



Addendum #3
RFP # 31-22, Citywide Staffing Services
09/02/2022

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.

The new extended deadline for this RFP is now September 9, 2022, at 10:00A.M.

Question 1: To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will Clearwater accept letters of attestation in lieu of actual background check results?

Answer to Question 1: Reference Addendum 2, Answer to Question 37.

Question 2: Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to Clearwater?

Answer to Question 2: Any exceptions to the City's terms must be included under TAB 6, 1. Exceptions/Additional Materials/Addenda form, page 24 of the solicitation. All exceptions will be reviewed on a case by case basis.

Question 3: With respect to Affordable Care Act (ACA) costs, would Clearwater prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?

Answer to Question 3: Reference DETAILED SPECIFICATIONS, Item 6. Technical Specifications (a), page 18 of the solicitation.

Question 4: Will Clearwater be using a procurement card as a form of payment? If so, how often? At what purchasing amounts?

Answer to Question 4: The City's standard payment terms are Net 30. Frequency of billing will be discussed during negotiations.

Question 5: Will Clearwater accept Remote Online Notary for RFP 31-22?

Answer to Question 5: The City will accept an online notary.

Question 6: Are we permitted to make necessary revisions/changes to the RFP 31-22 Citywide Staffing Services proposal for review and approval? Will the RFP be accepted for review if changes are made to the current RFP?

Answer to Question 6: Reference Answer to Question 2 above.

Question 7: Are we able to bid on certain jobs or types of positions/departments, if we are not able to bond employees for all City of Clearwater job openings? For example, can we bid on only staffing for Office Services positions, or do we have to bid on all of the job openings?

Answer to Question 7: Reference Addendum 1, Answer to Question 2.



Question 8: Additionally, due to some of our outside insurance/bonding limitations, are you open to Direct Hire options, as well as temporary and temporary-permanent services?

Answer to Question 8: Reference Addendum 2, Answer to Question 1.

Question 9: Background Screening/Reporting- The RFP requests that Vendors share the background screening results of our associates with the City of Clearwater for review. Will be able to move forward with the RFP process, if we are not able to share background results? Legally, our company cannot and does not share any background check results with any clients; however, we are able to certify that the associate meets your hiring criteria.

Answer to Question 9: Reference Addendum 2, Answer to Question 37.

Question 10: Is there any preference for local vendors?

Answer to Question 10: The City does not have local preference.

Question 11: Do we have to submit resumes of our key personnel or the resumes of candidates for all the positions we are bidding for?

Answer to Question 11: Reference Addendum 2, Answer to Question 60.

Question 12: TAB 4-References: A minimum of three (3) references, preferably from other public entities within the State of Florida, for whom you have provided similar services within the past five (5) years. Do we have to provide references only from within the state of Florida or can we provide references from other states also?

Answer to Question 12: References from Florida are preferred, not required.

Question 13: As per the requirements in the tab 3, could you please help us clarify, should we provide job description on all 91 job positions/items mentioned in the link given, as we intend to bid on all the 91 job positions?

Answer to Question 13: Reference RESPONSE ELEMENTS, 2. PROPOSAL FORMAT, TAB 3, Positions and Qualifications Offered, page 22 of the solicitation.

Question 14: In 2. PROPOSAL FORMAT, TAB 4 – REFERENCES, it is mentioned, “A minimum of three (3) references, preferably from other public entities within the State of Florida, or whom you have provided similar services to within the past five (5) years. Include the name of entity, contact person’s names, phone numbers, e-mail addresses, mailing addresses, type of service provided, dates these services were provided.

- Can we submit commercial client references to suffice City’s requirement? **References from other public entities in Florida are preferred, not required.**
- Would City be giving preference to vendors who submits references of other public entities within the State of Florida? **Reference Answer to Question 12 above.**
- Can we submit similar references of other public entities outside Florida to suffice City’s requirement? **Reference Answer to Question 12 above.**
- Is it mandatory to have reference from FL only? **Reference Answer to Question 12 above.**

Question 15: Regarding TAB 3 – Positions and Qualifications Offered.



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- So do we need to mention what all positions we are bidding in this RFP? **Reference Answer to Question 13 above.**
 - Is it mandatory to bid for all positions? **Reference Addendum 1, Answer to Question 2.**
 - Job Descriptions are already given in RFP. So what exactly do we need to submit here in order to suffice the above mentioned requirement? **A clear description of what the position being offered entails along with any additional qualifications so the City can compare job duties.**
 - Is City expecting us to submit Sample resumes here in this section? **Sample resumes for positions offered may be included but are not required at this time.**
 - For number of positions available, do we need to provide our pool for the positions we are offering rates? **Reference RESPONSE ELEMENTS, 2. PROPOSAL FORMAT, TAB 3, Positions and Qualifications Offered (3), page 22 of the solicitation.**
 - So do we need to propose our own tentative timeline to start the work on this contract? **Reference MILESTONES, 1. Anticipated Beginning and End Date of Initial Term, page 21 of the solicitation.**
 - Do we need to assign candidates on the first day of contract? **This will be determined during the negotiation phase.**

Question 16: The service contract are we supposed to fill it out or will the City send it back with our information?

Answer to Question 16: Any agreements will be done during the negotiation phase with the chosen Vendor(s).

Please Note: The ten (10) day deadline for submitting questions is now closed and no further questions will be responded to.

End of Questions and Answers

End of Addenda