

Addendum 1
Community Healthcore
Request for Proposals
RFP 1006-21, Addendum 1
TEMPORARY EMPLOYMENT AGENCY
March 3, 2021

The posted RFP # 1006-21 TEMPORARY EMPLOYMENT AGENCY has been modified as follows:

1. RFP # 1006-21 QUESTIONS & ANSWERS. A Question and Answer Session was conducted on Tuesday February 23 from 1:30 to 2:30. Questions were submitted in writing or posed during the call. This attachment lists the questions and the official answers. Please use these responses to assist in your proposal.
2. FEE for SERVICES – Revised. This form will replace the previous FEE for Services form include in the original RFP. Please submit the revised version with your response.
3. ATTACHMENT D - Response Cover Sheet - Revised. Please include the revised form in proposal.
4. The Due Date of the RFP is changed from Wednesday, March 10th to Friday, March 12th.

All other information in the RFP remains the same.

RFP # 1006-21 Temporary Employment Agency

#	Question	Draft Answer
1	Whether companies from Outside USA can apply for this? (like, from India or Canada)	Yes. The Center is a unit of local government working with many funders including the State of Texas and Federal Government. As such we are prohibited to contract with companies located in certain countries. Please identify the country of your home office on the revised Attachment D.
2	Whether we need to come over there for meetings?	<p>If the question is whether you need to come over to our physical locations regarding the RFP the answer is no. The bid opening is on March 10th and is a public opening. Responders are invited but not required to attend.</p> <p>The administrative aspect of the agreement is typically conducted via telephone or Zoom.</p> <p>If your question is regarding the work to be performed then answer is “yes”. We are looking for Temp Employees who can physically be present onsite to perform the work.</p>
3	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	No. We are looking for Agencies who can provide people to be on location to perform the work.
4	Can we submit the proposals via email?	Yes. The RFP provides instructions whereby a responder can submit a proposal by email. Please read the RFP for details on page 1 of the RFP.
5	Can you tell me if there is a need for any Mental Health providers (Psychologist, Psychiatrist, LCSW, Mental Health Nurse Practitioners)?	This RFP is primarily for Administrative Services and does not include medical or licensed professionals as listed in the question.
6	It would help to list the pay rate for each service position listed in the RFP.	See “Fee for Services – Revised”.

7	A job description for each service position including any educational requirements would be beneficial.	See "Fee for Services – Revised"
8	Can the sample contract included in the RFP be negotiated (changed) or must we use this contract.	The Sample Contract provided in the RFP will be used and it will be tailored per this RFP. A vendor can ask for changes to this contract but we are not obligated to any of those changes. If we are unable to reach agreement Center will move on to next Vendor.
9	What is the status of the current contract with Community Healthcore following this RFP?	The Center is not currently under contract with any agencies.
10	Is this a re-compete RFP?	No, we have never issued an RFP for this type of work.
11	Could you please the name of Current Suppliers (who are currently providing services to Agency)?	Express Employment Professionals – Longview and Texarkana.
12	Could you please share current Suppliers pricing and Proposals?	There are no current pricing and proposals.
13	When the existing contract was started, and what is the total spent value of the current contract since inception?	There is no existing Contract. For FY'20 the total amount spent was \$103,000.
14	How many resources are currently engaged in the current contract?	1 position is currently engaged as a Temp
15	Can you please share the no. of positions served in previous years under this contract?	In the period from Sep 2019 – Aug 2020, 20 different temporaries filled 14 positions.
16	Can you please share the amount of business each vendor did under this contract in previous years?	For FY'20 the total amount spent was \$103,000. For FY'19 the total amount spent was \$108,000.
17	Is there any local preference for this contract?	The agency itself can be elsewhere provided it can successfully provide local temp workers filling the position.
18	Can you please confirm the most commonly filled positions of this contract in past?	Administrative Tech / Clerical Support
19	What will be the estimated annual budget for this project?	We do not have an estimated annual budget as we do not know what the Center needs are going to be for vacant positions. Historically the need has been a little over \$100,000 a year but it could be more or less.

20	Would you be accepting references from public as well as commercial entities??	References should be from organizations using your temporary service. The more aligned the references are in providing similar work the clearer it is that the Respondent has the needed personnel to service our needs.
21	Is sub-contracting required for this contract?	There is no separate agreement between the temporary worker and the Center.
22	Please confirm the sub-contracting goal that can full fill requirement?	There is no sub-contracting goal.
23	Do we need to submit fully-burdened hourly rate for the given positions?	Yes. See "Fee for Service – Revised".
24	How many positions we can expect under this contract throughout the given term?	In last 12 months the number of temps placed = 14. Usage will vary based upon Center needs.
25	Can you please provide Job descriptions for each position?	See "Fee for Services – Revised".
26	What would be the estimated hours for each position?	Most positions are 40 hours a week for approximately 3 months. Have been shorter and occasionally longer.
27	What is the anticipated award date for this RFP?	The anticipated award date is April 23rd, 2021.
28	Attachment C page 17 says sample only, will we receive one that is a clean copy or do we make our own	It is a sample only but to show the current language in our contract. Selected responders would receive a "clean version" with their company information populated. PLEASE DO NOT return a completed contract as a part of your RFP proposal.
29	What is the estimated budget for this RFP? If unknown, please specify previous spending.	For FY'20 the total amount spent was \$103,000. For FY'19 the total amount spent was \$108,000.
30	Is this a single or multiple award RFP?	Multiple – A primary and then secondary for every county listed on the "Fee for Service - Revised".
31	For how many years, does incumbent is serving the contract?	The Center has used Express Employment Professionals since Sep 2012.
32	Kindly provide current minimum living wage?	The wage of the individual is determined by the Agency. Must comply with all local, state and federal law. See "Fee for Services – Revised"

33	Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?	This is the first time we have issued an RFP for temporary services. Current suppliers are Express Employment Professionals – Longview and Texarkana. There are no pain points or failure of incumbent in providing services. The Center is looking for the best value.
34	Please provide the total number of temporary staffs on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.	One Temp on Current Assignment Administration Tech Express Personnel \$17.24 per hour
35	Please provide a copy of the proposal of all current vendors providing TEMPORARY EMPLOYMENT AGENCY, including rate/cost sheets.	There is no cost sheet with current provider. This is the first time an RFP has been issued for these services.
36	What are the most frequently used job categories in the subject matter RFP?	Administrative Tech / Clerical Support
37	What is the average length of the assignment?	3 months is the usually length although we have had some shorter and some longer assignments.
38	List of benefits current employees receiving from the incumbent.	Unknown
39	List of client mandates holidays	Labor Day Veterans Day Thanksgiving Day after Thanksgiving Christmas Eve Christmas Day New Year's Day M. L. King Jr. Birthday Memorial Day Independence Day
40	List of vacation and holidays current employees receiving from the incumbent.	Unknown; Center holidays are listed above in Question #33.

41	It is mandate to utilize the HUB for this contract or not?	No, the Center is not mandated to utilize a HUB. As stated in the RFP, HUBs are a part of the evaluation but the selection is based on Best Value.
42	What is Mandate Living wage and Supplemental benefits?	The Center mandates no living wage or supplemental benefits except compliance with all state and federal laws.
43	Details on benefits package current incumbent providing to temp staff.	Unknown
44	Is there any preference to the Local vendor or need to maintain a local office or not?	No there is no preference to a local vendor or need to maintain a local office provided the vendor can successfully provide local temp workers filling the positions.
45	Is there any benefit for local vendor?	There are no dedicated points allocated for location. A responder could present a benefit connected to being local which might receive a higher score but this would be for added value articulated by a particular vendor.
46	It is mandate to provide to do business License/ certification of the State of TX?	Must follow all Local, State, and Federal Laws.
47	Please clarify, we need to use attachment D- coversheet as cover-page of the proposal submission or not?	Attachment D – Revised does not need to be the coversheet but does need to be included in the response.
48	How many employees currently work under (or will be anticipated to work under) this contract?	Currently there is one temporary worker. While it is impossible to predict actual utilization we do not anticipate major changes from previous years.
49	Who are the present vendors?	Express Employment Professionals – Longview and Texarkana
50	How many vendors will be awarded as a result of this solicitation?	Until sufficient coverage is determined to be reached by Center covering the ten counties it serves.
51	What are the current billable hourly rates?	There is not a current rate sheet. The one position currently being utilized has a bill rate of \$17.24/hr - Administrative Tech position.
52	How much was spent (dollar value) on this service last year?	For FY'20 the total amount spent was \$103,000.
53	How much is intended to be spent (dollar value) once the contract is awarded?	There is no set amount; it is based upon Center. While it is impossible to predict actual utilization we do not anticipate major changes from previous years.
54	Is there a Prevailing/Living wage requirement associated with this project?	No. The Center mandates no living wage or supplemental benefits except compliance with all state and federal laws.

55	Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?	No, there are no additional points awarded to firms who are MBE. Minorities are a part of Historically Underutilized Business and as stated in the RFP, HUBs are a part of the evaluation but the selection is based on Best Value.
56	What does the "Scope of Work" indicated on page 28 refer to?	The Scope of Work on page 28 is part of the contract example. The contract example runs from pages 17 – 39 and is provided for responder information. This section will contain the RFP response to when the vendor contract is prepared after the award.

FEE FOR SERVICES – Revised

Selected Vendor is required to screen any candidates prior to placement with the Center. Specific Screening Requirements may vary per position. Please insert total cost charged to Center per placement.

Sample Screening Cost	Amount Charged to Center
Drug Test	
DMV Records Check	
Background Check	
TOTAL COST FOR ALL SCREENING	

Sample Position Type	The Center Starting pay	Agency Starting pay	Total Bill Rate
Administrative Tech / Clerical Support	\$11.50		
Accounts Payable Accountant	\$12.00		
Specialty Role - Housing Navigator	\$17.50		

Please indicate which method your Agency uses for pricing:

- Markup over pay rate
- Bill Rate Only
- Other – please describe in space provided.

Please check only one of the following statements:

- Billing is made up of Screening Costs and Total Bill Rate; there are no additional charges to Center.
- There are addition charges to Center in addition to Screening Costs and Total Bill Rate. Please listed on a separate sheet attached to this FEE FOR SERVICES – Revised.

For Fiscal Year 2022 (Sep 1, 2021 – Aug 31, 2022) the rates on this sheet will not exceed _____ percentage proposed. (Note: Center will negotiate in good faith a higher amount if there is an increase in the State or Federal Minimum Wage.)

COUNTIES SERVED

(Please check counties that your Agency can place candidates)

<input type="checkbox"/> Bowie County	<input type="checkbox"/> Cass County	<input type="checkbox"/> Gregg County
<input type="checkbox"/> Harrison County	<input type="checkbox"/> Marion County	<input type="checkbox"/> Panola County
<input type="checkbox"/> Red River County	<input type="checkbox"/> Rusk County	<input type="checkbox"/> Smith County
<input type="checkbox"/> Upshur County		

Administrative Tech/Clerical Support

Job Summary: Performs clerical work requiring application of varied work methods and procedures in which complex written, verbal and computation skills are required. Provides clerical support and other services for all phases of program operations.

Education: Graduation from an accredited high school or GED required. Courses in business practice preferred.

Experience/Knowledge Summary: Strong communication skills required. Working knowledge of business English, spelling, punctuation, arithmetic and office practices and procedures. Skill in computer office equipment use.

Starting Pay Rate before Agency add on: \$11.50 per hour.

Accounts Payable Accountant

Job Summary: The Accounts Payable Accountant is responsible for a wide range of accounts payable functions including reconciling, processing, verifying accuracy of coding, authorization, and amount on monthly statements and purchase requests.

Education: Graduation from an accredited high school or GED required, with some college business courses preferred. Recent work experience in an accounts payable position preferred, with a working knowledge of general bookkeeping and office procedures.

Experience/Knowledge Summary: Strong communication skills required. Good computer and data entry skills with accuracy and speed essential. Proficient in use of 10-key calculator, copier, and other office machines. Careful attention to detail and accuracy in all responsibilities is required

Starting Pay Rate before Agency add on: \$12 per hour.

Specialty Position – Housing Navigator

Job Summary: The Housing Navigator is responsible for providing affordable and accessible housing to targeted populations including older adults and persons with disabilities and working with community resources in identifying area housing resources in order to promote the role of the East Texas Aging and Disability Resource Center as needed.

Education: Preferred bachelor's degree in a business or related field and (1) year of housing experience or (4) years of housing experience.

Experience/Knowledge Summary: Strong communication skills required. Able to advocate for the elderly and/or individuals with disabilities. Experience in managing and/or developing housing specifically for vulnerable populations.

Starting Pay Rate before Agency add on: \$17.50 per hour.

ATTACHMENT D – RESPONSE COVER SHEET - Revised

Name of Legal Entity and Doing Business As (d/b/a) Name, if applicable
Respondent's Representative
Respondent's Mailing Address
Respondent's Email Address
Respondent's Telephone Number

In addition to providing the above contact information, please answer the following questions regarding your company:

1. What year was your company started? _____
2. How many temporary workers are currently available to service this contract should it be awarded to you? _____
3. If your organization is located outside the United States please describe:
 - a. Country: _____
 - b. Address: _____
 - c. Provide an identifier that will allow us to verify its standing: _____

Pursuant to the advertisement for proposal to be received,

I/We _____
(Company Name)

Located at _____
(Company Address)

hereby submit our proposal. This proposal is made without collusion on the part of any person, firm or corporation.

Signature: _____

Printed name: _____ Title: _____

Date: _____