



ADDENDUM # 2
RFP # FY 2022-2023-006
TEMPORARY EMPLOYMENT SERVICES

QUESTIONS AND ANSWERS

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org/solicitations.

QUESTION 1. How many vendors will be awarded?

ANSWER 1. Please see page 3 of the RFP. *"The City may award multiple firms as available as deemed in the best interest of the City."*

QUESTION 2. Can you please provide us with an estimated or NTE budget allocated for this contract?

ANSWER 2. Unknown

QUESTION 3. What is the tentative start date of this engagement?

ANSWER 3. To be determined.

QUESTION 4. What is the job location of the proposed candidates?

ANSWER 4. The City of Hallandale Beach

QUESTION 5. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

ANSWER 5. New contract

QUESTION 6. If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?

ANSWER 6. See Answer 5

QUESTION 7. Are there any pain points or issues with the current vendor(s)?

ANSWER 7. See Answer 5

QUESTION 8. Could you please share the previous spending on this contract, if any?

ANSWER 8. See Answer 5

QUESTION 9. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

ANSWER 9. No

QUESTION 10. Could you please let us know how many positions were filled in the last contract? and How many positions do we expect in the current contract?

ANSWER 10. See Answer 5

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QUESTION 11. 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? Are hourly rate ranges acceptable?

ANSWER 11. See page 3 of the RFP, Section 1. Specifications

QUESTION 12. 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?

ANSWER 12. Physical presence at the City of Hallandale Beach

QUESTION 13. Could you please provide the list of holidays observed by the City?

ANSWER 13. New Year's Day / Martin Luther King's Birthday / Presidents Day / Memorial Day / Juneteenth Holiday / Independence Day / Labor Day / Veteran's Day / Thanksgiving Day / Day after Thanksgiving / Christmas Day (This list may be amended by the City Manager or City Commission)

QUESTION 14. For Exhibit A attached, can we please get job descriptions, pay rates, and estimates of the quantity of employees that will be needed on an annual basis? (Annual estimated hours per position?)

ANSWER 14. Please see page 12 of the RFP for access to the job descriptions and hourly rates. There are no current estimates.

QUESTION 15. For item 7 - Vacation Pay - What is the Vacation and Paid Federal Holiday policy?

ANSWER 15. No Vacation or Paid Holidays for Temporary Employees

QUESTION 16. For item 6 - Temp to Hire - We would need to amend the contract to state "temp to hire" for the employees. How would this be done? Would it be via a Variance?

ANSWER 16. Please include this in Form B: Variance Form on page 21 of the Solicitation.

QUESTION 17. For item 9 - Quantities - Where is the estimate mentioned below? "No warranty or guarantee is given or implied as to the total amounts to be purchased resulting from this contract. The quantities stated in this proposal are estimates of annual usage, to be used for proposal comparison purposes only. All services will be ordered on an as needed basis. The minimum request will be for one (1) day (eight (8) hours)."

ANSWER 17. Please see Addendum # 1.

QUESTION 18. If applicable, who is the incumbent for these services and for how long have they served the City of Hallandale Beach in this capacity?

ANSWER 18. See Answer 5

QUESTION 19. What are the City's current rates and mark-ups for the positions listed in the solicitation?

ANSWER 19. Please see page 12 of the RFP for access to the hourly rates.

QUESTION 20. What is the City's historical usage and yearly spend for this contract during the past three (3) years?

ANSWER 20. See Answer 5

QUESTION 21. What is the anticipated annual and total spend for this contract?

ANSWER 21. See Answer 5

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QUESTION 22. How many awards does the City anticipate making?

ANSWER 22. Please see page 3 of the RFP. *“The City may award multiple firms as available as deemed in the best interest of the City.”*

QUESTION 23. When does the City anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

ANSWER 23. To be determined

QUESTION 24. Are respondents required to bid on all positions in order to be deemed responsive?

ANSWER 24. Please see Addendum # 1 and page 12 of the RFP

QUESTION 25. If not all-or nothing, will bidding on only select positions negatively impact respondents’ evaluation score?

ANSWER 25. See answer 24

QUESTION 26. What specific background checks and/or drug screens are required of the temporary staff?

ANSWER 26. The City conducts their own background checks and/or drug screening if required.

QUESTION 27. 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 the City accept letters of attestation in lieu of actual background check results?

ANSWER 27. The City conducts their own background checks.

QUESTION 28. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the City?

ANSWER 28. The City conducts their own background checks and/or drug screening at no cost to the respondent.

QUESTION 29. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the City?

ANSWER 29. No

QUESTION 30. With respect to Affordable Care Act (ACA) costs, would the City prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent’s proposed rates?

ANSWER 30.

QUESTION 31. Does the City of Hallandale Beach accept remote online notarized signatures and secure remote online documents?

ANSWER 31. The City is only accepting electronic submittals via DemandStar at www.demandstar.com.

QUESTION 32. Could the City clarify the pricing instructions for the proposal? Are we to provide an hourly bill rate and also a markup percentage?

ANSWER 32. Please see Addendum # 1.

QUESTION 33. Can you please provide a list or a link for the job descriptions needed, and any required payrates the City of Hallandale Beach has designated for each job?

ANSWER 33. Please see page 12 of the RFP for access to the job descriptions and hourly rates.

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QUESTION 34. Do you have an estimate of the # of hours for each job? Please approximate by weekly/monthly/annually so we can gauge the # of people needed for each job as well, thanks!

ANSWER 34. Please see Answer 5

QUESTION 35. "Form Q: Reference form: Please note that the one (1) reference provided below must be the same as the project/contract provided for response to MQR # 3. The Below Form Must be Completed by Your Reference and Provided with your Proposal Submission", it is our understanding that the City only requires one reference. Please confirm the number of vendor references required by the City.

ANSWER 35. Confirmed

QUESTION 36. What is the contract's total budget?

ANSWER 36. Unknown

QUESTION 37. Please clarify if this is a new contract. And is any vendor providing such services requested in the solicitation document currently?

ANSWER 37. Please see Answer 5

QUESTION 38. Does the City have an incumbent on this? If yes, please disclose the incumbents' names and please provide the incumbent proposals if possible.

ANSWER 38. Please see Answer 5

QUESTION 39. "The COHBLVP is not a requirement of the RFP" City stated in "Local Vendor Preference (LVP)" on page 68. On the other hand, LVP receives a weighting of 2.5-10 points on page 14 of the Evaluation Criteria. Please clarify whether LVP is included in the evaluation.

ANSWER 39. Please see page 14 of the RFP for the evaluation Criteria.

QUESTION 40. Is collaborating with a local vendor to fulfill the LVP requirement necessary if we are not a local vendor?

ANSWER 40. No, Local Vendor Preference is not a requirement.

QUESTION 41. If a vendor wishes to claim LVP, could you please provide the requirements

ANSWER 41. Please see page 68 of the RFP.

QUESTION 42. In the RFP, Minimum Requirement 2: Office Location – Our government sector practice only has one office, in Virginia, but our firm has 250 offices across the country including Broward, Miami-Dade, and Palm Beach. We view these offices as affiliates and have our staff in the offices recruiting local candidates, not as a subcontractor relationship. Would the City recognize our affiliates' offices as local offices if they are in one of the listed counties?

ANSWER 42. Please see page 7 of the RFP, MQR # 2 "b. Provide a copy of your business tax receipt that indicates the location of the company and the name of the company."

QUESTION 43. The RFP says 'Provide a copy of your Sunbiz with your Bid showing a date filed of 2018 or earlier'. We filed in SunBiz in 2019. Do we qualify to bid?

ANSWER 43. Please see page 7 of the RFP.

"1. This RFP contains Minimum Qualification Requirements (MQRs) which the Firm must meet for the Firm to be considered responsive.

2. Please read the MQRs to ensure the Firm meets these requirements prior to submitting a response to this RFP.

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4. Firm(s) that do not comply with MQRs will be determined non-responsive and disqualified from the evaluation process and their Proposal will not be evaluated."

QUESTION 44. Is it mandatory to have a physical location within Broward County, Miami-Dade County, and/or Palm Beach County, Florida?

ANSWER 44. Please see page 7 of the RFP, MQR # 2.

QUESTION 45. We do not have a local office. Will this impact our response?

ANSWER 45. Please see page 7 of the RFP, MQR # 2. Responses that do not meet the MQRs will be deemed Non-Responsive.

QUESTION 46. Will preference be given to local vendors?

ANSWER 46. Please see page 68 of the RFP.

QUESTION 47. What will be the annual monetary spent value of this contract? Total Contract Value?

ANSWER 47. Unknown

QUESTION 48. Do you need sample resumes or actual resumes?

ANSWER 48. Resumes are not criteria for the evaluation process.

QUESTION 49. Is this a new initiative? If not, who are the current vendors? What is their current pricing?

ANSWER 49. Please see Answer 5

QUESTION 50. Is the vendor required to submit all job titles?

ANSWER 50. Please see Addendum # 1 and page 12 of the RFP

QUESTION 51. What are the historical annual spending volumes in the project?

ANSWER 51. Unknown

QUESTION 52. What is the estimated budget for this project?

ANSWER 52. Unknown

QUESTION 53. Will the awardee take over any payroll of incumbent candidates? If so, how many employees?

ANSWER 53. No

PLEASE NOTE RECEIPT OF ADDENDUM # 2 BY COMPLETING 'FORM P: ACKNOWLEDGEMENT OF ADDENDA' WITH YOUR FIRM'S SUBMISSION.

Code of Ordinances, Chapter 23 Procurement, Section 23-14 Cone of Silence – imposes a Cone of Silence for City purchases of goods and services. The Cone of Silence means prohibition on any communication regarding a particular RFP, RFQ, ITB, RFLI, or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist or consultant and the city's staff including, but not limited to, the city manager and his/her staff; the evaluation/selection committee; the mayor; and the city commission and their respective staff. The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the Commission/Board of Directors takes any other action which ends the solicitation. Should any firm contact you, please direct the communication to the Procurement Department at (954) 457-1333.