Addendum # 1

This bid closing is extended to Wednesday, December 19, 2018 at 2:00 PM CST. Answers to questions received are listed below. We are not accepting additional questions.

The University has received the following questions from vendors. The corresponding department has provided answers for the questions. The questions and answers should be considered incorporated as part of this bid. Please see below:

1. I wanted to confirm with you whether the bid can be submitted through the portal or does it need to be a physical package delivered at your Corpus Christi campus?
   
   **Answer:** We are accepting responses through the portal or via sealed hard copy. Bids will be accepted until 2:00 PM Central Standard Time on December 19, 2018. It is the responsibility of the vendor to ensure that their bid arrives prior to 2:00 PM CST. No late bids will be accepted. Late bids will be returned to vendor unopened.

   **MAIL PROPOSAL TO:**
   Texas A&M University-Corpus Christi
   Purchasing Department
   6300 Ocean Drive Unit 5731
   Corpus Christi TX 78412-5731

   **HAND DELIVER AND/OR EXPRESS MAIL TO:**
   Texas A&M University-Corpus Christi
   Purchasing Building
   6300 Ocean Drive Room 115A
   Corpus Christi TX 78412

   **SUBMIT VIA**
   Texas A&M Supplier Portal

2. On 6f - do you require just samples or is the aim for us to show you someone we would actually submit to this were this req live? What is the purpose of us showing samples?
   
   **Answer:** The vendor should provide a sample resume for a candidate for at least two (2) positions. We are looking for examples of actual candidates that would fit at least two (2) positions. The candidates do not have to be available.

3. On point #7, will there be multiple people working on these 6 positions or is it exclusive?
   
   **Answer:** We intend to make one award from this bid.

4. Is the buyer requesting live candidates for the 6 positions or sample resumes?
   
   **Answer:** We are requesting examples of actual candidates that would fit at least two (2) positions. The candidates do not have to be available.

5. For Attachment B, are we submitting one pricing sheet per position or in one table format such as section 4 in attachment A?
   
   **Answer:** You do not have to use Attachment B Pricing Sheet, but submissions do need to be in a similar format.

6. Is the buyer looking for direct hire placements or contract resources?
   a. Scope uses words “direct placement” and provides salary rates but in section 5 attachment A states contract renewal periods.
      
      **Answer:** Direct placement is for the positions being announced. The contract with optional renewals is for the company that is awarded this bid.
b. If direct hire placements, where on pricing sheet do we include direct hire fee?
   Answer: You do not have to use Attachment B Pricing Sheet, but submissions do need to be in a similar format.

7. If contract is renewed year to year, is buyer paying direct hire fees annually?
   Answer: No. We intend to make one (1) payment at the time of hire, not an ongoing fee.

8. Can you please confirm the mode of submission – Is it portal submission through solutions.sciquest.com or Sealed hardcopy is required?
   Answer: We are accepting responses through the portal or via sealed hard copy. Bids will be accepted until 2:00 PM Central Standard Time on December 19, 2018. It is the responsibility of the vendor to ensure that their bid arrives prior to 2:00 PM CST. No late bids will be accepted. Late bids will be returned to vendor unopened.

9. Is it single award or multiple award contract?
   Answer: This will be a single award contract.

10. What is the estimated budget for this contract? Can you please provide the approximate budget for each job class covered in this?
    Answer: The estimated budget for this contract will be based off the budgeted salaries listed for each individual position. The salaries for each position are provided in the bid.

11. Is there any incumbent for this requirements? If yes, please share the details of the incumbent.
    Answer: There are no incumbents for this requirement.

12. Can the bid be submitted online or via email instead of hand delivery?
    Answer: We are accepting responses through the portal or via sealed hard copy. Bids will be accepted until 2:00 PM Central Standard Time on December 19, 2018. It is the responsibility of the vendor to ensure that their bid arrives prior to 2:00 PM CST. No late bids will be accepted. Late bids will be returned to vendor unopened.

13. Due to the attachments and contracts involved is there anyway we can get more time to respond?
    Answer: This bid is extended to Wednesday, December 19, 2018 at 2:00 PM CST.

14. One other question my team had was related to Attachment E and whether it needs to be completed and included in the bid. It refers several times to the signature of the company representative on each of the pages of the bid, etc. Is that the case for a digital submission through the Jaegger platform?
    Answer: Attachment E Terms and Conditions will be incorporated into the contract, any exclusions should be identified now. The bid document needs to be signed by the bidder to establish formal linkage to the bid.
15. Can you please extend the due date an additional two weeks for proper sourcing?  
**Answer:** This bid is extended to Wednesday, December 19, 2018 at 2:00 PM CST.

16. We are Virginia based MBE and wanted to check if Texas HUB certification is mandatory to participate in this bid?  
**Answer:** No, HUB certification is not mandatory to participate in the bid. Indicate on the HUB HSP form a good faith effort for any subcontracted work.

17. Could you please elaborate little bit on the rate card indicating direct placement fee based upon total positions filled, do we need to use the attachment B Pricing sheet for this?  
   i. 1-2 positions  
   ii. 3-4 positions  
   iii. 5+ positions  
**Answer:** You do not have to use Attachment B Pricing Sheet, but submissions do need to be in a similar format.

18. We understand that only sample resumes for at least two positions should be provided, please confirm and advise if we also need to propose available candidates for also those given positions in the bid response?  
**Answer:** We are requesting examples of actual candidates that would fit at least two (2) positions. The candidates do not have to be available.

19. We had some questions regarding the contract vehicle and ability to redline certain language prior or after a bid is submitted.  
**Answer:** You can redline and return the sample contract with your response, but it is not required.

This document shall be attached to and become a part of the contract documents for this project. This addendum shall be signed for acknowledgement that you have received Addendum #1 and shall be returned with your proposal.

COMPANY NAME: ___________________________________________________________

STREET ADDRESS: __________________________________________________________

CITY/STATE: ________________________________________________________________

TELEPHONE AND FAX: ______________________________________________________

SIGNATURE: __________________________________________________________________

DATE: ______________________________________________________________________

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