

ADDENDUM FOUR

DATE: June 9, 2011

TO: All Vendors

FROM: Suzanne Siemer, Buyer
State Purchasing Bureau

RE: Questions and Answers for RFP Number 3669Z1
to be opened June 23, 2011 2 PM Central Time

Following are the questions submitted and answers provided for the above mentioned Request For Proposal. The questions and answers are to be considered as part of the Request For Proposal.

QUESTIONS	ANSWERS
1. Estimated annual usage (hours or dollars) or historical usage for 2010	The estimated annual usage for clerical positions for 2010 was approximately \$104,500.00.

QUESTIONS	ANSWERS
<p>2. Current contractor(s) and the respective billing rates?</p>	<p>To view the current contractor's and respective billing rates, please click on the following links:</p> <p><u>Vocational:</u></p> <p>http://www.das.state.ne.us/materiel/purchasing/contracts/pdfs/35659(o4)ren(2)awd.pdf</p> <p>http://www.das.state.ne.us/materiel/purchasing/contracts/pdfs/35660(o4)ren(2)awd.pdf</p> <p><u>Professional:</u></p> <p>http://www.das.state.ne.us/materiel/purchasing/contracts/pdfs/35664(o4)ren(2)awd.pdf</p> <p><u>Clerical:</u></p> <p>http://www.das.state.ne.us/materiel/purchasing/contracts/pdfs/36295(o4)ren(2)awd.pdf</p> <p>http://www.das.state.ne.us/materiel/purchasing/contracts/pdfs/36296(o4)ren(2)awd.pdf</p> <p>The RFP is hereby amended to include the following language:</p> <p>**Bidders please note, effective July 1, 2011 the State's pay rates for all Professional and Vocational positions will receive a 1.5% salary increase. The rates provided on "Revised Attachment II Cost Schedule" do not reflect the July 1, 2011 State's 1.5% salary increase.</p> <p>When completing the Cost Proposal, bidders should submit the "2nd Revised Attachment II Cost Schedule" which reflects the 1.5% salary increase on Professional, Vocational, and Clerical positions without an asterisk.</p> <p>Note, not all positions listed under the Clerical will receive a 1.5% increase; only the positions on "2nd Revised Attachment II Cost Schedule" without an asterisk will be receiving the increase.</p> <p>Therefore, billed contractor rates for each position listed under the above contracts, except for those noted in "2nd Revised Attachment II Cost Schedule" for Clerical with an asterisk, will receive a commensurate increase of 1.5%.</p>
<p>3. Is there a requirement for a local office?</p>	<p>There is no specific requirement for a local office. The requirements are the same for all vendor offices.</p>

QUESTIONS	ANSWERS
<p>4. Does the firm have to be registered with the State of Nebraska?</p>	<p>No, a firm does not have to be registered with the State of Nebraska to submit a proposal response. However, a firm does need to be registered to receive an award.</p>
<p>5. Our company is a temporary & permanent staffing service that is interested in bidding on this solicitation. Formed in 1985 in Omaha, NE we provide personnel to clients on a traditional help-supply basis. To meet our payroll requirements we utilize a third-party company that serves as and/or performs Back-Office services for our company. As such, the company becomes the employer-of-record handling all of the financial, administrative, and legal details associated with being the employer to include: handling all the employee paperwork, legal contracts, timesheet collection, payroll processing and funding, tax withholding, benefits, workers' compensation and other insurance coverage, invoicing and collection of accounts receivables.</p> <p>Our company handles all other administrative activities associated with the contract to include, applicant/employee sourcing, interviewing, testing, background checks, selection, assigning, contacting, cancellations and replacing. The company also performs all non-payroll matters associated with contract administration to include customer communications and problem solving/resolution.</p> <p>As such, as we will not be the employer-of-record are we eligible to bid on this solicitation and if so</p> <ol style="list-style-type: none"> 1. which company would be contracted to the state – our company or the Back-Office company 2. can invoice payments be assigned to the Back-Office company 3. which company would be liable for contract performance. 	<ol style="list-style-type: none"> 1. The vendor who submits the proposal response would be the “company” contracted to the State. This vendor would sign and complete the “Request for Proposal for Contractual Services” form, along with submitting all other requirements as set forth in the RFP. Also, please reference Section III, I. Contractor Responsibility. 2. The vendor, as part of its proposal response, must identify any subcontractors it intends to use in the performance of the contract in accordance with the requirements outlined in Section V. 3. j. Subcontractors. Also, reference Section III, I. Contractor Responsibility. 3. The vendor who submits the proposal response as outlined in the answer to Question One would be liable for contract performance.
<p>6. Who is the Incumbent vendor?</p>	<p>See response to question 2.</p>

QUESTIONS	ANSWERS
7. What are their current pay/bill rates and/or markup percentage?	Please refer to question 2. Depending on the position, current vendors under contract have a markup percentage ranging approximately from 32% to 54%.
8. What is the budget for the project ?	Unable to provide a specific budget as State agency budgets vary.
9. What was the 2009 and 2010 spend for Temporary Services?	The estimated annual usage for clerical, vocational and professional combined positions ranged between \$170,000.00 to \$235,000.00 for 2009-2010.
10. How many vendors will you select?	The State does not have an expected number of contract awards at this time. Please refer to the language in Section III. B. AWARD: "...All awards will be made in a manner deemed in the best interest of the State. The Request for Proposal does not commit the State to award a contract..."
11. Who is/are the incumbent(s)?	See response to question 2.
12. What is the expected spend for this contract?	We are unable to provide an expected spend amount. The estimated annual usage for clerical positions for 2010 was approximately \$104,500.00
13. What has been usage by labor category?	The usage for clerical positions for 2010 was approximately \$104,500.00.
14. How many multiple awards are expected under this RFP?	See response to questions 10.
15. it possible to get a copy of the current rates?	See response to question 2.
<p>16. In the Technical Approach section of the Technical Proposal:</p> <p>As understood, this is a Staff Augmentation(Temporary Personnel Services) RFP. We are required to provide:</p> <p>a) detailed project work plan - What kind of project work plan needs to be defined? Please clarify.</p> <p>b) deliverables and due dates - What kind of deliverables and due dates are needed?</p>	<p>The RFP is hereby amended to delete the following requirements in Section V. 4. Technical Approach:</p> <p>d. detailed project work plan; and e. deliverables</p> <p>All other requirements in this Section V. 4. Technical Approach remain as stated for</p> <p>a. understanding of the project requirements; b. proposed development approach; c. technical considerations; and e. due dates</p> <p>Refer to Section IV. C. Contractors requirements for due dates.</p>
<p>17. In the Technical Approach section of the Technical Proposal:</p> <p>In the Pricing Summary section - It says that this pricing summary shall present the total fixed price to perform all of the requirements of the RFP. Please clarify?</p>	Bidder's prices must represent the total fixed price and include all charges to the State. No additional charges or fees will be accepted.

QUESTIONS	ANSWERS
<p>18. General Temporary Employment: Non permanent employment which may be full time or part time and fall into one of three categories: 1) less than six months; 2) six to twelve months or 2080 hours; or 3) term for grant funded positions or special projects.</p> <p>Contractor term limits. When a temporary worker fulfills their maximum term length, is there a specific gap in service required before said Temporary Worker is eligible to return for future temporary employment opportunities with the State? Is the total term limit defined on a "per-project basis," or on overall time assigned; i.e. in cases where the Temporary Employee may have completed multiple temporary assignments?</p>	<p>There is a 30 day break-in-service required for temporary employees who work in the same assignment over the 2080 hour limit and want to return to the same assignment and agency. An extension may be granted upon the agency's request.</p> <p>Employees can work in multiple or different assignments working for different agencies within State government.</p>
<p>19. Section II, I. I. REJECTION OF PROPOSALS The State reserves the right to reject any or all proposals, wholly or in part, or to award to multiple bidders in whole or in part. The State reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the State.</p> <p>Please clarify total number of contractors awarded in prior contract, RFP 2554Z1 and proposed number to be awarded under this RFP?</p>	<p>See responses to questions #2 and #10</p>

QUESTIONS	ANSWERS
<p>20. Section III, GG. GG. AUDIT REQUIREMENTS All contractor books, records and documents relating to work performed or monies received under the contract shall be subject to audit at any reasonable time upon the provision of reasonable notice by the State. These records shall be maintained for a period of five (5) full years from the date of final payment, or until all issues related to an audit, litigation or other action are resolved, whichever is longer. All records shall be maintained in accordance with generally accepted accounting principles.</p> <p>In addition to, and in no way in limitation of any obligation in the contract, the contractor shall agree that it will be held liable for any State audit exceptions, and shall return to the State all payments made under the contract for which an exception has been taken or which has been disallowed because of such an exception. The contractor agrees to correct immediately any material weakness or condition reported to the State in the course of an audit.</p> <p>What constitutes an, "exception"? Can an example be provided?</p>	<p>A response to this question will be posted at a later date.</p>
<p>21. Section IV, C, 2. 2. Not assess an additional fee to the State should a State agency offer permanent employment to the contractor(s) temporary employee.</p> <p>Please define at which point in the project or pre-defined temporary term the state may hire on a contractor's temporary worker without a fee. Will the remainder of specific un-worked term be paid to vendor to recoup recruiting costs in such a situation?</p>	<p>The State reserves the right to hire a contractor's temporary worker for a permanent position at <u>any</u> point during the temporary assignment <u>without a fee</u>.</p> <p>No, there will be no payment made to the vendor for un-worked hours.</p>

QUESTIONS	ANSWERS
<p>22. Section IV, C, 4. 4. Provide qualified applicants(s) within three (3) business days and contact the SOS Program via phone or email with an update on their progress.</p> <p>In the event multiple bidders are awarded; what is/are the means of initial contact to awarded contractors to fill open requisitions for temporary employees? Through which medium is this initiated? Is it on a rotation basis, or is each awarded contractor simultaneously contacted at the time a staffing need is defined and given the same opportunity to submit a worker for the opening. Please clarify?</p>	<p>The contracted vendors are contacted by either email or phone. The State will contact the contracted vendor with the lowest administrative fee first. If this contracted vendor cannot provide qualified candidates within the time limit as specified in the contract, the State will contact other contracted vendors.</p> <p>If timeframe becomes the overriding factor, the State may chose to contact more than one contractor. The contractor that is able to meet the agency's timeframe will be selected to fill that position.</p> <p>Contracted vendors will be notified should this option be chosen.</p>
<p>23. Who are the current providers of temporary staffing services for the State of Nebraska?</p>	<p>See response to question 2.</p>
<p>24. Can you provide a copy of the existing contract for review?</p>	<p>See response to question 2.</p>
<p>25. What is the anticipated yearly spend for this contract?</p>	<p>See response to question 1.</p>
<p>26. What has been the usage by labor category?</p>	<p>See response to question 13.</p>
<p>27. Will you be providing more detailed job descriptions for review?</p>	<p>Not at this time; however, when the vendor is contacted to fill a State temporary vacancy, a complete job description will be emailed to the selected vendor.</p>
<p>28. Will the State of Nebraska be making multiple awards under this RFP if so, how many are expected?</p>	<p>See response to question 10.</p>
<p>29. If you don't have all the insurance requirements currently in place, but have the capabilities to meet those requirements if the contract is awarded keep us in compliance with the RFP? Would a letter from the carrier stating these areas are available if the contact is awarded suffice for proof of insurance?</p>	<p>It is the State's preference to receive the Certificate of Insurance at the time the proposal response is submitted. The respondent may include a letter from the insurance carrier with their proposal. However, the successful contractor must submit the Certificate of Insurance, showing that all of the insurance requirements have been met, prior to receiving a contract award.</p>