



ITN CSB16-467-001 Staffing Services Questions and Answers July 15, 2015

1. Article 5.1.1 – Some staffing services, including ours, do not provide direct medical care (“direct care health”) workers. In addition, some “light industrial” work is prohibited by some staffing services’ Risk Management departments. Are these requirements something that could be awarded to a different staffing service, or subcontracted?

Article 6.0 – some staffing services are prohibited from providing “heavy industrial” workers. Can this requirement be subcontracted or awarded separately?

Article 8.4 – The driving of vehicles, whether employee-owned or client-provided, is prohibited by the Risk Managers of some staffing firms. Can this requirement be subcontracted or awarded separately?

Answer: It is CSB’s intent to award contracts to at least three agencies as a result of this solicitation. Paragraph 10, Conditions and Limitations states: ...” it should be noted that after award of the contract(s), CSB has total discretion in selecting the appropriate Agency(s) to provide the staffing required at the time needed.” CareerSource Brevard understands that a staffing agency may refrain from placing individuals in to certain occupations due to agency policy. Under these circumstances CSB would contact another contracted agency.

2. Articles 5.15 and 6.1 – If the referenced reimbursements (or any other reimbursements, for example drug screens or background checks) are delayed for as many as 60 days, this places an onerous burden on the staffing firm. Unlike the staffing payroll float, which in effect is paid for by the mark-up charged by the staffing service, no such mark-up would exist to justify such a lengthy extension of credit on a reimbursable expense. Would you consider allowing a small mark-up on these reimbursable expenses? Lacking that, would you consider paying the reimbursement within 15 working days? If this is not possible, the negotiated bill rates and mark-ups will have to include the staffing service’s carrying costs for the reimbursable expenses.

Answer: Generally vendor payments are remitted 30 days after receipt of a properly documented invoice however a time lag of up to 60 days may occur under extenuating circumstances (e.g. lack of proper documentation, emergency, etc.). Paragraph 11.4, Proposal Review and Contract Awards states: “The assessment of price will take into account that rates are reasonable in relation to the services provided; and that



assumptions by the Respondent regarding calculation of the fees are relevant (Maximum points allowed for Attachment C:50 points total) . Each offer should, therefore, be submitted in the most favorable terms that the firm can make.”

3. Page 32 of 33 – the “light industrial” category does not include a maximum lifting requirement. Many staffing firms, ours included, place a 40 pound limitation on lifting. Are you able to incorporate this maximum requirement in the description of duties, and/or create a separate category of “light industrial” worker who may be required to lift more than 40 pounds?

Answer: Paragraph 10.0, Conditions and Limitations states: (Note: BOLD is added for emphasis) “The attachment titled Occupational Classifications at the end of this solicitation is provided to give Respondents **broad occupational descriptions that are representative of** the (1) Traditional (2) Light Industrial (3) Heavy Industrial and (4) Direct Care Health classifications identified in the above scopes of work. CSB is aware that agencies and employers may use different position titles and descriptions and **the intent of this Attachment is to convey information that most closely relates to anticipated staffing requirements and to provide a better understanding of the various types of employment opportunities that may become available.**” Specific job descriptions are provided at the time needed and identify any worker requirements. CareerSource Brevard understands that a staffing agency may refrain from placing individuals in to certain occupations due to agency policy. Under these circumstances CSB would contact another agency.

4. Is it possible to bid on selective job descriptions or is it all or nothing?

Answer: Paragraph 11.2, Format for Preparing the Proposal states: “A Respondent does not have to provide a proposal for staffing in all labor classifications to be considered for award.” Also see the answers to Questions 1 and 3 above.

5. In respect to the automobile insurance coverage, is the \$500,000/\$1,000,000 coverage to be included under General Liability as Hired/Non-Hired or is this separate auto coverage for company vehicles?

Answer: This would be a separate auto policy for the company vehicles.

6. Will the child care services program outlined in section 5.15 of the RFP be required of all selected suppliers? Can CareerSource Brevard (CSB) elaborate on this program?

Answer: Yes, if requested. Some individuals participating in our work experience programs are eligible for certain support services including child care. School Readiness child care funding is available to eligible families to assist them in obtaining affordable, high quality child care. CareerSource Brevard understands that a staffing agency may



refrain from placing individuals due to agency policy. Under these circumstances CSB would contact another agency.

7. Does CSB want Affordable Care Act (ACA) costs included in the mark-ups or broken out as a line item charge?

Answer: It is up to the discretion of Respondents to determine how to address their costs. Paragraph 11.2, Format for Preparing the Proposal, Attachment C – Cost Proposal states: “If benefits are applicable as a separate allocation an additional column for benefits may be added unless the benefits costs are included in the Respondents combined rate for administrative/profit fee. Additionally, Paragraph 11.4, Proposal Review and Contract Awards states: “The assessment of price will take into account that rates are reasonable in relation to the services provided; and that assumptions by the Respondent regarding calculation of the fees are relevant (Maximum points allowed for Attachment C:50 points total) . Each offer should, therefore, be submitted in the most favorable terms that the firm can make.”

8. On Attachment C, where should we include our pricing for social security, medicare, FICA, FUTA and SUTA?

When completing the Pricing Page, I noticed that there is no place to enter OASDI, Medicare, or Federal UCT costs. Is there a reason these were omitted?

Answer: You would not include pricing for social security, medicare, FICA, FUTA and SUTA. Paragraph 3.0, Contract Type and Payment states: “CSB will set the hourly wages paid, allowable hours, and period of employment. Agency Administration/Burden and Profit shall have a flat negotiated not-to-exceed percentage set for all positions at the onset of the Contract. All other rates such as Unemployment Compensation, FICA, Medicare, Healthcare, Workers Compensation, etc. will be identified and agreed upon following identification of worker requirements by CSB.” CSB is only requesting your typical experience rates in the broad occupational classifications for state unemployment, workers comp. insurance, liability insurance, and (if applicable) benefits as a sample to assist in determining the best value to CSB.

9. On Attachment C, is the total mark-up assumed to be the sum of the four columns plus the admin and profit fee?

Answer: Respondents are required to propose an administrative and profit fee as one flat rate across the board for all occupations. The administrative/profit fee percentage would not include the four columns. Also see answer to Question 8 above.



10. It is understood that you can't predict upcoming volume, but can you give us historical spend in either participants, placements or dollars in the last 12 months for the Employer of Record Services, Temp and Temp to Hire Services and Perm Placement Services?

Answer: Expenditures for Staffing Services for PY 2013-2014 were \$147,272. Totals for PY 2014-2015 are not available at this time.

11. Does the time period or dollar wage limit for participants in the Employer of Record Services Program vary per person?

Answer: Employer of Record services is not a program per se. There are a variety of workforce programs where we would require Employer of Record services. Limits can vary based on the workforce program the participant would be employed under.

12. Are the Employer of Record Services one of the areas that include State funded Workers Compensation?

Answer: In some cases, yes.

13. Are Electronic Timecards acceptable?

Answer: Yes

14. Are Summer Youth included and if so ages 16-24? Correct?

Answer: Yes