

**RFP 19-006
SOURCING SERVICES AND TEMPORARY STAFFING AGENCIES**

Addendum #1

Date 1/30/2019

Questions/Answers in **BOLD**

1. Is this a new solicitation? If not, please share the name of incumbent vendors.

This is a new solicitation. However, COG has previously had contracts with the following vendors.

Other vendors used in the past include (in alphabetical order)

- **Aerotek**
- **Palmer Staffing Services**
- **Robert Half**
- **Ultimate Staffing Services**

2. What budget is allocated to this or the past spending for this contract?

No projected budget is available. See question #8 for the past budget figures.

The temporary staffing is on an as needed basis.

3. Who is/are the current vendor/s?

See question 1.

4. Will this be an exclusive or non-exclusive contract?

Non-exclusive. There will be multiple awards as per the RFP.

This is a Master Contract solicitation with a competitive Task/Work Order process for services as needed.

5. Will the contract be temporary staffing, direct hire/permanent recruitment or a combination of both?

We are asking for proposals on temporary staffing and temp to hire as per the RFP. Temporary staffing is the primary function of this solicitation.

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

Unavailable.

7. What is the annual budget over the term of the new contract?

Unknown at this time. See next question.

8. How much was spent on temporary staffing services in 2016, 2017 and 2018 YTD (for the services requested under this RFP)?

2016 – \$326,113.42

2017 – \$566,521.63

2018 – \$341,790.88

Note – We are currently in FY19 and no numbers are available for this period.

9. How many temporary employees are currently utilized?

It varies according to need.

10. How many temporary employees will work per category?

It varies according to need.

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

It varies according to need.

12. How many vacancies currently exist?

None. This is a solicitation for future business.

13. Will this contract require the payrolling of current employees?

No.

14. Can an MBE / Minority firm self-satisfy the subcontract goals?

To be eligible for additional points it must be DBE only, MBE's are not eligible for points under the DBE program scoring criteria.

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

As per the RFP the vendor must have a local office. This is to make sure they can service the account properly in the Washington D.C. area.

16. Is this an SCA contract?

No. If the contract is “piggybacked” by a District of Columbia government entity SCA may apply.

17. Is there any mandated PTO or Supplemental benefits/ Living Wage/ Prevailing Wage?

No.

18. What is the average turnover rate per each position/how long to assignments last generally?

This is variable depending on the assignment.

19. Will we need a DC license?

Businesses need to be licensed to do business in DC and in good standing with DC government to qualify for this award.

20. Are the positions going to be subject to any minimum wage increases over the course of the contract?

All positions are above minimum wages and are typically not subject to any minimum wage increases in the future. Should there be any position that needs adjustments, it will be done in accordance any new laws.

21. What are the WC codes/job descriptions of each category?

Unable to provide.

Please use the WC code that is best matched to the position description.

22. Do we have to bid on all of the titles?

Please see the RFP Section X.

“B. The Proposer should provide pricing for every job classification within the core Groups A, B, C on the RFP Response form in order to be considered to be qualified in that job category.

C. Staffing Agencies can be qualified in one or multiple groups. Staffing Agencies can also be qualified in the Category D on a position-by-position basis.”

23. Do you want resumes?

Yes. That will be required on all candidates with the Task/Work Order response.

24. What is the average length of work assignments?

This is variable depending on the assignment.

25. What is the anticipated number of temporary staffing hires for the duration of this contract?

This is unknown and depends on the workload at any one time.

26. Could you please provide me with a list of the current vendors of these services and the hourly rates they currently charge for the temporary positions requested in the RFP?

See questions #1. Hourly rates are unavailable.

27. **Section K.2 states that** “The Proposer shall have at least one (1) branch office located within a 20-mile radius of Washington, D.C. Proposer shall state location and hours of the branch office meeting the 20-mile radius requirement and all other applicable offices.” Is it mandatory for the vendor to have an office in the 20-mile radius of COG?

Yes. See also question #15.

28. Page 5, section A states that “Sub-contracting is not allowed unless the Staffing Agency(s) receive prior approval from COG OHRM.”, since the DBE participation is 15% and we have to do subcontracting with them. What is the procedure of getting subcontracting approval from the COG?

Provide the name of the subcontractor who has the DBE certification on the proposal and they will be pre-approved for use on the contract.

When providing the answer to an individual Task Order request please note the pre-approved DBE subcontractor is being used. In the Proposal please provide an estimate of the percentage of business expected from this/these vendor(s). See also question #39.

29. Page #14, References: “The Proposer shall have at least three (3) professional letter of references.” Do we need to provide just references of 3 clients or get the letters of performance from them and submit to COG?

Please list them on the form provided. Letters of performance can be attached to the form from the same references or from additional references.

30. Is there proof required for DBE participation?

This will be verified by COG staff. Please provide the jurisdiction in which they are DBE Certified. It MUST be DBE only. See also question #15 and #27.

31. Do we need to fill the form and return the original solicitation or create in new proposal in word document?

Use the forms provided and attach any additional documents. They are provided in a writable PDF for ease of use. A scanned copy of the original document that was filled out using the writable form will also be acceptable.

32. Is this a new requirement? If not, please provide the current vendor (s) providing the service to the COG and how are the current services being procured?

See question #1.

33. Please provide the total number of temporary staff on current assignments and job classification of each worker.

Not available.

34. How many awards COG plan to make?

Unknown at this time. This will be determined by the number of qualified vendors in the various categories.

35. Is there any preference to the local vendors?

The geographic requirement is the only local requirement.

36. What is the estimated budget for this RFP? If unknown, please specify the previous spending.

See question #8.

37. Page 14- 3. References- Does the RFP request both three professional letters of references as well as supplying a list of references using the form for Attachment D? If so, can the letters be from the same entities listed on the form for Attachment D?

Letter of references can also be the same as the list of references. Please fill out the required Attachment D and attach the letters to it.

38. Does the COG want the fully loaded rates for each position or a breakout of the billable hourly rate to the COG/Participating Member and the hourly rate paid to the temporary employee?

Fully loaded hourly costs for each position should be provided.

39. Disadvantaged Business Enterprise (DBE)- If the Prime Contractor is a qualified DBE, will they receive 100% of the points available even if they do not subcontract with a DBE qualified vendor?

Yes, any contractor who projects using 35% or more of a DEB contractor on this contract annually, will receive the maximum allowable points. This is subject to confirmation during the contract year. *Please remember that COG accepts only DBE Certified organizations. MBE and other designations are not accepted.*

40. Can you please clarify the requirement of the Performance Bond and Payment Bond required on Page 15, Section f?

The following standards, which align with the requirements of the District of Columbia Basic Business License for the Employment Agencies shall be followed for Section VI.5.f (p. 16) –

A Surety Bond issued by an authorized insurance carrier for the following amounts:

- **If the average fee for a job seeker is \$2,000 or more and the Employment Agency business enters into contracts with 100 or more job seekers per year, a bond in the amount of \$100,000 shall be filed.**
- **If the average fee for a job seeker is less than \$2,000 and the Employment Agency business enters into contracts with fewer than 100 job seekers per year, a bond in the amount of \$50,000 shall be filed.**

The Proposer will provide proof of this bonding with their submission attached to their Certificate of Insurance.

41. Under Attachment C, Cooperative Rider Clause Approval Form, Question #3, could you please clarify what costs associated with the fee the vendor must pay on the sales for using this Contract?

There will be no Rider Clause fees on this contract. The Rider Clause Form was there as sample, and the wording is part of the standard form.

Attachment C Question 3 is not applicable and should be disregarded.

42. Are there any incumbents doing this work? If yes, may we have their names and bill rates on the previous contract?

This is a new RFP offering, not a rebid. See question #1. There is no current rate chart available.

43. What is the spend and/or number of requests for each Group (A, B, C, D) over the last 2 years?

There is no breakdown on spend or requests in each category.

44. How will you all be evaluating the pricing, since we are to provide a minimum and maximum pay rate? Will you all be calculating the average between the minimum and maximum pay rate to get the lowest price bidder, or just taking the maximum rate for calculations?

We will be averaging the minimum and maximum amount to determine the low cost on each proposal. This will be done by groups however, please keep in mind that this is a proposal, not a bid and there are other factors being scored. See Section IX.E (page 24) for scoring breakdown.