



ADDENDUM #01

DATED: 11/3/2017

RFP R27696 Temporary Personnel Services

Please sign and date this amendment and return it, along with your Bid.

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____, STATE: _____, ZIP CODE: _____

PHONE: () _____ FAX NO.: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

All questions should be directed to the Purchasing Department at (913) 573-5440.

For Purchasing Use Only

Date Mailed: _____

Date Fax Sent: _____

Date Picked Up: _____

Date E-mailed: _____

The Purchasing Department must inform you of the following:

Please find enclosed Answers to Questions Regarding the RFP R27696

**RFP QUESTIONS AND RESPONSES:
“Temporary Personnel Services”**

Submitted Questions

What is the estimated contract value? **Answer: Last Year's Expenditures were \$313,238.77**

Who is the incumbent for this contract? **Answer: Pen Mac**

Why is the contract up for bid? **Answer: The current contract has expired.**

Are proposers required to provide all position categories, or can we respond to specific categories only?

Answer: Ideally, all positions. However, we will consider the merits of bidding only specific position categories.

Is there a specific markup that we have to provide? **Answer: No.**

What is the current markup/bill rate that you are getting now? **Answer: This Information is Not Available.**

Would proposers be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the Unified Government of Wyandotte County/Kansas City, KS? **Answer: It depends on what you are taking exception to, you wouldn't necessarily be disqualified but depending on what it is it may affect the evaluation process.**

It says "Upon request, could you sub-contract for medical temporary personnel? What is the additional charge for these services? Please list and include job descriptions rate." Please can you clarify what information you want us to provide where it says Please list and include job descriptions rate. Also please can you clarify what does this section mean? **Answer: Please provide a general summary of the job duties that the individual would perform along with the title and the rate.**

Do you want us to use subcontractors for providing medical personnel if need arises or want us to work as a subcontractor for other firms? **Answer: We are asking if the vendor regularly subcontracts with a vendor that provides medical personnel and if so, who is their subcontractor. Not having a regular subcontractor for medical personnel, does not necessarily preclude the vendor from consideration of being awarded the bid.**

Please can you clarify what info you want us to provide under section Maximum Billing rate? As according to our understanding the markup % that we charge needs to go under Hourly billing rate. **Answer: We are not 100% certain of the meaning of this question but here is our best response: Maximum Billing rate is any special deal the vendor may offer. For example, maybe certain fees are waived under certain circumstances (e.g. perhaps the vendor would not charge more than once for certain fees if the Unified Government uses so many of their temp personnel). If this does not apply to the vendor, it is acceptable to list the same rate for the hourly billing rate and the maximum billing rate.**

It says "Provide a flat fee rate for a background check." We charge a flat markup percentage which consist of the complete background charges. We do not charge extra for any service we provide. Do you still want us to provide a separate fee or a flat markup percentage would suffice? **Answer: If it is included in your services just state that in your proposal.**

It says" Explain in detail your hiring procedure. Also include your drug screening policies and procedures. Indicate what type of drug test is given, which drugs are screened and what the cutoff levels are." Please can you confirm what information you want us to provide where it says what the cutoff levels are. **Answer: The "cutoff" levels refers to the guidelines used by the vendor to determine what is considered a positive drug or alcohol screen based on the concentration of drugs/alcohol in a urine, blood or breathe sample. (e.g. Does the vendor's policy mirror the DOT guidelines for concentration of alcohol/drug in urine/blood or do they use some other guidelines?)**

Can you please elaborate on what information do you want us to provide where it says" *Section 7.08 Cost Proposal*

Answer: Take out "an itemized list of" to read: Offeror's cost proposals must include all direct and indirect costs associated with the performance of this contract including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit."

Do you have local preference? **Answer: NO**

Do you have a Diversity goal? **Answer: In terms of placement of temporary staff with the Unified Government, there are no set quotas or "Diversity Goals." However, we do require that the vendor is compliant with all local, state and federal employment laws regarding their hiring practices.**

How many maximum number of awards do you intend to make? **Answer: At this time we don't know it could be 1 or it could be more.**