

Addendum 1
Community Healthcore
Request for Proposals
RFP 1001-24, Addendum 1
Temporary Workers - Clerical
January 4, 2024

The posted RFP # 1001-24 Temporary Workers - Clerical has been modified as follows:

1. Attachment D has been replace with Attach D.1

There were conflicting starting hourly amounts on the document. This has been corrected.

All other information in the RFP remains the same.

ATTACHMENT D.1: COST - FEE FOR SERVICES

- The successful Responder is required to screen all candidates prior to placement with the Center. Specific Screening Requirements may vary per position. Please insert any charged to Center if this cost is directly billed to the Center.
- Two Sample Positions are provided with the Center’s starting pay.
 - Please insert what the Agency Starting pay will be for this same position.
 - Please provide the Total Bill Rate that would include all costs and delineate any charges beyond the Agency Starting Pay.

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 hourly pay	Agency Starting pay	Total Bill Rate
Administrative Tech/Clerical Support	\$16.00		
Accounts Payable Accountant	\$19.50		

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.

For March 1, 2024 – Aug 31, 2024, the rates on this sheet will not change.

- Please insert what the maximum % increase in the period Sep 1, 24 – Aug 31, 2025.

For September 1, 2024 – August 31, 2025 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: \$16.00 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: \$19.50 per hour.