

## Questions and Answers

### Human Resource Services Request for Quotations (RFQ)

The questions below were submitted by potential respondents to the RFQ as instructed. The supplied answers are neither an effort that alters the RFQ, nor does the Q & A bind the Workforce Solutions Greater Dallas (WFSDallas) to further requirements before or after this process.

#### Questions received as of 11/28/23:

1. What is your expectation on remote versus onsite? *We will allow for flexibility (remote vs. onsite) with the vendor selected for the Human Resource Services.*
2. What are the estimated number of hours per week that you would be looking for? *The estimated number of hours per week for work to be performed will depend on the project assignment negotiated with the vendor selected for Human Resource Services.*
3. Is this a new requirement or an existing requirement? *This is a new procurement for HR services.*
4. How many incumbents are there performing this work? *WFSDallas employs existing staff for human resource functions. The solicited services will augment the HR functions through negotiated deliverables.*
5. What are the incumbent names, contract #s, and revenues received under the incumbent contract? *Contacts will be shared with the selected vendor.*
6. How many FTEs were on the previous contract? Has the PWS Changed? *Please refer to the response provided for Question 4.*
7. What did you like about the previous contract? Dislikes? *Please refer to the response provided for Question 4.*
8. What is the estimated budget for this opportunity? I see that the quote stated \$250,000, is that annually or in total duration of contract? *An agreement with the selected vendor will be negotiated at a cost not to exceed \$250,000.*
9. What are your Key Performance Indicators? *Key performance indicators will be developed and mutually agreed by WFSDallas and the selected vendor.*
10. If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime? *The organization proposing to provide the Human Resource Services will be responsible for all services requested in the RFQ while ensuring the necessary credentials to deliver proposed services.*
11. P. 4, under proposed scope of services - will the organization please elaborate on the proposal requirements? Are offerors required to submit a technical proposal response, or simply fill out the Proposal Submission Form to certify that it meets all the requirements? If so, how would it like the technical proposal to be organized and are there any page limitations? *Please refer to pages 4 – 6 for instructions to complete your proposal in response to the Human Resource Services RFQ.*

12. P. 4, References. Will subcontractor past performance be evaluated as equal to prime contractor past performance?  
[Please refer to the response provided for Question 10.](#)