



**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM**

**REQUEST FOR PROPOSAL ADDENDUM #2**

**RFP NO.:** RFP-0167  
**ADDENDUM NO.:** 2  
**RFP ISSUE DATE:** August 17, 2017  
**ADDENDUM DATE:** September 1, 2017  
**OPENING DATE:** September 19, 2017 - EXTENDED  
**TITLE:** Temporary Staffing Services

**NOTICE: RFP-0167 will now be due no later than 4:00 pm Eastern Standard Time September 19, 2017.**

**The following information is provided in response to questions submitted by potential Offerors:**

1. Is there a budget for this project?
  - a. Due to the highly geographical and individualized nature of the 16 colleges of KCTCS, an individual budget does not exist.
2. Is there a Pre-bid meeting scheduled?
  - a. Please review the RFP document Page 7.
3. As a privately owned business could we provide a letter from our bank noting our financial suitability during the proposal process, and a copy of our financials upon award? Section 8.5, page 9, last bullet "Provide a copy of audited financial statements for the three (3) most recent fiscal years for both the Offeror's corporate offices, as well as those of the local distributor."
  - a. Yes. KCTCS encourages potential Offerors to provide any documentation or information they feel would benefit in the RFP process.
4. Can KCTCS utilize state contracts for these needs?
  - a. Yes, KCTCS can utilize Kentucky state contracts.
5. Is temporary staffing a new need for KCTCS?
  - a. No
6. What is the current process for filling positions?
  - a. Advertising, Screening, Interviewing and Selection.

7. Is KCTCS satisfied with it's current services?
  - a. There have not been any dissatisfaction with service.
8. What have been the job positions requested in the past 12 months?
  - a. Clerical, Administrative, Janitorial, Food Services, Technical, Marketing and Public Relations.
9. How many temporary employees are currently utilized?
  - a. The number of temporary employees is fluid and changes based on the needs of the organization.
10. How many temporary employees will work per category?
  - a. This will be dependent upon the needs of the organization.
11. Please confirm the "Time Frame" is as stated in 2.2 B p. 4 that the intention is to provide 3 to 5 business days and on rare occasions next day fill. However, can you confirm that the agency will not be penalized if the situation is due to Drug/Background checks (if the applicant is new and/or has not been working for 30 days and needs to be re-ran, these typically take 3-5 business days).
  - a. No, the agency will not be penalized. However, no employee will be permitted to begin a work assignment until a clear background check is completed.
12. Per sections I & J on Page 5; would you like the vendor to include a Mark Up Rate for each Job Category provided to include: General Labor, Clerical, Food Services, Skilled Trades & Misc?
  - a. Yes
13. Will this contract require the payrolling of current employees?
  - a. No
14. Are there any subcontracting goals/requirements for this contract?
  - a. No
15. What is the estimated need of hours per week for temp staffing?
  - a. This depends on then current needs. It can range from 10 hours per week to 37.5 hours per week.
16. What is the expected spend on this contract?
  - a. Due to the un-predictability of these services and there need throughout the 16 colleges of KCTCS, an expected spend is not available.
17. What is the previous 3 years spend for these services?
  - a. The approximate spend for these services over the past 3 fiscal years are as follows. Note, these figures are approximate and not to be taken as exact figures: FY 17 - \$623,868.06, FY 16 - \$639,900.67, FY 15 - \$620,668.13
18. Section 8.7 notes 3 references are required, but section 5 notes 5 references. Which is accurate?

a. 3 references will suffice.

19. Are we supposed to propose pay rates for each of the positions identified, or just our markups? There is a bit of ambiguity. In portions of the RFP it notes a rate card, but then also says in section 8.9, page 10 “Historically, when a position needs to be filled, KCTCS informs the staffing agency what it would pay for the particular position. Offeror should detail all costs associated with a possible contract and any discounts that might be available.”

a. Offerors should propose their most competitive rates for the catalog of positions they offer throughout their firm. These rates should include detail including all costs associated with the possible contract and placement of the temporary employee.

20. Will this be an award of a single contract or multiple contracts?

a. KCTCS intends to award a contract/contracts to the Responsive Offeror/Offeror(s) who’s proposal(s) best fit the needs of KCTCS and our colleges. KCTCS reserves the right to award a single contract, or multiple contracts, at the sole discretion of KCTCS. Please see the RFP document page 14, section **18. METHOD OF AWARD**.

21. Section 2.2 SERVICE REQUIREMENTS states “KCTCS requires a seven and one half (7.5) hour day credit to ensure a proper fit for the position.” Can you confirm we can bill for these hours if the candidate meets KCTCS’ needs/requirements?

a. The successful Offeror will be eligible to invoice KCTCS for only the hours of work performed within the billed time period. The candidate must meet all pre-screening requirements prior to acceptance by KCTCS.

22. Are partial responses accepted?

a. Offerors are encouraged to complete their proposals to the fullest extent of the services they can offer.

23. Who are the current suppliers KCTCS utilizes for these services?

a. Account Temps, Ranstaad, Robert Half, HR Affiliates, Tek Systems, Employment Staffing Group, Your Member Careers, In People Plus Inc., Manpower, Latpro Inc. KCTCS also exercises an internal temporary employment system.

24. What are the current vendor rates?

a. The vendor rates vary depending on the type of position. Provided are the hourly rates of the most recent approximate uses within the past fiscal year: clerical: \$12.90, \$26.40 admin, \$54.00 technical, \$52.00 instructional, \$13.93 janitorial.

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

a. KCTCS will consider out-of-state suppliers. However, please see the RFP document page 19, section **41. KENTUCKY RECIPROCAL PREFERENCE LAWS** for additional information.

26. Is a Kentucky business license required?

a. Please review the RFP document page 19, section **39. AUTHORIZATION TO DO BUSINESS IN KENTUCKY**.

27. In reference to the 7.5 hour credit, is this credit for every position regardless of candidate quality, or does the 7.5 hour credit only applicable if the candidate does not satisfactorily perform services?
- a. KCTCS works a 7.5 hours work day, usually from 8:00am-4:30pm. The Successful Offeror will invoice according only to the hours, which have been previous performed in the standard billing period and documented.
28. Is the substitute W9 form the same thing as Completed Supplier Taxpayer ID Form?
- a. The Substitute W-9 begins on Page 22 of the RFP document and ends on Page 23. The Taxpayer ID Form is considered Page 1 of the RFP document. Both must be completed to be considered responsive.
29. Please clarify, if 3-5 days is the SLA for resumes, or for the candidate to commence services.
- a. KCTCS will attempt to give the Successful Offeror at least 3-5 days notice of the need for a temporary position filling, bur on rare occasions KCTCS reserves the right to request a position be filled immediately.

**The timeline to submit additional questions has passed.**

**All other terms, conditions & specifications remained unchanged.**

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

**RFP No.: RFP-0167**  
**Title: Temporary Staffing Services**  
**Opening Date: September 19, 2017 4:00 PM EST - EXTENDED**

**Name of Firm:** \_\_\_\_\_

**Signature:** \_\_\_\_\_