



Government Support Services – Contracting
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May 10, 2013

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS13112A-TEMP_EMPL
Temporary Employment Services

ADDENDUM #1

The purpose of this addendum is to answer questions received regarding the solicitation.

Q: Do you have spend data that EXCLUDES Set-Aside titles (i.e. how much did the State spend in the 'Open Market' with vendors other than 'Delaware Association of Rehabilitation Facilities')?

A: As stated on page 49, Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286. This includes a copy of previous RFP documents, Award Vendors & Rates, List of those who submitted a proposal in response to last solicitation, and available spend data.

Q: We noted while reviewing and developing a pricing structure for our quotation that there is more than a reasonable chance that the base hourly rate per county may not be consistent across the various counties we would be soliciting. Is this true?

A: Vendors are not required to provide the same pay & bill rates statewide.

Q: If yes, does the pricing fall under a designated service contract? Does this fall under the Service Contract Act?

A: No

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Q: Typically, how many new hires are “placed” during the initial contract period?

A: There is no way to determine the number of new hires placed during the initial contract period. Initial new temporary employment activation will depend on state employment needs. Additionally, initial hiring will depend on the companies awarded and if employee transitions are necessary. No average or estimated usage is available. Please refer to page 53 (9. Temporary Personnel Length of Employment).

Q: What is a typical work duration per contract?

A: Please refer to page 53 (9. Temporary Personnel Length of Employment).

Q: Approximately what is the general process for matriculation of the new hire and processing length for hiring?

A: The process used to fill a temporary employee need may vary with each Requesting Agency. The only requirements outlined in the solicitation regarding this process can be found on page 55 (20. Request for Temporary Employee), and the guidelines are used primarily to enforce the use of job titles when requesting a temp.

Q: Do we need a license number and if so how would I go about getting that?

A: Vendors awarded the contract will be required to obtain/maintain a Delaware Business license. If you have submitted an application and not received your license number yet you can notate in your response that the license is pending and provide a copy of application receipt.

Q: How many staffing providers will be awarded this opportunity?

A: No set number has been identified. Once evaluations are completed and scores are tabulated a decision will be made regarding the number of vendors needed to meet the State's needs.

Q: Can you please provide the temporary staffing spend for 2011, 2012, and projected for 2013?

A: As stated on page 49, Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286. This includes a copy of previous RFP documents, Award Vendors & Rates, List of those who submitted a proposal in response to last solicitation, and available spend data.

Q: What significant changes are there to the new Staffing RFP vs. the Original RFP?

A: Several changes have been made to this solicitation from the current contract. A copy of the solicitation documents associated with the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286.

Q: Are drug screens mandatory, if so, what type?

A: Some positions/Requesting Agencies may require drug screening. In those cases, Requesting Agency will notify vendor when initial contact is made.

Q: Are background checks mandatory, if so, what type?

A: Some positions/Requesting Agencies may require background checks. In those cases where a Requesting Agency requires a background check, a State of Delaware or Federal background check would be required.

Q: Will you be paying invoices with a credit card or PCard, if so, what type?

A: Refer to page 27, (30.c.) Method of Payment.

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Q: What is the average length of the assignments?

A: No average length of assignment is available. Please refer to page 53 (9. Temporary Personnel Length of Employment).

Q: Can you break out the hours/spend by position?

A: This information is not readily available. Please refer to the current FY usage report data found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286

Q: What are your payment terms?

A: Refer to page 27, (30.c.) Method of Payment.

Q: Is there an MSP/VMS fee, if so, what is it?

A: No.

Q: Who is/are your current staffing providers?

A: As stated on page 49, Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286. This includes a copy of previous RFP documents, Award Vendors & Rates, List of those who submitted a proposal in response to last solicitation, and available spend data.

Q: Can you please provide the current markups/bill and pay rates?

A: As stated on page 49, Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286. This includes a copy of previous RFP documents, Award Vendors & Rates, List of those who submitted a proposal in response to last solicitation, and available spend data.

Q: How many total hours and or total revenue are there for each position or for the entire contract?

A: No average or estimated usage is available.

Q: Can you provide more information around the investigator role including who is supervising them?

A: Current placements under this job class are through Department of Health & Social Services and Department of State. The job class is open to any State agency that may have a need.

Q: Please provide more information around the unemployment insurance claims interviewer and compensation appeals referee. Is the referee the ultimate decision maker?

A: Review the job descriptions for the experience requirements associated with these positions. In regards to the Appeals Referee, there is supervisor oversight during the *initial* training period and clients have the ability to appeal a decision.

Q: Regarding the RFP who are the current vendor(s) and what are their current rates?

A: As stated on page 49, Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286. This includes a copy of previous RFP documents, Award Vendors & Rates, List of those who submitted a proposal in response to last solicitation, and available spend data.

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Q: Can you provide us with your current staffing contract with current rates, or direct us to where we can obtain this public record?

A: As stated on page 49, Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286. This includes a copy of previous RFP documents, Award Vendors & Rates, List of those who submitted a proposal in response to last solicitation, and available spend data.

Q: Which staffing companies are you working with currently?

A: As stated on page 49, Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286. This includes a copy of previous RFP documents, Award Vendors & Rates, List of those who submitted a proposal in response to last solicitation, and available spend data.

Q: Will minority vendors be given additional points in the evaluation process?

A: No; scoring criteria can be found on page 17.

Q: What was your total temporary staffing spend in 2012?

A: \$7,383,554 (FY-12)

Q: What do you anticipate spending on temp labor in 2013?

A: \$5,633,714 (FY-13 YTD)

Q: Can you provide a breakdown of your spend by job category (clerical, LI, professional, etc.)?

A: This information is not readily available. Please refer to the current FY usage report data found online at: http://contracts.delaware.gov/contracts_detail.asp?i=1286

Q: Are we required to bid on all positions, or can we bid only those positions that we can service?

A: As stated on page 49 (D. Appendix D), "Vendors are not required to bid on all job titles."

Q: How many staffing partners do you anticipate choosing through this RFP process?

A: No set number has been identified. Once evaluations are completed and scores are tabulated a decision will be made regarding the number of vendors needed to meet the State's needs.

All other terms and conditions remain the same.