

**RFP - Temporary Staffing and Employer of Record Services**  
**Answers to Questions from Respondents' Orientation and Email Inquiry**

- 1. *What is the total expected value of the contract? What is the estimate annual usage or spend? Do you have an upper limit in mind for the budget?***

SDWP anticipates the total expected value of the contract will be approximately \$1 MIL (+/-). Please note the total value may change based on need, funding, and the needs of SDWP's programs that use third-party payroll services.

- 2. *Will we require a certified payroll?***

No.

- 3. *How many employees do we use this service for?***

Internal staff: approximately 10-15 staff per year.

In support of SDWP programs: 100 – 125 internships and jobs (primarily for youth and young adults) per year.

- 4. *Please describe what you are looking for in the "EDI" section of the RFP.***

Please see *section 3.3 Equity, Diversity, and Inclusion* of the RFP.

- 5. *Is the primary required to be the employer of record, or can that service be sub-contracted?***

SDWP is open to different arrangements, but it is a requirement that one legal entity is ultimately accountable for contract performance.

- 6. *How many suppliers are you looking to award the RFP?***

One.

- 7. *How would SDWP like to see costs differences per position (i.e. cost for clerical versus costs for other positions?)***

Please see *section 3.4 Cost* of the RFP for how SDWP would like to see cost proposals. If different positions would be charged different rates, please clearly outline that in the response.

- 8. *Will SDWP staff be centralizing the collection of new hire documentation and time sheet data?***

The New Hire Documentation will be kept by the temporary staffing agency. The temporary staffing agency will maintain time sheet records for each temporary employee.

- 9. *Is SDWP the only entity that the contractor will be invoicing?***

Yes.

**10. Do you have a page limit for submissions?**

Please see *section 3. Proposal Submission* in the RFP.

**11. Are there any subcontracting goals/requirements for this contract?**

No.

**12. Are vendors required to have a local office or will out-of-state vendors be considered?**

All vendor proposals will be evaluated on their merits.

**13. Is CA business registration required?**

Yes.

**14. Over what time period do you envision the work occurring?**

From *section 1.1 Solicitation and Contract Period*:

The period of performance for the agreement to be awarded is nine months, beginning October 1, 2017 and ending June 30, 2018.

**15. What is the frequency of on-boarding?**

It depends on the changing business needs. We are looking for a flexible contractor who can adapt their services up and down in volume based on SDWP program needs.

**16. Who is/are the current vendor/s?**

Coast Staffing.

**17. What are the bill and pay rates under the current contract?**

Current contract rates vary depending on positions from 20-40% markup. We anticipate bids coming in at or below this range as we anticipate an increased usage of temporary position placements in the next fiscal year.

**18. How much was spent on temporary staffing services in 2015, 2016 and 2017 YTD (for the services request under this RFP)?**

SDWP's fiscal year goes from July 1<sup>st</sup> to June 30<sup>th</sup>. Below are the expenditures by fiscal year:

FY 14/15: \$135,912

FY 15/16: \$185,171

FY 16/17: \$400,566

**19. What is the estimated need of hours per week for temp staff?**

This depends on the assignment, but range from 10-40 hours per week.

**20. What is your anticipated turnaround time to fill temporary staff positions?**

SDWP would like to fill positions with the best possible candidates as quickly as possible. We are looking for professional staffing firms to set expectations and clearly communicate the timelines required to accomplish this.

**21. Approximately how many total hours will program participants and temporary staff be working in a contract year?**

Varies. See responses to question #3 and question #19.

**22. What are the invoice payment terms?**

10 working days.

**23. Will SDWP-identified temporary staff fall under the staffing or employer of record invoice structure?**

If the individual fills SDWP administrative positions, it will fall under the staffing cost structure. If the individual is an SDWP program participant, it will fall under the employer of record categories.

**24. Can the following language be clarified: "The contractor will be required to assist SDWP staff in project completion or in interim placement due to employee turnover or individual leave or vacation."**

From time to time, the contractor will be asked to provide temporary staff to assist on administrative, information technology, human resources, finance and other projects. These projects vary in duration and may be due to employee turnover, temporary changes in workload, or vacation/leave for SDWP employees.

**25. Can you provide a list of the different occupations we need to fill? What are the specific job titles being staffed? What positions will be payrolled? How many temporary employees will work per category?**

This is highly variable, but below is a general estimate based on past needs:

- (1) HR Administrative support
- (2) Entry level accounting professional
- (5) Business service representative (conducts outreach to businesses)
- (10) Peer Job Coach: provides peer-to-peer mentoring/outreach for youth (ages 16-24) in a call center-style environment
- (100) Program Participant: participates in an internship, job shadow or other work experience with an employer partner in a wide range of industries.

While these are estimates, we are looking for a staffing partner to be flexible with dynamic business and program needs.

**26. Can bidders that have worked with SDWP in the past add SDWP as one of the references?**

Yes.