# MANDATORY PRE-PROPOSAL TELE-CONFERENCE
## Temporary Staffing
## RFP No. 684097
## Thursday, April 11, 2019 - 3:45PM – 5:00PM CST

## TRANSCRIPT

The purpose of this meeting was to provide a forum for vendors to obtain clarification about the RFP prior to preparing their responses. <u>Proposals will NOT be considered from vendors who have not participated in this mandatory pre-proposal conference.</u>

**Participants:**

| | **Supplier** | **Contact Name** | **Email** |
|---|---|---|---|
| 1 | **LaborMAX** | Eric Perez | eric.perez@labormaxstaffing.com |
| 2 | **OfficeTeam and Accountemps** | Mollie Hillhouse | molli.hillhouse@roberthalf.com |
| 3 | **People Ready** | Stephen Battaglio | sbattaglio@peopleready.com |
| 4 | **ASKIT** | Nick Sharma | nick.sharma@askitc.com |
| 5 | **Infojini, Inc.** | Sandeep Harjani | statebids@infojiniconsulting.com<br>mimoh.satdeve@infojiniconsulting.com |
| 6 | **Central Staffing Solutions** | Whitney Hill | whitney.staffing@gmail.com |
| 7 | **22nd Century Technologies** | Saksham Kumar | sakshamk@tscti.com |
| 8 | **Premiere Staffing Source, Inc.** | Matthew Cooks | mjcooks@premierstaffingsource.com |
| 9 | **Marathon Staffing Group** | David Hawkins | dhawkins@marathonstaffing.com |
| 10 | **Spur Employment** | Amy Wright | Unknown |
| 11 | **Kelly Services** | Dallas Farland | dallas.harlan@kellyservices.com |

**U of A Team:** Colton Martin, Lisa Milam, Bobby Sucre, Scott Bucholtz, Dawn Hefley, Stacey Moore, Judy Kendrick. **Procurement Manager:** Whitney Smith, wesmith@uark.edu

## Reminders / Clarifications

- Please make certain you have sent Whitney (wesmith@uark.edu) an e-mail with your contact information, to confirm your participation in this call.
- The transcript of this call will be posted on HogBid (https://hogbid.uark.edu/), which will include the information from the Q&A forum.
- Any questions recorded during this call but are not addressed during this call will be addressed via Transcript following the call.
- Transcript will be provided on HogBid for all participants to review.
- Any questions related to this RFP that are received *after* the distribution of the Transcript will be addressed by Q&A Addendum and provided on HogBid for all participants to review.
- UA Procurement will confirm receipt of all vendor inquiries by email.
- UA RFP Committee reserves the right to extend deadlines and other requirements which will be published on Hogbid. It is the obligation of bidders to follow the activities on Hogbid.
- **Proposal Due Date: April 19, 2019 2:30PM CST**
- <u>Be sure to sign all bid documents where required and submit with your proposal. Bid name and number must be clearly identified on outside of package</u>!

# Questions / Answers

**Q:** How many vendors will be awarded? **Infojini, Inc**

    **A:** There is no maximum or minimum number of vendors.

**Q:** What is the estimated budget? **Infojini, Inc**

    **A:** Human Resources does not have a set budget for temporary staffing. Budgets are set by each department. Individual departments will be requesting staffing from human resources.

**Q:** What is the estimated budget for this RFP? If unknown, please specify previous spending. **22nd Century Technologies, Inc.**

    **A:** Excluding the athletics department, in 2018, over one million dollars (1.09M) was paid to temporary staffing agencies with an additional $505.96K paid to temporary staff working through human resources.

**Q:** Is this a new requirement? If not, please provide the current vendor (s) providing the service and how are the current services being procured? **22nd Century Technologies, Inc.**

    **A:** This RFP is the first since the new temporary staffing policy went into effect in December of 2018.

**Q:** Provide the total number of temporary staff on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee**. 22nd Century Technologies, Inc.**

    **A:** This information will not be disclosed as part of this RFP.

**Q:** Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets. **22nd Century Technologies, Inc.**

    **A:** This information will not be disclosed as part of this RFP.

**Q:** What are the most frequently used job categories in the subject matter RFP? **22nd Century Technologies, Inc.**

    **A:** Custodial laborer, Service Assistants

**Q:** What is the average length of the assignment? **22nd Century Technologies, Inc.**

    **A:** This information is not available. Expected assignment lengths will be given when possible.

**Q:** RE: RESPONDENT REFERENCES: Respondents must provide a minimum of three (3) references, preferably in higher education. - In this section; is it mandatory to have references in Education field only or other industry references will be equally considered. Like we have placed candidates for Clemson University and one for school. Would that be sufficient, or do we need purely Higher Education project. Please confirm. How this will impact on evaluating the proposal. **ASK IT Consulting Inc.**

    **A:** Previous work with higher education is preferred, but the committee will have the responsibility to determine how they will use this information in relation to the evaluation of your proposal.

**Q:** Also, please confirm what kind of labor categories will be there in this RFP. What kind of Candidates/consultants do we need to place? **ASK IT Consulting Inc.**

> **A:** Custodial labor, Service assistants, special event staff, seasonal event staff, and possibly clerical assistants.

**Q:** What are they top positions that will be needed for staffing assistance? **OfficeTeam / Accountemps**

> **A:** Custodial and service assistants.

**Q:** Will this RFP cover all temporary, temporary to full-time, and direct hire opportunities? **OfficeTeam / Accountemps**

> **A:** This RFP will cover all temporary staffing for the university with the exception of the athletic department. Currently, temporary to full-time does not exist.

**Q:** Could this also include ETS services/consultants surrounding the Workday implementation and maintenance? **OfficeTeam / Accountemps**

> **A:** No.

## ADDITIONAL QUESTIONS ASKED DURING PRESENTATION

**Q:** Is it possible to know who the current incumbent is? **Premiere Staffing Source Inc.**

> **A:** There is not a current incumbent for an entire university as a whole. Different departments utilize different temporary agencies.

**Q:** Regarding section 9.5, does voluntary product accessibility template apply to this RFP? **LaborMAX**

> **A:** Please complete the VPAT as it relates to the scope and submit with your bid package. If your product/service does not apply, you can simply note "Not a telecommunications or technology product" in the far-right remark column of the VPAT document:
> https://procurement.uark.edu/_resources/documents/VPAT_Blank.pdf

**Q:** On the official price sheet, "Other" is a category. What should this be used for? **22nd Century Technologies**

> **A:** This is a place for you to put costs for items that fall outside items 1 and 2. For example: Monthly fees or travel expenses (if reimbursement is expected).

**Q:** Referring to the price, would you like to just see a mark-up rate? **PeopleReady**

> **A:** Please use the example provided in the QTY column to calculate the price/total.

**Q:** Would you mind going into a little bit more detail regarding the pre-screening of the employees. What would that look like in the background check? **PeopleReady**

> **A:** Background checks will be completed by HR unless emergency staffing is required. In this case, the background checks should have been pre-completed by the company. Any adverse information will need

to be shared with HR. The University will determine if the candidate may be employed in the requested position.

**Q:** Does the school require E-Verify? **PeopleReady**

**A:** Yes. If the employee is to be paid by the UA.

<div align="center">

**ADDITIONAL QUESTIONS**

</div>

**Q:** We would be a better suited vendor for professional staffing: Admin/Clerical, Accounting/Finance, Temp staff (typically non-housekeeping or general labor). We charge the same for "Recruited Temporary Labor" vs. "Emergency Staffing." Should I provide an attached spreadsheet with pay rates from $10 and up? The reason I'm asking, is because in the event of a higher level specialist, Analyst, Accounting, the pay will be higher (this is how I read and understood.) Or is this a general idea of pricing? And will you allow a pay rate/bill rate range? **OfficeTeam and Accountemps**

**A:** Human Resources will be filling temporary clerical positions. The RFP is not strictly for custodial or general labor positions. As pay increases, the overall fee will also increase, but the fee percentage should remain the same.

**Q:** May I please have you confirm the pages from the RFP document that need to be included in the package, along with the entire Standard Terms & Conditions, we send for Temporary Staffing Services? We believe we need to send page 1 (signature required for Proposal), page 19 (Respondent Information / Reference), and page 20 (Official Price Sheet). Or, should we send all 20 pages along with the 14 pages from the Standard Terms & Conditions? **LaborMAX**

**A:** There are multiple signature requirements regarding the Standard Terms & Conditions file as published on Hogbid. There is one signature required on the RFP document (page 1). Respondents are expected to address each section of the RFP and contain sufficient information and detail for evaluation. (reference section 10 of the RFP).

**Q:** Submission instructions are listed in section 10 of the RFP document – Instruction to Respondents. Specifications/Goals & Deliverables are listed in section 14. Evaluation criteria is listed in section 15. The pre-proposal call is today at 3:45 CST. Dial-in information is listed on the cover page of the RFP document, as well as section 5. Questions that have been received up to this point will be addressed during the call. The projected timetable of activities is listed in section 7. If we determine to extend deadlines a notice will be published on Hogbid. **ASK IT Consulting Inc.**

**A:** Submission instructions are listed in section 10 of the RFP document – Instruction to Respondents. Specifications/Goals & Deliverables are listed in section 14. Evaluation criteria is listed in section 15. The pre-proposal call is today at 3:45 CST. Dial-in information is listed on the cover page of the RFP document, as well as section 5. Questions that have been received up to this point will be addressed during the call. The projected timetable of activities is listed in section 7. If we determine to extend deadlines a notice will be published on Hogbid.