REQUEST FOR PROPOSAL FOR INSERT NAME OF RFP
QUESTIONS AND ANSWERS
March 11, 2014

1. Q: Can you please provide the rates for the current incumbents?
   
   A: “First Call Agreement”

<table>
<thead>
<tr>
<th></th>
<th>Employee Pay Rate</th>
<th>Bill Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Data Entry Clerk</td>
<td>$11.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Receptionist / Switchboard</td>
<td>$12.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Customer Service Rep</td>
<td>$12.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$12.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>$17.00</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

   “Back-up Agreement”

<table>
<thead>
<tr>
<th></th>
<th>Employee Pay Rate</th>
<th>Bill Rate</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>$11.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$13.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>$17.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

   March 13, 2014

   2. Q: Do you require us to complete or submit an intent to bid form?

   A: No

   3. Q: Are you looking for 2 separate proposals, one for Administrative Staffing and one for Technical Staffing or will you accept one proposal with 2 pricing exhibits.

   A: No, we will not accept one proposal with Administrative and Technical temporary staffing combined. As referenced in Section 1.1 of the RFP, SDWP is looking for Respondents to submit separate proposals, one (1) for Administrative temporary staffing and one (1) for Technical temporary staffing.

   4. Q: Are you looking for completely separate proposals for Administrative temp staffing and Technical temp staffing? Not just separate pricing but each proposal would have its own Title
Page, Table of Contents, Executive Summary, References, Proposal Content and Pricing. Can you confirm?
A: Yes, we are looking for 2 separate proposals with title page, table of contents, executive summary, references, pricing, etc.

5. Q: Please clarify:
There is a page limit of 5 for Qualifications and Work Plan (page 8). However, on the top of page 10, they say that the Work Plan alone is not to exceed 5 pages.

Question: There is a discrepancy on pages 8 and 10 regarding the page limit for sections 3.7 and 3.8. Please verify the page limits for these sections.

A: Addendum has been made to the RFP as of 3-19-14 proposal content page limit is 10 pages.

March 14, 2014 – Respondents Orientation

6. Q: Have these services been outsourced before?
A: Yes

7. Q: Can we request a fee schedule?
A: Yes, our current pay rate and bill rate tables are posted on question 1.

8. Q: If we are bidding on both, we need separate SOQ’s?
A: No, however, if Administrative and Technical services are run by a subsidiary of the company, Respondent must submit a separate SOQ for each company subsidiary.

9. Q: They would be awarded separately?
A: Yes, as stated on page 11, section 5.3. SDWP will develop “First Call Agreements” for Administrative and Technical services and “Back-up Agreements” for Administrative and Technical services.

10. Q: How many firms are being awarded?
A: Could be up to 4, “First Call” and “Back-up” agreements for Administrative and Technical service.

11. Q: What is the time frame in which the second agency is contacted?
A: It varies. The second agency is contacted if the first call agency cannot fill our request.

12. Q: What is the qualification process? Via e-mail, via person?
A: If we have a need, we contact the agency directly by phone and email. May request resumes and have an interview process. There are times the agency will send someone over without us reviewing resumes or doing interviews.

13. Q: Even the technical side?
   
   A: It depends on the department and manager.

14. Q: When you send out work order, would you send description of what you are looking for?
   
   A: Yes

15. Q: Is everything funneled through Human Resources?
   
   A: Yes

16. Q: If you have a question, about specific qualifications, do we talk to department heads?
   
   A: No, everything is done through HR, one point of contact.

17. Q: Pay rates, do you want market ranges? Minimum wage?
   
   A: The pay rate for the job positions is determined by each vendor and is part of the required information that we request under the pricing section of the RFP. Pay rate cannot be lower than the federal minimum wage of $10.10.

18. Q: Veteran contracts 7%. Do you follow?
   
   A: No

19. Q: Insurance limitations? 6 people only?
   
   A: As stated in the RFP, page 3 section 1.1, SDWP does not anticipate the need for more than a total of 6 temporary staff at any given time.

20. Q: What type of positions do you payroll?
   
   A: All just depends on the need.

21. Q: Payrolling means you recommend and we cut the check?
   
   A: Yes

22. Q: How many temp staff did we have last year? Breakdown by technical and administrative. How many payrolled?
   
   A: In the last fiscal year, SDWP had approximately 20 temp staff, 4 were found by the staffing agency and 16 were payrolled. Out of the 20 temps, 5 were technical and 15 were administrative.
23. Q: In IT, based on experience, are there credentials needed? What are prices for that?

   A: We don’t have specifics, we need a high and low.

24. Q: Are you posting who and how much your current contractor is? Bill rate and pay rate? Payrolling?

   A: Currently, our “First Call” Agreement is with The Eastridge Group and our “Back-up” is Kelly Services. Pay rates and bill rates are listed in question 1. Eastridge’s markup to payroll an individual is 30%, Kelly Services is 32%.

25. Q: What’s your payment term?

   A: Net 30

26. Q: Looking for firms for direct hire?

   A: No

27. Q: Will attendance sheets be posted to the website?

   A: Yes, here’s a list of who attended the Respondents Conference.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn Commerford</td>
<td>Yoh</td>
</tr>
<tr>
<td>Almarree Vescio</td>
<td>Staff Builders</td>
</tr>
<tr>
<td>Carey Kastama</td>
<td>Image Staffing, Inc.</td>
</tr>
<tr>
<td>Vee Mateo</td>
<td>Image Staffing, Inc.</td>
</tr>
<tr>
<td>Morgan Landry</td>
<td>Alamom Consulting, LLC</td>
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</table>