

## Request for Proposal

### TEMPORARY STAFFING & PAYROLL SERVICES RFP NUMBER TS/PS-7001

#### QUESTIONS & ANSWERS

1. In regards to RFP Number TS/PS - 7001 ---- can you please provide the estimated number of annual participants in the internship initiatives addressed in the RFP and the average number of weeks each intern will be employed?

**RESPONSE:** CSCF estimates serving approximately 468 individuals during the next program year in an internship activity with the average number of weeks totaling 12. The wage will be a prevailing wage based on the employer.

2. *What is your anticipated annual spend? Would greatly appreciate if you can provide the breakdown in both billing and total participants out.*

**RESPONSE:** Our projected plan is to serve approximately 468 internship participants during the upcoming program year (July 2015 through June 2016).

3. *We reviewed the background check requirements outlined in section 3.8, can you specify how far back you need us to go back?*

**RESPONSE:** Please base your response on the background check requirements outlined in section 3.8.

4. *We noticed that there is no reference to drug screening under the background check pre-hire requirement; however, looks like there is a request for pricing under the pricing model. Can you provide clarification as to whether drug screening is part of your standard background check requirement or is it only upon request? Also, can you clarify which panel you require- i.e. - 5 panel or 10 panel? Finally, can you confirm if oral screening is acceptable or only urine?*

**RESPONSE:** Drug Screening is not a requirement of this Request for Proposal (RFP). Please disregard the Drug Screen item listed on "Exhibit A - Cost Proposal" form.

5. *Under section 3.14, you reference bi-weekly paper timesheets that will be turned in for payroll processing. Would you have any objection to a bi-weekly electronic timekeeping system?*

**RESPONSE:** Utilizing an electronic timekeeping system is an option as long as it's secure.

6. *Can you confirm who the actual incumbent is as well as the current pricing in place?*

**RESPONSE:** This information is not considered applicable to the Request for Proposal (RFP).

7. *Under section 4.2, could you please provide additional clarification regarding who is responsible for the participants' workers comp coverage? Is it the State of Florida or the vendors?*

**RESPONSE:** The State of Florida is responsible for providing workers compensation coverage for the internship participant(s).

8. *Under section 3.5, we understand the maximum amount of hours per week that the participants are allowed to work (40 hours). Based on the information in the RFP, if the participant is "pre-approved" to work overtime, will the proposer be notified of this as it states it will be the proposers responsibility to pay any overtime costs NOT pre-approved? Can you provide information as to approximately how many weeks the internship experience lasts?*

**RESPONSE:** Overtime is not allowed for the internship participant(s). The duration of a participant's internship is twelve weeks maximum.

9. *Given the unknown length of these internships, where would cost for Federal ACA cost go on the pricing spreadsheet (Exhibit A)?*

**RESPONSE:** The required cost items are listed on "Exhibit A – Cost Proposal" form.

10. *The RFP references a wage rate of "at least minimum wage" Could you please confirm the actual or average wage to be paid to participants?*

**RESPONSE:** The wage rate for internship participants will be based on the prevailing wage for the specific job they are assigned too.