



CLARK COUNTY

RFP #852

TEMPORARY PERSONNEL SERVICES

QUESTIONS and ANSWERS

UPDATED: MARCH 20, 2023

	QUESTION	ANSWER																								
1.	<p>The categories listed for the Temporary Personnel Services (Professional, Technical and Expert Services) are quite broad, is there a list of the actual positions/assignments that might be included in these categories?</p>	<p>Here are some examples of the types of positions we have right now:</p> <table border="1"> <tr><td>Autopsy Technician</td></tr> <tr><td>Baliff</td></tr> <tr><td>Cadet</td></tr> <tr><td>Carpenter</td></tr> <tr><td>Death Investigator</td></tr> <tr><td>Death Investigator - On Call</td></tr> <tr><td>Elections - Office Assistant</td></tr> <tr><td>Elections Worker</td></tr> <tr><td>Engineer III</td></tr> <tr><td>Engineer Tech</td></tr> <tr><td>Environmental Programs Tech</td></tr> <tr><td>Fellowship</td></tr> <tr><td>Flagger</td></tr> <tr><td>Food Service Coordinator</td></tr> <tr><td>Food Service Worker</td></tr> <tr><td>Ground Maintenance</td></tr> <tr><td>Information System Coordinator</td></tr> <tr><td>Inspection Board</td></tr> <tr><td>Judicial Assistant</td></tr> <tr><td>Landscaper</td></tr> <tr><td>Laundry Service Worker</td></tr> <tr><td>Lead Mentor</td></tr> <tr><td>Legal Assistant</td></tr> <tr><td>Office Assistant</td></tr> </table>	Autopsy Technician	Baliff	Cadet	Carpenter	Death Investigator	Death Investigator - On Call	Elections - Office Assistant	Elections Worker	Engineer III	Engineer Tech	Environmental Programs Tech	Fellowship	Flagger	Food Service Coordinator	Food Service Worker	Ground Maintenance	Information System Coordinator	Inspection Board	Judicial Assistant	Landscaper	Laundry Service Worker	Lead Mentor	Legal Assistant	Office Assistant
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2.	Are previously submitted/awarded RFPs public information? Is so, where would I find them listed?	<p>Submit a PDR asking for those records specifically. https://clarkcountywa.mycusthelp.com/WEBAPP/rs/(S(nynqnbfgmdnsuewxrmivks w2))/SupportHome.aspx?sSessionID= HR performed RFP 736 Temporary Personnel Services in 2018.</p>							
3	Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.	No; current vendor is P.I.E. Management							
4.	Can you please let us know the previous spending of this contract?	Up to 2 million per year							
5.	Please confirm if we can get the proposals or pricing of the incumbent(s).	Please see answer #2							
6.	Are there any pain points or issues with the current vendor(s)?	Difficulty in recruiting, just like all agencies/companies are having a hard time.							
7.	Please confirm the anticipated number of awards.	One or two, depending on services that will be provided.							
8.	How many requisitions can we expect per year or throughout the contract term?	As an estimate, at the end of the year in 2022 we had 84 temporary employees from 14 different Departments.							

9.	What would be the number of awards you intend to give (approximate number)?	Please see Answer #7
10.	What is the work location of the proposed candidates?	Any of the county locations
11.	Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?	Please see answer #3 and #2; Yes.
12.	Are there any pain points or issues with the current vendor(s)?	Please see answer #6
13.	Could you please share the previous spending on this contract, if any?	Please see answer #4
14.	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	No

15.	Could you please let us know how many positions were filled in the last contract?	Please see answer #6
16.	If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?	Yes
17.	Can we provide hourly rate ranges for the given positions?	All pay ranges have to follow the county's pay plans that can be found here: https://clark.wa.gov/human-resources/non-exempt-pay-plan https://clark.wa.gov/human-resources/exempt-pay-plan
18.	Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	Depends on the departments' needs.
19.	Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	No resumes are required as part of the RFP process.
20.	Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?	Holidays New Year's Day Martin Luther King Birthday President's Day Memorial Day Juneteenth Independence Day Labor Day Veteran's Day Thanksgiving Day The Day after Thanksgiving

		Christmas The temporary agency is responsible for paying holiday pay, PTO and/or Vacation.
21	What is the estimated budget of this RFP?	Please see Answer #4
22	Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?	Please see answer #4, #3 and #6
23	Is there any preference to the local vendor while evaluating the proposal?	No
24	Please provide the list of all the certifications/Licensure which is necessary to attach in the proposal.	A valid Washington business license
25	Kindly specify total number of FTE's working and current \$ value spent?	Please see answer #8
26	Please clarify the pricing format?	Please see the RFP, Section IIC, Item #6 Payrolled with Benefits (county finds temporary employee and sends to staffing agency and benefits are provided by staffing agency) Payrolled without Benefits (county finds temporary employee and sends to staffing agency, no benefits are provided) Full-services staffing (staffing agency sends qualified candidates to county for selection and employment and staffing agency provides benefits)
27	Please specify does Proposed Cost will be counted under 25 pages?	Please refer to the RFP, Section IIB, Item #2

28	As mentioned in the solicitation " <i>Proposals must be clear, succinct and not exceed twenty-five (25) pages, excluding resumes, E-Verify, coversheet and debarment form.</i> " Please clarify here does resume refer for account management team's resume?	Yes, resumes are optional
29	Please specify the job categories required for the current contract? How many FTE's are needed at each job category?	Please see answer #1 and answer #8
30	How many maximum no. of vendors will be awarded for this contract?	Please answer #7
31	How many requirements are anticipated under this contract by County. Also, kindly share the job titles for which the services are requested commonly.	Please see answer #1
32	Is there any preference given to the local vendors?	Please see answer #23
33	Is a bid re-compete of an ongoing contract? If yes, then please share the details of the incumbent?	No, please see answer #2
34	How many vendors does the agency intend to award?	Please answer #7

35	What is the annual monetary spent value of the current contract since its inception?	Please see answer #4
36	What will be the budget of this contract	Please see answer #4
37	Do you need actual resume or sample resume?	Please see answer #28
38	Can we provide references of state or federal?	Yes
39	Can we also go for e-mail or fax submission? or hardcopy submission is mandatory?	No, you must submit hard copies. See instructions on front page of the RFP.
40	Can you also provide prices of ongoing contract?	Please see answer #2
41	Who is the incumbent for this opportunity?	Please see answer #3
42	What are the current markups?	Included in the results of answer #2
43	What are the associates' outs per job category? It means how many expected positions in total are there and how many associates are you expecting at each one? I	Please see answer #1; and it varies by department how many positions are needed for each department.
44	Can you provide job descriptions?	Please see answer #17
45	What are the current pay rates for each job description?	Included in answer #17

46	Is there a max number of awards?	Please see answer #7
47	What concerns do you have with the current vendors?	Please see answer #6
48	How many times in the past year did you convert associates to per staff?	This information is not available
49	What are the payment terms?	The Agency(s) shall provide the County with accurate, concise, efficient, and timely invoices. Agency employees placed with the County must turn in timesheets to the Agency within seventy-two (72) hours after the end of the most recent work week. Original invoices shall be billed to the County within five (5) working days after the seventy-two (72) hour deadline.
50	Can you provide details on the required drug and background screening?	Selected positions will require a criminal history background check, driving record check, and some positions will require a drug test.
51	Are we required to supply employees for ALL types job positions mentioned e.g. clerical, light industrial, technical, information technology, outdoor laborers and professional level positions? Or can we submit proposal for certain Job position/s?	Yes, we're looking for an agency that can supply all types of positions.
52	Can we just attach our E-verify certificate to the proposal or are we still required to submit through email before the due date?	See Part I Proposal Requirements Item 6 Employment Verification for E-Verify submission instructions
53	Do you have a sample of a Fee Proposal Form?	No
54	Are there are any mandatory benefits we (awarded vendors) would be providing to the assigned temporary employees?	Please see answer #20
55	Is this a new contract, if not Who is current incumbent and how long they have been serving?	Please see answer #3

56	What was the previous spent on the contract?	Please see answer #6
57	What is the estimated budget for this RFP	Please see answer #6
58	How will job requests be shared among multiple awarded vendors?	Please see answer #7; TBD
59	Will all job requests be shared among all awarded vendors simultaneously?	To be determined
60	Is there any ranking system for sharing job requests among awarded vendors such as primary bidder then secondary	No
61	What were the most commonly filled positions in the past?	Office Assistants and/or Parks/Roads Workers
62	How many positions are expected to be filled under this contract?	Please see answer #8
63	How many positions are currently open?	Please see answer #8
64	Will you accept reference of commercial clients?	The RFP requires 3 references from clients
65	How can we get E-verify MOU? Do we need to download from DHS website?	See answer #52
66	Is it mandatory to provide benefits to temporary staff?	Please see answer #20 but we recommend that you consult with your own legal advisors.
67	What benefits are provided by the county to staff managed by the county?	Please see this web page: https://clark.wa.gov/human-resources/employee-benefits
68	Can we submit Washington business license after the Award of Contract? Can we submit our active business registration online available copy as a proof ?	Yes.
69	We understand that we need to submit only makup as pricing. Can you please confirm?	Yes

70	Do we need to submit E-verify MOU copy with proposal only or need to send via email as well?	Please see answer #52
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