

**Request For Proposal 19- RFP-014-WM
Workforce Ongoing Temporary Staffing
Technical Questions and Answers**

1 lease note that the Department’s responses are not **final, official or binding**. Violation of section 287.057(23) of the Florida Statutes, by a respondent to a solicitation, or persons
 2 acting on their behalf, may be grounds for rejecting a response. The Department’s responses to timely submitted questions are provided below:

Question Number	Page Number, Section	Question	Answers
1		Who is the current incumbent on this contract?	Quality Labor Management (QLM)
2		What is the current pricing on the contract?	\$1.5M
3		What is the budget allocated to this contract?	\$1.5M
4		How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?	0 and N/A.
5		Is it a multiple award contract?	See B.19.
6		Please we need to know where this Workforce Ongoing Temporary Staffing is taking place in terms of Dept and the kind of work that is required, thanks.	See Sections C.3, C.7, and Exhibit 1. Statewide to support 24 Local Workforce Development Boards support for disaster or emergency temporary labor.
7		Is there any mandatory percentage as compliance under the Minority/Women Business Enterprises or DBE for this RFP?	No
8		Can you share the primary contractors contacts details like email address, contact number so as to understand the feasibility for the collaboration and serve the State of Florida better?	See response to question 1
9		Is a recruitment/search firm able to submit a proposal along with another that simply acts as the Employer or Record? Usally in this case, the EOR is considered the subcontractor, but in this case it is more of a joint effort.	See B.30 and C.3
10		All these are new positions.	See B.18, C.5, Deliverable 1, and C.7
11		Is there any incumbent for these position.	See response to question 1
12		Do we need to submit the bid for all positions.	See Attachment B for cost response requirements.
13	Page 11 section 27 class/group codes	Will you require the awarded contractor to fulfill all positions listed?	Reference is for vendor commodity codes qualified to respond. The purpose of this procurement is to have one supplier that can fulfill all of the listed positions.

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14	Page 15 section B.36.2	Regarding cost proposal-has the State of Florida used a temporary staffing vendor?	See response to question 1
15	Page 15 section B36.2	Question 2-part A if yes, who was contractor	N/A
16	Page 15 section B.36.2	Question 2-part A what was the markup/rate from contractor	N/A
17	Page 15 section B.36.2	What is the DEO's average annual spend on temporary associates/ contingent labor?	\$0.00
18	Page 11 class/group	Request detailed job description for following-temp production staff, technician staffing, financial staffing machinist personnel, research and development and safety and health.	See question 13.
19	Page 16 section B.37	Can People Ready use a franchisee reference that has not used, us for 5 years, but the entire Francise has?	No
20	Page 26 section C.9 (Continued page 26)	Regarding filling the order ASAP or no less than 5 days, can we send associates with a "pending" background status?	C.9 deals with key contractor personnel managing services, not temporary associates sent to fill orders submitted. See C.10 for background screening requirements.
21	Page 26 section C.10	In a "level one" background check, how many years do you require it to go back?	See section 435.03, Florida Statutes for Level One background screening requirements.
22	Page 26 section C.10	In large disaster when large numbers of associates are needed immediately, will there be a waiver for background at nay point?	No
23	Page 2 section A PU1000- General Contract conditions	Are the General Contract Condition (PUR 1000)(Which the RFP instructions specify shall not be returned with the response) part of and incorporated into the contract document?	Yes
24	Page 32 section D Department Vendor core contract	The proposed contract language contained in DEO's Vendor Core Contract should be reviewed by all Respondents. In responding to DEO solicitation 19-RFP-WM, Respondent agrees to accept the terms and conditions of DEO's Vendor Core Contract terms and conditions, and the submission is made in conformance with those terms and conditions. Is there a preferred method for respondents to document any terms with which methof for respondent have concern (i.e redline, Excel doc outlining any concerning clauses with proposed revised language, etc.)?	NO, any modification to Vendor Core Contract will be handled during the contracting period with the awarding contractor.

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25	Page 1 of contractor agrees: B	Is this a fixed price contract? (See question 14)	See B.21
26	Page 25 section C.7 Staffing levels and hourly rate	The LWDBs will determine the hourly wage for all positions , all other billing rates such as, unemployment insurance, federal insurance contributions ACT (FICA), Medicare, Workers compensation etc, will be reimbursed plus the hourly rate. Therefore, do we have a list of wages for each position form the LWDB to create the fixed rates or can we supply a markup?	No. Positions are on an as-needed basis to fulfill LWDB emergency requirements. See B.21 and Attachment B for cost response requirements.
26	Page 1 on the contract 1.D	Is there a capped amount to this contract?	See question 3
27	Page 2 of the contract section J1	Is there a prescriptive list of the public records Contractor is required to keep and maintain to perform its duties and obligations under this Contract?	No
28	Page 10 of contract G.1	Can you provide further detail on what constitutes sufficient detail for a proper pre-audit? What do these events refer to exactly? G (3) specifies DEO has 5 days to inspect services and then 20 days to request a payment voucher from the Department of Financial Services; however, it does not state what the payment terms between (a) when contractor submit and invoice; (b) when contractor will receive payment- is there a proscribed payment term between DEO and Contractor?	See the State of Florida Guide for State Expenditures at http://www.myfloridacfo.com/aadir/reference_guide , and Section 215.422, Florida Statutes.
29	Page 13 of the contract section M .1	Is there a materiality therehold to this disclosure requirement (i.e any Proceedings that may affect Contractor's ability to perform pursuant to the contract)?	See M.1.
30	Page 16 of contract section P.1	Will the Contractor do all invoicing/billing under this Contract through the MyfloridaMarketPlace e-procurement system?	See C.15 for invoicing requirements.
31	Page 32 section D Department Vendor core contrat	Will terms and conditions specific to the staffing engagement be handled at a Statement of Work/ Scope of Work of Work level, should respondents add additional terms unique to staffing agreements directly to the Contract?	Yes, doing the contract negotiation
32		As we understand this RFP is requesting broad range of Staffing "Services" as they directly relate to employer of record. Would you please clarify if the awarded supplier is also required to source/ search "temporary personnel" with expertise/labor categories listed in Exhibit I of the RFP? Or is this RFP strictly for providing "services" as they relate of employer of record and NOT for sourcing/providing temporary personnel?	RFP is for respondents to provide temporary employee services. See B.18, C.3 (second paragraph), and C.5, Deliverable 1.

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33		There are 24 LWDBs to be served as we understand from the RFP. As stated in the RFP Section C.6 (8); will you please clarify if it is <u>required</u> of the awarded supplier to have a full-service office in every location where 24 LWDBS are located? Which means supplier should have 24 full service office locations. Is this correct?	Not required.
34		It is stated in Deliverable 1 – Performance Measures that “contractor shall provide minimum of one staffing service as specified in Exhibit 1. Exhibit 1 has listing of several labor categories. From what we understand – a supplier is not required to bid on all labor categories listed in Exhibit 1 and has the option to select labor categories which they can service. Is this understanding of our correct? And if yes, would you please clarify if we are required to provide staffing services for selected labor categories across all 24 LWDBS or can we also select specific LWDB regions that we can service for selected labor categories?	See Attachment B for cost response. See Section C.5, Deliverable 1 “Task”. Exhibit 1 is a list of typical temporary staff for use, which may be expanded or reduced based on needs of LWDBs.
35		If it is expected of a supplier to have full-service offices in each of the 24 LWDB regions (that means 24 full service supplier offices) and if the supplier currently does NOT have office in some the 24 LWDB regions; will the State provide time to set up an office post award of the contract? If yes, how much time will be provided by State / DOE / LWDB to set up an office?	See question 33.
36		Please clarify if it is possible for awarded supplier to provide staffing services from LWDB office premises i.e. supplier employees will work from LWDB office? If yes, will supplier be charged a rental fee to use LWDB premises?	No, unless otherwise negotiated with the LWDB.
37	Section C.6	Section C.6 (3). Please clarify who is responsible for providing jobsite-appropriate safety equipment? If supplier is expected to provide jobsite safety equipment, is this cost reimbursable? And if State / DOE / LWDB is going to provide jobsite safety equipment, then is the supplier liable for any damage to safety equipment and how will the supplier be charged for any such damages?	Supplier. See C.6.2 and State of Florida Guide for State Expenditures reference in question 28.
38		Please clarify who is responsible for the cost of obtaining /renewing certifications / professional licenses required of temporary personnel? If it is the supplier, is the cost reimbursable?	Supplier. See C.6.3
39		Please clarify if State / DEO / LWDB currently have OSHA approved job safety plan / training and if the same can be used by the supplier?	See C.6.2. Required by Supplier.

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40	Please clarify if State / DEO / LWDB expects the supplier to provide OSHA related Job Safety Training?	Required by Supplier.
41	Please clarify if State / DEO / LWDB will provide template for Jobsafety Analysis Report?	Supplier requirement. See C.6.10.d
42	Please clarify if State / DEO / LWDB will provide weekly schedule for five Jobsafety Analysis Report to be completed by supplier?	See question 41
43	Please clarify if the cost of background screening reimbursable?	See C.10
44	Does the State / DEO / LWDB have a current estimate on how many temporary personnel per LWDB region per Labor Category you expect to be serviced by the supplier? Is there any data (in terms of man-hours or number of people per labor category per LWDB region) that we can refer for cost estimation purposes? If yes, can you please share this information at this time?	No
45	Can State / DEO / LWDB please share information / documentation that lists allowable, allocable expenses as approved by DEO / LWDB / State for staffing services related to disaster recovery-related work requested in the RFP?	See question 28
46	Please clarify the "time-period" for recording daily activity log in the time sheets for invoicing purposes? For example, do you expect the activity to be recorded in intervals of 15 minutes / 30 minutes / 4 hours / 8 hours per day? Are the administrative tasks performed by the supplier and time spent by temporary labor in completing the activity log billable?	See C.15, 4 th paragraph. Intervals can be negotiated with each LWDB procuring services.
47	Would State / DEO / LWDB please clarify who will provide the activity codes against which activity performed by temporary personnel & time spent will be recorded? Do you currently have an online time recording system that complies with this requirement and can be used by the supplier? If not, do you expect the supplier to provide a time & expense system that is ready to use on day one of being awarded the contract?	See C.6.9
48	Can you please describe in sufficient detail what primary elements/compliances (information to be tracked and verified) do you expect in the time/expense online, electronic system that is being requested from supplier in the RFP Section C.6 (9)?	See C.15
49	Are the work hours and expenses approved by worksite employer supervisor on weekly / semi-monthly or monthly basis?	See C.15

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50	Who shall appoint a worksite employer supervisor?	Supplier. See C.10. The worksite agency (County, e.g.) is required to provide worksite supervision pursuant to WIOA requirements
51	Who is the designated single point of contact at the LWDB for the supplier work coordination purposes post award of contract? If no single point of contact can be established; will you please share org chart / roles and responsibilities for us to propose an effective collaboration / communication plan in our proposal?	Each LWDB will designate a single point of contact when there is a need for temporary disaster-recovery workers.
52	What is being specifically referred to in Section C.6(11) as "approval process" for temporary employees that will be designed by LWDBs being serviced? Can you please share some information that constitutes this "approval process" so that we do not duplicate this effort in our process?	May vary by LWDB. Typical approval process involves ensuring services procured by LWDBs and invoice documentation provided to LWDBS supports services procured (i.e. skills requested, number of employees requested, hours, rates, management fee, etc.)
53	What is being specifically referred to in Section C.6(11) as "approval process" for temporary employees that will be designed by LWDBs being serviced? Can you please share some information that constitutes this "approval process" so that we do not duplicate this effort in our process?	See question 52.
54	As we understand from the RFP, LWDB will recommend temporary personnel for work. And if this understanding is correct, will be any instances where temporary personnel proposed by LWDB are employee of third party agencies? And if yes, are we expected to have any interaction with third party employer of such temporary personnel?	As part of this agreement, the temporary employee should not be employees of third-party agencies. The temporary employees will mostly be placed with third-party agencies. Supplier will be expected to have some interaction with worksite third-party agencies.
55	Is there a possibility that supplier is required to provide separate reports to DEO, State, and LWDB? If yes, can you please share what specific and individual reports are expected by State, DEO, LWDB or any other designated agency?	No
56	Who will be the "Worksite Employer" under this RFP?	See C.11 To be specified in Purchase Orders (POs) issued by LWDBs
57	Who will delegate day to day work, timeline for completion of tasks to temporary personnel? Will the supplier be kept informed of work being designated to temporary personnel by State/ DEO/ LWDB on daily basis? Is supplier expected to monitor completion, performance, quality of tasks completed temporary personnel on daily basis? Is it expected of the supplier to designate or monitor day to day completion of tasks by temporary personnel?	See response to question 56

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58		Is the supplier responsible for maintaining and distributing daily staff schedules (work hours, work location, tasks, etc.) and availability of temporary personnel for work at designated worksite locations?	See response to question 56
59		Can we provide a cost proposal that has a tiered/varying management fee structure based on number of temporary personnel being serviced under this contract? For example X% of management fee for 1 to 10 temporary personnel, Y% of management fee for 11 to 30 temporary personnel and so on so forth?	No, see Attachment B
60	Section C.15	Can we use Direct Deposit and Pay cards? If so, we would not have a check number to provide for the invoicing backup.	Provided documentation provided with invoice supports costs and is acceptable to LWDBs.
61	Attachment B	Could you clarify the presentation desired in Attachment B? Should we supply multiple attachment B's for each Worker Compensation Code contemplated under the RFP?	No, only one cost proposal.
62		What is the estimated budget for this Department of Economic Opportunity (DEO)? If unknown, please specify previous spending.	See question 3.
63		Is this a new requirement or is there an incumbent(s)? If so, can you please disclose the incumbent(s) name?	See question 1.
64		Please share the incumbent rate card?	N/A to current solicitation.
65	Page # 14 Section: Responsible Office	Is it Mandatory to have a local office? Is there any strong preference for the local vendors?	The office assigned responsibility by geographical area for the work shall be identified in the Technical Proposal. See Attachment I for scoring of responses.
66		Provide the job classification of each worker, vendor assigning the temporary employee, and the pay rates/Mark-up for the temporary employee.	See Exhibit 1 and Attachment B
67		Provide the total number of temporary staffs on current assignments?	0
68	Page #15, Section Tab -3 attachments #6	Please clarify, does the DEO set any CMBE Participation goal for this RFP?	There are no CMBE goals for the RFP but the State of Florida is committed to supporting diverse business industry through ensuring participation by minority, women , and veteran -owned business enterprise.
69	Page#40, Section: Attachment H	Could you please clarify "Person Interviewed"? If person interviewed is the candidate we placed there, since we have placed multiple candidates with the different agencies. Please suggest how many candidates we need to mention in this section.	Attachment H is for the Procurement officer to verify Respondents reference listed on Attachment A.

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70	What is the average length of the assignment?	Determined by POs issued by LWEDBs
71	What are the specific background checks and/or screenings required?	See C.10 and question 21
72	What is annual spend for temp labor by category or workers comp code and county?	Information is not available
73	What are DEO's payment terms? Are they based on payment of a monthly invoice?	See C.15
74	What are expectations regarding RESPECT and PRIDE ? What is the current headcount of temporary workers who are sourced from these programs?	None.
75	Can the street addresses of the facilities to be serviced be provided? What is the estimated staffing demand by location?	Unknown. Determined by disasters/need and POs issued by LWEDBs
76	Is an electronic copy on CD still required, or can we use other electronic media such as a thumb drive?	On compact disc only
77	How many vendors does DEO plan to select as a result of this RFP? If DEO selects multiple vendors, how will requisitions be prioritized among them?	See question 5.