Hillsborough County Aviation Authority
Solicitation Addendum

Addendum No.:	5
Solicitation Title:	Staffing Services
Addendum Date:	April 27, 2023
Procurement Agent:	Sabrina Kimball

NOTE: The due date for submission of the Response remains on **February 29, 2028, no later than 5:00 p.m. E.T**.

THE FOLLOWING ITEMS ARE MADE AND HEREBY BECOME A PART OF THIS SOLICITATION AS PREPARED BY PROCUREMENT:

Questions and Responses:

Q.1 Do we need to provide the actual Certificate of Insurance or will a sample COI suffice?

R.1 A Certificate of Insurance will be required prior to issuance of a Purchase Order.

Q.2 Is there any subcontracting goal?

R.2 No. There is no subcontracting goal.

Q.3 Is there a requirement for a technical response? If so, what is the response format?

R.3 The Response is to be submitted electronically through OpenGov Procurement.

Q.4 Can we repeat references for the different job categories?

R.4 Yes. References may be repeated if the experience for the respective categories is demonstrated.

Q.5 In reviewing the Sample Contract and Purchase Order Terms and Conditions documents, our legal department has questioned whether the Authority is open to modifications of those two documents, (based on the respondent's acceptable

contractual policies), or whether a respondent is required to accept the terms and conditions outlined in the documents, as they are written? Thank you.

R.5 Respondents are required to accept the terms and conditions in Attachment A, Sample Contract, and Attachment B, Purchase Order Terms and Conditions, as written.

Q.6 We are registered under State of Delaware, Division of Corporation but as of now not in the Florida Department of State, Could you please clarify is it mandatory for vendor to provide the copy of SOS along with Response, If no? can we provide the copy of SOS once we award with the contract?

R.6 A Respondent that is not registered with the Florida Department of State, Division of Corporations to do business in the State of Florida (www.sunbiz.com) at the time of submitting a Response may be allowed to register no later than by the completion of the Authority's review for responsiveness, if all other Minimum Qualifications are satisfactory. It should be noted that this Solicitation is for services on an as-needed basis and the Authority does not guarantee any work under this Solicitation.

Q.7 Could you please clarify, is it mandatory to bid on all the categories? Because we have experience in providing Category 1- Information Technology under the section 10.3.1.

R.7 Respondents are not required to respond to all categories.

Q.8 Could you please clarify, can Authority accept private sector references?

R.8 Section 10, Respondent Questionnaire, of the Pre-Qualification requests that Respondents have three (3) years of experience, within the five (5) years prior to submitting a Response, providing services to government agencies. This experience is demonstrated through the references provided.

Q.9 There is no specific subcontracting goal for the solicitation. But, referring to W/MBE Assurance and Participation form, for Respondent NOT proposing W/MBE participation goal, it is mentioned "to make a good faith effort throughout the term of the awarded contract to subcontract. As per our understanding, it is not mandatory to subcontract and vendor doesn't need to submit good faith effort to Authority. This wouldn't affect the awards in any way. Please confirm.

R.9 No specific W/MBE participation goal has been established for this Solicitation. Section 12, Respondent Questionnaire, Item 2.3. states, "The Authority does request that suppliers make a good faith effort, in accordance with Authority W/MBE Policy and Program, throughout the term of award to subcontract with W/MBE firms."

Q.10 There is no specific subcontracting goal for the solicitation. As per our understanding, Vendor can subcontract for any equivalent amount of the total dollar amount of the awarded Contract as it is convenient to vendor. Please confirm.

R.10 There is no subcontracting goal for this Pre-Qualification.

Q.11 For the vendor, intent to subcontract, Should the subcontracting firm be certified as both WBE and MBE or any one certification would be sufficient. Please confirm

R.11 Section 7.6, Item C, Eligibility of W/MBEs, states, "To ensure the eligibility of a W/MBE firm proposed to participate in the awarded Qualified Company List, the firm must be certified as a woman or minority-owned business by the City of Tampa, Hillsborough County, the State of Florida Department of Management Services, Office of Supplier Diversity, or as a DBE by the FLUCP."

Q.12 For the vendor, intent to subcontract, Should the vendor subcontract with two different firms certified as both WBE and MBE or one firm with both certifications would be allowed as subcontractor Please confirm.

R.12 There is no W/MBE participation goal for this Pre-Qualification. Respondents may elect to subcontract with firms at their discretion.

Q.13 Referring to References, we have the experience of providing services to government organizations with multi-disciplinary needs i.e., Information Technology, Warehouse, Clerical/Administrative/Customer Services, Maintenance/Mechanical and Executive – all in one project. Please confirm, if we could repeat or use those same references for different job categories.

R.13 Respondents may include the same references for multiple categories if the experience with the respective category is demonstrated.

Q.14 Are out of state firms not allowed to bid on this solicitation? If so, how can we provide the confirmation from the FL Dept of Management Service site?

R.14 Out of state firms are permitted to submit a Response to this Pre-Qualification. A Respondent that is not registered with the Florida Department of State, Division of Corporations to do business in the State of Florida (www.sunbiz.com) at the time of submitting a Response may be allowed to register no later than by the completion of the Authority's review for responsiveness, if all other Minimum Qualifications are satisfactory. It should be noted that this Solicitation is for services on an as-needed basis and the Authority does not guarantee any work under this Solicitation.

End of Addendum

INSTRUCTIONS:

Respondent must acknowledge receipt of this Addendum as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response.