

RFP 19-006
SOURCING SERVICES AND TEMPORARY STAFFING AGENCIES

Addendum #2

Date 2/5/2019

Comments –

- A. NOTE: The deadline for questions on this RFP will be February 8, 2019, 4:00 PM EST. Questions received after that time will not be answered. Please be guided by the RFP.
- B. Any final addenda will be published by 2/12/2019, 4:00 PM. Please remember to acknowledge all Addenda on the Proposal form.
- C. Please use the revised VII. **SPECIAL CONDITIONS – QUESTIONNAIRE** form that is posted as a separate attachment to correct a formatting error. Information can also be attached on a separate sheet to this or the original form.

Questions/Answers in BOLD

1. Can you provide historical dollar volume paid by COG and any participating MAPT?

See Addendum #1 Question #8

No previous contract with MAPT Participating Agencies. This is a new possible cooperative purchase under that program.

2. Please confirm that you want 3 copies of the proposal. Section VIII.B.5 requests 2 copies.

CORRECTION - VIII.B.5 should read *“Proposers shall submit one (1) original (3) copies and one “electronic” copy on CD or thumb drive to....”*

3. The RFP 19-006 Response form requests salary ranges? Should this be bill rates?

Yes, fully loaded rates. See Addendum #1 Question #38.

4. Can you give examples of more extensive background checks?

As part of the proposal cost for each position please include a basic background check including the following –

- ID (Name, DOB, SSN)
- Current address and previous address
- Work history
- Education
- References
- I-9 Employment Eligibility Verification
- Other conducted as a matter of course by the staffing agency.

A more extensive background check which may be needed for more sensitive positions would include the following –

- Criminal
- Financial
- Drug Screening
- Social Media
- Licenses and Certifications confirmation

Jobs needed this type of background check may include such job categories as finance and child services positions.

NOTE: The Staffing agency should have a consent form on file allowing the any of the above background checks.

5. Can the letters of reference and the references listed on Attachment D be the same?

Yes. See Addendum #1 Questions #29 and #37.

6. Is the Proposer required to have DBE participation if they are not a CBE?

Proposers are not required to have DBE to be awarded a contract. DBE provides additional points as a scoring factor on the RFP. CBE's are not eligible for additional points.

See Addendum #1 Questions #14, #28, #30, and #39.

7. Are we required to sign attachment A and Attachment C, or do you just want a written statement that we acknowledge the attachments?

See Proposal Form on page 33 and check appropriate boxes to acknowledge Attachments A and C and the attachment of other required forms. Pages 26-34 should be filled out, to the greatest extent possible, and submitted with all other required forms as part of the proposal submission.

8. Reference page 27 of the solicitation, Section XI. RFP 19-006 Response Form, will the Government [sic COG] allow the proposer to alter this form based on the additional data the Government [sic COG] is requesting the proposer to include with the form (types or backgrounds and work tasks normally performed by your firm and specialty areas)?

Please use the Response Form as is and attach any additional information.

9. ...most of our clients are with governmental agencies, they are notifying us that they are not permitted to give letters of professional reference but are permitted to engage in a telephone discussion of the quality and scope of the temporary services we provide them on a daily basis. If a potential proposer cannot obtain three written letters of professional reference due to the inability of our clients to provide such documentation, are there any additional sources of reference the COG will consider?

COG prefers governmental organizations for references but will accept other non-governmental sources for the letters of reference. COG will call references listed on

Attachment D to confirm the reference. The letters of reference can be the same or different than the organizations listed on Attachment D.