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**Addendum #2**  
**RFP # 31-22, Citywide Staffing Services**  
**08/24/2022**

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**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide clarification and to answer the questions received on RFP # 31-22, Citywide Staffing Services.

Question 1: Do you directly hire after a period all the contractors or are some positions earmarked for contractors only?

**Answer to Question 1:** *This has not been determined but will be based on position, performance, and budget.*

Question 2: Are Driving Records required for all positions, or just those operating vehicles?

**Answer to Question 2:** *Driver's licenses are required for all applicants to verify that the license is active and of the appropriate level for the position.*

Question 3: Is the required drug screen a 5 panel or 10 panel?

**Answer to Question 3:** *A five (5) panel drug screen is required for all applicants. A Department of Transportation (DOT) screening is required if the position requires a CDL.*

Question 4: Pricing – does the City of Clearwater provide the wage rate paid to the workers?

**Answer to Question 4:** *Reference RESPONSE ELEMENTS, TAB 5 – Cost of Services (1), page 22 of the solicitation.*

Question 5: Pricing – how do you want the pricing to be provided? Agency markup % to be added to the wage or an hourly bill rate? Markup allows for natural wage inflation to be accounted for.

**Answer to Question 5:** *Reference Answer to Question 4 above.*

Question 6: How many temp workers are needed?

**Answer to Question 6:** *The exact number of temporary workers has not been determined. Reference DETAILED SPECIFICATIONS, Item 3. SCOPE OF WORK, page 17 of the solicitation.*

Question 7: Are there any temp employees that will be transferred from a previous agency?

**Answer to Question 7:** *There are no temporary employees currently working for the City.*

Question 8: On Page 18 of the RFP, there is a section called Technical Specifications. In this section, the RFP asks that we provide various information including payroll services pricing, the location of our local office, list of training services, our service guarantee, etc. On Pages 22 & 23 of the RFP, it describes the format that we must use when responding to the bid including the use of tabs. Should we provide responses to the questions on Page 18 and insert the information after tab 6 and refer to the section as Tab 7 - Technical Specifications?



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**Answer to Question 8:** *The specifications are to describe the type of services the City is looking to procure. All responses should follow the proposal format as listed on pages 22 – 23.*

**Question 9:** Can the City of Clearwater (City) provide the current total number of temporary employees on assignment today?

**Answer to Question 9:** *Reference Answer to Question 7 above.*

**Question 10:** Can the City of Clearwater (City) provide the current contingent labor headcount by job type?

**Answer to Question 10:** *Reference Answer to Question 7 above.*

**Question 11:** In regard to the current contingent labor headcount, how many of the temporary employees were payrolled and how many were recruited?

**Answer to Question 11:** *Reference Answer to Question 7 above.*

**Question 12:** Can the City provide the total number of temporary suppliers that are used today?

**Answer to Question 12:** *Reference Answer to Question 7 above.*

**Question 13:** What was the payrolling spend in 2021 and YTD 2022?

**Answer to Question 13:** *The payroll expenditure for fiscal year 2021 was \$146,872,162.54. The payroll expenditure for fiscal year 2022 YTD is \$134,351,879.09.*

**Question 14:** What was the recruited spend in 2021 and YTD 2022?

**Answer to Question 14:** *Reference Answer to Question 7 above.*

**Question 15:** What was the total contingent labor spend for 2021 and YTD 2022?

**Answer to Question 15:** *There was no contingent labor spend for 2021 and YTD 2022.*

**Question 16:** If the contract with the current vendor of payroll services is not renewed, will the City give consideration to transitioning the payrolled workers to another staffing firm?

**Answer to Question 16:** *Reference Addendum 1, Answer to Question 3.*

**Question 17:** Does the City anticipate any large recruiting ramp ups this year?

**Answer to Question 17:** *This has not yet been determined.*

**Question 18:** Are there any vacation days or holidays being provided by suppliers to their contingent employees? If yes, please define and are they billable back at cost or are the benefits be absorbed in the markup?

**Answer to Question 18:** *The City is not offering paid leave at this time.*

**Question 19:** Are we able to only bid on office-based positions?

**Answer to Question 19:** *Reference RESPONSE ELEMENTS, TAB 3 – Positions and Qualifications Offered, page 22 of the solicitation.*



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Question 20: Does a standardized markup rate structure exist across all suppliers today? If not, can the City explain the current supplier markup model?

**Answer to Question 20: Reference Addendum 1, Answer to Question 3.**

Question 21: How are pay rates determined? For example, is there a consistent pay rate model in place that requires suppliers to pay the same pay rate to contingent workers that have the same job title?

**Answer to Question 21: The City's pay rates are based on a salary range provided for each job title, but we do not have a required minimum for temporary workers employed by an outside agency.**

Question 22: Can the City describe what key initiatives you are looking to accomplish with this RFP?

**Answer to Question 22: Reference DETAILED SPECIFICATIONS, Item 2. Project Goal.**

Question 23: How does the City distribute temporary labor requirements to the suppliers?

**Answer to Question 23: Reference Addendum 1, Answer to Question 12.**

Question 24: Do incumbent suppliers receive temporary labor requirements at the same time?

**Answer to Question 24: Reference Addendum 1, Answer to Question 3. The City reserves the right to award to multiple agencies depending on job classifications and hourly wages.**

Question 25: Does the City have a longevity rule in place that limits how long a temporary worker may remain on assignment?

**Answer to Question 25: There is no limit to how long a temporary worker may remain, when they are employed by an outside agency.**

Question 26: Does the City have a standard Master Services Agreement that can be shared?

**Answer to Question 26: Exhibit A – Services Contract Template has been added for your reference.**

Question 27: How many suppliers does the City ideally want to align from this RFP process?

**Answer to Question 27: Reference Answer to Question 24 above.**

Question 28: Why has the City elected to go out to bid at this time?

**Answer to Question 28: Reference DETAILED SPECIFICATIONS, 2. PROJECT GOAL, page 17 of the solicitation.**

Question 29: Does the City have any information on the frequency of contingent workers being converted to FTEs?

**Answer to Question 29: Reference Answer to Question 7 above.**

Question 30: Does the City have any attrition information by job type and work location?

**Answer to Question 30: Reference Answer to Question 23 above.**



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Question 31: What timekeeping system is currently used by the contingent workers?

**Answer to Question 31: Reference Answer to Question 7 above.**

Question 32: If bidders submit similar pricing, what other award criteria will be used in evaluating supplier responses?

**Answer to Question 32: Reference INSTRUCTIONS, i.23 CRITERIA FOR EVALUATION AND AWARD, page 6 of the solicitation.**

Question 33: What challenges is the City facing today with the current suppliers?

**Answer to Question 33: Reference Addendum 1, Answer to Question 3.**

Question 34: Does the City of Clearwater consider a sister company/ an affiliate of a Vendor to be “subcontracting” (Section S.3, Subcontracting) or “Assignment” (Section S.4, Assignment).

**Answer to Question 34: All negotiations and contractual requirements will be with the company that submitted the proposal. If the Vendor has multiple companies that have different EIN numbers, these companies will be treated as separate companies and should submit a separate proposal aside from the parent company.**

Question 35: Section S10.a, Compliance with Laws, General –This paragraph states the Vendor would be responsible for all “training, safety, and providing necessary equipment”. Does the City of Clearwater intend to provide (1) any site-specific safety and health training for the temporary workers? (2) the equipment to be used to perform services for City? (3) any personal protective equipment needed by temporary workers?

**Answer to Question 35: Certain PPE gear will be provided by the City depending on the position and what is required. Reference DETAILED SPECIFICATIONS, 2. Scope of Work, page 17 of the solicitation for a list of open positions along with the requirements, including PPE, for each position.**

Question 36: Please confirm whether the City intends to provide daily direction and supervision of all temporary staff provided by Vendor(s).

**Answer to Question 36: Daily direction and supervision will be provided by the City for all temporary employees placed.**

Question 37: Section S10.c, Compliance with Laws, Federal and State Immigration Laws –Will the City accept an attestation from Vendor that it has performed proper I-9 and E-Verify checks in lieu of providing the actual document for audit?

**Answer to Question 37: The City will accept an attestation in lieu of the actual documents from the awarded Vendor(s).**

Question 38: Section S15, Background Check – (“Detailed Specifications”, Section 4 Agency Requirements, starting on Page 17 of 30.) Detailed Specifications indicate vendor performs the checks but S15 indicates that the City may do the checks. Please clarify if the City intends to conduct criminal, driver history, and all other background checks instead of Vendor. We aren’t clear which set of terms would take precedence in the event of conflicting terms.



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**Answer to Question 38: Reference DETAILED SPECIFICATIONS, 4. AGENCY REQUIREMENTS, page 17 of the solicitation. The City performs all checks on employees when the employee is hired full time with the City.**

**Question 39:** 2. PROPOSAL FORMAT– If submitting online, does the county prefer an excel document with labeled tabs? Or is a PDF document acceptable?

**Answer to Question 39: The response submitted by the Vendor should follow the PROPOSAL FORMAT listed on pages 22 and 23 of the solicitation to include TABS 1-6. The City does not have a preference whether this is a word document or PDF.**

**Question 40:** TAB 5 –Cost of Services. Can the county be more specific regarding the titles, for pricing purposes? Are hourly ranges acceptable?

**Answer to Question 40: All City positions to include descriptions and wages can be found on the City's website. Reference DETAILED SPECIFICATIONS, 3. SCOPE OF WORK, page 17 of the solicitation. Reference RESPONSE ELEMENTS, TAB 5 – Cost of Services, page 22 of the solicitation.**

**Question 41:** What skill set(s) is/are of greatest importance or priority to the City when it comes to temporary labor?

**Answer to Question 41: This will vary depending on the position.**

**Question 42:** What are the anticipated hours per shift, per site?

**Answer to Question 42: This will vary depending on the position.**

**Question 43:** What is the City's anticipated budget for services to be provided within the scope of this solicitation?

**Answer to Question 43: This has not been determined at this time.**

**Question 44:** Are bidders expected to submit redlines to the provided agreement as part of our response?

**Answer to Question 44: Any exceptions to the City's terms must be included under TAB 6, 1. Exceptions/Additional Materials, Addenda form, page 24 of the solicitation.**

**Question 45:** May bidders provide alternate clauses (e.g., conversion schedules) based on skill categories as part of contract negotiations?

**Answer to Question 45: Reference RESPONSE ELEMENTS, TAB 5 – Cost of Services, page 22 of the solicitation.**

**Question 46:** What factors will you consider the most when making your final vendor selection?

**Answer to Question 46: Reference Answer to Question 32 above.**

**Question 47:** Is your expectation that the selected vendor will be the primary/sole supplier with exclusivity? If so, will this be exclusive by overall contract or by labor category?

**Answer to Question 47: Reference Answer to Question 24 above.**



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Question 48: Please outline your seasonal peaks: What is the timeframe and by what % does the staffing demand increase?

**Answer to Question 48: Reference Addendum 1, Answer to Question 3.**

Question 49: Please provide details on which positions must be filled on-site vs. which positions may be filled remotely.

**Answer to Question 49: The City is not offering remote positions at this time.**

Question 50: Please outline your specific background and drug screening requirements. If this varies for additional entities that may participate in this contract, please provide details.

**Answer to Question 50: Reference DETAILED SPECIFICATIONS, Item 4. Agency Requirements (a), page 17 of the solicitation.**

Question 51: May bidders utilize our own vendors for background checks/drug screening?

**Answer to Question 51: Reference Answer to Question 50 above.**

Question 52: Please outline your requirements for Personal Protective Equipment (PPE). Which PPE is expected to be provided (paid for) by the vendor? Please indicate which positions require which PPE.

**Answer to Question 52: Reference Answer to Question 35 above.**

Question 53: What is the tentative start date of this engagement?

**Answer to Question 53: Reference MILESTONES, 1. Anticipated Beginning and End Date of Initial Term, page 21 of the solicitation.**

Question 54: What is the job location of the proposed candidates?

**Answer to Question 54: Reference Answer to Question 42 above.**

Question 55: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

**Answer to Question 55: There is no subcontracting requirement for this contract.**

Question 56: 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? Are hourly rate ranges acceptable?

**Answer to Question 56: Reference Answer to Question 45 above.**

Question 57: How many people are currently working onsite and offsite?

**Answer to Question 57: Reference Addendum 1, Answer to Question 3.**

Question 58: Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

**Answer to Question 58: Exhibit B – City Holidays have been added for reference. Reference Answer to Question 18 above.**





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Question 59: How do we submit the proposal via electronic or hard copy or both electronic & hard copy?

**Answer to Question 59: Reference Addendum 1, Answer to Question 7.**

Question 60: Could you please clarify, do you need consultant resumes or need organization internal key personnel staff resumes?

**Answer to Question 60: Reference RESPONSE ELEMENTS, TAB 2 – Qualifications of Agency, (c).**

Question 61: Could you please clarify the TAB-3 and point no 3, do you need the bench availability of workers according to specified in the City of Clearwater Employment website?

**Answer to Question 61: Item 3. Number of Workers Available for each position offered is intended to let the City know how many qualified employees each Agency has for each position offered.**

Question 62: Could you please elaborate TAB-3 and point no 4? Is the City of Clearwater looking for a pre-vetted pool of candidates?

**Answer to Question 62: Item 4. Timeline for Starting Work is intended to let the City know how soon employees will be available to start work for the City.**

Question 63: Can the City of Clearwater accept the hourly bill rate range?

**Answer to Question 63: Reference Answer to Question 45 above.**

Question 64: Do we have to share pricing for all the positions listed on the website?

**Answer to Question 64: Reference Addendum 1, Answer to Question 2.**

Question 65: We see there are a total of 93 jobs listed as of 08/18/2022. Do we have to bid on all the positions or can we bid on a few positions?

**Answer to Question 65: Reference Addendum 1, Answer to Question 2.**

Question 66: Do we need to submit only account management resumes as a part of the proposal or do you want us to submit resumes of candidates for all the 93 positions.

**Answer to Question 66: Reference Answer to Question 60 above.**

Question 67: Is there any preference for local staffing agencies?

**Answer to Question 67: Not at this time.**

Question 68: With reference to “Proposal Format, TAB – 3 Positions and Qualifications Offered”, are there any titles predefined by the agency that vendor needs to follow?

**Answer to Question 68: Reference Addendum 1, Answer to Question 1.**

*End of Questions and Answers*

All other dates and terms and conditions remain the same in this Request for Proposal.

*End of Addenda*