



Department of Procurement and Contract Compliance

RFP R39539

Addendum #1

Temporary Services

Release Date:

November 22, 2023

Refer All Inquiries to: Kelly Regan kregan@wycokck.org

Department of Procurement and Contract Compliance

701 N 7th Street, Suite 649

Kansas City, KS 66101

ADDENDUM #1**RFP R39539****Temporary Services**

Please be advised of the following changes/clarifications to subject solicitation. Please see answers to questions regarding RFP R39539.

1. Is sub-contracting mandatory for this contract? **No**
2. Are there any set-asides? **No**
3. Please provide the previous spending of the Contract. **(see attached)**
4. To offer you competitive pricing, could the Unified Government share incumbent's cost proposal? **You can request that on our Open Records site through the Unified Government Clerks Office.**
5. Please describe the issues/problems that the Unified Government is facing under the current contract? **Just expanding our scope to help fill a variety of positions. (another method of sourcing candidates)**
6. How many temporaries are currently working under this contract? (see attached) Also, please specify whether the new vendor(s) can make the transition of all the current temporaries whose project is ongoing? **On-going**
7. How many temporaries have been hired by the Unified Government in the current contract? **(see attached)**
8. Please confirm , How many references we need submit with the proposal. **3**
9. What is the overall budget of the contract? **Unknown will use temp services on an as needed basis in often as a source for hiring regular employees, so it is within the scope of our current budgeted positions**
10. Is there any local preference? **Yes. KC Metro Area**
11. Please clarify, the proper format to prepared the cost proposal? **Please see page 25 of the Request for Proposal.**
12. What is the average time the Unified Government takes to hire temporary candidates?
13. Could the Metropolitan confirm no. of awards it intends? **Open at this time**
14. Does the Metropolitan seek copy of Insurance along with the proposal? **No**
15. To offer you competitive pricing, could the share incumbent's cost proposal? **You can request that on our Open Records site through the Unified Government Clerks Office.**
16. How many temporaries have been hired by the Unified Government in the current contract? **(see attached)**
17. Please clarify, we need to provide the reference for subject this RFP? **Yes Please**
18. It Is mandatory to provide the local office in the State of KS? **Yes or KC Metro Area**
19. Please disclose the incumbents' name and if possible, please provide the incumbent proposals? **Pen Mac**



Pen Mac YTD report
_redacted.pdf

- Is this a new requirement or an existing requirement? **Expansion of an existing requirement**
- How many incumbents are there performing this work? **(see attached)**
- What are the incumbent names, contract #s, and revenues received under the incumbent contract? **Pen Mac (see attached)**
- How many FTEs were on the previous contract? Has the PWS Changed? **(see attached, however please note we are looking to expand the scope of the types and number of positions we use temp staffing services)**
- What did you like about the previous contract? Dislikes?
- What is the estimated budget for this opportunity? **Unknown will vary based on need.**
- What are your Key Performance Indicators? **Time to fill, quality candidates.**
- Will subcontractor past performance be considered equal to prime contractor past performance? **no**

- If submitting a proposal via the online portal, is the bidder required to also send any hardcopy documents or flash drives? **Yes, a Hardcopy and a Flash Drive to our Clerks Office per Request for Proposal Document.**



Pen Mac YTD report
_redacted.pdf

- Is this a new contract or renewal of an existing contract? **Existing, but expanded scope of positions.**
- How many positions are expected to fill under this contract? **unknown**
- Please share the minimum estimated hours for all job positions? **40 hours**
- Please share the total number of temporary staff placed annually under the ongoing contract? **1**
- Please share the most commonly filled position. **Custodial, but looking to expand to other types of positions.**
- In order to be responsive, is it mandatory to bid on all job positions? **No**
- How will job requests be shared among multiple awarded Contractors? Please confirm. **Either by specialization of contractor. If not specialized, will do a call for resumes and the top candidate will be selected or the candidate that can start the soonest who meets the minimum qualifications. Will depend on department's needs.**
- Can you please share the estimated budget per year for this contract? **unknown**
- Can you please share the estimated number of awards to be made under this resulting contract? **(see attached)**
- Could you please share the current contractor's pricing and Proposals? **You can request that on our Open Records site through the Unified Government Clerks Office.**
- Can you share details from where we can get old proposal details? **You can request that on our Open Records site through the Unified Government Clerks Office.**
- Can you please share the email id/details where we can raise the public record request for old RFP? **You can request that on our Open Records site through the Unified Government Clerks Office.**
- Is there any issue with existing contractors? **No. looking to expand the scope of positions.**
- When was the existing contract started, and what is the annual spent value of the current contract since inception? **(see attached)**
- Can you please let us know the previous spending on this contract? Please Confirm. **(see attached)**
- Can you please share the amount of business each Contractor did under this contract in previous years? **Only one vendor currently. The attached is the current YTD business, but we are looking to open it up to more positions as temp to hire for recruiting purposes.**
- Do we need to provide sample certificate of insurance with the proposal. Please confirm. **No, only if an Agreement is Awarded to you.**
- Do we need to provide actual certificate of insurance with the proposal. Please confirm. **No, only if an Agreement is Awarded to you.**
- Can we provide large commercial references? Please confirm. **Yes**
- Would The Unified Government be giving preference to vendors who has past experience with The Unified Government? Please confirm. **No**
- Can you please confirm the mode of proposal submission? **You need to submit a copy of your Proposal to our Clerks Office along with a Flash drive. You may also submit a copy on the Purchasing Web Site. See Request for Proposal page 26 and 27.**
- Can we submit our proposal electronically only? Please confirm. **Yes, as long as it is a Complete Copy.**
- Is it mandatory to submit our proposals both via electronically and hardcopy? Please confirm. **No, but hardcopy and Flash drive are preferred.**
- Is subcontracting mandatory to be responsive for this RFP? Please confirm. **no**
- If yes, please confirm types of subcontractors and goal percentage. **n/a**
- Is there any local preference given to local/resident vendors? Please confirm. **Yes, Wyandotte or KC Metro**

- Can you please share the list of certifications and licenses needed to be submitted with the proposal. **You only need to provide the Documents that are on the Purchasing web site or stated in the Request for Proposal.**
- What is the Past 3 years' spending on the current contract for similar services? **unavailable**
- Can you please share the job descriptions of the job positions mentioned in the RFP? **Can provide later.**



Pen Mac YTD report
_redacted.pdf

1. Is this a re-compete RFP? If yes, **Yes**
 - a. Could you please share the name of Current Suppliers (who are currently providing services to Agency)? **Pen Mac**
 - Could you please share current Supplier's pricing and Proposals? **You can request that on our Open Records site through the Unified Government Clerks Office.**
 - b. How many awards were made in the Past? **1**
 - c. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception? **Contract expires 12/31/23 (see attached for YTD Spend)**
 - d. How many resources are currently engaged in the current contract?
 - e. Can you please share the no. of positions served in previous years under this contract? **See attached**
 - f. Can you please share the amount of business each vendor did under this contract in previous years? **See attached**
 - g. Is there any issue that the agency is currently facing with the incumbents? **No, looking to expand scope of type of positions and methods to source candidates via multiple awards**
 - h. Are incumbents allowed to bid on this RFP? Please confirm. **Yes**
 - i. Please share the historical spending for the year 2021 and 2022? **Currently not available**
 - j. How many positions were used in year 2021 and 2022? **Currently not available**
2. What will be the estimated annual budget for this project? **Unknown (most will be temp to hire and already slated in regular position budget)**
3. Is this a single award or multiple award contract? **multiple**
4. If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract? **Approximately 3 (but open)**
5. How will job requests be shared among multiple awarded vendors? Varied based on opening. **If a specialized position, it will be awarded to the vendor that specializes in that type of position. If multiple vendors can fill the job req, it will be award by a review of resumes based on most qualified candidate (or sometimes quickest available candidate)**
6. Will all job requests be shared among all awarded vendors simultaneously? **Yes (unless a specialized position that vendor specializes)**
7. Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders? **No**
8. Can you share details from where we can get old RFP details? **You can request that on our Open Records site through the Unified Government Clerks Office.**
9. Can you please tell us where we can see the records for the old contract? **You can request that on our Open Records site through the Unified Government Clerks Office.**
10. Can you please share the email id/details where we can raise the public record request for old RFP? **See above.**

11. Whose resumes do we have to provide? **Representatives that will service the contract directly.**
 12. Do we have to provide resumes of key personnel who will work on this project, or do we have to provide resumes of the candidates that we will be proposing? Please clarify. **Key personnel for RFP process.**
 13. Would you be accepting references from large commercial entities? **Yes**
 14. How many positions are required under this contract? **No min requirement**
 15. How many positions are currently open? **Varies by need**
 16. How many positions are currently used in a single day? Please give rough estimate. **(see attached)**
 17. Out of mentioned staffing positions, what are the most filled positions? Please share. **Custodial, but we are seeking to use services for other positions.**
 18. What would be the shift timings for the given positions? **Most are day shift M-F with exception of Security, Juvenile Detention and Park and Rec, which offer 2nd and 3rd shifts.**
 19. Can you please provide Job descriptions, qualification and level of experience required for all the positions? **Can be provided next week.**
 20. What would be the estimated hours for given positions? **Varies (must are temp to hire), but some are summer temp assignment**
 21. Please confirm minimum guaranteed hours per week for these positions. **Most are 40 hours per week.**
 22. What is weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm. **(not holiday/shift differential pay offered)**
 23. Can you please share shift timings and location of services? **Varies, but most are downtown Kansas City, KS with a few in Mid Town Kansas City, KS**
 24. Do we have to provide Sample Insurance Certificate with the proposal response, or do we have to provide it after the award? Please confirm. **No, it will be needed after Award.**
 25. Will the agency be giving any preference to local vendors? Please confirm. **Yes**
 26. To be responsive, is it mandatory to have physical office in Kansas City? Please confirm. **Yes**
 27. To be responsive, is it mandatory to provide Business Registration Certificate (BRC) with the proposal response? Please confirm. **No**
 28. Can we provide BRC certificate after the award? Please confirm. **Yes**
 29. Is there any specific format for pricing? **Please see page 25 of the Request for Proposal.**
 30. If yes, can you please share the pricing format? **Please see page 25 of the Request for Proposal.**
 31. Do we need to provide hourly rate? **Yes**
 32. Do we need to provide hourly bill rate or markup percentage? **Yes**
 33. Will bidder be responsible for providing qualified staff and managing payroll of professionals or the Department will manage the projects? Please confirm. **This will be the bidder's responsibility.**
- Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services. **This is not a new initiative our current vendor is Pen Mac. We are looking to broaden the scope of positions for which we utilize temporary service staff. Currently they are largely used for clerical and custodial positions, but we want to entertain the option fill other positions such security (armed and unarmed) Public Safety Dispatchers, Juvenile Detention Officers, Street Maintenance crews etc as potential temp to hire. We also want to look at using temporary services for seasonal parks and recreation positions such as lifeguards, marina specialists, recreation leaders etc.**

- Can you please let us know the previous spending of this contract? This is not readily available as we costs are incurred by individual departments and are not centralized. I have put in a request with the current vendor.
- Please confirm if we can get the proposals or pricing of the incumbent(s). You can request that on our Open Records site through the Unified Government Clerks Office.
- Are there any pain points or issues with the current vendor(s)? No pain points. We want to look at expanding our options based on the position type and broaden the net/applicant pool options when hiring through a temp agency.
- Please confirm the anticipated number of awards. Unknown – It depends on the respondents we receive and the services they can provide, possibly 2 to 4 vendors. Once multi vendors have been awarded a contract with UG, we anticipate we will use whichever contracted vendor specializes in the position type we are needing to fill. If have a job opening for which multiple vendors can supply qualified applicants, the vendor that will fill a specific job order will be based on the qualifications of the candidate they refer and the timeframe in which the vendor can have a candidate available for work.



Pen Mac YTD report
_redacted.pdf

THE ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

In other respects, except as specifically stated above, the subject Request for Proposal remains unchanged.

SIGNATURE PAGE

Proposers are asked to acknowledge receipt of this Addendum Number One (1), by completing the information requested below and submitting this information with their proposal. Failure to do so may subject the proposer to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

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

PHONE: () _____ FAX NO: _____

E-MAIL ADDRESS: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

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