCOUNTING DIVISION MANAGER

**BID FOR:** REQUEST FOR QUALIFICATIONS INFORMATION TECHNOLOGY SUPPORT SERVICES

This addendum forms a part of and modifies the bid specifications for the above item currently due for submission by June 16, 2015 at 11:30 A.M. (local time) at the City of Oak Ridge, Central Services Complex, 100 Woodbury Lane, Oak Ridge, Tennessee.

### **ITEM 1 – Comments and Questions received from Potential Bidders**

1. Just to be sure, are you looking for IT Staffing support (hiring of temps to support IT) or consulting (someone to come in and handle the projects)?

We are looking primarily for consulting support. However, we have had the need to retain temporary support in the past and may need to do so again.

2. The resumes submitted in the RFQ may not be available at the time you need the support. Can we submit resumes of our candidates as sample resumes to show you the quality of people we employ?

Yes, as long as the response makes clear these individuals may not be available.

3. Is there a budget for this RFQ on the IT Staffing spend? If so what is the budget?

FY16 budget is in preparation with expectation that adoption will occur in June.

4. What was last year's temporary IT Staffing spend?

FY15 budget was approximately \$100,000.

5. Is there an incumbent to this RFQ? If so, who are they? Will they be participating in the bid? Is there any preferential treatment to the incumbent(s)?

The RFQ is open to all qualified parties. The City is an equal opportunity employer.

6. How many vendors will be awarded contracts?

There is no set number. More than one Vendor may be utilized based on vendor skill sets and availability. There should be minimal overlap on assignments between different Vendors to reduce issues and insure network up time. Also, some task / projects may be just that a project rather than ongoing support of the items listed. In the RFQ we are looking for both ongoing support and project tasks responses.

7. What is the expected spend on IT Staff over the next year? During the Contract duration?

See answers to questions 3 and 4 above.

8. How many positions within each job description are expected to be needed over the next year?

There is no set number.

**\*\*\*\*\* Acknowledge receipt of this addendum with your RFQ \*\*\*\*\***  
**If you have already submitted your RFQ you may acknowledge receipt by email to**  
**lmajeski@oakridgetn.gov**