

## REQUEST FOR PROPOSAL

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

#### QUESTIONS & ANSWERS

1. Attachment B: Attachment B requests an original signature. Since this submission is via email, is a scanned copy of an original signature or DocuSign signature acceptable?

**RESPONSE:** Yes.

2. **Annual Reports:** Will CSCF accept the last three years' financials as a separate zip file attachment?

**RESPONSE:** Yes.

3. **Section 5.1., B, Bond:** In the past, we have provided crime coverage insurance in place of a crime bond. Is this still acceptable?

**RESPONSE:** Yes.

4. What percentage of the individuals served are under the age of 18?

**RESPONSE:** This fluctuates annually, but is a small percentage of the total population.

5. What Percentage of the individuals served are under the age of 16?

**RESPONSE:** Zero, we do not service individuals under the age of 16,

6. Who is responsible for compliance with the laws regarding employment of minors as it relates to the work site?

7. **RESPONSE:** The vendor serves as the employee of record and is responsible for laws regarding employment of minors as it relates to the work site.

8. What types of work are those between the age of 14 and 17 asked to perform?

9. **RESPONSE:** We do not serve individuals under the age of 16; individuals 17 years of age will perform entry level customer service roles.

10. Do we have the ability to only payroll over the age of 18?

**RESPONSE:** No, it is required for individuals 16 & 17.

11. Please provide more detail regarding the workers compensation coverage by the state. Who is the carrier?

**RESPONSE:** Amerisys – The State Worker’s Compensation Provider – Please see link below:

[memo\\_2021workerscomp.pdf \(floridajobs.org\)](#)

12. Please provide the job descriptions for the available positions, all ages.

**RESPONSE:** Each position has its own job description and will be provided to vendor by CSCF.

13. Section 5.1 (f) states, *“Bill rates quoted must be for all costs related to the services including the cost of any required background checks, drug tests and other pre-hire costs.”* This contradicts section 5.0 (14) which states that CSCF will reimburse the cost of these tests. Please clarify.

**RESPONSE:** Vendor bills for the cost of background checks, drug tests, and other pre-hire costs; CSCF then reimburses vendor for these costs.

14. Section 17 states that our response is a matter of public record, please clarify whether any financial statements disclosed to CSCF as required in Section 5.3 (15) will be included in this public record.

**RESPONSE:** Vendor financial statements would be excluded from public records/public records requests.