



City of Tacoma

## Information Technology

**ADDENDUM NO. 1**

**DATE:** March 19, 2025

**REVISIONS TO:  
Request for Proposals Specification No. IT25-0021F  
Temporary Staffing Master Services**

### **NOTICE TO ALL RESPONDENTS:**

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

### **REVISIONS TO THE SUBMITTAL DEADLINE:**

The submittal deadline has been changed to 11:00 a.m., Pacific Time, Tuesday, April 1, 2025.

### **REVISIONS TO THE GENERAL INFORMATION AND REQUIREMENTS:**

The submittal evaluation has been changed to April 2025.

### **REVISIONS TO THE SPECIFICATIONS:**

The price proposal form is now available in excel format under the specification located on our website.

A couple of questions were asked that are important to this specification. Those questions with the answers are located below. Please make sure to read all questions and answers provided on the Q&A form for any additional clarifications needed.

### **Question No 1: What should be the assumption for the Hybrid w/travel price proposal? How many days per week/month on site?**

Answer: Hybrid with travel should estimate 1-week (5 day) blocks, of travel per month. That rate could be written as an addition to the remote rate. For example, if the remote rate for a resource was \$150 per hour, the Hybrid travel rate could be written as: Remote rate + \$50 per hour during travel week. You could also include a minimum travel cost or flat rate for travel. For example, Hybrid rate would be: Remote rate + \$1500 travel fee per week.



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**Question No 2: The Price Proposal Form requests rates for Junior, Mid, and Senior level roles. Could you provide more specific definitions of these levels (e.g., years of experience, skill sets, responsibilities) to ensure our pricing aligns with your expectations?**

Answer:

**Junior level**, will have at least 2 years experience in the specific role. Has a basic understanding of tools, processes, and methodologies but requires guidance and supervision from a Mid or Senior level mentor. This person will be good at one or things but has a working knowledge of others.

**Mid level** will have at least 5 years of experience in the specific role. Has a solid grasp of their domain. Proficient in technical and functional aspects of the job and can handle moderately complex tasks independently. They can manage smaller projects or components of larger ones independently and may mentor junior colleagues. This is your Jack of all trades but master of none.

**Senior level:** will have at least 8 years of experience in the specific role, often with a specialty expertise. Deep technical knowledge and problem-solving abilities. Strong leadership and strategic thinking. Leads projects, mentors team members, and makes critical decisions. Often involved in planning and strategy. This person has mastered at least one thing and that is likely what we are hiring them for.

I would expect most of our requests will be for a senior level resource.

#### **REVISIONS TO THE SIGNATURE PAGE:**

The signature page has been corrected and the updated version that should accompany the submittal package is attached to this addendum.

NOTE: Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Proposals Specification No. IT25-0021F Addendum No. 1. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

cc: Brian Tetreault, Information Technology Manager