Request for Proposal

TEMPORARY STAFFING & PAYROLL SERVICES – RFP NUMBER PY22-TS/PS

QUESTIONS & ANSWERS

1. Who determines pay rates?

   RESPONSE: CSCF

2. How many people do you expect staffed at each location?

   RESPONSE: We hire temp staff for a large number of employer sites, CSCF identifies the candidates and employer sites. The number will fluctuate based on CSCF program needs. As far as the vendor providing staff for CSCF locations, this will be determined on an as-needed basis.

3. Is this an existing program or a grant you are applying for?

   RESPONSE: Existing programs.

4. How many maximum awards do you intend to give?

   RESPONSE: CSCF operates in five counties, as outlined in the RFP; CSCF may award one or multiple contracts to best serve the needs of each county.

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

   RESPONSE: CSCF budgets for overall training costs, but not specifically at the participant internship level. As a point of reference CSCF spent ~$9.7M last program year.

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

   RESPONSE: This will be a new contract; current incumbent is Manpower.

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

   RESPONSE: Yes.

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

   RESPONSE: No, the contract is expiring and must be reprocured.

9. Is this re-compete or new requirement?

   RESPONSE: Re-compete.

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

    RESPONSE: PY21 spend was ~$9.7M.

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

    RESPONSE: This is not a subcontractor contract, but rather a vendor agreement.

12. As financial reports are company confidential information, could we submit it via separate secured email or do we need to submit it along with the proposal. Please confirm.

    RESPONSE: All proposals are submitted via email, as identified in the RFP; if proposer selects to submit financials via a secured email, this is acceptable.

13. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

    RESPONSE: Not relevant to the Scope of Work in the RFP.

14. Considering the current COVID-19 pandemic situation, 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?

    RESPONSE: Not relevant to the Scope of Work in the RFP. Both the candidates and employer sites are identified by CSCF. The selected vendor will act as employer of record and provide payroll services as described in the Scope of Work.

15. Are hourly rate ranges acceptable for proposed personnel?

    RESPONSE: CSCF will determine hourly rate.

16. 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?

    RESPONSE: The services provided by the vendor could be provided both onsite or remote. Most internships will be onsite at the host business site.

17. Do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

    RESPONSE: CSCF will identify the candidates and review the resumes of the proposed candidates.

18. How many people are currently working onsite and offsite?

    RESPONSE: Currently the incumbent does not have people working at CSCF sites. The total number of program participants (internships) in Program Year 2021 (7/1/2020-6/30/2021) was 609, but this number fluctuates annually.

19. Could you please provide the list of holidays?

    RESPONSE: These positions do not qualify for holiday pay.

20. Are there any mandated Paid Time Off, Vacation, etc.?

    RESPONSE: No.

21. What is the estimated annual spend for this RFP? If unknown, please specify previous spending.

    RESPONSE: Annual spend fluctuates, PY21 spend was ~$9.7M.

22. Who are the current vendor(s) and will you provide a copy of their proposal(s)? Contracts?

    RESPONSE: Manpower is the current vendor. A copy of the current contract will be uploaded to the CSCF website.

23. Can the awarded vendor(s) utilize a sub-contractor?

    RESPONSE: No.

24. Relating to 4.0 – CONTRACT TERM – PERIOD OF PERFORMANCE: CSCF intends to execute an initial 12 month "fixed fee: contract… CSCF reserves the right to negotiate for continued services with the same proposer up to four additional program years…- In the previous RFP, were there price increases every year?

    RESPONSE: This procurement covers a one-year contract with the option for CSCF to renew for up to four additional years; pricing is negotiated annually.

25. 4.0 – CONTRACT TERM – PERIOD OF PERFORMANCE: What was the total spend for the 5 years?

    RESPONSE: The size of the annual contract fluctuates yearly based on program needs. Last year's spend was ~$9.7M.

26. On page 6 Section E of the RFP, it states, "Proposer must agree to assume full responsibility for all costs including funds spent on ineligible persons certified by Proposer and for payments for hours not supported by time records or pre-approved by CSCF". Can you give an example of what an "Ineligible Person" is, if CSCF is the entity that determines eligibility?

    RESPONSE: An example of an ineligible person would be an eligible person working beyond their eligibility end date and the proposer continuing to make payments to the now "ineligible person".

27. What are critical differentiators the selected partner must represent to be the ideal partner?

    RESPONSE: Please see criteria in section 13.0 in the RFP; scoring will be evaluated by these criteria.

28. What emphasis is being placed on Diverse Suppliers as a selected partner? Is Supplier Diversity spend an important goal for this bid?

    RESPONSE: An additional five points is added for suppliers who qualify. (see section 13.0 in the RFP)

29. What are key influencers and/or pain points for going to bid for this program?

    RESPONSE: None, the contract is expiring and must be reprocured.

30. How many incumbents are in this program?

    RESPONSE: One, Manpower.

31. What is the size of the anticipated transition population by category?

    RESPONSE: There will not be a transition population barring any unforeseen circumstance.

32. What is the target date for program employee transition/ go-live?

    RESPONSE: The contract will be effective July 1, 2022.

33. Can you please detail the census data further and provide a breakdown of spend and headcount by location/job category/role?

   RESPONSE: Not applicable to the Scope of Work. The participants are on short-term internships ranging between 8-12 weeks; CSCF identifies candidates and employer sites.

34. Can you provide average pay/bill rates by category as well as average tenure by job category?

   RESPONSE: Average tenure is 8-12 weeks, pay rate is determined by CSCF typically ranging from $14 to $25 per hour.

35. What is the total EOR Payrolling program spend?

   RESPONSE: Fiscal year 2021 contract spend was ~$9.7M.

36. What is the expected volume of IC/1099 resources? How are these resources currently engaged?

   RESPONSE: CSCF expects the vendor selected will act as the employer of record and issue W-2's.

37. Have you explored Direct Sourcing with current suppliers?

   RESPONSE: Does not appear to be relevant to the Scope of Work. Feel free to elaborate on proposal submission.

38. Have you been exposed to a workforce solutions technology that is now on your wish list?

   RESPONSE: No, but CSCF is always looking for innovative solutions.

39. Is recruiting expected from winning Supplier?

   RESPONSE: No.

40. Will CareerSource utilize Atrium's direct hire, temporary or temporary to hire resources for internal and external hires?

   RESPONSE: Yes, CSCF may utilize vendors for direct hire for internal needs.