



Joe Lauro, CPPO/CPPB
Director

August 15, 2017

TO: ALL INTERESTED PROPOSERS
REQUEST FOR PROPOSAL: Temporary Staffing Services
PROPOSAL NUMBER: 167-0388-P(JA)
PROPOSAL DUE DATE: August 24, 2017 @ 3:00 P.M.

ADDENDUM NO. 2

Following is additional information, clarifications, questions and responses relative to referenced Proposal (RFP):

1. QUESTION: Will Pinellas County Board of County Commissioners be awarding the contract to more than 1 vendor?
2. QUESTION: How many vendors will be awarded as a result of this solicitation?
3. QUESTION: Are you looking for a single vendor to support the temporary staffing needs for all the positions listed?
4. QUESTION: Does the County intend to award to one or multiple contracts for this opportunity?

RESPONSE: Per Section F, Page 16 of 51(A), the objective is, "to secure a contract with one firm to provide requirements of temporary staffing services for Pinellas County Government."

5. QUESTION: Where can I go to find the proposals/bids from the past RFPs?
6. QUESTION: Provide the bid tabulation from the current award.

RESPONSE: A bid tabulation has been provided in Addendum #1, a copy of which is attached. To obtain proposals from the previous contract, please follow the public records request process as outlined in Section A, Page 8, paragraph 26.

PLEASE ADDRESS REPLY TO:
400 South Ft. Harrison, Sixth Floor
Clearwater, Florida 33756
Phone: (727) 464-3311
FAX: (727) 464-3925
Website: www.pinellascounty.org/purchase



7. QUESTION: What is the overall spend for temporary staffing services, per year?
8. QUESTION: How much was spent (dollar value) on this service last year?
9. QUESTION: What was the 2015 & 2016 fiscal year/calendar year expenditure for temporary staffing services?
10. QUESTION: What is the overall spend for temporary staffing services over the five (5) year period?
11. QUESTION: Can you provide a breakdown of the expenditures by Job Group Type?

RESPONSE: Please see Addendum #1, question 2.

12. QUESTION: What is the current temporary staffing headcount at the County?
13. QUESTION: How many temporary employees currently work under this contract?

RESPONSE: At present, the County employees between one hundred (100) and one hundred twenty-five (125) temporary workers at this time.

14. QUESTION: Can temporary associates start an assignment with a background check pending completion?

RESPONSE: Pursuant to Section F, Page 17, Background and Records Checks, paragraph 1: "The background check process shall be completed at least ten (10) days prior to the start of the assignment."

15. QUESTION: Is the incumbent vendor preferred?

RESPONSE: The County has no preferred proposers; this request for proposal is open to all proposers and will be evaluated based upon the submitted proposal.

16. QUESTION: Can you provide the job description for the skilled craft workers so we can be sure it falls in line with our worker's compensation requirements?

RESPONSE: Job descriptions are available at the following link provided for in Section F, page 20, paragraph 3, <http://www.pinellascounty.org/hr/compensation/pcalph.htm>. One may have to search for several variations of the title to obtain the correct position.

17. QUESTION: Does the vendor have to register in the e-payables program?

RESPONSE: There is not a requirement for a vendor to be part of the e-payables program and duly note such on the Section F – Electronic Payment on page 22 of the RFP.

18. QUESTION: Please provide the name of the current vendor.

RESPONSE: The current vendor is Randstad General Partner (US), LLC.

19. QUESTION: Please provide the award date.

RESPONSE: The contract will be effective upon approval. Awarded proposer must begin services January 1, 2018.

20. QUESTION: Provide hourly billing rates for each category at the time of award.

21. QUESTION: Provide current billing rates.

RESPONSE: Using the link provided in question 12, above, select the "pay grade" to the right of the title to be taken to the page providing the current billing rate for each title.

22. QUESTION: Provide prevailing/living wage requirements at time of award.

RESPONSE: The County will be providing the wages to the vendor and are only asking for the vendor mark-up to those County-provided rates. As such, County will determine the appropriate prevailing living wage requirements in correlation with the County's guidelines.

23. QUESTION: What is the current budget for the contract?

24. QUESTION: How much is intended to be spent once the contract is awarded?

RESPONSE: The only information the County can provide is what has been spent in the past, as provided in Addendum #1, question 2.

25. QUESTION: References – are you looking for company references in a specific industry? If so, what industries are most important?

26. QUESTION: Do we need to submit four local references or can we submit references from any other state too?

RESPONSE: Per Section D – Vendor References, page 15, “Proposers must have experience in work of the same or similar nature, and must provide references that will satisfy the County. Proposer must furnish a reference list of at least four (4) customers for whom they have performed similar services.” Vendors may submit references from any location.

27. QUESTION: Retention / Turnover stats – Can you provide a definition for “turnover”? Would this be for our core staff or for our consultants?

RESPONSE: The County is looking for “turnover” statistics, or those statistics that provide the number of temporary staff workers that leave the vendor over specific time periods, i.e., 6 months, one year, two years, etc.

28. QUESTION: Are bidders required to submit a mark-up percentage for all five Group Types listed in Section F in order to be considered for award? Or can bidders elect to submit for less than five?

RESPONSE: Referenced in Addendum #1, question 5: “As the objective presented indicates one firm will be awarded to provide requirements for all temporary staffing services to the County, responders are expected to provide the mark-up percentage on all categories.”

29. QUESTION: Why was the original bid award to Dynamic Staffing Inc. in October 2016 rescinded?

30. QUESTION: What was the key factor(s) in cancellation of the original Bid Award in October 2016?

RESPONSE: A due diligence review by the Human Resources Department (HR) revealed it would be in the County's best interest to research the current temporary staffing services program and verification of the County's needs.

31. QUESTION: What are the current liquidation terms under the Randstad contract?

RESPONSE: Per the contract documents, Randstad does not charge a conversion fee to Pinellas County.

32. QUESTION: What are the current Randstad hourly billing charges for ACA compliance?

RESPONSE: Per the RFP, Section F – Markup Percentage Submittal, page 21,

NOTE: Proposal rates are to be inclusive of all costs and overhead including, but not limited to, current and all future governmental mandates.

rates are to already include any of these types of fees. Randstad, the County's current vendor,

charges an extra \$0.36 to each billable hour for Affordable Care Act fees.

33. QUESTION: Are OSHA form 300 reports available for previous years for injuries to the temporary services employees?

RESPONSE: Workers compensation is handled through the temporary worker's employer so these reports would not be available through the County.

34. QUESTION: What is considered a "local" vendor office? Must it be in Pinellas County?

RESPONSE: "Local" is the metropolitan Tampa Bay area including Pinellas, Hernando, Hillsborough or Pasco counties.

35. QUESTION: Will On-Site Recruiter be working in Taleo, their own applicant tracking system, or both?

RESPONSE: The requirements did not request an onsite recruiter and the County will not make any accommodations for an onsite representative. It is expected the proposer would use the same tools as their other working offices.

36. QUESTION: A performance security bond is not typically required for staffing suppliers. However, we have noted that on page 10 of your RFP, item 5 requests a performance security in the amount of 100% of the total contract cost. Is this actually required?

RESPONSE: Yes, in order to comply with the requirements of FEMA grant funding, a performance security bond is required for this contract.

37. QUESTION: Please outline your payment terms.

RESPONSE: Payment terms can be found within "Exhibit D" of the example Services Agreement provided within the RFP. Payment schedules should be submitted with the vendor's proposal and will be reviewed and scored accordingly.

38. QUESTION: Would veteran-owned firms be considered to satisfy your diverse vendor requirements?

39. QUESTION: Is there any M/WBE goal?

RESPONSE: The County does not have an M/WBE program; this request for proposal is open to all proposers and will be evaluated based upon the submitted proposal.

40. QUESTION: On the proposal signature page it is mentioned that the County requires a corporate identity to be submitted with the proposal. Would it be fine if we submit a copy of to-do business certificate with the proposal?

RESPONSE:

41. QUESTION: We are unable to find Section E in the RFP document. Is it page #16 of solicitation, after Section D – Vendor References?

RESPONSE: Pages 16 through 20 should reference “Section E – Scope of Work” in the header.

All other specifications, terms and conditions remain the same.

Please remember to acknowledge receipt of this Addendum in Section G, Page 24 of 51, under Addendum No. 2 and return with completed bid package.

Sincerely,


Director of Purchasing

CURRENT PRICING SCHEDULE

TITLE	DESCRIPTION	BILL RATE (Original)	OVERTIME BILL RATE (Original)	BILL RATE (8/01/2012)	OVERTIME BILL RATE (8/01/2012)	BILL RATE (8/01/2014)	OVERTIME BILL RATE (8/01/2014)
Receptionist	Answers phones, directs/transfers calls, greets visitors, light typing of memos, letters, and reports. Word Processing skills may be required.	\$12.48	\$18.72	\$12.70	\$19.04	\$12.95	\$19.42
Office Specialist	General clerical work. May include providing clerical support in customer service or office environment. May include typing forms, statistical forms, tables, charts, graphs, mail merge, etc. where strong work processing skills are required.	\$13.80	\$20.70	\$14.04	\$21.06	\$14.32	\$21.48
Senior Office Specialist	Produce documents, schedule appointments, general clerical duties may include secretarial, office support, and/or customer service. Word processing and spreadsheet skills may be required.	\$15.11	\$22.67	\$15.37	\$23.06	\$15.68	\$23.52
Administrative Support Specialist	Advanced clerical and administrative work. Planning, scheduling meetings, composting letters, reports, tables and charts. Extensive computer skills including word processing and spreadsheets required.	\$16.43	\$24.65	\$16.71	\$25.09	\$17.04	\$25.59
Accounting Clerk	May include revising spreadsheets, data bases or data entry, collection calls, A/R, A/P, preparing financial reports through trial balance, etc.	\$15.77	\$23.66	\$16.04	\$24.07	\$16.36	\$24.55
Paralegal	Analyze legal material for internal use, maintain research files, conduct research for attorneys.	\$21.02	\$31.53	\$21.38	\$32.07	\$21.81	\$32.71
Legal Secretary	Clerical and secretarial support in a legal environment. Excellent computer skills required including word processing and spreadsheets.	\$18.40	\$27.60	\$18.72	\$28.07	\$19.09	\$28.63
Graphics Artist	Skilled creative and technical work involved in designing, illustrating, laying out, producing and reproducing a variety of graphic materials.	24.14	\$36.21	\$24.55	\$36.83	\$25.04	\$37.57
Janitorial	Light to moderately heavy manual work performing housekeeping and custodial tasks in County buildings and institutions.	\$13.14	\$19.71	\$13.37	\$20.05	\$13.64	\$20.45
Labor - Other - Golf Attendant	Light labor involving washing and cleaning of golf carts, loading and unloading of golf bags. This is not a caddy-type positions.	\$9.86	\$14.79	\$10.03	\$15.05	\$10.23	\$15.35
Labor - Unskilled - Landscape	Light to moderate labor duties in grounds keeping and maintenance.	\$11.17	\$16.76	\$11.36	\$17.05	\$11.59	\$17.39
Labor - Unskilled - Other	Light to moderate labor duties in grounds and building maintenance.	\$11.17	\$16.76	\$11.36	\$17.05	\$11.59	\$17.39
Labor - Semi-skilled - Landscape	Mowing and other labor duties in grounds keeping and maintenance.	\$11.83	\$17.75	\$12.04	\$18.06	\$12.28	\$18.42
Labor - Semi-skilled - Other	Labor duties in building and other facility maintenance. Skill required may vary based on specifics of the assignment.	\$11.83	\$17.75	\$12.04	\$18.06	\$12.28	\$18.42
Labor - Skilled - Other	Skilled labor in building, facility or grounds maintenance. Skill required will vary based on the specifics of the assignment.	\$12.15	\$18.23	\$12.36	\$18.54	\$12.61	\$18.91
Elections Worker	Clerical and customer service work for elections. May include call center and receptionist duties, voting machine demonstration and education, data entry, signature verification, and/or phone and customer service skills. Computer usage with accuracy and attention to detail required.	\$13.14	\$19.71	\$13.36	\$20.05	\$13.63	\$20.45
Elections Laborer	Light to moderate labor in preparation and distribution of voting machines for elections. Election machine weight 45 pounds. Numerical skills in counting and placing/locating items in numerical order required.	\$11.17	\$16.76	\$11.36	\$17.05	\$11.59	\$17.39

PREVIOUS CONTRACT TABULATION

PINELLAS COUNTY EVALUATION CRITERIA TABULATION SHEET

RFP TITLE: Temporary Staffing Services
RFP #: 101-0217-P (LN)

	COMPANY NAME	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	TOTAL POINTS	TOTAL AVERAGE	RANK
		Dawn Lindgren	Jean Long	Jodie Sechler	Peggy Rowe	Beverly Waldron			
1	Randstad General Partner, LLC.	851.00	863.50	876.00	871.00	876.00	4337.50	867.50	1
2	Ultimate Staffing Services	841.00	843.50	826.00	841.00	856.00	4207.50	841.50	2
3	Worknet Pinellas, Inc.	832.50	822.50	792.50	810.00	822.50	4080.00	816.00	3
4	Moten Tate Inc.	807.00	814.50	789.50	802.00	789.50	4002.50	800.50	4
5	Academy Design and Technical Services, Inc.	785.00	790.00	765.00	792.50	812.50	3945.00	789.00	5
6	Frank Crum Staffing, Inc.	715.00	717.50	735.00	717.50	715.00	3600.00	720.00	6
7	Eagle Resources Group, Inc.	681.00	688.50	678.50	676.00	676.00	3400.00	680.00	7
8	I-Tech Resources, Inc.	607.50	620.00	602.50	627.50	612.50	3070.00	614.00	8
9	Alpha Omega Temporary Services, Inc.	562.00	542.00	567.00	539.50	552.00	2762.50	552.50	9
10	22nd Century Technologies, Inc.	504.00	516.50	486.50	519.00	474.00	2500.00	500.00	10
11	Tampa Service Company, Inc. D/B/A Pacesetter Personnel Services	122.50	232.50	247.50	235.00	235.00	1072.50	214.50	11

Date: May 17, 2011