

**RFP# CSB18-508-001**  
**Staffing Services**  
**Questions and Answers**

October 17, 2017

1. Who are the present vendors under contract?

A: JMark, Inc. d/b/a Manpower (Manpower), Quality Labor Management, LLC (QLM) and B&B Business Solutions, Inc. d/b/a Spherion Staffing (Spherion).

2. What were the award dates for the present vendors?

A: Manpower and Spherion 9/1/2015 and QLM 3/24/2017.

3. What were the hourly billing rates for each category at the time of award?

A: This is considered vendor private information and was determined by each vendor as part of their bid.

4. What were the prevailing living wages at time of award?

A: It was and is the responsibility of our vendors and potential vendors to make that determination based upon their research and bid strategy.

5. What are the current billing rates for each vendor?

A: This is considered vendor private information and was/is a factor in CSB's determination of potential awards.

6. What was the bid tabulation for the currently awarded vendors?

A. This information is irrelevant to this procurement. Each bidder is advised to prepare their bid with the factors and scoring presented in Attachments B and C of the ITN.

7. What is the current budget for the contract?

A: Funding for this work varies from year to year, the major reason why CSB issues Indefinite Delivery/Indefinite Quantity (IDIQ) contracts for staffing services.

8. What was the total dollars spent on this work last year?

A: For Program Year ending June 30, 2017 approximately \$975,000 was paid to CSB's Staffing Agencies.

9. What is the anticipated spending amount for the resultant contract(s) from this ITQ?

A: Funding for this work varies which is why CSB will be awarding IDIQ(s).

10. How many temporary employees currently work under the Staffing Services contract?

A: The quantity varies, historically between 25 and 100 at a given time.

11. How many vendors will be awarded a contract for this solicitation?

A: Depending on the quality and pricing of the proposals CSB receives, it may award a contract to any number of vendors.

12. Has CSB received any communications from organizations looking to partner with a MBE for bidding purposes?

A: CSB has not received any communications or requests in this regard.

13. Can CSB provide historical data on this solicitation?

A: CSB awarded two contracts in 2015 and one in 2017. These three contracts have annual option periods that CSB may exercise, with the last option expiring August 31, 2019. Additionally due to the two recent hurricanes, Matthew in 2016 and Irma this year, the government has provided emergency funding grants to CSB to temporarily staff positions necessary to perform certain tasks in the aftermath of these hurricanes.

14. Does a bidder have to bid all four of the Occupational Classifications listed in Attachment E?

A: Bidders may bid on any or all of the classifications.

15. If a bidder does not bid on all four of the classifications will it have a negative impact on their chances of being awarded a contract?

A: Not necessarily. However please note that at this time light and heavy industrial occupations are in high demand as well as the direct care health occupations, especially those which are "hands-on."

16. Of the positions listed in the occupations section of the ITQ, what is the percentage break-out anticipated by position?

A: There is no anticipated percentage per position/occupation as the requirements and funding associated with staffing positions change. This is the major reason why CSB will be awarding an IDIQ contract or contracts for this bid.

17. The IDIQ makes reference to some of the staffing needs being in response to disaster and emergency work. How much does CSB anticipate will be spent on non-emergency, normal staffing needs?

A: Because funding and requirements vary greatly and are subject to many factors, CSB has no anticipated spend plan for normal versus emergency initiatives. This is a major reason why the resultant contract(s) will be IDIQ.

18. How many individuals are projected to receive Employer of Record services, and how many will be working at any given time?

A: As it is impossible to accurately know the total number of individuals and number of individuals at any given time, we will be awarding an IDIQ to the successful bidder(s). Historically, over the past 12 years, we have had as few as one and as many as 200 individuals receiving these services in a given week.

19. How many individuals will be placed as temporary/direct-to-hire employees?

A: The number is unknown, which is the major reason for an IDIQ contract.

20. What is the projected number of hours each Employer of Record participant will work, and what is the anticipated hourly wage?

A: This is an IDIQ bid. CSB is interested in your rates whether for one participant or 200 participants. For our organization the number of participants served fluctuates quarterly; this can be as high as 200 and as low as one. The hourly wage rate shall be determined by our organization and can be as low as minimum wage and can be as high as \$50 per hour with the normal range between \$12 and \$20 per hour.

21. What is the projected number of hours each temporary employee will work, and what is the anticipated hourly wage rate??

A: IDIQ, however, the number varies based on the conditions and environment in our region

22. What is the total available funding for this project?

A: Not known

23. If an Agency cannot provide Employer of Record or temporary staffing services for a certain occupation due to workers compensation constraints (such as heavy machinery operators or chain saw operator), will the Agency still be considered?

A: Yes. However please note that at this time light and heavy industrial occupations are in high demand as well as the direct care health occupations, especially those which are "hands-on."

24. As the temporary staffing and employer of record provider for the San Diego Workforce Partnership, we provide these services without a full service office in that county. Can the Agency submit a proposal without a full service office in Brevard County?

A: Yes. However the bidder must demonstrate it can meet the requirements contained in ITN Section 4.0, notably 4.1, 4.2, and 4.3

25. If a full service office in Brevard County is required, is it permissible to rely on subcontracted staffing agencies/recruiters to provide in-person services when necessary?

A: Yes provided that all of the requirements referenced in the answer to question 24 are met.

26. Will time sheet information be collected by a central office?

A: Yes.

27. Will all wags be funded by the same entity?

A: Yes.

28. Will employees be paid weekly or bi-weekly?

A: Weekly.