



Request for Proposals #1917-DS Temporary Staffing Services – Administrative, Clerical and Professional

Responses to Requests for Information

Q1. How many vendors will be awarded for this contract?

A1. Please refer to the RFP *Introduction* section. The Agency intends to select one to three providers.

Q2. What is the estimated budget?

A2. The estimated budget is between \$250,000 to \$500,000 but is based upon the Agency's staffing needs.

Q3. Is there an incumbent working in this contract?

A3. Yes – there are two.

Q4. What staffing firm/agency is currently providing SHRA with the services described in the RFO?

A4. 1) Randstad and 2) HR Management Corp., Inc.

Q5. Do we need to identify SBE, M/WBE or DVBE partner firms in our response or can a statement of commitment to utilize these firms satisfy the Section 3 requirements?

A5. SBE, M/WBE, DVBE are not necessarily the same classification as Section 3. You may state your commitment in *Proposal Format C.9. Approach to the Project* but please refer to *Proposal Format G. Section 3 Form* for specific Section 3 information that must be included in your proposal.

Q6. Do all the forms in Section 3 need to be filled out and included in our submission?

A6. Please refer to the RFP *Proposal Format G. Section 3 Form*. Forms Section 00620 and Section 00630 must be completed and submitted.

Q7. Will a formal letter of understanding and commitment to make our best effort to include/follow the requirements of Section 3?

A7. Please refer to the RFP *Proposal Format G. Section 3 Form*. Forms Section 00620 and Section 00630 must be completed and submitted.



Q8. Will the proposed Hourly Bill Rates for the various classifications be for evaluation purposes only or will these rates be the not to exceed rates for each classification?

A8. Please refer to *Attachment F – Fee Schedule*. The only column that you need to complete is the “Mark-up Percentage”. These will be used for evaluation purposes as discussed in the *RFP Evaluation Criteria 4. Proposed Cost*.

Q9. Does the responding firm need to submit rates for all job classifications or can we submit rates for only the job classifications we feel confident in supplying to SHRA?

A9. Please provide the “Mark-up Percentage” for each Classification listed on *Attachment F – Fee Schedule*.

Q10. Who are the current incumbent(s) and corresponding contract value?

A10. As stated in A4., the incumbents are 1) Randstad and 2) HR Management Corp. Inc.. The last annual corresponding contract amounts were 1) \$150,000 for Randstad and 2) \$100,000 for HR Management Corp., Inc.

Q11. Is there a winning incumbent proposal we can review?

A11. We do not have electronic copies of previously awarded proposals for this project.

Q12. Could you please let us know about the total of how many placements were made in the last contract, if available, along with the last year expenditure?

A12. As stated in the RFP, the number of placements can vary. We estimate that we averaged between seven to nine placements per month in 2018. The total annual costs associated with temporary staffing were approximately \$250,000 in 2018.

Q13. What are the workers comp codes associated with this contract?

A13. We recommend that you check with your carrier but we suspect that most of the positions could be covered under code 8810 or something similar.

Q14. At any given time on average how many orders are open?

A14. Please refer to A12.