

Solicitation Amendment No. 002

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To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	May 30, 2019
Project Title:	Project No.:
Temporary Staffing Services	RFP 19-07
<p>Description of Solicitation Amendment:</p> <p>The Request for Proposal (Project RFP No. 19-07) is hereby amended as set forth below:</p> <ol style="list-style-type: none"> 1. The proposal due date has been extended from Tuesday, June 4, 2019 by 2:00 p.m. (local time) to Tuesday, June 18, 2019 by 2:00 p.m. (local time). 2. The responses to the written questions/inquires is attached below. <p>Please visit our website at https://www.hccs.edu/about-hcc/procurement/</p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>	
Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offeror):	
Signed by:	
Name (Type or Print):	Title:

REQUEST FOR PROPOSAL

PROJECT NO. RFP 19-07

TEMPORARY STAFFING SERVICES

QUESTIONS AND ANSWERS No. 001

Date: May 30, 2019

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1. Can you tell me who is the current provider of these services?

Response: Arco Service Corporation, Lane Staffing, ExecuTeam Staffing, Top Knotch Personnel, Premier Staffing Source, Inc., The Spearhead Group and Precision Task Group.

Q2. Please confirm if this is a new RFP? If not, kindly share the names of current vendors providing these services.

Response: This is a new RFP. Refer to Question #1.

Q3. What is the past spending or specific budget allocated to this RFP?

Response: Refer to Section 1 of the RFP, paragraph 4.

Q4. Where is the job site located?

Response: Houston Community College System located in Houston, Texas Metro Area. Follow this link for all HCC locations: <https://www.hccs.edu/locations/>.

Q5. Does any of your needs cover West Virginia, Virginia, and Pennsylvania?

Response: No. Houston, Texas Metro Area only.

Q6. Is there any incumbent for this project or is this for a new project?

Response: Refer to Question #1.

Q7. If there was an incumbent, can you please let us know the name of incumbent, their hourly rate and historical spend?

Response: Refer to Question #1. Hourly rates are not available. Refer to Section 1, paragraph four (4) for historical spend.

Q8. Is budget allocated for this contract? If yes, can you please let us know the same?

Response: Yes. Refer to Section 1, paragraph four (4) for historical spend.

Q9. Page No. 6-2.20 – Is it mandatory for the vendor to maintain an online ordering/request capability?

Response: It is preferred, particularly for time-keeping.

Q10. Is it mandatory to bid on all service areas?

Response: No. You may propose on any of the categories.

Q11. On Exhibit B, job positions listed are IT and non-IT based – do you accept proposal for both together for prime vendor/subcontracting or all together?

Response: Each proposer may respond as a prime or as subcontractor teamed with a prime contractor and may propose on as many groups or categories of their choosing all together.

Q12. Since we are an IT Solution Service Provider, do we have to propose including non-IT titles too?

Response: No. You may propose on IT titles only.

Q13. What is the opportunity within this RFP? We specialize in Creative/Marketing talent. On the RFP, the only categories that we can support are Graphic Designer, Senior Graphic Designer, Writer and Senior Writer.

Response: You may propose on that category of titles.

Q14. What problems or results are HCC trying to address? What are the business drivers that are promoting the review of staffing agencies? In what priority? How will the decision be made and by whom?

Response: The College is merely soliciting for these services to establish an HCC Contract that is available for use across the College system. Establishing an HCC Contract removes any fees or percentages paid by Contractors under cooperative contracts.

Q15. In the past, we've successfully placed eight (8) candidates at HCC over the past five (5) years. We recently had four (4) candidates at HCC during February-April 2019 but did not have a formal agreement with HCC. What does the future partnership look like?

Response: This RFP will result in agreements with successful proposers.

Q16. What happens after the RFP submittal? Will there be multiple rounds of negotiations and/or presentations? If we win, what happens next? If we lose, what do our interactions with the client look like moving forward?

Response: Responses are evaluated by an evaluation committee. During the process of selecting a company to provide the required services, oral presentations may be held as well as negotiations.

Q17. We are SBE Certified Company based in Dallas, TX. Our SBE Certification is through NCTRCA (North Central Texas Regional Certification Agency). I believe in order to be eligible SBE Company for RFP 19-07, we need to be certified through SCTRCA (South Central Texas Regional Certification Agency.) I called SCTRCA and they said that they can issue us a certificate through SCTRCA since we are already SBE Certified by NCTRCA. But even that process will take 4-5 weeks which may not work out for us to bid on this RFP. I was wondering if there are any other options available for SBE Company certified through NCTRCA?

Response: HCC does not accept certifications from NCTRCA. In order for respondent to receive points, certification from one of the agencies HCC recognizes must be valid/complete at the time the RFP response is received. Please see page 26, #14 – Small Business Development Program (SBDP), 4th paragraph.

Q18. On Page 5 of 59, 2.9 and Exhibit B, would you please confirm that the hourly rates to be presented are only worker PAY rates, and that the Bill Rates are inclusive of PAY rate and all additional charges. Please confirm we are to present separate figures for STRAIGHT time and OVERTIME. For example, can we present straight time and overtime pay and bill rates as follows? Or, would you rather we provide a blanket statement that any Overtime will be paid and billed at one-and-a-half times the straight time rates?

Hourly Rates		MU	Bill Rates
Position Example	\$12.00/\$18.00	1.30	\$15.60/\$23.40

Response: Overtime will be paid and billed at one-and-a-half times the straight time rates.

Q19. Exhibit B also refers to Holiday Pay. Does HCC close on designated holidays? Are temporary personnel required to work on those dates? How are those rates to be presented?

Response: As stated in the RFP, Page 5 and Exhibit B, please complete as stated on the Exhibit. HCC is closed on Holidays and the temporary staff will not be required to work on holidays.

Q20. On Page 16 of 59, 2 Total Cost, since this appears to be an Indefinite Date Indefinite Quantity Procurement, please explain the basis upon which we are to calculate and report a total proposed cost. This same issue appears in the right-hand column of Attachment 4, page 36 of 59, which requests price information for prime and sub(s).

Response: Total cost for each line or title is Hourly Rate X Mark-Up = Bill Rate. Attachment 4 will be addressed in a subsequent amendment.

Q21. On Page 6 of 59, 2.19, would you please explain under what circumstances does HCC intend to bill back charges to the contractor?

Response: HCC shall have the right to secure the services elsewhere and deduct cost incurred as a result of such failure to deliver. The College will deduct from billing where contractor failed to perform.

Q22. On Page 4 of 59, 2.3, if you were to receive an open records request for our proposals, will you allow us to defend against disclosure of proprietary business operating procedures? Will you seek an Attorney General opinion on whether the material must be disclosed?

Response: Proposals and any other information submitted by Proposers in response to this Request for Proposal (RFP) shall become the property of HCC. The link below provides you with information on how Open Records requests are handled:

<https://www.hccs.edu/departments/general-counsel/public-information-requests/>

Q23. Where can I find a copy those who bid in the last RFP and those who were actually awarded the contract?

Response: HCC currently use various Public Purchasing Cooperatives when contracting for Temporary Services.

Q24. Does HCC accept the NMSDC certification?

Response: No. HCC does not accept NMSDC certification. Please see page 26, #14 – Small Business Development Program (SBDP), 4th paragraph.

Q25. To what extent should "travel" be included in our bid?

Response: None. HCC will not pay for any travel for this project.

Q26. What was the breakdown of historical spend of FY2018 spend by Categories? : For example, how much of FYE 2018 was spent on Accounting, Administrative, Legal, Light Industrial, IT support, Network Support Positions, Systems Analysts Positions, System Developer Positions, Communications, Corporate Leadership Training, Oil & Gas Trainers, Database Software Trainers, Manufacturing Engineering Technology Discipline.

Response: Breakdown by categories information is not available. Refer to Section 1 for information on historical spend.

Q27. What is the anticipated yearly spend of: Accounting, Administrative, Legal, Light Industrial, IT support, Network Support Positions, Systems Analysts Positions, System Developer Positions, Communications, Corporate Leadership Training, Oil & Gas Trainers, Database Software Trainers, Manufacturing Engineering Technology Discipline. While you may not have a definite number, an approximate number or percentage will be good to know.

Response: Breakdown by categories information is not available. Refer to Section 1 for information on historical spend.

Q28. Since we specialize in Graphic Design and Writers, If the goal is to award one agency that can provide the temporary positions listed?

Response: The goal is for the College to have a pool of suppliers on an as needed basis.

Q29. Can these positions be worked remotely? Database: SAP, Oracle, Project Management; System Analyst: Programmers, Business Analyst; System Developer: Oracle Developer, PeopleSoft Developer.

Response: No.

Q30. Does the temp staff we place has to be on our payroll?

Response: Yes.

Q31. Can you give a split of past spend in FY2018 across different categories e.g., admin/clerical, IT, Training, etc.?

Response: Breakdown by categories information is not available. Refer to Section 1 for information on historical spend.

Q32. Can you provide a list of current incumbent vendors?

Response: Refer to question number 1.

Q33. Can we bid for positions that we want to or we have to bid for all positions?

Response: Yes, you may bid on individual categories.

Q34. Page 6 – 2.19 – failure to deliver? Can you elaborate on what costs will be deducted as a result of failure to deliver? What costs will HCCS incur that they plan on deducting?

Response: HCC shall have the right to secure the services elsewhere and deduct costs incurred as a result of such failure to deliver.

Q35. Page 6 – 2.20 – which HISD specific catalog is mentioned here?

Response: Remove this sentence in its entirety. It is the College intent to maximize the use of technology under the provisions of the resulting contract. Proposers with the ability to provide online ordering and with the flexibility to customize online shopping are encouraged to provide a website.

Q36. Do we have to bid on all positions?

Response: No.

Q37. Can we use subcontractors?

Response: Yes.

Q38. The instructions state that the price proposal is to be included in Tab 5 of the printed copy. It also states that in addition to the electronic pdf copy of the full proposal, a separate file containing the price proposal is to be included. Please confirm that this is accurate.

Response: This is accurate. Refer to Section 4, #3 of the RFP.

Q39. There is some inconsistency in Jobs/position titles mentioned for SAP from the RFP document (Ref: pages 4& 7-14) to the Spreadsheet (Exhibit B). Can you provide what jobs you need from SAP area?

Response: Refer to Pages 7-14 of the RFP for the brief job descriptions.

Q40. Do I need to be DIR selected vendor to participate in the RFP (General question)?

Response: No.

Q41. Can you provide the breakup of budget spent on the requirement during 2018 (Ref page 3: Activity under the contract for FY2018 is approximately \$2.3 million dollars)?

Response: Breakdown by categories information is not available. Refer to Section 1 for information on historical spend.

Q42. On Internship program, for your requirement, do we need to pick the students from your pool of HCC students and how do we determine the pay rate for them (Ref: page 27)?

Response: Yes. Refer to page 27, Section #16 – Internship Program.

Q43. Who is/are the current vendor/s?

Response: Refer to Question #1.

Q44. Will this be an exclusive or non-exclusive contract?

Response: Non-Exclusive. Refer to section 5, Page 25, No.8.

Q45. Will the contract be temporary staffing, direct hire/permanent recruitment or a combination of both?

Response: Primarily, Temporary Staffing, but may include direct hire or recruitment as needed.

Q46. What are the bill and pay rates under the current contract?

Response: Please submit a request through HCC's Office of General Counsel open records request at the following link:
<https://www.hccs.edu/departments/general-counsel/public-information-requests/>

Q47. What is the annual budget over the term of the new contract?

Response: Refer to Section 1 for information on historical spend. These services will be on an as needed basis.

Q48. What is the estimated need of hours per week for temp staff?

Response: 40 hours per week.

Q49. How many vacancies currently exist for permanent employees (if contract involves direct hire/perm recruitment)?

Response: The contract is primarily for, Temporary Staffing, but may include direct hire or recruitment as needed.

Q50. Will this contract require the pay rolling of current employees?

Response: Yes, it may.

Q51. Are there any subcontracting goals/requirements for this contract?

Response: Yes.

Q52. Are vendors required to have a local office or will out-of-state vendors be considered?

Response: There is not a provision limiting locations.

Q53. Is there any mandated PTO or Supplemental benefits/ Living Wage/ Prevailing Wage?

Response: No.

Q54. What is the average turnover rate per each position/how long to assignments last generally?

Response: Temporary staff usually receives assignments lasting at a minimum of 6 months. Turnover happens mostly when there are attendance issues or other performance issues.

Q55. Do we have to bid on all of the titles?

Response: No. You may propose on any categories.

Q56. Can you send a list of all the Primes and Subs that are on the Staffing RFP now or the last one?

Response: Currently the college contracts for these services using various Public Purchasing Cooperatives.

Q57. In the RFP section 2.1.1, can you provide detailed specifications on HCC browser and IT policy?

Response: That information will be provided at the appropriate time with successful contractors when needed.

Q58. In the RFP section 2.1.o, can you provide additional details regarding customization expectations for reporting?

Response: That information will be provided at the appropriate time with successful contractors when needed.

Q59. Are there different expected response/submittal times based on the category of the job?

Response: No.

Q60. How do we present the OT rates on the pricing sheet?

Response: Over time will be paid and billed at one and a halftime times the straight time notes.

Q61. How many professional references do we need in section 4 and how many SBE references do we need in section 6?

Response: Please refer to section 4, Proposer Response, "Provide a detailed list where your firm has provided services of the type and kind required in this RFP during the past three (3) years."

Q62. Do the references from Tab 4 have to be the same references we use in Tab 6 for the SBE information?

Response: No.

Q63. What are the HCC browsers vendor and versions?

Response: Refer to the response to question No. 71.

Q64. Criminal Background checks requested on page 39 of 59 typically take longer than 2 hours, and in some cases 24 hours, to come back on individuals. Are these timeframes negotiable?

Response: Yes. Best practices are expected.

Q65. In *Boeing Co. V. Paxton* the Supreme Court overturned that Attorney Central and court of appeals interpretation of exception 552.104 of the Texas Public Information Act, Tex. Gov. Code 552.301 ET sq. and we reason that this decision now allows exception 552.101. Will HCC submit a request for opinion to the State Attorney General on sections that the vendor clearly marks confidential and proprietary in the RFP response?

Response: Refer to response to question number 25. All request for information in reference to formal solicitations are managed by HCC's Office of General Counsel.

Q66. Does HCC have a preferred response time for temporary employees reporting of duty at HCC job site or other campus locations?

Response: Reporting and schedules will be discussed and agreed to with the individual HCC representative requesting the services.

Q67. Will HCC reimburse for travel between locations when the travel is requested by HCC? If so, will they use the State travel guidelines?

Response: No. HCC will not pay any travel expenses.

Q68. What does HCC consider "long-term placements"? How would HCC envision this being negotiated (at the beginning, during first renewal, etc.)?

Response: As needed, when needed.

Q69. What is the impact in scoring if we do not agree to this preferred 90 day warranted period for conversion of temporary personnel to full time employment by HCC?

Response: Response will be evaluated based on the evaluation criteria set forth in the RFP taking into account the information provided against the requirement.

Q70. Do we need to bid on all positions in 3.0 & 4.0 Temporary positions?

Response: No. You may propose on any of the categories.

Q71. How will we know what the "proper certifications" will be? For example a project manager can have various certifications (PMI, SCRUM, etc.).

Response: Provide any and all available at the time of placement.

Q72. What are the typical durations of these assignment?

Response: Six months.

Q73. Does HCC have any Service Level metrics or timeline they currently use to measure vendor performance?

Response: Yes.

Q74. Will the vendor be responsible for identifying the opportunities for the intern?

Response: Yes.

Q75. What is the impact to scores if the vendor cannot assist HCC with the Internship Program?

Response: None. It is a plus. It is not scored separately.

Q76. Will HCC request an opinion from the State Attorney General for any open records requests before releasing the information?

Response: Refer to the response to question No. 25.

- Q77. What is the impact in scoring if the vendor is not Small Business Certified?
- Response:** If your company is not a certified small business then your company will not get the small business points.
- Q78. Is there an incumbent vendor that hold a contract for these services?
- Response:** Refer to the response to question No. 1.
- Q79. What is the projected budget for the positions identified in 3.0 & 40?
- Response:** Refer to the response to question No. 7.
- Q80. Is insurance certification required prior to contract award?
- Response:** Yes.
- Q81. Is the complete form 1295 required as part of the submission?
- Response:** Yes.
- Q82. Will more detailed job descriptions be provided after contract award? (e.g., specific certifications required for the position).
- Response:** If available.
- Q83. Would you please provide more information on the current incumbents?
- Response:** Refer to the response to question No. 1.
- Q84. Are we eligible to submit a bid even though we do not have a physical office in the State of Texas?
- Response:** Yes.
- Q85. Can you share how many incumbents are currently on this contract?
- Response:** Refer to the response to question No. 1.
- Q86. Is any of the contract a set-aside for Small, Women-Owned or Diverse businesses? We are WBENC (woman-owned) Certified.
- Response:** No.

Q87. Are you seeking facilitators or trainers for the training positions?

Response: Trainers.

Q88. Can we retrieve the award bid rates from last year?

Response: There was no award. HCC has selectively used cooperative contracts.

Q89. Provide a list of incumbent contractors?

Response: Refer to the response to question No. 1.

Q90. What is the value of each incumbent contract?

Response: Historical spend may be found in Section 1, sub-section 1, paragraph 4

Q91. Do you have details on the utilization of each labor category?

Response: No that information is not available.

Q92. What was the average, high, and low contract rate for each labor category?

Response: The requested information is not available.

Q93. May you please provide a list of state agencies with labor categories used on each incumbent?

Response: HCC does not have the requested information

Q94. Is this a best value or low price contract?

Response: Award is made based on the advertised criteria taking into account price and other factors as described in the solicitation.

Q95. How many awards will there be?

Response: A determination will be made after responses are evaluated

Q96. Please provide the proposal submission for each incumbent contract?

Response: HCC currently uses various cooperative contracts.

Q97. What is the consequence for not meeting SBE goal?

Response: Will not be eligible for available points, which affects overall ranking.

Q98. How many SBE references are required in section six (6)?

Response: The SBE goal for this project is 25%

Q99. What are the specific IT requirements for HCC?

Response: IT requirements are described in the scope and titles are listed.

Q100. Will HCC redact requested portions of non-winning bids?

Response: Proposers are responsible for identifying those sections deemed confidential information. Any response deemed confidential in its entirety will not be evaluated. See also response to Question 123 below.

Q101. Section 2; Question 2, what "living expenses" are expected as a part of this proposal?

Response: None. This is standard language used in solicitations. It is not applicable here.

Q102. Section 5; Question 9: "Vendor Registration". The link for vendor registration form is not active. Please advise.

Response: When we tested, it worked. Follow this link: [Vendor Registration](#)

Q103. Section 2.3: Will requests for redactions be honored?

Response: Requests for information are managed by HCC's Office of General Counsel (OGC). Records containing confidential information that must be redacted prior to disclosure, and whether an Attorney General ruling must be sought with regard to information that is subject to an exception are managed through HCC's OGC.

Q104. Section 2.1., Question 3: The 2-hour fill rule seems extreme. How successful is such under the current vendor and is this data tracked?

Response: These exceptional situations are handled in as emergencies or urgent situations. Propose based on industry best practices.

Q105. Section 2.1., Letter O: Are examples of reports available for review/comparison?

Response: Section 1, sub-section 2.1, letter "O" are examples of the type of reports the Contractor must be able to provide to the College.

Q106. Will the current temporary employees on assignment rollover to the winning company?

Response: Perhaps, however the College will need to address this situation on a case-by-case basis.

Q107. Does HCC have a current pay rate schedule you can share?

Response: No.

Q108. On page 27 of 59, regarding the SBE bonus points for 25% and higher subcontracting, will that five (5) points only go to a certified SBE that uses a certified SBE subcontractor?

Response: Yes.