



Temporary Staffing Services RFP Questions and Answers

MARCH, 8 2012 (DATE QUESTION WAS RECEIVED)

Question 1

Is there a separate proposal for Accounting and Finance positions?

Answer 1

The RFP for Temporary Staffing Services is for staffing needs mainly in the area of administrative/clerical services. There is not a separate RFP for Accounting/Finance positions.

MARCH, 14 2012 (DATE QUESTION WAS RECEIVED)

Question 2

We assume that response has 5 page limitation which excludes cover letter and includes Proposal Format/ Questionnaire including General Information, Customer Service, Quality of Temporary Staff and Pricing. Please confirm if our assumption is true?

Answer 2

Yes. Responses to the Proposal Questionnaire may not exceed 5 pages in total.

Question 3

Can we include our company's information literature as separate annexure with response

Answer 3

A review panel will evaluate all proposals, which pass the initial compliance review. The scoring process will follow page limitations and format requirements as outlined in "Proposal Format/Questionnaire" page 5, and "Evaluation Process" on page 7 of the RFP."

MARCH, 15 2012 (DATE QUESTION WAS RECEIVED)

Question 4

Do we need to RSVP for the Optional Bidders Conference?

Answer 4

No. An RSVP is not required for the Optional Bidders Conference.

MARCH, 20 2012 BIDDERS' CONFERENCE (DATE QUESTION WAS RECEIVED)

Question 5

Will the attendance sheets be posted to the website?

Answer 5

Yes. The attendance sheet from the Bidders Conference will be posted to the website.

Bidders' Conference attendees:

| <u>Name</u> | <u>Organization</u> |
|--------------------|---------------------------------|
| Veer Brar | UNI |
| Chris Scioscia | Kelly Services |
| Sharon Dillon | PrideStaff |
| Eve Angle | San Diego Workforce Partnership |
| Irene Dodley | RemX |

Question 6

Do you have a standard pay for positions?

Answer 6

The pay rate for the job positions is determined by each vendor and is part of the vendor required information that we request under the pricing section on page 6 of the RFP.

Question 7

Are background checks and drug screening required of candidates?

Answer 7

No, we do not require background checks or drug screening.

Question 8

Is there a proposed budget spending amount?

Answer 8

Over the course of our contract from July 1, 2009-2012 which includes a First Call Agreement with The Eastridge Group and a Back-up Agreement with Ultimate Staffing Services, the amount spent with our First Call Agreement was \$124, 941.84 and with our Back-Up \$67, 419.57, for a total of \$192,361.41.

Question 9

When there is a new position to fill, who is the point of contact?

Answer 9

All communication is funneled through the human resources department.

Question 10

What is the projected contract term?

Answer 10

The Service Agreement is from July 1, 2012 through June 30, 2013, with the option for the Workforce Partnership to grant the contractor two (1) year extensions.

Question 11

Is there a total amount of years of the contract?

Answer 11

Yes, based on funding the formal RFP cycle is every three (3) years.

Question 12

What is the dress code?

Answer 12

Professional dress.

Question 13

Typically when an order is placed, what is the turn around time (how much notice can the vendor anticipate)?

Answer 13

Typically one week. However, it depends on situation we may need to do a placement sooner and on occasion we may have the need for a same day placement.

Question 14

Do we conduct interviews? Or does it depend on the position?

Answer 14

It depends on the position.

Question 15

What is the average turn around time to hear back from the managers?

Answer 15

About 48 hours.

Question 16

What is the time frame in which the second agency is contacted?

Answer 16

It varies. The second agency is contacted if the first call agency cannot fill our request.

Question 17

In the case of a same day placement, how much lead time would the back-up agency have to fulfill the request?

Answer 17

If it were necessary for the back-up agency fill a request for a same day placement we would try to give the agency an advanced notice of at least one (1) hour.

Question 18

Is there any specific software used?

Answer 18

Microsoft Office 2007

Question 19

How will the request for orders be made by email or phone?

Answer 19

Both, it depends on the urgency.

Question 20

What other information besides the resume is needed?

Answer 20

A brief bio of the candidate included in an email is fine, but not required.

Question 21

In terms of work experience what are the requirements for each position? For example, one year, two year.

Answer 21

It depends on the needs of the position we are trying to fill.

Question 22

For the Data Entry positions, is the number of key strokes a factor? For example, number of key strokes with accuracy.

Answer 22

No, we focus more on the professional experience.

Question 23

How many agencies were included on the RFP opportunity?

Answer 23

We included an array of vendors on the RFP mailing list. The RFP mailing list is reviewed and updated continuously. The Workforce Partnership is committed to equal opportunity in its procurement and contracting process.

APRIL , 3 2012 (DATE QUESTION WAS RECEIVED)

Question 24

Who is the incumbent(s)?

Answer 24

We currently have a first Call Agreement with The Eastridge Group and a Back-up Agreement with Ultimate Staffing Services.

Question 25

How many contract awards will be issued?

Answer 25

As stated on page 5 of the RFP the Workforce Partnership will develop a First Call Agreement and a Back-up Agreement.

Question 26

What is the contract's historical usage?

Answer 26

The Workforce Partnership utilizes temporary staffing services to fill short-term staffing needs mainly in the area of administrative support.

Question 27

What is required for background checks and/or drug screening?

Answer 27

We do not require background checks or drug screening.

Question 28

Format-wise, should the Request for Qualifications (1 original and 1 copy) be submitted in a separately sealed envelope from the Proposal (1 original, 3 copies, 1 emailed PDF) or can they be submitted together in the same envelope?

Answer 28

The statement of qualifications can be submitted in the same delivery with the proposal package. A separate sealed envelope for the qualifications is not required.

Question 29

According to the RFQ requirements, bidders are required to submit an IRS Determination Letter. What is the IRS Letter Number and/or the reason for the need of determination for this requirement?

Answer 29

Proof of an IRS letter of determination applies only to organizations that have successfully applied for and been approved as tax-exempt by the IRS. A letter of determination indicates under which section of the Internal Revenue Code your organization is qualified. Consult with your finance/accounting department to determine if this requirement is applicable to your organization.