

ADDENDUM 1

RFP HR 07-17

This addendum is to provide the following questions and answers.

- 1) Can you please provide anticipated or historical annual spend by skill set and location?
 - a. We do not collect data by skill set and/or location. Over the past three fiscal years, our expenses for temporary employment services has grown from \$539,808 in FY13 to \$895,664 in FY 16. Since these services are obtained on an as-needed basis and there may be multiple contracts awarded, there is no guarantee of work.
- 2) How many suppliers do you use today? How long have these suppliers been working with you?
 - a. We currently have five contracts for temporary employment services. It is unknown how long the vendors have been providing these services; however, our current contracts have been in place since 2000, 2007, 2008 and 2014 (2).
- 3) How many suppliers do you anticipate choosing as a result of this RFP?
 - a. As many as it takes to obtain temporary employment services for the various positions we need to fill.
- 4) How will orders be distributed among awarded suppliers?
 - a. Based on cost to the County for temporary employee services, the types of jobs that can be covered/offered, previous experience of placing quality temporary employees and other articulable criteria as defined by the County.
- 5) The RFP states “A proposal will not be accepted unless all conditions have been met.” Does this mean the County will not negotiate any terms and conditions included in the RFP?
 - a. All proposals shall include responses and documents as requested to all areas of the RFP. If an agency is unable to provide a position/service (i.e. value added services), then the agency shall enter “Unable to Provide” in the rate column for the workers’ compensation code listed or proposal response.
- 6) What are your top business reasons for releasing this RFP at this time?
 - a. We utilize grant funding to pay for some of the temporary employment services. In order to obtain reimbursement through the granting agencies, the temporary employment services contracts have to be competitively bid.
- 7) Will suppliers who bid on all roles listed be seen more favorably than those who do not?
 - a. No. See response to #4 above. In addition, we understand there are different types of temporary employment service agencies who provide different types of positions.
- 8) Do you have any challenges with your current suppliers or program?
 - a. No.
- 9) The job descriptions provided are very broad and some include no job titles while others include multiple job titles. For example, for College/professional employees & clerical, it states “Applied to professional employees of academic, trade or vocational institutions of learning. The classification includes professors, administrators, teachers, guidance

counselors, social workers, therapists, nurses, athletic coaches and clerical employees.” We can provide some job titles here, but not others, and the mark up for nurses would be different than a clerk. Can you provide more insight into actual jobs that might be requested vs. the workers comp code for more accurate pricing?

- a. Unfortunately, sometimes we use temporary agencies to fill positions that we do not currently have making the list of job titles difficult to define. For example, we may have a need through disaster recovery to be able to obtain a nurse. However, the County does not currently have a nurse classification. We may also need someone to work from home (telecommuting) or ride a bus to collect rider data – we have neither of those classifications within our normal job titles.
- 10) The County does not require fingerprinting today. Is this requirement for all roles requested by the county?
- a. The RFP was intended to be either fingerprints or a criminal history background check by the Florida Department of Law Enforcement (or other state if residence in Florida is less than 3 years) to obtain the required criminal history.
- 11) The RFP states the County will provide all safety/PPE. What jobs require PPE and what type of PPE will be provided?
- a. Again, it is difficult to define what job titles we would need – making it difficult to specifically identify all PPE. However, if the position was a groundskeeper these items may include gloves, protective eye wear, hearing protection, etc.
- 12) Will existing temporary workers be transitioned to awarded suppliers if the incumbent is not chosen? If so, how many temporary workers are currently on assignment?
- a. If a current vendor is not chosen and we have an existing temporary worker, we will have to look at each of the positions on a case by case basis (type of funding/length of person on assignment/difficulty filling the position/etc.). There are approximately 40 temporary workers currently on assignment.
- 13) What are suppliers supposed to include on the Proposal Sheet grid on GSC-20?
- a. Nothing. This will be the sheet the committee will use when reviewing the proposals submitted.
- 14) What roles are subject to Grant Funding Conditions in Exhibit B or Federal Transit Administration?
- a. Any and all positions requested could be subjected to these Grant Funding Conditions or Federal Transit Administration. We would be able to identify if the position is subject to these requirements when the order is filled. However, it is still possible the position could be subjected to the Grant Funding Conditions during the duration of the assignment. For example, if a temporary employee was used during a FEMA designated time.
- 15) What is the County’s preference for drug/background screening---to be included in the mark up or passed through at cost? The RFP provides for both options, but suppliers who include in the markup will be priced higher than those who do not.
- a. It would be our preference to have it included in the mark-up rate so there is less additional billing that has to occur. However, agencies who cannot provide the cost in the mark-up rate will not be rejected.