

State of Delaware

TEMPORARY EMPLOYMENT SERVICES

Request for Proposal Contract No. GSS10112-TEMP_EMPL

QUESTIONS & ANSWERS

FEBRUARY 26, 2010

Question	Section	Question and Answer
1		Do you currently utilize staffing services? If so, what companies do you use? This information is currently on our website www.gss.omb.delaware.gov
2		Has this award been given before and to whom? This information is currently on our website www.gss.omb.delaware.gov
3		What are the bill and pay rates for the previous contract awarded? This information is currently on our website www.gss.omb.delaware.gov
4		What are the current pay rates for similar positions in the organization? This information is currently on our website www.gss.omb.delaware.gov
5		So you want the rates proposed in response to the RFP to be in the form of bill rate, mark up percentage, or pay rate? Please see the attached Appendix A, Pricing Spreadsheet, it includes all three requirements.
6		Will preference be given to women-owned or minority business? The State of Delaware does not have any preference laws,

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		therefore we do not give preference to women-owned or minority businesses.
7		If we are already certified by the State of Delaware OMWBE as a WBE, are there any further requirements regarding Delaware's OMWBE? No
8		Are you dissatisfied with the current vendor in any way? No
9		What do you like about the existing vendor? The vendors are responsive to what the State needs.
10		What is the dollar amount of this contract? FY09 Spend can be found on our website www.gss.omb.delaware.gov
11		Is the purpose of this RFP only to solicit for competitive bids or to actually hire a new vendor? Competitive bidding for a new contract, therefore new vendors are possible.
12		Are you looking to replace a current vendor or hire a new? Competitive bidding for a new contract, therefore new vendors are possible.
13		Is there a MBE/WBE consideration on this bid? There is an OMWBE application that can be completed on the bid, there is no preference to OMWBE vendors.
14		Will this contract be awarded to more than one vendor? If more than one vendor show will distribution of service be done? The State will multiple award the contract as it has been done in the past.
15		What is the dollar amount and frequency of use for this contract? Fiscal Year 2009 can be found on our website www.gss.omb.delaware.gov
16		When was the last time you made a change in vendors? Contract was awarded in 2006.
17		What role does price play in your process? Please refer to the Criteria and Scoring Section of the RFP.
18		Must a vendor bid on all service/labor categories? No, please not that some positions are set aside per Delaware Code, Title 16, Subsection 9605.
19		Will agency be required to staff the entire state or, is it possible to staff only a region of the State? You can bid by Zones only if you choose, see "Pricing Spreadsheet? For Zoning information.
20		Should the proposal be completed and submitted directly in the "Pricing Spreadsheet" within in Excel, or should we convert our responses into Word format prior to submission?

		The pricing portion of the Pricing Spreadsheet should be completed in Excel, the Service/Quality Assurance and Vendor Profile can be converted and submitted in Word format.
21	Page 17, Section 22	States the need for three (3) business references. Page 35, Section 4 states the need for three (3) government references. Should we include six (6) total references, or do you require only the three(3) general references referred to on the "References" tab in the Pricing Spreadsheet? You only need to submit 3 references
22		Should we submit pricing for all job classification, or do we have the discretion to choose certain classifications? You have discretion to submit pricing for those classifications you want to bid on.
23		Although the address is the same, there are different departments listed in two places (page 2 and 6) to remit our proposals. Does it matter if we send it to Government Support Services (page 2) or Office of Management and Budget (page 6)? Please send to: State of Delaware, Government Support Services, Contracting Section, 100 Enterprise Place, Suite 4 Dover DE 19904
24		Finally, can you estimate how many payments are made with conventional check as opposed to credit card? The preferred payment by the State of Delaware is the procurement card, however each individual Agency makes their own determination on how to pay invoices.
25		Who won the bid last year for this contract? The contract was awarded to multiple vendors.
26		Is the proposal(s) available from last year? And how can I review a copy? The award as well as addendums are located on the following link http://gss.omb.delaware.gov/contracting/contracts/112.shtml
27		Who is bidding this year? All bids are received and logged but not opened until the bid opening date. I am not able to provide specific company names.
28		When is the pre-bid meeting would I be able to enter at this point if I missed that meeting? No pre-bid meeting was required.
29	Page 15, Item 13	Should we have Certificates of Insurance Included in the bid or provided prior to signing a final contract. Certificate of Insurance should be submitted with bid.
30	Page 20, Item 30	Can you clarify the terms of invoicing whether invoicing is done on a weekly, bi-weekly or monthly basis?

		<p>The Agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the receipt of correct invoice. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or electronic means at the State's option without imposing any additional fees, costs or conditions.</p>
31	<p>Page 28, Item 57</p>	<p>This item details that inadequate response time to an order results in the order being placed with another vendor. Is there clarification on how requesting agencies choose which vendor to initially place and order with.</p> <p>If your company is an awarded vendor and an Agency request a service from you and you do not respond accordingly to the terms and conditions of the contract, this rule would then apply.</p>
32		<p>Is the bidder required to provide pricing for all job categories to be considered for award?</p> <p>No, you are open to bid on the categories you can supply services for.</p>
33		<p>Will Drug Screening now be a requirement in addition to the Background Screening requirement that we have conducted in previous years for employees assigned to State of Delaware temporary orders? If the Drug Screening will now be a requirement what panel does the State of Delaware require? ie. 5 panel etc...</p> <p>The State does not require a drug screening.</p>