



Request for Proposals 2021-037

Temporary Staffing Services

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ADDENDUM No. 2

ISSUE DATE: February 25, 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.

Add/Delete Section

Add to Section 7 Detailed Submittal Requirements and Instructions the following:

TERMS OF SUBMISSION

All material received from a person or company (“Respondent”) in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent’s sole responsibility and Union County shall not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as “Trade Secret – Confidential and Proprietary Information,” and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent’s materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

End of Add/Delete Section

Question/Answer Section

1. What are the current billable hourly rates?

Answer: Please see Attachment A to this addendum.

2. Can you please let us know the previous spending of this contract.

Answer: See Addendum 1.

3. Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured?

Answer: See Addendum 1.

4. Please provide name of the current vendor.

Answer: See Addendum 1.

5. Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points? How would you rate the incumbent's performance from a scale of 1-10?

Answer: No.

6. If this is not a new requirement, Please provide the total number of temporary employees on current assignments. Provide the pay/bill rate for all the temporary employees.

Answer: This information is not available. See Attachment A for current rates.

7. Details on benefits package current incumbent providing to temp staff.

Answer: A benefit package was not part of the previous solicitation.

8. Will the City proceed with the transition of current employees to new vendor(s)?

Answer: It depends on the outcome of this solicitation.

9. Who is (are) the incumbents of the current contract?

Answer: See Addendum 1.

10. What have been the most frequent positions you use?

Answer: This information is not available.

11. If we are out of state company, small, minority woman owned, do we qualify to submit our response and to win RFP contract?

Answer: An out-of-state company may submit a proposal.

12. Can out of state companies use local subs to fulfill any local preference qualifications?

Answer: The County does not have a local preference policy.

13. Are you looking for a complete MSP firm, or staff augmentation only?

Answer: Please refer to the RFP, 3. Purpose, 3.1 Introduction, "Union County, through its Human Resources Department, is soliciting proposals from experienced and qualified companies to

provide a variety of temporary staffing services throughout the organization on an as-needed basis. Temporary staff may be used to fill-in during times of vacations, leave of absences, while recruiting for a position or to supplement permanent staff during periods of increased demand.”

14. Will Union County please provide a list of the current vendors for this contract?

Answer: See Addendum 1.

15. Will Union County please provide the current pricing for this contract?

Answer: See Addendum 1.

16. What is current spend/usage for this contract over the past two years?

Answer: See Addendum 1.

17. Is this a new Project?

Answer: It is a new solicitation.

18. Is there any incumbent? If yes, please share the name?

Answer: See Addendum 1.

19. What is the estimated budget for this project?

Answer: See Addendum 1.

20. What is the previous spending?

Answer: See Addendum 1.

21. Please clarify the Section C - "Provide brief resumes of staff who will be associated with this project and indicate the functions that each will perform. Include copies of certifications and/or licenses?"

Answer: Vendors should provide company staff resumes, certification and/or licenses and the occupation/function they will perform as part of this project.

22. Is there any sub goal or any percentage?

Answer: See Addendum 1.

23. What is the Project Duration?

Answer: See 9.1 Terms and Conditions, "The contract award may have an initial term of two (2) years with a three (3) one-year renewal option at the County's discretion, pending annual budget approval."

24. What is the anticipated \$ Value of the Project?

Answer: See Addendum 1.

25. Is this a new opportunity or are there any incumbents? Can the County share the existing incumbent Pay Rates/Bill Rates and the incumbent names?

Answer: See Addendum 1.

26. Can the proposer bid on selected labor categories or bidding on all the labor categories is mandatory?

Answer: See Addendum 1.

27. We are based out of CA. Are we permitted to bid on this RFP?

Answer: Yes, you may submit a proposal.

28. Is there a MBE Goal for this solicitation?

Answer: See Addendum 1.

29. Is sub-contracting mandatory?

Answer: No.

30. Are there any incumbents that currently exist for this contract? If yes, can their names be provided?

Answer: See Addendum 1.

31. Can you please provide the incumbent vendors previous bid documents including the hourly rates for each temporary job they bid?

Answer: See Addendum 1.

32. Please share the headcount for temporary employees currently working with the County under this contract.

Answer: This information is not available.

33. Please share the current pay and bill rates for by position for temporary staff provided by the current vendor(s).

Answer: See Addendum 1.

34. Would it be possible for the County to list the most frequently used temporary positions by the County.

Answer: This information is not available.

35. What is the annual spend for this contract?

Answer: See Addendum 1.

36. What will be the estimated budget for this contract?

Answer: See Addendum 1.

37. Prevailing/Living wage requirements at time of award?

Answer: See Addendum 1.

38. What is the average temporary staff's tenure?

Answer: This information is not available.

39. Is drug testing required? If so, 5 panel or 10 panel?

Answer: See Addendum 1.

40. Is there any preference given to local vendors?

Answer: See Addendum 1.

41. What are your average time-to-fill rates? Are there any positions which tend to be challenging to fill?

Answer: This information is not available.

42. What gaps are you looking to fill that current vendors didn't provide? if none, have you been (*blank*)

Answer: None

43. Does the County expect any active contingent personnel to be transitioned to the new talent supplier? If so, how many resources are in the affected population?

Answer: Possibly, will depend at time of selection.

44. Does the County have tenure limits for contingent labor? If so, how are they enforced?

Answer: No.

45. What is the County's expected invoicing schedule (weekly, bi-weekly, monthly)?

Answer: Bi-weekly.

46. Does the County envision paying with a Purchasing Card?

Answer: Yes.

47. Does the County currently utilize (or plan to utilize post-RFP award) a Master Services Provider (MSP) or a Vendor Management System (VMS)? If yes, are there associated fees that we should be taking into account when assessing our pricing capabilities?

Answer: No.

48. Are there additional transactional costs related to the County's organization (e.g., program/VMS fees) we should take into account when assessing our pricing?

Answer: No.

49. Does the County have mandatory PTO for contingent labor? If so, what is the expectation and does the County want this billed separately or factored into the markup/bill rate?

Answer: No.

50. Will the County be providing all equipment and work spaces needed for office-based positions?

Answer: Yes.

51. What personal protection equipment (PPE) is required by the County and for which roles? What equipment is provided by the County versus what the vendor needs to provide? Will PPE be billed at cost to the County?

Answer: Face masks are the only requirement at this time and will be provided by the County.

52. Describe shift schedules for blue collar positions. How do shift schedules or other operational factors drive overtime usage? What is the County's experience with overtime as a percent (%) of total hours billed?

Answer: Daytime shifts only. No overtime.

53. We understand that the contract will be awarded for an initial two-year period, with the County's option to renew three additional (1) year periods. Will there be any consideration for pricing increases for the optional three years?

Answer: Information not available at this time.

54. If multiple vendors are selected, will all selected vendors receive the order at the same time? If not, with the award to potential multiple vendors, can you provide your process to deliver orders to the vendors? What will define your process - lowest price or fastest processing of the order?

Answer: Selection of vendor is the department's purview dependent on expertise required to fill a temporary staffing position.

55. May Bidder's provide an hourly rate range per job description selected on their pricing form instead of a fixed hourly rate?

Answer: See Appendix A – Price Form. The solicitation requests a minimum rate to a maximum rate per job description.

56. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the County accept letters of attestation in lieu of actual background check results?

Answer: Yes.

57. Will WBE/MBE/DBE certifications from states other than North Carolina be acceptable in this bid?

Answer: Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses. No WBE/MBE/DBE certifications are required for this solicitation.

58. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

Answer: Only minimum wage increases will be considered in this scenario.

59. At what point in the RFP process would you like an ACORD proof of insurance document?

Answer: The County's Risk Management will require an insurance certificate upon award of contract.

60. I had a question regarding pricing for Appendix A. On the Direct Hire Contract, are you wanting to know a percentage of annual salary min and max, or are you still asking for a bill rate in line with each skill set?

Answer: Bill Rate.

61. Are there min/max hours to price out? or do we price out full year of 2080 hours?

Answer: There are no minimum or maximum hours to price out. This proposal is on an as-needed basis.

62. What changes to your current contingent labor program are you looking to make as a result of this RFP process?

Answer: The addition of staffing firms to support hiring needs in various departments.

63. Will you transition candidates from your current supplier to your new supplier? If so, how many people do you plan to transition?

Answer: See answer to Question No. 8.

64. Are you looking for staffing firms that can cover all labor categories or ones that specialize in certain areas?

Answer: See Addendum 1.

65. Even though VISA is your preferred payment method, is EFT acceptable?

Answer: Yes.

66. Can you provide the average pay rates per position for 2020?

Answer: No.

67. Can you provide a breakdown of annual usage (spend, hours or headcount) for each site?

Answer: See Addendum 1.

68. Please outline your seasonal peaks: What is the timeframe and by what % does the staffing demand increase?

Answer: This information is not available.

69. What is the average assignment length of your temporary workers by job category/skill set?

Answer: This information is not available.

70. What is your average yearly spend on staffing services?

Answer: See Addendum 1.

71. How often do you hire workers from a temporary-to-hire program?

Answer: This information is not available

72. What type of solution do you have in place today? How long has it been in place?

Answer: None.

73. How many vendors are you currently working with? Are you looking to increase or decrease this number?

Answer: See Addendum 1. The outcome of award is based on the proposals received.

74. Is your current program under an MSP? If so, which MSP?

Answer: No.

75. Is a VMS tool currently utilized in your program? If so, which VMS tool?

Answer: No.

76. What challenges are you experiencing with your current contingent labor program?

Answer: None at this time

77. Do you currently have an on-site program? If so, which site(s)?

Answer: No.

78. What is the current fulfillment rate on your openings by site?

Answer: See Addendum 1.

79. What are the hours per shift, per site?

Answer: See Addendum 1.

80. What percentage of your spend is on Overtime per site?

Answer: This information is not available.

81. Can paid sick leave, if any, be billed as used?

Answer: Refer *Section 9.1 Terms and Conditions*, 2nd Paragraph, "All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract." and *Section 5 Specifications and Requirements*, number 8, "Offeror will prepare payroll checks, make all necessary deductions and pay all taxes and insurance required by Federal, State, and Local laws. The successful bidder accepts full responsibility for the payment of wages, compensation and benefits to personnel. The successful bidder accepts responsibility for payment of all taxes, assessments, fees, and fines that may be due and owing to any Local, State or Federal government agencies." The County contracts with the Vendor only. No benefits such as sick leave, vacation, insurance, etc. may be billed separately to the County for any reason.

82. Do you utilize a P-Card for payment? If so, which card?

Answer: The County will pay any vendor who accepts P-Card payment as long as they do not charge a fee for accepting the P-Card payment.

83. Is automated timekeeping currently utilized for contingent workers? If so, which system?

Answer: No.

84. For assignments less than 5 days in length, will background checks/drug tests still be required?

Answer: Yes.

85. Will you require vendors to have results from background/drug screens prior to placement or will employees be able to start with results pending?

Answer: Successful background/drug screens will need to be completed prior to placement.

86. Do you want all background/drug screen costs included in the bill rate? Or would you prefer to have it billed as a separate pass-through cost?

Answer: Only drug screen costs may be billed as a separate line item on the invoice.

87. Please outline your requirements for Personal Protective Equipment (PPE). Which PPE is expected to be provided (paid for) by the vendor? Please indicate which positions require which PPE for either both safety and virus protection.

Answer: See answer to question 51.

88. Can you please provide your safety record for 2020?

Answer: See Attachment B.

89. What is the anticipated award date for this contract?

Answer: See Addendum 1.

90. Are there any incumbents for this contract? If yes, can you please provide us with their names and hourly rates and the past spend for the contract?

Answer: See Addendum 1.

91. What is the estimated or NTE budget for this contract?

Answer: See Addendum 1.

92. Are we required to provide benefits to our temporary staff? If yes, what minimum benefits must we provide?

Answer: Please see answer to question 81.

93. What holidays does Union County Health observe?

Answer: New Year's Day, Birthday of Martin Luther King, Jr., Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas – 2 Days.

94. What type of background checks are required by Union County?

Answer: See Addendum 1.

95. Are there any mandated Paid Time Off, Vacation, etc.?

Answer: No.

96. In reference to Appendix A - Price Form, How does Union County differentiate between Contract to Hire and Direct Hire Contract?

Answer: Parameters are determined by Vendor.

97. It is our understanding that we are required to provide fully burdened bill rates, please confirm.

Answer: See Addendum 1.

98. It is our understanding that we are not required to submit the form on page # 26 of the RFP document with the proposal, please confirm.

Answer: Do not submit Sample Vendor Payment Notification with your proposal. The documents that should be submitted are outlined in 7.1 Proposal Format – Sections A, B, C, D, E, F, and G (Appendices B and C)

99. We would like to know is there a page limit to the technical portion of this RFP?

Answer: Refer to 7.1 Proposal Format, "Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP." There is no page limit.

100. Is it mandatory that Proposer should have a minimum of 5 recent years of experience providing staffing services?

Answer: Yes

101. What is the determine start date of the contract?

Answer: This information is not available.

102. Is there a previous Bid Tabulation in reference to this RFP?

Answer: Bid tabulations are not generated for a Request for Proposals.

103. Is there will be any preference given to local vendors?

Answer: No.

104. Is this bid a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.

Answer: See Addendum 1.

105. How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.

Answer: This answer is not available.

106. When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception?

Answer: See Addendum 1.

107. Is there any defined Not-To-Exceed (NTE) budget of this bid for the base term?

Answer: See Addendum 1.

108. How many vendors do the county intend to award?

Answer: See Addendum 1.

109. Under "7.1.2 SECTION B – COMPANY BACKGROUND AND EXPERIENCE", proposers are requested to provide information regarding "Assets available to meet County service requirements." Can you please clarify that what County is seeking as "assets" from the vendors?

Answer: Provide documentation that your company has sufficient assets to provide the services requested in this solicitation.

110. On Appendix A: Price Form: I understand the Min and Max rates include our fees (mark-up) but with direct hire, we normally charge a fee for our services that would not be included in the hourly rate as we are not billing the county hourly. Is there a place to indicate this?

Answer: Please see conversion percentage fee line item on 10 Appendix A – Price Form.

111. Can you please share the no. of positions served in previous years under this contract?

Answer: See Addendum 1.

112. Would you be accepting references from public as well as commercial entities?

Answer: Yes.

113. Is sub-contracting required for this contract?

Answer: No.

114. Please confirm the sub- contracting goal that can full fill the requirement?

Answer: None.

115. How many positions we can expect under this contract throughout the given term?

Answer: This answer is not available. This contract will be on an as-needed basis.

116. How many vendors agency is planning to select?

Answer: See Addendum 1.

117. Can you please confirm the most commonly filled positions of this contract?

Answer: This information is not available.

118. What would be the estimated hours for given positions?

Answer: This information is not available.

119. Is it Mandatory to bid on all given positions?

Answer: No. See Addendum 1.

120. Can you please explain the work time schedule for required candidates?

Answer: Typically 8 am – 5 pm.

121. Can you please confirm the most commonly filled positions of this contract?

Answer: No.

122. If an individual owns two separate companies where one performs clerical staffing and the other performs staffing in IT, Field Service Work, and Professional services and each company has its own distinct Tax ID, would the County allow for two separate proposals?

Answer: No

123. If an individual owns two separate companies and each company has its own distinct Tax ID and each company performs unique staffing services that the other doesn't, may each company submit its own proposal?

Answer: No. Only one proposal from a company will be accepted.

124. If applicable, who is the incumbent for these services and for how long have they served County of Union in this capacity?

Answer: See Addendum 1.

125. What are County of Union's current [APPLICABLE RATES] for the positions listed in the solicitation?

Answer: See Attachment A.

126. What is County of Union's historical usage and yearly spend for this contract during the past three (3) years?

Answer: See Addendum 1.

127. What is the anticipated annual and total spend for this contract?

Answer: See Addendum 1.

128. How many awards does County of Union anticipate making?

Answer: See Addendum 1.

129. When does County of Union anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

Answer: The timeline is dependent on number of proposals received.

130. Are respondents required to bid on all positions in order to be deemed responsive?

Answer: See Addendum 1.

131. If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?

Answer: No.

132. Will positions be remote?

Answer: No.

133. What specific background checks and/or drug screens are required of the temporary staff?

Answer: Nationwide criminal search.

134. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will County of Union accept letters of attestation in lieu of actual background check results?

Answer: Yes.

135. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to County of Union?

Answer: See answer to question 86.

136. Does County of Union require the vendor to provide PPE to candidates?

Answer: See answer to question 51.

137. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to County of Union?

Answer: No.

138. With respect to Affordable Care Act (ACA) costs, would County of Union prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.

Answer: Refer to question 81.

139. Does County of Union have a sample contract that respondents can review?

Answer: No.

End of Question/Answer Section

Attachments

Attachment A – Current Billable Hourly Rates

Attachment B – Union County OSHA Form 300 A

End of Addendum No. 2

1 ATTACHMENT A – CURRENT BILLABLE HOURLY RATES

Position	Hourly Rate (to be charged to Union County)					
	Temporary Contract		Contract to Hire		Direct Hire	
	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate
Administrative						
Administrative Secretary/Assistant	\$ 16.75	\$ 18.00	N/A	N/A	N/A	N/A
Finance						
Accounting Technician II-Finance	\$ 18.00	\$ 21.00	N/A	N/A	N/A	N/A
Financial Analyst	\$ 26.00	\$ 28.00	N/A	N/A	N/A	N/A
IT						
Audio Visual Coordinator	N/A	N/A	N/A	N/A	N/A	N/A
Applications & Systems Manager	N/A	N/A	N/A	N/A	N/A	N/A
Systems Support- Information Systems	N/A	N/A	N/A	N/A	N/A	N/A
Public Works						
Utility Mechanic I	\$ 18.00	\$ 19.50	N/A	N/A	N/A	N/A
General Utility Worker/ Public Works	\$ 15.00	\$ 16.50	N/A	N/A	N/A	N/A
Customer Service Specialist	\$ 19.50	\$ 21.00	N/A	N/A	N/A	N/A
Tax Administration						
Office Aide- Tax	\$15.60	\$18.00	N/A	N/A	N/A	N/A
PT General Utility Worker/ Tax	\$ 13.00	\$ 15.00	N/A	N/A	N/A	N/A
Social Services						
Data Entry Operator- DSS	\$ 15.60	\$ 18.00	N/A	N/A	N/A	N/A
Data Entry Operator II- Health	\$ 16.25	\$ 18.00	N/A	N/A	N/A	N/A
Income Maintenance Technician	\$ 19.50	\$ 21.00	N/A	N/A	N/A	N/A
Foreign Language Interpreter- DSS	\$ 20.85	\$ 22.00	N/A	N/A	N/A	N/A
Foreign Language Interpreter II- DSS	\$ 23.35	\$ 24.00	N/A	N/A	N/A	N/A
Community Social Services Assistant- Children's Services	\$ 15.60	\$ 17.00	N/A	N/A	N/A	N/A
Processing Assistant III- Social Services	\$ 18.25	\$ 20.00	N/A	N/A	N/A	N/A
Social Worker II	\$ 26.00	\$ 28.00	N/A	N/A	N/A	N/A
Miscellaneous Fees						
Conversion Fee (list as a %)	12% of the annual salary					

Jennifer Thomas

Attachment A- Price Form

Request for Proposal (RFP) #2017-047

Temporary Staffing Services for Union County

Position	Hourly Rate (to be charged to Union County)					
	Temporary Contract		Contract to Hire		Direct Hire	
	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate
Administrative						
Administrative Secretary/Assistant	16.80	19.60	16.80	19.60	\$2,500	\$3,500
Finance						
Accounting Technician II-Finance	16.80	19.60	16.80	19.60	\$3,000	\$3,500
Financial Analyst	19.60	22.40	19.60	22.40	\$3,500	\$4,500
IT						
Audio Visual Coordinator						
Applications & Systems Manager						
Systems Support- Information Systems						
Public Works						
Utility Mechanic I						
General Utility Worker/ Public Works						
Customer Service Specialist	16.80	19.60	16.80	19.60	2,500	\$3,500
Tax Administration						
Office Aide- Tax	16.80	19.60	16.80	19.60	\$2,500	\$3,500
PT General Utility Worker/ Tax						
Social Services						
Data Entry Operator- DSS						
Data Entry Operator II- Health						
Income Maintenance Technician						
Foreign Language Interpreter- DSS						
Foreign Language Interpreter II- DSS						
Community Social Services Assistant- Children's Services						
Processing Assistant III- Social Services						
Social Worker II						
Miscellaneous Fees						
Conversion Fee (list as a %)	10% of first year annual salary; up to 520 hours. After 520 hrs worked, no fee.					

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Attachment A -- Price Form

Position	Hourly Rate (to be charged to Union County)					
	Temporary Contract		Contract to Hire		Direct Hire	
	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate
Administrative						
Administrative Secretary/Assistant						
Finance						
Accounting Technician II-Finance						
Financial Analyst						
IT						
Audio Visual Coordinator						
Applications & Systems Manager						
Systems Support- Information Systems						
Public Works						
Utility Mechanic I						
General Utility Worker/ Public Works						
Customer Service Specialist						
Tax Administration						
Office Aide- Tax						
PT General Utility Worker/ Tax						
Social Services						
Data Entry Operator- DSS	\$21.70	\$24.80	\$21.70	\$24.80	15% annual salary	15% annual salary
Data Entry Operator II- Health						
Income Maintenance Technician	\$23.25	\$26.35	\$23.25	\$26.35	15% annual salary	15% annual salary
Foreign Language Interpreter- DSS						
Foreign Language Interpreter II- DSS						
Community Social Services Assistant- Children's Services	\$18.60	\$24.80	\$18.60	\$24.80	15% annual salary	15% annual salary
Processing Assistant III- Social Services	\$17.05	\$22.00	\$17.05	\$22.00	15% annual salary	15% annual salary
Social Worker II	\$27.90	\$33.00	\$27.90	\$33.00	15% annual salary	15% annual salary
Miscellaneous Fees						
Conversion Fee (list as a %)	33% of invoice for remainder of 688 hour requirement					

Attachment A- Price Form

Request for Proposal (RFP) #2017-047

Temporary Staffing Services for Union County

Position	Hourly Rate (to be charged to Union County)					
	Temporary Contract		Contract to Hire		Direct Hire	
	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate
Administrative						
Administrative Secretary/Assistant	14.10	23.10	14.10	23.10	14.10	23.10
Finance						
Accounting Technician II-Finance	15.57	24.57	15.57	24.57	15.57	24.57
Financial Analyst	20.99	29.99	20.99	29.99	20.99	29.99
IT						
Audio Visual Coordinator	20.40	29.40	20.40	29.40	20.40	29.40
Applications & Systems Manager	25.15	34.15	25.15	34.15	25.15	34.15
Systems Support- Information Systems	23.09	32.09	23.09	32.09	23.09	32.09
Public Works						
Utility Mechanic I	16.07	25.07	16.07	25.07	16.07	25.07
General Utility Worker/ Public Works	12.77	31.77	12.77	31.77	12.77	31.77
Customer Service Specialist	16.07	25.07	16.07	25.07	16.07	25.07
Tax Administration						
Office Aide- Tax	12.77	21.77	12.77	21.77	12.77	21.77
PT General Utility Worker/ Tax						
Social Services						
Data Entry Operator- DSS	12.77	21.77	12.77	21.77	12.77	21.77
Data Entry Operator II- Health	12.77	21.77	12.77	21.77	12.77	21.77
Income Maintenance Technician	15.07	24.07	15.07	24.07	15.07	24.07
Foreign Language Interpreter- DSS	16.36	25.36	16.36	25.36	16.36	25.36
Foreign Language Interpreter II- DSS	18.92	27.92	18.92	27.92	18.92	27.92
Community Social Services Assistant- Children's Services	12.77	21.77	12.77	21.77	12.77	21.77
Processing Assistant III- Social Services	12.77	21.77	12.77	21.77	12.77	21.77
Social Worker II	22.09	31.09	22.09	31.09	22.09	31.09
Miscellaneous Fees						
Conversion Fee (list as a %)	0%-20% depending on the amount of hours worked by the contractor					

Midtown

2 ATTACHMENT B – UNION COUNTY OSHA FORM 300 A

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	3	7	11
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
154	249
(K)	(L)

Injury and Illness Types

Total number of . . . (M)	(1)	(2)	(3)	(4)	(5)	(6)
Injuries	14	Poisonings	0			
Skin disorders	0	Hearing loss	0			
Respiratory conditions	0	All other illnesses	7			

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Union County

Street 500 N. Main Street #130

City Monroe State NC Zip 28112

Industry description (e.g., *Manufacture of motor truck trailers*)

General Government

Standard Industrial Classification (SIC), if known (e.g., 3715)

9199

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 1406

Total hours worked by all employees last year 2662775

Sign here

Knowing I am falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

William A. N. Nelson

Company executive

County Manager

Phone 704 - 283 - 3663 Date 02 / 21 / 2021

Save Input