



REQUEST FOR PROPOSALS

**FOUR YEAR CONTRACT FOR
TEMPORARY EMPLOYEE SERVICES**

BID NO: 12-2050

ADDENDUM 2

BIDS DUE: OCTOBER 18, 2012 @ 3:00 PM Central Time

Addendum 2 is issued to:

- 1) Extend the due date from Tuesday October 16th, 2012 to **Thursday, October 18th, 2012 at 3:00 PM.**
- 2) Provide the questions asked, and the responses to those questions.
- 3) Provide a revised "Similar Prior Experience" sections that provides for 6 responses, three current and three past references.

QUESTIONS AND RESPONSES

1. RE: References – Question 3 in Scope of Work Requirements asks for "three current and three past references of similar size/scope to SAWS"; however, Section 4 Similar Prior Experience asks for "at least three (3) current or previous projects that demonstrate experience and competence on recent relevant projects of similar type and scope (within the last five [5] years)." Is SAWS looking for three current AND three past references for a total of six references, OR is SAWS looking for a total of three references compiled from current and past references?

Response: SAWS is looking for three current AND three past references. Revised section has been provided at the end of this document. .

2. RE: Section H-repair or replacement of damaged property – Who decides why the damage occurred and has final say on if contractor is required to reimburse?

Response: SAWS will review the situation and will work with the Staffing Agency to determine why the damage occurred, and will work with the Agency to come to a mutual agreement on reimbursement.

3. RE: Section J-contractor provides all safety equipment – Who decides what is the required PPE? What PPE was required last year by position?

Response: SAWS Safety Department determines appropriate PPE by position. If contractor is asked to provide staffing for a position requiring PPE, the information will be provided at the time of request.

4. Please define what the *required forms* are, as this will allow the Respondent to closely follow the 45 page limit.

Response: Required forms are the Respondent Questionnaire, W-9, Good Faith Effort Plan, etc. as requested on Page 14 of the RFP. Count would be for the additional information provided by the vendor.

5. To what extent are the staffing providers responsible for training associates?

Response: That would be determined by the staffing provider. Our requirement is that staff provided to SAWS meet the minimum requirements of the job description.

6. Who is the current staffing provider(s)?

Response: We have multiple providers. Currently they are: Leading Edge, RFD & Associates, Randstand, Strategic Staffing, Today's Staffing and Advantage Staffing. The previous RFP included IT positions, where this RFP does not.

7. Can you please provide the current markups?

Response: The markups vary by provider and position filled. Pricing on the previous RFP was based upon fully loaded billing rates. Positions not listed were quoted based upon a markup per vendor, however, this information was provided as a response to a Request for Proposal, thus no Bid Tabulation is available.

8. Can you please list the spend for 2010, 2011, 2012, and projected for 2013?

Response:

2010: \$353,701.50

2011: \$671,334.00

2012: \$416,960.52

2012 Projected provided in the RFP

9. Would you be able to provide a list of temporary hours/spend by job title?

Response: Unfortunately, we do not have this breakdown. Requests will be primarily for office administrative staffing.

10. What are your payment terms?

Response: Each vendor will be required to provide their payment terms. SAWS will take discounts into account when evaluating the pricing portion.

11. Will SAWS pay via a Credit Card or P-Card? If so, what type?

Response: No, SAWS will not pay via a Credit Card or a P-Card. Purchase Orders will be issued, vendor will need to invoice, and SAWS will pay by either electronic or manual check. ACH payment is available and encouraged.

12. Are MVR/Motor Vehicle Reports mandatory for all jobs?

Response: No, the Staffing Agency will be notified when driving is required for a position.

13. How often is PPE equipment required (boots, gloves, glasses, vests, etc.)? Which job titles require this in the RFP?

Response: PPE is required for all SAWS' field positions. It may also be required for the laboratory positions. Information will be provided at the time the request is made for staffing.

14. Are statutory or federal increases allowed?

Response: Bill rates provided in the RFP should take into consideration any anticipated increases.

15. Who is responsible for all training on the client's equipment?

Response: The client will train on any specialized equipment. Staff provided by the agency should meet the minimum requirements of the job description and be able to operate any machinery as outlined.

16. Are associates directly supervised by the client?

Response: The associate is employed by the staffing agency and is not an employee of SAWS. Client supervisors will provide functional guidance only.

17. How many injuries has the client had this year?

Response: SAWS does not understand how this question pertains to the RFP for Temporary Employee Services.

18. Do associates drive client vehicles? If yes, client will need to sign attached driving form.

Response: Associates do not typically drive client vehicles.

19. How many vendors will be awarded this opportunity?

Response: There are not a defined number of vendors to be awarded contracts. It is dependent upon the number of responses and how closely the vendor can satisfy multiple needs.

20. Page 2, B #3 requests testing for both alcohol and controlled substances. Are you requiring alcohol testing prior to starting a position since it has such a limited snapshot of an individual or do you require when there is an incident or accident?

Response: Yes that is our standard pre-employment testing as well as could be subject to post-accident or incident testing.

21. B #5 specifies a driving record check. Is this required for all positions?

Response: No, staffing agency will be notified when driving is required for a position.

22. B #6 "SAWS will be notified of any criminal activity regardless of number of years, but in keeping with any State of Federal laws and/or guidelines". Does this mean that you want the actual copies of background checks?

Response: SAWS does not need copies of the background checks, however, we want to be informed of any findings

23. D asks that we "guarantee that its personnel have completed all appropriate training required for the particular position". Is there specific training required by SAWS by position?

Response: There are some positions that will require special training and certification. Staffing agency will be notified when provided the job description. .

24. F refers to a 50% discount or credit. Is the desired credit or discount based on billing for the employee who did not work out, hours worked by the employee who did not work out or is the request for a 50% discount or credit on the mark-up for the new employee? Need clarification on what the discount or credit is based on.

Response: The 50% discount or credit is based on the billing for the employee that did not work out.

25. C - Period of Contract – Requests renewal under the same terms and conditions for 2 additional 1 year periods. Will SAWS accept the following verbiage?

Bill Rates are subject to adjustment during term of contract in the event:

1. State and/or national laws are passed which require agency to provide paid sick leave, contribute to staffing employee medical insurance, pay an employer penalty fine for not providing staffing employee health insurance, or other benefits not currently provided by Burnett for its employees.
2. An increase in statutory payroll taxes such as FUTA, SUTA, FICA, and Medicare or a change in the Workers Compensation cost.
3. New taxes applied to payroll in Texas.
4. Agency will advise Client of the required increase in the Bill Rates, Bill Rate Ranges, or Mark Up percentage and the effective date of the increase. Any change must be authorized by Client and such approval shall not be unreasonably withheld by Client.
5. If Client will not approve the requested increases, Agency may cancel the contract and discontinue service to Client.

Response: SAWS does not accept verbiage above. Vendor is provided the opportunity to price years 1, 2, 3 and 4. Pricing for year 4 should anticipate increases for option years.

26. What pre-employment testing is SAWS requesting pricing for?

Response: Any testing performed by the agency, ie. Ten-key, typing, Microsoft office.

27. What is the anticipated dollar spend by category?

Response: Unfortunately, we do not have this breakdown. Requests will be primarily for office administrative staffing.

28. How many vendors do you anticipate selecting?

Response: There are not a defined number of vendors to be awarded contracts. It is dependent upon the number of responses and how closely the vendor can satisfy multiple needs.

29. Is a Good Faith Effort Plan required if the primary bidder is a HUB and woman owned (Women's Business Enterprise Alliance certified)?

Response: Yes, a Good Faith Effort Plan is required for all respondents.

30. Are you required to utilize subcontractors if the primary bidder is a HUB and woman owned (Women's Business Enterprise Alliance certified)?

Response: Aspirational goals still apply. The Good Faith Effort Plan will be evaluated accordingly.

31. Exhibit F: Refers to conducting work on SAWS property. Is any work anticipated outside of SAWS property?

Response: *The first statement establishes when the Security Requirements apply. Since all Temporary Services employees will be working on SAWS property, they do apply.*

It also refers to a Prime Contractor Data Form and a Background Screening Letter – Does this mean that SAWS will also be performing a background check?

Response: No, a Background Screening Letter is the Staffing Agency's assurance to SAWS that background checks have been conducted and that no derogatory information exists. A Prime Contractor Data Form and a Background Screening Letter are required in order for contractors to get badged.

It also refers to \$500 per unreturned badge. Is the charge \$500 per unreturned badge and per unreturned parking tag?

Response: The \$500 is for each unreturned badge.

32. Exhibit G, (P) Does not seem applicable to a staffing services agreement?

Response: *Exhibit G is AWS Standard Service Agreement. All successful vendors will be required to sign one.*

33. Referring to Section I, item F – is the requirement of a four-day guarantee in which 50% credit is granted in the event a temporary associate is replaced negotiable or is this strict requirement?

Response: This is a requirement.

34. Referring to Section I, item H – can you describe what type of property you are referring to, the approximate cost, and how often has it occurred in the past that a Contractor has had to cover damages and at what expense?

Response: SAWS will review the situation and will work with the Staffing Agency to determine why the damage occurred, and will work with the Agency to come to a mutual agreement on reimbursement.

35. Referring to Section I, item 11 – in submitting pricing under Exhibit B, can Consultant include any estimated federal or state mandated increase to taxes, insurance costs, minimum wage, or other statutory cost in its pricing through Year 4 or must rates remain fixed? Also, can SAWS advise on pay rates for the positions listed, given that temporary associates could be converted to full-time?

Response: Vendor may provide different rates for year 1, 2, 3 or 4. Bill rates provided for each of the years in the RFP should take into consideration any anticipated increases. SAWS pay rates are market competitive and based on knowledge of the position, experience, and skill level.

36. Referring to Section I entitled “Requirements”, item 11 – which party determines the wage rate paid to the temporary associates, based on the minimum to maximum scale? Is that left to the discretion of the Contractor?

Response: SAWS and the Contractor should engage in conversation to ensure that the associate is being paid within the SAWS pay ranges and is being paid according to experience, skill level, etc.

37. In Section I under “Requirements”, item 3 you request 3 current and 3 former references, but the form included only requires 3 current. Could you clarify?

Response: SAWS is looking for three current AND three past references. Revised section has been provided at the end of this document.

38. Referring to Exhibit C, 1 c. – We can endorse on Primary Non-Contributory language onto the Auto and GL. Is this endorsement acceptable by SAWS?

Response: Vendor will be required to meet the Insurance Requirements as stated. SAWS Risk Manager will work with the vendor where the same outcome is afforded, via a various way of providing coverage. Insurance will need to be 100% compliant prior to any work starting.

39. Referring to Exhibit F, Security Procedures – Are all temporary workers under this contract required to have the badging/parking passes described under this section? Also, what additional security requirements could the Consultant expect and at what estimated cost? Have such costs been passed on or shared with the Consultant in the past?

Response: All temporary workers are required to wear SAWS-issued badges and use SAWS-issued parking passes. Additional security includes background checks to be provided and paid for by the vendor.

40. Referring to Job Descriptions – Senior Environmental Laboratory Chemist – Who is overseeing this employee? Also, will SAWS be signing off on this employee’s recommendations/analysis or will the assigned employee have final sign-off?

Response: The Manager of the Laboratory will have oversight for this job description. The employee along with a Sr. Chemist and/or Laboratory Manager will sign-off.

41. Referring to Section I under “Requirements”, items 6 and 7 – could you provide details on the drug screening and background check criteria required by SAWS? Does the drug screen need be lab-certified or is an in-house screen acceptable?

Response: Dependent upon job description, SAWS requires either a DOT and non-DOT drug screen. The drug screens must be lab-certified. SAWS requires a nationwide criminal background check for all temporary employees. Additional background checks may include education verification, social security verification, and driver’s license check.

42. Could you provide a breakdown of the number of temporary employees requested or approximate spend by SAWS for each item within Exhibit A – Job Summaries: General Business (1), Field Work (2), Call Center (3), Laboratory Services (4), Financial (5), Human Resources (6).

Response: SAWS does not have detail on this information.

43. Who is the incumbent(s) and how long were they in service of the contract?

Response: We have multiple providers. Currently they are: Leading Edge, RFD & Associates, Randstand, Strategic Staffing, Today’s Staffing and Advantage Staffing. The previous RFP included IT positions, where this RFP does not.

44. What is SAWS’s anticipated need for services?

Response: We do not understand this question.

45. What are SAWS’s requirements for background checks and/or drug testing?

Response: Dependent upon job description, SAWS requires either a DOT and non-DOT drug screen. The drug screens must be lab-certified. SAWS requires a nationwide criminal background check for all temporary employees. Additional background checks may include education verification, social security verification, driver’s license check.

46. According to page 3 of the RFP, Item #3 of Requirements Section, respondents have to provide a minimum of three (3) current and three (3) past references of similar size to SAWS. However, according to the Similar Prior Experience Form, respondents have to provide at least three (3) current or previous projects. Can you please clarify which is the required number of references for this bid and how will this factor into the 45 page limit (due to reference information being requested into two separate sections of the RFP)?

Response: SAWS is looking for three current AND three past references. Revised section has been provided at the end of this document. The page limit refers to additional information provided and is intended as a guide so that responses are concise.

47. Can Respondents add an appendices/attachments section separate from the 45 page limit within their proposals?

Response: Yes, however please keep response concise.

48. In regard to Item #3 of the RFP's Requirements Section, what type of customer satisfaction score does respondents have to disclose in their proposals?

Response: Respondents should provide any customer satisfaction scores received through any feedback mechanism, ie., customer survey.

49. According to Item J of the RFP's Scope of Services (page 4), "it will be the responsibility of the Contractor to provide their temporary personnel with the proper safety equipment, such as boots, glasses, gloves, and safety vest if assignment warrants." For which job positions does this requirement apply to?

Response: PPE is required for all SAWS' field positions. Information would be provided at the time the request is made for staffing.

50. According to page 7 of the RFP, Item #7 of Section IV. Submitting a Response, "responses should be submitted using an 8 1/2" by 11" portrait format." Can the Exhibit "B" – Compensation Schedule Form be formatted to landscape format for clarity?

Response: Yes, Exhibit "B" can be formatted to landscape.

51. Will SAWS allow for adjustment in pricing after January 2013 when the Affordable Health Care Act goes into effect?

Response: Bill rates provided in the RFP should take into consideration any anticipated increases.

52. According to page 9, Item #1 of the C. Response Format, respondents have to include the Submittal Response Checklist within their proposals and verify "that all documents on the checklist have been included in the proposal." Please clarify the following:

- a. Exhibit A – Job Summaries: Page 9 mentions that Exhibit A is to be included in proposals. Do respondents have to provide all of the entire Exhibit A in their proposals or just the summaries for the positions they plan to bid on (as mentioned in page 5, D. Additional Requirements – Proposers must provide a one page summary detailing the Items [Job Categories] to which they are responding).

Response: Respondents just need to provide the Job Summaries from Exhibit A in which they plan to bid on.

- b. Is the page 9 requirement (C. Response Format, Item #7) separate from the page 5 requirement (D. Additional Requirements)? If so, how will this affect the 45 page limit?

Response: D. Additional Requirements one page summary may be included in the Job Summaries section.

- c. Is Exhibit C required to be included in the proposals or just the Certificate of Insurance and letter?

Response: Include Exhibit C and the Certificate and letter in the submitted proposals.

- d. According to page 12, Section V. Security Procedures, respondents are to “acknowledge the requirements of this exhibit (Exhibit F) on the Respondent Questionnaire Form.” Aside from this acknowledgement requirement, does the actual Exhibit F also need to be included in the submitted proposals (as listed in the Submittal Response Checklist)?

Response: Include Exhibit F in the submitted proposals.

- e. Exhibit G – Sample Service Agreement is included in the listing. However, page 14 mentions that “The Contract terms and conditions are attached as Exhibit “G” for review purposes only.” Is Exhibit G required to be included in submitted proposals?

53. Who are the incumbent contractor companies?

Response: We have multiple providers. Currently they are: Leading Edge, RFD & Associates, Randstand, Strategic Staffing, Today’s Staffing and Advantage Staffing. The previous RFP included IT positions, where this RFP does not.

54. What are the current rates (markup percentages) for each of the job categories/summaries?

Response: The markups vary by provider and position filled. Pricing on the previous RFP was based upon fully loaded billing rates. Positions not listed were quoted based upon a markup per vendor, however, this information was provided as a response to a Request for Proposal, thus no Bid Tabulation is available.

55. Can you please clarify the actual amount of references required? On page 3 of 40 under the “General Information” section, it states provide 3 current **and** past references of similar size to include customer satisfaction scores. On page 21 the “Similar Prior Experience” Section it reads

“Bidder provide at least 3 projects... of similar scope.” Does this mean we need 9 different references or can these 2 sections contain some of the same references?

Response: SAWS is looking for three current AND three past references. Revised section has been provided at the end of this document.

56. Organizational chart – would you like an org chart specific to management of this project or of our company as a whole?

Response: An organizational chart specific to management will suffice.

57. Laboratory Employees – what type of equipment will be required for associates placed in a lab setting?

Response: The staffing agency will have to provide Personal Protective Equipment (i.e., safety shoes).

58. Direct Hire – Which positions will be direct hires and the anticipated # of placements?

Response: Direct hires will be limited. There are not specific positions marked for direct hire.

59. Skills Testing – What types of skill testing can we anticipate will be requested by SAWS and for which positions? All?

Response: Skills testing will primarily be requested for administrative positions and would include office skills testing such as Microsoft office, data entry, typing, etc.

SIMILAR PRIOR EXPERIENCE *Revised October 11, 2012*

Bidder must provide at least three (3) current and (3) previous projects that demonstrate experience and competence on recent relevant projects of similar type and scope (within the last five (5) years). Bidder shall provide summary to include company name, date of service, address, contact person name, e-mail and phone and fax number and total project costs. SAWS reserves the right to contact references.

1. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email _____
Business Phone _____ Fax: _____
Total project costs _____
Description of project or work completed: _____

2. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email _____
Business Phone _____ Fax: _____
Total project costs _____
Description of project or work completed: _____

3. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email _____
Business Phone _____ Fax: _____
Total project costs _____
Description of project or work completed: _____

4. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email _____
Business Phone _____ Fax: _____
Total project costs _____
Description of project or work completed: _____

5. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email _____
Business Phone _____ Fax: _____
Total project costs _____
Description of project or work completed: _____

6. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email _____
Business Phone _____ Fax: _____
Total project costs _____
Description of project or work completed: _____

