



**Request for Proposals 2023-014**  
**Public Health Temporary PRN Staffing Services**

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**ADDENDUM No. 2**

**ISSUE DATE: January 13, 2023**

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.

## **Clarification – Cost Proposal**

Upon award, the process for hiring PRN Temporary Staff is as follows:

1. County contacts Vendor to request position and relays desired requirements, timeframe for start date and anticipated duration of job assignment.
2. Vendor provides potential candidate's qualifications, resume, hourly rate range and other information as required/requested. County may refer candidates for vendor consideration.
3. County reviews available candidates.
4. County notifies vendor of desired candidate along with hourly rate the County is willing to pay to the candidate.
5. Vendor establishes hourly pay rate.
6. Vendor sends to County confirmation of candidate's hourly pay rate along with **Vendor's Administrative Rate (mark-up)**. The administrative rate is submitted with proposal *on Addendum 1, Attachment 1, Appendix A – Cost Proposal*.
  - a. Example:  
County agrees to pay a temporary position \$25.00/hour. Per the Cost Proposal submitted by Vendor, the Vendor's administrative rate per position is X%. Total cost to County for this candidate is \$25 plus X%/hour.
7. Vendor completes/confirms qualifications, certifications, and background checks and shares with the County.
8. Start date is established.
9. Vendor hires candidate and processes the necessary payroll and required documentation.

Candidate Hiring Rate + Vendor's Administrative Rate (mark-up) = Total Cost to the County

If the Vendor has additional charges not described, submit detailed information on *Addendum 1, Attachment 1, Appendix A – Cost Proposal* (an additional summary page will be accepted).

**End of Addendum No. 2**