

# Addendum #1



## Capital Project Committee

### Project Information

Project Name:	Temporary Staffing Services RFP
Bid Number:	FD21-04-107
Date:	June 24, 2021
Project Manager:	Paul Fetherston

### Addendum Items

Clarification:	
Item 1:	the date noted on page 5 is incorrect - proposals are due July 14, 2021 before 2:00pm MST not as noted.
Item 2:	How many employees currently work under (or will be anticipated to work under) this contract? There is no contract currently in place for this staffing service need.
Item 3:	Who are the present vendors? There is no contract currently in place for this staffing service need.
Item 4:	How many vendors will be awarded as a result of this solicitation? Unknown – depends on submissions maybe 2 or 3
Item 5:	What are the current billable hourly rates? N/A
Item 6:	What were the bill rates at the time of award? N/A
Item 7:	How much was spent (dollar value) on this service last year? Not contracted out in the past.
Item 8:	Is there a Prevailing/Living wage requirement associated with this project? No
Item 9:	Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners? No
Item 10:	Please list titles of potential positions. Application Support Specialist Network Administrator Systems Administrator Database Administrator HelpDesk Technician Business Relationship Management (BRM) Specialist Paralegal Legal Assistant Administrative Assistant

	Payroll clerk
	Controller
	Budget analyst
	Financial analyst
	Data analyst
	Accountant
Item 11:	Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
	Service has not been contracted out before. New initiative.
Item 12:	Can you please let us know the previous spending of this contract?
	N/A
Item 13:	Please confirm if we can get the proposals or pricing of the incumbent(s).
	N/A
Item 14:	Are there any pain points or issues with the current vendor(s)?
	N/A
Item 15:	Please confirm the anticipated number of awards.
	2 to 3 firms though depends on quality of proposals received.
	What will be the estimated annual budget for this project?
Item 16:	There is an estimated budget but that information is not being shared at this point in the process.
	Proposal Requirements (PAGE#5): Qualifications of the Proposer to provide the requested services including capability, capacity, similarly complex projects and related experience and client references. Certification of availability of individuals in proposal.
Item 17:	How many business references will suffice the above mentioned proposal requirement?
	Three to five references from current clients or clients within the past two years.
Item 18:	Would you be accepting references from public as well as commercial entities?
	Yes, public is preferred
Item 19:	We don't understand what does "Certification of availability of individuals in proposal" means, can you please explain to make it more clear so that we can provide the same?
	Vendors must certify that it has immediate access to individuals to fill needs – thereby certifying the availability of individuals in the proposal.
Item 20:	Is sub-contracting required for this contract? If yes, please specify subcontracting goal.
	It is not required.
Item 21:	How many positions can we expect under this contract throughout the given term?
	unknown
Item 22:	How many vendors agency is planning to select?
	unknown, maybe 2 or 3 depending on quality of proposal received.
Item 23:	Can you please confirm the most commonly filled positions of this contract?
	This is the first contract of its kind within the city.
	Fee Structure (PAGE#3): Proposers to this RFP shall provide a fee structure for each category of employee listed below – including identification of any placement fee schedule. Any proposed placement fee schedule should not extend beyond four months.
Item 24:	Please confirm, if we need to submit markup in fee schedule?
	Yes
Item 25:	If not, please clarify what exactly is to be submitted in fee schedule?
	NA

Item 26:	Can you please specify the particular positions under the below mentioned areas to quote fee in the response?
	Application Support Specialist
	Network Administrator
	Systems Administrator
	Database Administrator
	HelpDesk Technician
	Business Relationship Management (BRM) Specialist
	Paralegal
	Legal Assistant
	Administrative Assistant
	Payroll clerk
	Controller
	Budget analyst
	Financial analyst
	Data analyst
	Accountant
Item 27:	What is the anticipated duration of the project?
	The RFP notes the length as a potentially a multi-year which breaks down as follows one year contract with up to 2 one year renewals possible.
Item 28:	Do we need to attach certificate of insurance with the response?
	No
Item 29:	Out of states MBE firms are allowed to participate in the RFP?
	Yes
Item 30:	How many vendors will be awarded?
	unknown depends on quality of proposals received maybe 2 or 3
Item 31:	What is the estimated contract value?
	There is an estimated budget but that information is not being shared at this point in the process.
Item 32:	Can you please share the sample job titles?
	see answers above on positions.
Item 33:	If we support 3+ Months Assignments, still we are eligible for the bid proposal?
	Yes though the City would require in some cases that assignments might be less then 3 months
Item 34:	Do you have a specific list of the positions for each of the categories you are looking to hire?
	see answers above on positions.
Item 35:	Can you provide a breakout by % based upon the future hiring demands for each of the categories below:
	1. administrative/office support ??%
	2. customer service ??%
	3. accounting/finance ??%
	4. human resources ??%
	5. information technology ??%
	6. legal ??%
Item 36:	How many temporary employees did you hire in 2019 and 2020?
	There has not been a contract for Temp. Staffing Services.
Item 37:	How many of those were IT Related?

	N/A
Item 38:	Where do you see your largest need for temporary help moving forward?
	varies
Item 39:	(PAGE#2) Format: Submittals should be no more than 20 numbered one-sided pages. (PAGE#5) Proposal Requirements: 4. A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on engagements of this scope including resumes, and their role in those past engagements.
	Question A- Please confirm, if the resumes of Staff are excluded from the 20 pages limit of response ?
	yes
	Question B- Please confirm, if EXHIBIT 1 PROPOSAL ACKNOWLEDGEMENT & Debarment/Suspension Certification Statement (PAGE#6-7) are excluded from the page limit of 20 Pages Response?
	yes
Item 40:	(PAGE#3) Fee Structure: proposers to this RFP shall provide a fee structure for each category of employee listed below - including identification of any placement fee schedule. Any proposed placement fee schedule should not extend beyond four months. The City anticipates needs that will require a variety of expertise and experience, ranging from entry level back office function experience, mid-career professionals, and director level senior managers with deep functional expertise. Proposers should also specify what level experience staffing support they are able to offer within each category along with the rate being offered per level of experience.
	Question A. There is no pricing form or Prescribed format for pricing in the RFP, please confirm do we need to provide pricing in our own format?
	yes
	Question B. Please confirm, if the response to Fee Structure is excluded from the 20 Pages limit of response?
	no
Item 41:	Are you wanting a pay rate and then a markup for each category or do you just want a bill rate that includes the markup?
	Pay rate and markup
Item 42:	Can we provide a pay or bill rate range, depending on the answer above, for each category. Without specific skills for each category, the price for individuals could go up or down depending on the requirements.
	Pay range is acceptable, with a clear mark up identified.
Item 43:	What are the minimum employee benefits that vendor should provide to its temporary employees?
	Workers Compensation, Social Security, and other benefits as provided by applicable laws
Item 44:	What was the previous spent on the contract?
	There has not been a contract for this type of service in the past
Item 45:	Who are the current incumbents?
	N/A
Item 46:	Please provide the current incumbents pricing.
	N/A
Item 47:	What is the budget allocated for this project?
	There is an identified budget however that information is not being share at this stage in the process.

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