

Department of General Services – City Procurement

Addendum # 3	Staff Augmentation and Recruiting Services RFP 269-2025-080
---------------------	--

To: All Prospective Vendors

Date: August 26, 2025

Subject: **Addendum # 3 – RFP# 269-2025-080 - Staff Augmentation and Recruiting Services**

Please note the specification changes/modifications below for the RFP.

Item #	Page #	Section #	Specification	Modifications and Questions
1	N/A	N/A	Modification	Modification: The Deadline for Submission for RFP# 269-2025-080 - Staff Augmentation and Recruiting Services has been extended to September 30, 2025.
2	N/A	N/A	Modification	Modification: A revised version of Attachment A – Price Sheet was uploaded to Bonfire on August 5, 2025. Please ensure that you have the latest Price Sheet.
Frequently Asked Questions				
1	N/A	N/A	Clarification	Q1: Are there any goals (MBE, SBE, WBE, DBE)? A1: No. There are no DBE or MWSBE goals attached to this project.
2	N/A	N/A	Clarification	Q2: If a vendor is not participating in a DBE program, are they still required to complete Attachment E? A2: Yes. Attachment E – DBE Program Form is a required document. Please provide an answer of “N/A” if this form is applicable to you.
3	N/A	N/A	Clarification	Q3: If a vendor does not plan to use any subcontractors and is not certified as a minority, woman, or small business enterprise, how should Attachment D be completed? A3: Attachment D – CBI Form 3 is a required document. Please provide an answer of “N/A” if this form is applicable to you.
4	N/A	N/A	Clarification	Q4: Can vendors choose the US states in which they seek to provide pricing, as per Attachment A Price Sheet? A4: Vendor proposals should identify the US states their company is prepared to provide services in. There is no requirement to preform services nationally to respond to this solicitation.

Item #	Page #	Section #	Specification	Modifications and Questions
5	N/A	N/A	Clarification	<p>Q5: Regarding RFP Section # 5.1.6 and Attachment I, Exhibit B (OMNIA Partners Administration Agreement), please confirm the preferred process for proposing exceptions. Should vendors list proposed exceptions to the Administration Agreement in Attachment B – Exceptions Form, in addition to those for Attachment H – Sample Services Contract, and also upload a redlined version of the Administration Agreement under Attachment I – OMNIA Requirements for National Cooperative Contract in the submission portal?</p> <p>A5: Yes, vendors should list proposed exceptions in Attachment B – Exceptions form and provide a redlined version of the Attachment I - OMNIA Requirements for National Cooperative Contract agreement and/or the Attachment H -Sample Contract with exceptions applied directly to the document.</p>
6	N/A	N/A	Clarification	<p>Q6: Attachment D CBI FORM 3 Services mentions “List below all M/W/SBEs that you intend to use on this Contract”. Do we need to list subcontractors and utilization commitment for all the categories?</p> <p>A6: Please only list subcontractors and certifications held for any subcontractors you intend to use.</p>
7	N/A	N/A	Clarification	<p>Q7: Attachment G required for all vendors, even if no lobbying activity has taken place?</p> <p>A7: Yes. Attachment G – Byrd Anti-Lobbying Certification is a required form and must be completed, signed and returned to complete your submission.</p>
8	N/A	N/A	Clarification	<p>Q8: Is the Certification Regarding Debarment in Attachment F required for all vendors, regardless of whether debarment has occurred?</p> <p>A8: Yes. Attachment F - Certification Regarding Debarment is a required form and must be completed, signed and returned to complete your submission.</p>
9	N/A	N/A	Clarification	<p>Q9: Exceptions to the Remainder of the RFP, including the Sample Contract (Attachment H) and OMNIA Partners Administration Agreement (Attachment I). Could the City kindly confirm whether stating that there are no exceptions is sufficient to satisfy this requirement, in the event that the proposer does not have any exceptions to the Sample Contract or the OMNIA Partners Administration Agreement?</p> <p>A9: If the proposer has no exceptions, they should indicate “No Exceptions” on Attachment B – Exceptions Form and upload the Sample Contract (Attachment H) and the OMNIA Partners Administration Agreement (Attachment I) without any modifications.</p>

Item #	Page #	Section #	Specification	Modifications and Questions
10	N/A	N/A	Clarification	<p>Q10: Are we able to include additional positions we've recently seen trending across other clients, such as AI Engineers, that appear to be ramping up in demand?</p> <p>A10: Vendors should provide pricing for all services offered by their company using Attachment A – Price Sheet. If the vendor offers additional services not represented on the Price Sheet, they should insert additional lines within the Excel spreadsheet to include those services. Completion of sections that do not apply to the vendor's offerings is not required. Additionally, vendors are not required to provide services on a national level to respond to this solicitation</p>
11	N/A	N/A	Clarification	<p>Q11: Can we take exceptions on Attachment H?</p> <p>A11: Yes, vendors should list proposed exceptions in Attachment B – Exceptions form and provide a redlined version of the Attachment H -Sample Contract with exceptions applied directly to the document</p>
11	N/A	N/A	Clarification	<p>Q11: The RFP and Attachment I appear to indicate that participation in the OMNIA national cooperative program is a required component of the proposal. Can the City please clarify whether it is acceptable for a vendor to submit a proposal solely for providing Staffing Augmentation and Recruiting Services to the City of Charlotte, without participating in the broader OMNIA national contract and cooperative program?</p> <p>A11: Participation in the OMNIA national cooperative program is NOT a requirement of this solicitation. Vendors who wish to submit a proposal to provide local services only will not be disqualified.</p>
12	N/A	N/A	Clarification	<p>Q12: Are vendors required to respond to the questions outlined in Attachment I – OMNIA Requirements for National Cooperative Contract?</p> <p>A12: Participation in the OMNIA national cooperative program is NOT a requirement of this solicitation. Vendors who <u>do not</u> wish to participate in the OMNIA national cooperative program should upload Attachment I – OMNIA Requirements for National Cooperative Contract blank.</p>
13	N/A	N/A	Clarification	<p>Q13: Could you please provide a link where we can submit a public records request for the previous Omnia contracts?</p> <p>A13: City of Charlotte, NC Records Requests - Make a new request</p>

OMNIA RELATED QUESTIONS:				
1	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q1: For Attachment I, should vendors enter responses directly into the Supplier Response Section in the same file, or should this be submitted separately?</p> <p>A1: Responses should be provided directly to the document.</p>
2	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q2: Suppliers are required to pay an Administrative Fee of 3% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners Administration Agreement (Exhibit B). Could the City kindly clarify whether the Administrative Fee is a requirement that applies only after contract award?</p> <p>A2: Administrative Fee will only apply to awarded vendors.</p>
3	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q3: Can you please confirm if OMNIA Partners will be managing the City's requisitions, and 3% OMNIA Partners administration fee will be applicable on each requisition/task order, or will the City's POC be directly engaging with the vendors to procure the required services?</p> <p>A3: The City and Participating agencies will be in direct contract with vendors to request services. Requisitions/Purchase order will come directly from the requesting agency. The 3% Administration Fee, however, will be due directly to OMNIA.</p>
4	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q4: Attachment I, Federal Certifications and FEMA Special Conditions: Are these required to be agreed to at the time of proposal or are these forms required to be acknowledged at the time a Participating Agency indicates it is using Federal or FEMA Funds to pay for services?</p> <p>A4: Offerors may respond to the Federal Certifications and FEMA Special Conditions with their proposal.</p>

5	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q5: Aside from completing Section 3 (Supplier Response), are vendors expected to return a signed copy of the full Attachment I, or just respond to the questions outlined in Section 3?</p> <p>A5: The questions in Exhibit A, section 3.0, Supplier Response, should be included in the response. If there are exceptions to Exhibit B, Administration Agreement, those should also be included in the response. Exhibits F, Federal Funds Certifications, and Exhibit G, New Jersey Compliance, are voluntary.</p>
6	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q6: In Attachment I – OMNIA Requirements for National Cooperative Contract, Section 3.1 Company, item B states: "Total number and location of salespersons employed by Supplier." Could the City please clarify what is meant by "salespersons" in this context?</p> <p>A6: Offerors may use their discretion in determining staff descriptions for the purpose of this question.</p>
7	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q7: In Attachment I – OMNIA Requirements for National Cooperative Contract, Section 3.1 Company, item E states: "Describe any green or environmental initiatives or policies." Could the City kindly clarify the specific type or scope of information it expects in this section to ensure the response aligns with the requirement?</p> <p>A7: The offeror is encouraged to respond with a description of any green or environmental initiatives, programs, or policies that may be in place. There is no specific format required for this response.</p>
8	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q8: In Attachment I – OMNIA Requirements for National Cooperative Contract, Section 3.1 Company, item F: "Describe any diversity programs or partners the supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program. If there are any diversity programs, provide a list of diversity alliances and a copy of their certifications." Could the City please clarify exactly what information should be provided in this section in order to be responsive, taking into consideration that there is no participation goal for this contract?</p> <p>A8: Offerors are encouraged to list any diversity programs or partners; this information is for Participating Public Agencies nationwide and may align with their specific requirements.</p>

9	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q9: Regarding Attachment I – OMNIA Requirements for National Cooperative Contract, Section 3.1 Company, item G: Could the City please clarify whether a California-based MBE certified by the NMSDC should select “Yes” under option (a) and provide the corresponding certification?</p> <p>A9: Providing certification for MBE classification is applicable to this section.</p>
10	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q10: Regarding Attachment I – OMNIA Requirements for National Cooperative Contract, Sections 3.2 Distribution, Logistics, and 3.3 Marketing and Sales. Could the City please clarify whether all of the information requested in this section is required at the time of proposal submission, or if it will be a post-award requirement as part of the Master Service Agreement?</p> <p>A10: Offerors are encouraged to include all information in sections 3.2 and 3.3 as part of their response submission.</p>
11	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q11: Could the City please confirm whether vendors interested in doing business with New Jersey are required to submit the Business Registration Certificate along with the OMNIA Requirements documentation?</p> <p>A11: Offerors that are interested in doing business with the state of New Jersey are encouraged to submit the documents in Exhibit G.</p>
12	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q12: Attachment I Section 3.2 (C): “Distribution channels” are not relevant for staffing services. Can you please confirm if firms can respond as N/A?</p> <p>A12: Offerors may respond with N/A as they determine appropriate.</p>
13	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q13: Attachment I Section 3.3 (B) (ii): Can you please describe in detail the training process, and whether this will be held onsite or remotely?</p> <p>A13: the training process will be detailed with the awarded supplier(s) and will be held remotely.</p>
14	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q14: Attachment I Section 3.3 (D): Is it a mandatory requirement to transition any existing Public Agency customers’ accounts to the Master Agreement available nationally through OMNIA Partners?</p> <p>A14: This is not a mandatory requirement, but suppliers should indicate the steps any agency would need to follow should the agency desire to move to the City of Charlotte's contract.</p>

15	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q15: Attachment I Section 3.3 (K): "Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year, along with a key contact for each". Is this a mandatory requirement?</p> <p>A15: Offerors are encouraged to complete the questionnaire in its entirety as part of their response; this is not mandatory.</p>
16	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q16: Attachment I Section 3.3 (M): Is it mandatory to respond to this question at the time of proposal response, since it is not possible to provide a guarantee of Contact Sales?</p> <p>A16: Offerors are not required to provide guaranteed sales</p>
17	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q17: Are we required to upload Exhibits B, C, and D of Attachment I, even if they are provided only as examples?</p> <p>A17: Any exceptions to Exhibit B, Administration Agreement, should be included in the response. Exhibits C and D are examples only and do not need to be uploaded.</p>
18	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q18: Referring to Attachment I - OMNIA Requirements for National Cooperative Contract, and as per Question No. 29 from the Addendum, the City states: "The vendor would only need to complete the documents included within Exhibit B (Administration Agreement, Example) - OMNIA Partners Administration Agreement." Could the City please confirm our understanding that proposers are required to submit only the completed Exhibit B (Administration Agreement, Example) from Attachment I, and not the entire Attachment I document?</p> <p>A18: The questions in Exhibit A, section 3.0, Supplier Response, should be included in the response. Any exceptions to Exhibit B, Administration Agreement, should also be included in the response. Exhibits F, Federal Funds Certifications, and Exhibit G, New Jersey Compliance, are voluntary.</p>
19	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q19: How does Omnia handle suppliers with existing client agreements and NDAs who cannot move to another vendor's agreement?</p> <p>A19: OMNIA Partners will work with suppliers to understand "hands off" accounts and develop a mutually beneficial strategy to grow suppliers' sales under the City of Charlotte contract.</p>

20	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q20: How will new opportunities from Omnia be communicated to approved suppliers?</p> <p>A20: Refer to Exhibit A, Section 1.2 Marketing, Sales and Administrative Support for the roles and responsibilities of parties.</p>
21	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q21: What exactly is required for us to provide for the OMNIA Partners Administration Agreement (Attachment I)?</p> <p>A21: The questions in Exhibit A, section 3.0, Supplier Response, should be included in the response. Any exceptions to Exhibit B, Administration Agreement, should also be included in the response. Exhibits F, Federal Funds Certifications, and Exhibit G, New Jersey Compliance, are voluntary.</p>
22	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q22: Can you further explain the nature of your partnership with OMNIA?</p> <p>A22: Refer to 1.1 National Contract</p>
23	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q23: What role will OMNIA play in the performance of services?</p> <p>A23: Refer to Exhibit A for the roles and responsibilities of the parties.</p>
24	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q24: Is there any additional fee associated with the OMNIA partnership?</p> <p>A24: Refer to Exhibit B, Administration Agreement, for fees.</p>
25	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q25: Is there any additional fee associated with the OMNIA partnership?</p> <p>A25: Refer to Exhibit B, Administration Agreement, for fees.</p>
26	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>A26: Attachment I – Exhibit A – Sub-Section # 3.3 – Point # D: If a Supplier decides to transfer existing direct Public Agency customers’ accounts to the Master Agreement, what specific business or financial benefits will the Supplier receive?</p> <p>A26: OMNIA Partners works with suppliers to develop a mutually beneficial marketing and sales strategy to promote the City of Charlotte's contract to other public agencies across the country to grow contract sales.</p>

27	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q27: Attachment I – Exhibit A – Sub-Section # 3.3 – Point # D: Does a Supplier hold the right to decline any request from OMNIA Partners to transfer an existing direct Public Agency customer account to the Master Agreement?</p> <p>A27: OMNIA Partners will work with suppliers to understand "hands off" accounts and develop a mutually beneficial strategy to grow suppliers' sales under the City of Charlotte contract.</p>
28	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q28: Attachment I – Exhibit A – Sub-Section # 3.3 – Point # N (ii): The RFP mentions that if competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, the Supplier may respond with lower pricing through the Master Agreement. If a Supplier is awarded a contract under such circumstances, does this lower pricing supersede the original Master Agreement pricing for all Public Agencies or is it only applicable to that specific awarded Public Agency contract?</p> <p>A28: It is only applicable to that specific agency.</p>
29	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q29: Attachment I – Exhibit A – Sub-Section # 3.3 – Point # N (ii): If the lower pricing is awarded through the Master Agreement, will the Supplier be able to maintain the original Master Agreement pricing for other agencies not covered by that competitive award?</p> <p>A29: Yes</p>
30	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q30: Attachment I – Does a supplier need to respond to exhibits A, F, and G of Attachment I?</p> <p>A30: Exhibit A, Response to National Agreement, is required. Responses to Exhibit F, Federal Funds Certifications, and Exhibit G, New Jersey Compliance, is voluntary.</p>

31	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q31: As per Sections 12 and 13 of Attachment I - OMNIA Requirements for National Cooperative Contract, could you please confirm the required frequency for paying the 3% Administrative Fee to OMNIA Partners?</p> <p>A31: Per Exhibit B, Administration Agreement, Section 12 “Supplier shall provide OMNIA Partners with an electronic accounting report monthly, in the format prescribed by OMNIA Partners, summarizing all Contract Sales for each calendar month.” Per Section 13 “Administrative Fee payments are to be paid by Supplier to OMNIA Partners at the frequency and on the due date stated in Section 12, above, for Supplier’s submission of corresponding Contract Sales Reports.”</p>
32	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q32: We are a current and active supplier under an existing cooperative contract for Workforce Acquisition Solutions with OMNIA Partners. In relation to RFP 269-2025-080, could you please clarify whether we are required to sign a new OMNIA Administration Agreement if awarded, or if our existing executed agreement with OMNIA would remain in force and supersede the need for a new agreement?</p> <p>A32: A new Administration Agreement is required with each new award.</p>
33	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q33: Regarding RFP Section # 5.1.6 and Attachment I, Exhibit B (OMNIA Partners Administration Agreement), please confirm the preferred process for proposing exceptions. Should vendors list proposed exceptions to the Administration Agreement in Attachment B – Exceptions Form, in addition to those for Attachment H – Sample Services Contract, and also upload a redlined version of the Administration Agreement under Attachment I – OMNIA Requirements for National Cooperative Contract in the submission portal?</p> <p>A33: Exceptions to Attachment B – Administration Agreement may be submitted as a redlined document under the Attachment I – OMNIA Requirements for National Cooperative Contract in the submission’s portal.</p>
34	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	<p>Q34: Does a vendor need to put signatures on all clauses listed on pages # 28 to 33 of Exhibit F of Attachment I?</p> <p>A34: Offerors should respond yes or no and initial in the designated areas of Exhibit F as agreed as part of their response.</p>

35	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	Q35: Is it mandatory to acknowledge clauses C, D, and E of APPENDIX II TO 2 CFR PART 200 of Attachment I, as these are related to construction work? A35: Acknowledgement of this certification is voluntary.
36	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	Q36: Is it mandatory to acknowledge CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS - 7 CFR Part 210.21 School Lunch Procurement of Exhibit F of Attachment I, as this is related to school food service? A36: Acknowledgement of this certification is voluntary.
37	N/A	N/A	Attachment I - OMNIA Requirements for National Cooperative Contract	Q37: Is it mandatory to provide the Contract Sales Amount for each year in response to Point # M, Sub-Section # 3.3 - Marketing and Sales, Section # 3 - Supplier Response of Exhibit A of Attachment I? A37: Offerors are not required to provide guaranteed sales

In the event additional changes or clarifications to this RFP are warranted, all Vendors are responsible for monitoring the Procurement Portal for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a proposal from your company.

Sincerely,

Christina Hollonquest
Procurement Officer