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Solicitation Addendum

Addendum No.: 1
Solicitation No.: 21-R076097SB
Solicitation Title: Temporary Employment Services
Addendum Date: April 19, 2021
Procurement Contact: Stacia Branco

Request for Proposal (RFP) No. 21-R076097SB 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 RFP No. 21-R076097SB.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was April 14, 2021 by 5:00 PM.

CHANGE TO:

EXHIBIT 1, SCOPE OF SERVICE, RFP No. 21-R076097SB, 1.05 OUTCOMES, C. INVOICING

1. Authorization for Payment.
 - i. Overtime pay (time and a half x regular rate of pay) for temporary employees that work more than 40 hours in a work week shall have prior authorization by the County's Human Resource Department. ~~The rate of overtime pay is at 25% mark up above the pay rate per Exhibit 3, Fee Rate Schedule. (Category 10)~~

REPLACE:

Replace Exhibit 3, Fee Rate Schedule with Revised Exhibit 3, Fee Rate Schedule.

QUESTIONS AND RESPONSES:

Q1. How many vendors currently hold this contract?

R1. Four (4).

Q2. Is the County expecting to award the same number of contracts as a result of this solicitation?

R2. This is at the discretion of the Evaluation Committee.

Q3. What is the current markup % by position type?

R3. See attached Exhibit B, Current Fee Rate Schedule updated January 19, 2021, referred candidate's markup is 22%.

Q4. Will local vendors be given preference?

R4. Refer to Exhibit 2, Proposal Response Requirements.

Q5. Can you provide the current mark-ups for the incumbent provider?

R5. Refer to R3.

Q6. Section 1.05 C. 3.i. Authorization for Payment – states that “The rate of overtime pay is at 25% mark-up above the pay rate per Exhibit 3, Fee Rate Schedule.(Category 10)” However, Exhibit 3 has a field for us to enter the overtime mark-up. Can you clarify whether the County is mandating a 25% mark-up on overtime pay, or are we to propose a mark-up on overtime?

R6. Refer to CHANGE TO referenced in this Addendum No. 1.

Q7. Who are the current incumbents?

R7. Ad-Vance Talent Solutions, Ardent Eagle Solutions, Express Employment Professionals, and JMI Staffing Solutions, Inc.

Q8. Could you please advise the current markup of incumbent?

R8. Refer to R3.

Q9. As per current situation would the department consider to receive proposals on E-mail?

R9. Refer to Section A, Instructions to Proposers, A.03 Submission of Proposals.

Q10. Could you please let us know if we can bid only for certain categories like IT, Management/Professionals, etc., or do we have to bid for all categories?

R10. Yes, you may bid on select categories only.

Q11. Can you provide a list of worksite locations?

R11. Refer to Exhibit 1, Scope of Services, 1.02 Scope, Item C.

Q12. Will any of the management or professional positions be working outside of an office environment? If so, which ones?

R12. The County does not anticipate outside working conditions at this time.

Q13. Where can I find the job descriptions?

R13. <https://www.governmentjobs.com/careers/manateecounty>

Q14. Who currently holds the bid and what are the outlined rates?

R14. Refer to R7 and R3.

Q15. Under #7 referred payroll only, will the payroll be running under the Manatee County FEIN# or the agency's FEIN#?

R15. Agency's FEIN#.

Q16. Does a vendor need to be able to staff all positions/job categories listed?

R16. Refer to R10.

Q17. What COVID related positions does the County anticipate? What would be the anticipated spend between testing, tracing, vaccinating, and social services?

R17. The County is unable to determine at this time.

Q18. As the pricing sheet does not match up to the list of job categories, could you let us know what positions fall under skilled laborer or non-skilled laborer?

R18. Skilled examples: electrical, building trades/carpentry, plumbing, HVAC, instrument technicians, water treatment plant operators, etc. Non-skilled examples: custodian, landfill laborer, mowing, event technician, etc.

Q19. What were the most common positions for the payrolling spend category last year? Is it anticipated it will be similar to this year?

R19. Cares Act processors, Cares Act reviewers and 311 call center. No.

Q20. What is the average length of temporary staffing assignments?

R20. This varies per position.

Q21. How many vendors does the County plan on awarding a contract?

R21. Refer to R2.

Q22. How will each of the evaluation criteria be weighed?

R22. Refer to Section B. Evaluation of Proposals.

Q23. Details of proposer's staffing resources, at the location that shall provide services to the County as well as corporately, by discipline and the number of personnel within each discipline."

- What information do you hope to see provided here for a compliant answer?
- Regarding discipline and number of personnel in our organization – is the County seeking information on a vendor's internal number of managers, contractors, or both?
- Is the County interested in information on relevant technologies?

R23. This is at the discretion of the Proposer.

Q24. Who are the current vendors providing these services?

R24. Refer to R7.

Q25. What are the current hourly bill rates or mark-up percentages that the County spends for each position?

R25. Refer to R3.

Q26. What percentage of personnel has the County converted to full time employees in the past?

R26. The County does not track this data.

Q27. 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?

R27. There is no required response time. Time is of the essence, so contractors are to provide candidates as soon as possible.

Q28. What is the anticipated budget allotted to this contract (Annual/Contract term)?

R28. The estimated annual amount is \$1,000,000.00.

Q29. Is this proposal a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.

R29. Refer to R7.

Q30. Are respondents required to bid on all positions in order to be deemed responsive?

R30. Refer to R10.

Q31. What is the average annual headcount for temporary employees?

R31. Approximately 75 to 100.

Q32. How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?

R32. The number of current temporary employees is approximately 50. A transition plan will be developed should it be necessary.

Q33. How many vendors does the authority intend to award?

R33. Refer to R2.

Q34. How many employees currently work under (or will be anticipated to work under) this contract?

R34. Refer to R32.

Q35. Who are the present vendors?

R35. Refer to R7.

Q36. How many vendors will be awarded as a result of this solicitation?

R36. Refer to R2.

Q37. What are the current billable hourly rates?

R37. Refer to R3.

Q38. How much was spent (dollar value) on this service last year?

R38. Refer to Exhibit 1, Scope of Services, 1.02 Scope, Item A and Item B.

Q39. How much is intended to be spent (dollar value) once the contract is awarded?

R39. Refer to R28.

Q40. Is there a Prevailing/Living wage requirement associated with this project?

R40. The County follows current Department of Labor guidelines.

Q41. Are additional points awarded to firms who are or have Minority Business Enterprises (MBE) partners?

R41. Refer to Section B, Evaluation of Proposals.

Q42. Is this a re-compete RFP? If yes,
a) **Could you please share the name of Current Suppliers (who are currently providing services to Agency)?**
b) **Could you please share current Supplier's pricing and Proposals?**
c) **When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?**
d) **How many resources are currently engaged in the current contract?**
e) **Can you please share the no. of positions served in previous years under this contract?**

R42. a) Refer to R7.
b) Fee Schedule attached; Submit a Public Records Request for previous RFP Proposals.
c) Refer to Exhibit 1, Scope of Services, 1.02 Scope.
d) Refer to R32.
e) Refer to R31.

Q43. Can you please share the amount of business each vendor did under this contract in previous year for each categories?

R43. The County does not have this information broken down per Contractor.

Q44. Can you please confirm the most commonly filled positions of this contract in past?

R44. Event technician, non-skilled laborer, and skilled administrative.

Q45. Is there any local preference for this contract?

R45. Refer to R4.

Q46. What will be the estimated annual budget for this project?

R46. Refer to R28.

Q47. Is subcontracting required for this RFP?

R47. No.

Q48. If Yes, do we need to subcontract with local MBE/DBE Florida vendors?

R48. N/A.

Q49. Is there any percentage goal we need to achieve in subcontracting? Please confirm.

R49. Refer to R47.

Q50. Would you be accepting references from public as well as commercial entities?

R50. Refer to Exhibit 2, Proposal Response Requirements, 2.02 Proposal Format, G. Tab 6 Proposer and Team's Experience.

Q51. Considering the current COVID situation would you allow vendors to submit the response proposal through Email/Portal?

R51. Refer to R9.

Q52. Please let us know how much the weightage agency is giving to Fee Schedule while evaluating the proposal

R52. Refer to Section B, Evaluation of Proposals.

Q53. And also confirm how much weightage agency is giving to "Proposer & Team's Experience/Capacity/Approach".

R53. Refer to Section B, Evaluation of Proposals.

Q54. Please confirm if agency is planning to select vendor's category wise?

R54. Refer to R2.

Q55. If yes please confirm how many vendors agency is planning to select for each category

R55. Refer to R2.

Q56. Please confirm how many vendors will be selected for all given categories.

R56. Refer to R2.

Q57. Please confirm how many positions we can expect from each category throughout the given term.

R57. The County cannot predict that information at this time.

Q58. Could you please confirm why category 6 – Executive Annual expenditure 2021-21 is \$0, Please confirm if agency is not planning the release any position in this category 6.

R58. Refer to attached Revised Exhibit 3, Fee Rate Schedule.

Q59. TAB 6 – PROPOSER AND TEAM’S EXPERIENCE – is it mandatory to have experience with government agencies only in Florida

R59. Refer to Exhibit 2, Proposal Response Requirements, 2.02 Proposal Format, G. Tab 6 Proposer and Team’s Experience.

Q60. Would agency be considering other states/counties government agencies experience of similar scope of services. Please confirm

R60. Refer to R59.

Q61. Please confirm if agency is giving extra points to the vendors who does have government agencies experience in Florida.

R61. Refer to R22.

Q62. Can you provide specific job descriptions?

R62. Refer to R13.

Q63. Do we have to bid on all job categories or can we no bid some?

R63. Refer to R10.

Q64. How much of your annual spend, if any, is allocated towards long term assignments?

R64. The County cannot predict at this time.

Q65. What is the average length of assignments?

R65. Refer to R20.

Q66. Can you provide your current payrates for each of the required job titles?

R66. Refer to R3.

Q67. Can you provide your current bill rates?

R67. Refer to R3.

Q68. Can you provide your current mark ups?

R68. Refer to R3.

Q69. If a vendor is a publicly traded company with a public 10K, do you still require a statement on company letterhead and signed by a company official authorizing a County auditor and/or financial analysts' access to your financial records, including all records prepared by an independent firm, or the financial records of other entities for which you have ownership interest?

R69. Yes.

Q70. How would you like Exhibit 3 presented, within the Exhibit 2 document or separately?

R70. Refer to Section A, Instructions To Proposers, A.03 Submission of Proposals.

Q71. Financial Records - can you please outline how we should provide authorization to access financial records to the County? Is there a specific form we should provide or will a simple statement indicating authorization suffice?

R71. Refer to Exhibit 2, Proposal Response Requirements, 2.02, H. Tab 7 Capacity.

Q72. Refer to ATTACHMENT D, INSURANCE REQUIREMENTS pages 25-32, please clarify how many pages of this section is the County expecting attached within the proposal?

R72. Refer to Attachment D, Insurance Requirements, Insurance Statement on Page 32.

Q73. What is Current Mark-Up percentage for each of the "position types" in Exhibit-3? Under what section of the proposal we should attach the Exhibit-3?

R73. Refer to R3.
Refer to R70.

Q74. Please provide the names and total number of incumbents for this requisition?

R74. Refer to R7 and R1.

Q75. Refer to EXHIBIT 2, PROPOSAL RESPONSE REQUIREMENTS, E. TAB 4 - TRADE SECRETS, if the proposer does not have any "Trade 'Secret', 'Proprietary' or 'Confidential' information in the response how does a vendor without confidential info should respond to this TAB? Can we mention NA or similar statements?

R75. Respond with none.

Q76. What is the anticipate budget for this RFP?

R76. Refer to R28.

Q77. Could you please share the previous spending for the contract?

R77. Refer to R38.

Q78. How many vendors does County anticipates to award this contract?

R78. Refer to R2.

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. All other terms and conditions remain as stated in the RFP.

END OF ADDENDUM

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.

AUTHORIZED FOR RELEASE

Attachments:

Exhibit 3 – Fee Rate Schedule for RFP No. 21-R076097SB

Exhibit B – Current or 2021 Fee Rate Schedule

REVISED
EXHIBIT 3, FEE RATE SCHEDULE
RFP No. 21-R076097SB

3.01 The below table is not a comprehensive list of County positions. It is to be used as a generalized guideline for the categories the County will reference when assessing the utilization of temporary employment services. The County shall reserve the right to assign a requested position to the applicable category listed in the markup schedule below.

Category	Position Type	Mark-up Percentage
1	Laborer	____%
2	Skilled Laborer	____%
3	Office / Clerical / Non-Skilled	____%
4	Administrative Professional / Skilled	____%
5	IT <i>(Includes Data Base Administrator, IT Project Manager, IT Security, IT GIS Mapping, IT Client Services / Help Desk, Radio Communications, and similar roles)</i>	____%
6	Management / Professional	____%
7	Consultant	____%
8	Executive	____%
9	Payroll Only <i>(Manatee County Refers Candidate to Temp Service – Vendor Payroll Only – No Sourcing Required)</i>	____%
10	Overtime Hours Pre-Approved by HR <i>Overtime is reached and is paid to candidate at time and a half.</i>	____%

Referred candidates currently working for the County will continue at the current % markup rate until end of assignment or newly established payroll only percentage, whichever is lower.

Current candidates sourced by vendor will continue at the established bill rate or newly negotiated markup, whichever is lower.

END REVISED EXHIBIT 3

EXHIBIT “B” – FEE RATE SCHEDULE

- A. The COUNTY shall reserve the right to assign a requested position to the applicable category listed in the Fee Rate Schedule Below.

Category	Position Type	Hourly Bill Rate
1	Laborer	\$18.00
	Event Technician (BACVB)	\$15.00
2	Skilled Labor	\$27.00
3a	IT Data Base Administrator	\$60.00
3b	IT Project Manager	\$60.00
3c	IT Security	\$55.00
3d	IT GIS / Mapping	\$52.00
3e	IT Client Services / Help Desk	\$32.00
3f	Radio Communications	\$32.00
4a	Office / Clerical / Non-Skilled	\$16.00
4b	Legal Assistant	\$24.00
4c	Administrative Professional / Skilled	\$24.00
5a	Management / Professional	\$45.00
5b	Professional Consultant	\$85.00
6	Seasonal	\$15.00
7	Executive	\$110.00
8	Specialist	\$28.00
9	County-Referred employee with no sourcing required – Vendor Payroll only	22% mark up over negotiated hourly rate.
10	CARES Processor	\$30.45 (45% mark up over \$21.00 pay rate; overtime eligible x 1.5)
11	CARES Reviewer	\$33.35 (45% mark up over \$23.00 pay rate; overtime eligible x 1.5)
12	CARES Lead	\$36.25 (45% Mark Up over \$25.00 pay rate; overtime eligible x 1.5)

All existing temporary employees currently on assignment with the CONSULTANT at the start of this agreement shall remain at the previously established hourly bill rate for the remainder of the assignment.

UPDATED 01/19/21 to include categories 10, 11, and 12.