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Solicitation Addendum

Addendum No.: 1
Solicitation No.: 22-TA004176SB
Solicitation Title: Temporary Employment Services for Federally Funded Projects
Addendum Date: July 18, 2022
Procurement Contact: Stacia Branco

Invitation for Bid (IFB) No. 22-TA004176SB is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of IFB No. TA004176SB.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this IFB was July 12, 2022 @ 5:00 PM.

QUESTIONS AND RESPONSES:

Q1. What is the expected Budget under this contract?

R1. The estimated budget is approximately \$500,000.00 but dependent on the specific grant.

Q2. Is it mandatory of subcontracting or MBE/DBE goals?

R2. Refer to Section B, Terms and Conditions, B.26 Subcontractors

Q3. Is there any incumbent? If yes, please share the details.

R3. No.

Q4. Is it single award or multi-award?

R4. Multiple.

Q5. Is it possible to change the mode of submission to email?

R5. No. Refer to Section A, Instructions to Bidders, IFB No. 22-TA004176SB, A.03 Submission of Bids.

Q6. How many vendors does the agency intend to award?

R6. Refer to R4.

Q7. The requested positions are full-time or part-time?

R7. Both.

Q8. Is it mandatory to have a local office/presence in Manatee County?

R8. No.

Q9. What is the expected annual spend under this contract?

R9. Refer to R1.

Q10. Is this a re-bid/renewal of an older contract? If yes, please share the details of the incumbent and the contract value.

R10. No.

Q11. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

R11. Yes.

Q12. Can you please let us know the previous spending of this contract?

R12. This is a new County initiative, so this information is not available.

Q13. Please confirm if we can get the proposals or pricing of the incumbent(s).

R13. Refer to R12.

Q14. Are there any pain points or issues with the current vendor(s)?

R14. Refer to R12.

Q15. Please confirm the anticipated number of awards.

R15. Refer to R4.

Q16. Please share the total number of temporary contingent personnel available since the inception of the ongoing contract.

R16. Refer to R12.

Q17. Please share the pay and bill rates of the candidates/resources currently working in the ongoing contract.

R17. Refer to R12.

Q18. Please share the details of the incumbents/vendor currently providing contingent workforce services?

R18. Refer to R12.

Q19. What are the challenges or pain areas of the ongoing contract?

R19. Refer to R12.

Q20. Is there a tentative budget assigned for the resultant contract?

R20. Refer to R1.

Q21. How many vendors do you intend to award for this contract?

R21. Refer to R4.

Q22. Can you please provide us with an estimated or NTE budget allocated for this contract?

R22. Refer to R1.

Q23. What is the job location of the proposed candidates?

R23. Multiple County Departments.

Q24. Is this a new contract or are there any incumbents? If yes, could you please let us know the incumbent name and also, is the incumbent eligible to submit the proposal again?

R24. Refer to R12.

Q25. Are there any pain points or issues with the current vendor(s), If any?

R25. Refer to R12.

Q26. Could you please share the previous spending on this contract, if any?

R26. Refer to R12.

Q27. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

R27. Refer to R2.

Q28. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

R28. This is at the discretion of the Department.

Q29. Are hourly rate ranges acceptable for proposed personnel?

R29. No. Refer to Exhibit 3, Fee Rate Schedule.

Q30. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

R30. This is at the discretion of the requesting Department.

Q31. Do we need to submit Actual candidate resumes or sample resumes?

R31. This is at the discretion of the requesting Department.

Q32. Could you please provide the list of holidays?

R32. Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Observed, Christmas Day Observed, and New Year's Day Observed.

Q33. Are there any mandated Paid Time Off, Vacation, etc.?

R33. No.

Q34. If this is not a new requirement, who are the vendors that are currently providing these services?

R34. Refer to R12.

Q35. What has the County spent on these services over the past 3 years?

R35. Refer to R12.

Q36. What are the current hourly bill rates or mark-up percentage that County spends for each position?

R36. Refer to R12.

Q37. How many positions has the County requested in the last 3 years?

R37. Refer to R12.

Q38. What has been the average or typical duration (in days, months, or hours) for positions requested in the past?

R38. Refer to R12.

Q39. What percentage of temporary personnel has the County converted to full time employees in the past?

R39. The County does not track this data.

Q40. What is the required response time from when the County makes a request for a temporary contractor to when a vendor is expected provide candidates?

R40. There is no required response time. Time is of the essence, so contractors are to provide candidates as soon as possible.

Q41. How will the County choose a candidate from one the awarded vendors?

R41. This is at the discretion of the requesting Department.

Q42. Does the client's evaluation process provide an advantage of any kind for local businesses?

R42. There is no evaluation process for this IFB.

Q43. Has the County ever awarded this work to a non-local vendor?

R43. Refer to R12.

Q44. Could the County please provide evaluation criteria and their scoring weight?

R44. Refer to Section A.27 - Basis of Award.

Q45. Is there any format or template to follow while drafting our response to this ITB? What should an ideal response contain?

R45. Refer to Section A, Instructions to Bidders, IFB No. 22-TA004176SB.

Q46. Are we required to provide pricing and our response to ITB in a single document or should we provide pricing in a separate document?

R46. Refer to Section A.03 - Submission of Bids.

Q47. What are the evaluation criteria for evaluating Bids?

R47. Refer to Section A.27 - Basis of Award.

Q48. Will the vendor be responsible for conducting background checks? If yes, what type of background checks are required by the County?

R48. Refer to Exhibit 1, Scope of Services, 1.05 Service Requirements.

Q49. Will this be awarded to a sole or multiple vendors?

R49. Refer to R4.

Q50. What is the length of this project?

R50. Refer to Section B. Terms and Conditions, B.01 Agreement.

Q51. What is the estimated spend for this project?

R51. Refer to R1.

Q52. What are the pay rates/hourly rates by job title or classification code?

R52. Firms are to provide rates per Exhibit B, Fee Rate Schedule.

Q53. What is the total number of temporary employees needed per job title or classification code?

R53. Varies depending on department needs.

Q54. Can you please provide us with an estimated or NTE budget allocated for this contract?

R54. Refer to R1.

Q55. Could you please share the previous spending on this contract, if any?

R55. Refer to R12.

Q56. Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets.

R56. Refer to R12.

Q57. Please share the incumbent vendors current pricing.

R57. Refer to R12.

Q58. How many incumbents are going to be hired from each position.

R58. Refer to R53.

Q59. Could you please let us know the length of the contract?

R59. Refer to R50.

Q60. Please let me know if the prices are aligned with each position or whether vendors can bid their own prices. Is it markup based or fixed slab?

R60. Refer to Exhibit 3, Fee Rate Schedule.

Q61. If applicable, who is the incumbent for these services and for how long have they served Manatee County in this capacity?

R61. Refer to R12.

Q62. What are Manatee County's current bill rates for the positions listed in the solicitation?

R62. Refer to R12.

Q63. What is the anticipated annual and total spend for this contract?

R63. Refer to R1.

Q64. When does Manatee County anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

R64. Refer to Section A.29 - Solicitation Schedule.

Q65. Are respondents required to bid on all positions in order to be deemed responsive?

R65. No.

Q66. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements,

but not the actual results. Will Manatee County accept letters of attestation in lieu of actual background check results?

R66. This is at the discretion of the Human Resources Department.

Q67. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to Manatee County?

R67. No.

Q68. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to Manatee County?

R68. Refer to Attachment B, Bid Signature Form.

Q69. With respect to Affordable Care Act (ACA) costs, would Manatee County prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?

R69. Bidder shall provide a single hourly rate for the positions listed in Exhibit 3, Fee Rate Schedule. Any additional costs shall be incorporated into the hourly rate.

Q70. Is there any mandatory subcontracting requirements or goals, and if so, could you clarify what they are?

R70. Refer to R2.

Q71. Will there be any bond requirements for this bid, and if so, could you clarify what they are?

R71. No.

Q72. Is this a new requirement?

R72. Yes.

Q73. Does Manatee County have any incumbent on this bid?

R73. Refer to R12.

Q74. For local preference, Affidavit for Local Business form is enough to submit?

R74. Refer to Section A.20 - Local Preference.

Q75. Is registering as a Vendor a mandatory for submission of response for Manatee County?

R75. No.

Q76. Could the County confirm the no. of awards it intends?

R76. Refer to R4.

Q77. Are there any set asides for this IFB?

R77. No.

Q78. Please provide the previous spending of the IFB?

R78. Refer to R12.

Q79. What is the overall budget of the IFB?

R79. Refer to R1.

Q80. Is there any local preference?

R80. Refer to Section B.05 - Local Preference.

Q81. How many temporaries are currently working under this IFB?

R81. Refer to R12.

Q82. Also, please specify whether the new vendor(s) can make the transition of all the current temporaries whose project is ongoing? If yes, how and when the transition of the employees will be done from incumbent to new vendor?

R82. This shall be determined after award.

Q83. A.05 Environmental Sustainability - Bidder shall acknowledge in its Bid if Bidder has an environmental sustainability initiative. In addition, Bidder shall submit with its Bid a brief summary of its environmental sustainability initiative. This information will be used as a determining factor in the award decision when all other factors, including local preference, are otherwise equal. Could you explain and provide additional details and or examples of “environmental sustainability” as it pertains to businesses providing temporary employees?

R83. Refer to Section 2-26-8, Manatee County Procurement Ordinance.

Q84. B.20 Epayables - Manatee County Board of County Commissioners and the Manatee County Clerk of the Circuit Court have partnered to offer the ePayables program, which allows payments to be made to vendors via credit cards. Are the Credit Card Transactions the responsibility of the vendor? If so how much are the fees? Can you provide a copy of the fee schedule?

R84. Contact the Clerk of Court @ (941) 749-1800 or tina.mancini@manateeclerk.com

Q85. Does Manatee County currently have a contact for Federally Funded Temporary Employees? If so what company holds the current contract? How many temporary employees are currently employed by the current company?

R85. Refer to R12.

Q86. Does Manatee County currently have a pay schedule associated with the temporary employment services for federally funded project, in which Exhibit 3 Fee Rate Schedule hourly rates could be used to determine pay rate?

R86. The County is only concerned with the hourly bill rates. Pay rates are at the discretion of the Bidder.

Q87. Are vendors able to provide additional information regarding their company and services or it is only what has been specifically requested?

R87. Refer to Section A, Instructions to Bidders, IFB No. 22-TA004176SB.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the IFB.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE