



## **Request for Proposals 2021-037**

### **Temporary Staffing Services**

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### **ADDENDUM No. 1**

**ISSUE DATE: February 12, 2021**

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

## **Question/Answer Section**

1. *Who is the current incumbent on this contract?*

Answer: Midtown Personnel, Inc., Vanguard Professional Staffing, Inc., Jennifer Temps, Inc., Staffmark Holdings, LLC

2. *What is the budget allocated to this contract?*

Answer: Budget is dependent on departmental need for temporary services.

3. *What is the anticipated contract value -and/or- what was the annual spend for Staffing Services in 2020 and 2019 per job category?*

Answer: Staffing services spend for 2020 was \$133,537.04 and \$173,733.47 for 2019.

4. *Is there a local preference?*

Answer: No.

5. *Will drug screening for safety sensitive positions require a 5- or 10-panel screen?*

Answer: 5 panel.

6. *Should pricing to the County be fully burdened?*

Answer: Please refer to Appendix A – Price Form for pricing guidelines.

7. *How many vendors does the County plan to award?*

Answer: Union County reserves the right to award to multiple vendors.

8. *What is the average lead time between job request, candidate submission, and job start?*

Answer: 5 to 7 days.

9. *What is historical and planned budget for the scope of work mentioned in this RFP.*

Answer: Please see answer to Questions No. 2 and No. 3.

10. *What portion of your requirements do you expect to be Temporary Contract, Contract to Hire, and Direct hire?*

Answer: The majority will be temporary contract.

11. *What will be the minimum contract duration for contract to hire positions?*

Answer: This is determined by the department need.

12. *How many employees currently work under this contract?*

Answer: No information available.

13. *Who are the present vendors?*

Answer: Please see answer to Question Number 1.

14. *How many vendors will be awarded as a result of this solicitation?*

Answer: Please see answer to Question No. 7.

15. *What are the current billable hourly rates?*

Answer: Please see Attachment A to this addendum.

16. *How much was spent (dollar value) on this service last year?*

Answer: Please see answer to Question No. 3.

17. *How much is intended to be spent (dollar value) once the contract is awarded?*

Answer: Please see answer to Question No. 2.

18. *Is there a Prevailing/Living wage requirement associated with this project?*

Answer: No.

19. *Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?*

Answer: No. Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

20. *Would you please share the staffing volume history for the county's different departments for 2018 and 2019?*

Answer: This information is not available.

21. *Please provide the average tenure of payrolling only positions?*

Answer: 2 weeks.

22. *Can you provide the average wage rate of just payrolling positions?*

Answers: This information is not available.

23. *What temporary staffing agencies are you currently utilizing?*

Answer: Please see answer to Question No. 1.

24. *What is the historical spend for temporary services?*

Answer: Please see answer to Question No. 3.

25. *What is this year's budget for temporary services?*

Answer: Please see answer to Question No. 2.

26. *How many positions did the County require staffing for in 2020?*

Answer: This information is not available.

27. *What is the percentage of positions staffed by job role?*

Answer: This information is not available.

28. *Due to the pandemic, we are seeing extended background turn-around times due to a reduced workforce in the courts. Section 6.1, number 3 notes a requirement for background checks no later than 1 business day. Would the County be willing to receive background checks prior to start?*

Answer: Background checks would be required prior to candidate start, if needed the start date will be pushed back to a later day.

29. *Are motor vehicle checks required for all temporaries, or just for driving positions?*

Answer: Only for driving positions.

30. *In Section 6.6, in addition to if the County requests removal of an employee, the County notes that if a temporary employee leaves for any reason prior to assignment end, we shall provide a replacement at no charge. This will unnecessarily very much inflate the markup since vendors will be required to factor in a contingency which we cannot predict/control. Is the County sure it would like to include this provision?*

Answer: Yes.

31. *Are any specific benefits (paid holidays, paid time off) required other than ACA compliance?*

Answer: No.

32. *Our conversion fees are based on the number of hours worked prior to conversion. Is it ok if we list multiple percentages in section "Conversion Fees" based on hours worked?*

Answer: No

33. *Is there any incumbent in place? If yes, can you please let us know the name, historical rates and spend?*

Answer: Please see answers to Questions No. 1 and No. 3.

34. *Is budget allocated for the project? If yes, kindly let us know the same.*

Answer: Please see answer to Question No. 2.

35. *Is this a new opportunity or a recompetete? If it is a recompetete, what are the current contract number(s) and who are the incumbent company(s)?*

Answer: This is a new solicitation for a current service.

36. *What was the total spend for Temporary Staffing Services in 2019 and 2020?*

Answer: Please see answer to Question No. 3.

37. *What is the anticipated value of the contract?*

Answer: No anticipated value.

38. *Is there an anticipated award date?*

Answer: No.

39. *(6.2 Pre-Screening, page 9) Please provide details of which specific county and nationwide criminal searches are required.*

Answer: Will be based on candidates' current/past living address.

40. *(6.4 County's Right of Refusal, page 9) The solicitation states "Offeror will be given one (1) business day to confirm availability of a temporary employee to fill a request." However, in 6.2 it states that background checks must be completed before submittal for consideration. Given that it is generally not possible to receive background check results that quickly, we'd like to request that the background check completion be done prior to the employee's start date, and not the submittal for consideration.*

Answer: The County is asking for the availability of a candidate(s) who could potentially begin the staffing contract; background checks should be ran as soon as you have viable candidates to share with the County.

41. *(7.1.5 References, page 13) The solicitation states "Provide three (3) references for projects similar to this solicitation..." Does the County have a preference for the references to be for a certain organization type/industry (private sector vs public sector) and/or location?*

Answer: No. Provide references for projects similar to this solicitation.

42. *(Appendix A- Price Form, page 21) Is it permissible to no-bid certain labor categories? Does the County prefer to partner with one staffing firm that can provide candidates for all labor categories or specialized companies?*

Answer: Yes, it is permissible not to respond to all categories. Multiple awards are expected for this solicitation.

43. (Appendix A- Price Form, page 21) The solicitation requests bidders to “provide minimum and maximum hourly rates for a temporary contract, a contract to hire and a direct hire contract per the positions indicated below.”

- a. For “Temporary Contract,” is the county requesting fully-burdened bill rate ranges for each labor category?

Answer: Per Appendix A – Price Form, provide a minimum rate and maximum rate per position. Under Miscellaneous Fees, provide the conversion fee percentage.

- b. For “Contract to Hire, is the county requesting fully-burdened bill rate ranges for each labor category?

Answer: Per Appendix A – Price Form, provide a minimum rate and maximum rate per position. Under Miscellaneous Fees, provide the conversion fee percentage.

- c. For Direct Hire, fee structures are typically either a % of the employee’s first year salary and/or a fixed fee, not rate ranges. As such, we recommend changing this section of the price form/quote to either a % or fixed fee for each labor category.

Answer: Per Appendix A – Price Form, provide a minimum rate and maximum rate per position. Under Miscellaneous Fees, provide the conversion fee percentage.

44. (Appendix A- Price Form, page 21) The solicitation requests “Conversion Fee - List as Percentage.” Is it permissible to propose a sliding fee scale, based on the number of hours worked? For instance:

0-179 Hours – 25%  
180-359 Hours – 18.75%  
360-539 Hours – 12.5%  
540-719 Hours – 6.25%  
720+ Hours – No Fee

Answer: No

45. (Appendix A- Price Form, page 21) The solicitation states “Payroll Service.” Please confirm that bidders are to provide a markup percentage (on top of the referred candidate’s pay rate) for this pricing requirement.

Answer: Per Appendix A – Price Form, “\*Union County provides an applicant to Offeror for payroll purposes only.” The Offeror does not refer a candidate to the County. The Offeror will only provide payroll services.

*End of Addendum No. 1*